



CITY OF ELIZABETHTON

Planning and Development

Site Plan Review and Approval Policy

Development Review Committee Submission Requirements

ALL non-single family developments which will be constructing, erecting or adding to any building or structure, or; developing, changing or improving any land, or; altering the use of the land must be reviewed by the Development Review Committee before a grading or building permit will be issued, or being place on the Elizabethton Regional Planning Commission agenda. An early consultation with the Planning and Development Department is advised.

A fully completed and signed Site Plan Review Application must be submitted with the required number of plans. Before the plans will be reviewed, the site plan review fee must be paid in full.

For each development reviewed by the Development Review Committee, seven (7) full size sets, a digital copy of the site plan in PDF format, and two (2) copies of Storm Water Calculations and Storm Water Pollution Prevention Plan (SWPPP), if applicable, must be submitted.

All site plan submissions made for review by the Development Review Committee must include all of the following elements:

- Property lines
- Outline, square footage, and height of existing and proposed buildings and structures
- Distance between buildings and property lines or property building envelope (setbacks)
- Parking lots, indicating parking spaces
- Driveways and sidewalks
- Surrounding streets
- Natural features (streams, rivers, drainage ways, topographical contours, etc)
- Landscape plan
- Lighting plan (if exterior lighting is proposed)
- Erosion and sedimentation controls
- All existing and proposed utility lines and fire hydrants (water, sewer, stormwater, electric, gas, etc)
- Sign locations
- FEMA flood zones (with the exception of the 'X' zone)

Any site plan failing to include all of the previous elements is subject to denial for review and will be returned to the owner or developer.

Acceptance by the Development Review Committee of a site plan will entitle it to be placed on the Elizabethton Regional Planning Commission agenda within 90 days of the initial Development Review Committee appearance.

Planning Commission Agenda Requirements

All non-single family developments which will be constructing, erecting or adding more than fifteen (15) percent of the existing base square footage (so long as setbacks and site ingress/egress are not affected) of any building or structure, or; developing, changing or improving any land, or; altering the use of the land must appear before the Elizabethton Regional Planning Commission.

No site plan will appear before the Elizabethton Regional Planning Commission without first having been reviewed by the Development Review Committee and the resubmission of one (1) full size set, eight (8) 11x17 inch copies and a digital copy of the final site plan with Development Review Committee comments incorporated. All outstanding fees on the property must also be paid in full.

A majority of the Development Committee's comments and concerns must be addressed or resolved before the plan will be considered for placement on the Planning Commission agenda. Any requirements of the Development Review Committee may be brought before the Planning Commission at the regularly scheduled meeting.

Approval of a site plan by the Elizabethton Regional Planning Commission is final and must be constructed as presented and approved by the Commission. Minor changes which will not alter dimensions of the site's building(s), scope of the plan, ingress/egress points or compromise the intent of the Planning Commission upon approval may be made to the site plan as necessary during the construction phase so long as they are pre-approved through the Planning and Development Director.

Elizabethton Regional Planning Commission approval will be valid for a period of one (1) year. Failure to begin any portion of the construction phase (including grading) will result in the requirement of another approval by the Commission. A maximum of three (3) months extension may be granted by the Planning and Development Director. Any extension beyond one (1) year and three (3) months must be approved by the Elizabethton Regional Planning Commission.

Review Procedure

