



*David R. Ornduff, Director
Planning and Development*

CITY OF ELIZABETHTON
136 S. SYCAMORE ST.
ELIZABETHTON, TN 37643-3328
423-542-1508 or 423-542-1502
Fax: 423-547-7448 or 423-542-1510

ELIZABETHTON REGIONAL PLANNING COMMISSION

Site Plan Approval Process

The following are the minimum steps necessary to process a site plan with the City of Elizabethton as required by the Elizabethton Regional Planning Commission Land Development Regulations.

Informal Consultation – early in the development planning process, the developer should contact the city Planning and Development Department to determine if a site plan is required before a building permit can be issued for the project. If a site plan is required, the developer shall request an informal site inspection and/or a preliminary review of the plans.

Site Plan Submittal – when site plan is completed, the developer, owner or their duly authorized agent shall submit twenty-one (21) days prior to the meeting in which it is to be considered thirteen (13) copies and one (1) one quarter size of the site plan, an electronic copy in PDF format, and two (2) copies of complete drainage calculations, to the Planning Secretary before 5:00 pm Tuesday for the following Wednesday morning site plan review meeting to be held at 9:00 am. Site plans and drainage calculations must be stamped by the appropriate design professional. The responsible design professional is required to attend the site plan review meeting to answer or ask questions pertinent to the project.

Site Plan Review – all site plans will be reviewed on Wednesday morning for minimum requirements. If the plan meets the minimum requirements it will be placed on the Elizabethton Regional Planning Commission Agenda the following month in accordance with the commission submittal dates. If the plan does not meet the minimum requirements it will be returned to the applicant listing each department's corrections, comments and deficiencies. All returned plans will have to be resubmitted by the process outlined under "Site Plan Submittal".

Site Plan Resubmittal – The engineer/architect will make the necessary changes to the plans and resubmit thirteen (13) copies and one (1) one quarter size copy and one electronic copy in PDF format to the city's Planning Secretary twenty-one (21) days prior to the date of the meeting in which it is to be considered. Staff will review the plans for completeness and obtain signatures from the various departments. The site plan will be placed on the Elizabethton Regional Planning Commission Agenda the following month in accordance with the commission submittal dates. Upon approval by the planning

commission the contractor can then apply for the necessary building permits. Site plan approval expires one year from the final approval date.

Construction Phase – during the construction of the project, a copy of the approved site plan shall be kept on site when work is underway. The project will be inspected at various times by city inspectors. If situations develop during construction that necessitate a change in the approved plan it is the responsibility of the developer to have the design professional of record revise the plan and resubmit it to the City Planning Director for review.

Final Project Approval – when the contractor obtains the necessary permits he will be given a final inspection sign-off card. It will be the responsibility of the contractor (or owner/developer) to call for a final inspection. The Chief Building Official shall secure signatures from each department listed on the card. The Chief Building Official will authorize the issuance of a Certificate of Occupancy only after the sign-off card is completed.



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Commercial/Industrial Site Plan Requirements

- The site plan shall show the following information in a title block:**
 - Name and address of development,
 - Name, address and phone number of the owner of record and applicant,
 - Present zoning of the property and abutting property,
 - Date, scale and any revisions,
 - Name, address and phone number of the engineer and /or architect with certification block.

- The site plan shall show the following existing information:**
 - Property lines and street R.O.W. with necessary dimensions, bearings, and distances,
 - Streets, alleys, sidewalks, curbs, and easements
 - Buildings, structures, retaining walls and signs,
 - Sanitary sewer systems, water mains and service lines, fire hydrants,
 - Overhead and underground electric lines, utility poles,
 - Natural gas mains and service lines
 - Driveways, entrances, exits, and parking areas, curb cuts,
 - Trees, shrubs and other landscape features,
 - Natural and artificial water courses,
 - Storm drainage systems,
 - Limits of flood plains and floodways,
 - Existing contours at two (2) foot intervals with reference datum mean sea level, State Plane Coordinates,
 - Benchmark located and marked in the field where it can remain during construction,
 - Any other item needed to show the conditions of the site.

- The site plan shall show the location, dimensions, size and/or height of the following when proposed:**
 - Streets, alleys, sidewalks, curbs and easements cross section showing pavement construction,
 - Buildings, structures, retaining walls and signs, (including the front, i.e. street elevation of proposed buildings and signs),
 - Sanitary sewer systems, water mains and service lines, fire hydrants, manholes, storm and sewer,

- Size and location of water meter, valves, PRV (reduced pressure zone backflow prevention devices).
- Overhead and underground electric lines, poles, (note: **ALL** utilities shall be underground.)
- Location of electric meter pan,
- Electric service required.
- Natural gas mains and service lines,
- Driveways, entrances, exits, fire lanes and parking areas with stalls striped and number of spaces provided, in relation to gross leaseable space or other parking criteria
- Signs and pavement marking necessary to aid traffic approaching, departing and/or on the site,
- Landscape Plan - trees, shrubs and other landscape features,
- Refuse container pads and screening for pads, cross section, wet or dry,
- Distance between buildings,
- Required setback distances and proposed setback distances from buildings to adjoining property lines.
- Number of commercial or industrial tenants and employees,
- Proposed contours at two (2) foot intervals, with reference datum State Plane Coordinates.
- Finished floor elevations,
- Loading and unloading areas,
- Square feet of floor space, and building height,
- Drainage plan for collecting, conveying and detaining storm water.
- Plans and details of storm water quality devices or structural BMP's
- Location and type of mailboxes must be approved by Post master or Delivery Supervisor with validation stamp and signature.
- Lighting plan
- Indicate disturbed area in acreage and square feet.
- Erosion and sediment control plan – TDEC Erosion and Sediment Control Handbook.
- Show slope gradients in ratio.
- Grease trap location,
- Location of sprinkler connection,
- Traffic impact analysis (if required),
- Handicap requirements (parking/ramps/grade and signage), street corner sidewalks,
- Any other item needed to show the conditions of the site.
- Sign-off that you have consulted with the City's Planning and Development Director.
- Sign-off that you have reviewed the Elizabethton Zoning Ordinance.
- Sign-off that you have reviewed the Elizabethton Subdivision Regulations.
- Sign-off that you have reviewed the Landscape Ordinance.
- Sign-off that you have reviewed the Sign Ordinance.
- Sign-off that you have reviewed the Highway Entrance Overlay District Ordinance.
- Thirteen copies of the Request for Review of Site Plan and one (1) one-quarter size site plan shall be submitted at least twenty-one (21) days prior to the date of the meeting in which it is to be considered.
- Electronic copy of site plan – PDF format.

Separate Submittals (2 Copies Each)

- Final subdivision plat (7 copies).
- FEMA no rise certification (if required)
- Phase I, Phase II Environmental Impact Statement (if required)
- Brownfield Agreement (if required)
- State – Notice-of-Intent (NOI)
- State – Storm Water Pollution Prevention Plan (SWPPP)
- State – Notice of Coverage (NOC)
- State – Notice of Termination (NOT)
- Storm water run-off and detention calculations
- Storm water quality calculations.
- Slope erosion protection calculations for the proposed erosion control solution
- Engineer’s design information for retaining wall systems higher than 4 feet.
- Engineers certification record drawings.

* City of Elizabethton has adopted 2006 International Building, Residential, Plumbing, Gas, 2008 Electrical Codes and International Fire Code 2006 Edition of the International Building Code, Life Safety Code (NFPA No. 101-2006), North Carolina ADA Code 2002 with 2004 amend, 2006 International Mechanical Code, 2006 Model Energy Code.

***Note: Information not provided may be cause for disapproval.**

**SUBMITTAL DATES
ELIZABETHTON REGIONAL PLANNING COMMISSION
AND
DEVELOPMENT COMMITTEE
2010**

CUT-OFF DATES PLANNING COMMISSION 5:00 P.M.	PLANNING COMMISSION MEETING DATES 6:00 P.M.	DEVELOPMENT COMMITTEE MEETING DATES 10:00 A.M.
12-15-09	1-5-10	12-16-09
1-12-10	2-2-10	1-13-10
2-9-10	3-2-10	2-10-10
3-16-10	4-6-10	3-17-10
4-13-10	5-4-10	4-14-10
5-11-10	6-1-10	5-12-10
6-15-10	7-6-10	6-16-10
7-13-10	8-3-10	7-14-10
8-17-10	9-7-10	8-18-10
9-14-10	10-5-10	9-15-10
10-12-10	11-2-10	10-13-10
11-16-10	12-7-10	11-17-10
12-14-10	1-4-11	12-15-10