

CITY OF OAK RIDGE  
CHECKLIST FOR APPLICANTS  
TRADITIONAL NEIGHBORHOOD DEVELOPMENT  
MASTER PLAN ZONING DOCUMENT

The submission of an application for rezoning to the Traditional Neighborhood Development District and the submission of a Master Plan is the first step in Traditional Neighborhood Development process.

Name of Development - Lot(s)/Parcel(s) Block No: \_\_\_\_\_

Owner/Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of Agent/Engineer/Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

General description of project: \_\_\_\_\_

Fees Paid: \_\_\_\_\_ \$200.00 Seven copies for initial review by staff. Eighteen copies of revision for staff and Planning Commission. After recommendation by Planning Commission, fifteen copies for City Council meeting. If plan does not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before the deadline of the following month.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated.

ARE ANY VARIANCES REQUESTED AS PART OF THIS PROPOSAL?

\_\_\_\_\_ YES (Attach letter detailing each, and its justification)

\_\_\_\_\_ NO

I hereby certify that this submission is complete and ready for city staff review.

SIGNATURE OF AGENT: \_\_\_\_\_

I authorize \_\_\_\_\_ to serve as my agent.

SIGNATURE OF OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

City of Oak Ridge Community Development Dept. Site Representative: \_\_\_\_\_

**PLANNING DIVISION**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Scale: 1"=50' or 1"=100' Show scale on drawing.			
2. Lot or parcel no. & block no.			
3. Name, address & telephone number of surveyor/engineer			
4. Date of preparation			
5. True & grid north arrows			
6. Location map			
7. Approximate subarea locations and storefront area locations and development permissions including density and house type.			
8. Acres in tract? Open space acreage and percentage of site.			
9. Legend			
10. Ownership of all property proposed for incorporation within TND. A copy of all deeds along with written documents signed by all property owners indicating willingness to abide by Master Plan			
11. Show all FEMA Floodway and Floodway Fringe boundaries.			
12. Name of adjacent property owners or subdivision			
13. Expected first phase of project.			
14. Average lots or units per acres			
15. Show on-site usable open space, proposed uses and structures permitted, and list proposed method of maintaining open space or common facilities: (a) Developer or management authority (b) Homeowner's association per deed restriction (c) By City of Oak Ridge, upon of dedication of such open approval space and/or facilities			
16. Reservations for public uses including schools and parks and other open spaces.			
17. Lot Requirements showing any further permitted limitations to the regulations established in Table I or Table II of the TND Chapter.			

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
19. Boundary and description of tract to be developed including all existing property lines.			
20. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, wetlands, sinkholes, floodplains, hillside areas, utilities, and easements, etc.			
21. One transparency of proposal (8½"x11") must be submitted with revision before Planning Commission Business Workshop.			
22. Substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings and structures including proposed easements for public utilities, drainage-ways and common open spaces.			
23. Staging schedule.			

City Staff/Reviewed By & Date: \_\_\_\_\_

**PUBLIC WORKS**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Delineation of easements and any other encumbrances on site			
2. The approximate location and sizes of existing sanitary and storm sewers, water mains, culverts and other underground structures in or adjacent to the project.			
3. Approximate street locations and street classification. Approximate (15) foot intersection radii locations.			
4. Approximate location of planned major utility facilities and easements.			
5. Traffic impact study may be required per Zoning Ordinance requirement.			
6. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkhole/land depressions, springs, floodplains, etc.			
7. Show all FEMA Floodway and Floodway Fringe boundaries.			

Any questions regarding Public Works items can be directed to the City Engineer at (865) 425-1807

Public Works/Reviewed By & Date: \_\_\_\_\_

ELECTRICAL DEPARTMENT

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Service desired:  Overhead _____ Unknown _____ Underground _____ Combination _____ (This info is for planning purposes only)			
2. Existing electric utility easements have been shown.  (required for approval)			
3. Existing electrical plant facilities, i.e. poles, anchors, pad mount transformers, street lights, etc. have been shown.  (required for approval)			
4. Will your Master Plan necessitate relocation and/or removal of existing electrical utility facilities? If yes, explain:  _____ _____  (Info only. Failure to identify relocation needs could result in delays in construction.)			
5. The following notes are <b>on</b> the drawing.  1. No construction of buildings or signs or installation of landscaping shall take place within easements without the City of Oak Ridge's written approval. Landscaping must comply with CORED Standard 650 (latest revision). Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City.  2. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement.  (required for approval)			
6. Have you participated in a meeting with the City of Oak Ridge Electric Department to establish a plan for providing electric service to each lot?  Meeting Date _____  Please note, while a Master Plan will be approved without an indication of the electrical route depicted, the Preliminary Plat will require a definitive route for approval. It is highly recommended that the route be established as part of the Master Plan, as changes to the Master Plan could arise if routing is delayed. (This info is for planning purposes only.)			

City Staff - Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_