

CITY OF OAK RIDGE
CHECKLIST FOR APPLICANTS
SITE PLANS

This checklist is utilized for the review and approval of site improvements that are planned as part of the building process. A site plan must be submitted for approval before a grading permit and/or building permit can be issued. Site plans for property zoned UB-2, B-1, O-2 & MH-1 are reviewed by the Oak Ridge Municipal Planning Commission. Site plans for property within all other zoning districts are reviewed by City staff.

For guidance with site plan preparation please refer to the Oak Ridge Zoning Ordinance, including but not limited to Article XI, Off Street Parking and Loading Requirements; Article XIII, Landscaping and Design Standards; and Article XVI, Administration and Enforcement. The City of Oak Ridge Zoning Ordinance is online at <http://www.cortn.org> on the Community Development Department's webpage. Additional requirements pertaining to site plans can be found in the City of Oak Ridge Erosion Control and Storm Water Management Ordinance. For questions concerning site plan review please contact the Community Development Department at (865) 425-3531.

Registrant's signed and dated professional seal shall be affixed on all appropriate sheets for each area of competency for all new construction in strict accordance with the Laws and Rules issued by the applicable State Board of Licenser unless otherwise approved by the City prior to submission of the site plan.

Project Name: _____

Parcel Identification Number: _____ Zoning Classification: _____

Property Owner _____ Property Owner Telephone No. _____

Property Owner Mailing Address _____

Name of Agent/Engineer/Surveyor _____

Mailing Address _____

Applicant Telephone No. _____ Applicant Fax No. _____

Applicant Email Address: _____

General Description of Project: _____

- Fees Paid: _____ \$200 New & Over 2 Acres
_____ \$100 New & 2 Acres or Less
_____ \$50 Change of Use & Over 2 Acres
_____ \$25 Change of Use & 2 Acres or Less

Seven copies are required for initial review by staff. In addition, 10 copies (FOLDED) for Planning Commission will be required if applicable. NOTE: If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before being distributed for review.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated. All revisions are to be submitted to the Community Development Department ONLY.

City of Oak Ridge Site Representative: _____

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Size: 1"=20' for small lots and parcels: 1"=50' for large sites			
2. Name, address and telephone number of engineer			
3. Date of preparation			
4. True and grid north arrows			
5. Location map			
6. Zoning of subject property and adjacent property.			
7. Legend			
8. Number of acres in tract			
9. Location of all existing or proposed easements and utilities.			
10. The actual shape, location, and dimensions of the legal lot of record.			
11. The shape, size dimensions of all buildings or other structures to be erected, or altered and buildings or other structures already on the lot.			
12. Show any Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures.			
13. Parking: All sites must provide for efficient safe entry, loading & unloading, and off-street parking. Number & dimension of parking lot aisle widths and parking spaces, including handicapped spaces & ramps and fences. Show directions of movement. Note distances between curb cuts and their width. (See Zoning Ordinance, Article XI and Section 13.02(e))			
14. Parking: Note that a minimum of 10% of the paved area within a site is to be landscaped within and immediately adjacent to the paved parking area. This is the required landscaped area. For every 200 square feet of required landscaped area, one (1) tree shall be planted. (See Article XIII of the Zoning Ordinance) Provide a note on the landscape plan stating the percentage of the site devoted to open space, the square footage of paved area and calculate 10% for the required landscape area. No more than 50% of site trees may be comprised of ornamental trees.			
15. Pedestrian Circulation: Indicate location of sidewalks along street and pedestrian connections to sidewalks including pedestrian features of safety. Locate pedestrian areas on adjacent sites and indicate how connections have been made to them. (See Zoning Ordinance Section 13.02(e))			
16. Lighting: Show location and design standards. Indicate any special provisions to shield light from adjacent properties. Provide a note on the site plan that specifies all lighting is required to be Dark Sky Certified. (See Zoning Ordinance, Section 13.02(h))			

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
<p>17. Landscaping Plan: A minimum of 20% of the site shall be devoted to permeable surfaces, such as landscaped areas and green space. Show proposed location of all landscape plantings; location and dimensions of planting areas and islands; legend with the number, type and sizes of plants; and dimensions of buffers where required. Show the location of all existing and proposed easements for electric, water, storm drainage and sanitary sewer on the landscaping plan. NOTE: Applicant shall obtain prior written approval by the City if landscaping is located within any of the easements. (See Zoning Ordinance Article XIII)</p>			
<p>18. Provide a note on the site plan stating the landscape plan submitted is the approved landscape plan and any changes have to be submitted in writing to the City of Oak Ridge for approval.</p>			
<p>19. Architectural Character: Show building elevation with materials noted and colors referenced. For prototype designs, indicate how they have been adapted to the Oak Ridge setting. (See Zoning Ordinance, Section 13.02(d))</p>			
<p>20. Signage: Location, character, size, height and orientation of signs proposed to be erected, including business or identification signs, traffic signs & pavement markings within site. A separate sign permit is required for all temporary and permanent signs. (See Zoning Ordinance, Article XIV)</p>			
<p>21. Screening: Show location of all screening on plans, along with designs for screening and materials. Note location of building service areas/mechanical equipment, with screening provided. Note location of exterior mechanical equipment and dumpster, with plans for screening. (See Zoning Ordinance Section 13.02(g))</p>			
<p>22. Preservation of Existing Trees and Site Features: Note existing trees and vegetation areas. Note special site features, with plan for their protection. Show important views across the site to natural features or landmarks. (See Zoning Ordinance, Section 13.02(c))</p>			
<p>23. Setbacks: Side Front Rear Required: _____ _____ _____ Shown: _____ _____ _____</p>			
<p>24. Statement identifying the existing and intended use of the lot and of all buildings or structures proposed, including the number of dwelling units per individual building.</p>			

PLANNING STAFF/REVIEWED BY & DATE: _____

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
<p>1. Unless otherwise approved by the City Engineer prior to site plan submission, the design of streets, storm drainage systems and grading plans shall be signed, dated and sealed by a qualified Engineer, Architect, or Landscape Architect licensed in the State of Tennessee. The design of public water systems, sanitary sewer systems and flood control projects shall be signed by a qualified Engineer licensed in the State of Tennessee. If a waiver is granted, the applicant must obtain a written statement from the City Engineer (865-425-1807) and the statement must accompany the site plan and check-off at the time of submission to the City.</p>			
<p>2. Provide efficient safe access to public streets with details, dimensions and standard drawings of accesses, curb/curb & gutter & sidewalks located on the right-of-way. Provide details of any utility adjustments.</p>			
<p>3. Submit detailed drawings of off-site street improvements. A traffic impact study may be required per Zoning Ordinance.</p>			
<p>4. Show location and size of existing & proposed sanitary & storm sewers, water mains including meter locations, and other utility structures in or adjacent to the project. Provide details, calculations and standard drawings of all proposed utilities.</p>			
<p>5. Provide drainage system design. Eliminate or minimize drainage runoff into the street. Provide details, calculations and standard drawings of detention basins when applicable.</p>			
<p>6. Provide bearing and distance of all property lines, encumbrances on property and existing and proposed easements for utilities, accesses, etc. Locate adjacent streets and physical features. As built utility drawings and a plat/easement document is required for utilities proposed for City acceptance.</p>			
<p>7. Provide erosion control and storm water management plan with details, calculations and standard drawings. Locate natural waterways, wetlands, sinkholes/land depressions and sinkhole remediation, etc. Submit a grading permit application. Indicate the number of acres of land disturbance. Land disturbance bond may be required. The required fee must be paid at the City Finance Dept (Account Code 101.4241) on the date of issuance of the grading permit. Site plan approval is required prior to issuance of a grading permit.</p>			
<p>8. Provide existing and proposed topography of the project area with appropriate contours to define grading and storm water runoff.</p>			

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REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
9. Show all FEMA designated Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show the location of all existing and proposed easements for electric, water, storm drainage and sanitary sewer on the landscaping plan. NOTE: Applicant shall obtain prior written approval by the City if landscaping is located within any of the easements.			
10. Show location and detail of double detector check valves on sprinkler system if applicable (above ground if located outside)			
11. Developer/contractor must contact City Environmental Compliance Officer at 425-1610 to determine the type of backflow prevention device required on the domestic water line and the requirements for a Wastewater Discharge Permit.			
12. Developer/contractor is advised to contact the City Public Works Department at 425-1814 pertaining to scheduling water taps and meter installation.			

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: No change to existing service ____ or Service upgrade/ new service needed: Overhead ____ or Underground ____ Transformer located ____ Desired route indicated ____ (required for approval)			
2. Existing and proposed 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. Have you provided a drawing in the package that indicates all utilities and easements? (failure to do so could result in clearance conflicts and delays in the plat approval process)			
5. Will construction necessitate relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ _____ (failure to identify relocation of infrastructure could cause delays in construction)			
6. a) The site plan submitted ____ does, ____ does not indicate improvements, retaining walls, decorative walls, buildings, signs, or landscaping located within R.O.W., utility easements, or setbacks. If you checked (DOES) above, then answer b-d below: b) If the site plan does indicate activity within R.O.W. utility easements or setbacks, have you filled out the appropriate documents for approval by both public works and the electric department? Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City. _____ Yes _____ No c) Is the owner aware that landscaping, improvements, and construction within R.O.W., setbacks, and utility easements are performed at the risk of the owner? _____ Yes _____ No d) Is the owner aware that reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements, R.O.W., or setbacks; however, the City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements, R.O.W., or setbacks that may be damaged while performing utility work? _____ Yes _____ No (required for approval)			
7. Have you received a customer handbook outlining			

Project _____

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<p>construction requirements? ____ Yes ____ No Have you completed a 9-0-1 Form? ____ Yes ____ No</p> <p>Please note that while your site plan will be approved without a 9-0-1 form, we will be unable to design, order materials, or construct your service extension until we receive a completed form. The 9-0-1 form and all customer handbooks are available for downloading at www.cored.org . (information only)</p>			
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ELECTRIC DEPARTMENT/REVIEWED BY & DATE: _____

Project: _____ COR/CD DATE STAMP _____

REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW	APPLICANT STATE SIZE	STAFF YES-NO	STAFF COMMENTS
1. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)	INCHES		
2. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)	MIN WIDTH RADIUS FT		
3. Is the size of the building shown?	SQ. FEET		
4. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)	YES NO		
5. Protection Required: A. Automatic Sprinkler System for all buildings of 10,000 sq. feet or more. Must be connected to automatic notification of Fire Department (COR 9-30.1**)	YES NO		
B. Monitored Automatic Fire Detection and Alarm System for all buildings of 5,000 sq. feet or more. Automatic dialers not accepted. (COR 9-30.1**)	YES NO		
6. Are hydrants located within 150 feet so that all portions of the building can be reached with a hose lay of no more than 500 feet, within 100 feet of the sprinkler connection, and on opposite sides of building? (IFC Chapter 5*)	FEET		

OTHER REQUIREMENTS MAY APPLY WHEN BUILDING PLANS ARE SUBMITTED. THE INFORMATION REQUESTED ABOVE IS FOR THE REVIEW OF YOUR BUILDING ON ITS SITE ONLY.

*International Fire Code, **Code of Ordinances, City of Oak Ridge and/or International Fire Code 903.1.2.1.2 for food and drink establishments of more than 100 occupants, or more than 5,000 square feet, or above ground floor.

NOTES:

- If ANY changes are made to the submitted plans concerning the location, type or route of underground water lines serving hydrants or fire protection systems, new plans must be submitted to ORFD at least two (2) weeks prior to work beginning for review and approval.
- Underground piping must be either C151 ductile iron or C900 PVC.
- The hydrant brands accepted by the City of Oak Ridge are Mueller and M & H. with a minimum barrel size of six (6) inches.
- Underground work serving a fire sprinkler system must be done by a licensed fire sprinkler company.

FIRE DEPARTMENT/REVIEWED BY & DATE: _____



OAK RIDGE UTILITY DISTRICT – NATURAL GAS INFORMATION

Project Name (& phase if applicable): _____

Request is for: → New Service Line (Please detail proposed gas lines and meters, and provide indoor piping plans)
 Existing Service Line

Project Address: _____

**** Re: ORUD Account Number:** _____

Type of Service:

- Commercial Building
- Industrial Park or Facility
- Retail Center or Building
- Residential Subdivision
- One Unit Residential
- Multi Unit Residential
- Other: _____

Project Engineer or Architect: _____

Engineering/Architectural Firm: _____

Telephone: (_____) - _____

Customer Name: _____

Customer Telephone: (_____) - _____

Contractor Name and Telephone: _____

Alternate Contact Name and Telephone: _____

Service Requested (circle one):

FIRM

INTERRUPTIBLE

- _____ BTU Main Heat Source
- _____ BTU Tanked Water Heater
- _____ BTU Tank Less Water Heater
- _____ BTU Range/Cook Top
- _____ BTU Dryer
- _____ BTU Grill
- _____ BTU Pool Heater
- _____ BTU Lamp

- _____ BTU Fireplace/Logs
- _____ BTU Commercial Kitchen Equipment
- _____ BTU Other _____

BTU Totals _____

Service Data:

_____ Number of Meters Requested

_____ Pressure Desired, *in inches of w.c. or PSIG*

_____ Minimum Pressure Required, *in inches of w.c. or PSIG*

_____ Maximum Allowable Operating Pressure (MAOP) to equipment or regulator, *in inches of w.c. or PSIG*

Additional Comments or Equipment Requiring Special Attention: _____

Permanent Billing Address: _____

Temporary Billing Address: _____

Return Completed Document to:

ORUD
120 S. Jefferson Circle
Attn: Nikki Bradley
Oak Ridge, TN 37830
865-483-1377

Submitted By:

Name: _____ Title: _____

Signature: _____ Date: _____

Project _____

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**ARE ANY VARIANCES OR ALTERNATIVES TO THE LANDSCAPING AND DESIGN STANDARDS
BEING REQUESTED?**

_____ YES (Attach letter detailing each, and its justification)

_____ NO

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

_____ to serve as my agent.

SIGNATURE OF OWNER:

Printed Name of Owner: _____

DATE: _____

Project _____

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DENNY BOSS, CODE ENFORCEMENT SUPERVISOR