

ROBERTSON REGIONAL COUNTY PLANNING COMMISSION

REVISED 4-7-2014

APPLICATION FOR SITE PLAN APPROVAL

DATE FILED: _____ **MEETING DATE:** _____

1. NAME OF DEVELOPMENT: _____

2. NAME OF APPLICANT OR DEVELOPER: _____ **PHONE:** _____

ADDRESS: _____
(Street No. and Name)

(City) (State) (Zip Code)

3. PROPERTY OWNER: _____ **PHONE:** _____

ADDRESS: _____
(Street No. and Name)

(City) (State) (Zip Code)

4. LAND SURVEYOR OR ENGINEER: _____ **PHONE:** _____

ADDRESS: _____
(Street No. and Name)

(City) (State) (Zip Code)

5. LOCATION OF PROPERTY: On the _____ side of _____
(Road)

_____ feet _____ of _____
(Direction) (Road)

6. TOTAL ACREAGE: _____ **NUMBER OF BUILDINGS:** _____

CURRENT ZONING CLASSIFICATION: _____

CIVIL DISTRICT: _____

7. TAX MAP NUMBER(S) _____ **PARCEL NUMBER (S)** _____

Attach a copy of Assessor's of Properties tax map on a 8-1/2" x 11" sheet of paper with the location of the site designated and shown in the center of the page along with the surrounding parcel(s). This map shall also include the current owner's name, current zoning, and civil district. (attach tax card also.)

8. IN PREPARING A SITE PLAN, IT **MUST BE DRAWN ACCORDING TO SECTION 11-3 OF THE ZONING RESOLUTION. SEE ATTACHED SHEET. WE WOULD MAKE THE SUGGESTION THAT TO COMPLY, YOU SECURE THE SERVICES OF SOMEONE WHO IS TRAINED IN THE TYPE WORK, EITHER A SURVEYOR OR ENGINEER.**

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9. First submittal: *FIVE (5) FULL SIZE COPIES*. Second submittal: *FIFTEEN (15) COPIES: (FIVE (5) FULL SIZE COPIES AND TEN (10) REDUCED 11" X 17" COPIES)* are required. **Failure to submit the corrected second submittal will result in the item being deferred until a future meeting.**
10. **APPLICANT MUST PUT IN WRITING A DETAILED DESCRIPTION OF THIS PROJECT AND THE USE PROPOSED.**
11. This application with all applicable documents must be in this office no later than *twenty-one (21) days* prior to the first *Thursday* of each month by *2:00 P.M. (with no exceptions)* unless the meeting date is changed. All 2nd submittals must be turned in on *date specified on meeting schedule as furnished with this application by 2:00 P.M. (with no exceptions)*.
12. SITE PLAN REVIEW FEES ARE PAYABLE AT THE TIME PLATS ARE SUBMITTED FOR REVIEW AS PER THE ROBERTSON COUNTY PLANNING COMMISSION FEE SCHEDULE.
13. **IT IS MANDATORY THAT THE APPLICANT OR HIS REPRESENTATIVE ATTEND THE MEETING. FAILURE TO NOT HAVE A REPRESENTATIVE AT THE MEETING WILL RESULT IN THE ITEM BEING DEFERRED UNTIL A FUTURE MEETING.**

14. PERSON RESPONSIBLE FOR ATTENDING MEETINGS: _____
PHONE NUMBER: _____
Email _____

OWNER'S SIGNATURE: _____
(Owner at time of Application)

DATE

ROBERTSON COUNTY

PLANNING COMMISSION MEETING DATES

2014

<u>MONTH</u>	<u>SUBMITTAL DATE</u>	<u>PAYMENT DUE</u>	<u>STAFF REVIEW MEETING</u>	<u>FINAL SUBMITTAL MEETING DATE</u>	
JANUARY	12-12-13	12-12-13	12-20-13	12-30-13	1-2-14
FEBRUARY	1-16-14	1-16-14	1-22-14	1-27-14	2-6-14
MARCH	2-13-14	2-13-14	2-19-14	2-24-14	3-6-14
APRIL	3-13-14	3-13-14	3-19-14	3-24-14	4-3-14
MAY	4-10-14	4-10-14	4-16-14	4-21-14	5-1-14
JUNE	5-15-14	5-15-14	5-21-14	5-26-14	6-5-14
JULY	6-12-14	6-12-14	6-18-14	6-23-14	7-3-14
AUGUST	7-17-14	7-17-14	7-23-14	7-28-14	8-7-14
SEPTEMBER	8-14-14	8-14-14	8-20-14	8-25-14	9-4-14
OCTOBER	9-11-14	9-11-14	9-17-14	9-22-14	10-2-14
NOVEMBER	10-16-14	10-16-14	10-22-14	10-27-14	11-6-14
DECEMBER	11-13-14	11-13-14	11-19-14	11-24-14	12-4-14

Dates may be moved due to Holidays & meeting conflicts

11-3 PERMITS REQUIRED

It shall be unlawful to commence the excavation for or the construction of any building or other structure, including accessory structures, to commence the moving, alteration, or repair of any structure, including expansion, including accessory structures, to use a building or structure, or to commence the filling of land without a permit therefore, issued by the Building Commissioner.

No Building Permit shall be issued by the Building Commissioner except in conformity with the provisions of this resolution, unless there is received a written order from the Board of Zoning Appeals in the form of an administrative review, special exception, or variance as provided by this resolution.

11-3.1 General Application Requirements

A. Application for a Building Permit

1. **Submission:** All applications for permits under this Resolution shall be submitted by the **owner of the property or his authorized agent**, unless otherwise specified. The Building Commissioner may require reasonable proof of agency from any person submitting an application as agent.
2. **Form of Submission:** An application for any permit under this Resolution shall be submitted in such form, number of copies, and format as required by the Building Commissioner issuing such permit, together with such fees as required.
3. **Waiver of Submission Requirements:** The Building Commissioner may waive submission of certain required information when such information is not necessary to review the application.
4. **Processing:** All applications for permits shall be submitted, reviewed, and processed in accordance with the requirements of this Resolution. The Building Commissioner may refuse to process an incomplete application.

B. Fee Schedule

The Robertson County Board of County Commissioners shall establish a schedule of fees and a collection procedure for Building Permits. The schedule of fees shall be available in the Office of the Building Commissioner. Only the County Commission may alter or amend the fee schedule. Until the appropriate fee has been paid in full, no action shall be taken on any application.

C. Flood Plain Development Permit

A Flood Plain Development Permit shall be obtained in conformance with the provisions of this Resolution prior to the commencement of any development activities in any identified flood hazard area. Where otherwise required, a grading permit or building permit may serve as the flood plain development permit. Development activities shall include, but not be limited to: the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. The following information is required:

1. **Lowest Floor Elevation:** Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures.
2. **Floodproofing Elevation:** Elevation in relation to mean sea level to which any nonresidential structure will be floodproofed.
3. **Base Flood Elevation Not Provided:** Where base flood elevation data are not provided, the application for a development permit must show construction of the lowest floor at least two (2) feet above the highest adjacent grade.
4. **Watercourse Alteration or Relocation:** Where any watercourse will be altered or relocated as a result of proposed development in a flood hazard area, the application for a development permit shall include: a description of the extent of watercourse alteration or relocation; a report certified by a registered professional engineer on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects on properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation.
5. **Certificate Required:** A floor elevation (Elevation Certificate) or floodproofing certificate is required in accordance with Section_5.074, C, 4 (Certificate of Floor Elevation/Floodproofing. When a nonresidential structure is floodproofed, the applicant shall provide a certificate from a registered professional engineer or architect that the nonresidential floodproofed structure meets the floodproofing criteria.

D. Grading Permit

(RESERVED FOR FUTURE USE)

E. Temporary Permits

1. **Purpose:** The purpose of this permit is to authorize a specific use for a defined period of time as authorized in this Resolution and to coordinate health, traffic, and other inspections necessary to the safe and healthful operation of the use.
2. **Application:** Application for a temporary event permit shall be made to the Zoning Administrator in the time prescribed for the specific use by this Resolution.
3. **Permit Required:** A temporary permit shall be obtained for nonpermanent facilities and activities with a duration prescribed by the specific use in this Resolution.
4. **Requirements for Permit Issuance:** A temporary event permit shall not be issued until evidence is shown that the following requirements have been or will be complied with:
 - a. An approved parking plan for the use that does not conflict with any permanent use that may be located on the property.
 - b. Written authorization from the property owner or his agent for the event to take place.
 - c. An approved plan for the hours of operation that meets all requirements of this resolution.

- d. Licenses and/or permits required by other agencies have been obtained prior to the issuance of the temporary event permit.
- e. Adequate arrangements shall be demonstrated for collection of sanitary sewage and solid waste.

F. Issuance of Permit

If the proposed excavation, construction, moving, or alteration as set forth in the application is in conformity with the provisions of this Resolution and any other resolutions adopted by the Board of County Commissioners, the Building Commissioner shall issue a Building Permit for such excavation or construction. If an application for a Building permit is not approved, the Building Commissioner shall state in writing on the application the cause for such disapproval. Issuance of a permit shall in no case be construed a waiving of any provisions of this Resolution or any other resolution.

G. Permit Expiration

Any Building Permit issued becomes invalid if work authorized is not commenced within six (6) months of the date of issuance or if the work authorized by the permit is suspended or discontinued for a period of one (1) year.

11-3.2 Residential Plans Required

A. Site Plan Requirements

Site plans containing the information required for the particular use by his section must be submitted to the Building Commissioner at the time of an application for a building permit. It is specifically anticipated that the approval process for one and two-family detached houses and individual mobile homes shall be administratively approved by the Building Commissioner. All other uses shall only be approved in the manner set forth in 11-3.3, below.

B. Site Plans Required for One and Two-Family Detached Houses and Individual Mobile Homes

1. The actual shape, location, and dimensions of the lot to be built upon.
2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of buildings or other structures already on the lot and the elevation of the building site.
3. The existing and intended use of all such buildings or other structures, upon it, including the number of dwelling units the building is intended to accommodate.
4. The size and location of all yards and open areas required by this resolution.
5. The dimension and location of all public water and sewer lines from which the property is to be served.
6. The location and approximate dimension of all points of access to a public street or road.

7. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this resolution are being observed.
8. Where subsoil sewage disposal is anticipated, certification from the county health department approving the lot for such use.

11-3.3 Site Plan Requirements

The purpose of this provision is to prevent undesirable site development which would unduly create inadequate circulation and unnecessary congestion: to obtain maximum convenience, safety, economy, and identify in relation to adjacent sites: and to provide maximum flexibility for expansion, change in use, and adapting to individual needs. Thus, applicants for building permits must submit

ten (10) copies of the site drawings drawn to scale and prepared by a licensed surveyor, civil engineer, architect or landscape architect containing the following information:

1. **General Location Sketch Map at a scale not smaller than 1"=2,000', showing:**
 - a. The approximate boundaries of the site.
 - b. External public access streets or roads in relation to the site.
 - c. Surrounding development (i.e., general residential, commercial, and industrial areas) within the general vicinity of the site.
 - d. Any public water and sewer systems in relation to site.
2. **Site plan drawn at a scale no smaller than 1"=100' showing:**
 - a. The actual lot drawn with all dimensions along with the dimension of all rights-of-ways and easements adjacent to the property.
 - b. The shape, size, and location of all existing buildings or other structures on the lot.
 - c. The existing and intended use of the lot and of such structures upon it, including, for residential activities, the number of dwelling units the buildings are intended to accommodate.
 - d. Site topographic features showing both existing and proposed contours at a vertical, interval, no greater than two (2) feet.
 - e. Location of all driveways and entrances.
 - f. Location of all accessory off-street parking areas provided to serve use, all spaces shall be delineated on the plan showing the dimensions of all spaces along with traffic aisles.
 - g. Any required off-street loading areas with adequate space to access into and out of the berths.
 - h. Landscaping plan for the site showing all required landscaping and for Planned Unit Developments the existing trees on the site.

- i. Plans for the buildings to be constructed showing building elevations, exterior materials and building heights.
- j. Proposed ground coverage recap of the site including floor area of the building, square footage of all impervious areas and amount of open space provided.
- k. Location of all areas designated for solid waste along with a sketch of the proposed screening for the area.
- l. Location and dimensions of required buffer along with a cross section of buffer with the type of planting specified. In the advent that a fence or wall is proposed in lieu of a buffer the location of the fence shall be shown along with a sketch of the proposed fence or wall.
- m. A site grading and drainage plan showing all on site structures, discharge points and the effect on adjacent properties and drainage ways. The location of any area subject to flooding mapped or unmapped shall be shown on the plan.
- n. Site utility plan to serve the proposed site.
- o. Show location, type, and size of proposed signs.

3. Site Plan Exempt from Planning Commission Approval Requirements

Building additions and accessory buildings 500 square feet or less, building additions 1,000 square feet or less, that do not increase the capacity of the principal use and "Home Occupation" plans are exempt from submitting a complete site plan as required in section 11-3.3, 2 of this Resolution. In lieu of a site plan the owner or developer shall submit to the Planning Commission Staff a site sketch plan containing the following information.

The following information is required on a site sketch plan:

- a. General location map (no scale required).
- b. Map of the site drawn by a licensed surveyor or engineer showing existing or proposed plan-o-metrics in relation to property lines.
- c. Proposed location of the addition or accessory structure, drawn at a scale no smaller than 1"=100' showing property lines and the outline of the existing building in this area.
- d. A drainage plan will be required for any addition or accessory structure that disturbs soil structures or natural drainage areas.
- e. Location and size of any public utilities in area of construction.
- f. On sites located adjacent to residential areas a plan for screening and buffering will be required for commercial structures.
- g. A revised ground coverage recap of the site, if existing pervious area is disturbed.
- h. A review fee based on the Robertson County Planning and Zoning Fee Schedule will be assessed at the time plans are submitted.

4. **The planning commission as reviewing body may:**

- a. Recommend approval of the plan as submitted to the building inspector.
- b. Recommend disapproval of the plan.
- c. Recommend approval of the plan with conditions or recommendations for alterations.

If no actual construction has begun in the development within two (2) years from the date of approval of the site plan, said approval of the site plan shall lapse and be of no further effect.

5. **Site Development Agreement Required:**

All developments that require site plan approval by the Robertson County Regional Planning Commission shall execute a "Site Development Agreement" between the developer and the county prior to a building permit being issued. A copy of the required agreement is part of this resolution and is provided in Appendix A of this resolution

EFFECTIVE September 1, 2008

ROBERTSON COUNTY, TENNESSEE

Residential Permit Fee Schedule

Single Wide Mobile Homes Permit	\$350.00
New Residential Construction, Including Doublewide mobile homes, modular homes, Additions, covered porches, garages, carports, Storage buildings.	\$.35 per sq. ft.
Residential Remodeling or Renovation	\$.25 per sq. ft.
Swimming Pools	\$ 50.00
House Moving Permit	\$ 175.00

Nonresidential Permit Fee Schedule

<u>Total Valuation</u>	<u>Fee</u>
\$1,000 - \$15,000	\$30.00 for the first \$2,000 plus \$8.00 for each additional thousand or fraction thereof, to and including \$15,000.
\$15,000 - \$50,000	\$134.00 for the first \$15,000 plus \$7.00 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 - \$100,000	\$379.00 for the first \$50,000 plus \$6.00 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 - \$500,000	\$655.00 for the first \$100,000 plus \$4.50 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 - and up	\$2,455.00 for the first \$500,000 plus \$3.50 for each additional thousand or fraction thereof.
Signs Permits	\$55.00 for the first \$1,000.00 plus \$3.00 for each additional thousand or fraction thereof.

Permit fees apply to all new construction and the replacement of any existing construction. Building permits are good for two (2) years, but if construction is not commenced within six (6) months the permit shall expire. Permits may be renewed for a period not to exceed four (4) months.

Construction Prior to Obtaining a Permit: When construction is commenced prior to a Zoning Compliance Permit being obtained the permit fee shall be double the amount set out in this section.

This fee schedule is established by the Robertson County Commission and is subject to change at any time.

Other Fees

<u>Residential Subdivision Plat Review Fees</u>	
Minor Plats (1-5 Lots)	\$ 70.00 plus \$ 7.00 per lot
Preliminary Plats	\$140.00 plus \$14.00 per lot.
Construction Plans	\$140.00 plus \$14.00 per acre
Final Plats	\$ 70.00 plus \$ 7.00 per lot.

Commercial/Industrial Subdivision Plat Review Fees

Preliminary Plats \$210.00 plus \$20.00 per lot.
Construction Plans \$210.00 plus \$20.00 per acre.
Final Plats \$140.00 plus \$14.00 per lot.

Site Plans (Residential, Commercial and Industrial)

Agricultural and Single Family Residential Uses \$ 70.00 plus \$ 7.00 per acre.
Multi-family Residential and Commercial Uses \$140.00 plus \$14.00 per acre.
Light, General and Heavy Industrial Uses \$210.00 plus \$20.00 per acre.
Special Impact Uses
Preliminary Site Plans \$3,500.00 plus \$14.00 per acre.
Final Site Plans \$3,500.00 plus \$15.00 per acre.
Planned Unit Developments \$ 425.00 plus \$ 7.00 per acre.

Rezoning Request

Changes to Agricultural, Residential A and Residential B
Five (5) acres or less \$175.00 plus \$12.00 per acre
Greater than five (5) acres \$460.00 plus \$12.00 per acre
Changes to Residential C, Commercial A and Commercial B
Three (3) acres or less \$230.00 plus \$12.00 per acre
Greater than three (3) acres \$460.00 plus \$12.00 per acre
Changes to Industrial A and B
Three (3) acres or less \$350.00 plus \$12.00 per acre
Greater than three (3) acres \$575.00 plus \$12.00 per acre
Changes to Industrial C
All tract sizes \$3,000.00 plus \$10.00 per acre
Changes for Planned Unit Developments
All tract sizes \$575.00 plus \$12.00 per acre

Board of Zoning Appeals \$190.00

Construction Board of Appeals \$175.00

Adequate Facilities Tax

Residential \$2.00 per sq. ft.
Commercial/Industrial .30 per sq. ft.

This resolution shall be in force immediately after its passage the public welfare demanding it.

By the Robertson County Regional Planning Commission

William Jones
Chairman Robertson County Planning Commission

6/5/08
Date

Approved and Adopted by the Board of County Commissioners.

August 18, 2008
Date

Howard R. Bradley
Robertson County Mayor

Susan Atchley
Robertson County Clerk