



Town of Ashland City

Building & Codes Department

233 Tennessee Waltz Parkway Suite 103
Ashland City TN 37015
(615) 792-6455

PLANNING COMMISSION SITE PLAN CHECKLIST

NAME OF SITE _____

LOCATION _____ ZONING DISTRICT _____

OWNER _____

ENGINEER _____

1. Three (3) copies of the site plan **at a scale no smaller than 1"=60'**. Please indicate at time of application if you would like any of the remaining copies after your case is heard and voted on.
2. Three (3) copies and an electronic PDF of revised site plans made available to the Building and Codes Department – according to planner/engineer comments. Also written response to all comments to match what was changed on revised site plans.
3. Location map of the site at a scale of not less than 1" = 2000' (USGS map is acceptable). Map must show the following:
 - a. Approximate site boundary
 - b. Public streets in the vicinity
 - c. Types of development of surrounding parcels
 - d. Public water and sewer lines serving the site
 - e. Map # and Parcel # of site location
4. Site boundary, stamped and signed by a registered surveyor.
5. **The number of stories of all proposed structures on the site (residential and commercial structures three (3) or more stories in height must have their plans approved by the State Fire Marshall's Office).**
6. **The number of dwelling units per acre, if applicable.**
7. The shape, size, and location of all existing buildings on the lot.
8. The existing **zoning and existing and** intended use of the lot and of structures on it. If residential, give the number of dwelling units per building.
9. **Topographic survey of the entire site development with contour intervals at no greater than 2' intervals (no less than 10' beyond the limits of proposed grading),** stamped and signed by a registered surveyor.
10. Location of all driveways and entrances with dimensions from the centerline of the drive to the nearest property corner and to the nearest intersection (if the intersection is closer than 200 feet).
11. **All required building setbacks and other yard requirements.**



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12. List minimum parking requirements and parking provided.
13. Dimensioned layout and location of all parking spaces including handicapped spaces and statement that plans meet all applicable handicap rules and regulations.
14. Indication/Notation of any major design criteria utilized in development and aiding in design intent of the site plans.
15. Dimensioned layout and location of on-site and off-street loading bays, docks and maneuvering areas.
16. Location and area of open space.
17. A table showing the ground coverage, total floor area and building heights.
18. Location, dimension and heights of all fences and walls with materials specified.
19. Location, type and amount of landscaping demonstrating compliance with Town regulations.
20. Proposed means of surface drainage, including locations and sizes of all culverts, ditches and detention structures, storm-water system to be designed as per the requirements of the Ashland City Planning Commission.
21. Provide all finished floor elevations for all structures as required by Ordinance #477 Ashland City Municipal Floodplain Zoning Ordinance.
22. Provide detail sheet for items, including, but not limited to: site features, headwalls, detention structures, pavement, curb, sidewalk width and thickness, and landscape plantings, etc.
23. Openings for ingress and egress to public streets.
24. Location of the centerline, right(s)-of-way, and the edge of pavement of existing streets, as well as the location of existing curbing where applicable.
25. Total square footage of all on-site paved areas.
26. Dimensioned location of all easements and right-of-ways.
27. Location of all portions of the site that are within the floodway and the 100-year floodplain. A note will be included which gives the FEMA map number from which this information was developed. In addition, if portions of the site are within the 100-year floodplain and/or the floodway, the 100-year flood elevation(s) at the site will be listed on the plan.



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28. Location, size, and distance to all public utilities serving the site including all existing and proposed fire hydrants (dimension to nearest existing). Include all proposed private-side utility installations necessary for the site development. Details shall be included in accordance with the applicable servicing public utility.
 29. Any offsite utility installations (public or private) that may be required as part of the site development and resultant capacity analyses provided by the utility providers.
 30. Location, by type and size of all proposed signs, (Please note that signs larger than 50 sq. ft. are not permitted per the sign ordinance for the Town of Ashland City).
 31. Location and details about all lighting proposed on the site and to be attached to building(s).
 32. Location and screening methods of dumpsters.
 33. Vegetation, show at minimum the following:
 - a. Existing tree masses and hedgerows
 - b. General description of the tree types and sizes within the tree masses
 - c. Location and identification of trees 18" in caliper (measured 4' above the ground) or larger
 - d. Description of landscaping requirements for the site based upon surrounding land uses (see Zoning Ordinance Section 3.140)
 34. Identification of slopes greater than 15% and identification of those soils (SCS soil mapping is acceptable) on those slopes.
 35. Location and types of all erosion control and tree protection methods in accordance with applicable Town and State requirements.
 36. Sidewalks in accordance with Ordinance #527
 37. Site plan application fee \$100
 38. Additional engineering review etc., site inspection charges are subject to Section 14-301 of the Ashland City Municipal Code per Ordinance #165.
 39. Three (3) sets of the construction plans for the site.
 40. Submittal must be made at least 20 working days?? prior to the Planning Commission meeting to be heard.
 41. If applicant is requesting a variance, application is to be submitted to the Building Official in accordance with Section 7.080 of the Ashland City Zoning Ordinance.