

Specific Plan Application

Submittal Checklist

While there is no set “type” of SP district as each one is unique, there will be different levels of detail required, depending on what is to be accomplished by the SP district.

One SP District may involve the conversion of an existing building(s)/structure(s) to a new use(s) entailing very minor changes to the overall property. No future subdivision of the property is required (excluding horizontal property regime or master deed).

Another SP District may involve existing or new buildings/structures and new uses where no new public streets or utilities will be constructed, excluding traffic-related improvements. A future subdivision may be required to shift property lines, remove or relocate easements, consolidate lots, or create new lots.

A more complex SP district may involve new construction of multiple buildings/structures with multiple uses and may involve construction of new public infrastructure. A future subdivision is required to create new lots, open spaces, easements, and public infrastructure.

While not required, a pre-application conference with the planning staff is strongly encouraged. Staff will provide feedback on your subdivision proposal; advise you on application submittal items, and review a projected review & approval schedule. A Pre-Application Meeting Request form is available on the Planning website. Please fill out and submit the form to request a meeting. Note that it is advisable to submit the request at least 2 weeks prior to your desired meeting dates.

SP SUBMITTAL CHECKLIST

Any questions, contact staff at 862-7190

		Council Development Plan	MPC Final Site Plan
A. DATA (as applicable)			
1.	Development Summary: In a table with bullet points, provide the following information on the first sheet of the plans (if a very large SP, create a Cover Sheet). <ul style="list-style-type: none"> ▪ Council district number and district councilmember name ▪ Owner(s) of Record – Name, address and phone number. (If a corporation, identify contact person and title) ▪ SP Name (including any former name) ▪ SP Number (to be assigned by staff after submittal) ▪ Cluster – Lot Residential SP (if applicable) ▪ Plan preparation date (mm/dd/yy) with each revision date(s) noted too (mm/dd/yy) ▪ Scale of not less than 1"=50' along with bar scale identifying scale used. Smaller scale may be used if pre-approved by staff. ▪ Design professional – Name, company name, title, address, phone number, fax number of one or more professionals certifying preparation of plan – and where applicable, seal, signed and dated on each plan sheet as (mm/dd/yy). ▪ U.S. FEMA FIRM community panel number or map number with map effective date along with flood zone. 	•	•
2.	Names of adjacent recorded subdivisions and corresponding plan book and page numbers. If no recorded subdivision, adjacent owner name(s) and corresponding deed book and page numbers.	•	•
3.	Notes: The "Purpose Note" shall be the first note on plan describing the SP's purpose. All other notes shall be placed beneath it in numeric order. See "Section H" of this checklist for typical required notes.	•	•
4.	Development / Site Data Table (some items may not be applicable, please note when not applicable): <ul style="list-style-type: none"> ▪ Acreage: total gross acreage and acreage by land use including any open space (identify if passive or active) and total net acreage if a cluster lot SP. Categorize land uses based on Zoning Code categorization. ▪ Density: total for all phases, total for each phase, and any bonuses requested. ▪ Dwelling units: total for all phases, total for each phase, total by each type overall and per phase ▪ Floor area ratio (FAR): total site area with breakdown for each category of land uses, and each individual building/structure. Land use category should be based on Zoning Code categorization. ▪ Lots: total # of lots along with corresponding square footage and maximum building area per lot. For residential lots, may place lot size on actual dimensioned lot or within a table on the plan, where all lots are consecutively numbered. For non-residential, place information in a table on face of the plan. ▪ Impervious surface ratio (ISR): total site area covered by impervious surfaces with breakdown of ISR devoted to buildings and roads/sidewalks/drives ▪ Parking: total # of spaces required by Zoning Code with required ratio identified on plan, total # of spaces being proposed with ratio identified on plan, and breakdown of same for each individual use and phase. ▪ Square footage (gross) of all land uses, each individual use, and each individual building/structure. ▪ Uses: Listing of all existing and proposed land uses as categorized by the Zoning Code (e.g. retail, restaurant, office, warehouse, manufacturing, apartments, townhouses, two-family structures, single-family homes). 	•	•
5.	Vicinity Map showing relation to other development phases and surrounding area.	•	•
B. DEVELOPMENT PLAN DETAILS (as applicable)			
1.	Boundary of the SP or phase shall be delineated and labeled (accurate in scale and description).	•	•
2.	Buildings: <ul style="list-style-type: none"> ▪ Existing buildings and other structures on site and within 100 feet of the SP boundary line, including opposite sides of bordering streets. Label those to be removed or demolished. ▪ Proposed building locations, square footages, # of stories, height, setbacks, trash dumpsters, and loading docks (if any). ▪ Building envelopes for single-family and two-family homes shown by a "typical" illustration for interior, double frontage, and corner lots. ▪ Show envelope on a lot <u>only</u> if different from "typical". Setbacks of homes on perimeter lots per base zoning district (see Metro Zoning Code). Internal setbacks may vary. ▪ Historically registered buildings or structures identified within SP boundary. 	•	•
3.	Cemetery: acreage, name, dimensions, identify if to remain in present location or to be relocated.	•	•
4.	Common / open space areas: acreage/square feet, label as active or passive open space, dimensions.	•	•
5.	Critical Lots: Identify with a star (*) symbol on the face of the plan as required by 17.28.030 and 17.28.040 of the Zoning Code and/or Appendix C. of the Metro Subdivision Regulations.	•	•
6.	Drainage: Buffered drainage ways without a floodway established, show the top of bank and the drain buffer area (sized per Stormwater Regulations).	•	•
7.	Drainage: proposed methods for the discharge of on-site stormwater, showing any off-site existing drain pipes and culverts to be used.	•	•

8.	Limits of water quantity quality ponds/devices (existing and proposed) shall be clearly identified and labeled. For development plans, identify water quality concept only .	•	•
9.	Drainage agreements: Cite the Register of Deeds' instrument number on face of final site plan for stormwater maintenance agreement, if any.		•
10.	Fire Hydrants: Show all fire hydrant locations. Any portion of a building shall be no further than 500 feet from a fire hydrant as measured via hard surface road – not a direct line from hydrant to building.	•	•
11.	Floodplain: 100-year floodplain (existing and proposed), floodway line, buffers, and for each lot within the 100-year floodplain, the minimum first floor elevation applicable to that lot.	•	•
12.	Landscape Plan: <ul style="list-style-type: none"> For developments which include 5,000 square feet or more of permanent structures, the landscape plan submitted with final site plan shall be prepared and sealed by a professional landscape architect registered in Tennessee. (see Section 17.24.020 of Zoning Code) Any tree with 24" or greater diameter breast height, or that qualifies as a heritage tree (see Section 17.40.450.B) shall be survey located and depicted on final site plan. Existing vegetation on-site and within 100-feet of SP boundary. Indicate approximate location of tree masses and mature hedgerows on-site. General description of tree species and range of sizes within tree masses. Identify and note on plan location of trees 6" in caliper or larger which are not within tree masses. Proposed vegetation on-site with approximate location(s) to satisfy Chapter 17.24 of the Zoning Code. Identify proposed types, sizes at planting and with three years of maturity, and typical spacing, of all plant materials. Proposed measures to protect existing vegetation to be retained during site development. Screening details for all trash dumpsters or containers (see Section 17.24.060 of Zoning Code). 		•
13.	Lots: <ul style="list-style-type: none"> Access, residential: Show driveway access points. Acreage: Identify square footage on each lot or place information in a table. Combining lots: If reconfiguring existing lots or parcels, show original lot lines as dashed lines and proposed lot lines as solid lines. Label lines as "old lot line" and "new lot line." Frontage: Lot shall abut a public street (unless otherwise approved through a SP or UDO). Numbering: Lots shall be numbered in consecutive order. 	•	•
14.	North arrow and source on all plan sheets.	•	•
15.	Phasing or section boundaries (proposed). If existing SP, identify any boundary changes. Include a development schedule for phasing or sections.	•	•
16.	Property map sheet match lines must be delineated and identified on face of plan.	•	•
17.	Property tax map and parcel numbers of parcels within and abutting the SP.	•	•
18.	Septic or any other kind of private sewerage disposal fields as approved by Metro Health Department.	•	•
19.	Soils: Identify soils from a generalized soil map unless a more specific study has been done. Identify slopes of 15% to 20% and then those 25% or greater.	•	•
20.	Sidewalk location (approximate).	•	•
21.	Street Design <ul style="list-style-type: none"> Clearance for fire truck access: 20 feet of unobstructed area must be maintained along any public or private street, including any alley for fire truck access, unless street is a divided road. Cross-sections: Dimension any proposed streets or existing streets to be widened. Cul-de-sacs: Any cul-de-sac longer than 150' must have a turnaround approved by the Fire Marshal for fire truck turnaround, with a landscaped open space in the center (specific dimensions to be determined). Maximum cul-de-sac length is 750', measured from first intersecting street to end of cul-de-sac. Cul-de-sacs longer than 750' may be required to include mid-block traffic calming devices approved by Metro Public Works. Any required dedication or reservation of land for right-of-way. Deviations & variations: Any deviations and/or variations from the Engineering Division of Public Works. Details and Specifications will be required to obtain approval from the Director of Engineering or his designated representative. Fire lanes must be provided for any building less than 30 feet in height with a setback of 150 feet or more from a public street, and for any building 30 feet or taller with a setback of 50 feet or more from a public street. Grades & cross-slopes, vertical design, speed, horizontal radius, tangents between reverse curves – (see Section 2-6.2.1, Sub. Regs.) Intersections existing within 150 feet of the SP boundary. Names, location, and width of all existing and proposed public and private streets and other public ways. Label all streets that are to be private, including any alleys. Pavement: Show pavement width of any existing public or private streets. Right-of-Way: Identify any dedicated or reserved rights-of-way, but which have never been built and/or accepted for public maintenance. Indicate whether through this plan, rights-of-way will be constructed or abandoned. Sight distance must be shown as per current edition of AASHTO Manual. Temporary turnarounds must be shown if street to be extended in future. Turnaround shown to the property line (no spite/reserve strip). If street is proposed for extension and less than 300 feet in length, no turnaround required. 	•	•
22.	Topography: Show existing contours (entire site) and proposed contours (areas to be developed) in five foot intervals or less, labeling contours every 10 feet as well as sinkholes or other natural depressions, and within 100 feet of SP boundary. Both types of contours must be shown on same sheet and easily distinguishable from one another. USGS contours are not acceptable.	•	•
23.	Traffic signals: Existing and proposed within 150 feet of the SP boundary.	•	•
24.	Traffic impact study (TIS): Show all public roadway improvements of any required TIS on plan.	•	•

25.	Utility lines: Label and dimension all electrical and gas lines (existing and proposed).	•	•
26.	Water and sewer lines: Location and size of existing and proposed supply lines and fire hydrants.	•	•
27.	Wetlands: Show the Department of Army approved wetland delineation line and the drain buffer area (sized per Stormwater Regulations).	•	•
C. DOCUMENTS (as applicable)			
1.	Articles of Incorporation and Bylaws: Provide plans for improvement and maintenance of common areas, and copies of articles of incorporation and by-laws of the legal entity responsible for all common areas, if final SP and no future final plat will be recorded.		•
2.	Digital output file (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of preliminary and final SP application submittal, with each plan revision submittal during staff review, after preliminary SP approval by Council, and after final SP approval by MPC.	•	•
3.	Metro Water Services - Active Water & Sewer Services Capacity Letter (must be less than 1 year from date letter issued). Payment of the Required Capacity Fee must be made prior to approval of these plans.		•
4.	Metro Water Services – Stormwater Drainage Calculations: Submit stormwater drainage calculations and construction plans with final SP application.		•
5.	Signatures or Notification of Current SP Owners: An application to amend or cancel all or a portion of a SP must either contain the signatures of all property owners within the SP, or an affidavit from the applicant that all property owners within the SP have been notified about the proposed change. <i>Metro Planning Commission Rules and Procedures, VIII. C. 2.</i>	•	
6.	Traffic Study: Submit four copies of any required Traffic Impact Study to Planning Department. If previously submitted to Metro Public Works, then only two copies are required to be submitted to Planning Department with the SP application. Submittal Date: _____	•	
D. EASEMENTS AND DEDICATIONS			
1.	Cross-access and joint-access easements identified by drawing or note.	•	•
2.	Greenway easements must be shown in accordance with the Subdivision Regulations.	•	•
3.	Public access easement(s) proposed and existing (permanent / temporary).	•	•
4.	Public infrastructure easements: Identify existing utility or drainage easements, including any to be abandoned, or relocated. Any easements to be abandoned or relocated must be labeled as “old existing easement” and “relocated easement”. <u>If Metro Council approval is required for abandonment or relocation of easement, that approval must be obtained prior to final plat approval, or if there will be no final plat, then prior to approval of the final SP Plan.</u> If a formal request to abandon the easement has previously been filed with a Metro agency, identify date application was submitted to that agency and attach a copy of the application. Where applicable, label any easement abandoned with the council ordinance number that abandoned the easement. Agency: _____ Submittal Date: _____	•	•
5.	Scenic Landscape Easement identified for any Scenic Roads designated by the Major Street Plan.	•	•
F. RELATED APPLICATIONS (as applicable)			
1.	Easement or Right-of-Way Abandonment or Relocation (if applicable): ▪ Street and alley closures – submit application and required fee to Metro Public Works; ▪ Easement abandonment’s or encroachments (water, sewer or drainage) – submit application and required fee to Metro Water Services; ▪ Easement abandonment’s or encroachments (all others), including encroachments into Metro right -of-way – submit application and required fee to Metro Public Works.	•	•
2.	Bond Application submittal for any public infrastructure improvements where no final plat is required.		•
3.	Metro Water Services – Water/Sewer Capacity Fee: Water/sewer capacity study / permit required prior to submittal of final site plan application (if required)		•
4.	Metro Water Services: Payment of applicable construction plan review fees, and submission of review fee worksheet		•
5.	Stormwater Management Committee (SMC) (if applicable): Submittal of application and \$50 fee for any variance to the Stormwater Regulations with Metro Water Services. SMC must act to approve/disapprove variance request prior to the Metro Planning Commission acting to approve/disapprove final SP.		•
G. PLANS (as applicable) (NOTE: All plans noted below should be submitted directly to reviewing agency)			
1.	Metro Public Works: Submit 2 sets of roadway & sidewalk construction plans, including summary of lengths to be bonded, grading plans, and profiles. Identify below the date plans were submitted to Public Works for review/approval (Sidewalks (C25), grades and cross-slopes (C26), road construction (C26)). Submittal Date: _____		•

2.	Metro Water Services (Stormwater): Submit 3 sets of grading and drainage plans with 1 set of worksheet calculations. Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements; nashville.gov/stormwater/grading_permit_related.htm . Identify below the date plans and calculations were submitted to Stormwater for review/approval. (Drainage (C7, C8, C9, C10, C13), public infrastructure easements (E4)). Submittal Date: _____		•
3.	Metro Water Services (Water & Sewer): Submit 2 sets of water & sewer construction plans. Refer to Residential and Commercial Handbooks for specific submittal requirements; including applicable construction plan review fees; nashville.gov/water/permits_handbooks.htm . Identify below the date plans were submitted for review/approval. (Utility lines (C29), water and sewer lines (C30), public infrastructure easements (E4)). All public water and/or sewer construction plans must be approved prior to these plans being approved. Submittal Date: _____		
SP SUBMITTAL CHECKLIST <i>Any questions, contact staff at 862-7190</i>			
H.	NOTES	Council Development Plan	MPC Final Site Plan
		1.	Federal Compliance: All development within the boundaries of this plan meets the requirements of the Americans with Disabilities Act and the Fair Housing Act .