

CITY OF OAK RIDGE
CHECKLIST FOR APPLICANTS
PLANNED UNIT DEVELOPMENT FINAL MASTER PLAN
ZONING DOCUMENT

The PUD Final Master Plan is the second step in the PUD approval process. The PUD Final Master Plan is a zoning document that provides greater detail than the Master Plan on a portion of the proposed PUD.

Name of PUD - Lot(s)/Parcel(s) Block No. _____

Owner _____ Telephone No. _____

Address _____

Name of Agent/Engineer/Surveyor _____ Telephone No. _____

Address _____

General Description of Project: _____

Zoning Designation of Property: _____

Fee paid ____ \$100.00 + \$5.00 per lot. Seven copies for initial review by staff. Eighteen copies of revision for staff and Planning Commission. (Ten folded; seven rolled.) 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 you requesting approval of any variances?

_____ 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', 1"=100' or 1"=200'			
2. Lot or parcel no. & block no.			
3. Name, address, or telephone no. of surveyor/engineer			
4. Date of preparation			
5. True & grid north arrows			
6. Location map			
7. Zoning and setback lines. 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.			
8. Legend			
9. Name of adjacent property owners, subdivision or adjacent lot & block number			
10. Number of acres in tract & block designation for each lot			
11. Lot numbering and lot division			
12. Area per lot			
13. Total number of lots			
14. No substandard remnant lots			
15. Lines and names of all streets and roads			
16. Show all land to be saved or given for public use			
17. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, sinkholes, floodplains, hillside areas, utilities, etc.			
18. Show the character of any proposed structures in PUD's, parking areas, walkways, light fixtures and fences. Locate approximately any Greenways.			
19. Electronic version of proposal (8½"x11")			

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO- N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
20. Tabulation of proposed densities to be allocated to various parts of the area to be developed.			
21. A detailed land use map and a listing of land uses for the development.			
22. Off-street parking and loading plan indicating ground coverage of all parking areas.			
23. Location, dimensions and character of construction of any sidewalks or pedestrian ways.			
24. Within non-residential developments: a plan for each building site showing the approximate location of all buildings, structures and improvements and indicating the open spaces around buildings and structures.			
25. Within residential developments show typical building envelopes.			
26. Submit final drafts of covenants, and homeowner association documents.			
27. Provide a detailed listing of all conditions of approval to which the particular development is subject.			

City Staff/Reviewed By & Date: _____

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Anticipated finished topography of the project area with contour intervals of five (5) feet or less.			
2. Boundary and description of tract to be developed including all existing property lines			
3. Delineate easements and other encumbrances on tract			
4. Proposed roadway layout including rights-of-way, width of pavement, and connections with existing roadways, off-street improvements, sidewalks, access ways, etc.			
5. A plan for proposed utilities including but not limited to sanitary and storm sewers, water lines, and fire hydrants showing proposed connections to existing utilities.			
6. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, springs, floodplains, etc.			
7. 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.			

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

Public Works/Reviewed By & Date: _____

Project _____

FIRE DEPARTMENT (Call (865) 482-8420, Oak Ridge Fire Department for specific questions.)

05-02-07

Project: _____ COR/CD DATE STAMP _____

REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW	APPLICANT STATE SIZE	STAFF YES-NO	STAFF COMMENTS
24. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)	INCHES		
25. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)	MIN WIDTH		
	RADIUS FT		
26. Is the size of the building shown?	SQ. FEET		
27. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)	YES NO		
28. 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	
29. 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

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 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 inches.
- Underground work serving a fire sprinkler system must be done by a licensed fire sprinkler company.

Reviewed by _____ Date _____

ELECTRICAL DEPARTMENT

10/8/08

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. However, failure to provide this info could result in construction delays.)			
5. All public roads must provide lighting. CORED provides two options for street lights on City streets. If the roads are private, these lights are not available. If the development has private roads or if the Developer desires to install a different type of lighting, please advise and indicate the type and spacing of street lights on the drawing. The spacing must meet or exceed City standards.			
6. The following standard notes are on the drawing. 1. No construction of buildings or signs or installation of landscaping shall take place within easements or setbacks without the City of Oak Ridge’s written approval. 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)			
7. 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 Final 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.)			

City Staff – Reviewed by: _____

Date: _____