

CITY OF OAK RIDGE
CHECKLIST FOR APPLICANTS
TRADITIONAL NEIGHBORHOOD DEVELOPMENT FINAL MASTER (SUBAREA) PLAN
ZONING DOCUMENT

The TND Final Master Plan is the second step in the TND approval process. The Final Master Plan is a zoning document that provides more detail on a subarea or subareas of a Traditional Neighborhood Development.

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

Owner _____ Telephone No. _____

Address _____

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

Address _____

Fee paid ____ \$100.00 + \$5.00 per lot Seven copies for initial review by staff. Eighteen copies of revision for staff and Planning Commission. 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 ANY VARIANCES REQUESTED AS PART OF THIS PROPOSAL?

_____ 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 tel no. of surveyor/ engineer			
4. Date of preparation			
5. True & grid north arrows			
6. Location map			
7. Show Subarea boundaries. Show all FEMA 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. Relationship of subarea to surrounding properties, including street network, open space, and public services.			
10. Number of acres in tract & block designation for each lot			
11. Lot numbering and lot division Lot locations with lot type identified.			
12. Area per lot			
13. Total number of lots by lot type.			
14. Number of single-family, multi- family, flexhouse, and townhouse units located within said subarea, as well as total square footage of all non-residential uses.			
15. Approximate footprints of all buildings, including parking decks, with the exception of one, two, three or four family dwellings.			
16. Approximate Storefront Area locations.			
17. Show all land to be saved or given for public use. Draft agreement between the applicant and the City of Oak Ridge detailing installation and maintenance responsibilities for all streetscape items not customarily provided by the City of Oak Ridge.			

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
18. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, sinkholes, utilities, etc. Are there "Hillside Condition" lots? If so label such lots.			
19. Approximate active recreation, limited access area, park, plaza, and preserve area locations and any other proposed amenities.			
20. One transparency of proposal (8 1/2"x11")			
21. Off-street parking and loading plan indicating ground coverage of all parking areas.			
22. Plan of any sidewalks or pedestrian ways.			
23. Submit drafts of covenants, and homeowner association documents.			
24. 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 existing easements and other encumbrances on tract. Approximate location of proposed utilities and easements.			
4. Proposed roadway layout including rights-of-way, width of pavement, intersection radii, alleys, and connections with existing roadways.			
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. The location and dimensions and character of construction of proposed structures, roads, access ways, drives, curbs and gutters and sidewalks.			
7. Delineation of existing physical features in or adjoining the property including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, springs, floodplains, etc.			
8. Show all FEMA 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

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Service desired: Overhead _____ Unknown _____ Underground _____ Combination _____ (This information 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 surveyed and shown on the master plan. (required for approval)			
4. Will your Master Plan necessitate relocation and/or removal of existing electrical infrastructure? If yes, explain: _____ _____ (Info. Only. Failure to identify relocation of infrastructure could cause delays in construction.)			
5. 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)			
6. 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 only.)			

City Staff – Reviewed by: _____

Date: _____