



# City of Mt. Juliet Planning & Zoning Department

## Site Plan Checklist

Site Plan approval is required for all specified community facilities, all commercial, industrial, and multi-family residential activities (3+ units/ dwelling), and other uses as specified in Article 14-103.3.

A Site Plan application to the City of Mt. Juliet for a proposed development shall generally include the following information/plans: Title Sheet, Survey/Existing Conditions Plan, Site Plan, Grading and Drainage Plan, Erosion Control/Pollution, Prevention Plan, Landscape Plan, Photometric/Lighting Plan, Preliminary Building Exterior Elevations and Floor Plans, Signage Plans, and Detail Sheet(s).

Site Plan applications for a Master Development Plan shall comply with the requirements of Article 14-103.2 of the zoning ordinance and the checklist contained herein. Other Site Plan applications shall comply with the requirements of Article 14-103.3 of the zoning ordinance and the checklist contained herein.

### A. Existing Conditions/Survey

- 1) Roads and Driveways, with existing road names and right-of-way widths.
- 2) Drainage structures and pipes. Include elevations of pipes inverts as well as top of castings for manholes and catch basins.
- 3) Parking lots and other pavement. (Note if these are curbed)
- 4) Raised islands in parking lots. (Note if these are curbed)
- 5) Existing striping in parking lots and roadways, and all existing curbs and gutter.
- 6) All existing utilities, including power poles, light poles, gas lines, water lines, sewer lines and manholes and existing invert elevations, fire hydrants, water valves and meters, gas valves, underground telephones lines, etc. Also show ALL utility easements.
- 7) Existing contours at 2 ft. intervals minimum. Spot elevations, as required to clarify existing drainage.
- 8) All buildings, structures, slabs, sidewalks, steps, and fences.
- 9) Tree lines and significant trees (6" caliper and above, or any Tulip Poplar)
- 10) Marshes, wetlands, sinkholes, jurisdictional waters, and other significant features
- 11) Minimum setbacks for buildings
- 12) Existing property lines with bearings and distances, as well as all property line curve data
- 13) All existing iron rods, monuments and pipes as well as those set by the surveyor.
- 14) The actual limits and classification of all floodplains, floodways, and floodway fringe areas existing on the subject property and the regulatory flood elevation and regulatory flood protection elevation; as determined by the requirements of Section 4-104.206, and Appendix C, of the Subdivision Regulations shall be shown graphically as part of the plat drawing. This is in addition to any flood related notes on the plat.
- 15) All property dimensions, boundaries, size in acres and sq. ft.

- \_\_\_ 16) Structures, buildings, easements, utilities, right-of-ways, roads and driveways, drainage structures including elevations, parking, curbs, topography, spot elevations, access, jurisdictional waters, flood zones, karst features and soil characteristics, significant existing vegetation/trees, signs, septic systems, sidewalks, fences, ponds, minimum setbacks, survey marks, Bench Marks, development constraints, encumbrances, etc. related to the site should be described and shown on this sheet.
- \_\_\_ 17) Existing zoning for the subject site and adjacent properties (whether City or Wilson County). Also show on site plan.
- \_\_\_ 18) City boundaries where appropriate, vicinity map, legend, north arrow, scale, preparer information, .
- \_\_\_ 19) Property Ownership for the subject property and adjacent property (owner name and mailing address), with deed book and page number. Also show on site plan.
- \_\_\_ 20) The Survey sheet shall extend to adjacent property to show the relationship of the subject site to surrounding property and the road network.
- \_\_\_ 21) City, county, civil district, date
- \_\_\_ 22) All applicable general notes, such as survey and utility poles
- \_\_\_ 23) Bench mark locations and elevations for vertical reference (MSL Datum).

B. **Title Sheet** – In addition to the usual and customary information, the Title Sheet shall also include the following:

- 1) Development Name, Type of Application, Site Location, Street Address if available, accurate Vicinity Map
- 2) General Notes pertaining to the site
- 3) Certifications related to particular property features including wetlands, karst features, flood plain information.
- 4) Index of Plan Sheets
- 5) Name, address, contact name, phone number, for Preparer, Property Owner, Developer, etc.
- 6) Revision Box which shall be modified for each new submittal.

C. **Site Plan** - In addition to the usual and customary information, the Site Plan shall also include the following:

- 1) Site Data Table shall be included that provides all pertinent area and dimensional data for the appropriate Zoning District and representing other site development requirements. At a minimum the table shall include the appropriate requirements from Table 5-103A (Residential), 6-103A (Commercial) or 7-103A (Industrial) based on the zoning of the property; as well as; total site acreage; site zoning; the building height; regular parking; activity type that is used for calculating parking; handicap parking; building coverage; GFA, FAR, ISR (impervious surface ratio); landscape or green space. In all cases where applicable, the minimum or maximum prescribed by the zoning ordinance shall be shown with the corresponding amount proposed by the plan. If a phased development, provide numbers per phase and a total number for the complete development.
- 2) Provide Legal Description, including Map and Parcel numbers.
- 3) Show relationship of required setbacks and critical physical and existing features, the location of existing substantial vegetation. Identify trees proposed to be retained and removed.
- 4) Show cueing spaces as required by Article 9-104.5 of the zoning ordinance.
- 5) All proposed site improvements, additions shall be shown, as well as, any existing building/structures proposed to be retained. Examples include: parking, driveways, buildings, retaining walls, refuse enclosures and gates, freestanding signs, required

buffer areas. Phasing boundaries should be noted. All streets with names, and proposed streets.

- 6) Circulation, parking, and loading spaces for motor vehicles, service and delivery vehicles (including refuse), bikes and pedestrians. Illustrate all adjacent roads, driveways, and direction of traffic flow. Driveway and parking lot striping, including driveway centerline stripes, arrows, and parking spaces. Spaces should be numbered periodically and representative dimensions shown. Handicap parking spaces shall be clearly noted on the plans. The striping color shall be noted. All parking shall be shown (vehicle, delivery, bike, other).
- 7) Show existing and proposed Sidewalks, Bike Paths, Bike Lanes; clearly specify width, material, type and location.
- 8) Handicap parking, signs and markings, ramps and handicap appropriate materials, warnings, and all walkways and intersections (including detectable warning devices) shall comply with the North Carolina Accessibility Code.
- 9) Indicate all proposed and required right-of-way improvements including; signalization, widening, signage, left turn lanes, and right turn/deceleration lanes.

D. **Landscape Plan** - In addition to the usual and customary information, the Landscape Plan shall also include the following:

- 1) Meet the requirements of Article X and be submitted with and at the same scale as the site plan. Plans should indicate the plan for irrigation and the source thereof. If irrigation is proposed, no irrigation infrastructure shall be placed within the public right-of-way without prior written approval of the Public Works Department.
- 2) Be coordinated with other plans, including grading and drainage plans, and the presence of existing features such as rocks, karst features and other items that may conflict with proposed plantings.
- 3) A Planting Table identifying: plant symbols, Botanical and Common Name, quantity, min. size in gallons, height, or caliper, spacing schedule and proposed cover for bare areas (sod or seed). This table shall be on the same page as the landscape plan. This table shall indicate the minimum number of plantings required and the amount proposed. Groundcovers should indicate the 'on-center' planting specification.
- 4) Identify significant existing vegetation and indicate those materials proposed to be removed and preserved. Tree protection fencing shall be proposed for all natural areas and existing vegetation proposed to be retained.
- 5) Show planting details for shrubs and trees.
- 6) Landscape materials are preferred around the base of signs and buildings.
- 7) Show proposed landscape ponds, water features, and rain gardens. Depressed parking lot islands that function as detention shall be designed in a manner that preserves the landscape appearance.
- 8) Show required landscape transition buffer yards. If necessary, a typical cross-section should be provided.
- 9) Restore to a good condition all disturbed areas on-site and in the public right-of-way.
- 10) A PDF of the landscape plan shall be e-mailed to Jennifer Stewart at [jstewart@cityofmtjuliet.org](mailto:jstewart@cityofmtjuliet.org).

E. **Building Exterior Elevations** - In addition to the usual and customary information, the Building Elevations shall also include and/or be accompanied by the following:

- 1) Color elevations shall be submitted to determine compliance with Article 6-103.7, Design Standards for Commercial Structures for all commercial and industrial buildings. Building height and design shall be shown with dimensions and exterior materials clearly identified. Provide calculations for façade areas and the percent of materials used to substantiate compliance with this Article, broken down by "front" and "remainder" of building.

- 2) A Materials Board shall be submitted for Planning Commission consideration with samples of actual materials proposed for the external façade and roof.
- 3) Roof mounted mechanical equipment shall be screened from horizontal view through the use of parapet walls or other acceptable means. Plans to show roof line and mechanical equipment outline.
- 4) Building service areas or loading areas shall not be visible from public streets and adequately screened.
- 5) Site features, such as landscaping, fences, walls, refuse and recycling containers shall be uniformly designed. Retaining walls and refuse enclosures shall be constructed with the same wall materials as the primary building (not painted).
- 6) If located within a PUD, provide a letter of approval from the overall property authority responsible for approving site, landscape plans, and building elevations.

F. **Floor Plan** - In addition to the usual and customary information, the Floor Plan shall also include the following:

- 1) A floor plan for each floor of the building shall be provided or a “typical” floor representing repetitious designs.
- 2) Floor plans shall identify the use of all interior heated and cooled areas. The GFA of all interior space shall be provided. Interior space shall be broken down by categories used to determine parking for the proposed use (e.g. retail/restaurant). Number of seats shall be specified where appropriate for restaurants, assembly and other uses.

G. **Signage Plan** - Provide a separate Sign Plan in 8 ½ x 11 format that includes the following:

- 1) Identify all external signs proposed for the site on the Site Plan or other sheet. The height and dimensions for each sign shall be displayed. Freestanding signs shall not be in any right-of-way or visibility triangle. Signs located within a utility easement shall have written approval from the utility provider. Include a wind load letter (90 mph/3 second burst) and footing detail.
- 2) Show parking lot signage for traffic control and circulation.
- 3) Provide the height, sign face area, area calculations, lot frontage of the applicable property, location of the sign and construction material utilized in construction of the sign.
- 4) Landscaping should be provided at sign bases. Show sign illumination source.
- 5) For signs mounted on a building façade facing a public street, provide: the height and width of the building elevation(s)/facades and the width of the property facing the public street(s).

H. **Photometric/Lighting Plan** - In addition to the usual and customary information, the Photometric Plan shall also include the following:

- 1) A lighting plan shall be provided meeting the restrictions for convenience markets in the CNS district and Article 12-105.6 Glare. All site lighting shall be shielded to eliminate direct illumination of residential property and public streets. A maximum of ½ foot-candle shall be permitted to illuminate any residential property.
- 2) All exterior building lighting shall be oriented downward or shielded so that all light falls upon the building surface or ground (on-site). No lights shall be located on a building and not shielded from public roads or adjacent property.
- 3) Lighting details, including height and style of poles and fixtures shall be submitted. All lighting is to be recessed and ‘cut off’, including under canopy lighting.

I. **Grading and Drainage Plan** - In addition to the usual and customary information, the Grading & Drainage Plan shall:

- 1) Be coordinated with landscape plans to ensure that no conflicts occur that would prohibit the installation of landscape materials as approved.

- 2) Show existing contours and final proposed contours with elevations clearly identified.
  - 3) Show all proposed contours, and tie into existing contours. Provide spot finish grade elevations at locations where necessary to properly grade and drain the site. Place all applicable grading notes on the plans. Show karst features and clearly delineate the last closed contour. Show any appropriate buffers.
  - 4) Show all proposed drainage structures. Label all proposed culverts with size and type of pipe and type of headwall and endwalls, with reference to applicable details on the detail sheet(s). Show locations of catch basins and area drains, with invert elevations, pipe sizes, inlet types, grate types, etc. labeled and referenced to details on the detail sheet(s). Provide a Drainage Structures table to summarize this information. Show the locations of curb cuts. Provide all applicable drainage notes. Submit drainage calculations to the City Engineer for review.
  - 5) Show the location and size of all Stormwater Management (Detention and Water Quality) facilities. Provide details of the Stormwater Management (Detention and Water Quality) facilities on the plans. Submit calculations for the design of all Stormwater Management facilities, including pervious and impervious areas, methods of computing flow and methods of computing facility size, to the City Engineer for review.
  - 6) Show all proposed ditches with a typical ditch cross-section.
- J. Erosion Control/Pollution Prevention Plan** - In addition to the usual and customary information, the Erosion Control Plan shall include the following:
- 1) Erosion control measures, such as silt fence or inlet sediment barriers. Erosion control for the project shall conform to the storm water permitting requirements of the Tennessee Department of Environment and Conservation, Division of Water Pollution Control, and the, "Tennessee Erosion and Sediment Control Handbook", latest edition.
  - 2) Details for each Erosion/Sediment Control device proposed for the site.
  - 3) Complete and provide all information on the City of Mt. Juliet Storm Water Development Checklist to the Storm Water office at 71 E. Hill Street.
- K. Detail Sheet(s)** - In addition to the usual and customary information, the Detail Sheets shall include the following:
- 1) Graphics or depictions for elements or features shown generally on other sheets, including, but not limited to, pre-treatment devices, dumpster enclosures (materials and colors), signs (see Sign Plan detail), light fixtures and poles (show shielding and height), handicap parking and sign details (provide detail for space and signs, all to conform with the North Carolina Accessibility Code), fencing and wall details, curb and ramp details, sidewalk and pavement details, drainage, inlet, stormwater management, erosion, and silt fencing details, etc.
  - 2) Typical cross-sections for roads, stormwater management structures, pavement, sidewalks, pedestrian trails, and ditches.
  - 3) All details shall be complete with dimensions and materials clearly noted.
- L. Engineering Specifications** – Plans shall contain or display the following.
- 1) Pavement details shall show the thickness of layers and the specific type of material of each layer. Some of the typical pavement details used for site designs are found in the Subdivisions Regulations.
  - 2) Roadway design shall comply with the requirements of the City of Mt. Juliet.
  - 3) Driveways and parking lots shall be clearly dimensioned and shall be dimensionally located from noted reference points. Show all geometry, such as radii or driveways and curb returns. Provide sufficient dimensions to locate the proposed pavement in the field. Indicate the type of driveway (concrete, asphalt, crushed stone, etc.). Show City of Mt. Juliet standard driveway ramps.

- 4) All proposed locations and types of curbs on roads, driveways, parking lots, and islands shall be clearly shown in the plans.
- 5) Building locations, with finished floor elevations. Locate proposed structures from property survey reference points so that they can be accurately located in the field.
- 6) Steps and handrails.
- 7) Show locations of rainwater leaders on proposed buildings and how they tie into proposed stormwater collection system.
- 8) Rip-rap size, pad dimensions and locations; with standard, dimensional details.
- 9) Clearly show the locations, size and type of proposed utilities. Show locations of all known hydrants, valves, bends, connections, power poles, light poles, fire hydrants, etc. All applicable utility notes shall be shown on the plans.
- 10) Show all areas of demolition, and provide all appropriate demolition notes on the drawings.
- 11) Locations and dimensions of other construction items such as dumpster pads, bollards, wheel stops, flag poles, etc.
- 12) General notes, legend, scale, North Arrow.

M. Miscellaneous

- 1) The engineer or other design professional shall affix his/her seal to the plans in accordance with State of Tennessee State Board of Architectural and Engineering Examiners Rules of Professional Conduct, Section 0120-2-08 and other applicable laws, as required.

**Submit a current sewer availability letter. The request for this letter shall be made to the Public Works Director in writing. All stormwater fees shall be paid to the Public Works Department, Stormwater Division prior to scheduling a pre-construction meeting for Land Disturbance Activities.**

To the best of my knowledge, or except as noted on the drawings, the plans submitted herewith contain all information required in the checklist above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name