

CONCEPT PLAN APPLICATION CHECKLIST

The following is a general list of drawing standards and development features that are required to be submitted with an application for Planning Commission review.

Prior to Application Submittal:

- Has a completed TIA been provided if previously determined to be required for this development?
 - Prior to concept plan application submission, a [Pre-Submittal Transportation Impact Analysis \(TIA\) Scope Determination Form](#) must be submitted, and a determination made on whether a traffic study (TIS) or letter (TIL) will be required.
 - If a TIS or TIL is required, it needs to be submitted with the application, or **the application will not be accepted**. See the [TIA Guidelines](#) for more information.

Application Requirements:

- The owner's signature or option holder's signature (as provided below) must be provided on page 2 of the [Development Request application](#) or the application will not be accepted.
 - Option holders must provide documentation to that effect (i.e., a sales contract that includes a stipulation of obtaining approval for the proposal with sensitive information redacted, notarized letter, etc.).
- Location map that includes: a North arrow, adjacent roadways, site boundary lines, and any other information needed to locate the site.
- Date of design is provided on the plan sheets.
- The graphic and written scale on each drawing sheet. The site (layout) plan must be no more than 100 ft to 1 inch.
- Drawings must clearly show the following:
 - Proposed and existing lot lines (dimensioned)
 - Name and location of all existing and proposed roads within and adjacent to the subject property, drawn with accurate bearings and distances
 - Physical environmental characteristics of the site (i.e., wetlands, sinkholes, etc.), drawn with accurate bearings and distances
 - Utility access or other easements, drawing with accurate bearings and distances
 - Existing structures on the site, labeled to remain or removed.
- Existing utility locations on the site and adjacent to the property
- Proposed utility services to be provided
- Existing topographic contours at 2-ft intervals in GRAYSCALE line style.
- Preliminary grading plan at 2-ft intervals in a BOLD line style:
 - Recommended with all submittals but may be required during the review.
 - Required if grading is proposed within the Hillside Protection (HP) area with as shown on the City or County Future Land Use map.
 - For projects in the City, refer to the [HP Overlay Checklist](#) and include the requested information.
- Road profile drawings for all public and private streets. Profiles may be required for access easements.
- Sight distance verification at the proposed access to all existing roads (if questionable or otherwise required)

- Road and lot layout
- Acreage of site. If there is more than one zone district, provide the acreage of each and show the zoning line on the plan sheets.
- Proposed # of lots
 - If a property is in the Planned Residential (PR) zone and exceeds the approved density, the application cannot be accepted (County only). NOTE: The maximum number of dwelling units is rounded down to the nearest whole number.
- Preliminary drainage plan showing how water is draining through the site and the locations of any stormwater facilities (if applicable – contact City or County Engineering Departments for more information).
- Landscaping plan (if applicable)

Not required at time of application, but is recommended if these items are known:

- Variance request form, if applicable
- Alternative design request form, if applicable
- Preliminary drainage plan (as required by City and/or County Engineering departments)

Resources:

- Deadline, fees, and forms - <https://knoxplanning.org/applications>
- Zoning and Regulations - <https://knoxplanning.org/zoning/regulations>
- Plans and Studies - <https://knoxplanning.org/plans>
- County EPW - <https://www.knoxcounty.org/epw/>
- City Engineering Development Services - https://www.knoxvilletn.gov/government/city_departments_offices/engineering/engineering_development_services_division
- KGIS - <https://www.kgis.org/portal/>
- TDOT Region 1 - <https://www.tn.gov/tdot/about/tdot-organizational-charts/org-chart-region.html>