

PLANNED DEVELOPMENT APPLICATIONS – CITY OF KNOXVILLE

The pre-application steps are illustrative in the [City Planned Development Process](#) chart.

Pre-Application Steps

Prior to formal submittal of an application, the applicant must:

- Meet with the City’s Urban Design and Development Department (UDD) to review the project and determine if it aligns with the City’s Key Development Priorities. Obtain support to move forward.
- Contact the City’s Plans Review and Inspections Department (PRI) to request a pre-submittal conference (more information below) to discuss the overall concept, general site plan layout, public benefits to be provided, and possible zoning exceptions needed. Several City departments and a staff member from Knoxville-Knox County Planning (Planning) will be in attendance.
- Meet with the City’s Public Private Partnership (PPP) to discuss project applicability. Obtain support to move forward.
- If the project can move forward: Submit a [Development Request application](#) to Planning for inclusion on the next available Planning Commission Meeting.

Pre-Submittal Conference, with staff from City of Knoxville & Planning

The purpose of such pre-application consultation is to make advice and assistance available to the applicant before preparation of a concept plan so the applicant can understand whether the proposed planned development is in compliance with the provisions of this Code and other applicable regulations.

For the pre-submittal conference with the City and Planning (pre-application step 2 above), the following should be submitted (per City of Knoxville Zoning Ordinance, Article 16.7.E.1):

- Proposed land uses
- Proposed improvements
- Any exceptions to the underlying district dimensional, design or use regulations anticipated
- List of public benefits under consideration
- Preliminary sketch of proposed site layout showing location, access, buildings, and general parking areas
- Any other information necessary to explain the planned development

Concept Plan Submittal to Planning Commission (Optional)

In the City, the submission of a preliminary concept plan to the Planning Commission is optional (Article 16.7.E.2).

- A plan (or plans) in general form containing:
 - Proposed land uses

- 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 Future Land Use maps.
 - Refer to the [HP Overlay Checklist](#) and include the requested information.
- A written statement containing a general explanation of the planned development, including a statement of the present ownership of all the land within said development and the expected schedule of construction.

Planned Development Application to Planning Commission

When an applicant is ready to apply for Planning Commission review of a planned development, the application must include the following:

- A completed and signed development request application accompanied by the appropriate fee. An application is not complete until payment has been received.
- A *brief* project description or written statement must include:
 - Description of the proposed project and proposed improvements
 - Bulleted list of all requested exceptions to the underlying district dimensional, design or use regulations. Each bulleted item shall provide:
 - The number of each specific article for which an exception is being requested
 - The rational for each exception (see 16.7.D.2 & 3).
 - List the public amenities or benefits that will be provided.
- Site layout plan, scaled and dimensioned, that must include the following:
 - Scale of drawing and North arrow on each drawing sheet
 - Address and parcel ID of the subject property
 - Physical environmental characteristics of the site (i.e., wetlands, sinkholes, etc.), drawn with accurate bearings and distances
 - Name and location of all existing and proposed roads within and adjacent to the subject property, drawn with accurate bearings and distances
 - Lot lines with dimensions

- Existing structures to remain and proposed structures with overall dimensions and setbacks to front, side, and rear property lines
- Location of all easements (i.e., access, utility, etc.), drawn with accurate bearings and distances
- Existing utility locations on site and adjacent to property
- Proposed utility services to be provided
- Existing and proposed driveways, parking spaces, and walkways with dimensions and surface material identified
- Location of any physical public amenities
- Landscape plans showing locations of landscaped areas
- Topographic drawing, to scale, showing the following:
 - Existing topographic contours shown at 2-ft intervals in GRAYSCALE line style
 - Proposed topographic contours (recommended, not required) showing 2-ft intervals
- Preliminary grading plan if in a Hillside Protection (HP) Area (Note that if the site is not in an HP area, it will depend on the site and the project as to whether a grading plan would be required with the application submittal.)
- Preliminary drainage plan showing how water drains through the site and the locations of any stormwater facilities (if applicable, contact the City Engineering Department)
- Other plans, as may be required (lighting plans, traffic studies, etc. depending on the size and/or scope of the project)

Resources:

- Deadline, fees, and forms - <https://knoxplanning.org/applications>
- Zoning and Regulations - <https://knoxplanning.org/zoning/regulations>
- Plans and Studies - <https://knoxplanning.org/plans>
- 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>