

## PLANNED DEVELOPMENT APPLICATIONS – KNOX COUNTY

### Pre-Application Consultation

**Prior to formal submittal of an application, a pre-application consultation is required.** Applicants may also choose to have a pre-application consultation when considering this option prior to the development of any plans. If the applicant chooses to do so, an additional pre-application consultation would be required prior to formal submission of the application.

- Submit the [Pre-Application Consultation Request Form](#) to [applications@knoxplanning.org](mailto:applications@knoxplanning.org). Planning staff will respond with potential times for a meeting or phone call to discuss the project. This step needs to be completed prior to submission of the application, or **the application will not be accepted.**

**For the pre-application consultation, the following must be submitted (Knox County Zoning Ordinance 6.80.06):**

- 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

**In the County, the submission of a preliminary concept plan is required (Article 6.80.06.B).**

- 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 County Future Land Use map.

- 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

**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 rationale 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 County 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>
- County EPW - <https://www.knoxcounty.org/epw/>
- KGIS - <https://www.kgis.org/portal/>
- TDOT Region 1 - <https://www.tn.gov/tdot/about/tdot-organizational-charts/org-chart-region.html>