

3. Procedures

3.1 SUBMISSIONS REQUIREMENTS

Design review occurs in the context of review of the required Site Development Plan (see Section XI of the zoning code). The Hendersonville Regional Planning Commission is required to review a project prior to issuance of a building permit. The materials required to be submitted for design review include the following:

Color photographs of the site and of adjacent land structures, including any special features on the site. Photographs will be returned if requested after review by the Hendersonville Regional Planning Commission.

A site plan, drawn to scale, of sufficient size to show clearly:

- The dimensions, orientation and acreage of each lot to be built upon
- The layout of the entire project and its relationship to adjacent properties
- The location and dimensions of present and proposed streets and highways
- The location of points of entry and exit for vehicles and internal circulation patterns
- The location of points of entry and exit for vehicles and internal circulation patterns
- The location and layout of all paved areas including off-street parking and loading facilities
- All existing and proposed topography, with contours at intervals of no more than 2' in areas that are disturbed
- The size, shape and location of existing and proposed construction with uses noted
- Please see Section 11-202.102 of the Zoning Ordinance for additional information
- The seal of a civil engineer licensed in the State of Tennessee
- Location and dimensions of all sidewalks

A site landscaping plan, either as a separate drawing or integrated with the site plan above, showing:

- The location of existing vegetation including all trees as required by section 2.3
- Proposed site landscaping with size, species, and numbers noted
- The location of all walls, fences, and railings with indication of their height and construction materials
- The location of exterior lighting and types of illumination sources, adequate to determine its character and enable review of possible hazards and disturbances to the public and adjacent properties
- The location of exterior freestanding signs
- The seal of a landscape architect licensed in the State of Tennessee

Schematic building plans drawn to scale, including:

- Exterior building elevations indicating all building materials and colored to illustrate their appearance
- The design of any signage to be mounted on the face of the structure.
- Also desirable, but not required, are three-dimensional representations of the proposed building and site, particularly in relationship to surrounding structure. This may be communicated through rendered perspective drawings, or through models.

The Commission may waive any of the above submissions that it believes are unnecessary. It may also require such other information or exhibits, including samples of proposed building materials, as may be considered necessary to reach an informed decision on the acceptability of the project.

3.2 Variance Procedure

Variances from the provisions established within this document may be granted by the Hendersonville Regional Planning Commission subject to the following procedures, conditions, and stipulations:

1. No Variance may be granted from any provision unless a specific finding is made that the resulting condition will meet the original intent of the provision for which the variance is being sought.
2. No variance may be granted from any provision unless the applicant presents specific and detailed information as to the nature of the relief being requested and

the alternative means proposed whereby the original intent of the particular provision will be accomplished.

3. Any variance from any provision of these regulations shall be noted in the minutes of the meeting where such action is taken along with detailed findings that such variance:
 - a. Is necessitated by conditions unique to the site in question.
 - b. Provides equal or greater protection of the public interest than the original requirement or standard from which variance is requested.
 - c. Meets or exceeds the intent of the original provision contained within these regulations.