Site Plan Checklist

Project Name		
Project Location (street and nearest cross street)		
Tax Map	Group	Parcel

Owner	Surveyor/Engineer
Phone	Phone

Developer	Project Number (office use only)
Phone	

A site development plan containing the information indicated hereon is required for all commercial, industrial and residential activities (excepting one and two-family detached and semi-detached dwellings) and for feed lots and stockyards along with mining and quarrying uses contained within the agricultural and extractive activity grouping.

Before beginning the design, the engineer should obtain a certified property survey, including as a minimum, topographic and utility information, property line information and adjacent site land use. A sub-surface report and copies of local codes and regulations, including a copy of the Hendersonville Subdivision Regulations and Hendersonville Construction Manual should be obtained.

This plan shall be prepared and stamped by an individual licensed and/or certified by the State of Tennessee to perform such design service as may be required. The engineer shall affix his/her seal to the plans in accordance with State of Tennessee Board of Architectural and Engineering Examiners Rules of Professional Conduct, Section 0120-2-08, and other applicable laws as required.

This plan shall be approved by the City Engineer prior to any grading or excavation, including the removal or trees, or any construction activity of any type.

Required Information

Note: The following is the minimum information that is required on a set of site plans that is submitted to the City of Hendersonville for review. Max sheet size is 24" x 36". **Site plans submitted on larger sheets will not be reviewed**.

PLEASE NOTE: ITEMS 76 & 77 HAVE BEEN ADDED TO THE CHECKLIST.

Yes	No	N/A*		**Existing Features**
			1	roads and driveways, with existing road names
			2	an overall, predevelopment drainage basin area map at a scale not greater than 1"=200'
			3	runoff flow arrows on the overall drainage map
			4	all existing drainage structures, including inlets, catch basins, junction boxes, culverts, cross drains, headwalls, and outlet facilities with invert elevations, size, type, and slope
			5	location, size and capacity of the next two drainage structures downstream of the development (regardless if detention is proposed)
			6	any marshes, sinkholes, or other significant features
			7	existing parking lots, type of pavement and type of curb
			8	existing striping in parking lots and roadways
			9	raised islands in parking lots (note if these are curbed)
			10	existing curbs
			11	topographic features and existing contours of not more than two (2) foot interval
			12	spot elevations to clarify existing drainage patterns

Project Name				
			13	shape, size and location of all buildings or other structures to be erected, altered, or moved and of buildings or other structures already on the lot
			14	minimum building setback lines
			15	existing property lines with bearings and distances, as well as all property line curve date
			16	all existing easement and other encumbrances
			17	all existing iron rods, monuments, and pipes as well as those set by the surveyor
			18	existing and intended use of the lot and of all such buildings or other structures upon it, including the number of dwelling units the building is intended to accommodate
			19	all fences, tree lines and large trees. Label all existing trees greater than 8" in caliper
			20	property owners of property being developed and of surrounding properties with deed book and page numbers
			21	Flood Emergency Management agency information such as zone type, panel number, date, etc.
			22	vicinity map
			23	legend
			24	north arrow
			25	scale
			26	city name, county, civil division, date
			27	all applicable general notes, such as survey and utility notes
			28	bench mark locations and elevations for vertical reference. One benchmark should be referenced to Tennessee State Plane coordinates
			29	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 telephone lines, etc.

Yes	No	N/A*		**Proposed Features**
			30	areas of demolition shall be clearly shown, if applicable, and all appropriate demolition notes shall be given on the plans
			31	proposed contours shall be clearly shown, and shall tie into existing contours. Spot finish grade elevations shall be given at locations where necessary to properly grade and drain the site. Place all applicable grading notes on the plans
			32	topographic features and proposed contours of not more than two (2) foot interval
			33	an erosion and sediment control plan with erosion control measures, such as silt fence, silt ponds or inlet sediment barriers that conform to the storm water permitting requirements of the Tennessee Department of Environment and Conservation and the "Tennessee Erosion and Sediment Control Handbook", as a minimum
			34	grading plan for the site
			35	grading should be designed to achieve 1% minimum positive flow away from existing and proposed structures. For usable open areas, a minimum slope of 1% and a maximum slope of 5% should be used. For areas to be mowed, a minimum slope of 1% and a maximum slope of 33% (3:1) should be used. The minimum slope on all areas should be 1% except for grass lined ditches which should be 2%
			36	locations of all signs, including those used in parking areas
			37	proposed landscaping and screening as required meeting the provisions of Article IX of the Hendersonville Zoning Ordinance
			38	position of all fences and walls (specify materials)
			39	position of screen plantings (specify type of plantings)

Project Name				
			40	proposed drainage structures shall be shown on the plans. Proposed culverts shall be labeled with size and type of pipe and type of headwalls and endwalls, with references to applicable details on the detail sheet(s). Locations of catch basins and area drains shall be clearly shown, with invert elevations, pipe sizes, inlet types, grate types, etc., labeled and reference to details on the detail sheet(s). A pipe schedule table and storm structure table may be used to summarize this information. The locations of curb cuts shall be noted. Place all applicable drainage notes on the plans including flow rate (cubic feet per second) and velocity (feet per second)
			41	hydrologic and hydraulic calculations based on the 25 year, 24 hour storm event and for appropriate design conditions and facilities. Post development flow can not exceed pre-developed flow (pre-development conditions are defined as grass, wooded or otherwise natural conditions). Provide a written summary that include all input information such as "c" factors, intensities, design method used (TR-55 or SCS method), and all assumptions. When sizing driveway culverts and cross drains, the contributing drainage basin shall be delineated on appropriate topographic maps. At no time shall storm drains be designed to be in a pressurized state. Minimum pipe size is 15"
			42	locations of areas subject to flooding
			43	catch basins, ditches and underground drainage systems should be designed for the 25 year storm as a minimum. The minimum storm sewer pipe size should be 15" reinforced concrete pipe
			44	minimum slope of a concrete paved drainage ditch should be 1%
			45	minimum slope of a grass or sod ditch should be 2%
			46	location and size of detention facilities. The engineer shall give details of the detention facility on the plans. All calculations for detentions facilities, including pervious and impervious areas, methods of computing flow, and methods of computing detention facility size, shall be submitted to the City of Hendersonville for review
			47	detention ponds shall be optimized to control the 24 hour, 2 thru 25 year storm events and shall store or pass the 100 year storm as conditions or down stream conditions dictate
			48	rip-rap size, pad dimensions and locations
			49	proposed location of all easements and rights-of-way (dedication)
			50	buffer zones and trees specified for preservation should be clearly indicated on the grading and demolition plans. Buffer zones and trees specified for preservation must be protected through the use of tree protection barriers (not silt fence) to the drip line of said trees. The barriers should consist of orange grid fabric staked at the border and/or drip line of preserved buffer zone and/or trees to restrict construction activity and access within the protected areas and/or tree's drip line. A tree protection detail must also be provided
			51	location of open space and total area of open space
			52	if subsoil sewage disposal is anticipated, provide certification from the county health department approving the lot for such use
			53	general site date, including sizes of proposed buildings and parking spaces tabulations (number of regular spaces, handicap spaces, etc)
			54	location, size and type of proposed utilities. Show locations of all proposed hydrants, valves, bends, connections, power poles, light poles, electric lines (overhead and underground), transformers, etc. All applicable utility notes shall be placed on the plans
			55	location of windows and courts
			56	location, type and size of proposed signs
			57	building elevations and architectural plans
			58	location and height of any lighting
			59	locations and dimensions of other construction items such as dumpster pads, bollards, wheel stops, etc.

Project Name				
			60	public sidewalk with a minimum sidewalk width of 6' for collectors, arterials, and roads designated as a Major Thoroughfare Route with a 5' green space between the curb and sidewalk. All other areas shall have a 5' minimum sidewalk with a 5' green space between the curb and the sidewalk
			61	drainage should be designed so as not to cross sidewalks
			62	layout, location and dimensions of all driveways, entrances, accessory off-street parking areas and all accessory off-street loading berths. Show all geometry, such as radii of driveways and curb returns. Sufficient information shall be given to locate the proposed pavement in the field
			63	type of driveway (concrete or asphalt)
			64	driveway locations should be tied to property line or other reference
			65	provide expansion joint between road, driveway or other reference
			66	driveways should have a 1% minimum and an 8% maximum slope, with a 1% minimum and 5% maximum cross slope
			67	driveway and parking lot striping, including driveway centerline stripes, arrows, and parking spaces. Handicap parking spaces shall be clearly noted on the plans. The striping color shall be noted
			68	parking lots should have a 1% minimum slope and a 5% maximum slope in any direction
			69	minimum dimensions of parking space is 18 feet by 9 feet
			70	proposed location of curbs and gutters on roads, driveway, parking lots and islands shall be clearly shown. Minimum roadway width is 20' for one way traffic and 24' for two way traffic
			71	building locations with finished floor elevation. Proposed structures shall be located from property survey reference points so that they may be accurately located in the field. Finished floor elevation shall be set above the 100 year flood.
			72	provide information such as proposed ground cover, floor area, and building heights
			73	Provide City of Hendersonville general notes listed in the "Hendersonville Construction Manual"
			74	Show proposed location of temporary construction/storage trailer(s)
			75	Upgrade adjacent street(s) to comply with City Bike/Pedestrian Master Plan
			76	Upon submittal of the site plan to the City, also submit 2 copies of the plan to the electrical service provider (NES; CEMC) for review
REQUIRED OF ALL PROJECTS			77	As a registered design professional within the State of Tennessee I have to the best of my knowledge designed the above referenced project in accordance with **Chapter 3 - Site Access and Chapter 4 - Parking Lots, Curb Cuts/Curb Ramps and Passenger Loading Zones of Volume 1-C of the 2002 North Carolina State Building Code with the 2004 revisions**

I do hereby submit the attached Site Plan for review and recommendation by the Hendersonville Regional Planning Commission. The appropriate number of copies of the plan have been provided, I have reviewed the above checklist and do believe that all the information required has been presented.

Signature of Design Professional Submitting Plan

This signature must be accompanied by the registrants seal & registration #

*Any items checked Not Applicable by the submitter that are deemed applicable by city staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact the Staff Planner or City Engineer.

PLEASE NOTE: NO PLAN WILL BE REVIEWED UNTIL ALL INFORMATION REQUIRED IS PRESENTED IN A FULL AND COMPLETE MANNER.