

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

Project Name:		
Project Address:		
General Information		
1	Cover sheet, including information listed below and a sheet index for all sheets included in the submittal set.	
A	Minimum 4"x 8" clear area on top or bottom right of cover sheet for City approval stamps.	
B	Site location, address (verified by E911) and vicinity map.	
C	Name of proposed development, as well as applicable phase and section numbers.	
D	Contact information for professional(s) preparing the plans (including e-mail addresses).	
E	Contact information for developer(s) (including e-mail addresses).	
F	Contact information for the property owner(s) (including e-mail addresses).	
G	Existing and proposed zoning.	
H	Bulk data table, formatted to match the bulk data tables shown in the appropriate section of the Zoning Ordinance (Table 4 for Residential, Table 9 for Residential Planned Development, and Table 10 for Commercial Planning Development) and including the following information:	
i	Acreage and square footage of site.	
ii	Existing and proposed gross building square footage; square footage per floor.	
iii	Number of dwelling units.	
iv	Proposed building height and number of floors.	
v	Required parking ratio and required number of parking spaces; number of existing parking spaces; proposed number of parking spaces; total number of parking spaces.	
vi	Minimum and maximum building and parking setbacks or build-to lines (based on base zone and overlay district).	
2	Plan date, revision dates.	
3	Legend, North Arrow, and Scale.	
Existing Features		
4	Recent site survey (less than 5 years old), signed and sealed by registered land surveyor. Survey shall contain, but is not limited to the following:	
A	Public and private streets, with current names.	
B	Widths and locations of adjacent right-of-way.	
C	All existing drainage structures, including combination inlets, catch basins, junction boxes, culverts, cross drains, headwalls, and outlet facilities including information such as, invert elevations, size, material type, and slope.	
D	All environmental features, streams, wet-weather conveyances, wetlands, sinkholes, outcroppings, cemeteries, or other significant features. Streams, wet-weather conveyances, ponds, and wetlands must be labeled based on the hydrological determination (HD) report, if applicable. If HD was performed, all streams, wetlands, ponds, and wet-weather conveyances shall be confirmed through concurrence from TDEC and USACE.	
E	Archeological, natural, and historical features and landmarks	
F	Existing parking lots, pavement, pavement markers and striping, and curbing.	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

G	All easements and servitudes burdening the property, including those not disclosed in record documents but observable, such as ditches, drains, communication, power, and gas lines, with locations, dimensions, and designation as to type.	
H	Acreage and square footage of property.	
I	Existing structures, including utility boxes, walls, fences, buildings, and other improvements. Including the shape, size, and location of all buildings or other structures to be altered, or moved, and of buildings or other structures already on the lot.	
J	Property lines with bearings and distances, as well as all property line curve data.	
K	Building and parking setbacks or build-to lines.	
L	Existing iron rods, monuments, and pipes as well as those set by the surveyor.	
M	Existing utilities, including, but not limited to, power poles, light poles, gas lines, water lines, sewer lines, and manholes, fire hydrants, water valves and meters, gas valves, transformers, overhead power and communication lines, underground telephone, and power lines, etc.	
N	Topographic features and existing contours of not more than one (1) foot interval. Existing contours shall be provided a minimum of 10' beyond site's legal boundary and to the centerline of adjacent streets.	
O	All fences, tree lines, and large trees. Label all existing trees ten (10) inches diameter-at-breast-height (DBH) or greater. Indicate species and condition.	
P	Existing striping in parking lots and roadways.	
Q	Raised islands in parking lots (note if these are curbed).	
R	Existing curbs.	
S	Spot elevations (as necessary) to clarify existing drainage patterns.	
T	Property owners of property being developed and of surrounding properties with deed book and page numbers.	
U	Flood Emergency Management Agency (FEMA) information such as zone boundary(s), type(s), panel number(s), date(s), etc.	
V	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.	
W	Survey information, including survey horizontal and vertical datum, survey company, and survey date. Show benchmark descriptions and locations with elevation and coordinates (minimum of two (2)).	
X	Location, quantity, size, botanical name and condition of all existing plant materials, including trees and other plant material in the right-of-way, and indicating plant material to be retained and removed.	
Y	All applicable general notes, such a survey and utility notes.	
Z	Location, size, and capacity of the new two drainage structures downstream of the development (regardless if detention is proposed).	
5	Areas of demolition shall be clearly shown, if applicable, and all appropriate demolition notes shall be given on the plans.	
Proposed Features – General		
6	Location and type of all fences, walls and railings (specify materials and colors).	
7	Proposed location of all easements and rights-of-way. If the existing right-of-way on which the lot or parcel has frontage is less than the width required by the Land Use &	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

	Transportation Plan, then additional right-of-way must be dedicated to bring the street up to standard.	
8	Curbs and gutters on roads, driveways, parking lots, and islands shall be provided and clearly shown. Minimum roadway width is 20' for one way traffic and 24' for two-way traffic.	
9	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.	
10	If subsoil sewage disposal is anticipated, provide certification from the county health department approving the lot for such use.	
11	Locations and dimensions of other construction items such as dumpster pads, bollards, wheel stops, etc.	
12	Layout, location and dimensions of all driveways, entrances, accessory off-street parking areas, accessory off-street loading berths, and parking lot drive aisles and spaces. Show all geometry, such as radii of driveways and curb returns. Sufficient information shall be given to locate the proposed pavement in the field.	
13	Type of pavement (concrete or asphalt) including detail.	
14	Parking areas shall be striped with permanent markings. Driveway centerlines and directional arrows shall be shown. Striping color shall be noted.	
15	Handicap parking shall be provided as required by federal and state law.	
16	Handicap parking spaces shall be identified with appropriate signage and markings.	
17	All off-street parking areas must be constructed of concrete or asphalt. Brick and concrete pavers may be used on a case-by-case basis.	
18	Driveway locations should be tied to property line or other reference.	
19	Provide expansion joints between road, driveway, or other reference.	
20	Minimum dimensions of a parking space are 18' x 9'.	
21	Upgrade adjacent street(s) to comply with City Bike/Pedestrian Master Plan.	
22	Upon submittal of the site plan to the City, also submit two (2) copies of the utility plan to the electrical service provider (NES; CEMC) for review.	
23	Elevations of all proposed steps, stairs, and retaining walls. Top-of-wall and bottom-of-wall elevations shall be shown for retaining walls.	
24	Provide City of Hendersonville general notes as provided by the City.	
25	Location and square footage of common open space.	
26	Location, type, and size of all signs. Show required sight triangles for impacted driveways and intersections.	
27	Public sidewalk shall be provided. Width shall conform to the Transportation Plan; where omitted from the Transportation Plan, widths shall be 5'.	
28	Provide right-of-way and infrastructure improvements as required by the City's Land Use & Transportation Plan - Roadway Improvements (recorded 2/5/13).	
Proposed Features – Grading, Drainage, & Utilities		
29	Proposed contours shall be clearly shown, labeled, and shall tie into existing contours. Proposed ditchlines shall be shown with proposed contours.	
30	Topographic features and proposed contours of not more than one (1) foot interval.	
31	Provide spot elevations at the following locations:	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

A	Along all accessible paths, including elevations at each corner of all landing areas, ramps, ADA parking spaces, and crosswalks.	
B	At critical drainage locations.	
C	Top of wall and bottom of wall.	
D	Along ditchlines.	
32	Provide site grading plan.	
33	All applicable drainage notes shall be included in the plan set.	
34	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% (1:3) should be used. The minimum slope on all areas should be 1% except for grass/sod lined ditches which should be 2%.	
35	Access ramps (driveways) shall have a maximum slope of 10% in the first fifteen (15) feet from the street.	
36	Parking lots should have a 5% maximum slope in any direction.	
37	Proposed culverts shall be labeled with size, type of pipe and type of headwalls/endwalls, with references to applicable details on the detail sheet(s).	
38	Locations of catch basins and combination inlets 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.	
39	Indicate rip-rap size, pad dimensions, and locations.	
40	Show 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 per the Floodplain Regulations where applicable.	
41	Location and size of stormwater control measures labeled and reference to details on the detail sheet(s).	
42	Drainage should be designed so as not to cross sidewalks or flow over retaining walls.	
43	Retaining walls that retain an excess of 4' of fill require separate plans stamped by a Structural Engineer.	
Proposed Features – Landscaping & Irrigation		
44	A landscape plan shall be provided.	
45	Plant materials must meet size and quality standards as stated in the American Standard for Nursery Stock, ANSI Z60.1, latest edition.	
46	Provide a plant schedule indicating quantity, species, and size of proposed plants. A separate plant schedule shall be provided for replacement trees. Replacement trees shall be indicated on the landscape plan with an "R".	
47	Provide a tree replacement plan showing surveyed locations and sizes of trees 10" DBH and greater to be saved and removed; provide a table showing a line item for each removed tree, its size, required replacement value (50%), and summarization of total inches to be removed; provide a second table showing a line item for each tree 20" DBH and larger to be saved, its credit value (50%), and summarization of total inches to be saved.	
48	Trees specified for preservation and removal shall be clearly indicated on the grading and demolition plans. Trees must be protected through the use of tree protection	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

	fencing complying with Appendix D (Landscape Standards) of the Hendersonville Zoning Ordinance. A tree protection detail must be provided. Tree protection fencing must be shown on the grading sheet as well as the tree replacement plan.	
49	Impervious surface ratio (ISR) shall be stated on plans and not exceed 80%.	
50	Plant Sizes:	
A	Deciduous shade trees shall be minimum of 2.5" caliper.	
B	Evergreen trees shall be a minimum of 6' in height.	
C	Ornamental trees shall be a minimum of 2.5" caliper.	
D	Multiple-stem ornamental trees shall have a minimum height of 8' at planting. More than 5 trunks shall be considered shrubs.	
E	Large-growing shrubs (reach 5 or more feet at maturity) shall be a minimum height of 36 inches at planting. Small-growing shrubs (grow up to 5 feet in height if left unmaintained but are generally kept at heights of 18 to 30 inches) shall be a minimum height of 18 inches at installation. Parking lot perimeter shrubs shall be 30" ht. minimum.	
51	Trees and shrubs shall be used to break up long expanses of building walls, retaining walls, fences, and other barriers.	
52	Plant beds shall be mulched with naturally colored shredded hardwood, mushroom compost, pine fines or pine needles. Rock, gravel or synthetic mulches shall not be used.	
53	Planting beds shall be minimum width of five (5) feet. Parking lot perimeter shrub beds shall be minimum width of seven (7) feet. Landscape islands within parking lots shall be minimum of 9'x18'.	
54	Landscape beds shall have a minimum topsoil depth of eighteen inches (18"). Each tree shall have a minimum topsoil depth of twenty-four inches (24") over a twenty-five (25) square foot area, or a minimum of fifty (50) cubic feet of topsoil.	
55	Trees planted within sidewalk or other hardscape zones shall be provided a minimum of 200 cubic feet of soil per tree. A minimum of 60 square feet of pervious area shall be provided around each tree. Pervious paving may be used for this purpose if used in conjunction with structural soils.	
56	Detention/retention ponds shall be landscaped with trees, shrubs, and turf. Back slopes steeper than 1:4 exposed to public streets shall be screened with trees and shrubs. Back slopes exceeding 1:3 shall be vegetated with plants that do not require frequent mowing.	
57	Berms shall have a maximum slope of 1:3.	
58	Turf areas visible from the street shall not exceed a slope of 1:3.	
59	Building foundation landscaping shall be provided at the base of all building facades visible to the public, exclusive of building entry ways.	
60	Building foundation planting beds shall be a minimum width of 5 feet adjacent to single story buildings, and ten (10) feet adjacent to buildings having two or more stories.	
61	Regardless of building height, segments of buildings that have long, flat wall expanses of forty (40) feet or longer without significant architectural detailing, wall projections and recesses, shall have ten (10) feet wide planting beds that incorporate ornamental trees, tall evergreens, shrubs, and groundcovers.	
62	<u>Parking Lot Perimeter Landscaping:</u>	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

A	Parking lot perimeter landscaping shall be provided along the full length of parking lot boundaries facing or visible from public areas.	
B	Parking lot perimeter landscape beds shall be protected by raised concrete curbing. Exceptions may be made for the purpose of facilitating a bioswale designed as part of an overall water quality and drainage plan.	
C	Parking lot perimeter landscape shall be a minimum of seven (7) feet in width.	
D	Parking lot perimeter landscape beds shall incorporate a continuous double staggered row of shrubs, at a minimum height of 30" height and maximum spacing of forty-eight inches (48"). The configuration of shrubs may be altered so long as the overall required quantity is maintained, but in no case shall there be less than a single row of evergreen shrubs at the back of the parking lot curb.	
E	Shrubs shall be planted a minimum of three feet (3') from the back-of-curb.	
63	<u>Interior Parking Lot Landscaping:</u>	
A	One 9'x18' landscape island shall be provided every ten (10) parking spaces, or an 18'x18' island every twenty (20) parking spaces.	
B	Where parking medians (minimum 9' wide) are provided within interior parking bays, runs of parking, including adjacent perimeter parking, may be increased to twenty (20) spaces, with a 9'x18' landscape island terminating each run. Medians shall be landscaped with trees, shrubs, and groundcovers.	
C	All rows of parking shall be terminated by a 9'x18' (minimum) landscape island.	
D	Every landscape island shall contain a shade tree. Where light poles are located within the same island, trees should be a fastigate or ornamental type.	
E	One (1) shade tree shall be provided for every 2000 square feet of Vehicle Use Area.	
F	A minimum of 70% of each parking lot landscape island shall be planted in turf or other live groundcover, shrubs, perennials, or ornamental grasses.	
G	Trees and light poles shall be separated by at least fourteen (14) feet.	
H	Parking facilities larger than 100,000 sf of Vehicle Use Area or 250 spaces shall be organized into a series of smaller modules separated by linear landscape medians with a minimum width of 9', located at least every 4th parking bay and running the length of the parking bay. Medians shall contain trees, shrubs, and groundcovers.	
I	Interior landscape islands are not required within Industrial Zones.	
64	<u>Street Yard:</u>	
A	A 10' wide street yard shall be provided along all public road frontages, as measured from the front property line towards the interior of the lot.	
B	Within the required street yard, street trees shall be planted 40' on-center, 2.5 - 3" caliper. Trees shall be shade trees, except where overhead lines are present, in which case ornamental trees may be used.	
65	Buffer yards shall be provided according to the chart and requirements shown in Section 11.4.J. Buffers shall be shown, labeled, and dimensioned on the plan.	
66	Landscaping shall be provided around the bases of ground signs.	
67	Vehicular entry and exit points shall be landscaped so as to be easily identified by users.	
68	Overhead power lines shall be shown and conflicts with proposed shade trees addressed.	
69	Dumpsters and other refuse storage areas shall be enclosed on three (3) sides by a brick or stone wall matching the proposed building and reaching a height of two (2)	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

	feet above the top elevation of the dumpster or container. The 4th side shall be an opaque gate of the same height.	
70	Dumpsters shall be set on a concrete pad. Pad shall extend 18' beyond face of enclosure.	
71	A 40' straight-line approach should be provided to the face of dumpster enclosure.	
72	<u>Screening Requirements:</u>	
A	Loading spaces or docks shall not be visible from the street. Screening shall consist of a solid wood or masonry fence to a height of no less than 6 feet, and/or a dense evergreen hedge. If vegetative screening is used, a minimum 9' wide planting bed shall be provided along the length of the dock.	
B	Outdoor storage areas shall be screened from view of all property lines and streets to a minimum height of 6' and a maximum height of 8'. Plants shall be installed along the face of the fence to soften the fence line and to screen any storage which extends above the top of the fence. A Type C buffer conforming to the requirements of 11.4.J.3c may be substituted for a fence.	
C	Drive-thru facilities shall be screened from view of residential properties. Screening shall consist of a solid wood or masonry screen wall, and/or dense evergreen hedge at least 6' in height.	
D	Service areas such as laydown yards, equipment holding areas, and service bays with overhead doors shall be screened from public view. Screening shall consist of evergreen trees and shrubs of sufficient height, width, and quantity to provide such screening at the time of planting. Planting beds shall be a minimum width of fifteen feet (15').	
E	Utility equipment (including wall-mounted) shall be screened from view of streets and other public areas. Screening shall consist of evergreen plants of sufficient height, width, and quantity to provide such screening at the time of planting.	
73	City's standard tree selection and planting specification notes and details shall be provided (see Appendix D: Landscape Standards).	
74	An automatic, underground irrigation plan shall be provided and meet the requirements of Chapter 11.4.4.11 (Irrigation) and Appendix AD.1 (Irrigation).	
75	Landscape plans must be stamped by a Landscape Architect registered in Tennessee. Irrigation plans must be stamped by a Landscape Architect or Certified Irrigation Designer.	
Proposed Features – Site Lighting		
76	Location, type, height, and finish color of site lighting; base, pole, and luminaire details.	
77	Provide a photometric plan using foot-candle unit showing a minimum of 0.2 foot-candles and a maximum of ten (10) foot-candles in parking areas; maximum of thirty (30) foot-candles underneath fuel center canopies.	
78	Cut off lenses shall be provided for fixtures in excess of five (5) watts or 100 lumens.	
79	Canopy lights shall be fully recessed.	
80	Combined height of pole, base and fixture shall not exceed twenty-two (22) feet in commercial districts, institutional uses (such as churches) and multi-family developments; shall not exceed sixteen (16) feet in residential districts.	
Proposed Features – Buildings		

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

81	Blackline elevations of each side of the building shall be provided in each plan set. Materials must be noted and shown graphically and correspond to the material sample board. Colors must be noted.	
82	Color elevations showing each side of the building shall be provided. Materials and colors must be noted, shown graphically, and correspond to the material sample board. Colors must be accurately represented. Two (2) sets of the elevations must accompany the initial submittal. One (1) set (24"x36" minimum) mounted on foam-core boards, or, 15 unmounted sets of 11"x17" or 12"x18" must accompany the re-submittal.	
83	A building materials sample board must accompany the initial site plan submittal. Materials must be labeled with the project name and be keyed to the blackline and color elevations.	
Commercial Buildings		
84	Main entry shall face the street.	
85	Building massing shall be proportioned and articulated to meet the requirements of Chapter 12.3.3 (Massing and Scale of Buildings).	
86	Primary building materials on commercial buildings shall meet the requirements of Chapter 12.3.6.2.A. (Primary Building Materials)	
87	Trim materials on commercial buildings shall meet the requirements of Chapter 12.3.6.2.B. (Trim and Accent Materials)	
88	The following prohibited materials may not be used on commercial buildings: Plywood, vinyl siding, aluminum siding, hard board siding, metal, cement, or concrete block (except that calcium silicate block may be used on a case-by-case basis).	
89	Material colors shall meet the requirements of Chapter 12.3.6.3. (Building Color)	
90	Horizontal articulation of the building façade shall be provided. Wall surfaces over 40 feet in length should include at least one change in plane. (See Chapter 12.3.6.4: Building Facade).	
91	Vertical articulation of the building façade shall be provided. Building shall have a clearly identifiable base, middle and top. (See Chapter 12.3.6.4: Building Facade).	
92	Windows shall meet the requirements of Chapter 12.3.6.5 (Windows). At least 70% of the side(s) of the building facing the street shall contain windows, doors, or storefront. Storefronts shall wrap the corner of secondary building elevations visible from the street.	
93	Roofs shall meet the requirements of Section 12.3.F.6. Materials of visible roofs shall be standing seam metal, architectural shingles, tile, or slate. Flat roofs shall be screened by parapet walls.	
94	Rooftop units shall be completely screened on all sides of the building by parapet walls or a pitched roofing system.	
95	Rooftop access shall be provided internally rather than externally.	
96	Awnings shall meet the requirements of Chapter 12.3.6.7 (Awnings). Awning materials shall not be vinyl or plastic. Backlit awnings are prohibited.	
97	Canopies shall meet the requirements of Chapter 12.3.6.8 (Canopies, Carports, Sheds, and Similar Structures). Canopy support posts or columns shall be brick or stone to match the building.	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

98	Overhead doors shall not face a public street. They also shall not be placed on sides of buildings that face on-coming traffic, or if they are, they must be screened from view. See Chapter 12.3.6.9 (Overhead Doors for Service Bays and Loading Docks).	
99	Buildings in the Old Town Commercial District (OTC) shall be designed to meet the additional design requirements of Chapter 12.3.7 (Supplemental Design Standards for Old Town Commercial District).	
100	Neon lighting/tubing and strings of LED lighting and similar lighting are limited to the walls of buildings in the form of a single enclosed band of such lighting around not more than the perimeter of the building. Such lights shall not be located in windows or doors or other places with the building or on the property to the extent they are visible from a public street.	
Industrial Buildings		
101	Main entry shall face the street.	
102	Building massing shall be proportioned and articulated to meet the requirements of Chapter 12.4.3 (Massing and Scale of Building)	
103	Brick, stone, split face concrete block (integrally colored), drivet, stucco, EIFS may be used on the facades of buildings facing a street, and on sides of buildings visible from a street.	
104	Painted metal siding, painted concrete block or painted concrete tilt-up walls may be used on the rear of the building and on sides of buildings screened from view of the street.	
105	Horizontal articulation of the building façade shall be provided. Wall surfaces over 50 - 75 feet in length shall include at least one change in plane. (See Chapter 12.3.6.4: Building Facade)	
106	Rooftop units shall be completely screened on all sides of the building by parapet walls or a pitched roofing system.	
107	Overhead doors shall be screened from view of the street.	
108	Canopies shall meet the requirements of Chapter 12.4.5.8 (Canopies, Carports, Sheds, and Similar Structures). Canopy support posts or columns visible from the street shall be brick or stone to match the building.	
Proposed Features – Erosion and Sediment Control Measures		
109	TDEC Level 2 Certification number and signature shall be labeled on the EPSC sheets. See City of Hendersonville Municipal Code 18-203 for additional information.	
110	Labeled Flood Emergency Management Agency (FEMA) information such as zone boundary(s), type(s), panel number(s), effective date(s), etc.	
111	Label all streams (as defined in Construction General Permit) adjacent to the site. Note if the site drains to waters with unavailable parameters (sedimentation/siltation) or Exceptional TN Waters.	
112	Show and label all required water quality riparian buffers, for areas with ARAP coverage include NOC Tracking Number.	
113	Install High Visibility Fencing around the hydrologic features (streams, wetlands, jurisdictional ponds).	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

114	Label site outfalls. Note the acreage and average slope of the watershed to each outfall during each stage of construction. Please note that a sediment basin is required for outfalls with a drainage area of 10 acres or more to streams with available parameters for sedimentation/siltation and non-ETWs and for outfalls with a drainage area of 5 acres or more to streams with non-available parameters for sedimentation/siltation or ETWs. Please note that a sediment trap is required for outfalls with drainage areas between 3.5 and 4.9 acres to streams with non-available parameters for siltation/sedimentation or ETWs.	
115	Show the limits of disturbance. The limits of disturbance should encompass all EPSC measures and not overlap them in the plans. Note the acreage of the limits of disturbance on the plans. If limits of disturbance will be over 50 acres please see additional requirements within City of Hendersonville Municipal Code 18-203. Provide phasing plans, as necessary to limits disturbances to under 50 acres. Phasing plans shall provide proposed grading for each phase independent of one another.	
116	Show and label the existing contours	
117	Show the survey benchmark, property lines, ROW lines, and easements.	
118	Provide details for all EPSC measures shown in Stages 1-3 (details must meet the minimum design criteria specified in the TDEC Erosion and Sediment Control Handbook)	
119	Provide construction sequence (A description of when EPSC measures are to be implemented in relation to construction milestones and how stormwater control measures (SCMs) will be protected during construction)	
120	Provide TDEC NOC tracking number and applicable ARAP tracking number(s) on plans	
121	Provide appropriate details and notes regarding environmental permitting commitments on the plans. (e.g. stream diversion details, special permit condition compliance, etc.)	
122	Add the following notes to the EPSC plans (as applicable):	
A	The Site Designer must certify that all initial EPSC measures are installed per the approved plan and details prior to beginning grading operations. The site designer must also perform a site assessment after 30 days of construction within watershed(s) for outfalls with drainage areas greater than or equal to 10 acres (or 5 acres if draining to waters with unavailable parameters for siltation/sedimentation or ETWs).	
B	The Contractor is required to sweep the streets daily when construction is active where the construction exit(s) are located.	
C	All disturbed areas must be stabilized within 14 days of any stoppage in work to the area.	
D	All slopes 35% or greater shall be stabilized with EPSC matting or sod. Slopes 35% or greater must be stabilized within 7 days of stoppage in work to the area.	
E	Dewatering practices shall comply with the TDEC Erosion and Sediment Control Manual's dewatering criteria.	
F	City of Hendersonville Public Works Department shall be notified 14 days prior to the removal or conversion of any sediment trap/basin for approval.	
G	All Water Quality Riparian Buffers shall be field surveyed and staked. High visibility fencing shall be installed based on staking prior to land disturbance activities.	
Initial Stage 1 EPSC Plan		
123	Show existing site features (buildings, fences, structures) and stormwater system (if applicable).	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

124	Show existing tree line, including tree protection as applicable.	
125	Show haul roads necessary to install initial EPSC measures and traverse the site.	
126	Show existing utilities (stormwater, sanitary sewer, gas, electric, water, etc.).	
127	Show temporary stream crossings.	
128	Show any parking areas, and/or equipment staging area. Provide appropriate pollution prevention measures such as fuel tank secondary containment.	
129	Show perimeter EPSC measures. Sediment should be controlled as close to the disturbance as possible to prevent sediment travelling across the site. Perimeter EPSC measures should be considered secondary treatment.	
130	Show construction exit(s) (include a sight distance triangle).	
131	Show concrete wash-down location.	
132	Show any required sediment basins or traps based on CGP requirements.	
133	Locate stockpile areas and specify EPSC measures around stockpile locations.	
134	Show outlet protection for all concentrated discharges.	
135	Show check dams in all channels receiving drainage from disturbed areas. Specify weir height and spacing. These can be rock or other appropriate material.	
136	Provide all other EPSC measures required to control sediment during the initial stage of construction. All EPSC measures shall be design based on the Tennessee Erosion and Sediment Control Handbook.	
	Interim Stage 2 EPSC Plan	
137	Show intermediate contours for pre-roadway binder conditions for projects with roadways to be dedicated to the City.	
138	Show and label proposed contours.	
139	Show proposed site layout as it will exist during pre-binder conditions. Include the outline of the proposed roadways/driveways.	
140	Show proposed stormwater system features and any existing stormwater system features to remain.	
141	Show proposed utilities (sanitary sewer, water, electric, gas, etc.).	
142	Adequate perimeter EPSC measures, construction exit, and concrete wash-down location(s) must remain in place.	
143	Sediment basins/traps should remain in place.	
144	Sediment should be controlled as close to the disturbance as possible to prevent sediment travelling across the site. Perimeter EPSC measures should be considered secondary treatment.	
145	Show inlet protection for all proposed inlets that will receive flow at this stage. Provide rigid frame inlet filters, meeting specifications for ASTM D8057-17, for inlets located within the ROW.	
146	Show outlet protection for all concentrated discharges (including length, width, stone size (if rock being used), and depth).	
147	Show check dams in all channels receiving drainage from disturbed areas. Specify weir height and spacing. These can be rock or other appropriate material equal.	
	Final Stage 3 EPSC Plan	
148	Show and label proposed contours.	
149	Show the final site layout including all stormwater infrastructure.	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

150	Show proposed utilities (sanitary sewer, water, electric, gas, etc.).	
151	Show outlet protection for all concentrated discharges (including length, width, stone size (if rock being used), and depth)	
152	Provide notes on the conversion of sediment basins/traps to permanent ponds.	
153	Provide information regarding stabilization measures for the site. Include seeding specifications, including temporary and permanent seed, soil amendments based on site specific soil test(s), mulch, seeding schedule, and/or sod specifications and planting schedule.	
Drainage Report		
154	Signed and sealed by a PE licensed in the State of Tennessee.	
155	Include a copy of all required permits (TDEC Permits (CGP Application Documents, ARAP Application Documents, Sinkhole UIC, etc.), USACE Permit, and/or TVA Permits)	
156	USDA Web Soil Survey for subject site including Hydrologic Soil Group and Erodibility Factor	
157	FEMA FIRM(s) for the subject site	
158	National Wetlands Inventory Overlay for subject site	
159	NOAA Atlas 14 printout (depth and intensities, as used in the analysis)	
160	Stormwater Pollution Prevention Plan	
161	Narrative summary discussing the following:	
A	Existing and proposed drainage patterns	
B	Chart of existing and proposed impervious areas	
C	Design methods used (SCS method, rational method, etc.)	
D	All assumptions used in stormwater calculations	
E	Chart of pre-development and post-development peak flowrates for the 2-, 5-, 10-, 25-, 50-, and 100-year, 24-hour design storms for each outfall	
F	Discussion of the water quality design method used (selection of Stormwater Control Measure), including any supplementary information needed, such as infiltration testing.	
G	Discussion of downstream infrastructure, including capacity	
162	Pre-Development Drainage Area Map with the following:	
A	Existing contours (minimum of 1-foot interval) labeled	
B	Existing property, ROW, and easement delineations	
C	Existing stormwater system	
D	Existing impervious areas	
E	Existing drainage areas, including time of concentration path, CN value (or "c" factor), flow arrows, outfall points, and area labels. Drainage areas should not be based on the property boundary.	
F	Location of any existing stormwater control measures	
163	Post-Development Drainage Area Map with the following:	
A	Existing and proposed contours (minimum of 1-foot interval) labeled	
B	Property, ROW, and Easement delineations	
C	Existing and proposed stormwater system	
D	Proposed impervious areas	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

E	Post-development drainage areas, including time of concentration path, CN value (or “c” factor), flow arrows, outfall points, and area labels. Drainage areas should not be based on the property boundary.	
F	Location of proposed stormwater control measures	
164	Proposed Inlet(s) Drainage Area Map	
A	Existing and proposed contours (minimum of 1-foot interval) labeled	
B	Property, ROW, and Easement delineations	
C	Existing and proposed stormwater network	
D	Proposed impervious areas	
E	Post-development drainage areas to each proposed catch basin or combination inlet, including time of concentration path (if greater than 6 minutes is used), CN value (or “c” factor), flow arrows, outfall points, and area labels. Drainage areas should not be based on the property boundary.	
165	Pre-Development and Post-Development Hydrologic and Hydraulic Calculations including:	
A	Peak runoff calculations for the 2-, 5-, 10-, 25-, 50-, and 100-year, 24-hour design storms for the pre-development and post-development drainage areas shown on the drainage area maps. Post-developed peak flow shall not exceed pre-developed peak flow at any outfall.	
B	Calculations for the post-development peak flow rate to each ditch, inlet (catch basin), and pipe. Ditches and pipes shall be designed to convey a minimum of the 25-year design storm. No pipe or culvert shall be smaller than 15” diameter. No pipe shall be designed in a pressurized state. Calculations should include capacity vs design flowrate and velocity during 25-year design storm.	
C	Inlet spread calculations for the 25-year design storm	
166	Erosion and Sediment Control Design Calculations including:	
A	Provide drainage area map delineating areas to each EPSC measure. For example: most down gradient check dam within ditch, each contiguous section of silt fence, sediment trap, sediment basin, diversion ditch, inlet protection.	
B	Provide calculations showing that channels with check dams have the capacity to convey the 2-year, 24-hour design storm (or 5-year, 24-hour design storm if draining to waters with unavailable parameters for sedimentation or exceptional TN waters) without overtopping the channel.	
C	Provide design calculations for sediment traps per the Tennessee Erosion and Sediment Control Handbook. Must be able to treat the 2-year, 24-hour design storm (or 5-year, 24-hour design storm if draining to water with unavailable parameters for sedimentation or exceptional TN waters).	
D	Provide design calculations for sediment basins per the Tennessee Erosion and Sediment Control Handbook. Must be able to treat the 2-year, 24-hour design storm (or 5-year, 24-hour design storm if draining to water with unavailable parameters for sedimentation or exceptional TN waters).	
E	Provide routing calculations for all sediment basins for the 2-year, 24-hour design storm (or 5-year, 24-hour design storm if draining to water with unavailable parameters for sedimentation or exceptional TN waters) and the 25-year, 24-hour design storm.	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

F	Provide calculations showing that diversion ditches are designed to convey the 2-year, 24-hour design storm (or 5-year, 24-hour design storm if draining to waters with unavailable parameters for sedimentation or exceptional TN waters).	
G	Provide erosion resistance calculations for diversion ditches and permanent channels.	
H	Provide sizing calculations for all temporary culvert(s).	
I	Provide sizing guidelines/calculations for outlet protection.	
167	Water Quality Design Calculations including:	
A	Map showing all impervious area routed to a stormwater control measure (SCM). If certain areas cannot be drained toward an SCM (for example, driveway entrances, etc.) an equivalent section of impervious area or equivalent volume of runoff must be treated to offset it.	
B	Water quality design calculations based on the TDEC General Water Quality Rule 0400-40-10-.04	
C	Routing calculations for the 1-year, 24-hour design storm for proposed stormwater control measures	
D	Infiltration testing results (if applicable based on water quality design method chosen)	
168	Long-term Maintenance Plan (prepared by a Professional Engineer or Registered Landscape Architect) including:	
A	Location of SCM(s), stormwater system features, detention areas, water quality riparian buffer areas, location of easement granting access for inspections/maintenance, and permanent elevation benchmark.	
B	Description of frequency of inspections and instructions for inspections for above mentioned items. These can be in the form of a checklist.	
C	Description of maintenance activities needed for above mentioned items.	
Hydrologic and Hydraulic Analysis		
169	For encroachments, within FEMA designated Floodways, Zone AE without Floodway, and Zone A, as well as, within twice the width of an unmapped stream from top of bank to top of bank a hydrologic and hydraulic analysis is required	
Other Information		
170	All new utility service lines shall be underground.	
171	Include elevations of ground signs, building signage, and all other signage. Specify illumination type. Indicate dimensions, square footage, materials, mounting, sight triangles, etc.	
172	Projects that are within the following Planned Developments must be accompanied by a letter stating the approval of the Architectural Review Committee: Glenbrook, Indian Lake Village, Indian Lake Center, Indian Lake Market. The letter must be provided with the initial submittal.	
173	All sheets must be stamped and sealed by design professionals licensed to do such design work in the State of Tennessee.	
174	REQUIRED OF ALL PROJECTS	
174	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 the accessibility code of ICC A117.1-2009 and Chapter 11 from the 2012 IBC.	
175	For projects with vehicular access on State Route 258 (New Shackle Island Road), State Route 386 (Vietnam Veterans Blvd), or US Hwy 31E (Main Street/Gallatin Pike), provide	

Site Plan & Design Review Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

	to the City a signed TDOT Concept approval letter. Make application for the letter by contacting Stanley Sumner, TDOT Region 3 Traffic Office, 6603 Centennial Blvd, Nashville, TN 37243-0360; Phone: (615) 350-4333.	
--	---	--

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

_____ Date

_____ Signature of Individual Submitting Plan

*Any items checked Not Applicable by the submitter that are deemed applicable by the 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.