

PUD Development Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the PUD Development Plan stage of the PUD process:

Development Plan Checklist	
<p>**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.</p>	
Preliminary Information & Submittal Requirements	
1	FMPC / Administrative Project Application
2	Comments from conceptual project workshop
3	Notes from the neighborhood meeting
4	Fee (nonrefundable) NO DEVELOPMENT PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID
5	Signed & notarized Owner Affidavit and Public Notice Affidavit
6	<p>The applicant shall notify, by mail, property owners adjacent to the site:</p> <p>For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p> <p>For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p>
7	<p>The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:</p> <ul style="list-style-type: none"> • location of the proposed development; • the anticipated school-age population of the development. <p>A copy of the letter sent to the school district shall be included with the application.</p>
8	Copy of Soils report from the United States Soil Conservation Service, or other acceptable standard
9	Copy of the submitted Water & Sewer Availability Request Form.
10	Any additional information, as determined by City Staff, necessary to obtain an adequate review by the City staff and the FMPC
Standard Sheet Layout Requirements	
11	Submittal package shall follow sheet names and title as provided with this checklist. Subsequent sheets may be added to each sheet category (ie. C3.0, C3.1, C3.2). Additional sheet category(s) may be added to the end of this checklist.
12	All checklist items shall be included on sheets as laid out on this checklist. Additional information may be required and shall be shown; excessive and unnecessary items shall be omitted from applicable sheet. Disorganized and cluttered plan sheets shall be rejected.

13	All plan sheets shall be sealed, signed and dated by Tennessee licensed professional(s)
14	All plan sheets shall show project boundaries (including lengths, bearings and angles).
15	All plan sheets shall include North Arrow, Graphic Scale, and a note referencing the Tennessee State Plane Coordinate system, Zone 5301, Fipszone 4100; NAD 83 datum
16	Lot numbers for all existing and proposed lots as appropriate
17	All Development Plan sheets shall extend a minimum of 500' beyond project/site boundaries in all directions
18	Existing Road Network including street name and classifications within sheet limits shown on all plan sheets
19	All ROW within proposed development adjoining Arterial and Collector roadways required to dedicate (fee simples) right-of-way to meet the minimum requirements for the functional street classification of the existing street (Section 3.2.4 of Street Standards) must be shown as dedicated ROW on all plan sheets
20	All Existing Stormwater Conveyances including stream name and TDEC 303(d) classifications within sheet limits shall be shown on all plan sheets
21	Water resource buffers, as defined and outlined in Municipal Code Title 23, shall be clearly delineated and labeled on all plan sheets.
22	Tree protection (existing & required) areas, hilltop overlays, floodway & floodplain, and other protected areas shall be clearly delineated and labeled on all plan sheets, including existing conditions
23	Parcel boundaries, names of all subdivisions, Tax Map, Parcel Number, Deeds and Plat references, Existing land use, Name, Address, Telephone, and e-mail address of land owner within sheet limits.
C0.0 – Cover Sheet	
24	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Common Name])
25	The names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a five-percent interest in the project where the land owner is a partnership, corporation, or other business venture shall be identified.
26	Names, addresses, telephone numbers, email addresses, and seals of all professionals participating in the development application process
27	Date
28	Tax map, group, and parcel number(s) of site
29	Site Location / Vicinity Map / North Arrow / Graphic Scale
30	Corporate limits (if within ½ mile of site)
31	City of Franklin Project number (to be assigned once initial submittal is made)
32	Sheet index for all sheets included in the submittal set.
33	Request of Modification of standards, if any.
34	In-lieu fee requests (sidewalk, trails, park, etc. if applicable)
35	If an offset is requested, tabulated values are included on the plan sheets that show quantities of all required items. Road impact fee offset requests shall be made as part of the Development Plan approval. They shall not be allowed as part of the Site Plan approval or after construction has started.
C1.0 – Overall Existing Conditions Plan	
36	Most-current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of % of tree canopy cover.
37	Zoning Base, Zoning Overlays (including Character Area, Floodway & Floodway Fringe Overlays, Hillside & Hillside Buffer), and Development Standard Designations of site graphically illustrated.