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TENNESSEE

Administrative Manual

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The City of Franklin Administrative Manual

Purpose and Acknowledgements

This manual connects *Envision Franklin*, the *Subdivision Regulations*, and *Zoning Ordinance* to the day-to-day efforts of applicants and property owners within the City of Franklin. We hope this Administrative Manual will provide guidance in the use of the city's community development documents, consolidate information on development review and permitting processes, and help applicants understand development review processes and requirements. The manual provides easy access to the specific information needed about a particular planning document, review body, or procedure. Please contact the Department of Planning and Sustainability with questions or comments about this manual at (615) 791-3212.



Table of Contents

INTRODUCTION.....	1
How to Use This Manual.....	1
PART 1: COMMUNITY DEVELOPMENT DOCUMENTS AT A GLANCE	2
Applicable Community Development Documents.....	2
Envision Franklin	3
Franklin Zoning Ordinance (2008).....	3
Franklin Zoning Map.....	4
Subdivision Regulations of the City of Franklin	5
Franklin Transportation and Street Technical Standards.....	5
PART 2: REVIEWING AGENCIES	6
Review Responsibilities.....	6
Boards and Commissions.....	7
Department Review of Development Standards.....	9
PART 3: SUBMITTAL AND REVIEW PROCEDURES	10
Common Information on Development Review Processes.....	11
Common Submittal Steps.....	13
Envision Franklin Plan Amendments	17
Rezoning.....	19
Planned Unit Developments (PUD).....	21
Preliminary and Final Plats	25
Site Plans.....	28
Annexations	31
Certificate of Appropriateness (COA) for Historic Preservation Related Projects.....	33
Variance.....	34
Appeal of Administrative Decisions	35
Stormwater Management & Grading Permit (SWG).....	37
Grading Only Permit.....	38
Water & Sewer Infrastructure Installation Permit	39
Sign Permits.....	40
Building Permits	41
Other Permits and Inspections.....	43
Performance Agreements	45
PART 4: APPENDICES.....	47
Appendix A: Contact Information.....	47
Appendix B: Application Forms and Affidavits.....	49
Appendix C: Deadlines and Schedules	57
Appendix D: Fee Schedules	59
Appendix E: Landscape Plans, Details, & Plant Lists.....	60
Appendix F: Submittal Requirements & Checklists.....	74
Envision Franklin Amendment Checklist.....	76
Rezoning Checklist.....	77

PUD Development Plan Checklist 79
Preliminary Plat Checklist..... 84
Final Plat Checklist 87
Site Plan Checklist..... 90
Landscape Plan Checklist..... 99
Certificate of Appropriateness (COA) Checklist..... 103
Administrative Review Certificate of Appropriateness (COA) Checklist..... 104
Appendix G: Pre-application Checklists..... 105
Appendix H: Standard Cross Access and Common Drive Easement and Maintenance Agreement 110
Appendix I: Development Guidelines: Fire Protection Water Supply for Buildings under Construction..... 113
Appendix J: Development Guidelines: Temporary Construction Access Roads (Public and Private)..... 115

Introduction

How to Use This Manual

This manual is a compilation of information, suggestions, and guidance related to land development and building in the City of Franklin. The intent is to provide insight into the various procedures associated with the development review process. It is our hope that citizens, landowners, developers, design professionals, contractors and others involved in the land development process will find this information helpful in their efforts to develop in the City of Franklin and enhance the community's quality of life.

This manual is composed of four main parts:

- **Part 1: Community Development Documents at a Glance:** Applicants who are new to the development review process in the city should take the time to become familiar with the documents described in this part of the manual. These are the policy guidance and official regulatory documents controlling development submittals in the city.
- **Part 2: Review Bodies:** The information in this part sets out the review bodies responsible for review and decision on each of the various submittal types. In addition, the section provides an organizational structure of the city government and additional details about contacting and working with each of the review bodies.
- **Part 3: Submittal and Review Procedures:** This part provides the detailed information on each of the city's primary development review procedures, including a general description, discussion of the specific review process, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to information on each specific review procedure, the section includes details on steps, policies, and submittal requirements common to each of the individual review processes.
- **Part 4: Appendices:** Additional information, including agency contacts, review schedules, fees, checklists, and application forms is included in this last part of the manual.

This manual does not serve as a substitute for any of the City of Franklin's adopted ordinances and is intended only as a guide to the users of the City of Franklin *Zoning Ordinance*. In case of conflict between this document and other city ordinances, the adopted city ordinances shall control.

A digital version of this manual, along with additional information on city policies, processes, contact information, and frequently asked questions is available online at the Department of Planning and Sustainability's webpage at:

<http://www.franklintn.gov/government/planning-and-sustainability/administrative-manual-submittal-requirements>

Part 1: Community Development Documents at a Glance

Applicable Community Development Documents

Development reviews in Franklin are based on policy guidance and regulations found in a variety of land-use controls. These documents and their on-line locations are identified in the table below. Summaries of the documents that provide the most valuable guidance for land development and building in the City of Franklin are found on the following pages.

DOCUMENT NAME	ONLINE LOCATION	RESPONSIBLE DEPARTMENT
COMMUNITY DEVELOPMENT DOCUMENTS		
<i>Envision Franklin</i>	www.franklintn.gov/planning	Department of Planning and Sustainability (615) 791-3212
<i>Franklin Zoning Ordinance</i>		
<i>Historic District Design Guidelines</i>		
<i>Subdivision Regulations</i>		
<i>Franklin Zoning Map</i>		Department of Planning and Sustainability or Information Technology Department (615) 550-6654
<i>Franklin Transportation and Street Technical Standards</i>	www.franklintn.gov/	Engineering Department (615) 791-3218
OTHER USEFUL DOCUMENTS		
<i>Franklin Municipal Code</i>	www.franklintn.gov/	Administrative Offices (615) 791-3217
<i>Connect Franklin</i>		
<i>Local Street Plan</i>		
<i>Water and Sewer Specifications</i>		
<i>Bicycle & Pedestrian Plan</i>		
<i>Stormwater Management Ordinance</i>		Engineering Department (615) 791-3218
<i>Stormwater Best Management Practices Manual</i>		
<i>Franklin Intelligent Transportation System (ITS) Plan Amendment</i>		
<i>Franklin Congestion Management Program</i>		

Envision Franklin

Envision Franklin articulates the long-term vision that will direct future development in a way that strengthens the City and creates exceptional places for people. The Plan sets forth a framework that provides support in making land-use decisions, managing the quality of development, determining the timing and location of future growth, and directing investment and development activity.

Major Objectives of the Plan include the following:

- Create exceptional places for people through design of new development, building form, uses, setbacks, activated streets, and pedestrian focus.
- Direct higher intensity and taller buildings toward I-65 where infrastructure can support a thriving regional economy comprised of a balanced mix of regional office, commercial, and multifamily residential uses.
- While intensity is promoted in areas with supportive infrastructure, the emphasis in historic areas is to preserve the established character and ensure contextually compatible infill development.
- Strategically locate neighborhood commercial and mixed use nodes to serve surrounding residential neighborhoods and help reduce traffic and trip length.
- Emphasize active transportation for both destinations and recreation by connecting land uses through multiuse paths, sidewalks, and trails.
- Protect Franklin’s natural beauty along its edges by preserving scenic corridors and view sheds.

The eight Guiding Principles, the Vision, and the Design Concepts are the keystones of the Plan. Each Design Concept is mapped with desired land uses, building form, site design, transportation, and special considerations.

Envision Franklin was adopted by the Franklin Municipal Planning Commission on January 26, 2017 and serves as a guide to the city’s goals and policies – it does not carry the force of law. City requirements (such as those found in the Zoning map or *Zoning Ordinance*) are generally expected to be in conformity with the Plan.

Franklin *Zoning Ordinance* (2008)

In October 2007, the City of Franklin adopted a new *Zoning Ordinance* (July 1, 2008, effective date).. The *Zoning Ordinance* sets out the types of uses allowed within each zoning district, as well as the review process used to approve proposed development. The ordinance also establishes several overlay districts that address different areas of significance throughout the city. The chapter covering development standards addresses a significant number of issues ranging from building design to mobility and connectivity. Natural resource protection is established throughout the ordinance with regulations related to tree protection, landscaping, open space, and environmental protection. The ordinance establishes a planned-unit development review process. In addition, the ordinance establishes a wide range of new development standards intended to raise the bar for development quality.

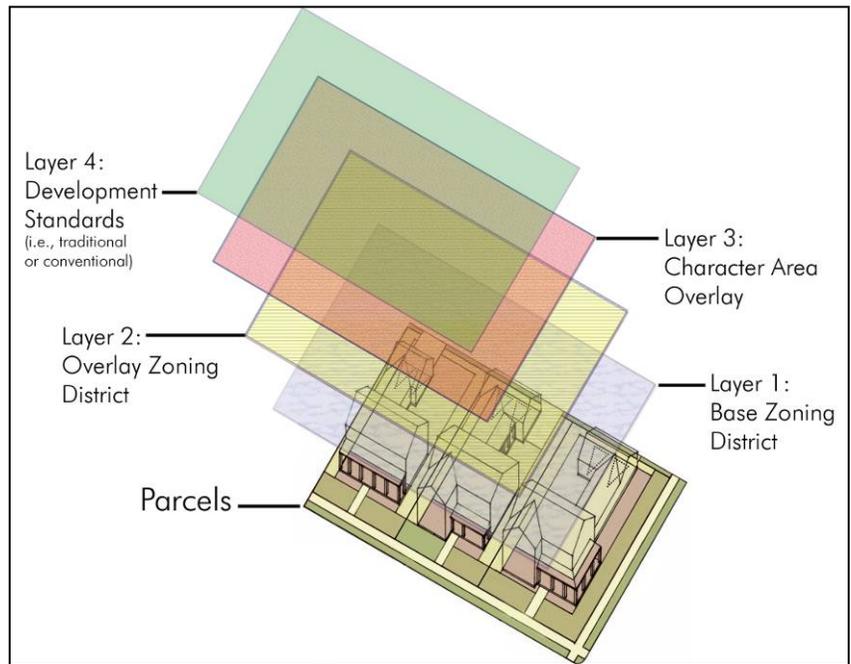
This administrative manual is intended to be a “user’s guide” to the *Zoning Ordinance*, but is not intended as a substitute or replacement for the standards in the ordinance. The *Zoning Ordinance* contains the official codified version of the development review procedures and review criteria.

Franklin Zoning Map

The Official *Zoning Map of Franklin, Tennessee*, is adopted as part of the *Zoning Ordinance (2008)*. The *Zoning Map* consists of a group of maps that, as a whole, set out where uses are allowed or prohibited, and geographically depicts how the traditional and conventional development standards in Chapter 5 of the *Zoning Ordinance* are applied. The image below demonstrates how the zoning district requirements shown on the official *Zoning Map* and development standards established in Chapter 5 of the *Zoning Ordinance* are applied to a hypothetical lot. The diagram is divided into four main layers:

The diagram is divided into four main layers:

- Base zoning districts (depicted in blue),
- Overlay zoning districts (depicted in yellow),
- Character area overlay districts (depicted in red), and
- Traditional or conventional development standards (depicted in green).



Base zoning districts (depicted in blue) are the residential and nonresidential zoning districts defined by density, general location, and use. As their name suggests, these regulations are the minimum or base set of standards that shall apply for the zoning district where located. Base zoning district designations establish the permitted uses for a lot.

Overlay zoning districts (depicted in yellow) include standards that apply in addition to or supersede the applicable base district standards. For example, the Hillside/Hillcrest Overlay District applies standards to lots on hillside areas or on land with steep slopes in addition to the standards of the applicable base zoning district. The Height Overlay District is an example where overlay district standards (e.g., maximum height) can supersede the base district standards. Maximum building height on lots within the Height Overlay District can exceed the maximum building heights permitted outside the Height Overlay District. The Columbia Avenue Overlay District includes a variety of detailed standards addressing building design, building placement, parking, and access that supersede similar development standards in the *Zoning Ordinance*.

The character area overlay districts (depicted in red) correspond to the previous Land Use Plan. They have specific criteria that reinforce the now expired Land Use Plan, but are still a governing overlay. Until the *Zoning Ordinance* is updated to incorporate Envision Franklin's recommendations into the base districts, these overlay districts will still have to be references with any new development.

The development standards address aspects like parking, landscape, building and site design, exterior lighting, fencing, and similar features. In many cases, the *Zoning Ordinance* applies different development standards based upon a lot's location within a conventional or traditional portion (depicted in green on the *Zoning Map*) of the city. For example, building setbacks are reduced in traditional areas as compared to conventional areas. Off-street surface parking is prohibited between a building and the street in traditional areas, while limited surface parking is allowed between a building and the street in conventional areas. The total amount of open space set-aside is lower in traditional areas than in conventional areas. In general, conventional areas are more

suburban while traditional areas have more urban characteristics including pedestrian connectivity, mixed-uses, and higher densities. Applicants should contact the Department of Planning and Sustainability or Department of Building and Neighborhood Services (Zoning Administrator) with questions about applicable district provisions. In some areas, new development may take advantage of either set of standards.

Subdivision Regulations of the City of Franklin

The City of Franklin *Subdivision Regulations* seek to provide for the harmonious development of the city; to secure a coordinated layout and adequate provision for traffic; and to secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the city, as well as to promote the harmonious and planned development of the City of Franklin.

Franklin Transportation and Street Technical Standards

The Franklin Transportation and Street Technical Standards document is a comprehensive guide to designing new and modified streets within the city. These standards will create better streets throughout the City of Franklin, reflect the best aspects of the built environment, and provide more capacity and safe and comfortable travel for motorists, pedestrians, bicyclists, and transit riders.

Part 2: Reviewing Agencies

Review Responsibilities

The city relies on many elected and appointed officials to guide city staff in the implementation of adopted city regulations. The following summary table is adapted from the one found in the *Zoning Ordinance*, and sets out the review responsibilities for each of the different boards and commissions described in the ordinance.

SUMMARY OF THE ROLES OF DECISION-MAKING BODIES									
H = Hearing (Public Hearing Required)					D = Decision (Responsible for Final Decision)				
M = Meeting (Public Meeting Required)					A = Appeal (Authority to Hear/Decide Appeals)				
R = Recommendations (Responsible for Review and a Recommendation in Specified Circumstances)									
Procedure	BOMA	FMPC	BZA	HZC	DRT	Dept. of Planning & Sustainability	Dept. of Building & Neighborhood Services	Engineering Dept.	Fire Dept.
Rezoning	H-D	M-R		R	R	R	R	R	R
PUD Development Plan	H-D [1]	M-D R [1]		R	R	R-D [2]	R	R	R
Site Plan Review		M-D A [3]		R	R	R-D [2]	R	R	R
<i>Envision Franklin</i> Amendment		M-D			R	R			
Subdivision – Preliminary Plat		M-D			R	R	R	R	R
Subdivision – Final Plat		M-D			R	R-D [2]	R	R	R
Variance			M-D			R	R		
Appeal of Administrative Decision			A-M-D						
Performance Agreements		D-A [4]				D [2]		R	
Stormwater Management Permit								D	
Tree Removal Permit						R	R-D		
Certificates of Appropriateness				M-D		R			
Sign Permit				R [5]			D		
Building Permit							D		R
Grading and Erosion Control Permit								D	
Certificate of Occupancy							D		

NOTES:

[1] The BOMA shall be responsible for approval of PUD Development Plans for new projects and certain revisions to PUD Development Plans, PUD Concept Plans, and PUD Regulating Plans. FMPC has the authority to approve certain PUD Development Plans and certain revisions to PUD Development Plans, PUD Concept Plans, and PUD Regulating Plans.

[2] The Department of Planning and Sustainability has been delegated the authority to administratively review and approve certain PUD Development Plan revisions, Site Plans, Final Plats, and Performance Agreements.

[3] The FMPC shall be responsible for appeals from administratively reviewed Site Plans and approval of certain Site Plans.

[4] The FMPC has the authority to review Performance Agreements that have been in place for a certain duration and to call Performance Agreements.

[5] The HZC shall review and approve signage within the Historic Preservation Overlay.

<p>BOMA = Board of Mayor and Aldermen FMPC = Franklin Municipal Planning Commission BZA = Board of Zoning Appeals</p>	<p>HZC = Historic Zoning Commission DRT = Departmental Review Team</p>
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Boards and Commissions

The following sections provide additional detail on each of the review bodies described in the table on the previous pages. Information about meeting times and locations is provided but is subject to change. Please check with the City of Franklin Administrative Offices at (615) 791-3217 to confirm date, time, and location of meetings.

The Franklin Board of Mayor and Aldermen (BOMA)

The Franklin Board of Mayor and Aldermen (BOMA) is the City's legislative, governing body that consists of a Mayor and eight Aldermen. The BOMA serves as the primary legislative body of the city. For purposes of development review, the BOMA also decides on submittals for Rezoning, Planned Unit Developments (PUDs) and makes amendments to the *Zoning Ordinance* text. More information regarding the BOMA is at <http://www.franklinton.gov/>

Every two years the citizens of Franklin elect either the Mayor and four at-large Aldermen, or the four ward Aldermen. Aldermen serve staggered, four-year terms. The BOMA typically meets on the second and fourth Tuesday of the month in the City Hall Board Room.

The Franklin Municipal Planning Commission (FMPC)

The Franklin Municipal Planning Commission (FMPC) is an administrative, governmental body comprised of nine members, appointed by the Mayor with at least one member representing the BOMA. The FMPC directly advises the BOMA regarding changes in the *Zoning Ordinance* or Rezoning, and PUD Development Plans. The FMPC has total review authority for Preliminary Plats, Site Plans, Final Plats, Performance Agreements, and projects by other governmental agencies. The FMPC is the primary land-use planning body for the city and sets forth policy to guide growth through Envision Franklin. The FMPC typically meet on the fourth Thursday of each month at 7:00 pm in the City Hall Board Room, with meetings in November and December held on the third Thursday of the month.

The Franklin Board of Zoning Appeals (BZA)

The Franklin Board of Zoning Appeals (BZA) provides a forum for hearing appeals when an appellant encounters select, non-self-created difficulties in meeting the requirements of the *Zoning Ordinance*. Under state law, the BZA can grant variances to *Zoning Ordinance* requirements and to perform administrative review on staff decisions based on the *Zoning Ordinance*. An administrative review is performed when it is alleged by an individual that there has been an error made by an administrative official in enforcing the *Zoning Ordinance*. The BZA is also responsible for making decisions on variances when an applicant requires relief from "hardship" as described in Section 2.2.4 of the *Zoning Ordinance*. The BZA consists of five members, including a Chair. Members are appointed by the Mayor and serve staggered, five-year terms. The BZA typically meets on the first Thursday of each month at 6:00 pm in the City Hall Board Room.

The Franklin Historic Zoning Commission (HZC)

The Franklin Historic Zoning Commission (HZC) is responsible for the designation and protection of the local historic districts and properties within those districts. The HZC establishes design standards and makes recommendations to the FMPC and BOMA on the implantation of those regulations as established in the *Zoning Ordinance*. The HZC considers exterior alterations to properties within the Historic Preservation Overlay (HPO) and issues Certificates of Appropriateness to proposals that meet the intent of the applicable *Historic District Design Guidelines*. Properties within the HPO that require Development Plan and Site Plan review will also be subject to review by the HZC. The HZC meets on the second Monday of each month at 5:00 pm.

If an applicant chooses to participate, the HZC's Design Review Committee (DRC) is available to provide non-binding feedback on a submittal in advance to any action by the HZC. The DRC typically meets on the third Monday of each month.

The Franklin Departmental Review Team (DRT)

The DRT is comprised of representatives from several different City Departments and is responsible for reviewing and providing recommendations to the FMPC on submittals related to Development Plans, Preliminary Plats, Site Plans, Final Plats, Rezoning, and *Envision Franklin Plan Amendments*. The DRT provides an opportunity for comprehensive and integrated review of development submittals from several disciplines. The DRT meets regularly twice during each plan review cycle.

The Franklin Tree Commission

Although not included in the decision-making table on page 3-2, the Franklin Tree Commission is responsible for maintaining the list of recommended tree plantings utilized in landscaping, streetscape, screening, and other tree-related provisions in the *Zoning Ordinance* (See Appendix E for more information on recommended plant species.). It is responsible for collection and disbursement of the tree bank (funds collected from developers paying a fee in-lieu of planting replacement trees). This commission also plans Arbor Day and other public information events for the community. The Franklin Tree Commission consists of seven members, appointed by the BOMA. One member of the commission is a member of BOMA.

Department Review of Development Standards

While the Department of Planning and Sustainability and the Department of Building and Neighborhood Services have the primary responsibility of administering and enforcing the *Zoning Ordinance*, other departments are often consulted for the review of certain standards. The table below illustrates the major categories of zoning and design standards within the *Zoning Ordinance* and the city departments typically involved in the review of those standards as applied to various development applications and processes. This table provides general information on departmental review and is not a complete listing of all standards. Additionally, some departments not listed as a reviewing department may be consulted on a case-by-case basis.

SUMMARY OF DEPARTMENT REVIEW RESPONSIBILITIES FOR MAJOR DEVELOPMENT STANDARDS						
X = Typical Reviewing Department						
Development Standard	Sections	Planning	Building and Neighborhood Services	Parks	Fire	Public Works [1]
Base Zone District and Character Area Overlay District Compliance	Sections 3.2, 3.3, and 3.4	X	X			
Historic Preservation Overlay [2]	Section 3.4.2	X				
Neighborhood Conservation Overlay District	Section 3.4.3	X	X			
Floodway and Floodway Fringe Overlay Districts	Sections 3.4.4 and 3.4.5	X	X			X
Height Overlay District	Section 3.4.6	X	X		X	
Columbia Avenue Overlay District	Section 3.4.7	X	X			
Hillside/Hillcrest Overlay District	Section 3.4.8	X				X
Accessory Uses	Section 4.1		X			
Temporary Uses	Section 4.2		X			
Nonconformities	Section 4.3	X	X			
Tree Protection	Section 5.2	X	X	X		X
General Building and Site Design Standards	Sections 5.3.1 to 5.3.6	X	X		X	X
Site Design Standards for Hamlets, Conservation Subdivisions, TNDs, and TODs	Sections 5.3.7 to 5.3.10	X			X	X
Landscape, Buffers, and Screening	Section 5.4	X	X			
Open Space Standards	Section 5.6	X		X		
Fences and Walls	Section 5.6	X	X			X
Protection of Historic Lands and Structures	Section 5.7	X				
Environmental Protection Standards	Section 5.8	X				X
Off-Street Parking and Loading	Section 5.9	X	X			X
Mobility and Circulation	Section 5.10	X	X			X
Exterior Lighting	Section 5.11	X	X			
Signs	Section 5.12	X	X			X
Underground Utilities	Section 5.13	X				X
Notes:						
[1] Public Works includes the Engineering, Water, Streets, and Solid Waste Departments.						
[2] Signs are subject to review under the HPO-Historic District Design Guidelines						

Part 3: Submittal and Review Procedures

This section of the Administrative Manual is a guide to the various permitting and review procedures used in the City of Franklin's *Zoning Ordinance* and *Subdivision Regulations*. As stated earlier, the purpose of this manual is to outline the steps in the procedures and provide general background and information on each individual procedure. This section is not a substitute for the specific procedures set forth in the various applicable ordinances. Cross-references direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations. The actual *Zoning Ordinance* and *Subdivision Regulations* are available in the Department of Planning and Sustainability offices in City Hall (109 Third Avenue South) or online at www.franklintn.gov/planning

This part of the manual summarizes the following procedures and provides useful information when considering a submittal for each of the following procedures:

- Common Submittal steps, including Pre-Application Review
- *Envision Franklin* Amendments
- Rezoning
- Planned Unit Development (PUD) Process
- Preliminary Plat Review
- Final Plat Review
- Site Plan Review
- Annexations
- Certificate of Appropriateness (COA)
- Variances
- Appeal of Administrative Decisions
- Stormwater Management Permits
- Grading and Erosion Control Permits
- Sign Permits
- Building Permits
- Performance Agreements

There are also sections that explain the process associated with inspections and the review of landscape plans that are common to development review but are not necessarily called out as a specific review procedure in the *Zoning Ordinance* or *Subdivision Regulations*. Additionally, as described below, Section 2.3 (Common Steps in the Development Review Process) of the *Zoning Ordinance* describes elements of the review process that are common to each of the above major review procedure types. Applicants should be aware that all procedures and requirements described in the "Common Steps" portion of this manual and the ordinance will need to be addressed in addition to any submittal-specific requirements or procedures.

Common Information on Development Review Processes

The following subsections outline common information applicable to all or most of the review procedures outlined in this document. Additional information is in Section 2.3 of the *Zoning Ordinance*.

Authority to File Applications

Only the owner(s) of property subject to an application, or their authorized agent, have the authority to file applications under the *Zoning Ordinance*. The only exceptions to this requirement may be for *Envision Franklin* Amendments or Rezoning, where a property owner, their agent, BOMA, or FMPC may initiate an application. Regardless of who files an application, the materials must indicate a primary contact person for the application, along with the contact's telephone number, fax number, mailing address, and e-mail address. To avoid confusion, official communication with an applicant by the city is limited to the designated contact person.

Fees and Submittal Requirements

- The City of Franklin has established a schedule of fees in the Municipal Code and these fees are summarized in Appendix D of this manual.
- City staff can only initiate review and processing of an application once an applicant submits the required fee and staff confirms that the application includes all the required submittal requirements.
- Fees are not refundable except in instances where the Department of Planning and Sustainability determines that an application was accepted in error or in cases where the fee paid exceeds the actual fee required. In the case of the latter, the Department of Planning and Sustainability will refund the amount of overpayment to the applicant.

Application Completeness Determination

Following formal application for any development review type, city staff will conduct a completeness review. Applications will be deemed complete only when they:

- Include all submittal requirements for the submittal type described in this manual and listed on the appropriate submittal checklist (Appendix F), and
- Are submitted by the appropriate deadline, and
- Include sufficient information to allow the staff and other review bodies to evaluate the proposal's compliance with the city requirements.

Applicants submitting incomplete applications shall be notified of the missing components. **Failure to submit a complete application shall result in application withdrawal and forfeiture of application fees.**

Mailed and Published Notice Requirements

- Certain review procedures require published and written notice for public meetings.
- The City is responsible for preparing published notices of meeting agendas. These notices are published in local papers before a meeting or hearing or as required by the ordinance.
- When mailed notices are required, applicants are responsible for fulfilling the written notice requirements (See Appendix B for Affidavit of Public Notice Provision.).
 - When mailed notices are required, the City will provide the mailing lists to the applicant. It is the responsibility of the applicant to request these addresses in sufficient time to meet mailing deadlines.
- For a Rezoning, the Department of Planning and Sustainability will post a notification sign on or near the subject property prior to the FMPC public meeting and the BOMA public hearing.

Registration to Receive Notices

- The City of Franklin offers any neighborhood organization the opportunity to register with the Department of Planning and Sustainability to receive notices certain applications and meetings.
- Anyone may also request to receive e-mail notification of certain meetings. For more information on e-mail notification, see <http://www.franklintn.gov/i-want-to/sign-up-for-e-notifications>

Common Submittal Steps

Items submitted for City review follow the Franklin Municipal Planning Commission /Administrative Meeting and Deadlines Schedule, which is included in Appendix C of this manual. The following provides an overview of the submittal review process for Administrative and FMPC Items in the City of Franklin:

Plan Meetings

For some review procedures, applicants may be required to attend preliminary concept meetings, or Plan Meetings, prior to the Pre-application Meetings with staff. Requests for Plan Meetings or Pre-application Meetings must be initiated by an applicant, who is required to provide all submittal information as established in this manual. **While these meetings may be required, they are informal in nature and are not binding on the City, nor do they constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal.** The purpose of the Plan Meeting is to allow the applicant to discuss an initial idea or concept with the Department of Planning and Sustainability (and other departments, as appropriate) with minimal formal drawings or details. The intent of these meetings is to provide guidance to an applicant and determine conformance with Envision Franklin before the applicant has invested in the preparation of detailed plans. Plan Meetings are required for Rezoning and PUD submittals and may involve multiple meetings with staff prior to the pre-application conference to determine if the project is consistent with Envision Franklin

Pre-Application Submittal

Prior to a formal application submittal, the City requires most plans to complete a Pre-Application submittal. It is the expectation of the City that when plans are submitted for initial submittal, they will be able to be reviewed in the allotted 35-45 calendar day period. Therefore, the goal of the pre-application submittal is to catch any significant site factors or proposed application deficiencies that could jeopardize the feasibility of a project to meet this expectation. The requirements on the pre-application submittal and checklists are in Appendix F of this Manual. In general, the amount of detail on Pre-application Meeting submittals increases with the complexity of the type of project being proposed. For some Pre-application Submittals, a Pre-Application meeting is also required, prior to Initial Submittal. The following table outlines the requirements for the various plan types:

Plan Meeting and Pre-Application Meeting Requirements			
Plan Type	Pre-App Submittal Required	Pre-App Meeting Required	Special Requirements(*)
Rezoning	N	N*	Must have a Plan Meeting prior to Initial Submittal
Development Plans	Y	Y*	Must also have a Plan Meeting prior to Pre-app
Site Plans	Y	N*	A pre-app meeting can be required by any member of DRT, or can be requested by the applicant
Preliminary Plats	Y	Y	
Final Plats	N	N	
Envision Franklin Amendments	N	N	Must have a Plan Meeting and a site visit
Annexations	N	N*	Must have a Plan Meeting prior to application
BZA/Variations	N	Y	

Pre-application Submittals may be submitted any time to the city, but must be submitted at least two weeks prior to the initial submittal deadline. Once a pre-application submittal is made, city staff conduct a completeness review of the submittal. If all required information is provided, then city staff will conduct a pre-application review of the documents, where they will identify issues with the site as proposed and identify revisions needed. These comments are recorded in the online project file for the applicant to view at the end of the pre-application review cycle.

All materials for the pre-app shall be uploaded to the City's IDT electronic review site no later than 10 working days prior to the proposed pre-app meeting date. See pre-application checklists in Appendix G for items required with pre-application request submittals. The Planning Department shall not schedule the pre-app until all required materials are uploaded to the City's IDT electronic review system and meet the requirements listed in the checklists found in Appendix G. If a Pre-Application Meeting is required or requested, it is the responsibility of the applicant to submit documents in enough time to allow for any revisions required before their intended Initial Submittal deadline.

Pre-apps are valid for 120 days. If an applicant does not submit a project for Initial Submittal within the 120 days, the applicant will have to re-submit their Pre-Application documents and schedule another Pre-Application meeting in order to be eligible to submit on the Initial Submittal Date.

Initial Submittal

Initial submittals of plans and plats shall be uploaded to the City of Franklin Online Plan Review Website : <https://franklin.idtplans.com/secure/>. The initial submittal includes payment of the application fee. An application will not be accepted for consideration until the application fee has been paid. For more specific details and requirements on the submittal process, turn to Appendix F of this Manual.

Following the completeness determination and formal acceptance of the project through the Plan Review Website, City Staff has 15 calendar days to conduct a review of all formal application. At the end of that review, the applicant is provided a DRT Corrections Notice, in the form of an email, outlining the next steps in the submittal process. It identifies whether the project will be placed on the Administrative or FMPC agenda, and it identifies the resubmittal date. It also provides an electronic "checkprint" via the City's Plan Review Website, which contains a listing of the open issues/deficiencies from the plan or plat with notations for the necessary revisions for the submittal to be in compliance with city standards. Applicants shall be responsible for revising the submittal, as necessary.

Resubmittal

Following the applicant making revisions and corrections to the submittal, the project shall be resubmitted for review. Electronic copies shall be uploaded to the City's Online Plan Review Website. For items on the FMPC agenda only, 9 paper copies shall be submitted to the Planning Department. City Staff then reviews the resubmitted plan or plat to prepare the Administrative Agenda or Planning Commission Staff Report, each of which contains a recommendation/administrative action and conditions of approval.

An applicant has three (3) opportunities to resubmit an application after an initial submittal is formally accepted for review. After three (3) Resubmittal dates have passed without an application being resubmitted, the application process re-sets to the beginning of the review process (new fees, neighborhood meetings, new pre-application conference, and all other initial submittal requirements shall apply).

Deficient Plans

The goal of the City is to have a submittal meet all the checkprint comments at resubmittal, and receive a recommendation of approval, without any outstanding conditions. If a submittal has a significant amount of checkprint conditions after city staff's initial submittal review, either in quantity or severity, a submittal may be given a resubmittal warning and require a meeting with City staff prior to resubmittal. The goal of this meeting is to ensure that the applicant understands the checkprint comments and the issues are resolved prior to the resubmittal of the project. If a submittal still has significant conditions after it is reviewed at resubmittal, it may be disapproved on the administrative agenda, or may be recommended for disapproval on the FMPC agenda.

One Stop Review

If a submittal has minor revisions that need to be resolved prior to getting "Approved" and/or stamped plans, then the applicant can submit to the City's One-Stop Review. The rule of thumb in judging the eligibility of a One-Stop Review is to ask, "Can these revisions be reviewed by City staff in 10-15 minutes?" One-Stop projects shall be submitted to the Department of Building and Neighborhood Services (electronic copy is uploaded to the City's Online Plan Review Website). Once projects are revised to meet all conditions of approval, they shall receive sign off by the City Staff and, when appropriate, permits may be issued.

One-Stop Review is held on the 1st and 3rd Wednesday of every month from 8am to 11am, and submittal for One-Stop is on a first-come, first-served basis. It is imperative for an applicant to upload their One-Stop submittal to our IDT system the Tuesday prior, to ensure that their review is completely the next day.

All One-Stop items shall be uploaded to the City's IDT review system and submitted to the Department of Building and Neighborhood Services for distribution. A cover letter and/or a transmittal letter is required for all One-Stop submittals.

Changes to Approved Site Plans

Occasionally, changes or modifications are made to a site after a site plan has been approved. When a decision is made to change a site, the applicant should immediately contact staff to discuss the impact on the change to the approved set of site plan documents. The documentation of the change as well as the level of approval of the change will be dependent on the severity of the change. The zoning ordinance gives guidance to this process in Section 2.4.3(9) of the Zoning Ordinance, but a member of City Staff, specifically the project Planner or project Engineer, can help guide an applicant through the appropriate steps to made such a change. If staff deems the project to be a Site Plan Revision, the changes must be submitted as a new application, requiring a new application, new fees, a new project number, and a new pre-application submittal. If staff deems the project to be a Site Plan Amendment, changes can be submitted through the existing project number, and must be submitted with a cover letter outlining the changes, as well as clouded on the applicable sheets. The changes can be submitted at an initial submittal or resubmittal deadline, and must include the full approved set, with all the city's stamps (apart from the pages that have changes, those should be submitted without city stamps).

Final Plats Signatures:

The One-Stop review is the process of receiving final approval and sign off for recording final subdivision plats approved either by the Planning Commission or Administratively by the DRT. Plats are reviewed by City Staff in One-Stop for two reasons: (1) to ensure that they have been revised to meet the conditions of approval, including the posting of all performance agreements and sureties (if applicable); and (2) to ensure

that the approved paper/electronic final plat matches the mylar of the final plat completely. Within 15 working days of the receipt of the corrected plat and the mylar (with all required signatures) by the Department of Building and Neighborhood Services, the City will either:

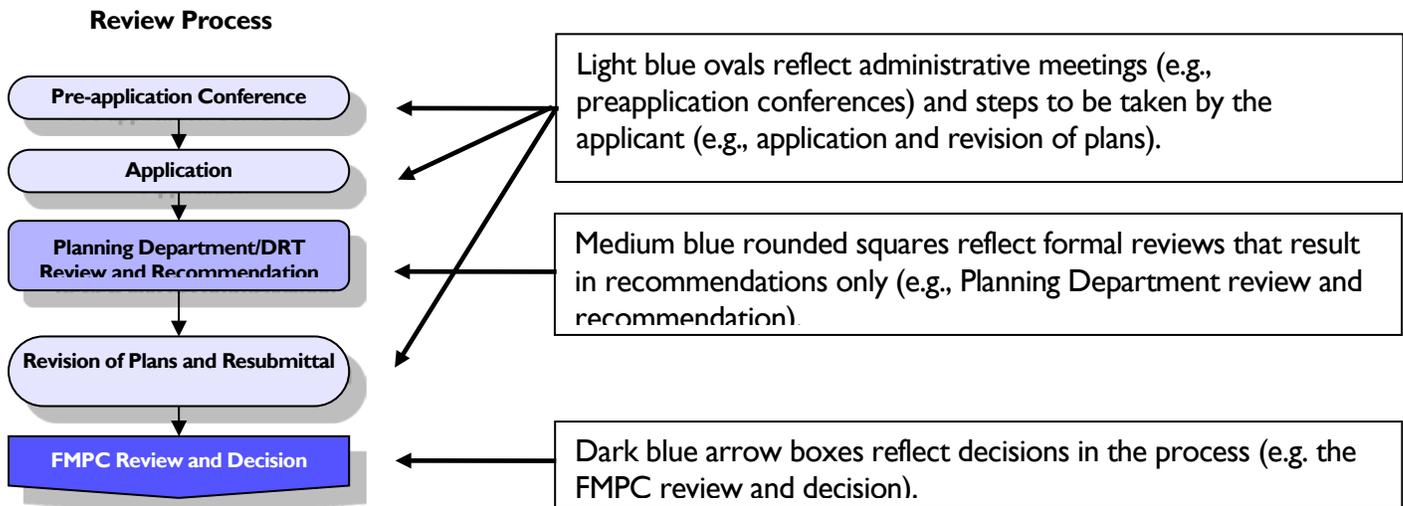
- Provide City Departments signatures for recording of the plat; or
- Provide a detailed request for the additional revisions or information along with an explanation of why the city cannot release the plat for recording.

Current Information from the City

Before submitting a new project, it is the responsibility of applicants to verify they have the latest information. The latest version of this manual and the associated submittal requirements can be obtained on the webpage or in the Department of Planning and Sustainability offices. Other city departments may have additional information valuable to applicants, citizens, or stakeholders on the department’s website. Please refer to www.franklintn.gov for more information on other City Departments.

Flow Charts

Flow charts are provided for each of the review and permitting procedures on the following pages to help illustrate the applicable review process. The flow charts include different colors and chart shapes for each step depending on if the step is administrative in nature, involves an internal review and recommendation, or involves a formal review and decision. Below is an example flow chart to illustrate the formatting of all the flow charts.



Envision Franklin Plan Amendments

General Description

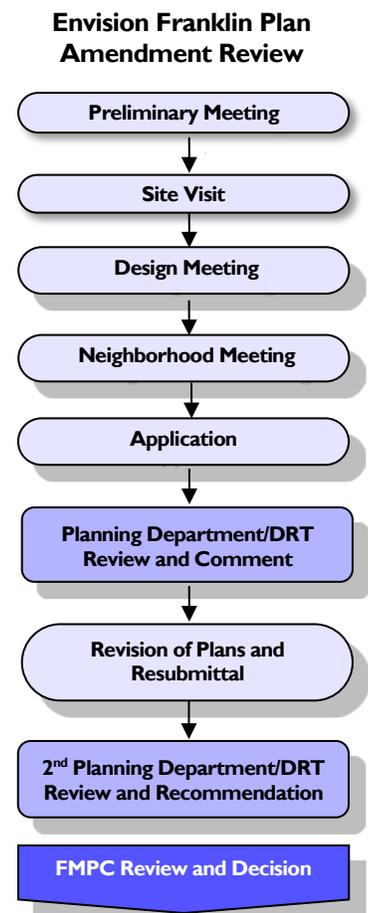
Envision Franklin was adopted on January 26, 2017 and serves as the City’s long-range land use plan that guides future development. Applicant-requested amendments to accommodate specific developments may be considered only for the Design Concepts Map and or Special Considerations. Per the FMPC Bylaws, requests for Plan amendments can only be heard at the March, June, September, and December meetings and applications may only be submitted during the review cycles associated with each of these months. The Vision, Guiding Principles, and text for each Design Concept are not appropriate to be considered. Applicants applying for an amendment to Envision Franklin should complete the following steps prior to the Planning Commission meeting where the request is considered:

The Review Process

1. Contact the Department of Planning and Sustainability to schedule a meeting to discuss the intent of the amendment request and demonstrate its need and justification.

Franklin Department of Planning and Sustainability:
109 Third Avenue South, P.O. Box 305
Franklin, TN 37065-0305
Telephone: (615) 791-3212

2. Conduct a site visit with members of the Developmental Review Team (DRT).
3. Submit a conceptual sketch of the proposed development and hold a preliminary design meeting with the DRT.
4. Hold a neighborhood meeting to present the nature of the amendment and the proposed site design. Notice of the meeting should be provided, at a minimum, to property owners within 500 feet of the property by first class mail at least one week prior to the meeting date. A report of comments from the neighbors should be included with the Plan amendment request submittal.
5. Submit a formal application to the City.
6. The Department of Planning and Sustainability and the DRT will review the submittal and provide comments to the applicant.
7. Following revision and re-submission of the submittal, the Department of Planning and Sustainability will review the revised submittal, prepare a staff report, and make a recommendation to the FMPC.



8. The FMPC will hold a public meeting to review and discuss the *Land Use Plan* Amendment and will make a decision in accordance with the ordinance, legal requirements, and the FMPC's By-laws. Multiple meetings may be required by the FMPC to discuss the policy implication of the proposed amendment and to solicit input from the public.

Things to Know About *Plan* Amendments

- Detailed information on the *Envision Franklin Plan* Amendment procedure and review criteria is located on page 106 of *Envision Franklin* and established in Subsection 2.4.4 of the *Zoning Ordinance*.
- Rezoning, *Zoning Ordinance* text amendments, and PUDs should be consistent with *Envision Franklin* and therefore, any proposed development that is inconsistent with the recommendation of the plan may need a *Plan* Amendment.
- Failure to notify nearby residents may be just cause for denial of the application.

Submittal Requirements

See Appendix F for a checklist of submittal requirements.

Rezoning

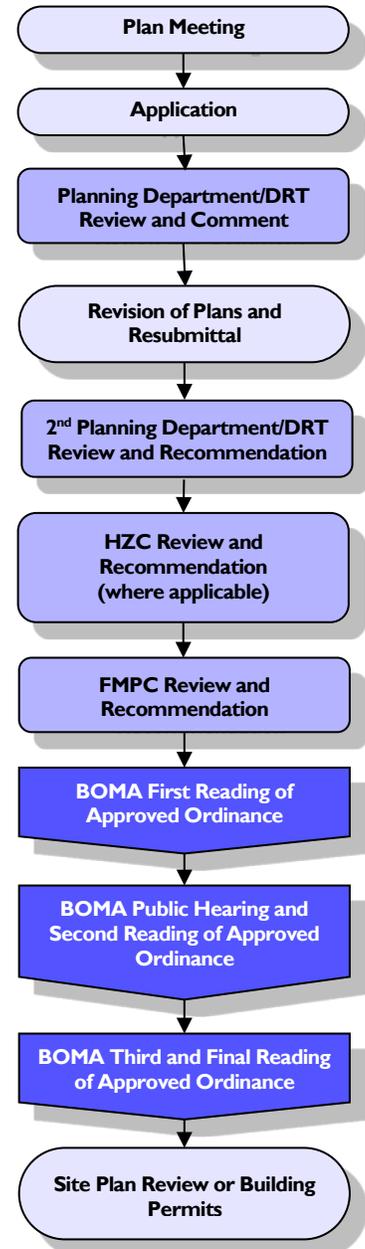
General Description

The Rezoning process allows for the review of proposed modifications to the *Franklin Zoning Map*.

The Review Process

1. Applicants are required to meet with the Department of Planning and Sustainability for a Plan Meeting to review conformance with Envision Franklin.
2. Following the Plan Meeting, the applicant may submit a formal, online application to amend the Zoning Map in accordance with Section 2.3 and Subsection 2.4.1 of the *Zoning Ordinance* within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the submittal and provide comments to the applicant.
4. No later than 15 days prior to the public hearing for the rezoning, the applicant will complete the public notice mailing requirements as set forth in the *Zoning Ordinance*.
5. Following revision and re-submission of the submittal, the Department of Planning and Sustainability shall review the revised submittal, prepare a staff report, and make a recommendation to the FMPC.
6. If the amendment is related to historic preservation or a historic district, it is recommended that HZC review the submittal and make a recommendation to the FMPC.
7. The FMPC will hold a public meeting to review and discuss the Zoning Map and will make a recommendation to the BOMA in accordance with the ordinance, legal requirements, and the FMPC By-laws.
8. The BOMA will review the submittal and will decide, in the form of a first reading of an ordinance. If BOMA votes to deny the proposed rezoning during the first reading of the ordinance, the application will not move forward to the public hearing or second reading. The applicant may resubmit a new application in accordance with this review procedure.
9. If BOMA approves the amendment or approves with conditions on the first reading, the BOMA will then hold a public hearing and second reading to allow both proponents and opponents of the submittal an opportunity to comment on the proposed project.
10. Following the public hearing and second reading of the ordinance, the BOMA will hold a third reading of the ordinance. Upon approval of the third reading, the rezoning is considered effective unless otherwise stated in the approved ordinance.

Rezoning Review Process



Things to Know About Rezoning

- Detailed information on the Rezoning procedure and review criteria is established in Subsection 2.4.1 of the *Zoning Ordinance*.
- Rezoning should be consistent with Envision Franklin and therefore, any proposed development that is inconsistent with Envision Franklin will require an Envision Franklin Amendment to be adopted prior to the submittal of the Rezoning.
- Published notices shall be provided by the City in accordance with state law. Written Notices shall be provided by the applicant in accordance with Section 2 of the Zoning Ordinance.

Submittal Requirements & Checklists are included in Appendix F of this document.

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

Planned Unit Developments (PUD)

General Description

The PUD process is a review procedure intended to encourage innovative land planning and design, and avoid the monotony often associated with large developments. It is a process based on increased flexibility in the zoning regulations with the expectation of a high quality, sensitively designed development.

An applicant may choose to initiate a PUD process for a project of any size, but the PUD review process is mandatory for any development that requests a Modifications of Standards or meets the requirements of Section 2.4.2(3).

The Review Process

The PUD review process requires the submission of a Development Plan to show the conceptual layout & to secure the entitlements of the PUD. The Development Plan should identify land uses, density and intensity of development, public facilities, transportation, and infrastructure provisions, open space, and other major development issues. All PUD applications shall be subject to a neighborhood meeting requirement, as well as a requirement for a joint conceptual worksession with the BOMA and FMPC. **The Neighborhood Meeting shall occur prior to the initial submittal of a project, but after the required Pre-Application meeting. The Joint Conceptual Workshop shall occur after initial application submittal and prior to resubmittal.** The following subsections outline the procedures for neighborhood meetings, Joint Conceptual Workshops and the PUD Review process.

Neighborhood Meeting

1. A Neighborhood Meeting shall be conducted prior to initial submittal of the project. Policies for required Neighborhood Meeting are included with the Neighborhood Meeting Notice Application. The application shall be completed and the policies complied with, unless otherwise expressly allowed by the Planning Director in writing. The Neighborhood Meeting Notice Application may be obtained from the Department of Planning and Sustainability. The applicant shall contact the Planner with the date, location, and time of the Neighborhood Meeting at least 10 days prior to the set day of the meeting. If, during the review process, an applicant proposes revisions to a Development Plan, the Planning Director may require an additional Neighborhood Meeting in order to keep the adjoin neighbors informed of the changes, prior to a FMPC or BOMA meeting.

Joint Conceptual FMPC/BOMA Worksession

2. Applicant shall make application to appear on the FMPC/BOMA Joint Conceptual Worksession Agenda. Applicants should make application for the JCW with either their pre-application submittal or their initial application submittal.
3. The applicant shall present the proposed project, in an informal setting, to the Joint Conceptual FMPC/BOMA Worksession.
4. Public notice of the conceptual project workshop shall be provided in accordance with Subsection 2.3.8 of the *Zoning Ordinance*. City staff is responsible for this public notice.

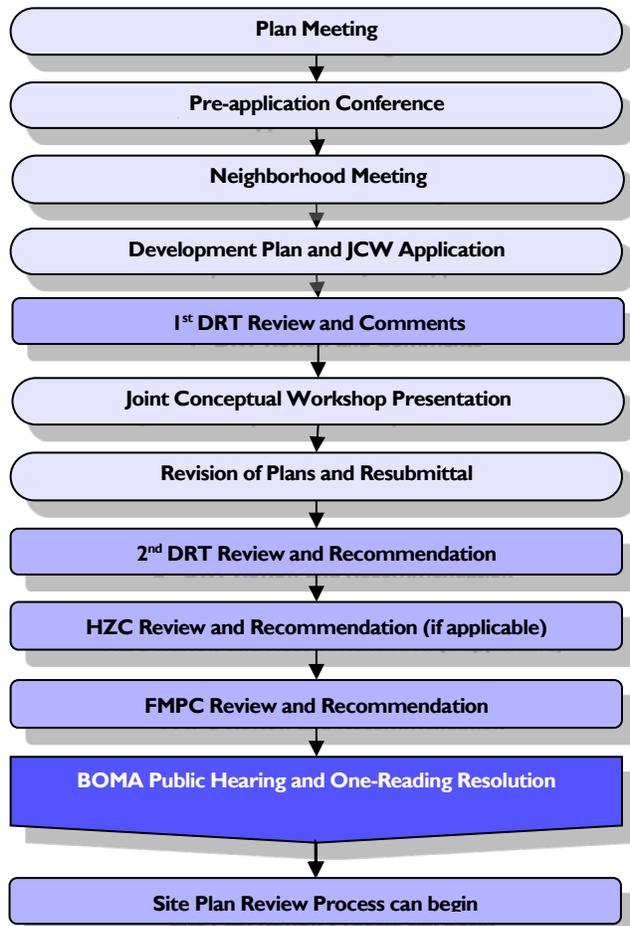
5. Applicants should prepare a digital presentation suitable for display during the worksession. The presentation should be limited to a maximum of nine (9) distinct slides, and should address the elements described in the sidebar titled “Conceptual Project Worksession Digital Presentation Contents” in the order listed (See Inset Box on previous page for detail on map components.).

Development Plan

6. Following the plan meeting, the pre-application conference, conceptual project worksession, and neighborhood meeting, the applicant may provide public notice and submit a formal application for a Development Plan review in accordance with Section 2.3 and Subsection 2.4.2 of the *Zoning Ordinance* within 120 days of the conceptual project workshop.
7. The Department of Planning and Sustainability and the DRT will review the application and provide comments.
8. Following revision and re-submission of the application, the Department of Planning and Sustainability shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
9. If the Development Plan is related to historic preservation or a historic district, it is recommended that the HZC review the application and provide a recommendation to the FMPC.
10. The FMPC will hold a public meeting to review and discuss the Development Plan and will make a recommendation to BOMA in accordance with the ordinance, legal requirements, and FMPC By-laws.
11. The BOMA will review the Development Plan application and will decide, in the form of a resolution. The BOMA is required to hold one reading of the Development Plan resolution with a public hearing held during the reading of the resolution. If the Development Plan accompanies a Rezoning request, then the one reading with a public hearing of the Development Plan resolution shall occur on the same agenda as the public hearing of the Rezoning request. It should be noted that the readings of the Development Plan and the Rezoning are separate agenda items.
12. Once the Development Plan is approved by the BOMA, and all conditions of approval placed on the Development Plan have been resolved, a site plan will be required prior to the issuance of building permits. The site plan will either be reviewed by the staff or FMPC, depending on certain triggers. The site plan for the PUD development shall not be accepted for review until the Development Plan has been submitted for One-Stop review.

Conceptual Project Workshop Digital Presentation Contents
Slide 1: Vicinity Map/Project Attributes (size, density, uses)
Slide 2: Physical Features Map
Slide 3: Existing Conditions Map
Slide 4: Project Map
Slide 5: Circulation System – street network, sidewalks, trails
Slide 6: Open Space/Parkland – Location of active and passive areas
Slide 7: Phasing/Infrastructure – development sequence and order of public improvement installation
Slide 8: Elevations of all proposed buildings
Slide 9: Modification of Standards requests
Slide 10: Preapplication Conference – concerns raised at conference and changes made based on the meeting

PUD Development Plan Review Process



Important Dates and deadlines to remember prior to the initial submittal of a PUD application:

- Pre-application packages must be submitted 10 working days prior to the intended pre-application meeting date.
- A Pre-application meeting is required to be held PRIOR to a Joint Conceptual Workshop presentation.
- Joint Conceptual Workshop applications are due with either the pre-application submittal or the initial application submittal.
- Neighborhood Meeting applications must be submitted to Planning Staff 10 calendar days prior to the proposed meeting date.

Revisions to previously approved plans

The Development Plan process in the Zoning Ordinance has specific criteria and review processes for amendments or revisions to previously approved PUDs- Concept Plans, Regulating Plans, or Development Plans. Applicants who plan to amend or revise a previously approved PUD should contact the Planning Department to set a meeting with the Planner for their area, the Planning Director, and any other pertinent City Staff to discuss the review and approval process for the amendment or revision to the PUD.

PUD “TRIGGERS”

An applicant may choose to initiate a PUD application for a project of any size; however, a PUD application shall be required for projects meeting any one of these criteria, unless otherwise exempted:

- The applicant intends to request a modification of standards with the concept plan or regulating plan application;
- Zoned (existing or proposed) as an RX, CI, MN, ML, or MR District;
- Proposed to use the TOD development standards of Subsection 5.3.10; or
- Projects containing any three of these criteria:
 - A.) 20 or more contiguous acres;
 - B.) 40 or more dwelling units;
 - C.) Attached dwellings;
 - D.) 200,000 square feet or more of gross nonresidential building square footage;
 - E.) Civic and institutional uses that require or comprise two or more contiguous acres;

PUD Exemptions

Any application may be exempt from the PUD process if:

- Subject to a valid Final Plat or Preliminary Plat approved or recorded prior to July 1, 2008; however, requesting modifications of standards or certain zoning districts (e.g. RX, CI, MN, ML, or MR) may necessitate review as a PUD because the lot or subdivision may not have originally been intended for such uses or intensity.
- Subject to an approved PUD, Concept/Regulating Plan, or Development Plan; however, requesting changes to uses, density, or previous conditions of approval will likely result in a need to resubmit.
- Subject to a valid Conservation Plan; or
- Located in an existing TIF (Tax Increment Financing) District.

Things to Know About the PUD Process

Detailed information on the PUD procedure and review criteria is established in Subsection 2.4.2 of the *Zoning Ordinance*.

- The PUD procedure is not a Rezoning; however, a rezoning may be necessary to implement the Development Plan.
- The underlying base zoning districts and overlay district determines permitted uses within a PUD. Applicants may request a Rezoning of the base or overlay zoning district simultaneously with the Development Plan review process.
- Failure to hold or adequately provide notice of a neighborhood meeting will stop or delay the review process.
- Final plats may be required following or simultaneous to Site Plan review for a PUD review.
- The following development standards may not be modified during the PUD review process:
 - ⊗ Environmental protection standards in Section 5.8 of the FZO; and
 - ⊗ Standards in Table 3-5: Base District Density and Building Height
- Published notices shall be provided by the city in accordance with state law.
- For the review of a Development Plan, written notice shall be to all property owners within 500 feet of the subject property and registered neighborhood organizations shall be noticed in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- A required neighborhood meeting or conceptual project workshop cannot be waived by the city if the proposal contains:
 - Attached dwellings,
 - A civic or institutional use,
 - A gross density exceeding 2.0 units or more per acre,
 - 100 or more acres,
 - 100 or more dwelling units, or
 - 200,000 square feet or more of gross nonresidential building square footage.

Submittal Requirements & Checklists are included in Appendix F of this document.

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

Preliminary and Final Plats

General Description

The *Subdivision Regulations* of Franklin, Tennessee, are the regulating authority for all subdivision of land within the City of Franklin (a.k.a. the platting process). The Sub Regs are designed to regulate the division of land within the city to provide for the harmonious development of the city, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the city.

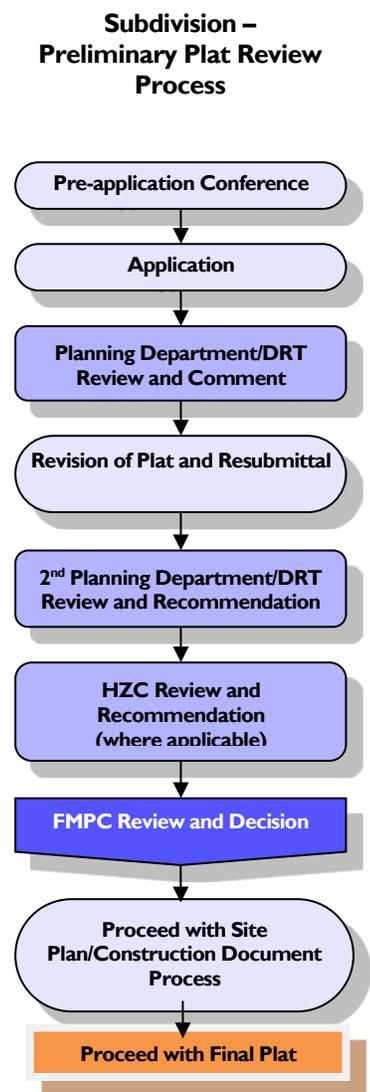
There are two types of subdivision review procedures: Preliminary Plats and Final Plats. Subdivisions that create three or more lots are required to go through the Preliminary Plat process, and then the Site Plan (Construction Document) process and Final Plat process. Subdivisions of two lots, re-combinations/consolidation of existing lots, or minor revisions to existing lot lines or easements may forgo the Preliminary Plat and proceed with the Final Plat review process. Neither conveyance (sale) of individual lots nor issuance of building permits for structures (other than infrastructure) may occur until approval of a Final Plat.

The Review Process

Preliminary Plats

A Preliminary Plat (a subdivision of land creating three or more buildable lots), is reviewed as follows:

1. Applicants are required to submit pre-application documents and meet with city staff for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may provide public notice and submit a formal application for a Preliminary Plat in accordance with the *Subdivision Regulations* within 90 days.
3. The DRT will review the application and provide comments to the applicant.
4. If the Development Plan is related to historic preservation or a historic district, it is recommended that the HZC review the application and provide a recommendation to the FMPC.
5. Following revision and re-submission of the application, the DRT shall review the revised application. The Planning and Sustainability Department will prepare a staff report, and make a recommendation to the FMPC.
6. The FMPC will hold a public meeting to review and discuss the Preliminary Plat and will make a decision in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC By-laws.

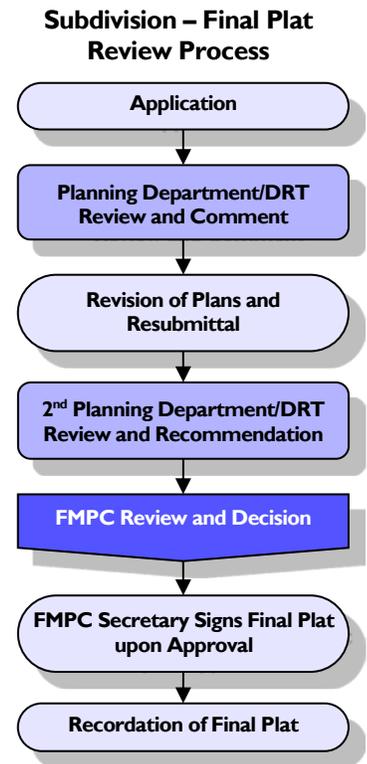


7. Once the Preliminary Plat is approved, the applicant may proceed with activities related to installation of infrastructure and the final plat.

Final Plats

A Final Plat may be submitted as the second step in the subdivision process for subdivisions creating three or more buildable lots. If the plat is a two-lot subdivision, a revision to existing easements or lot lines, or is a consolidation of previously approved lots, a Final Plat may be submitted without submitting a Preliminary Plat. A Final Plat is reviewed as follows:

1. The applicant begins by submitting a formal application for a Final Plat in accordance with the *Subdivision Regulations*.
2. The DRT will review the application and provide comments to the applicant.
3. Following revision and re-submission of the application, the DRT shall review the revised application. The Planning and Sustainability Department will prepare a staff report, and make a recommendation to the FMPC.
4. The FMPC will hold a public meeting to review and discuss the Final Plat creating new lots and will decide in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC By-laws. The Planning Director has the authority to allow staff to administratively approve Final Plats that revise existing, approved lots lines or easements and consolidation plats. Administrative Plat submittals follow the FMPC / Administrative Meetings and Deadline Schedule.
5. All required signatures shall be affixed, with the FMPC Secretary signing last.
6. The Final Plat shall be recorded with the Williamson County Register of Deed's Office within one (1) year of approval by the FMPC or it shall expire.



Things to Know About Subdivision Plats

- Performance Agreements for the construction and maintenance of infrastructure and other improvements, such as new streets, sidewalks, and detention facilities, are required in accordance with city standards.
- Applications for Preliminary Plats require written notice to all property owners within 500 feet of the subject property and to all registered neighborhood organizations in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- The subdivider shall bear the financial responsibility for the original installation costs of all street signs and street lighting in the subdivision.
- Some Final Plats may be administratively approved by staff, as specified in the *Subdivision Regulations*. Plats eligible for administrative review shall follow the submittal process, as established in the approved FMPC Meetings and Deadlines Schedule.

- Upon approval, Plats are submitted to the Department of Building and Neighborhood Services for the One-Stop review for plan revisions made to meet conditions of approval.

Submittal Requirements & Checklists are included in Appendix F of this document.

Contact the Department of Planning and Sustainability for the latest version of the Checklist(s) for plats.

Site Plans

What requires a Site Plan?

- New building square footage, or an addition over 10% of the building square footage
- Installations that trigger the Stormwater Ordinance requirements
- New parking and/or vehicle service areas
- Certain telecommunications towers
- A home proposed for a Bed-and-Breakfast
- Infrastructure/Construction Documents

General Description

Site Plan review is required for almost all development in the City of Franklin to determine whether a proposed development complies with the *Zoning Ordinance* and other applicable ordinances. Site Plan review is required for all forms of residential, nonresidential, and mixed-use development except for single-family detached uses, temporary uses, Critical Lot Plans, and internal modifications to existing structures that do not affect the site’s density, intensity, parking requirements, or environmental impact. The “site plan” is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscape, vehicular and pedestrian circulation, and other site elements.

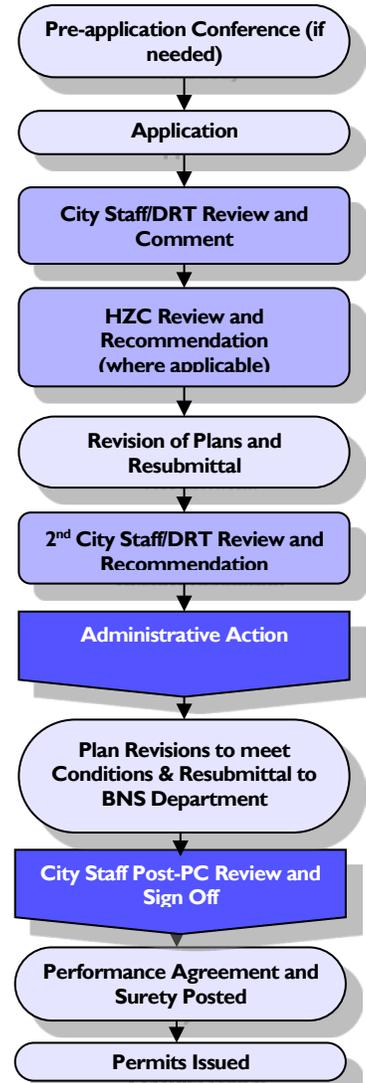
The Review Process

Except for Site Plans reviewed by the FMPC in accordance with Section 2.4.3(2)(c) of the *Zoning Ordinance*, Site Plans shall be reviewed by City Staff (Administrative Review).

Administrative Review

1. Applicants are required to submit pre-application documents prior to the initial submittal application. Based on the complexity of the project, the condition of the submitted pre-application package, or other unique factors of the project, City Staff may require a pre-application meeting be held prior to initial submittal. An applicant may also request a pre-application meeting for their benefit.
2. Following the pre-application conference (if required), the applicant may submit a formal application for Site Plan review in accordance with Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 calendar days.
3. The DRT has 15 calendar days to review the application and provide comments to the applicant. Comments will be provided to the applicant by email in the form of a Corrections Notice, and will include instructions for resubmittal, as well as the type of agenda (Admin or FMPC) upon which this project will be placed.
4. In cases where the Site Plan is related to a Certificate of Appropriateness, the HZC will act on the certificate prior to a final decision by the FMPC. The Certificate of Appropriateness will be required to be included in the resubmittal package.

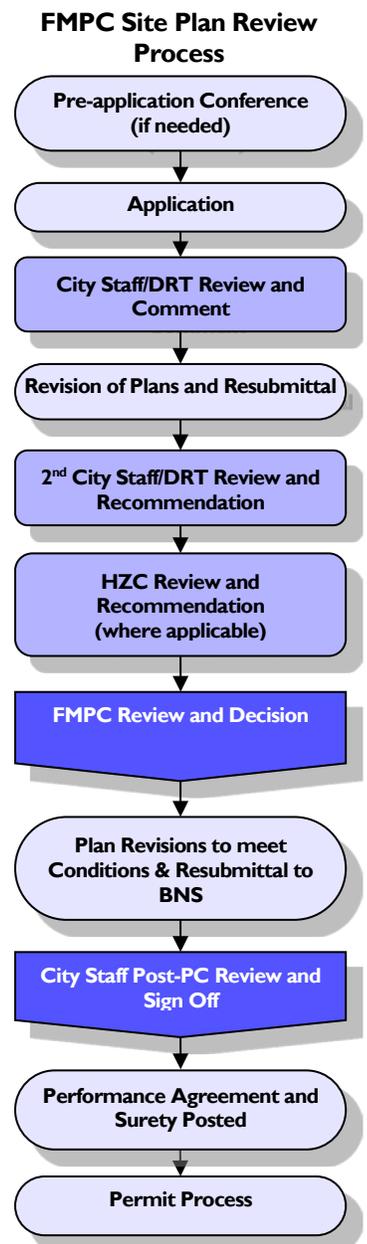
Administrative Site Plan Review Process



5. Following revision and re-submission of the application, the DRT shall review the revised application and determine whether the project can be approved (with conditions if necessary) or whether it is disapproved and must be resubmitted to meet all outstanding requirements. Applicants may appeal the DRT's decision to the FMPC.
6. If a project is approved with conditions, then the applicant must complete those outstanding conditions through the City's One-Stop Review process. Only after approval is granted through the One-Stop process will plans be able to be stamped for subsequent permitting.
7. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.
8. Only after securing a Performance Agreement for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

FMPC Review

1. Applicants are required to submit pre-application documents prior to the initial submittal application. Based on the complexity of the project, the condition of the submitted pre-application package, or other unique factors of the project, City Staff may require a pre-application meeting be held prior to initial submittal. An applicant may also request a pre-application meeting for their benefit.
2. Following the pre-application conference (if required), the applicant may submit a formal application for Site Plan review in accordance with Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 calendar days.
3. The DRT has 15 calendar days to review the application and provide comments to the applicant. Comments will be provided to the applicant by email in the form of a Corrections Notice, and will include instructions for resubmittal, as well as the type of agenda (Admin or FMPC) upon which this project will be placed.
4. In cases where the Site Plan is related to a Certificate of Appropriateness, the HZC will act on the certificate prior to a final decision by the FMPC. The Certificate of Appropriateness will be required to be included in the resubmittal package.
5. Following revision and re-submission of the application, the DRT will review the application and make a recommendation to the FMPC regarding the application.
6. The FMPC will hold a public meeting to review and discuss the Site Plan and will make a decision in accordance with the ordinance, legal requirements, and the FMPC By-laws.



7. If a project is approved with conditions, then the applicant must complete those outstanding conditions through the City's One-Stop Review process. Only after approval is granted through the One-Stop process will plans be able to be stamped for subsequent permitting.
8. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.
9. Only after securing a Performance Agreement, for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

Things to Know About Site Plan Review

- Detailed information on the Site Plan Review procedure and review criteria is established in Subsection 2.4.3 of the Franklin *Zoning Ordinance*.
- Site Plans are not valid indefinitely; certain criteria must be met within a specified number of years to keep a site plan valid. These criteria are found in section 2.4.3 (7) & (8) of the *Zoning Ordinance*.
- Conditions placed on Administratively approved Site Plans can be appealed to the FMPC per Subsection 2.4.3 (2)(d).
- Plans shall match the limits of the final plat, where a final plat is required.

Submittal Requirements & Checklists are included in Appendix F of this document.

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

Annexations

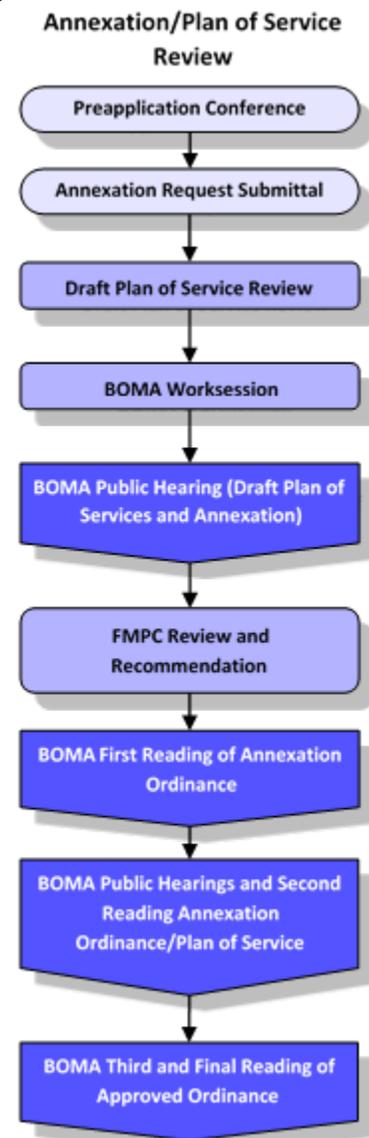
General Description

Recent changes in State Law have changed how cities approach annexations. Annexation by referendum continues to be an option for cities, but now law requires written owner consent to any land that the city wishes to annex. As such, the annexation process has evolved into an owner-driven application process.

The City has set up a two-step annexation process, to provide applicants with some initial guidance before substantial time and money is spent on developing a plan for land, before the City has decided whether it would even annex the property/properties. The first step is for the BOMA to give guidance on whether they would support the initiation of an annexation application. While not a guarantee that BOMA would support the plan for development upon the proposed annexed land, it gives the BOMA an opportunity to first consider if they wish the city to provide services to new properties, and to allow for an initial discussion of to what extent they are willing to provide services. The second step is the actual annexation application, which can also be simultaneously be combined with a rezoning and/or a PUD Development Plan.

The Review Process

1. Applicants are required to meet with the Department of Planning and Sustainability for a Plan Meeting to review conformance with Envision Franklin.
2. Following the Plan Meeting, the applicant may submit a formal application to request annexation into the city. (See Appendix B for application)
3. The Department of Planning and Sustainability will draft a Plan of Services to accompany the initial annexation consideration by BOMA. This gives the BOMA and the applicant a draft form of how services would be provided to the land, should it be annexed, and who would be responsible for the execution of those services.
4. The annexation initiation will be presented at a BOMA worksession for discussion. The BOMA will then hold a public hearing to determine whether the annexation would be supported once it went through the formal annexation request process.
5. After BOMA gives its initial recognition of support for the annexation request, the Plan of Services is finalized, and the application taken through the city review process. The Planning and Sustainability Department prepares a staff report, and makes a recommendation to the FMPC.
6. The FMPC will hold a public meeting to review and discuss the annexation request and will make a recommendation to



the BOMA in accordance with the ordinance, legal requirements, and the FMPC By-laws.

7. Public notice is required to the public hearing, and the Public Notice and Plan of Services are required to be posted in several places. A copy of the Plan of Services is required to be posted on the property, as well as at the Williamson County Public Library, Williamson County Administrative Complex, and Franklin City Hall.
8. The BOMA will review the submittal and will make a decision, in the form of a first reading of an ordinance. If BOMA votes to deny the proposed annexation during the first reading of the ordinance, the application will not move forward to the public hearing or second reading.
9. If BOMA approves the annexation request on the first reading, the BOMA will then hold a public hearing and second reading to allow both proponents and opponents of the submittal an opportunity to comment on the proposed request.
10. Following the public hearing and second reading of the ordinance, the BOMA will hold a third reading of the resolution/ordinance. Upon approval of the third reading, the annexation is considered to be effective unless otherwise stated in the approved ordinance.

Things to Know About Annexation Review

- Annexations are typically owner-initiated; the City must use the referendum process to initiate the annexation of land.
- The Plan of Services will identify how services (Fire, Life Safety, Sanitation Services) and infrastructure (water, sewer, roadways, etc.) will be provided for the site, and whose responsibility it is (the developer/owner or the City) to extend these services to the site and maintain them.
- Cities within Williamson County are permitted by State law to annex non-contiguous land within its Urban Growth Boundary. However, the City is not required to accept annexation requests of non-contiguous lands. With every annexation request, City Officials will weigh the benefits of annexing additional lands into the City with the services and infrastructure required to maintain the additional lands.
- When a specific zoning district, and potentially a Planned Unit Development, is requested for a particular property requesting annexation, the rezoning and PUD applications can be filed concurrently with the second step of the annexation application. City Officials may choose to accept the rezoning and PUD application along with the annexation of lands, or they may choose to simply accept the annexation of land, but deny the specific rezoning request and/or PUD request.

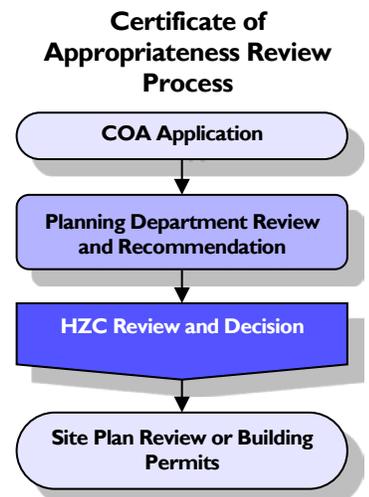
Certificate of Appropriateness (COA) for Historic Preservation Related Projects

General Description

Franklin has a rich history that is present throughout the entire city but is particularly evident in Downtown Franklin and the surrounding historic residential neighborhoods. Over the years, the city has taken special precautions to maintain the historic character of development in these areas through the establishment of the Historic Preservation Overlay (HPO) District. Within the HPO District, staff from the Department of Planning and Sustainability and the HZC review new development, construction, alteration, or demolition of structures to ensure that the planned changes are consistent with the city's historic preservation standards. In order to ensure proper review, development, construction, alterations, rehabilitation, demolition, and other modifications as identified in Subsection 2.4.9(2) of the *Zoning Ordinance* requires a Certificate of Appropriateness (COA) prior to the issuance of a Building Permit. Some exterior modifications (such as replacement windows) do not require a Building Permit, but are required to obtain a COA.

The Review Process

1. Applications for a COA are submitted to the Department of Planning and Sustainability as a “stand alone” application, or simultaneously with an application for Site Plan Review.
2. The Department of Planning and Sustainability will determine if the application is complete, review the application, and make a recommendation to the HZC.
3. The HZC will meet within 30 days following receipt of a recommendation by the Department of Planning and Sustainability and decide to either issue, issue with conditions, or deny the COA application.
4. The HZC decision will be forwarded to the Department of Building and Neighborhood Services at which point the Building Permit or Site Plan Review will be processed in accordance with procedures set out in the *Zoning Ordinance*.



Things to Know About COAs

- o Detailed information on the COA procedure and review criteria is established in Subsection 2.4.9 of the *Franklin Zoning Ordinance*.
- o As stated in Subsection 2.4.9 (2) of the *Zoning Ordinance*, even if exterior work does not require a Building Permit (e.g., replacement of windows), an approved COA is required prior to the initiation of any work.
- o An approved COA is required for signs, awnings, rear yard fencing, and HVAC equipment and related screening, but these items may qualify for administrative review. The Preservation Planner shall have the discretion to approve these items administratively or to refer the proposed items to the HZC for its consideration.

- In addition to the *Zoning Ordinance*, the Department of Planning and Sustainability and the HZC rely on several documents for historic review including the Secretary of the Interior’s “Standards for Rehabilitation” and the *Franklin Historic District Design Guidelines*.
- Published notices shall be provided by the city in accordance with state law.

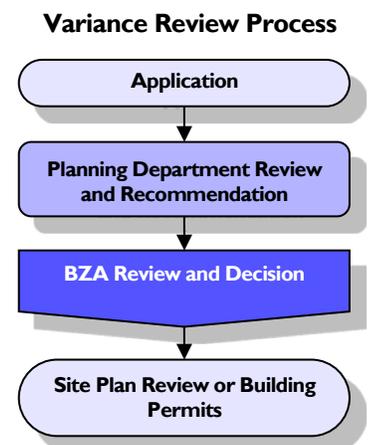
Variance

General Description

A variance is a process by which an appellant can seek relief from the requirements of the *Zoning Ordinance* through a special review by the Board of Zoning Appeals (BZA). Such relief may only be considered when full compliance with the *Zoning Ordinance* will create an “unnecessary hardship” for the applicant as defined in the ordinance and by state law. Generally speaking, variances are typically considered when lots have unique layouts, sizes, topographic, or other extraordinary conditions that cannot accommodate development as normally required by the ordinance.

The Review Process

1. The appellant may submit a formal application to request a Variance in accordance with Section 2.3 and Subsection 2.4.5 of the *Zoning Ordinance*. Applications are done electronically at: <https://franklin.idtplans.com/secure/>
2. The Department of Planning and Sustainability, along with other applicable departments, will review the application and make a recommendation to the BZA.
3. Following this recommendation, the BZA will hold a public hearing where they will allow the appellant the opportunity to present their case to the board and then will allow both proponents and opponents to the Variance to provide comment on the application.
4. After the closing of the public hearing, the BZA will discuss the application, in public, and will make a decision in accordance with the ordinance, legal requirements, and the BZA By-laws.



Things to Know About Variances

- Detailed information on the variance procedure and review criteria is established in Subsection 2.4.5 of the *Zoning Ordinance*.
- In approving a variance, the BZA can impose any conditions on the proposed use and property to ensure that the variance meets the intent and purpose of the *Zoning Ordinance*.
- Variances cannot be considered or granted to allow uses that are otherwise prohibited in the applicable zoning district. This type of action would be the equivalent of a rezoning (Zoning Map Amendment), which requires legislative action by the BOMA.
- Variances are not intended to be used to remove inconveniences to the applicant or financial burdens that may be caused by compliance with the *Zoning Ordinance*.

- Variances continue with the property and are not discontinued if the property is sold.
- Each variance request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.
- The granting of a variance required as a prerequisite to some other form of approval (such as a Site Plan) does not guarantee that any additional approval required will be granted.
- In cases where a variance is needed as a prerequisite for a Building Permit, a Building Permit must be obtained within one year of the issuance of the variance, or the variance shall be rendered invalid.
- Published notices shall be provided by the City in accordance with state law.
- The appellant shall be required to send written notification by first-class mail to property owners within 500 feet of the subject property and submit the Public Notice Affidavit with the application for the variance. Failure to comply with this shall result in automatic removal of the application.

Submittal Requirements

The table below depicts the submittal requirements for variances:

VARIANCE SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Site location, including tax map, group, parcel number, and street address	
3	All base and overlay zoning classifications (including character area overlay)	
4	Length of boundaries of the lot, and lot size in square feet	
5	Locations, square footages, and dimensions of all existing and proposed structures	
6	All minimum and maximum setbacks, including build-to lines	
7	Easement types, locations, and dimensions	
8	Description of the variance(s) being requested	
9	Statement indicating the grounds for the variance request and how the request complies with the approval criteria in Subsection 2.4.5	
10	Any applicable drawings, sketches, or plans necessary to justify the variance request	
11	The appellant shall provide the Public Notification Affidavit at the time of submittal of the application	
12	Any additional information determined to be necessary by the Department of Planning and Sustainability	

Submittal Requirements & Checklists are available from the City of Franklin.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the Board of Zoning Appeals.

Appeal of Administrative Decisions

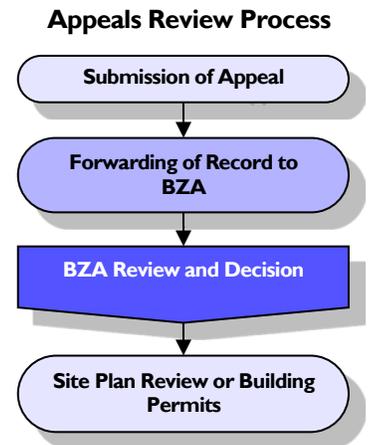
General Description

The appeal of administrative decisions (appeals) process set forth in Section 2.4.6 of the *Zoning Ordinance* is a review procedure that allows an appellant to appeal an administrative (staff) decision of the Department of Planning and Sustainability, Department of Building and Neighborhood Services, or other city official if the applicant feels the decision was incorrect, was a provision set forth within the requirements of the *Zoning Ordinance*, or that they have been otherwise aggrieved by the decision. The Board of Zoning Appeals may

hear the appeal of the administrative decision, if the appellant makes application of the request within thirty (30) days of the decision.

The Review Process

1. The appellant may submit a formal Appeal in accordance with Section 2.3 and Subsection 2.4.6 of the Zoning Ordinance.
2. Once the appellant has submitted the formal appeal, all records pertaining to the original decision will be forwarded to the BZA.
3. The BZA will review the appeal in accordance with the Zoning Ordinance, state law, and the BZA By-laws.



Things to Know About Appeals

- Detailed information on the appeals procedure and review criteria is established in Subsection 2.4.6 of the *Zoning Ordinance*.
- Appeals shall be filed within 30 days of the date of the original decision.
- The BZA may apply conditions to its decision if it overturns the original decision of staff to ensure any such decision is in the spirit of the *Zoning Ordinance*.
- Published notices shall be provided by the City, in accordance with state law.
- Each appeals request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.
- The appellant shall be required to send written notification by first-class mail to property owners within 500 feet of the subject property and submit the Public Notice Affidavit with the application for the appeal of the Administrative Decision. Failure to comply with this shall result in automatic removal of the application.

Submittal Requirements

The table below depicts the submittal requirements for Appeals:

APPEAL SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Reference to city project identification number that is the source of the appeal	
3	Description of the decision being appealed (including copy of Site Plan or other application materials as appropriate)	
4	Statement describing reasons for appeal and justification	
5	The appellant shall provide the Public Notification Affidavit at the time of submittal of the application	
6	Any additional information determined to be necessary by the Department of Planning and Sustainability	

Submittal Requirements & Checklists are available from the City of Franklin.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the Board of Zoning Appeals.

Stormwater Management & Grading Permit (SWG)

General Description

The purpose of requiring a Stormwater Management & Grading Permit is to eliminate any non-allowable post construction discharges into Franklin’s Municipal Separate Storm Sewer System that has an impact on water quality.

The Review Process

1. Construction Plans associated with the Stormwater Management & Grading Permits shall be submitted through the City of Franklin Electronic Plan Review Website reviewed and approved as a site plan submittal. In addition to the construction drawings the applicant shall submit a drainage report and the *Inspection and Maintenance Agreement of Private Stormwater Management Facilities* for review and approval.
2. Following approval of the Site Plans and *Inspection and Maintenance Agreement of Private Stormwater Management Facilities* the applicant shall stop by the Engineering Department and submit a Permit Application and 1 full size and 1 half size copies of the approved site plan. The approved site plan and *Inspection and Maintenance Agreement* shall have City approval electronic stamps and signatures. In addition, the *Inspection and Maintenance Agreement* shall have a stamp indicating that it has been recorded at the Williamson County Deeds Office.
3. Within 14 business days the Engineering Department will calculate the necessary inspection fees, permit fees and process the approved permit application.
4. Following approval of the permit, the engineering department will contact the applicant to pick up their permit and pay the required inspection fees.
5. The applicant shall then schedule a meeting with the Stormwater Inspectors to inspect the erosion control measures. The applicant shall be required to bring the stamped and signed approved construction drawings and signed permit application to the meeting.
6. Upon completion of all of the above steps, the Stormwater Inspector will issue the Grading and Stormwater Permit, on-site, at the end of the meeting provided the improvements are completed in accordance to the approved plans.



Submittal Requirements

The table below depicts the submittal requirements for Stormwater Management Permits:

STORMWATER MANAGEMENT PERMIT SUBMITTAL REQUIREMENTS		
1	Construction Drawings, Permit, Drainage Calculations and Long Term Maintenance Agreement Submitted through the City’s Plan Review website.	
2	1 full size and 1 half size Approved Construction Plans	
3	Approved Inspection and Maintenance Agreement recorded at the Williamson County Deeds Office.	

Grading Only Permit

General Description

The City of Franklin requires the issuance of a Grading Permit prior to the grading, tree removal, or other general site preparation to ensure proper grading, to minimize erosion, and to ensure proper stormwater management.

The Review Process

In order to receive a Grading Permit, the following steps must be completed:

1. If the project is part of a larger common development or project, the applicants must have an approved preliminary plat or PUD prior to submitting for a Grading Permit Only.
NOTE: No additional impervious surface is allowed with a request for a Grading Only Permit. The addition of impervious surface requires a Grading and Stormwater Management Permit.
2. Applications for a Grading Only Permits shall be submitted through the City of Franklin Electronic Plan Review Website reviewed and approved as a site plan submittal.
3. Construction Drawings shall include grading plans, erosion control plans and landscaping plans/tree preservation plans. Following electronic approval of the plans, the applicant shall print the approved construction drawings and drop off 1 full size and 1 half size approved Construction Drawings with electronic signatures and permit application.
4. Within 14 business days the Engineering Department will calculate the necessary inspection fees, permit fees and process the approved permit application.
5. Following approval, the applicant shall schedule a meeting with the Stormwater Inspectors to inspect the erosion control measures. The applicant shall be required to bring the stamped and signed approved Grading Only plans and signed permit application to the meeting.
6. Upon completion of all of the above steps, the Stormwater Inspector will issue the Grading Only Permit, on-site, at the end of the meeting provided the improvements are completed in accordance to the approved plans.

Submittal Requirements

The table below depicts the submittal requirements for Grading and Erosion Control Permits:

GRADING AND EROSION CONTROL PERMIT SUBMITTAL REQUIREMENTS		
1	Construction Drawings, Permit and Drainage Calculations shall be submitted through the City's Electronic Review Website	
2	1 full size and 1 half size Approved Construction Plans	

Water & Sewer Infrastructure Installation Permit

General Description

The City of Franklin requires the issuance of a Water & Sewer Infrastructure Installation Permit prior to the ordering or installation of infrastructure.

The Review Process

In order to receive a Water & Sewer Infrastructure Installation Permit, the following steps must be completed:

1. If the project is part of a larger common development or project, the applicants must have an approved preliminary plat or PUD prior to submitting for a Water & Sewer Infrastructure Installation Permit.
2. Applications for a Water & Sewer Infrastructure Installation Permits shall be submitted through the City of Franklin Electronic Plan Review Website reviewed and approved as a site plan submittal. This includes all necessary water and sewer calculations.
3. Following electronic approval of the plans, the applicant shall print the approved construction drawings and drop off 3 full size approved Construction Drawings with electronic signatures and permit application.
4. Within 14 business days the Engineering Department will calculate the necessary inspection fees, permit fees and process the permit application.
5. Following approval, the applicant shall schedule a preconstruction meeting with the Water & Sewer Inspectors. The applicant shall be required to bring the stamped & signed approved Water and Sewer Infrastructure construction drawings and signed permit application to the meeting.
6. Upon completion of all the above steps, the Water and Sewer Inspector will issue the Permit, on-site, at the end of the meeting.

Submittal Requirements

The table below depicts the submittal requirements for Grading and Erosion Control Permits:

GRADING AND EROSION CONTROL PERMIT SUBMITTAL REQUIREMENTS		
1	Construction Drawings, Permit and Water and Sewer Calculations shall be submitted through the City's Electronic Review Website	
2	3 full size Approved Construction Plans	

Sign Permits

General Description

Sign Permits are required for the construction, alteration, or relocation of signs in the City of Franklin to ensure compliance with the *Zoning Ordinance* and applicable building codes.

The Review Process

1. The applicant may submit a formal application for a Sign Permit in accordance with the requirements of the Department of Building and Neighborhood Services.
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within five working days after submission of an application.



Things to Know About Sign Permits

- Detailed information on the Sign Permit procedure and review criteria is established in Subsection 2.4.10 of the *Zoning Ordinance*.
- An application for a Sign Permit may require an additional permit for electrical work.
- Signs for properties within the HPO District are required to have Certificates of Appropriateness, as addressed earlier, prior to the issuance of Sign Permits.

Submittal Requirements

Please contact the BNS Department (615) 794-7012 for submittal requirements.

Building Permits

General Description

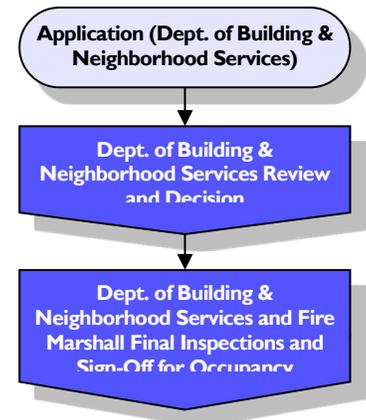
Building Plan Review and the issuance of Permits are the last step in the development review process before actual construction may begin. The City uses the Building Plan review as the opportunity to ensure that what is proposed for construction conforms to all previous approvals, approved Site Plans, the *Zoning Ordinance*, the adopted building code, and all other applicable city codes. The following activities require prior approval of a Building Permit:

- Any new construction of a residential, nonresidential, or accessory building;
- Any addition to an existing building (including garages, carports, decks, porches, deck or patio covers, storage buildings, or swimming pools);
- Any relocation of a building constructed elsewhere;
- Renovations requiring Building Permits;
- Conversion of unfinished space to habitable space; and
- Demolition of any structure or portion of a structure.

The Review Process

1. The applicant may submit a formal application for a Building Permit in accordance with the requirements of the Department of Building and Neighborhood Services.
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within 20 working days of application.
3. Once the authorized work is complete, the Department of Building and Neighborhood Services and the Fire Marshall will complete the final building and fire code inspection to sign off on the work and to allow for a certificate of occupancy and use.

Building Permit Review Process



Things to Know About Building Permits

- Depending on the type of work proposed as part of the Building Permit, an application may require separate permits for electrical, mechanical, low-voltage electrical, and plumbing work.
- Construction and alterations of properties in the HPO District are required to have Certificates of Appropriateness, as addressed earlier, prior to the issuance of Building Permits.
- Only licensed general contractors may apply for Building Permits for construction of nonresidential or mixed-use structures valued more than \$25,000.
- Construction associated with a Building Permit must commence within six months of permit issuance, or the Building Permit becomes invalid.
- All performance guarantees or sureties associated with a Performance Agreements must be posted with the city prior to issuance of a Building Permit.

Submittal Requirements

All building permit submittals are electronic. The required electronic submittal shall be uploaded to the City of Franklin Online Plan Review Website : <https://franklin.planreview.org/secure/>. Please contact the BNS Department (615) 794-7012 for specific submittal requirements.

Other Permits and Inspections

General Description

The Department of Building & Neighborhood Services (BNS) issues most of the permits and collects fees associated with the construction of a new building, a tenant build out or a building renovation. In addition to the issuance of permits, BNS schedules and conducts all required inspections during the building construction process and prior to the occupancy of a building. The City of Franklin has adopted the building construction codes as listed below. Prior to working in Franklin, Plumbing and Mechanical Contractors are required to obtain a City License.

Types of Permits Issued

- Non-residential Building Permit
- Residential Building Permit
- Flood Plain Development Permit
- Driveway Access Permit
- Electrical Permit
- Low Voltage Permit
- Mechanical Permit
- Plumbing Permit
- Demolition Permit
- Retaining Wall Permit
- Sign Permit
- Swimming Pool Permit
- Tree Removal Permit

Adopted Construction Codes

- 2012 International Building Code including Appendices D and G
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Fire Code including Appendices B, C, and D
- 2012 International Fuel Gas Code
- 2009 Energy Conservation Code
- 2009 ICC A 117.1 Accessible and Useable Buildings and Facilities
- 2012 International Existing Building Code
- 2012 International Residential Code (one and two family dwellings) including Appendix J

- 2012 NFPA Life Safety Code
- 2012 International Property Maintenance Code
- 2011 National Electric Code

Fees Collected

The following is a list of fees collected by BNS. In order to obtain a rough estimate of the total fees that will be required, the following worksheet is provided for your convenience. See the estimated fee schedule in Appendix D for help in estimating development fees.

- Plan review Fee
 - Permit Fee
 - Valuation Fee
 - Facility Tax
 - Road Impact Fee
 - Garbage Container Fee
 - City Plumbing / Mechanical Contractor License
- Please contact the BNS Department (615) 794-7012 for a fee schedule.*

Estimated Fees for Commercial Structures

For a more accurate estimate, please provide the following information and return this sheet to:

Building & Neighborhood Services Department
 Phone: 615-794-7012 Fax: 615-591-9066
 Address: 109 3rd Avenue S. Suite 110 Franklin, TN 37065

Information for a building permit and plan review fees:

Building Size (Approx.): _____ ft² Cost of Construction: _____
 Construction Type (circle all that apply): New Tenant Buildout Addition Renovation Other
 Building Use: List all (Ex: Hotel, Retail, Office, etc):

Information for water & sewer fees:

Building on a new location or a pre-existing lot? Which subdivision? _____
 Using City Water? Yes No Fire Meter? Yes No Irrigation? Yes No
 Required Water Meter Sz: _____ Required Water Line Sz: _____ Required Sewer Line Sz: _____

**** Any estimate provided should be regarded as an approximation. A more precise estimate of fees can be provided after the submittal of construction documents. Some fees cannot be determined until a specific building site is chosen and construction plans are created.****

Permit Requirements and Inspection Scheduling

*Please contact the BNS Department (615) 794-7012 for submittal requirements.
 Please contact the BNS Department (615) 591-5603 to schedule an inspection. Inspections may also be scheduled online at <http://www.franklintn.gov/>*

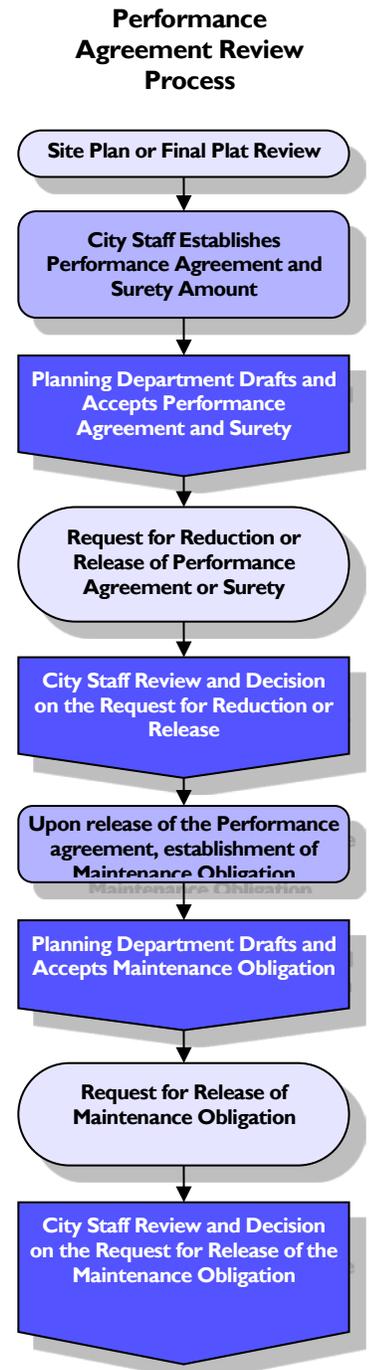
Performance Agreements

General Description

When an applicant will not complete and dedicate required public improvements, private infrastructure, or install all required landscape materials prior to requesting a Building Permit, the applicant is required to enter into a Performance Agreement. The Performance Agreement ensures the improvements and landscape will be completed as approved through the posting of a monetary surety. Additionally, a Maintenance Agreement is also required for a period of one-year following installation and dedication of improvements, infrastructure, and landscape materials to ensure proper maintenance.

The Review Process

1. In conjunction with the application for a Site Plan or Final Plat, the Department of Planning and Sustainability or the FMPC shall establish the Performance Agreement.
2. The Department of Planning and Sustainability shall draft the Performance Agreement and the applicant shall enter into the agreement with the city in accordance with Chapter 6 of the *Zoning Ordinance*.
3. Upon completion of at least 50 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request a one time reduction of the Performance Agreement. If the applicant has completed 100 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request to be released from the Performance Agreement.
4. The Department of Planning and Sustainability, along with other appropriate city departments, shall inspect the public improvements, private infrastructure, or landscaping to determine compliance with the Agreement.
5. For the first three years after the Performance Agreement has been posted, the Department of Planning and Sustainability shall have the authority to review all requests and issue a decision on the reduction or release of a Performance Agreement. After the first three years, the FMPC shall be responsible for the review and decision on the reduction or release of a Performance Agreement. Such decision shall be made within 60 days of the request.
6. Following passing inspection for the required improvement, infrastructure, or landscaping, and performance release, the applicant shall be required to maintain the completed improvements or landscaping with a maintenance obligation.
7. Maintenance obligations are reviewed and released in the same manner as the original Performance Agreement. Maintenance obligations are not subject to reductions.



Things to Know About Performance Agreements

- Performance Agreements and Surety must be in place prior to the issuance of a Building Permit.
- Failure to complete or maintain the required improvements or landscaping within the terms of the Performance Agreement may result in the FMPC declaring the Agreement in default. The FMPC may then “call” the agreement and surety to pay for the completion of the improvements under the supervision of the appropriate city departments.
- Maintenance obligations shall remain in effect for one year or until the final release of the obligation, whichever is greater.
- Published notices for public meetings of the FMPC shall be provided by the city in accordance with state law.

Submittal Requirements

Contact the Planning Department at (615) 791-3212 or refer to the Performance Agreements & Sureties Page on <http://www.franklintn.gov/government/planning-and-sustainability/performance-agreements-sureties>.

Part 4: Appendices

Appendix A: Contact Information

The following is a summary listing of key contact information for city departments, department heads, and other agencies may play a role in the review of development. Contact information on current members of the Board of Mayor and Aldermen or the Franklin Municipal Planning Commission can be found on the city's website at <http://www.franklintn.gov>.

DEPARTMENT OR AGENCY	CONTACT INFORMATION
General Franklin City Offices and Williamson County Offices	
Franklin City Hall (General Number)	Phone: (615) 791-3217
Franklin Mayor's Office	Phone: (615) 791-3217 Fax: (615) 790-0469
Franklin City Administrator	Phone: (615) 791-3217 Fax: (615) 790-0469
City Attorney	Phone: (615) 550-6603
Franklin Assistant City Administrator of Finance and Administration	Phone: (615) 791-1457
Williamson County Mayor's Office	Phone: (615) 790-5700
Planning, BNS, and Parks Departments	
Franklin Assistant City Administrator of Community and Economic Development	Phone: (615) 550-6671
Franklin Department of Planning and Sustainability	Phone: (615) 791-3212 Fax: (615) 791-3257
Franklin Department of Building and Neighborhood Services	Phone: (615) 794-7012 Fax: (615) 591-9066
Williamson County Department of Planning	Phone: (615) 790-5725
Williamson County Building Department (inspections)	Phone: (615) 790-5718
Parks Department	Phone: (615) 794-2103
Engineering and Utility Departments or Agencies	
Franklin Engineering Department	Phone: (615) 791-3218 Fax: (615) 791-3293
Franklin Street Department	Phone: (615) 791-3254 Fax: (615) 791-3200
Franklin Water and Sewer	Phone: (615) 794-4572 Fax: (615) 791-3200 Service: (615) 794-4554 After Hours: (615) 791-3260
Franklin Solid Waste	Phone: (615) 794-1516 Billing: (615) 794-4572
HB & TS Utility District	Phone: (615) 794-7796
Mallory Valley Utility District	Phone: (615) 628-0237
Milcrofton Utility District	Phone: (615) 794-5947

DEPARTMENT OR AGENCY	CONTACT INFORMATION
Fire and Safety	
Fire Department	Phone: (615) 791-3720
Franklin Police Department	Phone: (615) 794-2513- <i>nonemergency</i>
Williamson County Sheriff's Office	Phone: (615) 790-5560
Health Department	Phone: (615) 794-1542
Williamson County Communications	Phone: (615) 790-5757
Property Assessors and Tax Agencies	
Franklin Business License / Business Taxes	Phone: (615) 794-4572
Franklin Property Assessor / Taxes	Phone: (615) 794-7572
Williamson County Property Assessor / Taxes	Phone: (615) 790-5708
Register of Deeds	Phone: (615) 790-5706
Miscellaneous Agencies	
Williamson County Board of Education	Phone: (615) 472-4000
Franklin Special School District	Phone: (615) 794-6624
Economic Development	Phone: (615) 261-2880
Middle Tennessee Electric Membership Corporation	Customer Service: (877) 777-9020 Franklin Office: (615) 794-1102
Atmos Energy	Customer Service: (888) 286-6700
Underground Line Locator	Phone: (800) 351-1111
Tennessee Department of Transportation (TDOT)	Phone: (615) 741-2848
United States Army Corps of Engineers – Nashville Office	Phone: (615) 736-7161
Federal Aviation Administration – Nashville Office	Phone: (615) 324-1300 National Help Line (866) 835-5322
Federal Emergency Management Agency- Region 4	Phone: (770) 220-5200
State of Tennessee Local Planning Assistance Office- Middle Tennessee Region	Phone: (615) 741-1534

Appendix B: Application Forms and Affidavits

FMPC/Administrative Project Application or Board of Zoning Appeals Application

The FMPC / Administrative Project Application is generated as part of the online plan submittal process:
<https://franklin.idtplans.com/secure/>

Find information on the IDT Online Plan Review upload process in Section F of this manual or on the City of Franklin website, Administrative Manual & Submittal Requirements page, under the Planning and Sustainability Department page.

Historic Zoning Commission and Board Of Zoning Appeals

For applications to the Historic Zoning Commission or the Board of Zoning Appeals, please go online to www.franklintn.gov/planning and find the applicable Board or Commission homepage:

- Certificate of Appropriateness: Historic Zoning Commission
- Administrative Review of a Certificate of Appropriateness: Historic Zoning Commission
- Variance: Board of Zoning Appeals
- Appeal of Administrative Decision: Board of Zoning Appeals

Staff Contact for Historic Zoning Commission: Amanda Rose (615) 550-6737 or amanda.rose@franklintn.gov

Staff Contact for the Board of Zoning Appeals: James Svoboda (615) 550-6734 or james.svoboda@franklintn.gov

Sign Permit Application

The Sign Permit Application is generated as part of the online plan submittal process:
<https://franklin.idtplans.com/secure/>

For more information regarding sign permits, contact the Building and Neighborhood Services Department at 794-7012.

Affidavit of Public Notice

PUBLIC NOTICE AFFIDAVIT City of Franklin, Tennessee

We/I _____
(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are), acting as the authorized agent on all matters pertaining to the processing of the development application for the property described as:

(Property Parcel/Tax ID Number)

and located at:

(Street Address)

have/has provided a mailed notice in accordance with section 2.3.8 of the Franklin Zoning Ordinance, which included the following:

1. The address or location of the property subject to the submittal;
2. A brief description of the property (e.g., legal description, nearby streets and intersections);
3. Date, time, and location of the public meeting or hearing; Nature, scope, and purpose of submittal;
4. Information on where the public can view the application and where they may be heard;
5. Information on where the public can submit written comments.

Signature

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Contact the Department of Planning and Sustainability to ensure you obtain the latest version of the Public Notice Affidavit prior to submittal.

Owner Affidavit

OWNER AFFIDAVIT City of Franklin, Tennessee

We/I _____
(Please print Name/Names in Full)
being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the
property described as:

(Property Parcel/Tax ID Number)
and located at:

(Street Address)
am fully aware of the request for development approval in the City of Franklin,
Tennessee. Furthermore, (I)/ (we) hereby appoint

(Please print Name/Names in Full)
to act as my/our authorized agent on my/our behalf on all matters pertaining to
the processing and obtaining the application with the exception of legal
documents for recording purposes.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this
_____ day of _____, 20____.

Notary Public

My Commission Expires:_____

*Contact the Department of Planning and Sustainability to ensure you obtain the latest version of the
Ownership Affidavit prior to submittal.*

Detached Residential Structures Affidavit

DETACHED RESIDENTIAL STRUCTURES ARCHITECTURAL STANDARDS AFFIDAVIT City of Franklin, Tennessee

We/ _____

(Please print Name/Names in Full)

being duly sworn, depose, and affirm that the typical detached residential structure elevations are fully representative of the architectural design of the single-family dwellings in _____ subdivision and have been designed to meet the minimum requirements of the City of Franklin's architectural development standards in Section 5.3.5 of the *Franklin Zoning Ordinance*.

I understand that failure to comply with the minimum standards of the Residential Development sections of the *Franklin Zoning Ordinance* shall result in City actions, including but not limited to the suspension of permitting and inspections for the overall subdivision.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Contact the Department of Planning and Sustainability to ensure you obtain the latest version of this Affidavit prior to submittal.



HISTORIC
FRANKLIN
TENNESSEE

ANNEXATION

Application and Checklist

Department of Planning and Sustainability

1. **Applicants shall contact the Department of Planning and Sustainability to schedule a preapplication conference: A preapplication conference shall be completed prior to a submittal.** Applicants will be advised of the details and feasibility of their Annexation Request, procedures and requirements. It shall be the responsibility of the applicant to become familiar with the regulations, policies, and procedures of the City of Franklin. At the pre-application conference, the applicant shall designate one contact person to work with the Department of Planning and Sustainability for the duration of the project.
2. Contact the Franklin Department of Planning and Sustainability:
109 Third Avenue South, P.O. Box 305
Franklin, TN 37065-0305
Telephone: (615) 791-3212
Direct Line: (615) 550-6729
Fax: (615) 791-3257
3. Applicants shall provide the following information:
 - a. Completed application and Owner Affidavit.
 - b. A legal description and a map of the parcel(s) with surrounding properties.
 - c. A statement describing how this use is supported by the Land Use Plan.
 - d. A letter requesting a hearing by the Board of Mayor and Aldermen to consider the annexation of their property/properties. The letter, which shall state fully the grounds for the request, and all of the facts upon which the applicant is relying, shall contain the following:
 - (1) A request to start the Plan of Services process;
 - (2) The parcel number(s) of the property/properties;
 - (3) The proposed use of the property/properties, and whether this will require a rezoning and/or Planned Unit Development; and
 - (4) Any additional information as determined by the Department of Planning and Sustainability.

ANNEXATION REQUEST APPLICATION

FRANKLIN, TENNESSEE

LOT ADDRESS:					
PROPOSED ZONING:	PROPOSED LAND USE:	LOT ACREAGE:			
CHARACTER AREA:			PHYSICAL DESCRIPTION OF SITE:		
LAND USE PLAN LANGUAGE FOR CHARACTER AREA:					
REQUEST LETTER:	<i>Check if included</i>	OWNER AFFIDAVIT:	<i>Check if included</i>	DRAWINGS/ ILLUSTRATIONS:	<i>Check if included</i>
OTHER INFORMATION:					

APPLICANT NAME, ADDRESS, PHONE	AGENT NAME, ADDRESS, PHONE
Signature:	Date:

OWNER AFFIDAVIT

City of Franklin, Tennessee

We/I _____

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

(Property Parcel/Tax ID Number)

and located at:

(Street Address)

am fully aware of the request for development approval in the City of Franklin, Tennessee. Furthermore, (I)/ (we) hereby appoint

(Please print Name/Names in Full)

to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Registration to Receive Notice

	<h1 style="margin: 0;">Neighborhood Organization Registration Form</h1> <h2 style="margin: 0;">Planning Department - Franklin, TN</h2>
---	--

The City of Franklin offers any neighborhood organization the opportunity to select a **single point of contact** to register with the Planning Department in order to receive notice regarding development proposals. This list will be available to the public, so the contact may receive meeting or development information from other sources as well. Once registered, the neighborhood organization's representative will receive these letters for two years, at which point they will be required to re-register with the Planning Department. Please call 791-3212 with any questions.

To register, a representative from the neighborhood organization must send or drop off to the **City of Franklin, Planning Department, 109 Third Avenue South, Franklin, TN 37064** the following information:

- this signed registration form,
- a copy of the organization's bylaws,
- written verification from an authorized member of the organization stating that the individual has been selected to represent the organization; and
- rough map or sketch of the neighborhood boundaries.

Neighborhood Organization Information

Neighborhood Organization Name:	
Organization Website (if available):	
Organization Type (check one):	<input type="checkbox"/> Neighborhood Organization, Including Umbrella Organizations or Block Clubs <input type="checkbox"/> Homeowner or Condominium Association <input type="checkbox"/>

Location (When possible, please use street names for boundaries.):

Subdivision _____	
Northern Boundary _____	Southern Boundary _____
Eastern Boundary _____	Western Boundary _____

Contact Information

Please sign below. This **single individual** will receive registered notices regarding development proposals.

Contact Person Name:	
Mailing Address:	
City, State and Zip Code:	
Phone Number:	
Fax Number:	
Email Address:	

Signature: _____ Date: _____

Appendix C: Deadlines and Schedules

FRANKLIN MUNICIPAL PLANNING COMMISSION MEETINGS AND DEADLINES JANUARY 2017 - JANUARY 2018

Pre-Application Submittal Deadline (9:00 AM)	Initial Submittal Deadline (5:00 PM)	Checkprints returned to applicant (NOON) <i>staff comments due 11:00 AM</i>	Resubmittal of Corrected Plans (5:00 PM)	FMPC Packet/ Administrative Reports Available (noon)	FMPC Meeting (7:00 PM)
11/28/2016	12/12/2016	12/27/2016	1/5/2017	1/18/2017	1/26/2017
12/26/2016	1/9/2017	1/24/2017	2/2/2017	2/15/2017	2/23/2017
1/23/2017	2/6/2017	2/21/2017	3/2/2017	3/15/2017	3/23/2017
2/27/2017	3/13/2017	3/28/2017	4/6/2017	4/19/2017	4/27/2017
3/27/2017	4/10/2017	4/25/2017	5/4/2017	5/17/2017	5/25/2017
4/24/2017	5/8/2017	5/23/2017	6/1/2017	6/14/2017	6/22/2017
5/29/2017	6/12/2017	6/27/2017	7/6/2017	7/19/2017	7/27/2017
6/26/2017	7/10/2017	7/25/2017	8/3/2017	8/16/2017	8/24/2017
7/31/2017	8/14/2017	8/29/2017	9/7/2017	9/20/2017	9/28/2017
8/28/2017	9/11/2017	9/26/2017	10/5/2017	10/18/2017	10/26/2017
9/25/2017	10/9/2017	10/24/2017	11/2/2017	11/10/2017	11/16/2017
10/23/2017	11/6/2017	11/21/2017	11/30/2017	12/8/2017	12/14/2017
11/27/2017	12/11/2017	12/21/17 @ 3pm	1/4/2018	1/17/2018	1/25/2018

1. Cycles highlighted in orange are months in which Land-Use Plan amendments may be considered.
2. This schedule also serves as the Administrative Plan review schedule.
3. Please refer to the Administrative Manual for submittal procedures and requirements.
4. The Joint FMPC/BOMA Conceptual Workshop is held prior to the monthly FMPC Meeting. The application deadline for these workshops is the same as the Resubmittal date for FMPC items of that meeting.
5. The December FMPC meeting has been moved to avoid conflicts with a City Holiday.

Please contact the Department of Planning and Sustainability for the latest FMPC / Administrative Meetings and Deadlines Schedule, as it may be revised at the pleasure of the Planning Commission.



BOARD OF ZONING APPEALS

Deadline and Meeting Schedule

Department of Planning and Sustainability

2017 DEADLINE AND MEETING SCHEDULE	
SUBMITTAL DEADLINE ^① 12 NOON	BZA MEETING ^② 6 PM
12/12/16	1/5/17
1/9/17	2/2/17
2/6/17	3/2/17
3/13/17	4/6/17
4/10/17	5/4/17
5/8/17	6/1/17
6/12/17	7/6/17
7/10/17	8/3/17
8/14/17	9/7/17
9/11/17	10/5/17
10/9/17	11/2/17
11/13/17	12/7/17
12/11/17	1/4/18

*Meeting date subject to change. If items are submitted for this agenda, the meeting date will be set by action of the Board.

- ① Submittal Deadline is **12 Noon** for items to be placed on the Board of Zoning Appeals monthly agenda. All required submittal documents must be submitted by **12 Noon** on the submittal deadline.
- ② The Board of Zoning Appeals meets the first Thursday of each month at 6pm in the Board Room, Franklin City Hall, 109 Third Avenue, South, Franklin, Tennessee.

Please contact the Department of Planning and Sustainability for the latest Board of Zoning Appeals Schedule, as it may be revised at the pleasure of the Board of Zoning Appeals.

Appendix D: Fee Schedules

The fee schedule amounts are subject to change by the BOMA and applicants should confirm they have the most current version of the fee schedule.

Applicants should make all checks payable to “City of Franklin”, and the memo line should reference application type and project name.

Please consult the *Franklin Municipal Code*, Title 22 for the listing of all City Fees.

REVIEW PROCEDURE FEE SCHEDULE	
Application Type	Application Fee
Envision Franklin Amendment	\$250.00
Rezoning	\$400.00
Joint Conceptual Workshop	\$50.00
PUD – Development Plan	\$600 plus \$0.02 per square foot of nonresidential building and \$10 per dwelling unit
PUD – Development Plan Revision	\$600 plus \$0.02 per square foot of nonresidential building and \$10 per dwelling unit for the area impacted by the revision only
Site Plan Review	\$300 plus \$0.02 per square foot of nonresidential building and \$10 per dwelling unit
Site Plan Review for Towers or antennas	\$1,000.00 Planning Commission Review; \$100.00 Administrative Review
Subdivision – Preliminary Plat	\$300.00 plus \$20.00 per lot
Subdivision – Final Plat	\$200.00 plus \$25.00 per lot
Variance	\$300.00
Appeal of Administrative Decision	\$250.00
Certificates of Appropriateness	None

Appendix E: Landscape Plans, Details, & Plant Lists

The following notes and charts are required to be located on the Landscape Plans for all development:

City of Franklin Minimum Plant Quality and Size Standards

- 1.) All newly planted landscape plant materials shall conform to the latest version of the *American Standard of Nursery Stock* (ANSI Z60.1).
- 2.) All Type 1, 2, and 3 Trees (as defined in ANSI Z60.1) used to meet the requirements of this subsection shall have the following characteristics:
 - A.) Deciduous trees shall have one dominant trunk with the tip of the leader on the main trunk left intact and the terminal bud on the central leader at the highest point on the tree;
 - B.) Trees with forked trunks are acceptable if all the following conditions are met:
 1. The fork occurs in the upper one-third of the tree;
 2. One fork is less than two-thirds the diameter of the dominant fork; and
 3. The top one-third of the smaller fork is removed at the time of planting;
 - C.) No branch is greater than two-thirds the diameter of the trunk directly above the branch;
 - D.) Several branches are larger in diameter and obviously more dominant;
 - E.) Branching habit is more horizontal than vertical, and no branches are oriented nearly vertical to the trunk; and
 - F.) Branches are evenly distributed around the trunk with no more than one major branch located directly above another and the crown is full of foliage that is evenly distributed around the tree.

City of Franklin Landscape Notes

1. Any plant material that dies, turns brown or defoliates shall be replaced within one year or by the next growing season, whichever comes first. Other defective landscape material shall be replaced within three months.
2. All trees shall meet Franklin's minimum size and quality standards. All plants shall be healthy, vigorous material, free of pest and disease. All rootballs, containers and height to width ratios shall conform to the size standards set forth in the *American Standards for Nursery Stock*, current edition.
3. All required trees and shrubs shall meet the minimum size and quantity as listed in the Plant Schedule.
4. Plant material shall not obscure traffic or parking signs/signals or vehicular sight lines.
5. Tree topping is not permitted.
6. Additional screening may be required if the inspection for the release of the performance surety reveals that the required screening is not effective.
7. All required tree protection fencing shall be installed and inspected by the Department of Building and Neighborhood Services prior to land disturbing activities.
8. Any site or landscape changes (including but not limited to a change in design, a reduction in size or number of plant material, or the relocation of overhead or underground utilities) shall require a revised Landscape Plan to be submitted and approved prior to the landscape installation.

9. Existing trees accepted in partial compliance of the landscape requirements for this site shall be accessible and flagged prior to all landscape inspections.
10. Any existing tree, shown as being preserved on approved plans that is removed, dies or is damaged during construction shall be replaced as required in the *Zoning Ordinance*.
11. Screening proposed around any utility box or transformer is required to be evergreen and adequately screen the object. The proposed evergreen plant material shall be replaced if it is not of a height sufficient to screen the object.
12. All plant material shall be from the Franklin Plant List unless prior approval is received from the City.
13. All tree-protection fencing shall be in place prior to the issuance of a grading permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing.
14. Top soil used in all landscape areas shall be screened prior to deposition in planting areas and islands.
15. Any plant material located adjacent to a parking area shall be planted so as to allow for a two and a half foot vehicular bumper overhang from the face of curb to the edge of the mature adjacent plant material.

If proposing any landscape material within a dedicated easement, the following note shall be included on the Landscape Plan:

16. The Owner acknowledges that planting landscape material in a dedicated easement does not waive or modify the City of Franklin's rights as the easement holder. The Owner understands that the City of Franklin, its authorized contractor or applicable private utility may at any time and for any reason perform work within the dedicated easement. The City, its authorized contractor or applicable private utility shall have no liability to the Owner for any damage to the landscape material in the easement when said damage is due to work within the easement. The Owner may be held responsible for the removal of the landscape material to enable work to be done. The Owner shall be solely responsible for any costs incurred in repairing and/or replacing the required landscape material.

Landscape Data Charts and Tree Canopy Retention Charts

Landscape Data Chart:

<u>LANDSCAPE DATA</u>
Site Acreage:
Site Zoning Classification and applicable Overlays:
Development Standards: (Traditional / Conventional)
Minimum Required Landscape Surface Area (Ratio and Acreage):
Provided Landscape Surface Area (Ratio and Acreage):
Percent and Acreage of Original Canopy Cover: (Indicate if Site Tree Removal grandfathered)
Percent and Acreage Tree Canopy Required:
Percent and Acreage of Preserved Canopy Cover Provided:
Number and DBH of Specimen Trees Removed:

AFTER INSTALLATION, THE LANDSCAPE WILL BE MAINTAINED BY: _____ to be completed by applicant

MINIMUM BUFFERING/SCREENING REQUIREMENTS:

HVAC units, cooling and/or mechanical equipment are mounted on the:

- Rooftop
- Ground
- Not Applicable

THIS DEVELOPMENT IS REQUIRED TO HAVE THE FOLLOWING LANDSCAPE IMPROVEMENTS:

Buffer/Screen Type:	Purpose:
<input type="checkbox"/> Not Applicable	Buffering/Screening not required
<input type="checkbox"/> Foundation Planting	Along primary facade
<input type="checkbox"/> Perimeter Planting Strip	Screen VUAs and to create "modules"
<input type="checkbox"/> Interior VUA Planting	Create VUA "modules"
<input type="checkbox"/> Utility Box Screen	Screen from view
<input type="checkbox"/> HVAC Screen	Screen HVAC from of view
<input type="checkbox"/> Dumpster Screen	Screen dumpster from view
<input type="checkbox"/> Loading/service Area	Buffer the street or residential property
<input type="checkbox"/> Incompatible Use Buffer	Buffer the adjacent less intensive use
<input type="checkbox"/> 30-foot Front Yard Buffer	Buffer the adjacent Hatcher Bypass
<input type="checkbox"/> 40-foot Front Yard Buffer	Buffer the adjacent Interstate 65
<input type="checkbox"/> Street Trees	Spatial Definition/Environmental Mitigation
<input type="checkbox"/> Other: _____	_____

(Any buffer/screen type not required for this development may be deleted from this chart.)

ATTENTION OWNER/INSTALLER:
 This landscape plan has been designed to meet the minimum requirements of the City of Franklin zoning ordinance, the approval of the planning commission, and planning department policy. Relocating, substituting, resizing, reducing, or deleting material may cause the site to no longer conform to the requirements; thus problems may arise with releasing the performance/maintenance surety for the landscape. **Deviation from the approved landscape plan shall not be made without first consulting the Landscape Architect who designed the project. The designing Landscape Architect shall review proposed substitutions to ensure that all City standards and requirements are met. The City shall be notified in writing upon final approval of any plant substitutions.**

Owner: _____
Contact Name Phone Number

Landscape Architect: _____
Contact Name Phone Number

Franklin Planning Department: (615) 791-3212 phone

INCOMPATIBLE USE BUFFER

Developing Use: *Per Table 3-2*
 Existing Adjacent Use/Zoning: *Per Table 3-2*
 Site Acreage:
 Buffer Class: A, B, or C
 Buffer Width: *In feet*
 Buffer Length: *in linear feet*
 Minimum Trees Required:
 Trees Provided (buffer):
 Minimum Shrubs Required:
 Shrubs Provided (buffer):
 Percent of Canopy Trees in Buffer (40% minimum):
 Percent of Evergreen Trees in Buffer (50% minimum):
 Percent of Evergreen Shrubs in Buffer (75% minimum):
 Percent of each Plant Genus in Buffer: (40% maximum):

This chart is only required if an incompatible use buffer is required

Replacement trees shall be placed in a separate plant schedule.

**Plant Schedule
Canopy Trees**

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
Ar	4	Acer rubrum 'Red Sunset'	Red Maple	2" CAL	Deciduous	45' O.C.	Limbed up 6' min.	1%
FpM	21	Fraxinus pennsylvanica 'Marshall's Seedless'	Green Ash	2" CAL	Deciduous	40' O.C.	Limbed up 6' min.	5%
Jv	10	Juniperus virginiana	Red Cedar	3" CAL	Evergreen	As shown	Full to Base	22%
Ps	15	Pinus strobus	White Pine	2" CAL	Evergreen	As shown	Full to Base	4%
Qr	16	Quercus rubra	Red Oak	5" CAL	Deciduous	45' O.C.	Limbed up 6' min.	6%
Qr3	9	Quercus rubra	Red Oak	3" CAL	Deciduous	As shown	Limbed up 6' min.	6%
Tc	14	Tsuga canadensis	Eastern Hemlock	2.5" CAL	Evergreen	As shown	Full to Base	3%

Understory Trees

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
Cc	13	Cercis canadensis	Redbud	1.5" CAL	Deciduous	30' O.C.	3-5 stems at 1" each	3%
laF	21	Ilex x attenuata 'Fosteril'	Foster Holly	1.5" CAL	Evergreen	As shown	Full to Base	28%
Oa	15	Oxydendrum arboreum	Sourwood	2" CAL	Deciduous	As shown	Full, matched, Specimen	4%

Shrubs

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
lch	96	Ilex crenata 'Helleri'	Helleri Holly	18"	Evergreen	3' O.C.	B&B or container	28%
PcP	83	Juniperus chinensis 'Pfitzerana'	Pfitzer Juniper	30"	Evergreen	5' O.C.	B&B	22%
PIS	55	Prunus laurocerasus 'Schipkaensis'	Schip Laurel	30"	Evergreen	3' O.C.	B&B	13%
TmV	40	Taxus x media 'Wardii'	Ward's Yew	30"	Evergreen	4' O.C.	B&B	10%

Example Calculations: Conventional 10 Acres

Landscape Requirements: (ACI)				
LSR 0.40 Credit for 1.5 acres of preserved trees. LSA = 4.0 acres	Quantity Provided			Inches Provided
	Existing Trees	Proposed	Total Provided	Caliper Inches
Existing Trees = 14 "	3	@1.25	3	2.5
Existing Trees (See Tree Inventory):	5			48
5" + caliper canopy trees:	10	12	22	110
3" caliper canopy trees:	20		40	240
2" caliper canopy trees:		30	30	60
Aggregate Canopy Caliper Inches Provided:				390.5
Aggregate Canopy Caliper Inches Required:				328
2" caliper understory trees:	50		50	100
1.5" caliper understory trees:		20	20	30
Aggregate Understory Caliper Inches Provided:				130
Aggregate Understory Caliper Inches Required:				84
Min. 18" Height Shrubs:			200	
Min. 30" Height Shrubs:			600	
Total Shrubs Provided:			800	
Total Shrubs Required:			384	

SPECIMEN TREE REPLACEMENT	
	Caliper Inch Conversion
Quantity Provided	
5"+ caliper canopy trees:	
3" caliper canopy trees:	
2.5" caliper canopy trees:	
2" caliper canopy trees:	
1.5" caliper understory trees:	
Total Caliper Inches of Replacement Trees Provided:	
DBH Inches of Specimen Tree Replacement Required:	
Replacement Caliper Inch Surplus/Shortage:	

Open Space Requirement Chart

Minimum Open Space Requirement: ____% Required (3%, 5%, 15%)
Site Acreage: ____Acres **Open Space Acreage Required:** ____Acres
Formal Open Space (3% or 5% of gross development area): ____square feet
Informal Open Space (10% of residential gross development area): ____square feet

Open Space Provided:

Key	Classification	Type	Area of Open Space	Paved Area	Percent Paved Impervious
Area 1	Formal	Plaza	5,000 s.f.	1,250 s.f.	25%
Area 2	Formal	Plaza	2,500 s.f.	2,000 s.f.	80%
Area 3	Informal	Greenway	50,000 s.f.	0	0
Total Provided=			57,500 s.f.		

Multiple section developments shall include an open space takedown chart as follows:

"PROJECT NAME" MINIMUM COMMON OPEN SPACE:
15% OF TOTAL SITE AREA (10% INFORMAL, 5% FORMAL)

Development	Min. Req'd. Acres Informal	Proposed Acres Informal	Min. Req'd. Acres Formal	Proposed Acres Formal	Min. Req'd. Acres Total	Proposed Open Space Total	Remaining Acres
Concept/Regulating Plan	97.00	104.00	35.00	43.00	132.00	147.00	**
Section 1	12.00	12.32	6.40	6.80	18.40	19.12	127.88
Section 2	23.54	24.80	11.77	13.60	35.31	38.40	89.48
Section 3	18.74	17.29	9.37	11.83	28.11	29.12	60.36

Detached Residential Lot Tree Chart

The following aggregate caliper inches of canopy trees are required for each detached residential lot. (A lot tree chart shall be provided on the residential landscape plans showing how the required ACI shall be met for each individual residential lot. See example below.)

Lot Size	ACI Canopy Trees Required
Less than 5,000 square feet	One three-inch (3") caliper tree
5,001 – 10,000 square feet	Two three-inch (3") caliper trees
10,001 – 12,500 square feet	Three three-inch (3") caliper trees
12,501 – 20,000 square feet	Four three-inch (3") caliper trees
20,001 square feet and larger	One three-inch (3") caliper tree per each additional 10,000 square feet of acreage over 20,000 square feet

Detached Residential Lot Tree Chart

The following 3 inch caliper canopy trees are required for each lot:

Lot Number	Lot Size	Caliber In.	# Trees
Lot 1	10,000 sf	6	2
Lot 2	12,500 sf	12	4
Lot 3	20,000 sf	12	4
Lot 4	30,000 sf	12	4
Lot 5	30,501 sf	18	6

Specimen Tree Survey and Inventory:

John Doe, ISA Certified Arborist
 1234 Main Street
 Franklin, TN 37064
 Phone: (615) 555-5555
 Fax: (615) 444-4444
john.doe@emailaddress

Existing Specimen Trees to be Removed (Unhealthy):

Key	Size	Species	Condition
3	32"	Hackberry	Poor
4	40"	Maple	Poor
Total Unhealthy Trees to be Removed=			2
Total Caliper Inches of Unhealthy Trees to be removed=			72 inches

Existing Trees to be Removed (Healthy):

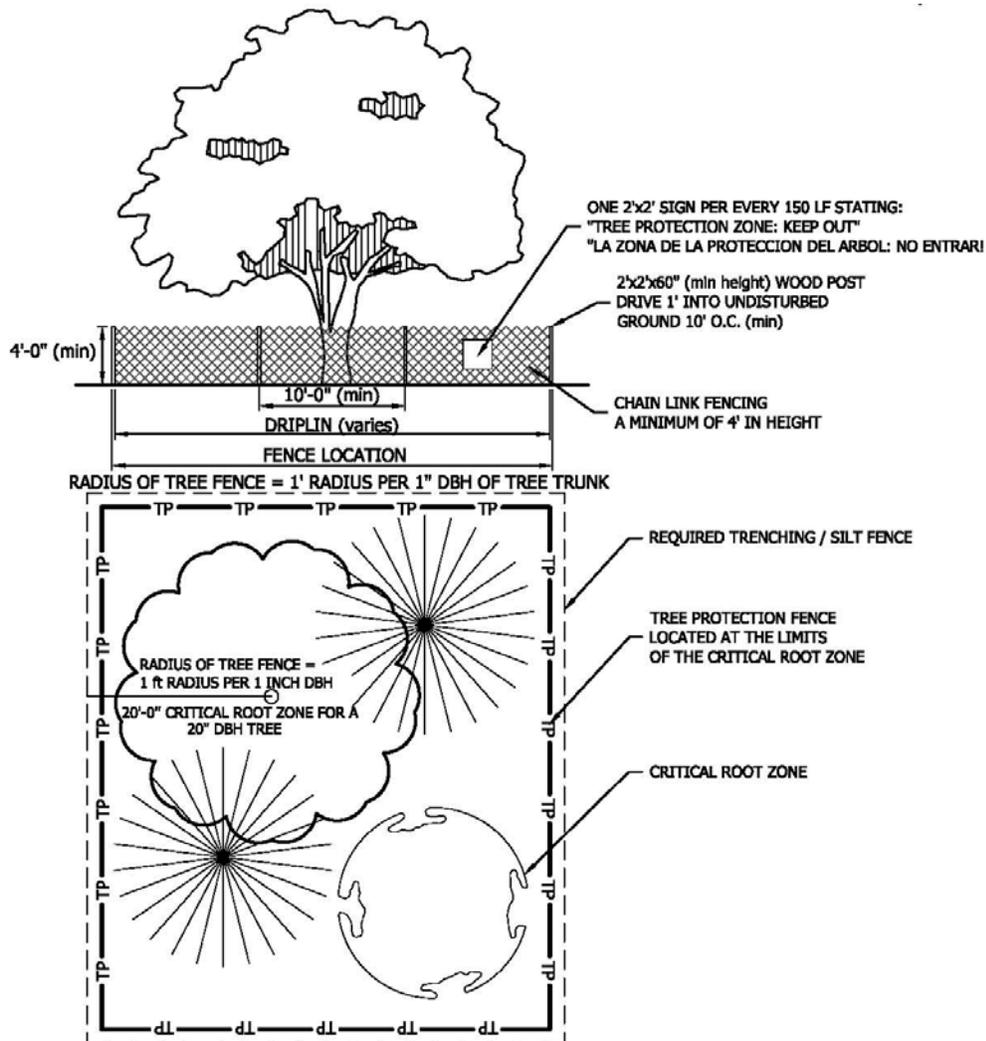
Key	Size	Species	Condition
1	32"	Hackberry	Good
2	48"	Hackberry	Good
Total Healthy Trees to be Removed=			2
Total Caliper Inches of Healthy Trees to be removed=			80 inches

Existing Trees to Remain:

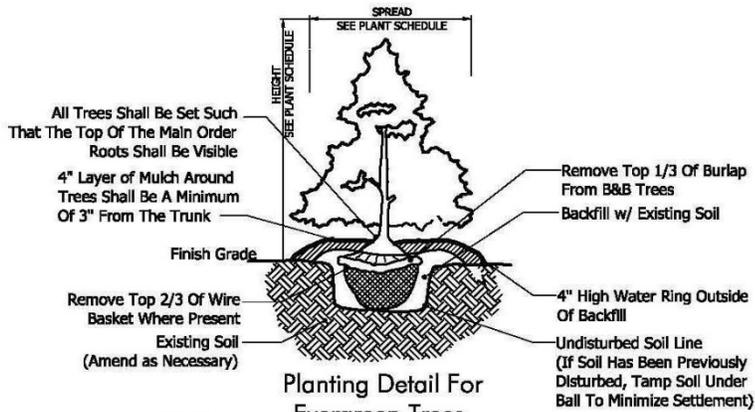
Key	Size	Species	Condition
5	28"	Maple	Good
6	10"	Dogwood	Good
Total Healthy Trees to be Remain=			2
Total Caliper Inches of Healthy Trees to Remain=			38 inches

Note:
 All tree protection shall be in place prior to the issuance of a grading permit.

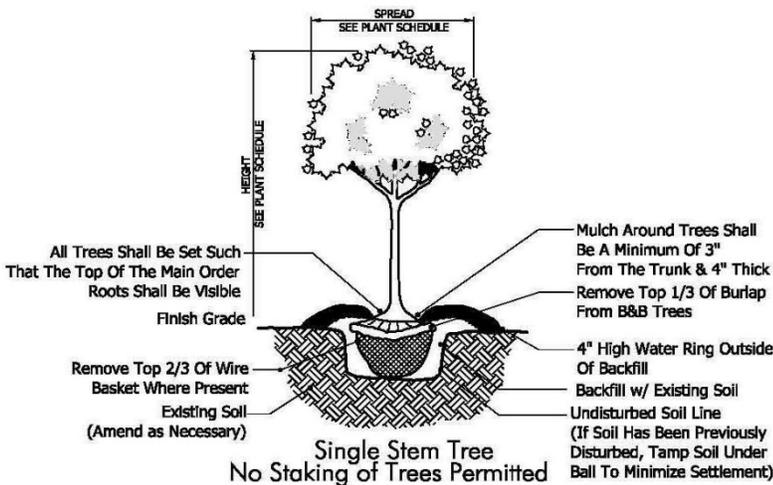
Landscape Details and Examples



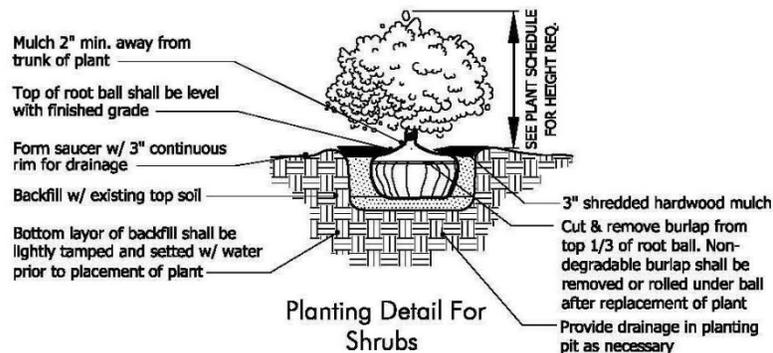
In addition to these details, a detail shall also be provided for the proposed root barrier to be used adjacent to the street trees.



- NOTES:**
1. REMOVE ALL STRING &/OR WIRE WRAPPED AROUND TRUNK.
 2. REMOVE ALL STRAPS, ROPES, WIRE, &/OR STRINGS USED TO LIFT THE ROOTBALL.
 3. REMOVE ALL BURLAP &/OR WIRE FROM THE TOP OF THE ROOT BALL.
 4. TOP OF ROOTBALL TO BE SET LEVEL WITH SURROUNDING FINISH GRADE.



- NOTES:**
1. REMOVE ALL STRING &/OR WIRE WRAPPED AROUND TRUNK.
 2. REMOVE ALL STRAPS, ROPES, WIRE, &/OR STRINGS USED TO LIFT THE ROOTBALL.
 3. REMOVE ALL BURLAP &/OR WIRE FROM THE TOP OF THE ROOT BALL.
 4. TOP OF ROOTBALL TO BE SET LEVEL WITH SURROUNDING FINISH GRADE.



Tree and Plant List

Per Section 5.4 of the *Zoning Ordinance*, plant materials placed on a site in partial compliance with the landscape requirements shall be from this list. It is encouraged that native plant material be used. Some native plants indicated with (‡) may only be appropriate for use in a landscape buffer or informal open space. Plants listed on the current edition of Tennessee Invasive Exotic Pest Plants shall not be accepted for compliance with landscape requirements. The city recommends removal of these invasive plant materials when found in areas of a site containing existing vegetation. The Tennessee Invasive Plant list may be found at www.tneppc.org.

The materials marked with an asterisk (*) have been identified by the University of Tennessee’s Agricultural Extension Service as materials that will tolerate drought stress better than most landscape plants. New landscape material needs to become well established, however, before they become effectively drought tolerant. Therefore, it is imperative that new plantings receive follow-up care until they are established. The materials marked with a (°) shall not be used near pedestrian areas.

Unless specified, all species include cultivars of that species. Cultivars shall meet the minimum height requirement for the category of material for which credit is requested. Additional material shall be accepted on a case-by-case basis. **Trees in the genus *Fraxinus* are no longer accepted toward landscape compliance.**

Columnar trees are allowed as Street trees—planted a maximum of 20’ O.C.

Specific trees are permitted as street trees. They are highlighted in yellow on the following charts. Also, specific trees are *prohibited* as street trees. They are highlighted in red on the following charts.

Tree Canopy (Tree Canopy Cover) shall be defined as the critical root zone of a tree or the area within the dripline of a tree, whichever is greater.

PROHIBITED FROM BEING USED TO MEET LANDSCAPE REQUIREMENTS	
Scientific Name	Common Name
<i>Pyrus calleryana</i>	Callery Pear
<i>Acer saccharinum</i>	Silver Maple
<i>Capressocyparis Leylandii</i>	Leyland Cypress

PROHIBITED FROM BEING USED AS SCREENING SHRUBS	
Scientific Name	Common Name
<i>Euonymus kiautschovicus</i>	Manhattan euonymous
<i>Abelia species</i>	Glossy Abelia

PERMITTED DECIDUOUS CANOPY TREES	
* - Drought tolerant plants as established by the University of Tennessee’s Agricultural Extension Service	
° - Shall not be used near pedestrian areas	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
<i>Acer rubrum</i>	Red Maple*
<i>Acer saccharum</i>	Sugar Maple

Aesculus species	Buckeye‡
Betula nigra	River Birch
Carya illinoensis	Pecan‡
Carya species	Hickories‡*
Catalpa speciosa	Northern Catalpa‡
Celtis laevigata	Sugar Hackberry*
Celtis occidentalis	Hackberry*
Diospyros virginiana	Persimmon‡*
Fagus grandifolia	American Beech‡
Fagus sylvatica	European Beech‡
Ginkgo biloba	Ginkgo Tree* (male only)
Gymnocladus dioicus	Kentucky Coffeetree‡*
Juglans nigra	Black Walnut‡*
Liquidambar styraciflua	Sweetgum (seedless)
Liriodendron tulipifera	Tuliptree
Magnolia acuminata	Cucumbertree
Nyssa sylvatica	Blackgum*
Platanus acerifolia	London Planetree
Platanus occidentalis	Sycamore‡
Prunus serotina	Black Cherry‡
Robinia pseudoacacia	Black Locust‡*
Quercus acutissima	Sawtooth Oak
Quercus alba	White Oak
Quercus coccinea	Scarlet Oak*
Quercus falcata	Southern Red Oak*
Quercus lyrata	Overcup Oak*
Quercus macrocarpa	Bur Oak*
Quercus michauxii	Swamp Chestnut Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus nigra	Water Oak
Quercus nuttalli	Nuttall Oak
Quercus pagoda	Cherrybark Oak
Quercus palustris	Pin Oak* Not permitted as street tree or parking areas or lots
Quercus phellos	Willow Oak*
Quercus prinus	Chestnut Oak*
Quercus rubra	Northern Red Oak*
Quercus shumardii	Shumard Oak*
Quercus stellata	Post Oak*
Quercus velutina	Black Oak*
Sassafras albidum	Sassafras*
Taxodium distichum	Baldcypress
Tilia americana	American Linden
Tilia cordata	Littleleaf Linden
Ulmus americana	American Elm*
Ulmus parvifolia	Chinese/Lacebark Elm* (Disease resistant varieties)
Zelkova serrata	Japanese Zelkova

PERMITTED DECIDUOUS UNDERSTORY TREES

* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service
 ° - Shall not be used near pedestrian areas
 ‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Acer buergeranum	Trident Maple
Acer ginnala	Amur Maple
Acer palmatum	Japanese Maple (Must meet understory size requirements)
Acer pensylvanicum	Striped Maple
Acer spicatum	Mountain Maple
Aesculus pavia	Red Buckeye
Amelanchier arborea	Serviceberry
Asimina triloba	Pawpaw
Bumelia lycioides	Buckthorn Bumelia
Carpinus betulus	European Hornbeam
Carpinus caroliniana	Hornbeam
Cercis canadensis	Eastern Redbud
Chionanthus virginicus	Fringetree
Cladrastis kentukea	Yellowwood
Cornus florida	Flowering Dogwood
Cornus kousa	Kousa Dogwood
Cotinus obovatus	Smoketree
Crataegus phaenopyrum	Washington Hawthorne* °
Crataegus viridis 'Winter King'	Winter King Hawthorne °
Franklinia alatamaha	Franklin Tree
Halesia carolina	Carolina Silverbell
Hamamelis virginiana	Witch Hazel
Lagerstromia Species	Crape Myrtle (see special note at the end of this section)
Magnolia x soulangiana	Saucer Magnolia
Malus species	Crabapple
Ostrya virginiana	Hophornbeam
Pistacia chinensis	Chinese Pistache
Prunus 'Okame'	Okame Cherry
Prunus x yedoensis	Yoshino Cherry 20' maximum o.c.
Rhus copallina	Shining Sumac‡*
Rhus typhina	Staghorn Sumac‡*
Styrax species	Snowbell
Symplocos tinctoria	Sweetleaf‡
Syringa reticulata 'Ivory Silk'	Lilac Tree

PERMITTED EVERGREEN CANOPY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service	
Scientific Name	Common Name
Abies concolor	White Fir
Cryptomeria japonica	Japanese Cryptomeria
Juniperus scopulorum	Rocky Mountain Juniper
Juniperus virginiana	Eastern Red Cedar*
Magnolia grandiflora	Southern Magnolia (Must meet canopy size requirements)
Picea abies	Norway Spruce
Picea pungens	Colorado Spruce
Pinus bungeana	Lacebark Pine
Pinus echinata	Shortleaf Pine*
Pinus nigra	Austrian Pine
Pinus taeda	Loblolly Pine*
Pinus thunbergii	Japanese Black Pine
Pinus virginiana	Virginia Pine*
Thuja plicata	Western Red Cedar
Tsuga canadensis	Canadian Hemlock
Tsuga caroliniana	Carolina Hemlock

PERMITTED EVERGREEN UNDERSTORY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service	
Scientific Name	Common Name
Ilex opaca	American Holly*
Ilex latifolia	Lusterleaf Holly
Ilex x 'Nellie R. Stevens'	Nellie R. Stevens Holly
Ilex x attenuata 'Fosteri'	Foster's Holly
Ilex x attenuata	'Savannah' Savannah Holly
Magnolia grandiflora	Southern Magnolia (Must meet understory size requirements)
Magnolia virginiana	Sweetbay Magnolia

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Abelia species	Abelia
Amorpha fruticosa	Indigobush
Aronia melanocarpa	Black Chokeberry‡
Aucuba japonica	Japanese Aucuba
Azalea species	Azalea
Berberis species	Barberry (except Berberis thundersgii)
Buxus species	Boxwood
Calycanthus floridus	Sweetshrub
Castanea pumila	Allegheny Chinkapin

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Ceanothus americanus	New Jersey Tea
Cephalanthus occidentalis	Buttonbush
Chaenomeles speciosa	Flowering Quince
Cornus amomum	Silky Dogwood
Cornus species	Dogwood
Corylus americana	Hazelnut‡
Dirca palustris	Leatherwood
Forsythia species	Forsythia
Fothergilla species	Fothergilla
Hamamelis species	Witch Hazel (species that meet shrub requirements)
Hydrangea arborescens	Wild Hydrangea
Hydrangea species	Hydrangea
Ilex species	Holly
Ilex verticillata	Winterberry
Itea virginica	Virginia Willow
Itea virginica	'Henry's Garnet' Red Virginia Sweetspire
Juniperus species	Juniper* (species that meet shrub requirements)
Kalmia latifolia	Mountain Laurel
Lagerstroemia species	Crepe Myrtle
Ligustrum species	Ligustrum (except L. sinense, L. vulgare, L. japonicom)
Lindera benzoin	Spicebush
Magnolia species	Magnolia (species that meet shrub requirements)
Physocarpus opulifolius	Ninebark
Pieris japonica	Japanese Andromeda
Prunus species	Cherry Laurel (species that meet shrub requirements)
Pyracantha coccinea	Scarlet Firethorn
Rhododendron species	Rhododendron, Azalea
Rhus aromatica	Fragrant Sumac
Rhus glabra	Smooth Sumac‡
Rosa palustris	Swamp Rose
Rosa species	Knock Out and Carefree Rose
Sambucus canadensis	Elderberry‡
Spiraea species	Spirea (except Spiraea japonica and cultivars)
Staphylea trifolia	Bladdernut‡
Syringa vulgaris	Common Lilac
Taxus species	Yew
Viburnum species	Viburnum
Viburnum acerifolium	Maple leaf Viburnum‡
Vitex agnus-castus	Chastetree

Crape Myrtle Special Note:

The Lagerstroemia x 'Natchez', 'Muskogee', 'Red Rocket (Whit IV)', and 'Tuscarora shall be allowed as understory trees with the following restrictions:

1. They shall not be allowed as a street trees,
2. They shall not be allowed in parking lots or as perimeter screen of a parking areas,
3. They shall have at least 3 trunks with 3" total caliper inches.
4. The following note shall be on all Landscape Plans before final approval is given:
"Lagerstroemia x '(cultivator)' on this plan is considered as understory trees and shall not be topped, racked or the crown removed in any fashion. If this occurs the effected plant shall be replaced."
5. Single trunk 2" allowed.

Lagerstroemia shall continue as shrubs. They shall be labeled as such.

Appendix F: Submittal Requirements & Checklists

Plan & Plat Submittal Requirements

All Administrative or Planning Commission submittals shall be submitted in the following format & quantities: Electronic copies of the Plans/Plats shall be uploaded to the City of Franklin Online Website (IDT) in the format described in the chart below to <https://franklin.idtplans.com/secure/>. Either the submittal fee shall be included as a check submitted to the Planning Department or it may be paid through the online plan review website. The submittal shall not be accepted for an agenda until the electronic submittal has been uploaded and the fee has been paid.

Electronic copies of the FMPC or Administrative submittal/resubmittal may be uploaded to the IDT Online Plan Review Website at any time before the established submittal deadline; however, the submittal shall only be processed according to the adopted FMPC / Administrative Meetings and Deadline Schedule.

Ten (10) paper copies shall be submitted to the Planning Department (Franklin City Hall, Suite 133, 109 3rd Avenue South, Franklin, Tenn) at resubmittal.

The following requirements apply to all Administrative or Planning Commission submittals:

PAPER SUBMITTAL REQUIREMENTS (RESUBMITTALS ONLY)		
1	All plan copies shall be blue line or black line prints	
2	Each plan set shall be stapled	
3	The applicant shall provide ten (10) paper copies of the resubmittal: Any Plan resubmittal: One (1) set shall be full size (not larger than 36 inches x 48 inches), and nine (9) sets shall be true half-size reductions that are drawn to scale. Any Plat resubmittal: All copies shall be 18 x 24 inches, including the mylar submitted with signatures upon FMPC or Administrative approval. The City shall only accept one (1) copy of the final plat mylar, with all required signatures, after FMPC or Administrative approval.	
4	Each plan set shall be folded to a size not greater than 11 inches x 14 inches	
5	Each plan set or plat shall be folded so that the title block is visible	

ELECTRONIC SUBMITTAL REQUIREMENTS		
1	The applicant shall submit upload a multipage PDF for all plan/plat sheets to the City of Franklin Online Plan Review Website: https://franklin.planreview.org/secure/ . This PDF file shall be oriented as landscape and shall be created at minimum resolution of 200 dpi. All other calculations and documents that are required of the submittal (these shall be designated at the Pre-application Conference for the project) shall also be uploaded as PDF documents to the IDT Plan Review Website.	
2	The multipage PDF for plan sheets shall have each sheet bookmarked with the same notation that the sheet labeled as on the cover sheet of the plan set.	
3	Plan sheets shall be 24 inches x 36 inches for development plans, rezoning plans, preliminary plats, and site plans. The drawings shall be drawn to scale as previously noted in the applicable checklist. Deviations from this standard are acceptable with prior authorization from the Department of Planning and Sustainability.	
4	Plan sheets for plats shall be 18 inches x 24 inches and the drawings shall be drawn to scale as previously noted in the applicable checklist.	

ELECTRONIC SUBMITTAL REQUIREMENTS

5	In the case of Final Plats, the applicant shall upload electronic versions of all Final Plats in DXF or AutoCADr14 formats in addition to the PDF specification detailed above after the plat has been approved.	
6	Electronic Submittals shall also be required of all Post-Planning Commission plans or plats, following the format and process outlined above.	

See checklists for submittal requirements. Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

Site Data Chart

The following Site Data Chart is required for all submittals except Preliminary and Final Plats.

SITE DATA CHART

PROJECT NAME:
 PROJECT #:
 SUBDIVISION:
 LOT NUMBER:
 ADDRESS:
 CITY:
 COUNTY:
 STATE:
 CIVIL DISTRICT:

EXISTING ZONING AND CHARACTER AREA OVERLAY:
 OTHER APPLICABLE OVERLAYS:
 APPLICABLE DEVELOPMENT STANDARD:
 ACREAGE OF SITE:
 SQUARE FOOTAGE OF SITE:
 MINIMUM REQUIRED SETBACK LINES:
 Yard fronting on any street:
 Side yard:
 Rear yard:

OWNER:
 Address:
 Phone No.:
 Fax No.:
 E-mail address:
 Contact Name:

APPLICANT:
 Address:
 Phone No.:
 Fax No.:
 E-mail address:
 Contact Name:

BUILDING SQUARE FOOTAGE:
 BUILDING HEIGHT:
 LANDSCAPE SURFACE RATIO:
 MINIMUM LANDSCAPE SURFACE RATIO
 MINIMUM PARKING REQUIREMENT:
 MAXIMUM PARKING LIMIT:
 EXISTING PARKING (IF APPLICABLE):
 PARKING PROVIDED:
 RESIDENTIAL DENSITY:
 TREE CANOPY:
 PARKLAND (IF APPLICABLE):
 OPEN SPACE (FORMAL, INFORMAL, AND TOTAL):

Envision Franklin Amendment Checklist

The following checklist depicts the submittal requirements for the Envision Franklin Amendment process:

ENVISION FRANKLIN PLAN AMENDMENT SUBMITTAL REQUIREMENTS		
Submittals should be made electronically through the IDT Portal (https://franklin.planreview.org/secure/). However, at Resubmittal, nine paper copies should also be provided. Maps and exhibits should be printed on 11x17 and sheets containing text can be 8.5 x 11.		
A. General Information		
1	Application form and fee (\$250) submitted to the Department of Planning and Sustainability	
2	Minutes from preapplication conference and preliminary concept meeting (if applicable)	
3	Project name and the city's project identification number on each page (assigned following initial submittal)	
4	Signed and notarized owner affidavits	
B. Description and Justification		
5	Description of the Design Concept where the amendment is proposed	
6	Description of existing conditions for the site and nearby properties	
7	Description of how conditions have changed, thereby making the Amendment valid	
8	Description of how the proposed amendment will be compatible with the existing land use patterns and design concepts for nearby properties	
9	Description of any Special Considerations to be added or modified, including the exact proposed text	
10	Description of how the proposed amendment is consistent with Envision Franklin, including the Vision, Guiding Principles, the Development Suitability Analysis, and any other applicable exhibits.	
11	Description of how the proposed amendment will improve the quality of life for City residents	
C. Required Maps and Exhibits		
12	Vicinity Map of the area where the amendment is proposed	
13	Conceptual plan showing building footprints, building heights, streets, drive aisles, parking areas, pedestrian movement, open space, and drainage areas	
14	Physical Features Map of the area to be amended, showing: <ul style="list-style-type: none"> • Design Concept Boundaries • Base zoning districts • Overlay zoning districts (FFO, FWO, HHO, 500' HHO buffer, COA, HTO, HPO) • Existing uses • Existing or planned street network, (including street names and street classification, if available) as indicated by Connect Franklin • Railroad infrastructure and rights-of-way • Historic properties • Natural features that may limit extent of development, including steep slopes, water bodies, karst topography, etc. 	
REVIEW CRITERIA		
15	Significant changes have occurred since the adoption of the Plan and necessitate the proposed amendment	
16	The proposal is consistent with the overall intent of the Plan, the guiding principles, desired land use patterns, the development suitability analysis, and infill maps (as applicable)	
17	The design is compatible with the Design Concepts of the surrounding area and does not cause an abrupt change in massing, form, or architecture	
18	The proposal does not adversely affect the health and safety of residents, or damage the natural environment or scenic quality in contradiction to the Plan	
19	Substantial improvements in the quality of life for City residents will be achieved	

Rezoning 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 Rezoning process:

REZONING CHECKLIST	
**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.	
A. Preliminary Information	
1	Pre-application Conference Form
2	FMPC / Administrative Project Application
3	Fee (nonrefundable) NO REZONING WILL BE REVIEWED UNTIL THE FEE IS PAID
4	Signed & notarized Owner Affidavit and Public Notice Affidavit
5	<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>
B. General Information (Required on all applicable sheets of the submittal)	
6	Date
7	North Arrow and graphic scale
8	Site Location / Vicinity Map
9	Name of Proposed development
10	City of Franklin Project Number (to be assigned once initial submittal is made)
11	Contact information for professional(s) preparing the plans (including email addresses)
12	All plans sealed, signed and dated by Tennessee licensed professional(s)
13	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.
14	Names, addresses, email and telephone numbers of the owner and the applicant. Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.
C. Submittal Components	
15	The length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.
16	The applicant shall submit a written legal description of the site, commencing at a point on a public right-of-way and referencing the Tax Map and Parcel Number. The written legal description shall be submitted electronically, as well.
17	All base and overlay zoning districts including character areas within 500' of site
18	Existing Zoning of the site, Proposed Zoning of the site, and Development Standard designation of the site (Traditional/Conventional).
19	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits
20	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.
21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.

22	Acreage of the site	
23	Name, address, telephone, and e-mail address of land owner	
24	Names of all subdivisions and land owners owning lots adjacent to the site	
25	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
26	Existing land uses on the site and surrounding parcels within 500' of the site	
27	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
28	Railroad infrastructure and rights-of-way	
29	Mineral rights (if held by parties other than the owner of record)	
30	All historic properties within 500' of site	
D. Statement of Impacts. A statement describing the probable impact of the rezoning on all of the following:		
31	Water facilities.	
32	Sewer facilities.	
33	Repurified (reuse) water facilities.	
34	Street Network, as shown on the major thoroughfare plan.	
35	Drainage facilities.	
36	Police, fire, and recreational facilities. (Provide driving distance to the nearest police, fire, and recreational facilities.)	
37	The applicant shall submit a letter to the appropriate school district central office providing the school system with the following: <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>	
38	A general statement addressing refuse storage and sanitation collection facilities proposed for the development.	
39	A general statement indicating the substance of restrictive covenants, architectural controls grants of easements or other restrictions imposed, or to be imposed, upon the uses of the land, buildings and structures in the development, including proposed easements for utilities and greenbelts.	
E. Supporting Studies and Information		
40	Traffic Impact Analysis (if required by City Engineer)	
41	Estimated amount of total trip generation (if required by City Engineer)	

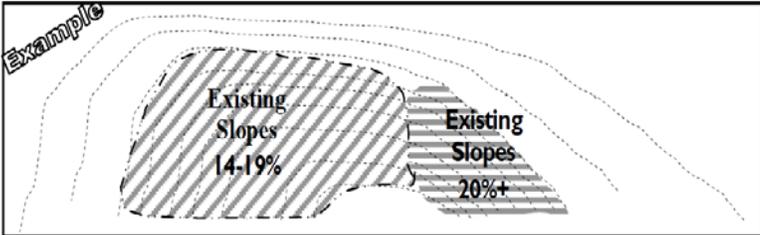
PUD Development Plan Checklist

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.
38	Existing structures and buildings, including the exact location & description, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, utilities both above and below ground, existing roadway and railroad infrastructure

39	Existing natural site features, including but not limited to tree canopy, rock outcrops, cliffs, karst topography, watercourses, water bodies, marshes, conveyances, springs (perennial only), sinkholes, and channels that drain 25 acres or more
40	All historic properties within sheet limits shall be clearly labeled with location & description (including date of construction and architectural style).
41	Planned developments within sheet limits (including approved, but not yet complete development)
42	All existing easements with dimensions and designation as to type
43	Mineral rights statement
44	Stormwater Narrative recounting how stormwater is treated and detained prior to exiting the site, prior to development, soil types, vegetation, etc.
45	Grading & Drainage Data Chart (see Engineering Development Services webpage)
46	<p>Existing topography showing vertical intervals at five (5) feet, extending to sheet limits, per COF GIS or better. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 
47	Existing drainage basins with flow arrows, outfall locations with ID & Elevation. Existing Grading & Drainage Data Chart shall be completed for each drainage basin.
C2.0 – Overall Development Plan	
48	Impact Statement: Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities Move to Development Plan
49	Standard Site Data Chart
50	<p>Additional, Required, Proposed Site Data Chart Items:</p> <ul style="list-style-type: none"> - Overall Density: XX units/AC - Net Density (minus ROW): XX units/AC - Net Density (minus ROW and overlay constraints): XX units/AC - Number of Residential Units by use type: - Nonresidential square footage: - Total acreage by use, entire site: - Total acreage by use, per section:
51	Description of how the proposed development complies with the objectives of the LUP, including the guiding principles, character area, special area, and design concepts
52	Description of the design concepts (if any) and design standards (traditional or conventional) being proposed
53	Statement or graphical depiction of how the proposed development will relate and remain compatible with its surroundings
54	Statement of architectural intent and conceptual renderings or typical elevations
55	Phasing schedule, including expected commencement date by phase, anticipated rate of development, and estimated date of completion by phase. Development milestones such as dwelling units, nonresidential building square footage, or significant off-site improvements are appropriate substitutions for dates.

56	Site Plan Layout: General location of roadways, sidewalks, buildings, parking & loading areas, refuse collection & service areas, fences, retaining walls with estimated heights, detention ponds, and other pertinent surface items
57	Square footage and range of height of all proposed buildings. Ranges are appropriate for larger developments.
58	All existing & proposed easements, including dimensions and type (e.g., existing drainage, proposed access, proposed public utility, etc.)
59	Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)
60	Drive-through lanes and queuing graphically illustrated
61	General Lighting Plan including fixture illustrations or manufacturer's cut sheet(s)
62	Transitional features (See Subsection 5.3.4 of the Zoning Ordinance.) and design elements along PUD perimeter proposed to maintain compatibility with surrounding development as required
63	Location and acreage of major common open space areas, including minimum open space and buffers
64	Generalized phasing plan or designation of development phases
C3.0 – Overall Grading & Drainage Plan	
65	Stormwater Narrative recounting how stormwater shall be treated and detained prior to exiting the site.
66	Impact Statement: Statement describing the anticipated impact drainage facilities.
67	Overall Grading & Drainage Data Chart (see Engineering Development Services Webpage)
68	Grading & Drainage General Notes (see Engineering Development Services Webpage)
69	Existing and Proposed topography showing vertical contours at intervals of five (5) feet.
70	Proposed Drainage basins with flow arrows, outfall locations with ID (corresponding to existing conditions ID) & Elevation. Proposed Grading & Drainage Data Chart shall be completed for each drainage basin.
71	Overall Limits of Disturbance and protected areas shall be clearly delineated.
72	All work in Floodplain and Floodway limits clearly indicated, fill in the floodplain calculations shall tabulated.
73	Storm infrastructure, including conceptual green infrastructure and detention areas shown.
74	All stormwater BMPs/GIP shall be clearly labeled with Rv Value and required volume (per Water Quality Calculation Tool).
75	All permanent stormwater BMP's/Green Infrastructure are placed in open space lots. All water resource buffers are placed in open space lots or conservation easements.
76	Retaining wall approximate location, dimensions and height labeled.
77	Next two downstream structures analysis
C4.0 – Overall ROW & Access Plan	
78	Roadway network narrative recounting construction phasing, circulation, connectivity, traffic control, ROW Dedication, level of service trip generation and any other necessary information
79	Impact Statement: Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan, the Local Street Plan, or the Bike Pedestrian Plan
80	Overall ROW & Access Data Chart (see Engineering Development Services webpage)
81	ROW & Access General Notes (see Engineering Development Services webpage)
82	Connectivity index mini map, as shown in Zoning Ordinance Section 5.10.4, and calculations shown
83	Roadway Network Layout: Proposed ROW classification, dimensions and layout including all surface items proposed in the ROW and Access Easements, including but not limited to roadway, curb and inlet locations, grass strips, sidewalk and landscape locations.
84	General location of refuse collection & service areas.

85	Handicap access ramp locations and crosswalks shown.
86	Proposed typical cross sections for each proposed classification of roadway as shown in Street Standards.
87	AutoTurn exhibit graphically shown on plan view per Street Standards. See City of Franklin website for Fire Apparatus AutoTurn requirements.
C5.0 – Overall Utility Plan	
88	Utility network narrative recounting construction phasing, circulation and any other necessary information.
89	Impact Statement: Statement describing the anticipated impact on water, sewer, and re-purified (re-use) water, including expected needs in total gallons per day.
90	Utility name and contact information for all utilities shown within 500' of site.
91	Utility Plan Data Chart (see Engineering Development Services webpage)
92	Utility Data Chart (see Engineering Development Services webpage)
93	Type, size, location and dimensions of all existing and proposed public utilities, including non-City utilities, such as but not limited to, electric, telephone, gas and C.A.T.V., graphically shown on plan view with legend.
94	Static and residual pressures at nearest fire hydrant.
95	Hydrants (number & spacing) in accordance with International Fire Code.
96	Show all existing and proposed easements associated with utilities.
Resubmittal	
97	<p><u>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plan shall be submitted to the Planning Department (109 3rd Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plan shall be uploaded to the City of Franklin Online Electronic Plan Review site: http://franklin.planreview.org.</u></p> <p>Failure to submit the paper copies & to upload the PDF copy of the plan by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</p>

Preliminary Plat 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 Preliminary Plats:

PRELIMINARY PLAT CHECKLIST		
**All plats 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.		
A. Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit and Public Notice Affidavit	
4	The applicant shall notify, by mail, property owners located within 500 feet of the subject property and to applicable registered neighborhood organizations in accordance with Section 4.1.1. of the City of Franklin <i>Subdivision Regulations</i> .	
5	Fee (nonrefundable) NO PRELIMINARY PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
B. General Information		
6	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
7	Date	
8	North Arrow and graphic scale	
9	Site Location / Vicinity Map	
10	Name of proposed subdivision	
11	City of Franklin Project number (to be assigned once initial submittal is made)	
12	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture.	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	Note on all sheets referencing the Tennessee State Plane Coordinate System, Zone 5301, Fipszone 4100; NAD 83 datum.	
16	Development complies with the City of Franklin Major Thoroughfare Plan. ROW dedicated to meet requirements in Plan. (Note: If plan does not comply, the developer shall be required to modify the Major Thoroughfare Plan prior to any plan reviews or approval.)	
17	The applicant shall provide any additional information, as determined by the City Staff that will be necessary to obtain an adequate review by the City staff and the FMPC.	
C. Statement of Expected Project Impact		
18	A verbal or written description of the location and scope of the proposed project	
19	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
20	Statement describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
21	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
22	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities (include driving distances from nearest police and fire facilities)	
23	Static and residual pressures at nearest fire hydrant	
24	The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:	

	<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>	
D. Existing Conditions Plan		
25	Topographic contours at 2' intervals of site and surrounding lands within 500' of the site	
26	Geologic formations, including: rock outcrops, cliffs, karst topography	
27	Natural or man-made slopes of 14% to 19.99%	
28	Areas with slopes of 20% or more	
29	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
30	Watercourses, conveyances, springs (perennial only), and channels that drain 25 acres or more	
31	Water bodies, wetlands and sinkholes	
32	Floodway Overlay Zoning District Boundary (including depiction of 100-year Floodplain) and Floodway Fringe Overlay Zoning District Boundary	
33	Drainage basin(s) where the site is located	
34	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of percent of tree canopy cover.	
35	Location and caliper of all specimen trees	
36	Acreage and square footage of the site	
37	All base and overlay zoning districts, including character area overlay districts, within 500' of site	
38	Show and label development area standards (traditional or conventional) for the site and adjacent parcels	
39	Civil district	
40	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
41	Name, address, telephone, and e-mail address of land owner	
42	Names of all subdivisions and land owners owning lots adjacent to the site with Tax Map, Parcel Number, Deed and Plat references	
43	Existing road rights-of-way and street names within 500' of site	
44	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan)	
45	Existing land uses on the site and surrounding parcels within 500' of the site	
46	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
47	Railroad infrastructure and rights-of-way	
48	All easements (including drainage) with dimensions and designation as to type	
49	Mineral rights (if held by parties other than the owner of record)	
50	All historic properties within 500' of site	
51	Location and description (including date of construction and architectural style) of all historic structures or site features	
52	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
53	Location of all property monuments and benchmarks	
E. Preliminary Plat		
54	Name of development and all individual neighborhoods within subdivision (if applicable)	
55	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
56	Preliminary lot lines, square footage, and dimensions to the nearest foot	
57	Total acreage of the site, to the nearest hundredth	
58	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
59	Length of project boundaries (including bearings and angles)	
60	Preliminary lot numbers	

61	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
62	Total proposed gross and net density	
63	Proposed land uses on the site (including total acreage by use classification)	
64	Location and acreage of tree protection zones	
65	Location and acreage of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
66	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project. Private roadways clearly labeled as private	
67	Proposed connections to existing and proposed streets (including street classification) located outside the development. Private roadways clearly labeled as private	
68	Development that adjoins existing arterial or collector roadways are required to dedicate (fee simple) right-of-way to meet the minimum requirements for the functional street classification of the existing street (Street Specifications – Section 3.2.4)	
69	Dimension from nearest existing street intersection centerline to the nearest lot line	
70	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
71	Connectivity index score	
72	All site triangles	
73	Proposed street light location and metering points (including seal and signature of electrical engineer)	
74	Street light details, including height, pole color and type, light color, and fixture type	
75	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
76	All permanent stormwater BMPs/Green Infrastructure placed in open space lots. All water resource buffers are placed in open space lots or conservation easements	
77	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
78	Land required for pump station and service road deeded to the City	
79	<p>Cul-de-Sac Requirements (Section 3.3.7 of Street Standards):</p> <ul style="list-style-type: none"> • Cul-de-sacs shall not extend for more than 500' as measured from the center of the cul-de-sac turn around to the nearest right-of-way boundary of the adjoining street right-of-way intersection. If adjoining properties install fire sprinkler systems, this length may be extended to 1000' in accordance with the adopted fire code. In no case shall a cul-de-sac or temporary dead end street serve more than 20 single-family residential lots • Cul-de-sac streets shall have a minimum paved radius of at least 50' at its outside edge. 	
F. Supporting Information		
80	Traffic Impact Analysis (if required by City Engineer)	
81	Addressing Plan and CADD file	
82	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	
G. Resubmittal		
83	<p>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plat shall be submitted to the Planning Department (109 3rd Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plat shall be uploaded to the City of Franklin Online Electronic Plan Review site: HTTP://FRANKLIN.PLANREVIEW.ORG/SECURE/.</p> <p>Failure to submit the paper copies & to upload the PDF copy of the plat by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</p>	

Final Plat 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 Final Plats:

FINAL PLAT CHECKLIST		
**All plats 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.		
Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit (or the Ownership Certificate shall be signed on the plat submitted for review)	
4	Proposed or existing subdivision name	
5	Revision number	
6	Name, address, telephone, and e-mail address of land owner. The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
7	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
8	City of Franklin Project number (to be assigned once initial submittal is made)	
9	Fee (nonrefundable) NO FINAL PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
10	Note on all sheets referencing the Tennessee State Plane Coordinate System, Zone 5301, Fipszone 4100; NAD 83 datum.	
11	Development complies with the City of Franklin Major Thoroughfare Plan. ROW dedicated to meet requirements in Plan. (Note: If plan does not comply, the developer shall be required to modify the Major Thoroughfare Plan prior to any plan reviews or approval.)	
12	All information determined to be necessary by the Department of Planning and Sustainability	
Vicinity Map		
13	Date	
14	North Arrow	
15	Corporate limits (if within ½ mile of site)	
16	Site location	
17	Tax map, group, and parcel number(s) of site	
18	Existing streets and street names adjacent to site	
Final Plat		
19	Name of development and all individual neighborhoods within subdivision (if applicable)	
20	Revision number and all other resubdivision indicators	
21	North Arrow	
22	Closure error	
23	City, County, Civil District, and Date	
24	Total acres in the subdivision to the nearest hundredth, and the existing map, group and parcel numbers from which the subdivision, resubdivision, or revision will be created	
25	Existing base and overlay zoning district classifications	
26	Character area overlay with special area classification and applicable development standard	
27	Setbacks; however, building envelopes shall NOT be shown	
28	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	

29	Boundary lines of properties adjoining, but not a part of the subdivision, shown with dashed lines
30	Names of all subdivisions and land owners owning lots adjacent to the site with Tax Map, Parcel Number, Deed and Plat references
31	Lengths of the boundaries of the subdivision, measured to the nearest foot and decimals, with calls
32	The lengths of all lines dimensioned in feet and decimals to the nearest hundredth of a foot
33	Square feet and acreage of each lot (square feet to the nearest foot and acreage to the nearest hundredth of an acre)
34	Total number of lots and lot numbers
35	The values of all true bearings and angles dimensioned in degrees and minutes
36	Street and alley rights-of-way widths, classification, and names within the proposed project. Private roadways clearly labeled as private.
37	Connections to existing and proposed streets (including street classification) located outside the development. Private roadways clearly labeled as private.
38	Development that adjoins existing arterial or collector roadways are required to dedicate (fee simple) right-of-way to meet the minimum requirements for the functional street classification of the existing street (Street Specifications – Section 3.2.4)
39	Sidewalk locations
40	At all temporary turnarounds, a sign shall be placed stating, “Street to be extended by authority of the City of Franklin.”
41	Acres and linear footage totals of new streets
42	Linear feet of new streets
43	Existing buildings
44	Proposed street light location, metering points and note indicating, “All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC.”
45	Location and description of all existing man-made structures and site features (including utilities) both above and below ground
46	All easements (including drainage) with dimensions and designation as to type
47	Mineral rights (if held by parties other than the owner of record)
48	Existing and proposed utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers
49	Land required for pump station and service road deeded to the City
50	Underground Utility Note: “Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground.”
51	Watercourses, conveyances, springs (perennial only), and channels that drain 25 acres or more
52	Water bodies, wetlands, and sinkholes
53	All permanent stormwater BMPs/Green Infrastructure placed in open space lots. All water resource buffers are placed in open space lots or conservation easements
54	Floodway Overlay Zoning District Boundary (including depiction of 100-year Floodplain)
55	Floodway Fringe Overlay Zoning District Boundary (FFO)
56	Common open space lots and tree protection zones
57	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones
58	Lots shall be conform to all the requirements of the Franklin <i>Zoning Ordinance</i>
59	Concrete monuments and benchmarks labeled
60	Iron pins, which shall be placed at all lot corners.
61	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording

62	<p>A copy of the final plat, in digital format, must be submitted, with the following information:</p> <ul style="list-style-type: none"> a. Use of Tennessee State plane coordinate system, Zone 5301, Fipszone 4100. b. NAD 83 datum. c. Use of feet as the unit of measure. d. Furnished in DXF or AutoCAD r14 format. FP Checklist 8 Revised 3/12/07 City of Franklin, Tennessee (most recent changes in red) e. Delivered on CD-rom, 3.5 floppy, or superdisk. The disk must be labeled per Item 6 of this checklist. f. Other information as requested by the engineering department. 	
63	<p>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plat shall be submitted to the Planning Department (109 3rd Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plat shall be uploaded to the City of Franklin Online Electronic Plan Review site: HTTP://FRANKLIN.CONTRACTORSPLANROOM.COM/SECURE/.</p> <p>Failure to submit the paper copies & to upload the PDF copy of the plat by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</p>	

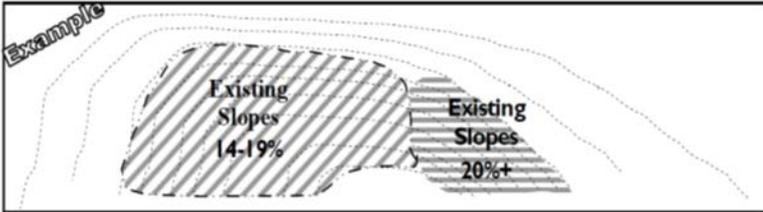
Site Plan Checklist

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 Site Plans:

SITE PLAN CHECKLIST	
**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.	
A. Preliminary Information	
1	FMPC / Administrative Project Application
2	Signed & notarized Owner Affidavit (and Public Notice Affidavit, if applicable)
3	Documentation on any modifications of standards granted with concept plan approval.
4	Copy of the approved concept plan revised to meet conditions of approval, including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.
5	Fee (nonrefundable) NO SITE PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID
6	Copy of Soils report from the United States Soil Conservation Service, or other acceptable standard
7	Copy of submitted Water & Sewer Availability Request Form (see Engineering Development webpage)
8	Stormwater Report (see Engineering Development Services webpage) and water quality calculation tool output file (.gip)
9	BMP Long Term Maintenance Plan and Maintenance Agreement (see Engineering Development Webpage)
10	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.
11	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	
12	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.
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 to the nearest tenth and bearings & angles in degrees and minutes).
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	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 designated sheet limits.
17	Lot numbers and design (to include size) of residential (multi-family) and non-residential structures
18	Existing Road Network including street name and classifications 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 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	Project Benchmark(s)
C0.0 - Cover Sheet	

24	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business 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 landowner is a partnership, corporation, or other business venture 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)
C1.0 – Overall Existing Conditions Plan	
35	For site plans associated with an approved Development plan, sheet C1.0 shall be the Overall Existing Conditions Plan from the approved Development plan. For site plans without a Development Plan, sheet C1.0 shall be "Overall Existing Conditions Plan" extending 500' past site/project limits.
36	Most-current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover.
37	Zoning Base, Zoning Overlays (including Character Area, Floodway & Floodway Fringe Overlays, Hillside & Hillside Buffer), and Development Standard Designations of site graphically illustrated
38	Existing structures and buildings, including the exact location & description, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, utilities both above and below ground, existing roadway and railroad infrastructure
39	Existing natural site features, including but not limited to tree canopy, rock outcrops, cliffs, karst topography, watercourses, water bodies, marshes, conveyances, springs (perennial only), sinkholes, and channels that drain 25 acres or more
40	All historic properties within sheet limits shall be clearly labeled with location & description (including date of construction and architectural style).
41	Planned developments within sheet limits (including approved, but not yet complete development)
42	All existing easements with dimensions and designation as to type
43	Mineral rights statement
44	Next 2 downstream structures with capacity analysis
45	Existing topography showing vertical intervals at five (5) feet, extending to sheet limits, per COF GIS or better. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.
C1.1 – Enlarged Existing Conditions Plan	
46	Subsequent sheet(s) are required, and shall have a maximum scale of 1" = 50' and extend a minimum 50' past property/project limits
47	Existing Conditions for subsequent sheets shall reflect field run topographic survey performed to Tennessee Minimum Standards of Practice by a licensed survey.
48	Most-current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover. Location and caliper of all specimen trees. Show existing vegetation with delineation of % of tree canopy cover required for Overall Existing Conditions Plan.
49	Zoning Base, Zoning Overlays (including Character Area, Floodway & Floodway Fringe Overlays, Hillside & Hillside Buffer), and Development Standard Designations (Traditional or Conventional) of site graphically illustrated.
50	Existing structures and buildings, including the exact location & description, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, utilities both above and below ground, existing roadway and railroad infrastructure

51	Existing natural site features, including but not limited to tree canopy, rock outcrops, cliffs, karst topography, watercourses, water bodies, marshes, conveyances, springs (perennial only), sinkholes, wetlands, and channels that drain 25 acres or more
52	All historic properties within designated sheet limits shall be clearly labeled.
53	Planned developments within designated sheet limits (including approved, but not yet complete development)
54	All existing easements with dimensions and designation as to type
55	Mineral rights statement (Overall Existing Conditions sheet)
56	Stormwater Narrative recounting how stormwater is treated and detained prior to exiting the site, prior to development, soil types, vegetation, etc.
57	Grading & Drainage Data Chart (see Engineering Development Services webpage)
58	Existing topography showing vertical intervals at five (5) feet for overall existing conditions, extending to designated sheet limits, per COF GIS or better and at one (1) foot for subsequent sheets, extending to designated sheet limits, per topographic survey provided by a Licensed Surveyor.
59	Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited. 
60	Existing drainage basins with flow arrows, outfall locations with ID & Elevation. Existing Grading & Drainage Data Chart included for each drainage basin.
61	Locations, square footages, and exterior dimensions of all existing buildings and above-ground habitable structures
C2.0 – Overall Site Plan	
62	For site plans associated with an approved Development plan, sheet C2.0 shall be the Overall Development Conditions Plan from the approved Development plan. For site plans without a Development Plan, sheet C2.0 shall be "Overall Development Plan" extending 500' past site/project limits.
63	"Take Down" schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments, see charts below (if applicable)

LAND USE DATA									
<i>(Insert Project Name)</i>									
Development	Approval Date	RX Zoned Acres	Single Family Dwelling Units	Multi-family Dwelling Units	Total Dwelling Units	Lot Numbers Of Buildable Units	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Dwellings
Concept Plan	1/30/2015	1506	1548	600	2148	**	**	**	**
Section 1	4/18/2015	18.22	48	0	48	Jan-48	49	1487.77	2100
Section 2	7/5/2015	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035
Section 3	9/21/2015	17.86	30	27	57	140-183	166	1441.57	1978

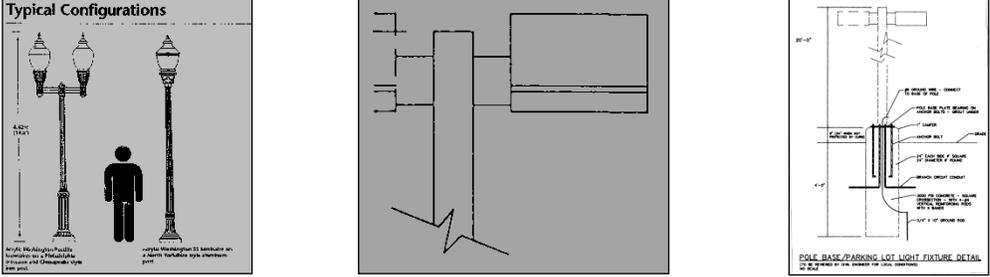
Development	Approval Date	MN, ML, or MR Zoned Acres	Use	Lot Numbers Of Buildable Units	Floor Area	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Square Footage
Concept Plan	1/30/2015	15	Retail, Office, Apartments	**	100,000 s.f.	**	**	**
Section 4	4/18/2015	5	Retail, Office	51, 52	50,000 s.f.	77	10	50,000 s.f.
Section 5	7/5/2015	5	Apartments	92	0	83, 95, 97	5	50,000 s.f.
Section 6	9/21/2015	5	Retail, Office	142-148	50,000 s.f.	143	0	0

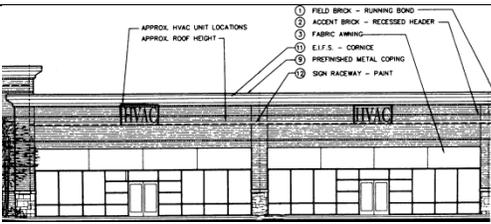
C2.1 - Enlarged Site Plan	
64	Subsequent sheet(s) are required, and shall have a maximum scale of 1" = 50' and extend a minimum 50' past property/project limits.
65	Standard Site Data Chart
66	Locations, square footages, and exterior dimensions of all proposed buildings and habitable structures
67	Location and dimensions of roadways, vehicle entrances/exits, cross-access between parking lots (required), sidewalks, loading zones, and refuse areas
68	Location, dimensions and applicable counts (total, handicap, impervious, etc) of vehicle and bicycle parking
69	Location and number of all stacking spaces
70	Drive-through lanes and queuing graphically illustrated
71	Location, width, and materials of all proposed sidewalks, trails, and paths
72	Location, limits, and label of all surface stormwater elements (i.e. Bioretention, pervious pavers, detention pond)
73	Minimum and maximum setback or build-to lines (based on base zoning and overlay district classifications)
74	All existing & proposed easements, including dimensions and type (e.g., existing drainage, proposed access, proposed public utility, etc.)
75	Location, height, and exterior material detail for all retaining walls and fences
76	Where common solid waste storage is required, the location of dumpster pads, dumpster pad details, screen walls, and screen gates, in conformance with sanitation department standards.
C3.0 - Overall Grading & Drainage Plan	
77	For site plans associated with an approved Development plan, sheet C3.0 shall be the Overall Grading Plan from the approved Development plan. For site plans without a Development Plan, sheet C3.0 shall be "Overall Grading Plan" extending 500' past site/project limits.
78	Overall Grading & Drainage Data Chart (see Engineering Development Services webpage)
79	Overall Grading & Drainage General Notes (see Engineering Development Services webpage)
80	Existing and Proposed topography showing vertical contours at intervals of five (5) ft maximum
81	Proposed Drainage basins with flow arrows, outfall locations with ID (corresponding to existing conditions ID) & Elevation. Proposed Grading & Drainage Data Chart shall be completed for each drainage basin.
82	Next two downstream structures analysis with proposed conditions
C3.1 - Enlarged Grading & Drainage Plan	

83	Subsequent grading sheet(s) are required, and shall have a maximum scale of 1" = 50' and extend a minimum 50' past property/project limits. If multiple sheets are necessary shall be labeled as 3.1a, 3.1b, etc.
84	Site Grading & Drainage Data Chart (see Engineering Development Services webpage)
85	Site Grading & Drainage General Notes (see Engineering Development Services webpage)
86	Existing and Proposed topography showing vertical contours at intervals of one (1) ft maximum
87	Proposed Drainage basins with flow arrows, outfall locations with ID (corresponding to existing conditions ID) & Elevation. Proposed Grading & Drainage Data Chart shall be completed for each drainage basin.
88	Time of concentration flow path and label
89	Limits of Disturbance and protected areas shall be clearly delineated.
90	All work in Floodplain and Floodway limits clearly indicated, fill in the floodplain calculations shall tabulated.
91	Storm infrastructure material, size, and elevations per standard drainage table (see Engineering Development Services)
92	Sufficient spot elevations to confirm drainage is directed away from all structures and towards an acceptable outfall
93	Breakdown chart for all BMPs and drainage basins designed for future expansions shall be clearly labeled on each BMP
94	Retaining wall location, dimensions and height labeled.
95	All proposed and existing to remain utilities shall be lightly shown in grayscale
96	Drainage details, e.g. bridges and mainline culverts
C3.2 - Initial EPSC / Pre Construction Plan	
97	Maximum scale of 1" = 50' and shall match layout sheets of Enlarged Grading Plans
98	Narrative explaining to contractor exactly what shall be completed prior to scheduling a pre-construction meeting. Shall also explain any areas of concern such as impaired streams, buffers, existing utilities, etc.
99	Silt fence, tree protection fencing, chain-link fence, signs, construction exits, etc
100	Sediment ponds shall also be shown on this sheet with a note that reads "Sediment pond to be installed immediately following pre-construction meeting, and shall be completed before any major clearing or grading takes place", or similar.
101	Sediment pond elevations and volume required vs provided callouts
102	Existing topography showing vertical contours at intervals of one (1) ft maximum, this should match the existing conditions sheet
103	Proposed Drainage basins with flow arrows, outfall locations with ID (corresponding to existing conditions ID) & Elevation and drainage area.
104	Limits of Disturbance and protected areas shall be clearly delineated.
105	Data Chart showing design storm event for EPSC controls and acreage sediment basin is required
C3.3 - Interim EPSC / Construction Plan	
106	Maximum scale of 1" = 50' and shall match layout sheets of Enlarged Grading Plans
107	Narrative explaining to contractor steps and practices which shall be taken during construction, including maintenance, inspection, protection of sensitive areas and sequence of events
108	Existing and Proposed topography showing vertical contours at intervals of one (1) ft maximum
109	Limits of Disturbance and protected areas clearly delineated on plan
110	GIP protection fencing or similar shall be clearly indicated for bioretention, rain gardens, and other areas of restricted heavy machinery
111	All appropriate EPSC measures graphically shown and called out on plans
112	Proposed Drainage basins with flow arrows, outfall locations with ID (corresponding to existing conditions ID) & Elevation and drainage area.
113	Data Chart showing design storm event for EPSC controls and acreage sediment basin is required
C3.4 - Final EPSC / Water Quality Plan	
114	Maximum scale of 1" = 50' and shall match layout sheets of Enlarged Grading Plans
115	Narrative explaining to the contractor which steps and practices shall be taken post construction in order to prepare the site for completion (converting sediment pond to detention pond, stabilization, etc). This sheet shall be used for LTMP.

116	Narrative explaining to contractor maintenance, inspection, and sequence of events
117	Existing and Proposed topography showing vertical contours at intervals of one (1) ft maximum
118	All stormwater BMPs/GIP shall be clearly labeled with Rv Value and required/provided volume (per Water Quality Calculation Tool)
119	Breakdown chart for all BMPs designed for future expansions shall be clearly labeled on each BMP
120	All permanent stormwater BMP's/Green Infrastructure are placed in open space lots. All water resource buffers are placed in open space lots or conservation easements.
C3.5 - Grading, Drainage & EPSC Details	
121	City Standard Details for all BMPs
122	This sheet may also be used for applicable general notes and tables
C4.0 - Overall ROW & Access Plan	
123	For site plans associated with an approved Development plan, sheet C4.0 shall be the Overall ROW & Access Plan from the approved Development plan. For site plans without a Development Plan, sheet C4.0 shall be "Overall ROW & Access Plan" extending 500' past site/project limits.
C4.1 - Enlarged ROW & Access Plan	
124	Subsequent ROW & Access sheet(s) are required, and shall have a maximum scale of 1" = 50' and extend a minimum 50' past property/project limits. If multiple sheets are necessary shall be labeled as 4.1a, 4.1b, etc.
125	ROW & Access Data Chart (see Engineering Development Services webpage)
126	ROW & Access General Notes (see Engineering Development Services webpage)
127	Roadway Network Layout: Proposed ROW classification, dimensions and layout including all surface items proposed in the ROW and Access Easements, including but not limited to roadway, curb and inlet locations, grass strips, sidewalk and landscape locations.
128	Begin & End Construction station callouts
129	General location and dimensions of refuse collection & service areas.
130	Handicap access ramp locations and crosswalks shown.
131	Fire Lanes and areas of parking prohibition clearly shown on plans
132	All signs, markings, signals and other traffic control devices used on public and private streets
133	Sign at end of temporary street end noting that the street will be extended in the future
134	Pavement markings on public and private streets called out as thermoplastic per TDOT specifications
135	All proposed and existing to remain utilities lightly shown in grayscale
136	All proposed and existing to remain landscaping lightly shown in grayscale
137	AutoTurn exhibit with vehicle dimensions and exhibit. See City of Franklin's website for Fire Apparatus AutoTurn requirements
138	Detailed intersections (1" = 20') at intersections of proposed City Street and State Highways
139	Sight distance triangles
140	Traffic control plan for all work in ROW
C4.2 - ROW & Access Plan & Profile	
141	Subsequent plan & profile sheet(s) are required for all proposed private and public roadway. Profile stations and elevations correspond to plan view. Maximum scale 1" = 50'.
142	Begin & End Construction station callouts on plan(s) and profile(s)
143	Profile stationing and label at 25-ft intervals
144	Vertical scale 1" = 5'
145	Vertical Curve Information
146	Intersections and approaches clearly labeled
C4.3 - ROW & Access Details	
147	Proposed typical cross sections for each proposed classification of roadway as shown in Street Standards.
148	City Standard Details for all applicable street standards
149	This sheet may also be used for applicable general notes and tables
C5.0 - Overall Utility Plan	
150	For site plans associated with an approved Development plan, sheet C5.0 shall be the Overall Utility Plan from the approved Development plan. For site plans without a Development Plan, sheet C4.0 shall be "Overall Utility Plan" extending 500' past site/project limits.

151	Utility name and contact information for all utilities shown within 500' of site.
152	Static and residual pressures at nearest fire hydrant.
153	Show all existing, proposed, and temporary construction easements associated with utilities.
C5.1 - Site Utility Plan	
154	Subsequent plan sheet(s) are required, and shall have a maximum scale of 1" = 50' and extend a minimum 50' past property/project limits.
155	Utility Plan Data Chart (see Engineering Development Services webpage)
156	Utility Data Chart (see Engineering Development Services webpage)
157	Type, size, location and dimensions of all existing and proposed public utilities, including non-City utilities, such as but not limited to, electric, telephone, gas and C.A.T.V., graphically shown on plan view with legend.
158	Show all existing, proposed, and temporary construction easements associated with utilities.
159	Hydrants (number & spacing) in accordance with International Fire Code.
160	All horizontal utility separations
161	Detailed description provided of how utility connections are to be made (i.e. Tapping Sleeve and Valve), and dimensions of mill and overlay (where applicable).
162	All proposed and existing to remain roadways, sidewalks, stormwater infrastructure, buildings, landscaping, contours, and any other surface features lightly shown.
163	Future extensions showing proposed sewer stub, water/reclaimed blow off valve, or water fire hydrant.
164	Service lines shown on plans
165	Manhole labels, stationing, and status (proposed, existing, future)
C5.2 - Site Utility Plan & Profiles	
166	Subsequent plan & profile sheet(s) are required for all proposed water/sewer/reclaimed. Profile stations and elevations correspond to plan view. Maximum scale 1" = 50'.
167	All vertical utility separations and cover dimensioned
168	Plan view, top half of sheet, orientated to match profile stationing. Plan view shall match C5.1 criteria
169	Profile stationing and label at 25-ft intervals
170	Vertical scale 1" = 5'
171	Label length, slope, and material on all sewer pipe sections
172	Manhole labels, stationing, status, invert and top of casting elevations (horizontal callouts)
173	Future and existing lines shown minimum 50' past proposed infrastructure
C5.3 - Utility Details	
174	Standard Drawings and details for all proposed utilities and accessories
175	City Standard Details for all applicable water/sewer specifications
176	This sheet may also be used for applicable general notes and tables
L1.X – Landscape Plan	
177	See landscape checklist
E1.0 – Lighting Plan	
178	Location, type, and height of all lighting (including street lights)
179	<p>The following chart shall be provided on all Lighting Plan sheets:</p> <div style="border: 1px solid black; padding: 5px;"> <p>SITE LIGHTING DATA Development Standard: <i>Traditional or Conventional</i> Land Use: <i>Residential or Nonresidential</i>Zoning District: <i>General Commercial (GC)</i> Height of Proposed/Existing Building: Pole Height: Pole/Fixture Color: Color of Light:</p> <p>THIS LIGHTING PLAN HAS BEEN DESIGNED TO MEET THE CITY OF FRANKLIN STANDARDS AND THE APPROVAL OF THE PLANNING COMMISSION/CITY OF FRANKLIN. CHANGES SHALL NOT BE MADE TO THE APPROVED LIGHTING PLAN UNLESS APPROVED BY EITHER THE RELEVANT DEPARTMENT SUPERINTENDENT OR THE PLANNING</p> </div>

180	<p>Details on colors and materials for all lighting fixtures</p> 																					
181	<p>Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles and shall be extended until 0.0 footcandles is maintained (for nonresidential only).</p>																					
182	<p>Maximum illumination in parking lots and maximum illumination at property lines (for nonresidential and multi-family only)</p>																					
183	<p>Clearly identified/labeled property lines</p>																					
184	<p>The following note shall be included regarding the location of proposed lighting: "Street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."</p>																					
<p>A1.0 – Architectural Elevations</p>																						
185	<p>Building Elevations Required (meeting all applicable development standards in Section 5.3 of the FZO):</p> <ul style="list-style-type: none"> For attached residential/ multi-family buildings and all non-residential buildings, elevations shall be provided for all sides of the building(s) with a scale shown on the plan. The architectural elevations for all multifamily & non-residential buildings shall be signed and sealed by a Registered Architect. For detached residential/ single-family dwelling units, elevations of representative/typical units. In lieu of signed and sealed architectural elevations for detached residential units, the applicant shall submit the Detached Residential Affidavit. 																					
186	<p>List of proposed exterior materials and color</p>																					
187	<p>Description of the type of material(s) used on each façade elevation included in chart form with percentages of each material listed.</p> <table border="1" data-bbox="570 1115 1005 1486"> <thead> <tr> <th colspan="3">West/Cool Springs Boulevard Elevation</th> </tr> <tr> <th></th> <th>Surface Area</th> <th>Percent of Net*</th> </tr> </thead> <tbody> <tr> <td>Gross of Wall</td> <td>2,968</td> <td>N/A</td> </tr> <tr> <td>Net* of Wall</td> <td>2,743</td> <td>N/A</td> </tr> <tr> <td>Net* EIFS</td> <td>133</td> <td>4%</td> </tr> <tr> <td>Net* Brick</td> <td>1,734</td> <td>64%</td> </tr> <tr> <td>Net* Split-face Block (integrally stained)</td> <td>876</td> <td>32%</td> </tr> </tbody> </table> <p>* Excludes roof forms, windows, doors, awnings, and similar features.</p>	West/Cool Springs Boulevard Elevation				Surface Area	Percent of Net*	Gross of Wall	2,968	N/A	Net* of Wall	2,743	N/A	Net* EIFS	133	4%	Net* Brick	1,734	64%	Net* Split-face Block (integrally stained)	876	32%
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188	<p>Typical square footage of each dwelling unit type shown (for residential).</p>																					
189	<p>Materials board demonstrating material and color of all primary and accent building materials. All material samples shall be marked with the project name, COF number, and address.</p>																					
190	<p>The location of any rooftop units shall be shown and labeled on the elevation(s), including the information in the box below and completed as applicable to this development.</p>																					

	 <div data-bbox="602 443 1172 611" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>HVAC Units, cooling and/or mechanical units are located on the:</p> <ul style="list-style-type: none"> ↑ Rooftop ↑ Ground ↑ None Provided </div>
191	<p>For nonresidential projects, the following note shall be provided on each sheet of the elevation(s): “These elevations have been designed to meet the requirements of the City of Franklin’s architectural design standards and the approval of the Planning Commission/City of Franklin. Changes shall not be made to the approved elevations unless approved by either the BNS Director or the Planning Commission.”</p> <p>For residential projects, the following note shall be provided on each sheet of the elevation(s): “These elevations are conceptual in nature. Individual building elevations may vary but will be reviewed and approved by the BNS Department according to City requirements at the time of permitting.”</p>
192	Color Elevations, to be included with the Electronic Copy of the plans
Resubmittal	
193	<p><u>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plan shall be submitted to the Planning Department (109 3rd Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plan shall be uploaded to the City of Franklin Online Electronic Plan Review site: http://franklin.planreview.org.</u></p> <p>Failure to submit the paper copies & to upload the PDF copy of the plan by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</p>

Landscape 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 Tree Preservation and Landscape Plans required as part of the Site Plan submittal process:

LANDSCAPE PLAN CHECKLIST		
**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.		
A. Preliminary Information (as indicated on the Site Plan Checklist)		
1	Documentation on any modifications of standards granted with concept plan or regulating plan approvals.	
2	Copy of the approved concept plan revised to meet conditions of approval and including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
3	Conceptual regulating section plan if more than one regulating plan is to be submitted. Take down charts shall be provided for the land use data and open space requirements when multiple sections are proposed.	
B. General Information (Required on all applicable sheets of the submittal) Legibility is of primary concern.		
4	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
5	Submittal Date	
6	North Arrow and graphic scale (Scaled plans are required.)	
7	Site Location / Vicinity Map with site location identified and labeled.	
8	Name of Proposed development	
9	City of Franklin Project number (to be assigned once initial submittal is made)	
10	Contact information for professional(s) preparing the plans and designation of the official contact	
11	All plans sealed, signed and dated by Tennessee licensed professional(s)	
12	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain an adequate review by the City staff and the FMPC.	
C. Tree Preservation Plan (All applicable items shall be shown and labeled.) Legibility is of primary concern.		
13	Existing and proposed topography shall be shown and labeled.	
14	Existing physical features, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; existing utility easements, and mineral rights shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
15	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
16	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.	
17	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
18	A tree protection fence detail shall be provided on the grading plan and the tree preservation plan. Tree preservation areas and tree fence locations shall be shown and labeled on all tree preservation, landscape, grading, stormwater and utility plans.	
19	The following note shall be added to the grading, stormwater and utility plans: All tree-protection fencing shall be in place prior to the issuance of a grading or land disturbance permit and shall be maintained in good working order until all construction activity is completed. No disturbance is permitted in a Tree Preservation area. Any required erosion control measures shall be placed outside of any tree protection fencing.	

20	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
21	All base and overlay zoning districts including character areas within 500' of site	
22	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	
23	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
24	Name, address, telephone, and e-mail address of land owner(s).	
25	Names of all subdivisions and land owners owning lots adjacent to the site.	
26	Planned street network (including street names) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development shall be shown within parentheses next to the existing and proposed street names.	
27	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
28	Existing land uses on the site and surrounding parcels within 500' of the site	
29	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
30	All easements (including drainage) with dimensions and designation as to type	
D. Landscape Plan (Shall be submitted at the same scale and orientation as other sheets of the site plan submittal, unless otherwise approved. Legibility is of primary concern.)		
31	Landscape Data Chart (See Appendix)	
32	Survey of entire project showing all boundaries, bearings, and calls	
33	Lot lines, phase lines, match lines shown and labeled.	
34	Number of residential units by use type	
35	Square footage and height of all proposed buildings.	
36	Pedestrian circulation system shown and labeled.	
37	Proposed street and alley rights-of-way widths (with names) in the proposed project. Proposed connections to existing and proposed streets located outside the development	
38	Show and label existing and proposed building footprints.	
39	Show and label existing and proposed loading / service areas. Provide required screening of these areas.	
40	Show and label the location of refuse collection areas including dumpsters, compactors and recycle bins; include the required screening of these areas. Grease recycling barrels are required to be located in the screened dumpster area.	
41	Show and label all parking areas, including parking spaces. Parking islands shall be located every 12 parking spaces and at the end of each parking bay. Parking modules shall be created in vehicular use areas (VUA) of 100 spaces and larger.	
42	Whether ground or rooftop mounted, the location of the HVAC units shall be shown and labeled on both the landscape plan and the architectural elevations. Provide required screening of HVAC.	
43	Show and label the location of existing and proposed utilities, including water and sewer lines, electrical transmission lines and ground-based utility vaults; include the required screening of these areas. Resolve all utility conflicts.	
44	Show and label Stormwater management features, including bio-retention, rain gardens, detention and vegetative swales. Plant material proposed to be used in conjunction with these stormwater features shall be shown, labeled and placed in a separate plant schedule. Maintenance information for the stormwater feature and the plants there in shall be included to help ensure proper long term function of these areas.	
45	All landscape strips and buffers to be shown and labeled. For example, a 50' incompatible use buffer should be shown as a 50' offset of the property line adjacent to the area requiring the buffer.	
46	Tree preservation area(s) with location of all specimen trees surveyed and inventoried (See appendix)	
47	All existing trees proposed to be used for credit toward Landscape Requirements shall be shown, labeled and inventoried	
48	Limits of development/disturbance shall be shown and labeled	
49	Existing and proposed walls shall be shown and labeled with top and bottom of wall elevations indicated.	
50	Exact locations of proposed landscape materials shall be shown on the plan. Different graphic symbols shall be used to represent the different proposed material.	
51	Show and label foundation planting, if required, along the primary building facade	
52	Provide required City Landscape notes and Plant Quality notes on the plans (See appendix)	

53	Provide LF of street frontage for determination of street tree requirements. Exact locations of existing and proposed street trees within the limits of the site plan or within rights-of-way contiguous to the site shall be shown and labeled. Proposed street trees to be clustered or not located in the required street tree lawn shall be labeled / identified as street trees. Street trees located in the tree lawn are required to have a root barrier installed adjacent to the sidewalk. Root barrier details shall be provided.	
54	Show and label sight triangles at all street intersections and drive / street intersections.	
55	Show all existing and proposed signage for sign visibility determination. Show sign visibility determination.	
56	Show that the required plant diversity has been met. (See appendix)	
57	Show and label Incompatible use buffer, if required. Buffer charts shall be provided. (See appendix)	
58	Show and label all existing and proposed fire hydrants. The required 3' clear zone around each hydrant shall be indicated.	
59	Show and label construction staging areas.	
60	Show and label 'construction wash out area(s)'	
61	Tree-protection fencing shall be shown and labeled on the plans whenever existing healthy trees, whether on-site or off-site, are to be preserved. Tree fence is required to be installed, at one foot per inch DBH of preserved trees, or at a minimum, ten feet from the tree trunk, which ever is greater.	
62	Tree Protection sign detail. Signs shall be installed on the tree protection fence visible on all sides of the fenced-in area at a rate of at least one sign for every 150 linear feet. The size of each sign must be a minimum of two feet by two feet and shall contain the following language in English and Spanish: "TREE PROTECTION ZONE: KEEP OUT. ZONA DE LA PROTECCION DEL ARBOL. NO SE PERMITE ENTRAR".	
63	Provide required tree protection fence details. Protection details shall include the required trenching provision outside of the tree fence. (The removal of trees adjacent to tree save areas can cause inadvertent damage to the protected trees. Prior to clearing activities, trenches with a minimum width of one-and-one-half inches and a minimum depth of 30 inches shall be cut along the limits of land disturbance, so as to cut, rather than tear tree roots.) Tree fence is required to be chain link fence, a minimum of four feet in height and installed, at one foot per inch DBH of preserved trees, or at a minimum, ten feet from the tree trunk, which ever is greater.	
64	Tree and shrub planting details shall be included on the plans. Details shall show the proper way to plant required material. Planting details shall show that the mulch around any proposed trees shall be a minimum of six inches from the trunk of the trees. Deep planting and mulch volcanoes shall not be allowed. Details shall also reflect that all trees shall be set such that the top of the main order roots (the root/trunk flare) shall be visible and shall be no lower than two inches below the adjacent existing grade. Details shall show no wrapping of trees and no staking and guying of the trees or the following note shall be added in a prominent location: "All tree stakes and guys shall be regularly monitored to ensure there are no detrimental effects to the tree. All tree wrap, stakes and guys shall be removed no later than one growing season after planting."	
65	A Plant Schedule shall be provided for the proposed landscape materials. Specify names (Latin, common and cultivar), types (canopy tree, understory tree or shrub), quantities, sizes, spacing, and if the proposed material is evergreen or deciduous. A separate Plant Schedule shall be provided for any trees provided to meet the Specimen Tree Replacement Requirements. (See appendix) A separate plant schedule shall be provided for each individual sheet showing proposed landscape material. When plant schedules are provided for each individual sheet, a master plant schedule shall also be provided. (See appendix for a list of approved plant material. Installation of material not on the approved list shall require approval prior to specification and/or installation.)	
66	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shall be shown and labeled: (a) The limits of the area shall be clearly identified on the landscape plan and site layout, with any improvements clearly labeled. (b) Documentation shall be provided for any stormwater device proposed to be counted toward open space requirements. (c) Details of the improvements, such as trails, decorative paving, fountains, walls, public art, benches, gazebos, etc. shall be provided. (d) The open space take down chart shall be provided on the site layout and landscape plan	
67	Proposed park land dedication, if required, shall be shown, labeled and calculations provided. Include existing condition plan of proposed park site. If off site, also provide site location map. (Unless payment-in-lieu proposal has been accepted. Payment-in-lieu note shall be added to the landscape plans.)	
68	The location of existing and proposed light poles shall be shown and labeled, as shown on the lighting plan. Light pole location shall yield to any required landscaping. Plan shall resolve all tree / parking lot lighting conflicts.	

69	Bicycle Parking shown and labeled. Include details and/or specifications on proposed bike rack(s).	
E. Supporting Studies and Information		
70	Arborist Report and recommendations	
71	<p>Restrictive covenants, grants of easements or other restrictions in final form and suitable for recording in the Register's Office shall be submitted with the site plan. To facilitate compliance with the <i>Zoning Ordinance</i>, the restrictive covenants shall address the following:</p> <ul style="list-style-type: none"> (a) Architectural standards that match verbatim the standards outlined in the residential section of the <i>Zoning Ordinance</i>. The homeowners association's architectural review board shall work from these standards. (b) Identify who is responsible for maintenance/replacement of street trees. Maintenance/replacement shall be the responsibility of the homeowners association or the individual property owner, not the City of Franklin. Acknowledge that street trees shall be maintained according to the Franklin Municipal Code, Title Two, Chapter Two Guidelines for the Management of Trees on Public Property. (c) Alley-design and use issues, such as parking aprons, parking prohibition, utility service, mail service, and solid waste collection, shall be addressed. 	
72	If the applicant is requesting permission to make a payment-in-lieu to the tree bank in partial landscape compliance, a note shall be added to the plans stating this request. This request shall also be detailed in the required revision letter. All tree bank donations, payment-in-lieu, are required to be provided prior to the issuance of a building permit.	

Certificate of Appropriateness (COA) Checklist

The following checklist depicts the submittal requirements for various items subject to a Certificate of Appropriateness. Please refer to the Administrative Review Certificate of Appropriateness checklist for signs, fences, awnings, and HVAC equipment and related screening.

CERTIFICATE OF APPROPRIATENESS CHECKLIST		
*Submittals should include twelve (12) collated copies of the application and listed items.		
New Construction, New Additions, and Porch or Deck Projects		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project and proposed materials	
4	Site plan	
5	Lot survey	
6	Architectural elevations or drawings	
7	Photographs of project site location	
8	All information determined to be necessary by the Department of Planning and Sustainability	
Exterior Alterations		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project and proposed materials	
4	Architectural elevations or drawings (for roof structure alterations)	
5	Specification information for any proposed materials/architectural features	
6	Documentation of earlier historic appearance (for restoration only)	
7	All information determined to be necessary by the Department of Planning and Sustainability	
Demolition, Relocation		
1	Please consult the Franklin Historic District Design Guidelines. Pre-application meeting with City Preservation Planner is required for proposed principal structure demolitions and/or relocations.	

Administrative Review Certificate of Appropriateness (COA) Checklist

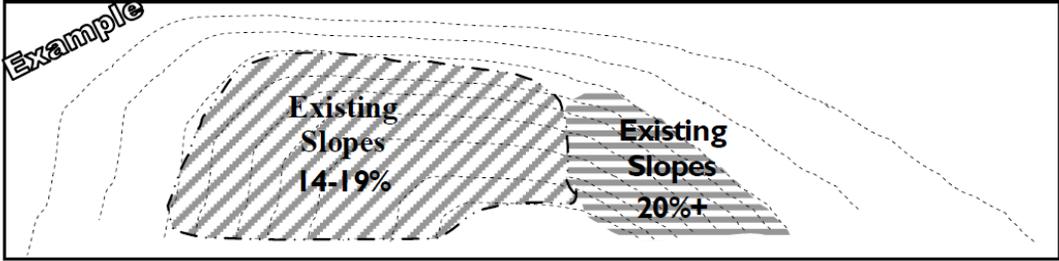
The following checklist depicts the submittal requirements for various items subject to an Administrative Review Certificate of Appropriateness. The applicant shall provide any additional information as determined by Planning & Sustainability Department that will be necessary to obtain review. Please refer to Certificate of Appropriateness checklist for items/proposals not included on this checklist.

ADMINISTRATIVE REVIEW CERTIFICATE OF APPROPRIATENESS CHECKLIST		
*Submittals should include two (2) collated copies of the application and listed items.		
Signs		
1	Completed Administrative Review Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how the proposed signage will look, including notes on dimensions, height, materials, and colors	
5	Photographs of project site location(s)	
Rear Yard Fencing		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how proposed fencing will look, including notes on height, materials, and proposed fencing features	
5	Site plan that demonstrates proposed location/perimeter of fencing	
6	Photographs of project site location	
Awnings		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how proposed awning(s) will look, including notes on awning dimensions, signage dimensions on awning(s), awning materials, awning shape, and awning colors	
5	Site plan demonstrating proposed location/perimeter of awning placement	
6	Photographs of project site location, including photograph of full window(s) over which proposed awning(s) will be affixed	
HVAC Equipment and/or Related Screening		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how proposed HVAC equipment and/or screening will look, including screening dimensions and materials	
5	Site plan demonstrating proposed location of equipment and/or screening	
6	Photographs of the project site location	

Appendix G: Pre-application Checklists

Prior to scheduling a pre-application conference for arezoning, development plan, preliminary plat, site plan, or final plat, the applicant shall upload all required plans and documents to the City’s IDT electronic review system and shall complete the appropriate pre-application checklist.

Pre-application Conference Development Plan Checklist

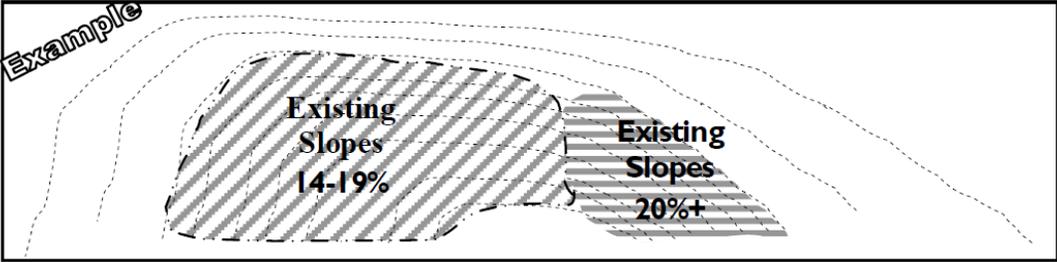
PRE-APPLICATION CONFERENCE DEVELOPMENT PLAN CHECKLIST		
A. General Information		
1	Date	
2	Site Location / Vicinity Map	
3	North Arrow and graphic scale	
4	Corporate limits (if within ½ mile of site)	
5	Tax map, group, and parcel number(s) of site	
6	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Common Name])	
B. Existing Conditions Plan		
7	Existing topography showing vertical intervals at ten (10) feet	
8	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled.</p> 	
9	Zoning, Zoning Overlays (including Character Area Overlay), and Development Standard Designations	
10	Watercourses, water bodies, conveyances, and springs	
11	Acreage of the site	
12	Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, 100-year floodplain, wetlands, and drainage basin where the site is located.	
13	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover.	
14	Parcel boundaries of all parcels adjacent to the site and within 500’ of site shall be shown with United States Geological Survey contours.	
15	Planned road network within 1,500’ of site (as indicated on the Franklin Major Thoroughfare Plan).	
16	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
17	Railroad infrastructure and rights-of-way	
18	All easements with dimensions and designation as to type	
19	All historic properties within 500’ of site	
C. Development Plan		

20	Length of project boundaries	
21	Total acreage of the site	
22	Total proposed density	
23	Number of residential units by use type	
24	Amount of nonresidential square footage by use type	
25	General location of buildings, parking and loading areas. For larger developments, typical lots may satisfy this requirement.	
26	Traffic/pedestrian circulation system	
27	Proposed connections to existing and proposed streets located outside the development	
28	Location of major common open space areas, including minimum open space and buffers	
29	Transitional features (See Subsection 5.3.4 of the Zoning Ordinance.) and design elements along PUD perimeter proposed to maintain compatibility with surrounding development as required	
30	Proposed park land dedication, if required	
31	Description of the design concepts (if any) and design standards (traditional or conventional) being proposed	
32	Statement of architectural intent and conceptual renderings or typical elevations	
33	Square footage and range of height of all proposed buildings.	
34	General location of existing and proposed utilities	
35	Retaining walls, with estimated heights	
36	Conceptual stormwater management plan or stormwater narrative	
37	Tree protection area(s) and location of all specimen trees and limits of disturbance	
38	Rough grading: Existing topography showing vertical intervals at ten (10) feet. Also, proposed grading showing vertical intervals at ten (10) feet	

Pre-application Conference Preliminary Plat Checklist

PRELIMINARY PLAT PRE-APPLICATION CONFERENCE CHECKLIST		
A. General Information		
1	Date	
2	North Arrow and graphic scale	
3	Site Location / Vicinity Map	
4	Name of proposed subdivision	
B. Existing Conditions Plan		
5	Topographic contours at 2' intervals	
6	Natural or man-made slopes of 14% to 19.99%	
7	Areas with slopes of 20% or more	
8	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
9	Watercourses, conveyances, and springs	
10	Water bodies and wetlands	
11	Floodway Overlay Zoning District Boundary, Floodway Fringe Overlay Zoning District Boundary, and 100-year floodplain boundary	
12	Drainage basin(s) where the site is located	
13	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover.	
14	Acreage and square footage of the site	
15	All base and overlay zoning districts, including character area overlay districts	
16	Development area standards (traditional or conventional) for the site and adjacent parcels	
17	Planned road network within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan)	
18	Existing land uses on the site and surrounding parcels	
19	All easements with dimensions and designation as to type	
20	General location of all historic structures or site features	
21	General location of all existing man-made structures and features (including utilities) above and below ground	
C. Preliminary Plat		
22	Name of development and all individual neighborhoods within subdivision (if applicable)	
23	Preliminary lot lines, square footage, and dimensions	
24	Total acreage of the site	
25	Length of project boundaries	
26	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
27	Total proposed density	
28	Proposed land uses on the site	
29	Location of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
30	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
31	Proposed connections to existing and proposed streets located outside the development	
32	Depiction or description of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
33	Conceptual stormwater management plan or stormwater narrative	
34	Proposed utility easements and utility features	

Pre-application Conference Site Plan Checklist

PRE-APPLICATION CONFERENCE SITE PLAN CHECKLIST		
A. General Information		
1	Date	
2	Site Location / Vicinity Map	
3	North Arrow and graphic scale	
4	Corporate limits (if within ½ mile of site)	
5	Tax map, group, and parcel number(s) of site	
6	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Common Name])	
B. Existing Conditions Plan		
7	Existing topography showing vertical intervals at ten (10) feet	
8	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled.</p> 	
9	Zoning, Zoning Overlays (including Character Area Overlay), and Development Standard Designations	
10	Watercourses, water bodies, conveyances, and springs	
11	Acreage of the site	
12	Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, 100-year floodplain, wetlands, and drainage basin where the site is located.	
13	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover.	
14	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
15	Planned road network within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan).	
16	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
17	Railroad infrastructure and rights-of-way	
18	All easements with dimensions and designation as to type	
19	All historic properties within 500' of site	
C. Development Plan		
20	Length of project boundaries	
21	Total acreage of the site	
22	Total proposed density	
23	Number of residential units by use type	
24	Amount of nonresidential square footage by use type	
25	Proposed setbacks	
26	Minimum and maximum required parking calculations	

27	Location of buildings, parking and loading areas	
28	Traffic/pedestrian circulation system, including ingress/egress locations, sidewalk and ramp locations, connectivity index, etc.	
29	Proposed connections to existing and proposed streets located outside the development	
30	Location of required open space areas, including minimum open space and buffers	
31	Transitional features (See Subsection 5.3.4 of the Zoning Ordinance.) and design elements along PUD perimeter proposed to maintain compatibility with surrounding development as required	
32	Proposed park land dedication, if required	
33	Preliminary building elevations and proposed building materials	
34	Square footage and height of all proposed buildings	
35	General location of existing and proposed utilities	
36	Existing and proposed easements	
37	Retaining walls, with estimated heights, and exterior material	
38	Preliminary stormwater management plan with detention and water quality	
39	Tree protection area(s) and location of all specimen trees and limits of disturbance	
40	Conceptual drainage and grading with existing and proposed topographic elevations at a 2' minimum	
41	All streams, Wet Weather Conveyances, Floodway and Floodplain, buffers, and restricted hillsides	
42	General landscaping	
43	Refuse/dumpster location	
44	Location of 2 closest fire hydrants and Auto-turn for Tower 2 fire truck entering and circulating site	
45	Building occupancy and construction type	

Appendix H: Standard Cross Access and Common Drive Easement and Maintenance Agreement

City of Franklin Standard Cross Access and Common Drive Easement and Maintenance Agreement

This Cross Access Easement and Maintenance Agreement (the “Agreement”) is hereby entered into on this the ____ day of _____, 20 ____; as a condition of development approval between the City of Franklin (the “City”) and _____ (the “Owner”) for the following development as described:

Owner:

Name of Development:
General Location of Development:
Owner’s Name:
Address:
City, State, Zip Code:

RECITALS

WHEREAS, the owner of real property and easement more fully illustrated on Exhibit “A” attached hereto and in the approved _____ Site Plan are incorporated herein by this reference (as “Cross Access Easement and Maintenance Agreement”); and

WHEREAS, the approved _____ Site Plan with assigned project number _____ on file with the City of Franklin Planning and Sustainability Department; and

WHEREAS, in accordance with Section 5.10.4 of the City of Franklin Zoning Ordinance, the Owner desires to create/grant a perpetual easement and access on, over, upon, and across portions of their property for purposes of vehicular and pedestrian ingress and egress to and from adjacent parcels to which the cross access and common drive easement connect and is further extended; and

WHEREAS, this Agreement shall insure to the benefit of, and be binding upon, the heirs, executors, administrators, successors and assigns of the owner of the cross access and common drive easement that the visitors, tenants, citizens, and the general public will have unimpeded access to and across the cross access and common drive easement provided however, that no party or owner shall be liable hereunder, except by act or defaults, during his or her ownership of said parcels of land.

NOW THEREFORE, the City and the Owner, their successors and assigns, do hereby agree as follows:

1. The foregoing recitals are incorporated into this Agreement and made a part thereof.
2. The Owner hereby grants and agrees to convey a perpetual, non-exclusive, mutual use of the Cross Access and Common Drive Easement as illustrated on Exhibit “A” and in the approved _____ Site Plan, with the project number _____ on file with the City of Franklin Planning and Sustainability Department for purposes of vehicular and pedestrian ingress and egress on, over, upon, and across the Cross Access and Common Drive Easement.
3. The Owner, at its sole cost and expense, shall maintain and keep the Cross Access and Common Drive Easement located on and within their development in a commercially reasonable condition and state of repair.
4. The Owner will indemnify, defend, and hold harmless the City of Franklin and adjacent property owners whose property directly connects to the Cross Access and Common Drive Easement and, who has endorsed a similar agreement for, from, and against any and all claims suffered or incurred in connection with any alleged bodily injury or property damage arising out of use or enjoyment of the Cross Access and Common Drive Easement, unless caused by negligence or willful misconduct.
5. The conditions, restrictions, and any other provision of this Agreement shall run with the development and shall be binding on the Owner(s) thereof and all successors.
6. The terms and conditions of this Agreement may be abrogated, modified, rescinded or amended in whole or in part only by written instrument executed by all the then Owners, their mortgagees, and the City of Franklin, and recorded with the County Recorder of Williamson County, Tennessee.

IN WITNESS WHEREOF, this Agreement has been made as of the effective date.

Owner:

Signature

Printed Name

Title

State of _____

County of _____

Before me, _____, Notary Public in and for the state and county aforesaid, personally appeared, _____ and who, upon oath acknowledged himself to be the _____ of _____, and that as such, being authorized to do so, executed the foregoing instrument for the purposes contained therein.

Witness my hand and official seal, this ____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____



MEMORANDUM

Development Guidelines FIRE PROTECTION WATER SUPPLY FOR BUILDINGS UNDER CONSTRUCTION

2/26/2018

APPLICABILITY:

The following applies to all construction projects with permits issued under the International Building Code. Single family homes and townhouses are not included, but fall under separate requirements.

REQUIREMENTS:

- An approved water supply capable of supplying the required fire flow for fire protection (of sufficient volume, pressure, and duration to properly operate fire systems and equipment) shall be provided to all premises upon which facilities are constructed. (IFC 507)
- Fire hydrants shall be located at every intersection and between intersections so the distance between hydrants along the street does not exceed 400 feet.
 - Public fire hydrants shall be installed as approved on the site plan.
 - Private hydrants shall be installed in accordance with the approved fire protection contractor's shop drawings, which must match the approved site plan.
- Temporary or alternative fire protection water supplies, although rare, must be approved by the Fire Marshal, preferably at the Site Plan Approval stage of review.
- Public, private, and temporary water supplies shall be installed, completed, tested, and approved as soon as practicable. Both the Fire Department and governing water authority, to ensure proper TDEC guidelines are followed, will provide approvals as applicable.

TIMING:

The water supply for fire protection shall be in place and approved:

- Prior to vertical construction.
- Before combustible material arrives on the site (wood structural members and forms).
- Prior to the time of which construction has progressed beyond completion of the foundation of any structure.
 - Foundation work may be done simultaneously with installation of water supply for fire protection.

Page 1 of 2

VOLUME OF WATER REQUIRED:

- As a minimum, the water system should supply no less than the minimum volume required without adjustment for sprinklers when the project is completed.
- The minimum allowable fire flow is 1500 gallons per minute at 20 psi residual for all commercial projects or higher volume as required by the IFC Annex B. Table B105.1.
- Off-site hydrants may be credited temporarily when located less than 50 feet from a fire apparatus access road and within 500 feet of all points of the outside wall of the building(s) following the equipment route, and if it has the proper flow.

STANDPIPES:

- Buildings four or more stories, or more than 35 feet in height above the lowest level of fire department access, shall be provided with not less than one functional temporary or permanent standpipe for use during construction.
- One functional temporary or permanent standpipe is required during construction when the fourth story roof decking is constructed and shall be located adjacent to usable stairs (IFC 3313).
- Standpipes shall be extended as construction progresses above the fourth story within one story of the highest level of decking.
- Standpipes shall be provided with fire department hose connections at accessible locations adjacent to usable stairs.
- Standpipes shall be maintained throughout construction so they are always ready for emergency use.
- Any impairment shall be managed by the fire protection contractor.

REQUIRED FIRE SPRINKLER PROTECTION:

- If the facility being constructed includes the installation of automatic fire sprinkler protection, the installation shall closely follow the construction and be placed in service as soon as practical following completion of each story/floor of the building.

**TEMPORARY CONSTRUCTION ACCESS ROADS
Public & Private**

2/26/2018

PURPOSE:

To provide guidelines for the installation of Temporary Construction Access Roads providing access to construction sites, to provide safe passage for emergency vehicles, to prevent damage to infrastructure, and to minimize environmental impact.

TIMING:

- The Temporary Construction Access Road shall be completed and inspected on or before the issuance of the building permit and prior to the start of vertical construction.

SITE PLAN:

- Provide a site plan showing:
 - location
 - access road cross-section (structural section)
 - stormwater mitigation

DESIGN PARAMETERS:

- Construct temporary roads to minimize erosion impacts.
- Direct runoff from the road to a stabilized area (i.e. vegetated area, sediment basin or rip rap lined ditch).
- Install binder layer to protect infrastructure and life safety (support emergency access).

DIMENSIONS:

- Temporary access roads shall be a minimum of 20 feet, clear width.
- Access roadways shall terminate not less than 150' from the structure.
- A 40' radii cul de sac or three-point turnaround will be required on dead-end fire apparatus access roads longer than 150'.

MATERIALS:

- Roads shall be an all-weather surface capable of supporting 80,000 pounds.
- Construction shall be a minimum 8" compacted Type A granular stone or equivalent, including provisions for storm drainage, light, and lane markings, devices and signage.
- If a sewer manhole is located in the gravel area, the access road will need to be paved. (The sewer manhole could shift in the gravel and cause stone to go into the sewer causing a backup.)

A temporary concrete or paved 10'x10' area around the manhole could be sufficient for protection.

- If the contractor/ developer wish to use a granular base and also utilize it in the final pavement section, the granular base material must be in conformance with the Roadway Design & Construction Specifications.

PREPARATION:

- All underground work shall be inspected, tested, approved, and functional including water, sanitary sewer, and stormwater infrastructure.
- The water supply and hydrants shall be approved and functional.
- Mark and/ or paint all structures within road.

MAINTENANCE:

- Maintain traffic and parking areas in sound condition free of excavated material, construction equipment, products, mud, snow and ice, accumulated sediment, and debris.
- Maintain existing and permanent paved areas used for construction. Promptly repair breaks, potholes, low areas, standing water and other deficiencies to maintain paving and drainage in original or specified condition.

REMOVAL & RESTORATION:

- Temporary Construction Access Roads shall be removed prior to the issuance of a Temporary or Final CO.
- Restore to original condition all existing infrastructure damaged by use.
- Disturbed soil areas resulting from removal of erosion controls shall be permanently stabilized.