

Name of Project: _____

When issued to authorized representatives (City Administrator, Planning Commission, etc.), it is the sole responsibility of the applicant or his/her representative(s) to ensure the checklist is fully completed and approved before a building permit is issued and any site work may begin.

Failure to satisfy these requirements may result in work stoppage.

Completed checklists and associated documentation must be provided to the City Administrator's office no later than (10) days prior to a meeting of the Planning Commission (Planning Commission meets the fourth Tuesday of every month, except November). Applicants/representatives must attend Planning Commission meetings at which their projects are discussed. Failure to do so may result in the project being tabled to a future meeting.

- (1) Any person(s) wanting their request heard by the Commission must submit (3) full-size drawing and (8) half-sized copies—with all necessary planning documents—which contain the following information:
- (2) ____ Name of the proposed construction activity
- (3) ____ The existing and intended use(s) of the lot and the structures upon it (For residential activities, the number of dwelling units must be provided.)
- (4) ____ Name and address of owner of record
- (5) ____ Name of project's surveyor and/or engineer
- (6) ____ The site's zoning classification
- (7) ____ The zoning classification of all abutting properties
- (8) ____ Number of employees, existing and planned
- (9) ____ General location sketch map (at a scale not smaller than 1" = 2,000') showing:
 - a) Approximate boundaries of the site
 - b) Location of adjacent public-access streets or roads
 - c) Location of surrounding development (i.e., general residential, commercial, and industrial areas)
- (10) ____ The actual shape, location, and dimensions of the lot
- (11) ____ Location of all easements and right(s)-of-way
- (12) ____ Location of all driveways and entrances // **NOTE: All commercial or industrial areas subject to vehicle traffic shall be coated with either asphalt pavement or concrete.*

Site Plan/Construction Checklist

Pulaski, TN

- (13) ____ Location of all accessory off-street parking areas, to include a plan showing design and layout of any parking facilities where (3) or more accessory, off-street parking spaces are to be provided (Dimensions and surface treatment shall be provided.)
- (14) ____ Location of all accessory off-street loading berths
- (15) ____ Topographic features, both existing and proposed (with contours at a vertical interval no greater than 2'), except in C-1 district
- (16) ____ The shape, size (including height), and location of all buildings or structures (existing or proposed)
- (17) ____ Location, type, size, and height of proposed and existing signs
- (18) ____ Proposed ground coverage (per the Pulaski zoning requirements, with location and SF), floor area, and building heights
- (19) ____ Position and dimensions of any privacy or noise screening structures (fences, walls, barriers, etc.), with materials being specified
- (20) ____ Position of screen planting, with planting type specified
- (21) ____ Proposed means of surface drainage, including all drainage ways and facilities
- (22) ____ Delineation of flood prone areas, including the floodway and floodway fringe, based on the 100-year regulatory flood elevations *(A statement must be included that certifies whether or not any property/site areas lie within a flood hazard boundary. This statement should reference pertinent FEMA map numbers.)*
- (23) ____ Finished floor elevation of all structures
- (24) ____ Location and size of all utilities, including the location of the nearest fire hydrants
- (25) ____ **A Tennessee Licensed Engineer and Tennessee Licensed Surveyor must stamp any site plan involving construction of building. Tennessee Licensed Surveyor may stamp a site plan NOT involving construction of a building.**

By signing below, I/we certify that all checklist items have been completed and acknowledge understanding that all project activities are bound by established city ordinances.

Signature(s) & Date: _____

Printed name(s): _____

Site Plan/Construction Checklist

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- Site Plan Approved (date) _____ by PC Secretary _____
- Site Plan Approved subject to revisions and contingencies per attached list (date) _____ by PC Secretary _____

(Final approval will be granted when all revisions are made, all contingencies met, and returned to the Recorder's office within 10 days)

- Site Plan Rejected: See attached written justification