

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 third Tuesday of every month in work session and the fourth Tuesday of every month in regular session)

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.***

- (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**  
Pulaski, TN

- 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