

## **Title 14: Zoning and Land Use Control**

### **Chapter 11: Site Plan Review/Approval**

#### **14:1101 Definitions**

- **Site Plan:** A document or documents 24"x36" in size presented to the City of Crossville Planning Department for review and submittal to the Crossville Regional Planning Commission. This document must be created by a licensed Surveyor, Engineer, Architect, or someone approved by the City Planning Staff. It must include all required information as listed in this chapter.
- **Commercial Development:** Any new or remodeled development (that includes changes to the existing building footprint) designed, constructed, or intended for commercial use, including but not limited to; Retail, restaurant, residential rental homes/apartments (multi-family structures or cluster housing), gas stations, convenience stores, office space, medical centers, malls, or other intended use with the purpose of generating profit.
- **Industrial Development:** Any new or remodeled development (that includes changes to the existing building footprint) designed, constructed, or intended for industrial use, including but not limited to; manufacturing, assembly, storage, warehousing, and redistribution.
- **Arterial, Collector, or Local Street:** As identified on the City of Crossville's Major Thoroughfare Plan
- **Common Ground/Open Space:** An area designated for use of all residents located in a multi-family or cluster housing single family development, for the use of but not limited to, recreation, playground, picnic areas/shelters, and postal delivery area.
- **Cluster Housing:** Three (3) or more single-family residential structures per lot or per acre, whichever is smaller.
- **Driveway/Private Road:** The designated ingress/egress of the development.
- **Easements:** The granting of nonpossessory property for the interest of the easement holder to use the land designated for the purpose of installation or maintenance of infrastructure including but not limited to, water, sewer, natural gas, electric, cable, phone, or internet.
- **Hydrologic Feature:** Any physical characteristic of a landscape that significantly impacts the movement and distribution of water, such as rivers, lakes, streams, wetlands, natural, manufactured, or created ditches, drains, or aquifers and any buffers associated there with.
- **Sign:** Any structure or part thereof which is used to announce, direct attention to, or advertise the name, intent, use, or concept of the development. (Any sign must meet the requirements established in the City of Crossville's Sign Ordinance.)
- **Structure:** Any constructed or erected material or combination of materials, requiring space, including but not limited to, buildings, stadiums, towers, sheds, storage buildings, swimming pools, fences, and signs.
- **Stormwater Structure:** Any permanent structure constructed for the purpose of controlling stormwater runoff on the property, including but not limited to, detention ponds, rain gardens, infiltration areas, or diversion ditches.

#### **14:1102 Applicability**

Site Plans will be required for all Commercial (including multi-family/Cluster housing) and Industrial Developments.

#### 14:1103 Site Plan Requirements

Site Plans must be submitted to Planning Staff for review and submittal the Crossville Regional Planning Commission and must include the following:

- General Location Map – A sketch encompassing the propose site and surrounding adjacent land use.
- Approximate boundaries of the proposed site
- Setbacks from property lines – ten (10) feet side and rear, thirty (30) feet along local streets, forty (40) feet along Collector, and fifty (50) feet along Arterial roads.
- Street Access / Driveway Access points (a road profile may be required)
- Existing and proposed Topography at no greater than five (5) foot intervals
- Any Phase Lines (areas designated as Phase I, Phase II, etc...)
- Existing and Proposed Water and Sewer lines with intended connection points.
- Any proposed or existing utilities within the development with any easements.
- Any hydrologic features with required buffers.
- Drain ways, ditches, and any Stormwater Structures (including any easements associated with these items)
- Location of Driveways/Private Drives (with dimensions)
- Sidewalks (if required or included)
- Proposed Fire Hydrant Location
- Existing or Proposed Signs
- Common Ground/Open Space (if required or included)
- Any proposed or existing structure.
- Proposed off street/off driveway parking

#### 14:1104 Review Process ~~and Fees~~, Fees, and Financial Guarantees

- Site Plans must be submitted to the Crossville Regional Planning Commission by the third Thursday of the month prior to the Crossville Regional Planning Commission regularly scheduled meeting.
- City Staff may have up to 30 additional days from the above-mentioned deadline date for a formal review of the site plan. The site plan will be placed on the next regularly scheduled meeting's agenda after the review is complete. If the 30-day review period is needed, City Staff will inform the developer/property owner within a week of submittal. It is recommended, prior to submittal, to meet with City Planning Staff for a pre-submittal review.

- Fees

- Any
- Any
- Any

**\* Financial Guarantee**

**\* Any required or proposed improvements off site may require a financial guarantee, at the Planning Commission's discretion.**

**If a financial guarantee is required, it must be in the form of a Letter of Credit, Escrow Account, or Certified Check. The amount of the financial guarantee is based on the estimated cost of the improvements, plus 10% per 12 month period, from the approval date, not to exceed 36 months. The site plan will be approved contingent upon the provision of the financial guarantee, which will be released after the off site improvements have been completed.**

**14:1105 Site Plan Approval or Denial**

All Site Plans must be approved by the Crossville Regional Planning Commission prior to the issuance of a building permit or land disturbance/stormwater permit.