

Title 14: Zoning and Land Use Control

Chapter 10: Site Plan Review/Approval

14:1001 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 development intended for commercial use, including but not limited to, retail, restaurant, residential rental homes/apartments (multi-family structures or residential property containing more than one (1) single family unit), gas stations, convenience stores, office space, medical centers, malls, or other intended use with the purpose of generating profit.
- Industrial Development: Any development intended for industrial use, including but not limited to, manufacturing, assembly, storage, warehousing, or 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, or postal delivery area. Common Ground/Open Space will be required for all multi-family development or any site containing 3 or more single family structures, located on a single parcel.
- Cluster Housing: Single family residential structures that exceed the 10% population density of a standard Regular Subdivision as allowed in the Crossville Regional Planning Commission Subdivision Regulations.
- Driveway/Private Road: The designated ingress/egress of the development. Driveways and private roads must be minimum 20 feet in width may be paved or gravel, and have a proper turnaround area for school buses and/or fire trucks/emergency response vehicles.
- 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.
- 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: Title 14 Chapter 5.)
- 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 run off on the property, including but not limited to, detention ponds, rain gardens, infiltration areas, or diversion ditches.

14:1002 Applicability

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

14:1003 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 proposed site and surrounding adjacent land use
- Approximate boundaries of the proposed site
- 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
- Drain ways, ditches, and any stormwater structures (including any easements associated with these items)
- Location of driveways/private drives (with dimensions). Proper turnaround locations for school bus /fire or emergency response vehicles must be identified.
- Sidewalks (Sidewalks may be required at the discretion of the Planning Commission along local streets and must be constructed along road frontage of any arterial or collector street)
- Proposed fire hydrant location (Fire hydrants must be within five hundred (500) feet of any structure)
- Existing or proposed signs
- Common ground/open space (required for multi-family residential and cluster housing developments)
- Any proposed or existing structure.
- Proposed off street/off driveway parking

14:1004 Review Process and Fees

- Site Plans must be submitted to the Crossville Regional Planning Commission by the first Friday of the month in order to make the agenda deadline for that month. It is recommended, prior to submittal, to meet with Crossville Planning Staff for a pre-submittal review.
- Fees
 - Any proposed development less than one (1) acre: \$50.00
 - Any proposed development greater than one (1) acre: \$100.00

14:1005 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.

14:1006 Appeal / Variance

Any appeal or request for a variance must first be included in the review by the Planning Commission, then presented to the City Council for final action.

POTENTIAL OTHER ITEMS:

- Lighting Plans: Many cities and communities require a lighting plan if a commercial or industrial development is located adjacent to a residential area. The intent of that requirement is to ensure that light pollution/nuisance isn't being created to an adjacent development.
- Parking Requirements: Minimum parking requirements can be required for commercial/industrial developments. Currently the only parking requirements the city has is for ADA compliance
- Landscape Designs: This is purely for aesthetic reasons.
- Refuse/Trash Disposal Areas: This is for aesthetic reasons and some require them to not front on the public road and require fencing/gates around them
- Building Additions to existing Commercial / Industrial: This is something that can include a percent increase of building space or a minimum size (ie, 1000 sqft). This is something that can have a potential to existing setbacks, easements, utility locations etc...
- Do we want to have some of the variance or exclusion power given to City Staff? This could be something in a very limited capacity and NOT overall variance granting. Something like, waiving the requirement for Pre/Post topography if it's a smaller lot without much of a proposed change... Something like that can be included in the ordinance to limit the need of the proposed requirements instead of granting waiver power to city staff.
- Some cities limit the requirement of site plan approval presented to Planning Commission for something like single building construction of a "less than sqft". For example, any commercial or industrial building development with only one structure less than 30,000 sqft can be approved by City Staff and NOT require the approval of the Planning Commission.
- Require lighting above Cluster Mailbox locations.