

**SULLIVAN COUNTY, TENNESSEE
PLANNING & CODES DEPARTMENT
PLANS APPROVAL**



APPLICATION INFORMATION:

<i>Name of Property Owner(s):</i>
<i>Name of Applicant(s)/ Contractor, Agent:</i>
<i>Mailing Address of Applicant:</i>
<i>Home Telephone Number:</i>
<i>Office Telephone Number:</i>
<i>Fax Number:</i>
<i>Mobile Number:</i>

<i>Purpose of Application:</i>
<i>Name of Project:</i>
<i>Zoning Classification:</i>
<i>Tax Map-Group-Parcel Number: ___ - ___ - _____</i>
<i>Application Date:</i>
<i>Requires Administrative Approval Only --- Yes No</i>
<i>Requires Planning Commission Approval --- Date of Meeting:</i>

If project requires Planning Commission Approval see schedule below:

<i>Submission Deadline: 4:30 PM</i>	<i>Scheduled Meeting Time:</i>
December 15, 2011	January 17, 2012 – 6:00PM
January 13, 2012	February 21, 2012 – 6:00PM
February 15, 2012	March 20, 2012 – 6:00PM
March 15, 2012	April 17, 2012 – 6:00PM
April 13, 2012	May 15, 2012 – 6:00PM
May 15, 2012	June 19, 2012 – 6:00PM
June 15, 2012	July 17, 2012 – 6:00PM
July 13, 2012	August 21, 2012 – 6:00PM
August 15, 2012	September 18, 2012 – 6:00PM
September 14, 2012	October 16, 2012 – 6:00PM
October 15, 2012	November 20, 2012 – 6:00PM
November 15, 2012	December 18, 2012 – 6:00PM

**Please provide the Department of Planning & Zoning, two (2) sets of plans for staff review or seven (7) sets of plans for Planning Commission review (2 for staff and 5 for PC board members). The staff may require additional information prior to acceptance of application, such as a copy of any ingress/egress easements, surveys, septic/sewer permits, TDOT driveway connection permits, deeds, plats, TDEC NOC (Erosion & Sediment Control Plan).*

Sullivan County Site Plan Approval Check List:

Site Plan – Where a site plan is required prior to issuance of a building/zoning compliance permit, the applicant shall provide Sullivan County with the following minimum information:

1. Name, address and numbers of owner(s) and/or applicant;
2. Tax map, Group and parcel number of property;
3. Copy of recorded Deed and proof that the property is owned by the applicant or his/her legal representative (i.e. realtor, lawyer or trustee under contract);
4. Zoning classification of property and all applicable setbacks required;
5. Site plan to scale;
6. All buildings proposed and existing, including shape, size and location;
7. Show existing and/or proposed access control (ingress/egress) clearly defined;
8. Design Construction and maintenance of off street parking, aisles, loading and unloading space;
9. Show proposed screening, landscaping and any existing vegetation to be removed and/or to remain;
10. Sight Visibility Clearance on corners and access points;
11. Grading, drainage, erosion and sediment control measures (stormwater management) plans;
12. All signs proposed and existing;
13. Other information the Planning Commission and/or Staff may require.

(for specific requirements, refer to Zoning Code, Article 12-102.3 #3)

- ◆ Staff shall review the site plan within 3 working days from the day of submittal and in the order in which it was received. Approval for construction shall be granted when all code requirements are satisfied.
- ◆ If the site plan requires Planning Commission approval, staff shall review the plan for content and code requirements prior to the official meeting. The Planning Commission shall have final review of the site plan, plat or other request at the scheduled meeting time. Please refer to the schedule as printed on the first page of the application form.
- ◆ A Tennessee licensed contractor is required, pursuant to T.C.A. 62-6-102- 62-6-103, for any commercial project where the total construction and site development costs exceeds \$25,000. Similarly, such contractor is required when the applicant is building more than one residential dwelling within a two-year time period. Otherwise, the property owner may obtain a permit for his/her own residence.
- ◆ Worker’s Compensation Insurance coverage is required, pursuant to T.C.A. 13-7-117, for all contractors who employ one or more persons unless they comply with T.C.A. 50-6-405, 406, 407 stating the no-employee exemption.
- ◆ A Certificate of Occupancy shall be obtained from the Building Commissioner prior to any occupancy of any building or structure.

Please note, in order for your application to be reviewed and heard by the Planning Commission, you or your representative shall be present at the meeting; otherwise your application may be deferred to the next regularly scheduled meeting.

I have read the above requirements and have submitted the required applicable information:

Signature: _____

Date: _____