

GATEWAY DISTRICT CHECKLIST

Meeting Information

The Gateway Review Commission meets monthly on a Friday morning at 9:30 AM, following the Kingsport Regional Planning Commission's night meeting, in the Robert Clear Conference Room of the Development Services Building at 201 W. Market Street in downtown Kingsport. You must meet with planning staff to discuss your development plans prior to submittal to the Commission for review.

Timeline for Review Process

Plans for new development or significant changes to existing developments should be submitted for review 30-days prior to the Gateway Review Commission meeting where those plans will be reviewed. Plans for signs and minor changes to existing developments or developments previously reviewed by the Commission should be submitted at least 10-days prior to the meeting in which the item will be reviewed.

New development within the Gateway District requires a Certificate of Appropriateness in order to obtain a Building Permit. The Gateway Review Commission may request developers to re-configure a site plan in order to create visually harmonious developments. Neutral colors are suggested. *Note: The only developments exempt from Gateway Review Commission approval are residential structures and agricultural uses and structures as well as the architectural aspects of industrial properties.*

Plans must include detailed surveys (1"=30' minimum) depicting zoning, property lines, topography, adjoining properties and their use and locations of streets and utilities. The following is also required for review:

- Grading plans** showing existing vegetation, trees over 12" dbh (diameter breast height), indicate if the site was clear-cut, and/or changes to be made in the existing vegetation and topography. Storm-water calculations provided by a licensed engineer to be approved by the City Engineer. Contact information on back.
- Site Plan** indicating the building placement meeting the setback requirements.
- Drainage Plan: Indicate the amounts of pervious (grass, landscaping) and impervious (roofs, pavement) surfaces proposed.** Impervious surfaces cannot cover more than 75% of the site. Parking areas must be hard surfaced.
- Landscape plans** for the approval of the City's Landscape Specialist. Contact information on back.
- Landscaping & Screening** of service, storage, roof-mounted equipment and refuse collection areas must be visually screened and meet the requirements.
- Lighting & Utilities plan** for approval of the City's Lighting Specialist, meeting the design standards and aesthetic requirements. All utility lines must be placed underground.
- Architectural Details: Samples of proposed exterior building colors and materials.** A maximum of three different complementary colors and materials are allowed. Elevation drawings of the proposed buildings on the site with architectural details highlighted.
- Signage plans** depicting colors and content. Monument signs with landscaped bases are required.

CITY STAFF CONTACT INFORMATION

Gateway Review Commission Staff Liaison;

Forrest Koder, Planning Department
(423) 229-9486

Landscape Specialist and Landscape Plan Approval;

Lewis Bausell, City Landscape Specialist
(423) 229-9352

Lighting and Curb-cut Plan Approvals;

James Hensley, Transportation Technician
(423) 224-2757

Engineering – Drainage and Stormwater Plan Approvals;

Hank Clabaugh, City Engineer
(423) 229-9475