

Kingsport Housing & Redevelopment Authority

906 E Sevier Ave
Kingsport, TN 37662-0044
423-245-0135 - Fax: 423-392-2530

APPLICATION REQUIREMENTS

- Completed Application
- Estimated Cost of Project Construction (w/breakdown of expenses)
- Tax Parcel and Assessment Information
- Anticipated Financing (i.e., bank loans, equity contribution, grants, TIF, etc.)
- Estimated Appraised Value for Property Tax Purposes When Complete
- Estimated Sales Tax Increase and Other Economic Impact of Project
- Timetable for Project
- Project Plan Requirements (Listed Below)
- Project Pro Forms demonstrating need for TIF assistance
- Governance Documents of Applicant
- Application Fee
- List of Principals of Applicants
- Resume of Principals
- Evidence of Site Control

PROJECT PLAN REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/> Vicinity Map (legible and neat) | <input type="checkbox"/> Proposed driveways, parking areas and handicapped spaces |
| <input type="checkbox"/> Graphic Scale (1" = 50' or less) | <input type="checkbox"/> Proposed sidewalks |
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Proposed Landscaping |
| <input type="checkbox"/> FEMA note (map reference) | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Contour (if required) | <input type="checkbox"/> Proposed buffer/screening |
| <input type="checkbox"/> Location, identification, and width of all easements | <input type="checkbox"/> Adjacent Property Zoning and Use |
| <input type="checkbox"/> Property Lines containing Entire Tract (or site) | <input type="checkbox"/> Building Ground Coverage Information |
| <input type="checkbox"/> Location and Name of Existing Streets | <input type="checkbox"/> Required Open Space Information |
| <input type="checkbox"/> Existing Street Centerline Location | <input type="checkbox"/> Proposed Density of Use (if applicable) |
| <input type="checkbox"/> Proposed Public Streets | <input type="checkbox"/> Land Area Information |
| <input type="checkbox"/> Proposed Private Streets | <input type="checkbox"/> Name of Property Owner(s) |
| <input type="checkbox"/> Location of Utilities | <input type="checkbox"/> Address of Property Owner(s) |
| <input type="checkbox"/> Drainage & Calculations | <input type="checkbox"/> Exterior Building Elevations |
| <input type="checkbox"/> Grading Plan | <input type="checkbox"/> Materials and Colors to be Utilized on building facades |
| <input type="checkbox"/> Traffic Impact Study | |