



SITE DEVELOPMENT REVIEW CHECKLIST

Date: _____ Project Name: _____

Project Location: _____

Number of Times Reviewed (including this one): _____

General Requirements:

1. Has the preliminary site plan review fee been paid?
2. Are all names, phones and addresses of interested parties on the site development plan?
3. Has a Predevelopment Meeting been held or scheduled?
4. Is the current and/or proposed Zone clearly stated on the plans?
5. Does this project require any BZA or Planning Commission variances or re-zonings that have not yet been granted?
6. Are all plans stamped & signed by professional engineer, landscape architect, or architect registered in TN?
7. Have the appropriate applications been signed by the property owner and notarized?
8. Will this project require a Bond?
9. Will the Developer be participating in the Materials Agreement process?
10. Does this project fall into the Gateway Overlay Zone or the Historic Overlay Zone?
11. Has the total number of lots and acreage been calculated and shown on the plat?
12. Has the USPS Cluster Box Unit location been shown on the plat? *For more information about CBU's visit the [USPS Developers Guide](#).*

Yes	No	Notes

ENGINEERING:

Cover Sheet Requirements:

1. Has a Cover Sheet (with the following items 2-10 included) been provided?
2. Has the Project Name and Location including address been provided?
3. Has the Developer / Owner Name address and contact information been provided?
4. Has a Location Map scaled to no less than 1" = 1,000 feet been provided with adjacent streets clearly noted?
5. Has the Subdivision, area or institution to be served been provided?
6. Has the name and address of professional designer, or the professional design firm been provided?
7. Has the proposed traffic projections for project and design speeds been provided?
8. Has the current date and revision date (if plans have been revised) been provided?
9. Has a Site Data Block with information for zoning, density, disturbed area, impervious area, building size, etc. been provided?
10. Has a Sheet Index including all Sheet Titles and corresponding Sheet Numbers been provided?

Yes	No	Notes

General Sheet Requirements:

1. Do all Sheets have title block and Plan titles identifying proposed drawing and project, etc.?
2. Are all sheets an appropriate scale (1"=5', 1"=10', 1"=20', 1"=30', 1"=40' or 1" = 50')?
3. Do all Plan sheets include a North Arrow correctly depicted?
4. Do all Plan sheets include proposed area of disturbance clearly defined and identified in Acres?
5. Do all Plan sheets include proposed Phase clearly defined?
6. Do all sheets include Street names for all proposed Streets?
7. Do all sheets depict all existing utilities within the proposed development?
8. Do all sheets depict all Right-of-Ways (R.O.W.) within the proposed development?
9. Have all variances and zoning regulations been incorporated?

Yes	No	Notes

Survey Requirements:

- 1. Has a Survey (with the following items 2-8 included) been provided?
- 2. Is all site data (i.e. existing topography, roadways, existing utilities, etc.) included in submitted survey?
- 3. Are all property lines shown clearly and labeled?
- 4. Is the information concerning adjoining property owners correctly noted?
- 5. Are there existing drainage easements or detention easements present on the site?
- 6. Are the mandatory utility easements free and usable and clearly noted on the Survey?
- 7. Does the survey include a graphic scale and north arrow?
- 8. Has the total number of lots and acreage been calculated and shown on the plat?

Yes	No	Notes

Site Layout Requirements:

- 1. Has a Site Layout Sheet (with the following items 2-23 included) been provided?
- 2. Is a TDOT Permit Required (i.e., is any of proposed work in State R.O.W. including entrances, sidewalks, etc.)?
- 3. Does the development propose to add more than 750 new trips per day? If yes, a Traffic Impact Study is required. *For details see the [Minimum Design Standards for The City of Kingsport](#).*
- 4. Are all proposed structures and signs sufficiently set back from property lines?
- 5. Are all required Buffer Areas shown, dimensioned and noted on the Plan?
- 6. Are Cross-sections matching City of Kingsport Stds. provided for all proposed streets?
- 7. Do Cross-sections provided for all proposed streets match the proposed Plat?
- 8. Are all proposed streets properly depicted matching corresponding cross-sections on the Plan?
- 9. Are all R.O.W. Widths, Street Widths, and Driveways, etc. dimensioned on the Plan?
- 10. Are all Radii for Pavement, Curbs, Driveways and R.O.W. identified on the Plan?
- 11. Are all proposed sidewalks, curbs, etc. properly depicted and dimensioned on the Plan?*
- 12. Are all transitions to existing Roadways clearly defined and dimensioned?
- 13. Have Site Distances in LFT for all entrances and intersections to existing Roadways been provided? Please note distance should be from closest curb of proposed entrance / roadway to applicable roadway.
- 14. Have the Layout, Width, Lane configurations, etc. for Existing Intersected Roadway been provided?
- 15. Is the number of proposed / required parking spaces (including Handicapped) calculated, shown, dimensioned and noted on Plan?
- 16. Are all horizontal curves identified on the Plan?
- 17. Is a Chart for Horizontal Curves (w/ Station of P.T. & P.C., Tangent Bearing and Lengths, Radius, Length, and the External Distance) provided?
- 18. Is a Profile for all Proposed Streets (which includes Vertical Curve info, Existing & Proposed Grades, and transition to intersecting Roadways, etc.) provided? *
- 19. Are City of Kingsport approved Details provided for Sidewalks, Curbs, Paving, etc.?
- 20. Are ADA/PROWAG Compliance Details provided?
- 21. Are all other relevant Sections, Details etc. provided?
- 22. Are all required Driveway Markings, etc. shown and identified on the Plan?
- 23. Is the Locations and area in S.F. of any/all signage clearly noted on Plan?

Yes	No	Notes

*PLEASE NOTE IF INCLUDED WITH UTILITIES
 **PLEASE NOTE, SIDEWALK DESIGN INCLUDING BUT NOT LIMITED TO LOCATION OF SIDEWALKS, LOCATION OF RAMPS, SLOPES, DETECTABLE WARNING SURFACE PLACEMENT, PROWAG COMPLIANCE, ETC. SHALL BE THE SOLE RESPONSIBILITY OF THE DESIGNER.

Site Grading & Drainage Requirements:

- 1. Has a Site Grading and Drainage Sheet (with the following items 2-29 included) been provided?
- 2. Have Storm water calculations been provided?
- 3. Are Contours Existing and Proposed shown at 2' max. intervals clearly depicted and labeled?
- 4. Do the proposed contours tie to existing contours properly?
- 5. Is all proposed Grading confined to the property lines of the proposed site?
- 6. Are all proposed slopes 2:1 max. (or flatter if required by code)?
- 7. Does the proposed site include any retaining walls?

Yes	No	Notes

8. Are all existing features clearly labeled to either remove or remain?
9. Does the site drain to a sinkhole (on or off-site)? (If yes, City Sinkhole ordinance will apply)
10. Is the Site located near Blueline Streams or Wetlands? (If yes, ARAP may be required)
11. Is the site located away from floodplain and above the base flood elevation?
12. Are all appropriate lines shown? (No fill line, Buffer zone, Floodway, 500-year, 100-year)
13. Are all pipe sizes, lengths, slopes, construction material, inverts and capacities shown?
14. Are all proposed and existing storm structures, pipes, etc. clearly depicted and labeled?
15. Have all relevant Storm Water Details, Sections, notes etc. been provided?
16. Do all of the drainage details correspond to the plan locations with consistent elevations?
17. Are catch basins or junction boxes shown at all changes in grade and direction?
18. Is the environmental message detail for manhole cover, curb iron, and grate inlet shown on the Plans?
19. Are high pipe velocities handled in a manner to prevent HGL problems?
20. Are all pipe and culvert outlets sufficiently stabilized and controlled to prevent erosion?
21. Is the downstream drainage system able to handle the 2-year through 100-year storms?
22. Are offsite run-on areas accounted for in the storm water design?
23. Are all pipes within the ROW a minimum of 15" diameter?
24. Are all pipes and ditches sized for the appropriate design storm?
25. Are drainage easements provided for pipes carrying offsite water or crossing property lines?
26. Have elevations/contours been provided for proposed sidewalk, curb/gutter, etc. located in R.O.W.?
27. Are all proposed Sanitary Sewer and Water utilities turned-off for clarity?
28. Is a Profile for all Storm Sewer (including all roadway information outlined above) provided?
29. Have all relevant Storm Water Details, Sections, notes etc. been provided? ***PLEASE NOTE, SIDEWALK DESIGN INCLUDING BUT NOT LIMITED TO LOCATION OF SIDEWALKS, SLOPES, LOCATION AND TYPE OF ACCESSIBLE RAMPS, DETECTABLE WARNING SURFACE PLACEMENT AND ORIENTATION, PROWAG COMPLIANCE, ETC. SHALL BE DETAILED AS TO EXACT TYPE, LOCATION, ETC. AND THE SOLE RESPONSIBILITY OF THE DESIGNER***

Site Grading & Drainage Requirements:

1. Have Site Erosion Control Sheets (with the following items 2-15 included) been provided?
2. Is the Area of Disturbance less than 1 acre? (If yes, the small lot ESPC plan requirements apply)
3. Has a small lot EPSC plan been submitted?
4. Is the disturbed area greater than or equal to 1 acre? (If yes, CGP coverage (SWPPP/NOI) is required)
5. Is the Site less than 1 acre but part of a larger common Plan development that will disturb one or more acres? (If yes, CGP coverage; SWPPP/NOI is required).
6. Has a SWPPP and a fully executed NOI been submitted?
7. Has the completed "City of Kingsport NOI, SWPPP & CGP Form" been completed and submitted?
8. Is the perimeter and amount of the proposed disturbed area shown on the plans?
9. Are all storm water outfall locations noted on the plans?
10. Have separate Erosion Control Plans depicting Phased Erosion Control Measures been provided?
11. Are Contours Existing and Proposed clearly depicted and labeled?
12. Are all proposed and existing storm structures, pipes, etc. clearly depicted and labeled?
13. Are all Erosion Control Measures including Silt Fence and Inlet Protection clearly depicted and labeled?
14. Are all proposed and existing storm structures, pipes, etc. protection clearly depicted and labeled?
15. Have all relevant Erosion Control Details, Sections, notes etc. been provided?

Yes	No	Notes

Site Storm Water Detention & Water Quality Requirements:

1. Is a storm water management plan ("Plan") required for the project?
2. If YES, have the following items 3-25 been provided?
3. Are draft stormwater covenants for post construction maintenance of Stormwater Management Devices included?
4. Does the submitted Plan include a water quality design that is in accordance with criteria in the manual?

Yes	No	Notes

5. Are all BMPs and storm water features contained on the site/private property?
6. Does the submitted Plan include channel protection that is in accordance with criteria in the manual?
7. Has an appropriate justification for alternative channel protection been presented?
8. Are stream buffer zones shown to be established, maintained, and protected per criteria in the manual?
9. Has a downstream impact analysis been performed for the project?
10. Based on the downstream impact analysis is storm water detention needed for this project?
11. Is the storm water detention basin designed to attenuate the 2 year through 100 year storms?
12. Is a Special Pollution Abatement Plan (SPAP) required per criteria in the ordinance?
13. Does the site drain to an on-site or off-site sinkhole?
14. Have the sinkhole requirements of the ordinance been addressed with the plan submittal?
15. Do all areas drain to the detention basin as designed in the calculations during a 100-yr storm event?
16. Is there an elevation/volume relationship table for the detention basin?
17. Are pre-developed and post-developed areas, CN, and Tc accurate and reasonable?
18. Have the detention calculations been prepared and stamped by a professional engineer?
19. Is an easement provided for all water quality devices and detention basin(s)?
20. Is an access easement provided for the detention basin and/or water quality devices on the Plan?
21. Does the outlet detail show all orifices with feasible sizes and elevations?
22. Is an anti-seep collar(s) provided for the detention outlet pipe?
23. Is there a 2% slope in the bottom of the detention pond?
24. Is the detention basin smoothly graded with adequate berms and 3:1 maximum slopes as required?
25. Is there a minimum of 1 foot of freeboard from 100-year storm and the top of berm?

Please Note: A full comprehensive Sheet with Existing and Proposed Storm Sewer, Sanitary Sewer and Water Utilities may be required in addition to the required sheets listed depending on the size and scope of the proposed development to identify potential conflicts of the Utilities.

Site Sanitary Sewer Sheet Requirements:

1. Has a Site Sanitary Sewer Utility Sheet (with the following items 2-16 included) been provided?
2. Have Sewer Calculations been provided?
3. Have all Contours Existing and Proposed been turned-off for clarity?
4. Are all existing Sanitary Sewer Utilities including Manholes and Cleanouts clearly shown and labeled?
5. Are all existing and Proposed Sanitary Sewer structures, pipes, etc. clearly depicted and labeled including Top and Invert (in and out) Elevations, Pipe Materials, Sizes, Lengths and Slopes?
6. Are all proposed Sanitary Sewer Manholes set with a maximum distance of 400 ft apart?
7. Do all proposed Sanitary Sewer Manholes have a minimum required depth of 4 feet?
8. Do all proposed Sanitary Sewer Lines have a minimum required Slope of 0.50%?
9. Do all proposed Sanitary Sewer Lines have a minimum required 3' of depth?
10. Do all proposed Sanitary Sewer Lines have a minimum 10' vertical and horizontal separation from waterlines?
11. Is location of Tie-in to Existing Sanitary Sewer depicted clearly on the Plans
12. Is a Profile for all Proposed Sanitary Sewer Runs (which includes existing utilities, Vertical Curve info, Existing & Proposed Grades, Tops and Invert Elevations, Lengths and Slopes of Pipes etc.) provided?
13. Have all relevant Sanitary Sewer Details, Sections, notes etc. been provided?
14. Does project required a Sanitary Sewer Pump Station?
15. Has a Sanitary Sewer Chart which includes the following been provided? Manhole ID, Manhole Type, Depth of Manhole, Top Elevation, Invert (In) Elevation, Invert (Out) Elevation, Northing and Easting Coordinates, Number of Manhole Connections, Angle(s) of Separation.
16. Has Pump Station Size, Specs and Calculations for Sanitary Sewer Pump Station been submitted/ approved?

Yes	No	Notes

Site Water Sheet Requirements:

1. Has a Site Water Utility Sheet (with the following items 2-18 included) been provided?
2. Have Water Calculations been provided?
3. Has a Flow Test for Water Calculations been requested/obtained?
4. Have all Contours Existing and Proposed been turned-off for clarity?
5. Are all existing Water Utilities including Fire Hydrants, Valves, etc. clearly shown and labeled?
6. Are all existing and Proposed Water Utilities, Pipes, valves, Hydrants, Backflows, etc. clearly depicted and labeled including sizes and type of material?
7. Do all proposed Water Lines have a required 3' minimum of depth?
8. Do all proposed Sanitary Sewer Lines have a minimum 10' vertical and horizontal separation from waterlines?
9. Is a Profile for all Proposed Waterlines (which includes existing utilities, Vertical Curve info, Existing & Proposed Grades, Lengths and Slopes of Pipes etc.) provided?
10. Is the Meter Sizes, Locations, Types Etc. clearly specified on the Plans?
11. Is all applicable Backflow Device Locations, Types Etc. clearly specified on the Plans? Please Note: Domestic Backflow device can be located inside Building.
12. Is the Fire Backflow Device Locations, Type Etc. clearly specified on the Plans? Note: Backflow device can be located inside Building if distance from Meter to Backflow is 60 feet or less.
13. Have Backflow Device Details for each application been provided?
14. Is location of Tie-in to Existing Waterlines depicted clearly on the Plans?
15. Is Location of a Fire hydrant within 500' of any exterior part of all non-sprinklered Structures?
16. Is location of a Fire hydrant within 600' of any exterior part of all Sprinklered Structures?
17. Is location of a Fire hydrant within 600' of any exterior part of all "R-3" and "U" Occupancy Rated Structures?
18. Have all relevant Water, Sanitary Sewer Details, Sections, notes etc. been provided?

Yes	No	Notes

Site Landscaping Sheet Requirements:

1. Has a Site Landscaping Sheet (with the following items 2-10 included) been provided?
2. Does Landscaping Plan provide the Linear Feet of Public R.O.W. abutting the Property being developed?
3. Does Landscaping Plan identify the Zoning of Property being developed and of all Adjacent Properties?
4. Does Landscaping Plan provide the total square feet of all Parking Areas and Internal Roadways (i.e., paved areas)?
5. Does Landscaping Plan clearly note any and all approved Landscape Variances?
6. Does Landscaping Plan clearly note any and all required Buffer Strips?
7. Does Landscaping Plan include a "Plant Schedule" which lists the Number of Plantings, the Common and Botanical Names of all existing and proposed Plantings and the size of the Plants to be installed?
8. Does Landscaping Plan include the location, identification and all existing and proposed buildings, parking lots, other impervious areas, existing plantings and proposed plantings and utilities (overhead and underground), Fences, Walls and other hardscape features to be retained or installed?
9. Does Landscaping Plan include the location, dimensions and composition of any Berms, Fences, Walls or other similar hardscape structures?
10. Does Landscaping Plan include a graphic distinction between retained landscape plantings and newly installed plantings? Also is there a graphic distinction between Trees, Shrubs, Groundcovers, and other Landscaping features?

Yes	No	Notes

I certify that this Checklist has been completed by the person listed below and the Plans Submitted contain all the information specified in this Checklist.

Design Professional (Signature)

Date

Design Professional (Printed)