

CITY OF OAK RIDGE
CHECKLIST FOR APPLICANTS
SITE PLANS

This checklist is utilized for the review and approval of proposed site improvements as part of the building process. A site plan must be submitted for approval before a land disturbance permit and/or building permit can be issued. Site plans for property zoned UB-2, B-1, O-2 & MH-1 are reviewed by the Oak Ridge Municipal Planning Commission. Site plans for property within all other zoning districts are reviewed by City staff.

For guidance with site plan preparation please refer to the Oak Ridge Zoning Ordinance, including but not limited to Article XI, Off Street Parking and Loading Requirements; Article XIII, Landscaping and Design Standards; and Article XVI, Administration and Enforcement. The City of Oak Ridge Zoning Ordinance is online at <http://www.oakridgetn.gov> on the Community Development Department's webpage. Additional requirements pertaining to site plans can be found in the City of Oak Ridge Stormwater Management Ordinance. For questions concerning site plan review please contact the Community Development Department at (865) 425-3531.

Registrant's signed and dated professional seal shall be affixed on all appropriate sheets for each area of competency for all new construction in strict accordance with the Laws and Rules issued by the applicable State Board of Licenser unless otherwise approved by the City prior to submission of the site plan.

Project Name: _____ Address: _____

Parcel Identification Number: _____ Zoning Classification: _____

Property Owner: _____ Property Owner Phone: _____

Property Owner Mailing Address: _____

Name of Agent/Engineer/Surveyor: _____

Mailing Address: _____

Applicant Phone: _____ Applicant Fax: _____

Applicant Email: _____

General Description of Project: _____

Fees Paid: _____ **\$200 New & Over 2 Acres**
_____ **\$100 New & 2 Acres or Less**

Seven (7) copies (stapled & bound) are required for initial review by staff. If applicable, 10 copies (FOLDED) for Planning Commission will be required. NOTE: If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before being distributed for review.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated. All revisions are to be submitted to the Community Development Department ONLY.

City of Oak Ridge Site Representative: _____

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
1. Scale: 1"=20' for small lots/parcels; 1"=50' for large sites		
2. Cover Sheet to include the following: a. Name, address, and telephone number of engineer; b. Date of preparation and date(s) of revision; c. Location map; and d. Property address		
<i>Site Layout Plan should include the items listed in # 3-16</i>		
3. True north and Oak Ridge grid north arrows		
4. Zoning of subject and adjacent property		
5. Number of acres in parcel		
6. Legend		
7. Location/width all existing or proposed easements & utilities		
8. Setbacks: Front Side Rear Required: _____ _____ _____ Shown: _____ _____ _____		
9. Statement describing the existing and intended use of the lot and all structures proposed, including the number of dwelling units per individual building.		
10. The shape and dimensions of all existing or proposed buildings, structures, or additions. Include the maximum building height and the floor to lot area ratio.		
11. Show any Floodway and Floodway Fringe boundaries. Boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures. If outside a floodway, include a note stating such and referencing the FIRM panel number.		
12. Show location and orientation of signs proposed to be erected, including business or identification signs and traffic signs within site. A separate sign permit is required for all temporary and permanent signs (See Article XIV).		
13. Pedestrian Circulation: Indicate location of sidewalks along street and pedestrian connections to sidewalks, including pedestrian features of safety. Locate pedestrian areas on adjacent sites and indicate how connections have been made to them (See Section 13.02(e)).		
14. All sites must provide for efficient safe entry, loading & unloading, and off-street parking. Show parking lot aisle widths and directions of movement. Note distances between curb cuts and their width. (See Article XI and Section 13.02 (a) & (e)).		
15. Show the required and proposed number of parking and disabled driver spaces, including dimensions and ramp details. Note: ramps in ROW must meet TDOT standards for truncated ramps. Note: 1 van accessible space is required when less than 4 disabled driver spaces are provided (See Section 13.02 (f) & (g) and 13.03(f)).		
16. Show location and design standards of proposed lighting. Indicate any special provisions to shield light from adjacent properties. Provide a note on the site plan stating all lighting is required to be Dark Sky Certified and shall comply with the International Dark Sky Association (IDA) standards to prevent light pollution (See Section 13.02(h)).		

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
<i>Landscaping Plan should include items listed in # 17-23</i>		
17. A minimum of 20% of the site shall be devoted to permeable surfaces, such as landscaped areas and green space. Provide a note stating the percentage of the site devoted to open space (See Section 13.02(a)).		
18. Note existing trees, vegetated areas and special site features with a plan for their protection. Show how important views to natural features or landmarks are preserved across the site (See Section 13.02(c)).		
19. A minimum of 10% of the paved area within a site is to be landscaped within and immediately adjacent to the paved parking area, which is the Required Landscaped Area (RLA). For every 200 square feet of RLA, one (1) tree shall be planted. Provide a note on the landscape plan stating the square footage of paved area, the calculated 10% RLA, the required and the proposed number of trees (See Section 13.02 (e)).		
20. Show proposed location of all landscape plantings; location and dimensions of planting areas and islands; legend with the number, type and sizes of plants; and dimensions of buffers where required. No more than 50% of site trees may be comprised of ornamental trees. Note: A 10 foot streetscape area is required adjacent to a public/private street. Note: pavement cannot be closer than 5 feet from a side or rear lot line (See Article XIII).		
21. Show the location of all existing and proposed easements for electric, water, storm drainage and sanitary sewer on the landscaping plan. NOTE: the applicant shall obtain prior written approval by the City if landscaping is located within any of the easements.		
22. Show location of all screening on plans, along with designs for screening and materials. Show location of building service areas/mechanical equipment, with screening provided. Show location of exterior mechanical equipment and dumpster, with plans for screening. Note: transitional screening and/or buffers may be required (See Section 13.02(g)).		
23. Provide a note on the landscape plan stating as follows: "The landscape plan submitted is the approved landscape plan. Any changes have to be submitted in writing to the City of Oak Ridge for approval.		
<i>Miscellaneous Design Standards</i>		
24. Architectural Character: Show building elevation with materials noted and colors referenced. Note: vinyl siding (<40 mil), metal siding, and standard concrete block are prohibited. Acceptable materials & colors of the street face shall continue on sides & rear of structure when visible from a street. (See Section 13.02(d)).		
25. Submit a PDF of Site Layout and Landscaping Plan to kduggan@oakridgetn.gov		

Any questions regarding Planning Division items can be directed to the Commercial Planner at (865) 425-3580

PLANNING STAFF/REVIEWED BY & DATE: _____

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
<p>1. Unless otherwise approved by the City Engineer prior to site plan submission, the design of streets, storm drainage systems & grading plans shall be signed, dated & sealed by a qualified Engineer, Architect, or Landscape Architect licensed in the State of Tennessee. The design of public water systems, sanitary sewer systems and flood control projects shall be signed by a qualified Engineer licensed in the State of Tennessee. If a waiver is granted, the applicant must obtain a written statement from the City Engineer (865-425-1816) and the statement must accompany the site plan and check-off at the time of submission to the City.</p>		
<p>2. Provide efficient safe access to public streets with details, dimensions and standard drawings of accesses, curb/curb & gutter & sidewalks located on the right-of-way. Provide details of any utility adjustments.</p>		
<p>3. Submit detailed drawings of off-site street improvements. A traffic impact study may be required per Zoning Ordinance.</p>		
<p>4. Show location and size of existing & proposed sanitary & storm sewers, water mains including meter locations, and other utility structures in or adjacent to the project. Provide details, calculations and standard drawings of all proposed utilities.</p>		
<p>5. Provide drainage system design compliant with the Stormwater Management Ordinance. This ordinance can be found in Title 14 Chapter 5 of the Oak Ridge Municipal Code found on the City’s website. Please eliminate or minimize drainage runoff into the street. Provide details, calculations, layout, and grading plans of detention basins when applicable.</p>		
<p>6. Provide bearing and distance of all property lines, encumbrances on property and existing and proposed easements for utilities, accesses, etc. Locate adjacent streets and physical features. As built utility drawings and a plat/easement document is required for utilities proposed for City acceptance.</p>		
<p>7. Provide erosion control and storm water management plan with details, calculations and standard drawings. Locate natural waterways, wetlands, sinkholes/land depressions and sinkhole remediation, etc. Submit a land disturbance permit application. Indicate the number of acres of land disturbance. A fee for the Land disturbance permit may be required. The required fee must be paid at the City Finance Department (Account Code 101.4241) on the date of issuance of the land disturbance permit. Site plan approval is required prior to issuance of a land disturbance permit.</p>		
<p>8. Provide existing and proposed topography of the project area with appropriate contours to define grading and storm water runoff.</p>		

Project Name: _____

03/2/18
Site Plan

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
9. Show the location of all existing and proposed easements for electric, water, storm drainage and sanitary sewer on the landscaping plan. NOTE: Applicant shall obtain prior written approval by the City if landscaping is located within any of the easements.		
10. Show location and detail of double detector check valves on sprinkler system if applicable (above ground if located outside)		
11. Developer/contractor must contact City Environmental Compliance Officer at 425-1610 to determine the type of backflow prevention device required on the domestic water line and the requirements for a Wastewater Discharge Permit.		
12. Developer/contractor is advised to contact the City Public Works Department at 425-1814 pertaining to scheduling water taps & meter installation.		

Any questions regarding Public Works items can be directed to the City Engineer at (865) 425-1816

PUBLIC WORKS/REVIEWED BY & DATE: _____

ELECTRICAL DEPARTMENT

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
1. Service desired: No change to existing service ____ or Service upgrade/ new service needed: Overhead ____ or Underground ____ Transformer located ____ Desired route indicated ____ (required for approval)		
2. Existing and proposed electric utility easements have been shown. (required for approval)		
3. Existing electrical plant facilities, i.e. poles, anchors, pad mount transformers, street lights, etc. have been shown. (required for approval)		
4. Have you provided a drawing in the package that indicates all utilities and easements? (failure to do so could result in clearance conflicts and delays in the plat approval process)		
5. Will construction necessitate relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ _____ (failure to identify relocation of infrastructure could cause delays in construction)		
6. a) The site plan submitted ____ does, ____ does not indicate improvements, retaining walls, decorative walls, buildings, signs, or landscaping located within R.O.W., utility easements, or setbacks. If you checked (DOES) above, then answer b-d below: b) If the site plan does indicate activity within R.O.W. utility easements or setbacks, have you filled out the appropriate documents for approval by both public works and the electric department? Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City. ____ Yes ____ No c) Is the owner aware that landscaping, improvements, and construction within R.O.W., setbacks, and utility easements are performed at the risk of the owner? ____ Yes ____ No d) Is the owner aware that reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements, R.O.W., or setbacks; however, the City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements, R.O.W., or setbacks that may be damaged while performing utility work? ____ Yes ____ No (required for approval)		

Project Name: _____

03/2/18
Site Plan

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
<p>7. Have you received a customer handbook outlining construction requirements? _____ Yes _____ No Have you completed a 9-0-1 Form? _____ Yes _____ No</p> <p>Please note that while your site plan will be approved without a 9-0-1 form, we will be unable to design, order materials, or construct your service extension until we receive a completed form. The 9-0-1 form and all customer handbooks are available for downloading at www.cored.org. (information only)</p>		

Any questions regarding Electric Department items can be directed to the CORED at (865) 425-1842

ELECTRIC DEPARTMENT/REVIEWED BY & DATE: _____

Project Name: _____

03/2/18
Site Plan

**CITY OF OAK RIDGE ELECTRIC DEPARTMENT
REQUEST FOR EXTENSION OF ELECTRIC FACILITIES
(9-0-1 Form)**

Project Name (& phase if applicable): _____

Request is for: → Information Only Electric Service Extension

Project Address: _____

**** Re: Utility Account Number:** _____

Lot #: _____ Block #: _____ Parcel #: _____

Type of Service:

- Commercial Building
- Industrial Park or Facility
- Retail Center or Building
- Residential Subdivision
- One Unit Residential
- Multi Unit Residential
- Other: _____

Project Engineer or Architect: _____

Engineering/Architectural Firm: _____

Telephone: (_____) - _____

Customer Name: _____

Customer Telephone: (_____) - _____

Number of Meter Bases: _____

Service Data:

Main Breaker Size: _____ Amps Service Voltage: _____ Volts

Number of Phases (1 or 3): _____

Phase Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)

Neutral Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)

Secondary Service Distance (from meter to transformer): _____ Feet

Underground Requested

Overhead Requested

Number of Conduits: _____ Total

Type of Mechanical Attachment to
the Building or Structure:

Conduit Size: _____

Insulated House Knob

Number of Conductors per

Eye Bolt

Conduit: _____

Other: _____

Electric Load Data:

_____ KW, Expected Peak Demand (A) (used for contract demand and transformer size)

_____ KW, Total Connected Load (sum of power used, calculated from list below)(B)

_____ Diversity Factor Expected (example 70%)(A/B)

_____ Amp Heat Pump – Compressor

_____ Hp Manufacturing Load

_____ KW Heat Pump - Strip Heat

_____ Hp Largest motor, _____ Phase

_____ Ton Air Conditioning (not Heat Pump)

_____ Amp Welders (Max), _____ Phase

_____ KW Resistance Heat (not Heat Pump)

_____ KW Refrigeration Load

_____ KW Air Handling (not Heat Pump)

_____ KW Water Heating Load

_____ KW Lighting Load

_____ KW Cooking Load

_____ KW Receptacles

_____ KW Future Load

_____ KW Miscellaneous

Additional Comments or Equipment requiring Special Attention: _____

Permanent Service Date: _____ **Temporary Service Date:** _____

Note: Please contact Community Development for Site Plan/Drawing submittals.

Return Completed Document to:

City of Oak Ridge Electric Department Name: _____ Title: _____

P.O. Box 1

Signature: _____ Date: _____

Oak Ridge, TN 37831-0001

----- DO NOT WRITE BELOW THIS LINE -----

Contract Required: YES NO

Contract Demand: _____ kW Up Front Cost: \$ _____

Staff Comments: _____

Copy to UBO

**** -For office use only, customer does not fill out.**

CORED Form 9-0-1, Revision 3, 3/6/2001

Project: _____ COR/CD DATE STAMP _____

REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW	APPLICANT STATE SIZE	CITY STAFF VERIFICATION AND/OR COMMENTS
1. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)	INCHES	
2. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)	MIN WIDTH RADIUS FT	
3. Is the size of the building shown?	SQ. FEET	
4. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)	YES NO	
5. Protection Required: A. Automatic Sprinkler System for all buildings of 10,000 sq. feet or more. Must be connected to automatic notification of Fire Department (COR 9-30.1**)	YES NO	
B. Monitored Automatic Fire Detection and Alarm System for all buildings of 5,000 sq. feet or more. Automatic dialers not accepted. (COR 9-30.1**)	YES NO	
6. Are hydrants located within 150 feet so that all portions of the building can be reached with a hose lay of no more than 500 feet, within 100 feet of the sprinkler connection, and on opposite sides of building? (IFC Chapter 5*)	FEET	

OTHER REQUIREMENTS MAY APPLY WHEN BUILDING PLANS ARE SUBMITTED. THE INFORMATION REQUESTED ABOVE IS FOR THE REVIEW OF YOUR BUILDING ON ITS SITE ONLY.

*International Fire Code (IFC) 2012, City of Oak Ridge Code of Ordinances and/or IFC 903.2.1.2 Group A-2 for Food and Drink establishments of more than 100 occupants or more than 5000 square feet, or above ground floor.

NOTES:

- **If ANY changes are made to the submitted plans concerning the location, type or route of underground water lines serving hydrants or fire protection systems, new plans must be submitted to ORFD at least two (2) weeks prior to work beginning for review and approval.**
- **Underground piping must be either C151 ductile iron or C900 PVC.**
- **The hydrant brands accepted by the City of Oak Ridge are Mueller and M & H. with a minimum barrel size of six (6) inches.**
- **Underground work serving a fire sprinkler system must be done by a licensed fire sprinkler company.**

FIRE DEPARTMENT/REVIEWED BY & DATE: _____



OAK RIDGE UTILITY DISTRICT – NATURAL GAS INFORMATION

Project Name (& phase if applicable): _____

Request is for: → New Service Line (Please detail proposed gas lines and meters, and provide indoor piping plans)
 Existing Service Line

Project Address: _____

**** Re: ORUD Account Number:** _____

Type of Service:	Project Engineer or Architect: _____
<input type="checkbox"/> Commercial Building	Engineering/Architectural Firm: _____
<input type="checkbox"/> Industrial Park or Facility	Telephone: (_____) - _____
<input type="checkbox"/> Retail Center or Building	Customer Name: _____
<input type="checkbox"/> Residential Subdivision	Customer Telephone: (____) - _____
<input type="checkbox"/> One Unit Residential	Contractor Name and Telephone: _____
<input type="checkbox"/> Multi Unit Residential	Alternate Contact Name and Telephone: _____
<input type="checkbox"/> Other: _____	

Service Requested (circle one):	FIRM	INTERRUPTIBLE
_____ BTU Main Heat Source		_____ BTU Fireplace/Logs
_____ BTU Tanked Water Heater		_____ BTU Commercial Kitchen Equipment
_____ BTU Tank Less Water Heater		_____ BTU Other _____
_____ BTU Range/Cook Top		
_____ BTU Dryer		
_____ BTU Grill		
_____ BTU Pool Heater		
_____ BTU Lamp		

BTU Totals _____

Service Data:
 _____ Number of Meters Requested
 _____ Pressure Desired, *in inches of w.c. or PSIG*
 _____ Minimum Pressure Required, *in inches of w.c. or PSIG*
 _____ Maximum Allowable Operating Pressure (MAOP) to equipment or regulator, *in inches of w.c. or PSIG*

Additional Comments or Equipment Requiring Special Attention: _____

Permanent Billing Address: _____

Temporary Billing Address: _____

Return Completed Document to:
ORUD
120 S. Jefferson Circle
Attn: Jeff Patterson
Oak Ridge, TN 37830
865-483-1377

Submitted By:
Name: _____ Title: _____
Signature: _____ Date: _____

Project Name: _____

03/2/18
Site Plan

ARE ANY VARIANCES OR ALTERNATIVES TO THE LANDSCAPING AND DESIGN STANDARDS BEING REQUESTED?

_____ YES (Attach letter detailing each, and its justification)

_____ NO

I hereby certify that this submission is complete and ready for city staff review and I authorize
_____ **to serve as my agent.**

Signature of Owner: _____ **DATE:** _____

Printed Name of Owner: _____

Project Name: _____

03/2/18
Site Plan

TWO COMPLETE SETS OF CONSTRUCTION DRAWINGS INCLUDING A SITE LAYOUT PLAN SHOULD BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION. THE BUILDING PERMIT APPLICATION WILL NOT BE APPROVED UNTIL THE SITE PLAN HAS BEEN APPROVED BY ALL CITY STAFF.

ARNOLD BLACKWELL, CODE ENFORCEMENT SUPERVISOR