

## **Site Plan Review**

Community Development Department staff can assist the applicant with the site review process. A pre-application meeting to answer questions about the review process through final approval is recommended.

### **Contact Information:**

For all general questions call the Community Development Department at (865) 425-3531

Location: Municipal Building, PO Box 1, 200 S. Tulane Avenue, Community Development Department

- For Residential Projects contact Sherith Colverson at [scolverson@oakridgetn.gov](mailto:scolverson@oakridgetn.gov) or (865) 425-3581
- Commercial, Industrial and Multi-Family Projects and all other non-residential projects contact Andrea Kupfer at [akupfer@oakridgetn.gov](mailto:akupfer@oakridgetn.gov) or (865) 425-3580

City staff from the Community Development Department (Planning and Codes Division), Public Works Department, Electric Department, Fire Department and the Oak Ridge Utility District will review the site plan at a staff review meeting generally scheduled on Mondays at 2:00 p.m. in the Municipal Building City Manager's Conference Room. Applicants or their representatives should plan to attend the staff review meeting to answer questions and receive staff comments.

Site review by the Planning Commission applies in B-1, Neighborhood Business, UB-2, Unified General Business, O-2, Office and MH-1, Mobile Home Park zoning districts. City staff shall review and approve site plans for compliance with ordinances and regulations in all other zoning districts not expressly assigned to the Planning Commission.

**Staff Review** - For site plans reviewed by City staff, seven (7) copies of the complete site plan and a Site Plan Checklist, (available at the Community Development Department office or via the City's website at [www.oakridgetn.gov](http://www.oakridgetn.gov)) shall be submitted to the Community Development Department. A filing fee of \$100.00 to \$200.00, depending upon the size of the legal lot of record, is to be paid upon submission for site plans. All items on the Site Plan Checklist shall be completed including the property's owner signature or the site plan will be returned to the applicant to be completed before distribution for review. The grading permit and/or building permit may be obtained after staff review and approval of the site plan has been completed.

**Planning Commission Review** - For all site plans reviewed by the Planning Commission, the application shall be submitted 17 days before the regularly scheduled Planning Commission meeting. Seven (7) copies of the site plan must be submitted for staff review with the initial submittal. All copies must be stapled and bound. An additional 10 (FOLDED) copies of the revised site plan shall be submitted prior to the Planning Commission's Business Work Session. The Planning Commission generally meets on the third Thursday of each month at 5:30 p.m. in the Municipal Building Courtroom. For site plans requiring Planning Commission approval, incomplete submittals will be returned for completion before the next Planning Commission deadline the following month.

If the site plan will be reviewed by the Planning Commission, revisions requested by staff at the Monday staff review meeting shall be submitted to the Community Development Department before 1:00 p.m. on Thursday before the Planning Commission's Business Work Session. The Commissioners will review the site plan with the developer and City staff and make their recommendation to the full Planning Commission. The Planning Commission will review all information at the regular meeting and make a decision to approve or disapprove the site plan. Once the site plan has been approved, the developer may proceed with obtaining a grading permit and/or a building permit.

The site plan and associated plans shall be evaluated for the items specified in Section 16.16 of the zoning ordinance. A summary of these items is provided below:

- (a) Provision and compliance with the zoning ordinance requirements, including appropriate zoning, minimum building setbacks, building height limitations, maximum allowable floor area to lot area ratio, and other information specified in Section 16.15 of the zoning ordinance.
- (b) Compliance with zoning ordinance standards related to parking requirements, such as design/layout, adequacy of off-street parking lots and spaces, location and design of access to public streets, including off-site improvements (*Article XI: Off Street Parking and Loading Requirements*).
- (c) Adequacy of water supply, fire protection, sanitary sewer and electrical facilities using commonly accepted and applied engineering principles and City construction standards and specifications including the Subdivision Regulations.
- (d) An overall landscaping plan for the entire site sufficient to meet all requirements as specified in the zoning ordinance, including parking lot buffers, preservation of natural areas, transitional screening requirements and nuisance screening requirements for service areas and dumpsters (*Article XI: Off Street Parking and Loading Requirements* and *Article XIII Landscaping and Design Standards*).
- (e) Arrangement and design of outdoor lighting in a manner that reduces the negative impact on adjacent properties and is Dark Sky Certified Lighting (*Article XIII Landscaping and Design Standards*).
- (f) Compliance with the Stormwater Management Ordinance through provision of adequate erosion control measures and drainage systems for the proper disposition of storm water runoff.
- (g) Compliance with all sign regulations (*Article XIV: Sign Regulations*).
- (h) Provision of Sidewalks: When any new building or structure exceeding one thousand (1,000) square feet in floor space, including additions, is proposed on any property located within and adjacent to the area bordered by South Illinois Avenue, the Oak Ridge Turnpike and Lafayette Drive for which a site plan is required, the owner shall be required to install concrete sidewalks to City standards along all roads adjoining the property, when it is determined that public safety and accessibility warrant the construction in view of vehicle traffic and existing and expected pedestrian traffic.

# 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 Licenses 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 <a href="mailto:akupfer@oakridgetn.gov">akupfer@oakridgetn.gov</a> & <a href="mailto:abailey@oakridgetn.gov">abailey@oakridgetn.gov</a>		

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 &amp; grading plans shall be signed, dated &amp; 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 &amp; gutter &amp; 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 &amp; proposed sanitary &amp; 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: \_\_\_\_\_

05/20/16  
Site Plan

<b>REQUIREMENTS</b>	<b>APPLICANT YES-NO-N/A</b>	<b>CITY STAFF VERIFICATION AND/OR COMMENTS</b>
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: \_\_\_\_\_

05/20/16  
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 <a href="http://www.cored.org">www.cored.org</a>.</p> <p>(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: \_\_\_\_\_

05/20/16  
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** \_\_\_\_\_

<b>REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW</b>	<b>APPLICANT STATE SIZE</b>	<b>CITY STAFF VERIFICATION AND/OR COMMENTS</b>
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:** \_\_\_\_\_

Project Name: \_\_\_\_\_



**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:**

- 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: (\_\_\_\_) - \_\_\_\_\_  
 Contractor Name and Telephone: \_\_\_\_\_  
 Alternate Contact Name and Telephone: \_\_\_\_\_

**Service Requested (circle one):**      FIRM

INTERRUPTIBLE

- \_\_\_\_\_ BTU Main Heat Source
- \_\_\_\_\_ BTU Tanked Water Heater
- \_\_\_\_\_ BTU Tank Less Water Heater
- \_\_\_\_\_ BTU Range/Cook Top
- \_\_\_\_\_ BTU Dryer
- \_\_\_\_\_ BTU Grill
- \_\_\_\_\_ BTU Pool Heater
- \_\_\_\_\_ BTU Lamp

- \_\_\_\_\_ BTU Fireplace/Logs
- \_\_\_\_\_ BTU Commercial Kitchen Equipment
- \_\_\_\_\_ BTU Other \_\_\_\_\_

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: Nikki Bradley  
 Oak Ridge, TN 37830  
 865-483-1377

**Submitted By:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

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**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: \_\_\_\_\_

05/20/16  
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**