

Site Plan Development Process

1. A Concept Meeting with a rough sketch of proposed project and a “name”.
2. Plat submittal. Master Plan if phases
 - a. Traffic, Drainage or any other engineering studies may be required for submittal.
3. Plan Review by staff.

Planning Commission considers the Site Plan for approval

4. Approval of Site Plan by Planning Commission

If Site Plans Meets Stormwater Requirements (Over an Acre or 15,000 sq ft)

5. Construction Plans for individual Phases are submitted to the County Engineer. (3 sets)
 - a. Provide copy of Stormwater Pollution Prevention Plan (SWPPP)
 - b. Traffic, Drainage or any other engineering studies may be required for submittal.
6. Construction Plan Review by staff
7. Pre-Construction Meeting
 - a. Contractor ,the Developer’s Engineer, and Erosion Prevention Sediment Control Inspector (Level 1) must attend
 - b. Notice of Coverage (NOC) from Tennessee Department of Environment Conservation (TDEC) must be on file
 - c. Provide contact information for Developer’s stormwater inspector (TDEC Level 1 certified)
 - d. Obtain Land Disturbance Permit with County
 - e. Any other permits if required
 - f. Need a total of 10 revised sets of Construction Plans and digital formats: .pdf and .dwg
8. County Engineer approves and signs Construction Drawings after any revisions, if necessary
9. Developer is to distribute approved/signed construction drawings to appropriate utility companies.
10. Developer can proceed to ONLY install erosion prevention and sediment control (EPSC) per the Construction Drawings and will notify Engineering Department after installation for County inspection.
11. Engineering Department Inspector will inspect the site for Erosion and Sediment Control compliance with the Construction Drawings. A “Notice to Proceed” will be issued to the Developer.
12. Construction can proceed at that time.

13. Developer's Stormwater Inspector (valid TDEC Level 1 certification) shall begin twice weekly inspections.
14. Sites with TDEC's permits shall be subject to random TDEC Inspection.
15. County Engineering Inspectors will visit the site periodically to check for compliance with the Construction Drawings.
16. Maintenance Agreement in place including Long Term Maintenance Plan

Skip to here if no Stormwater quality requirements are needed

1. Before Site Plan Approved
 - a. Stamped by Planning Director.
 - b. Zoning Compliance Completed
 - c. Signed Copy goes in file two to the developer
2. Building Codes inspections at 4 different junctures
3. Before Certification of Occupancy
 - a. Certification of completion shall be submitted to the County Engineer by a licensed engineer
 - b. Stormwater Department inspects infrastructure.
 - c. An As-Built drawing of the completed
 - d. Maintenance Agreement in place with Long Term Maintenance Plan (If required)
 - i. Developer's Engineer must provide legal descriptions and a highlighted plat of all Stormwater Infrastructure that is to be included in the Maintenance Agreement.
 - ii.
 - e. If necessary, Proof of Notice of Termination filed with state (NOT), unless multi-phased
4. Certification of Occupancy Granted