

CONCEPT PLAN APPLICATION CHECKLIST

The following is a general list of drawing standards and development features that are required to be submitted with an application for Planning Commission review.

Prior to Application Submittal:

- ☐ Has a completed TIA been provided if previously determined to be required for this development?
 - Prior to concept plan application submission, a [Pre-Submittal Transportation Impact Analysis \(TIA\) Scope Determination Form](#) must be submitted, and a determination made on whether a traffic study (TIS) or letter (TIL) will be required.
 - If a TIS or TIL is required, it needs to be submitted with the application, or **the application will not be accepted**. See the [TIA Guidelines](#) for more information.
- ☐ Have you had a pre-application submittal consultation?
 - Prior to concept plan application submission, a pre-application consultation is required for concept plans. Submit the [Pre-Application Consultation Request Form](#) to applications@knoxplanning.org. Planning staff will respond with potential times for a meeting or phone call to discuss the project.
 - This step needs to be completed prior to submission of the application, or **the application will not be accepted**.

Application Requirements:

- ☐ The owner's signature or option holder's signature (as provided below) must be provided on page 2 of the [Development Request application](#) or the application will not be accepted.
 - Option holders must provide documentation to that effect (i.e., a sales contract that includes a stipulation of obtaining approval for the proposal with sensitive information redacted, notarized letter, etc.).
- ☐ Location map that includes: a North arrow, adjacent roadways, site boundary lines, and any other information needed to locate the site.
- ☐ Date of design is provided on the plan sheets.
- ☐ The graphic and written scale on each drawing sheet. The site (layout) plan must be no more than 100 ft to 1 inch.
- ☐ Drawings must clearly show the following:
 - ☐ Proposed and existing lot lines (dimensioned)
 - ☐ Name and location of all existing and proposed roads within and adjacent to the subject property, drawn with accurate bearings and distances
 - ☐ Physical environmental characteristics of the site (i.e., wetlands, sinkholes, etc.), drawn with accurate bearings and distances
 - ☐ Utility access or other easements, drawing with accurate bearings and distances
 - ☐ Existing structures on the site, labeled to remain or removed.
- ☐ Existing utility locations on the site and adjacent to the property
- ☐ Proposed utility services to be provided
- ☐ Existing topographic contours at 2-ft intervals in GRAYSCALE line style.
- ☐ Preliminary grading plan at 2-ft intervals in a BOLD line style:
 - Recommended with all submittals but may be required during the review.
 - Required if grading is proposed within the Hillside Protection (HP) area with as shown on the City

- or County Future Land Use map.
- For projects in the City, refer to the [HP Overlay Checklist](#) and include the requested information.
 - ☐ Road profile drawings for all public and private streets. Profiles may be required for access easements.
 - ☐ Sight distance verification at the proposed access to all existing roads (if questionable or otherwise required)
 - ☐ Road and lot layout
 - ☐ Acreage of site. If there is more than one zone district, provide the acreage of each and show the zoning line on the plan sheets.
 - ☐ Proposed # of lots
 - If a property is in the Planned Residential (PR) zone and exceeds the approved density, the application cannot be accepted (County only). NOTE: The maximum number of dwelling units is rounded down to the nearest whole number.
 - ☐ Preliminary drainage plan showing how water is draining through the site and the locations of any stormwater facilities (if applicable – contact City or County Engineering Departments for more information).
 - ☐ Landscaping plan (if applicable)

Not required at time of application, but recommended if these items are known:

- ☐ Variance request form, if applicable
- ☐ Alternative design request form, if applicable
- ☐ Preliminary drainage plan (as required by City and/or County Engineering departments)

Resources:

- Deadline, fees, and forms - <https://knoxplanning.org/applications>
- Zoning and Regulations - <https://knoxplanning.org/zoning/regulations>
- Plans and Studies - <https://knoxplanning.org/plans>
- County EPW - <https://www.knoxcounty.org/epw/>
- City Engineering Development Services - https://www.knoxvilletn.gov/government/city_departments_offices/engineering/engineering_development_services_division
- KGIS - <https://www.kgis.org/portal/>
- TDOT Region 1 - <https://www.tn.gov/tdot/about/tdot-organizational-charts/org-chart-region.html>