

DUPLEX APPLICATION FOR PLANNING COMMISSION

When a special use (SU) is required for a two-family dwelling in the City of Knoxville, or a use on review (UR) or development plan (DP) is required for a duplex in Knox County, applications comply with the following:

Prior to Application Submittal:

- ☐ Have you had a pre-application submittal consultation?
 - Prior to application submission, a pre-application consultation is required for special uses, uses on review, and development 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.**

Applications must include:

- ☐ The owner's signature or option holder's signature must be provided on page 2 of the [Development Request application](#) or the application will not be accepted.
- ☐ Site plans must include the following:
 - ☐ Site notes, including the property address, parcel ID, owner information, acreage, zoning district, dimensional standards, etc.
 - ☐ Scale of drawing
 - ☐ Lot lines with dimensions
 - ☐ Name and location of all existing and proposed roads adjacent to the subject property
 - ☐ Existing and proposed driveways, parking spaces, and walkways with dimensions, area (sq. ft.), and surface material identified
 - ☐ Existing and proposed structures with overall dimensions and dimensions to the front, side, and rear property lines
 - ☐ Access easements, if applicable
 - ☐ North arrow
 - ☐ Date of design should be noted on the plans
 - ☐ Sight distance verification at the proposed access (if questionable or otherwise required)

Within Knox County:

- ☐ Front building elevations are recommended but not required. If provided, elevations should show:
 - ☐ General dimensions of the building height and width.
- ☐ Conceptual images may be provided in lieu of building elevations with approximate building height noted

Within the City of Knoxville – See [Article 9.3](#) of the City's Zoning Ordinance pertaining to Primary Use Standards for "Dwellings, Two Family" for more information on the standards below.

- ☐ Scaled and dimensioned drawings of all street-facing elevations, which must include the following:
 - ☐ Scale of drawing
 - ☐ General dimensions of wall area (height and width)
 - ☐ Building height and roof pitch

- ☐ Primary exterior finish materials
- ☐ Primary entrance locations (9.3.J.1)
- ☐ Front façade articulation (9.3.J.2)
- ☐ Transparency % of front façade (i.e., % of façade comprised by windows) (9.3.J.3)
- ☐ Front-loaded garages (9.3.J.4 & 5)
- ☐ If property is in the HP (Hillside Protection Overlay) district, the applicant must demonstrate compliance with the HP standards.

Note: If the development is using Middle Housing standards, then [Article 4.6, Middle Housing Standards](#) in the City's Zoning Ordinance applies and the Middle Housing process should be utilized instead of seeking a special use. Contact the City's [Plans Review and Inspections Department](#) for more information.

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>