

SITE PLANS REQUIRING A USE ON REVIEW, DEVELOPMENT PLAN, OR SPECIAL USE APPLICATION (WITHOUT CONCEPT PLANS)

Prior to Application Submittal:

- ☐ Has a completed TIA been provided if previously determined to be required for this development?
 - If the proposed use will generate more than 750 trips per day, a [Pre-Submittal Transportation Impact Analysis \(TIA\) Scope Determination Form](#) must be submitted **prior to application submission**, 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 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**.

Application Requirements:

- ☐ 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.
- ☐ The proposed use is listed on page 2 of the application ("Other" field in the Development Review section)
- ☐ Site layout plans that clearly show the following:
 - ☐ Lot lines, with dimensions
 - ☐ Existing and proposed roads adjacent to the subject property
 - ☐ Utility access or other easements
 - ☐ Building layout, showing the relationship of buildings to property lines, parking and display areas, and circulation
 - ☐ Landscape plan showing the general layout of landscape areas
 - ☐ Date of design should be noted on the plans
- ☐ Residential development:
 - ☐ Floor plans (if multifamily)
 - ☐ Location of planned amenities
 - ☐ Location of any required buffer yards, if applicable
- ☐ Non-residential development:
 - ☐ Off-street parking and/or loading areas, dimensioned
 - ☐ Garbage dumpster location(s) and proposed screening, if applicable
 - ☐ Locations of any ground signage to be proposed (a full sign plan may be required)
 - ☐ Location of any required landscaping (buffer yards, parking areas, etc.), as applicable
 - ☐ Truck circulation diagram to indicate ingress/egress and the movement of vehicles, goods, and people
 - ☐ Floor plans, if in the County's CN (Neighborhood Commercial) zone
 - ☐ Architectural elevations
 - ☐ Lighting plans, if applicable

Ensure your drawings are consistent with zoning regulations:

- ☐ In the County, refer to the Knox County Zoning Ordinance, [Article 4, Supplementary Regulations](#), for more requirements for certain uses in Knox County
- ☐ In the City of Knoxville, refer to the City of Knoxville Zoning Ordinance, [Article 9.3, Principal Use Standards](#), for additional requirements for certain uses in the City
- ☐ Dimensional standards as required by zoning (i.e., setbacks, building height, etc.)
- ☐ Design standards as required by zoning (City only)
- ☐ Parking requirements

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>