

Land Development Manual

Effective Date 5-15-25



Town of Thompson's Station Land Development Manual

Purpose & Acknowledgements

This manual has been developed to connect the *All Aboard General Plan*, the *All Aboard Major Thoroughfare Plan*, the *Parks Master Plan*, and the *Land Development Ordinance*, to the day-to-day efforts of applicants and property owners within the Town of Thompson's Station. We hope this Development Manual will provide guidance in the use of the Town's community development documents, consolidate information on development review and permitting processes, and help applicants understand development review processes and requirements. The manual is structured to provide easy access to the specific information needed about a particular planning document, review body, or procedure. Please contact the Community Development Department with questions or comments about this manual at (615) 794-4333.

Town of Thompson's Station, Tennessee

The Town of Thompson's Station Board of Mayor and Aldermen
The Town of Thompson's Station Planning Commission
Department of Community & Economic Development

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Introduction

How to Use this Manual

This manual is a compilation of information, standard operating procedures, and guidance related to land development and building in the Town of Thompson's Station. The intent is to provide insight into the various procedures associated with the development review process. It is our hope that citizens, landowners, developers, design professionals, contractors and others involved in the land development process will find this information helpful in their efforts to develop in the Town of Thompson's Station and enhance the community's quality of life.

This manual is composed of five main parts:

- **Part 1: Introduction:** This section of the manual.
- **Part 2: Community Development Documents at a Glance:** Applicants who are new to the development review process in the Town should take the time to become familiar with the documents described in this part of the manual. These are the policy guidance and official regulatory documents controlling development submittals in the Town.
- **Part 3: Review Bodies:** The information in this part sets out the review bodies responsible for review and decision on each of the various submittal types. In addition, the section provides an organizational structure of the Town government and additional details about contacting and working with each of the review bodies.
- **Part 4: Permitting and Review Procedures:** This part provides the detailed information on each of the Town's primary development review procedures, including a general description, discussion of the specific review process, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to information on each specific review procedure, the section includes details on steps, policies, and submittal requirements common to each of the individual review processes.
- **Part 5: Appendices:** Additional information, including agency contacts, review schedules, fees, checklists, and application forms is included in this last part of the manual.

Applicants are reminded this manual does not serve as a substitute for any of the Town of Thompson's Station's adopted ordinances and is intended only as a guide to the users of the Town of Thompson's Station *Land Development Ordinance*. In case of conflict between this document and other Town ordinances, the adopted Town ordinances shall control.

A digital version of this manual, along with additional information on Town policies, processes, contact information, and frequently asked questions is available online at the Department of Community Development's webpage at <https://www.thompsons-station.gov/>

Community Development Documents: At a Glance

Applicable Community Development Documents

Development review in Thompson's Station is based on policy guidance and regulations found in a variety of land-use controls. These documents and their on-line locations are identified in the table below. Summaries of the documents that provide the most valuable guidance for land development and building in the Town of Thompson's Station are found on the following pages.

DOCUMENT NAME	ONLINE LOCATION	RESPONSIBLE DEPARTMENT
COMMUNITY DEVELOPMENT DOCUMENTS		
General Plan	https://www.thompsons-station.gov/departments/community-development/planning-and-zoning	Department of Community Development (615) 794-4333
Major Thoroughfare Plan		
Land Development Ordinance		
Zoning Map		
OTHER USEFUL DOCUMENTS		
Thompson's Station Municipal Code	https://www.thompsons-station.gov	Town Staff Contacts: https://www.thompsons-station.gov/departments
Sewer Specifications		
Sewer Collection System Plan		
On-site Wastewater Policy & Procedure		
Thompson's Station Roadway Design Specifications		
Annexation Policy		
Parks Master Plan		

Thompson's Station All Aboard General Plan

The Thompson's Station *All Aboard General Plan* is a general guide to the Town's policies and objectives for its own long-range growth and evolution. The *General Plan* was updated in March 2023, as part of the Town's All Aboard Comprehensive Planning process. The *General Plan* identifies several guiding principles that define the plan recommendations and provide a foundation for decision-making related to land use and growth. The key guiding principles include:

- Directing new development to areas within the urban growth boundary to minimize the negative impacts of sprawling development;
- Emphasizing the design of new development;
- Protecting sensitive natural features, including the ridgelines, and developing tools for natural resource protection that support neighborhood character;
- Supporting growth consistent with existing infrastructure to encourage infill development and contiguous development;
- Fostering walkable new neighborhoods and pedestrian connections between neighborhoods;
- Identifying and improving the appearance of entry gateways; and
- Providing a diverse mix of housing.

In addition to the guiding principles, the *General Plan* also establishes the basis for the Future Land Use Plan, which divides the Town Character Areas with policies for overall growth and development.

The *General Plan* is recommended by the Planning Commission and adopted by the BOMA. The *General Plan* is intended as a guide to the Town's goals and policies – it does not carry the force of law. However, decisions based on the All Aboard Plans should be consistent and concurrent with the policies since the Plan was approved by both the TSPC and the BOMA. Town requirements (such as those found in the Zoning Map or *Land Development Ordinance*) are generally expected to be in concurrence with the *General Plan*. Any proposed development that does not conform to the policies of the *General Plan* requires a revision to the plan prior to approval by the Planning Commission and BOMA. A copy of the *General Plan* is available on the Town of Thompson's Station's website at <https://www.thompsons-station.gov/>



All Aboard Major Thoroughfare Plan

The Town of Thompson's Station adopted the Major Thoroughfare Plan (MTP) in March 2023, also as part of the Town's All Aboard Comprehensive Planning process, to provide a transportation policy plan for the Town's vehicular and pedestrian network.

An MTP is a long-range plan that shows a vision for the Town's transportation network. It provides guidance for future growth and is a regulatory plan for public investments and future improvements to roads, sidewalks, and multimodal facilities. The All Aboard MTP considers how people will travel through the region in the future and projects how the Town's transportation network will perform given expected growth in population and changes in travel patterns. This MTP forecasts conditions through a future year of 2045 in order to identify where deficiencies in the transportation network are likely to develop and what steps could be taken to address those issues.

There are several central purposes accomplished in the MTP:

- **Preservation of Right-of-Way:** Right-of-way is to be preserved to accommodate existing and future transportation needs, including automobile, bicycle, and pedestrian needs.
- **Continuity:** Strive for continuity in the functional, physical, and aesthetic character of various classifications of major streets, bicycle routes, and pedestrian facilities.
- **Preservation of Capacity:** Preserve the capacity of major transportation facilities. The plan establishes a rationale for access management based on existing and anticipated development along the arterial transportation corridors through the implementation of medians.
- **Infrastructure Coordination:** The MTP directs street improvements within the thoroughfare plan network to be implemented as new developments are proposed.

Elected officials and planning staff use the All Aboard MTP as a tool to make informed decisions on infrastructure improvements. The plan identifies existing and predicted future transportation deficiencies and provides recommended projects to ensure a safe, mobile, and efficient transportation system. By coordinating planned development and transportation improvements, Town officials can strategically implement investments to accommodate existing and future development.

Land Development Ordinance

In 2015, the Town of Thompson's Station adopted the Land Development Ordinance (LDO). A Comprehensive Update to the LDO was adopted in June 2024 to implement the policies of the All Aboard Plans. The LDO includes all the Town's development standards, including the Subdivision Regulations and the Zoning Ordinance codified into a single ordinance. The development standards and regulations within the LDO provide for the harmonious development of the Town; secure a coordinated layout and adequate provision for traffic; and to secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the Town, as well as to promote the harmonious and planned development of the Town of Thompson's Station. The LDO sets out the types of uses allowed within each zoning district, as well as the review process used to approve proposed development.

The development standards within the LDO address a significant number of issues ranging from building design to mobility and connectivity. Natural resource protection is established throughout the Ordinance with regulations related to tree protection, landscaping, open space, and environmental protection. In addition, the Ordinance establishes a wide range of new development standards intended to foster a high level of development quality within Thompson's Station.

This manual is intended to be a user's guide to the LDO, but is not intended as a substitute or replacement for the standards in the ordinance. The LDO contains the official codified version of the development review procedures and review criteria. A copy of the ordinance is available on the Town of Thompson's Station's website at <https://thompsons-station.gov/all-aboard-comprehensive-plan>.

Zoning Map

The Official *Zoning Map of Thompson's Station, Tennessee*, is adopted as part of the *Land Development Ordinance*. The *Zoning Map* sets forth where uses are allowed or prohibited geographically.

Base zoning districts are the residential and nonresidential zoning districts defined by lot standards, general location, and use. As their name suggests, these regulations are the minimum or base set of standards that shall apply for the zoning district where located. Base zoning district designations establish the permitted uses for a lot.

Copies of the Zoning Map are available on the Town of Thompson's Station's website at <https://thompsons-station.gov/mapping-gis>.

Decision Making Bodies

Review Responsibilities

The Town relies on a number of elected and appointed officials to guide Town staff in the implementation of adopted Town regulations. The following summary table is adapted from the one found in the Land Development Ordinance (LDO), and sets out the review responsibilities for each of the different boards and commissions described in the Ordinance.

SUMMARY OF THE ROLES OF DECISION-MAKING BODIES				
H = Hearing (Public Hearing Required) D = Decision (Responsible for Final Decision) M = Meeting (Public Meeting Required) A = Appeal (Authority to Hear/Decide Appeals) R = Recommendations (Responsible for Review and a Recommendation in Specified Circumstances)				
Procedure	BOMA	TSPC	BZA	Town Staff
LDO Amendment	H-D	M-R		R
Rezoning	H-D	M-R		R
Policy Plan Adoption/ Amendment	M-D	M-D-R		R
Annexation	M-D	M-D-R		R
Planned Development Plan (PDP)	M-D	M-D-R		R
Site Plan Review		M-D		R
Construction Documents				R-D
Subdivision – Preliminary Plat		M-D		R
Subdivision – Final Plat Major		M-D		R
Subdivision – Final Plat Minor (Administrative)				R-D
Variance			M-D	R
Appeal of Administrative Decision			A-M-D	R
Public Improvement Dedication & Acceptance	D	M-D-R		R
Sign Permit				R-D
Building Permit				R-D
Land Development Permit				R-D
Certificate of Occupancy				R-D

Boards and Commissions

The following sections provide additional detail on each of the review bodies described in the table on the previous pages. Information about meeting times and locations is provided but is subject to change. Please check with the Town of Thompson's Station Town Hall Offices at (615) 794-4333 to confirm the date, time, and location of meetings.

The Thompson's Station Board of Mayor and Aldermen (BOMA)

The Board of Mayor and Aldermen (BOMA) is the Town's legislative, governing body that consists of a Mayor and four Aldermen. The BOMA serves as the primary legislative body of the Town. For purposes of development review, the BOMA also decides on submittals for Rezoning, Annexations, and makes amendments to the Land Development Ordinance text. More information regarding the BOMA can be found at <https://www.thompsons-station.gov/>.



Every two years the citizens of Thompson's Station elect either the Mayor and two at-large aldermen. Aldermen serve staggered, four-year terms. The BOMA typically meets on the second Tuesday of the month in the Thompson's Station Town Hall Boardroom.

The Planning Commission (TSPC)

The Thompson's Station Planning Commission (TSPC) is an administrative, governmental body comprised of seven members, appointed by the Mayor with at least one member representing the BOMA. The TSPC directly advises the BOMA regarding changes in the *Land Development Ordinance*, Rezoning, and Annexations. The TSPC has total review authority for Preliminary Plats, Site Plans, Final Plats, the establishment and custodianship of Performance Agreements/Bonds, and projects by other governmental agencies. The TSPC is the primary land-use planning body for the Town and sets forth policy to guide growth through the *General Plan* and the *Major Thoroughfare Plan*. The BOMA has designated the TSPC as the body responsible for all design review within the Town, as well. The TSPC typically meets on the fourth Thursday of each month in the Thompson's Station Town Hall Boardroom.

The Board of Zoning Appeals (BZA)

The Thompson's Station Board of Zoning Appeals (BZA) provides a forum for hearing appeals when an appellant encounters select, non-self-created difficulties in meeting the requirements of the zoning provisions of the *Land Development Ordinance*. Under state law, the BZA has the ability to grant variances to zoning requirements and to perform administrative review on staff decisions based. An administrative review is performed when it is alleged by an individual that there has been an error made by an administrative official in enforcing the zoning provisions of the *Land Development Ordinance*. The BZA is also responsible for making decisions on variances when an applicant requires relief from "hardship" as described in Section 2.1.3(b) of the *Land Development Ordinance*. The BZA consists of five members, including a Chair. Members are appointed by the BOMA. The BZA meets on an as-called basis in the Thompson's Station Town Hall Boardroom.

Review Procedures

This section of the Land Development Manual is a guide to the various permitting and review procedures used in the Town of Thompson's Station's *Land Development Ordinance*. As noted earlier, the purpose of this manual is to outline the steps in the procedures and provide general background and information on each individual procedure. This section is not a substitute for the specific procedures set forth in the various applicable ordinances. Cross-references are provided to direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations. The actual *Land Development Ordinance* is available in the Community Development Department offices in Town Hall (1110 Fountain View Boulevard) or online at www.thompsons-station.gov

This part of the manual summarizes the following procedures and provides useful information when considering a submittal for each of the following procedures:

- *General Plan* Amendments
- *Major Thoroughfare Plan* Amendments
- Annexations
- Rezoning
- Planned Development Plans
- Preliminary Plat Review
- Final Plat Review
- Site Plan Review
- Variances
- Appeal of Administrative Decisions
- Land Development and Erosion Control Permits
- Sign Permits
- Building Permits
- Letters of Credit & Bonds

Applicants should be aware that all procedures and requirements described in the "Common Steps" portion of this manual and the ordinance will need to be addressed in addition to any submittal-specific requirements or procedures.

Common Information on Development Review Processes

The following subsections outline common information applicable to all or most of the review procedures outlined in this document. Additional information may be found in Article 2 of the *LDO*.

Authority to File Applications

Only the owner(s) of property subject to an application, or their authorized agent, have the authority to file applications under the *LDO*. The only exceptions to this requirement may be for *General Plan/Major Thoroughfare Plan* Amendments or Sector Plan Amendments and Rezoning, where a property owner, their agent, BOMA, or PC may initiate an application. Regardless of who files an application, the materials must indicate a primary contact person for the application, along with the contact's telephone number, mailing address, and e-mail address. To avoid confusion, official communication with an applicant by the Town is limited to the designated contact person.

Common Information Detailed in this Section:

- Authority to File Applications
- Fees and Submittal Requirements
- Application Completeness Determination
- Application Review/Staff Comment
- Current Information from the Town
- Process Flow Chart Legend

Fees and Submittal Requirements

- The Town of Thompson's Station has established a schedule of fees in the Town Code and these fees are summarized in Appendix C of this manual.
- Town staff can only initiate review and processing of an application once an applicant submits the required fee and Staff confirms that the application includes all the required submittal requirements.
- Fees are not refundable except in instances where the Community Development Department determines that an application was accepted in error or in cases where the fee paid exceeds the actual fee required. In the case of the latter, the Community Development Department will refund the amount of overpayment to the applicant.



Application Completeness Determination

Following formal application for any development review type, Town Staff will conduct a completeness review. Applications will be deemed complete only when they:

- Include all submittal requirements for the particular submittal type described in this manual; and
- Include sufficient information to allow the Staff and all reviewing bodies to evaluate the proposal's compliance with the Town requirements.

Applicants submitting incomplete applications shall be notified of the missing components. **Failure to submit a complete application shall result in application withdrawal and forfeiture of application fees.**

Review of Administrative or Planning Commission Items

Administrative or Planning Commission items submitted for Town review follow the Thompson's Station Planning Commission Meeting and Deadlines Schedule. Please contact Town Staff for the Meeting and Deadlines Schedule. The following provides a brief overview of the submittal review process for PC Items in the Town of Thompson's Station:

Initial Submittal

Initial submittals of plans and plats shall an all electronic process:

- The required electronic copy shall be uploaded to the Town of Thompson's Station Online Plan Review Website:

<https://thompsons-station.geocivix.com/secure/>

For specific details and requirements on the submittal process, turn to Appendix E of this Manual.

Following the completeness determination and formal acceptance of the project through the Plan Review Website, Town Staff will conduct a review of all formal application materials in accordance with the review processes, as detailed in the *LDO* and described in this manual. The applicant shall be provided with electronic comments via the Town's Plan Review Website, which contains a listing of the open issues/deficiencies from the plan or plat with notations for the necessary revisions for the submittal to be in compliance with Town standards. Electronic comments shall be accompanied by a checklist relevant to the plan type under review, in most situations. Checklists for all plan types are located in Appendix E of this manual. Applicants shall be responsible for making revisions to the submittal, as necessary.

Criteria for Determination of Completeness:

- Application form complete
- Fee included
- Minimum number of copies provided/uploaded
- Submitted by the posted deadline
- Ownership information complete
- All required preliminary steps completed
- All necessary supporting information included
- All sheets signed and sealed by licensed professional
- Sufficient information for the Town to determine compliance with all requirements

Resubmittal

Following revisions and corrections to the submittal, the project shall be resubmitted in the same quantity and configuration as the original submittal (electronic copies shall be uploaded to the Town's Online Plan Review Website). Town Staff then reviews the resubmitted plan or plat in order to prepare the Planning Commission Staff Report, which contains a recommendation and any contingences for approval.

An applicant has three (3) opportunities to resubmit an application after an initial submittal is formally accepted for review. After three (3) Resubmittal dates have passed without an application being resubmitted, the application process re-sets to the beginning of the review process (new fees, new pre-application conference, and all other initial submittal requirements shall apply).

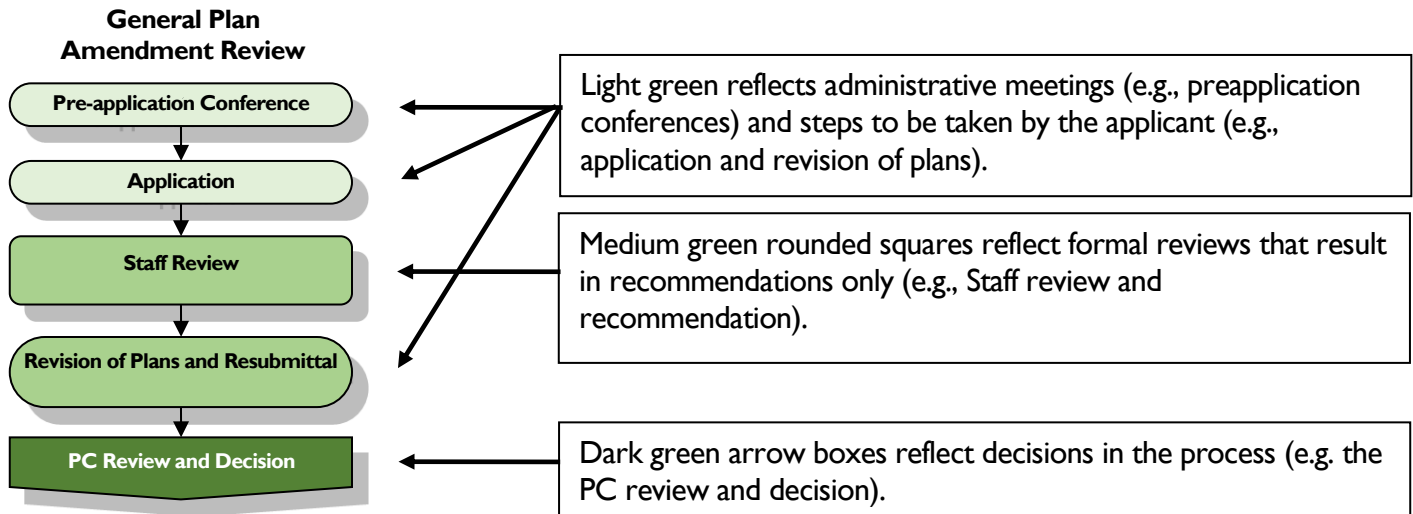
Current Information from the Town

Before submitting a new project, it is the responsibility of applicants to verify they have the latest information. The latest version of this manual and the associated submittal requirements can be obtained on the webpage or in the Community Development Department offices. Please refer to <https://www.thompsons-station.gov/> for more information.



Flow Charts

Flow charts are provided for each of the review and permitting procedures on the following pages to help illustrate the applicable review process. The flow charts include different colors and chart shapes for each step depending on if the step is administrative in nature, involves an internal review and recommendation, or involves a formal review and decision. Below is an example flow chart for the *Land Use Plan* amendment review to illustrate the formatting of all the flow charts.



Plan Meetings and Pre-application Conferences

Pre-application Conferences are required for *General Plan* Amendments, Rezonings, Preliminary Plats, Final Plats, Site Plans, and BZA submittals. For some review procedures, applicants may be required to attend preliminary concept meetings or Plan Meetings prior to the Pre-application Conferences with staff. Requests for Plan Meetings or Pre-application Conferences must be initiated

Pre-application Conferences Required for:

- GP/MTP Plan Amendments *
- Rezonings *
- Preliminary Plats
- Final Plats
- Site Plans
- All BZA applications

* Plan Meeting Also Required

by an applicant, who is required to provide all submittal information as established in this manual. **While the conferences and meetings may be required, they are informal in nature and are not binding on the Town, nor do they constitute official assurances or representations by the Town or its officials regarding any aspect of the plan or submittal.** The Community Development Department may waive a required Plan Meeting or Pre-application Conference when it determines there is no need for the meeting (such as when a proposed project will have only minimal impacts on surrounding neighborhoods, on any environmental protection efforts, or on Town infrastructure). However, the waiver of a pre-app must be provided in writing to the applicant.

Plan Meetings

The purpose of the Plan Meeting is to allow the applicant to discuss an initial idea or concept with the Town Staff and others, as appropriate, with minimal formal drawings or details. The intent of these meetings is to provide guidance to an applicant and determine conformance with the *All Aboard General Plan* and/or *Major Thoroughfare Plan* before the applicant has invested in the preparation of detailed plans. Plan Meetings are required for Rezoning submittals and may involve multiple meetings with staff prior to the pre-application conference to determine if the project is consistent with the *All Aboard General Plan* and *Major Thoroughfare Plan*.

Pre-application Conferences

The purpose of the Pre-application Conference (pre-app) is to provide the applicant an opportunity to meet with the Town Staff to discuss general site conditions, Town requirements, review procedures, and process, prior to the finalization of such plans. Pre-apps are required for *All Aboard General Plan* and *Major Thoroughfare Plan* Amendments, Annexations, Rezonings, Planned Development Plans, Preliminary Plats, Final Plats, Site Plans, and BZA submittals. In general, the amount of detail on Pre-application Conference submittals increases with the complexity of the type of project being proposed. Applicants are encouraged to contact the Community Development Department to receive detailed information prior to scheduling a pre-app.

To be eligible for an Initial Submittal Deadline, a pre-app shall be held no later than 7 days prior to the Initial Submittal Deadline, in order to applicants to incorporate feedback from Town Staff into the development plans. Pre-apps are valid for 120 days.

It is the responsibility of the applicant to ensure they take appropriate notes of the meeting. Town Staff shall not be responsible for minutes at pre-apps.

Pre-application Conferences At-A-Glance:

- You may call (615) 794-4333 to schedule a pre-app
- Pre-apps are valid for 120 days
- Pre-app shall be held at least 7 days prior to an initial submittal deadline
- Applicants shall be responsible for taking notes at pre-application conferences
- All design professionals associated with the development (civil engineer, landscape architect, architect) are encouraged to attend

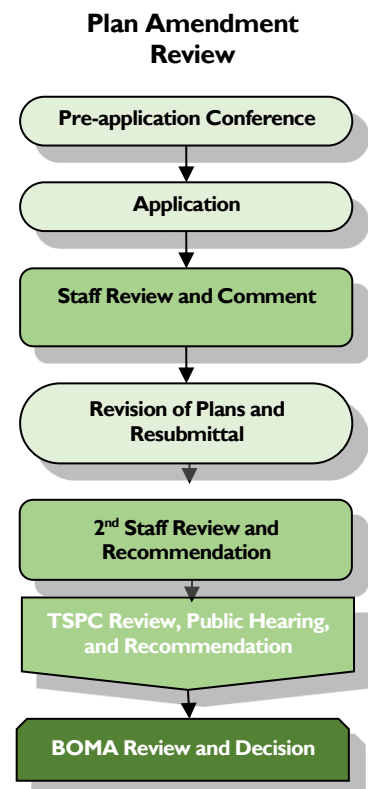
All Aboard General Plan, Major Thoroughfare Plan, and other Policy Plan Amendments

General Description

To enhance the flexibility of Town's comprehensive planning documents and to ensure that the Plans and LDO work hand-in-hand over the long-term, the Policy Plans may be updated from time to time by request of Town Staff, Planning Commission, BOMA, or any resident or business owner within the Town.

The Review Process

1. Applicants are required to meet with the Community Development Department for a pre-application conference.
2. Following the pre-application conference, the applicant may submit a formal application to amend the Plan.
3. The Town Staff will review the submittal and provide comments to the applicant.
4. Following revision and re-submission of the submittal, the Community Development Department shall review the revised submittal, prepare a staff report, and make a recommendation to the TSPC.
5. The TSPC will hold a public meeting, with a Public Hearing, to review and discuss the Plan Amendment and will make a recommendation in accordance with the LDO, legal requirements, and the TSPC's By-laws.
6. The BOMA will review and make a final determination on the Plan Amendment.



Things to Know About Policy Plan Amendments

- Potential applicants are strongly encouraged to meet with the Community Development Department prior to formally requesting a Pre-application Conference to discuss the proposed amendment.
- Formal applications must be submitted within 120 days of the pre-application conference.
- Rezoning, LDO text amendments, and development should be consistent with the *General Plan* and *Major Thoroughfare Plan*. Therefore, any proposed development that is inconsistent with the recommendation of the plan may need to amend the *General Plan*, the *MTP*, or both.

Submittal Requirements

The table below includes the requirements for Plan Amendments:

PLAN AMENDMENT SUBMITTAL REQUIREMENTS (Submittals should include 10 copies of the listed items)		
A. General Information		
1	Application form and fee submitted to the Department of Community Development	
2	Minutes from pre-application conference and preliminary concept meeting (if applicable)	
3	The project name and the Town's project identification number on each page (assigned following initial submittal)	
4	All information determined to be necessary by the Department of Community Development	
B. Description and Justification		
5	Description of how existing conditions have changed, thereby making the Plan Amendment valid	
6	Description of how the proposed amendment will be consistent with the desired land use patterns for the area	
7	Description of any associated text changes to the Plan or special area policies, including the proposed text and image revisions or additions for the Plan	
8	Description of how the proposed amendment furthers the objectives of the Plan, including the guiding principles, character area, special area, and design concepts (if applicable)	
9	Description of how the proposed amendment will support the growth management policies of the Plan	
C. Submittals Associated with a Plan Amendment		
10	Description of the land use character in the character area overlay where amendment is proposed	
11	Description of how proposed amendment will be compatible with the character area and any other special areas where amendment is proposed	
12	Vicinity Map of area where amendment is proposed	
13	Physical Features Map where amendment is proposed	
14	Existing Conditions Map where amendment is proposed	

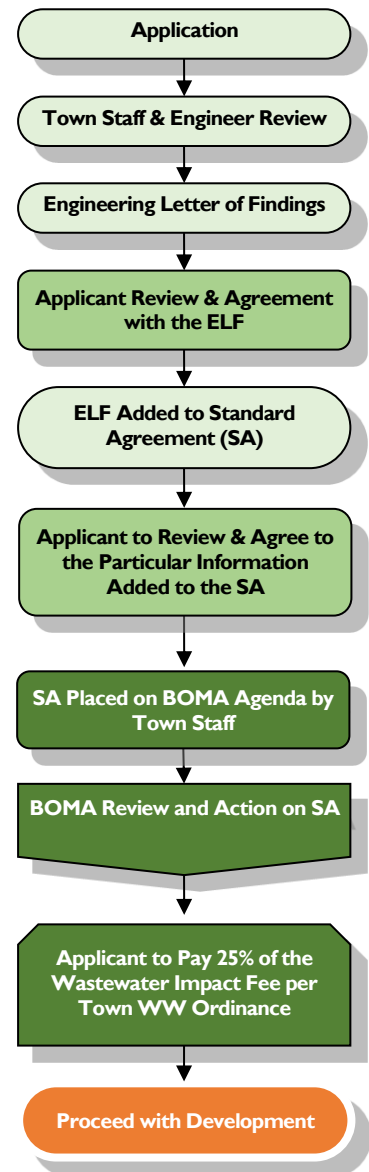
Wastewater Reservation Agreements– Sewer Availability

General Description

The Wastewater Reservation Agreement process allows for the future wastewater capacity to be reserved, per the Town's Wastewater Ordinance. This is the only process to secure sewer availability for new developments and redevelopments utilizing a sewer connection.

The Review Process

1. The applicant may submit a formal application to request reservation of wastewater capacity at any time.
2. The Community Development Department will review the submittal and provide the request to the Town's Wastewater Engineer for review.
3. The Town's Wastewater Engineer shall provide any comments/correction needed on the application and the Community Development Department will provide those comments to the applicant.
4. Once all comments/corrections have been made, the Town's Wastewater Engineer shall issue an Engineering Letter of Finding (ELF) that will: indicate the amount of wastewater (gallons per day) to be reserved and any off-site or sewer network improvements that are required.
5. The Community Development Department shall provide the ELF to the applicant for review.
6. If the applicant is in agreement with the ELF, they shall indicate in writing to the Community Development Department.
7. At this point, the Community Development Department shall prepare the standard wastewater reservation agreement for the request.
8. Once the standard agreement is prepared, the Community Development Department shall provide it to the applicant to ensure the appropriate information has been included.
9. After the applicant has provided their agreement, in writing, the wastewater reservation agreement will be placed on the next available BOMA agenda.
10. The BOMA will review and make a decision on the agreement at a public meeting.
11. After approval, the applicant shall pay the 25% required deposit of the Wastewater Impact Fee for the development.



Things to Know About Wastewater Reservation Agreements

- Wastewater Reservation Agreements are governed by Wastewater Ordinances adopted by the BOMA.



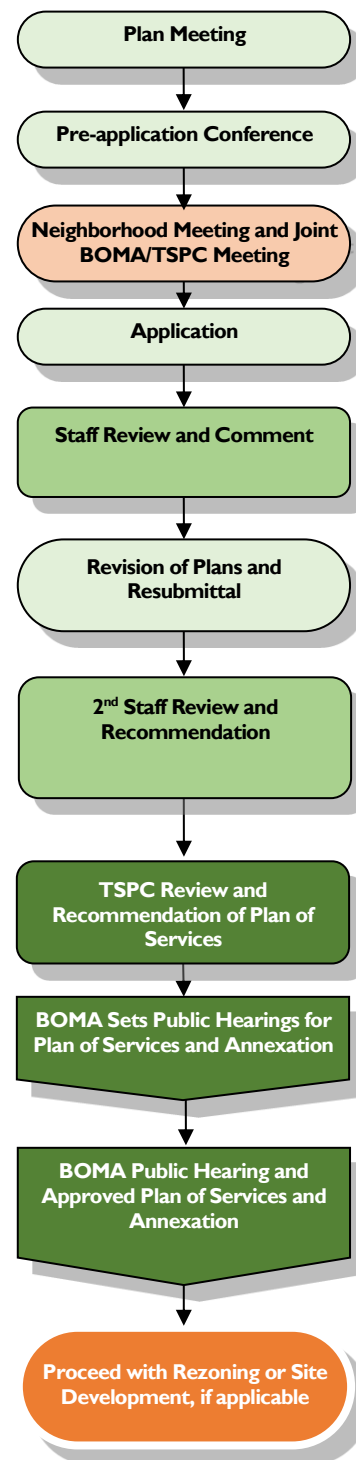
Annexations

General Description

The Annexation process allows for the incorporation of new territory into the corporate limits of the Town of Thompson's Station. Annexations are complex and multi-step review and approval processes due to the requirements of State Law. The process begins with TSPC review of the Plan of Services for the territory to be annexed. The BOMA then sets a Public Hearing, before reviewing the Plan of Services and Annexation Request.

The Review Process

1. Applicants are required to meet with the Community Development Department for a Plan Meeting to review conformance with the *Williamson County Growth Plan*, *All Aboard General Plan*, *Major Thoroughfare Plan*, *Annexation Policy*, and *LDO*.
2. Owner(s) of parcel(s) to be annexed submit request in writing to Town.
 - Request must include the parcel(s) to be annexed.
 - Parcel(s) must be in the Town's UGB (otherwise annexation by referendum must be sought).
3. Following the pre-application conference, the applicant may move forward with a neighborhood meeting and Joint BOMA/TSPC Workshop. Both shall occur prior to the application being made for this request.
4. After the pre-submittal meetings/workshops have occurred, the applicant may submit the application for the Annexation request according to the LDO process and standards of this manual.
5. Town Staff shall prepare and the TSPC shall consider a Plan of Services for the parcel(s) to be considered for annexation by the BOMA.
 - Plan of Service must be developed within ninety (90) days of owner request.
6. Publish notice in a newspaper of general circulation of public hearing on the Plan of Services by the TSPC.
 - Notice shall state that there is a public hearing on the Plan of Services and include the address and map/parcel of the territory to be annexed.
 - Town policy to have not less than 2 weeks' published notice, unless waived by the Town Planner.
 - Public hearing by TSPC shall be at least seven (7) days prior to the public hearing the BOMA holds in conjunction with the Second Resolution.



7. TSPC to hold a public hearing on the Plan of Services and makes a recommendation on to the BOMA on the Plan of Service.
8. BOMA then considers the First Resolution to set public hearings on both the Plan of Services and the annexation itself.
9. After passage of the First Resolution:
 - No later than twenty-one (21) calendar days prior to the scheduled public hearing on the proposed annexation by the BOMA:
 - Send via first class mail the First Resolution, including the Plan of Services, to:
 - Each owner in the territory to be annexed (per property assessor's information);
 - Each adjoining property owner to the territory to be annexed (again, per property assessor's information);
 - Adjoining property owner means either 1) shares a boundary with territory, or 2) within 200 feet of the territory to be annexed.
 - The County Mayor; and
 - The County Commissioner(s) whose district includes the territory.
 - Post the First Resolution, including the Plan of Service, in three (3) public places in the territory to be annexed and in three (3) public places in Town.
 - Publish the First Resolution, including the Plan of Services, in a newspaper of general circulation.
 - A person with personal knowledge of the mailing of the resolutions may submit a notarized affidavit to the Town.
 - The notice must include language that the BOMA is holding a public hearing on the plan of services and the annexation itself – it must also include the locations of at least three (3) copies of the plan of services [available for public inspection during regular business hours].
10. Town Staff shall then post signage that informs the viewers of the proposed annexation including:
 - Date, time, and location of the public hearing;
 - Website address for additional information.
 - The signage must be, at a minimum:
 - Three (3) feet wide x two (2) feet tall;
 - Affixed with a sturdy base; and
 - The top of the sign must be no less than five (5) feet from the ground.
 - The signage must be posted within the territory to be annexed and along any thoroughfare bordering the territory (overlap with 4(a)(ii) above: the signs can have this information and the resolution and the plan of services).
 - The signage must remain until the territory is annexed or annexation is abandoned.
11. If zoning simultaneously or after, public hearing on ordinance before second reading must now be published in a newspaper of general circulation twenty-one (21) days in advance of public hearing.
12. School Notice: At least thirty (30) days prior to the public hearing on the Plan of Services by the Council, written notice must be provided to the school system.
 - Second Resolution

11. Generally, the month following the First Resolution, the BOMA shall hold two (2) public hearings:

- First on the Plan of Service; and
- Second on annexation itself.

12. After the Public Hearings, the BOMA will review and act on the Second Resolution.

13. If the BOMA approves the Annexation, the following actions by Town Staff will occur:

- The Town Clerk shall send a copy of this Resolution, as well as the adopted Plan of Services, to be forwarded to the Mayor of Williamson County.
- A revised map of the voting precincts shall be sent to the Office of Local Government and to the Office of Management Information Services for the Tennessee General Assembly.
- A copy of the Annexation Resolution, as well as the portion of the Plan of Services related to emergency services and a detailed map of the annexed area, shall be sent to any affected emergency communication district.
- A copy of the Annexation Resolution shall be recorded with the Williamson County Register of Deeds, and a copy shall also be sent to the Tennessee Comptroller of the Treasury and the Williamson County Assessor of Property.
- The Tennessee Department of Revenue shall be notified, for the purpose of tax administration, that the annexation took place.

Things to Know About Annexations

- Detailed information on the Annexation procedure and review criteria is established in Subsection 2.4.2 of the LDO and within the Annexation Policy.
- If an annexation request by owner's consent, Town must receive a written request for annexation and the parcel must be within the Town's UGB.
- Published notices shall be provided by the Town in accordance with state law.

Submittal Requirements & Checklists are included in Appendix E of this document.

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

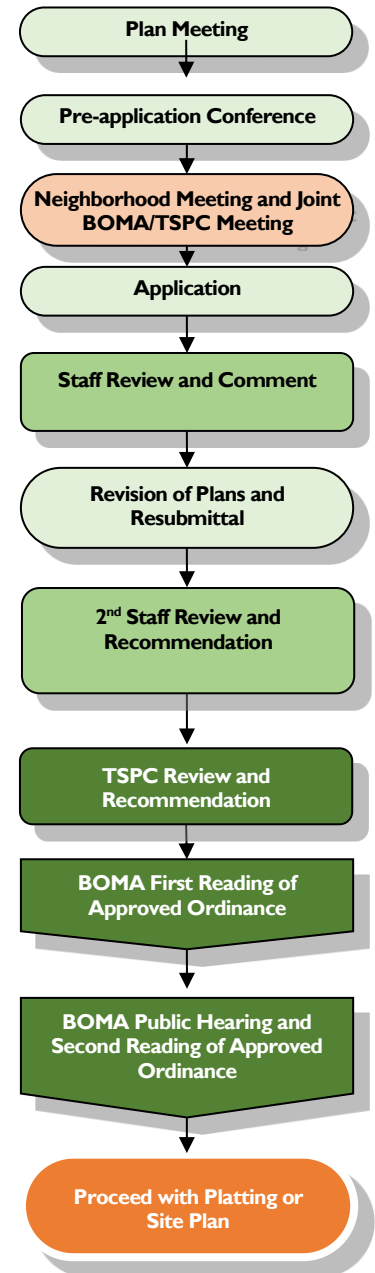
Rezoning

General Description

The Rezoning process allows for the review of proposed modifications to the *Thompson's Station Zoning Map*.

The Review Process

1. Applicants are required to meet with the Community Development Department for a Plan Meeting to review conformance with the *General Plan* and *Major Thoroughfare Plan*.
2. Following the Plan Meeting, applicants are required to meet with the Community Development Department for a pre-application conference within 90 days, unless waived by staff in writing.
3. Following the pre-application conference, the applicant may move forward with a neighborhood meeting and Joint BOMA/TSPC Workshop. Both shall occur prior to the application being made for this request.
4. After the pre-submittal meetings/workshops have occurred, the applicant may submit the application for the Rezoning request according to the LDO process and standards of this manual.
5. The Community Development Department will review the submittal and provide comments to the applicant.
6. Following revision and re-submission of the submittal, the Community Development Department shall review the revised rezoning submittal, prepare a staff report, and make a recommendation to the TSPC.
7. The TSPC will hold a public meeting to review and discuss the rezoning and will make a recommendation to the BOMA in accordance with the ordinance, legal requirements, and the TSPC By-laws.
8. The BOMA will review the submittal and will make a decision, in the form of a first reading of an ordinance. If BOMA votes to deny the proposed rezoning during the first reading of the ordinance, the application will not move forward to the public hearing or second reading. The applicant may resubmit a new application in accordance with this review procedure.
9. If BOMA approves rezoning on the first reading, it will then hold a public hearing and second reading to allow both proponents and opponents of the submittal to comment on the proposed project. Upon approval of the second reading, the rezoning is considered to be effective unless otherwise stated in the approved ordinance.



Things to Know About Rezoning

- Detailed information on the Rezoning procedure and review criteria is established in Subsection 2.4.3 of the LDO.
- Rezoning should be consistent with the *General Plan* and *Major Thoroughfare Plan*. Therefore, any proposed development that is inconsistent with the Town's plans may require a Plan Amendment to be adopted prior to the submittal of the Rezoning.
- Published notices shall be provided by the Town in accordance with state law.

Submittal Requirements & Checklists are included in Appendix E of this document.

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

Planned Development Plans

General Description

The Planned Development Plan (PDP) is the Town's version of a Planned Unit Development (PUD). The PDP process is a review procedure intended to encourage innovative land planning and design, and avoid the monotony often associated with large, master planned developments. It is a process based on increased flexibility in the zoning regulations with the expectation of a high quality, sensitively designed development. An applicant may choose to initiate a PDP for a project of any size, but the PDP process is mandatory for certain development triggers or is within certain base zoning districts, per LDO 2.4.4.

All PDP applications shall be subject to a neighborhood meeting requirement, as well as a requirement for a Joint BOMA/TSPC Workshop. **The Neighborhood Meeting and Joint BOMA/TSPC Workshop shall occur prior to the initial submittal of a project, unless, because of an emergency situation, an alternative process is approved by the Town Planner.** The following subsections outline the procedures for neighborhood meetings, conceptual project workshops and the PDP process.

The Review Process

Plan Meeting & Pre-application Conference

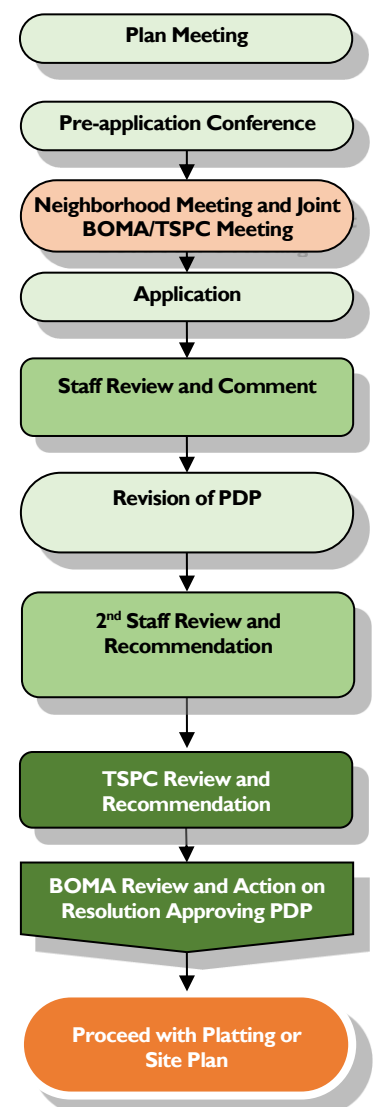
1. Applicants are required to meet with Town Community Development Department Staff for a plan meeting.
2. Following the plan meeting, applicants are required to meet with the Town Staff for a pre-application conference within 90 days.

Joint BOMA/TSPC Workshop

3. Applicant shall make application to appear on a Joint BOMA/TSPC Workshop Agenda. The deadline for this Agenda is the Resubmittal Date, as indicated by the TSPC Meeting and Deadline Schedule.
4. The applicant shall present the proposed project, in an informal setting, to the Joint BOMA/TSPC Workshop.
5. Public notice of the Joint BOMA/TSPC Workshop shall be provided in accordance with LDO 2.3.
6. Applicants should prepare a digital presentation suitable for display during the Joint BOMA/TSPC Workshop, which shall be submitted to Town Staff no later than 14 days prior to the workshop meeting date.

Neighborhood Meeting

7. A Neighborhood Meeting shall be conducted prior to initial submittal of the project. Policies for required Neighborhood Meeting are included with the Neighborhood Meeting Notice Application. The application shall be completed and the policies complied with, unless otherwise expressly allowed by the Town Planner in writing. The Neighborhood Meeting Notice Application may be obtained from the Community Development Department. The applicant shall contact



the Community Development Planner with the date, location, and time of the Neighborhood Meeting at least 10 days prior to the set day of the meeting. If, during the review process, an applicant proposes revisions to a Development Plan, the Town Planner may require an additional Neighborhood Meeting in order to keep the adjoin neighbors informed of the changes, prior to a TSPC or BOMA meeting.

Planned Development Plan Application Process & Review

8. Following the plan meeting, the pre-application conference, Joint BOMA/TSPC Workshop, and neighborhood meeting, the applicant may submit a formal application for a PDP in accordance with LDO Section 2.3 Public Notice and LDO Section 2.4.4. If the applicant does not submit within 6 months of an the Joint BOMA/TSPC Meeting, both the applicant shall be required to hold neighborhood meeting and appear before the Joint Workshop again prior submittal being accepted for review.
9. The Town Staff will review the application and provide comments.
10. Following revision and re-submission of the application, Town Staff shall review the revised application, prepare a staff report, and make a recommendation to the TSPC.
11. The TSPC will hold review and discuss the PDP during their scheduled meeting and will make a recommendation to BOMA in accordance with the LDO, legal requirements, and TSPC By-laws.
12. The BOMA will review the PDP application and will make a decision, in the form of a resolution. The BOMA is required to hold one reading of the PDP resolution. If the PDP accompanies a Rezoning request, then the PDP resolution shall be heard after the Public Hearing and 2nd Reading of the Rezoning ordinance. It should be noted that the readings of the PDP and the Rezoning are separate agenda items.
13. Once the PDP is approved by the BOMA, and all conditions of approval / contingencies placed on the PDP have been resolved, a site plan will be required prior to the issuance of building permits. Final Plat(s) may also be submitted for review after the approval of the PDP by the BOMA and resolution of all conditions/contingencies of approval. No site plan or plat within the PDP development shall not be accepted for review until the Post-Approval PDP has been fully approved by Town Staff.

Preliminary and Final Plats

General Description

The *Subdivision Regulations* of Thompson's Station, Tennessee, are the regulating authority for all subdivision of land within the Town of Thompson's Station, also known as the platting process. The Sub Regs are incorporated into the *LDO* in Article 3 and are designed to regulate the division of land within the Town to provide for the harmonious development of the Town, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the Town.

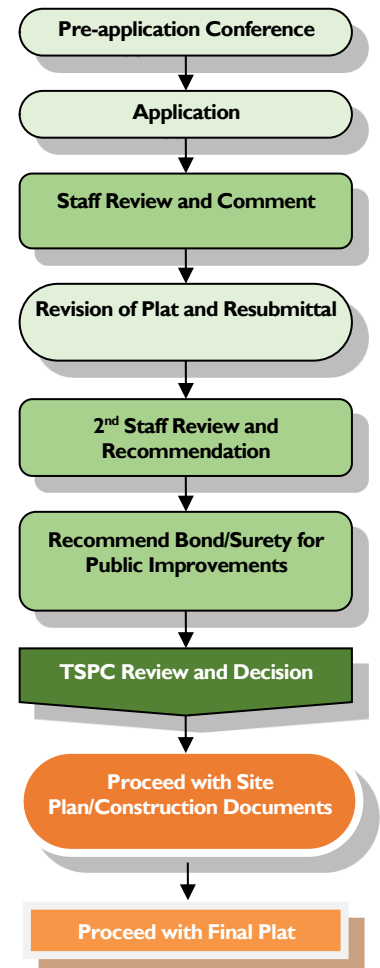
There are two types of subdivision review procedures: Preliminary Plats and Final Plats. Subdivisions that create five (5) or more lots are required to go through the Preliminary Plat process, the Construction Document process, and then the Final Plat process. Subdivisions of four (4) or less lots, re-combinations/consolidation of existing lots, or minor revisions to existing lot lines or easements may forgo the Preliminary Plat and proceed with the Administrative Final Plat review process. Neither conveyance (sale) of individual lots nor issuance of building permits for structures (other than infrastructure) may occur until approval of a Final Plat.

The Review Process

Preliminary Plats

A Preliminary Plat (a subdivision of land creating five or more new, buildable lots), is reviewed as follows:

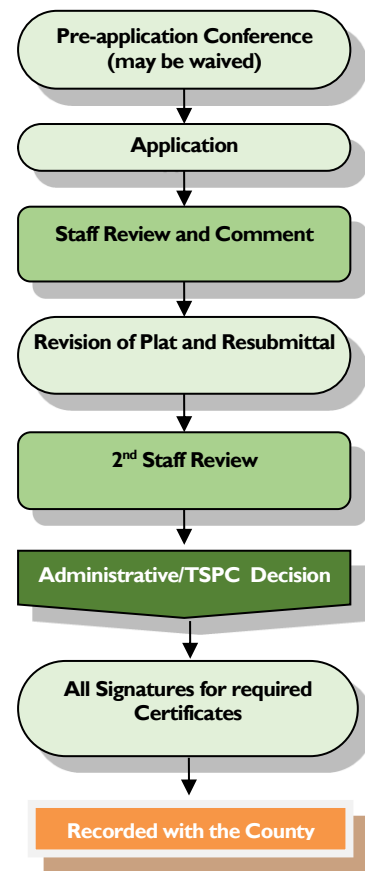
1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for a Preliminary Plat in accordance with the *Subdivision Regulations* within 120 days.
3. Town Staff will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Town Staff shall review the revised application, prepare a staff report, and make a recommendation to the TSPC.
5. The PC will hold a public meeting to review and discuss the Preliminary Plat and will make a decision in accordance with the LDO, legal requirements, and the TSPC By-laws.
6. Once the Preliminary Plat is approved, the applicant may proceed with activities related to installation of infrastructure.



Final Plats

A Final Plat may be submitted as the second step in the subdivision process for subdivisions creating five or more buildable lots. If the plat includes four or fewer lots, a revision to existing easements or lot lines, or is a consolidation of previously approved lots, a Final Plat may be submitted without submitting a Preliminary Plat and also may be reviewed administratively by Town Staff. A Final Plat is reviewed as follows:

1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to application.
2. Following a pre-app, the applicant may submit a formal application for a Final Plat in accordance with the LDO.
3. Town Staff will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, Town Staff shall review the revised application, prepare a staff report, and make a recommendation to the TSPC.
5. The TSPC will hold a public meeting to review and discuss the Final Plat creating five or more lots and will make a decision in accordance with the LDO, legal requirements, and the TSPC By-laws. Staff may administratively approve Final Plats of four or fewer lots, revisions to existing lot lines or easements and consolidation plats. Administrative Plat submittals follow the PC / Administrative Meetings and Deadline Schedule.
6. All required signatures shall be affixed, with the TSPC Secretary signing last.
7. The Final Plat shall be recorded with the Williamson County Register of Deed's Office within one (1) year of approval by the TSPC or it shall expire.



Things to Know About Subdivision Plats

- Letters of Credit/Bonds for the construction and maintenance of infrastructure and other improvements, such as new streets, sidewalks, and detention facilities, are required in accordance with Town standards.
- The subdivider shall bear the financial responsibility for the original installation costs of all street signs and street lighting in the subdivision.
- Some Final Plats may be administratively approved by staff, as specified in the LDO Section 2.4.7. Plats eligible for administrative review shall follow the submittal process, as established in the approved PC Meetings and Deadlines Schedule.

Submittal Requirements & Checklists are included in Appendix E of this document.

Contact the Community Development Department for the latest version of the Checklist(s) for plats.

Site Plans and Construction Documents

General Description

Site Plan or Construction Document review is required for almost all development in the Town of Thompson's Station to determine whether a proposed development complies with the LDO and other applicable ordinances. Site Plan review is required for all forms of multi-family (apartments), nonresidential, and mixed-use developments. The Site Plan is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscape, vehicular and pedestrian circulation, and other site elements. Site Plans require design review by the Planning Commission review.

What triggers Design Review for Site Plans?

- Multifamily developments (excluding townhomes)
- All nonresidential development

Development Standards in are found in Article 5 of the *LDO*.

Construction Documents are required after the approval of a Preliminary Plat. These plans provide a site plan for the grading, erosion control, stormwater management, infrastructure, open space, tree preservation, and landscape plans.



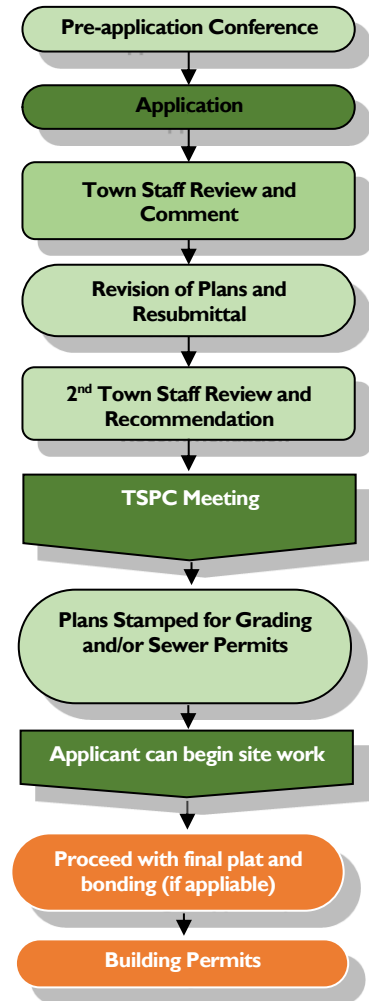
The Review Process

Site plans shall be reviewed by Planning Commission.

PC Review for Site Plans

1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for Site Plan Review in accordance with the LDO within 120 days.
3. Town Staff will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, Town Staff will review the application and make a recommendation to the PC regarding the application.
5. The TSPC will hold a public meeting to review and discuss the Site Plan and will make a decision in accordance with the LDO, legal requirements, and the TSPC By-laws.
6. After the approval, the applicant may obtain a Building Permit, Land Development Permit, and/or proceed with final platting of the site.

Site Plan Review Process



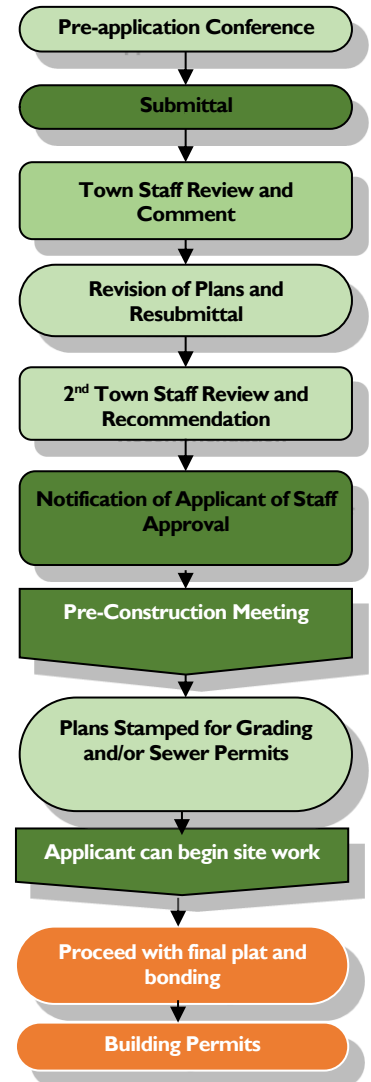
Staff Review of Construction Documents

1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to submission.
2. Town Staff will review the Construction Documents, per the Construction Document Review Process, and provide comments to the applicant generally according to the TSPC Meetings and Deadline Schedule, although the TSPC does not review Construction Documents. Submittal according to the TSPC Meetings and Deadline Schedule allows for predictability for the applicant and Town Staff.
3. Once the Construction Documents are approved, the applicant shall schedule a Pre-construction meeting with Town Staff.
4. After the Pre-construction meeting, Town Staff shall stamp the approved plans and the applicant shall proceed with Grading and Sewer Permits.
5. The applicant shall keep a copy of the stamped plans on site for the duration of construction activities on site.

Submittal Requirements & Checklists are included in Appendix E of this document.

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

Construction Document Review Process



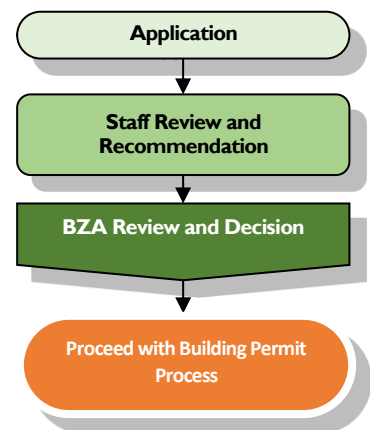
Variance

General Description

A variance is a process by which an appellant can seek relief from the requirements of the Zoning standards within the LDO through a special review by the Board of Zoning Appeals (BZA). Such relief may only be considered when full compliance with the Zoning standards within the LDO will create an “unnecessary hardship” for the property owner, as defined in the ordinance and by state law. Generally speaking, variances are typically considered when lots have unique layouts, sizes, topographic, or other extraordinary conditions that cannot accommodate development as normally required by the ordinance.

The Review Process

1. The appellant may submit a formal application to request a Variance in accordance with Section 2.4.10 of the *LDO*.
2. Town Staff will review the application and make a recommendation to the BZA.
3. Following this recommendation, the BZA will hold a public hearing where they will allow the appellant the opportunity to present their case to the board and then will allow both proponents and opponents to the Variance to provide comment on the application.
4. After the closing of the public hearing, the BZA will discuss the application, in public, and will make a decision in accordance with the ordinance, legal requirements, and the BZA By-laws.



Things to Know About Variances

- In approving a variance, the BZA can impose any conditions on the proposed use and property to ensure that the variance meets the intent and purpose of the *LDO*.
- Variances cannot be considered or granted to allow uses that are otherwise prohibited in the applicable zoning district. This type of action would be the equivalent of a rezoning (Zoning Map Amendment), which requires legislative action by the BOMA.
- Variances are not intended to be used to remove inconveniences to the applicant or financial burdens that may be caused by compliance with the *LDO*.
- Variances continue with the property and are not discontinued if the property is sold.
- Each variance request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.
- The granting of a variance required as a prerequisite to some other form of approval (such as a Site Plan) does not guarantee that any additional approval required will be granted.
- Published notices shall be provided by the Town in accordance with state law.

Submittal Requirements

The table below depicts the submittal requirements for variances:

VARIANCE SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Community Development	
2	Site location, including tax map, group, parcel number, and street address	
3	All zoning classifications (including base zoning district & sector designation)	
4	Length of boundaries of the lot, and lot size in square feet	
5	Locations, square footages, and dimensions of all existing and proposed structures	
6	All minimum and maximum setbacks, including build-to lines	
7	Easement types, locations, and dimensions	
8	Description of the variance(s) being requested	
9	Statement indicating the grounds for the variance request and how the request complies with the approval criteria in Subsection 2.4.10(e)	
10	Any applicable drawings, sketches, or plans necessary to justify the variance request	
11	Any additional information determined to be necessary by the Department of Community Development	

Submittal Requirements & Checklists are available from the Town of Thompson's Station.

Contact the Community Development Department for the latest version of the Checklist for the Board of Zoning Appeals.

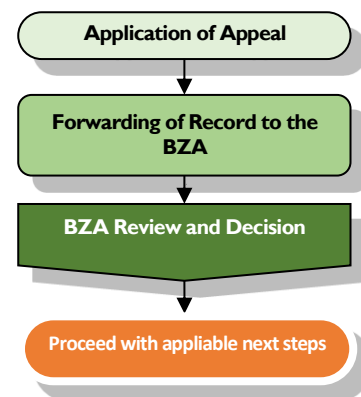
Appeal of Administrative Decisions

General Description

The appeal of administrative decisions (appeals) process set forth in Section 2.4.10 of the *LDO* is a review procedure that allows an appellant to appeal an administrative (staff) decision of the Department of Community Development, Department of Building and Neighborhood Services, or other Town official if the applicant feels the decision was incorrect, was a provision set forth within the requirements of the Zoning Ordinance, or that they have been otherwise aggrieved by the decision. The Board of Zoning Appeals may hear the appeal of the administrative decision, if the appellant makes application of the request within thirty (30) days of the decision.

The Review Process

1. The appellant may submit a formal Appeal in accordance with Section 2.4.12 of the *LDO*.
2. Once the appellant has submitted the formal appeal, all records pertaining to the original decision will be forwarded to the BZA.
3. The BZA will review the appeal in accordance with the LDO, state law, and the BZA By-laws.



Things to Know About Appeals

- Detailed information on the appeals procedure and review criteria is established in Subsection 2.4.11 of the LDO.
- Appeals shall be filed within 30 calendar days of the date of the original decision.
- The BZA may apply conditions to its decision if it overturns the original decision of staff to ensure any such decision is in the spirit of the *LDO*.
- Published notices shall be provided by the Town, in accordance with state law.
- Each appeals request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.

Submittal Requirements

The table below depicts the submittal requirements for Appeals:

APPEAL SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Community Development	
2	Reference to Town project identification number that is the source of the appeal	
3	Description of the decision being appealed (including copy of Site Plan or other application materials as appropriate)	
4	Statement describing reasons for appeal and justification	
5	Any additional information determined to be necessary by the Department of Community Development	

Submittal Requirements & Checklists are available from the Town of Thompson's Station.

Contact the Community Development Department for the latest version of the Checklist for the Board of Zoning Appeals.

Land Development Permits

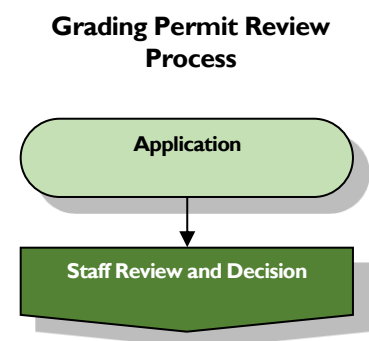
General Description

The Town of Thompson's Station requires the issuance of a Land Development Permit prior to the grading, tree removal, or other general site preparation to ensure proper grading, to minimize erosion, and to ensure proper stormwater management.

The Review Process

In order to receive a Land Development Permit, the following steps must be completed:

1. Applications for a Land Development Permit shall be a subcomponent of the submittal of a set of site plans or construction documents.



2. Town Staff will coordinate review with other applicable Town consultants.
3. Town Staff will review for a Land Development Permit as part of the overall plan review for a Site Plan or Construction Documents.
4. The applicant shall install necessary erosion control measures as shown on the approved plan.
5. Upon completion of the plan review/approval process, the applicant should schedule a pre-construction meeting with the Town Staff to discuss site disturbance plans and the erosion control measures. The applicant shall be required to bring the approved Site Plan/Construction Documents and any other items required by Town Staff.
6. Upon completion of all of the above steps and payment of the fee, Town Staff will issue the Land Development Permit, at the end of the pre-construction meeting provided the improvements are completed in accordance with the approved plans.

Things to Know About Land Development Permits

- Tree protection zones are to be maintained and preserved throughout the duration of development activity.

Submittal Requirements

The table below depicts the submittal requirements for Land Development Permits:

LAND DEVELOPMENT PERMIT CHECKLIST Prior to the Pre-Construction Meeting, a Land Development Permit Application shall be submitted with the following documentation. No paper copies required or accepted.		
A. Application Requirements		
1	Approved construction plans signed and sealed by the professional that prepared them	
2	Approved Development Agreement executed by the developer and BOMA	
3	All Federal and State required permits and documentation for the project	
4	Approved utility plans from HB&TS, and any other applicable utility providers	
5	Wastewater Impact Fee Receipt	
B. Pre-Construction Meeting Requirements		
6	Contact list for design engineer(s)	
7	Contact list for contractor(s), EPSC inspector(s), and development team	
8	Development Schedule/Timeline	
9	List of any modifications from Approved Plans to be discussed	
10	Street closure plan and contact(s)	

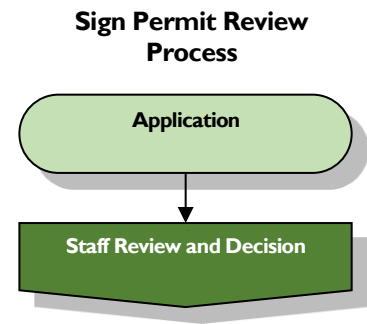
Sign Permits

General Description

Sign Permits are required for the construction, alteration, or relocation of signs in the Town of Thompson's Station to ensure compliance with the *LDO* and applicable building codes.

The Review Process

1. The applicant may submit a formal application for a Sign Permit in accordance with the requirements of the Department of Community Development.
2. Town Staff will review the application and make a decision on the permit within five working days after submission of an application.



Things to Know About Sign Permits

- Detailed information on the Sign Permit procedure and review criteria is established in Subsection 2.4.8 and 4.14 Sign Ordinance of the *LDO*.
- An application for a Sign Permit may require an additional permit for electrical work.

Submittal Requirements

- An applicant shall submit a Sign Permit with all applicable drawings, as required.

Building Permits

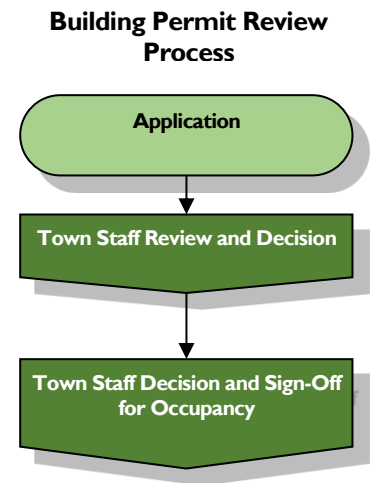
General Description

Building Plan Review and the issuance of Permits are the last step in the development review process before actual vertical construction may begin. The Town uses the Building Plan review as the opportunity to ensure that what is proposed for construction conforms to all previous approvals, approved Site Plans, the *LDO*, the adopted building codes, and all other applicable Town codes. The following activities require prior approval of a Building Permit:

- Any new construction of a residential, nonresidential, or accessory building;
- Any addition to an existing building (including garages, carports, decks, porches, deck or patio covers, storage buildings, or swimming pools);
- Any relocation of a building constructed elsewhere;
- Place or replace a mobile home on property (except within a mobile home park);
- Renovations requiring Building Permits;
- Conversion of unfinished space to habitable space; and
- Demolition of any structure or portion of a structure.

The Review Process

1. The applicant may submit a formal application for a Building Permit in accordance with the requirements of the Department of Community Development.
2. The Community Development Department will review the application and make a decision on the permit.
3. Once the authorized work is complete, the Community Development Department will complete the final building inspection to sign off on the work and to allow for occupancy and use.



Other Permits and Inspections

General Description

The Community Development Department issues all permits and collects fees associated with the construction of a new building, a tenant build out or a building renovation. In addition to the issuance of permits, the CDD schedules and conducts all required inspections during the building construction process and prior to the occupancy of a building. The Town of Thompson's Station has adopted the building construction codes, per the Town Code.

Please contact the Community Development Department (615) 794-4333 for permit and code requirements.

Fees Collected

Please contact the Town Staff (615) 794-4333 for a fee schedule and impact fee schedule.

Permit Requirements and Inspection Scheduling

Please contact the Community Development Department (615) 794-4333 for submittal requirements.

Letters of Credits/Bonds

General Description

When an applicant will not complete and dedicate required public improvements or private infrastructure prior to requesting a Building Permit, the applicant is required to submit a Letter of Credit/Bond for a Performance Bond. The Performance Bond ensures the improvements will be completed as approved through the posting of a monetary surety. Additionally, Maintenance Bonds are also required for a period of one-year following installation and dedication of improvements to ensure the improvement meets all Town standards.

The Review Process

1. In conjunction with the application for a Site Plan or Final Plat, the TSPC shall establish the Performance Bond.
2. Reduction of the bond is permitted per Section 4.15.2 of the LDO. If the applicant has completed 100 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request to be released from the Performance stage.
3. Town Staff shall inspect the public or private infrastructure to determine compliance with the improvement.
4. The TSPC shall be responsible for the review and decision on the reduction or release of a Performance Bond or Letter of Credit.
5. Following the passing of inspections for the required improvement, the applicant shall be required to maintain the completed improvements with a maintenance bond/letter of credit.
6. Maintenance bond/letter of credit are reviewed and released in the same manner as the original Performance bond/letter of credit. Maintenance bond/letter of credit are not subject to reductions.
7. The Applicant is responsible for submittal of an Action/Request Form with sign off by the Engineer of Record for the Project. The Action/Request Form triggers Town Staff review of a bond/LOC.

Things to Know About Bonds & Letters of Credit

- Performance bond/letter of credit must be in place prior to recordation of the final plat.
- Failure to complete or maintain the required improvements within the terms of the approved plans and plats may result in the TSPC declaring the Performance bond/letter of credit to be in default. The TSPC may then “call” the bond/letter of credit to pay for the completion of the improvements under the supervision of the appropriate Town departments.
- A maintenance bond/letter of credit shall remain in effect for one year or until the final release by the TSPC, whichever is greater.
- The Engineer of Record is required to submit the Engineer’s Certificate to trigger TSPC review of each improvement both at the Performance and Maintenance Stage.

Appendices

Appendix A: Application Forms and Affidavits

General Application

The General Project Application is generated as part of the online plan submittal process:

Find information on the Online Plan Review upload process in Section F of this manual or on the Town of Thompson's Station website.

Property Owner Statement

Phone: (615) 794-4333
Fax: (615) 794-3313
www.thompsons-station.com



1550 Thompson's Station Road W.
P.O. Box 100
Thompson's Station, TN 37179

PROPERTY OWNER(S) STATEMENT

STATE OF TENNESSEE
COUNTY OF WILLIAMSON
TOWN OF THOMPSON'S STATION

Property Address(es): _____

I / We, _____, declare that I / we am / are the owner(s) of the property described herein and hereby give authorization for the filing of this permit submitted to the Town of Thompson's Station, Tennessee.

I / We declare under penalty of perjury that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signed: _____ Date: _____

Printed Name: _____ Phone: _____

email: _____

Signed: _____ Date: _____

Printed Name: _____ Phone: _____

email: _____

Property Owner Statement: General

Contact the Community Development Department to ensure you obtain the latest version of the Property Owner Statement prior to submittal.

Appendix B: Deadlines and Schedules

Please contact the Community Development Department for the latest TSPC / Administrative Meetings and Deadlines Schedule, as it may be revised at the pleasure of the Planning Commission.

Appendix C: Fee Schedules

The following tables are a compilation from the *Thompson's Station Municipal Code* of the fees associated with PC review; Building and Codes review; Facilities Tax; and Road Impact Fees. Please consult the *Thompson's Station Municipal Code* for the listing of all Town Fees.

The fee schedule amounts are subject to change by the BOMA and applicants should confirm they have the most current version of the fee schedule.

Applicants should make all checks payable to “Town of Thompson’s Station”, and the memo line should reference application type and project name.



TOWN OF THOMPSON'S STATION

FEE SCHEDULE

The following applies to all Fees included in this Fee Schedule:

- Fees may be waived for any non-profit group for review and/or permits.
- Unpermitted activity is subject to doubled fees for review and/or permits.
- All fees shall be paid prior to plan or permit review.

Planning Fees	
Annexation	\$300.00- 5 acres or less \$600.00- more than 5 acres
Rezoning	\$600.00
Planned Development Plan	\$1050.00
Site Plan	\$400.00 plus \$0.02 sq/ft of Gross Floor Area
Construction Documents	\$650.00
Preliminary Plat	\$300.00 plus \$50 per acre
Minor Final Plat	\$250.00
Major Final Plat	\$400.00 plus \$25.00 per lot
Board of Zoning Appeals (BZA) Application	\$100.00
Home Occupation	No Cost
Fence Permit	No Cost
Sign Permit	\$75.00 per sign
Billboard Sign Face Replacement Sign Permit	\$500.00
Temporary Use Permit	\$50.00
ROW Permit	\$250.00
Driveway Permit	\$50.00



TOWN OF THOMPSON'S STATION

FEE SCHEDULE

Building Permits	
Administrative Fee- applies to any Staff time spent making changes to the Town's online portal, at the applicant's request.	\$50.00 / hour (\$50 minimum)
Commercial building permit	\$1.00 per square foot - \$100 minimum + a plan review fee of 10% of the permit fee for any plan reviewed by Town Staff
Commercial Remodel	\$1.00 square foot - \$100.00 minimum + a plan review fee of 10% of the permit fee for any plan reviewed by Town Staff
Residential building permit	\$0.78 square foot - \$100.00 minimum + a plan review fee of 10% of the permit fee for any plan reviewed by Town Staff
Residential Remodel	\$0.78 square foot - \$100.00 minimum + a plan review fee of 10% of the permit fee for any plan reviewed by Town Staff
Accessory Structures (without plumbing or mechanical), detached garages, barns, sheds, carports, etc.	\$0.26 per square foot-\$100.00 minimum
Plumbing permit* (existing structure only)	\$0.26 per square foot -\$100.00 minimum
Mechanical permit* (existing structure only)	\$0.26 per square foot -\$100.00 minimum
Fire Sprinkler Permit	\$0.26 per square foot
Plan Re-review fee (Does not apply to updated structural design)	10% of permit fee



TOWN OF THOMPSON'S STATION

FEE SCHEDULE

Minor Modification to Plan (after permit issuance, includes any updated/revised structural layouts)	\$100.00
Re-inspection Fee	First- \$50.00 All Subsequent- \$100.00
Demolition	\$100.00
Miscellaneous***	\$100.00
In-Ground Swimming Pool	\$500.00
Above-Ground Swimming Pool (>2-foot depth)	\$50.00
Special Events/After Hours Inspections**	\$100 per employee per hour (\$200 min)
Deck	\$50.00
Retaining Walls	\$150.00 + any pass-through charges
Permit Extension/Renewal (90-day max)	½ Original permit cost
Change of Contractor	\$50.00
Permit Cancellation/Refund	25% of permit cost will be retained by the town
Third-Party Plan Review	Pass through cost per Ordinance 04-001
House/Building Moving	\$250.00
Building Board of Appeals Request	\$300.00

*Plumbing and mechanical permits are for the addition of plumbing or mechanical to an existing structure or a complete removal and replacement of an existing mechanical or plumbing system. Minor 1 to 1 replacement does not require a permit. New building and remodel permits have mechanical, and plumbing included with the permit fee.

**This is for special requests from builder and may not always be available, If the builder would like an inspection performed after hours or same day re-inspection, this option is available if an inspector is available to inspect. A written request is required from the builder/ permit applicant prior to performance of inspection and issuance of this fee.



TOWN OF THOMPSON'S STATION

FEE SCHEDULE

***Miscellaneous permit applies to any permit that does not fit a category but requires a permit.

****This fee only applies when a permit applicant requests town assistance for permits and inspections that the permit holder can achieve without town assistance. Example: uploading paper files, cancelling inspections, correcting permit information, etc.

Park Fees	
Parks Event Permit	\$100.00
Large-Scale Impact Park Event	\$2,500.00 plus \$5,000.00 damage deposit

Appendix D: Tree and Plant List

Per Section 4.7 of the *LDO*, plant materials placed on a site in partial compliance with the landscape requirements shall be from this list. It is encouraged that native plant material be used. Some native plants indicated with (†) may only be appropriate for use in a landscape buffer or informal open space. Plants listed on the current edition of Tennessee Invasive Exotic Pest Plants shall not be accepted for compliance with landscape requirements. The Town recommends removal of these invasive plant materials when found in areas of a site containing existing vegetation. The Tennessee Invasive Plant list may be found at www.tneppc.org.

The materials marked with an asterisk (*) have been identified by the University of Tennessee's Agricultural Extension Service as materials that will tolerate drought stress better than most landscape plants. New landscape material needs to become well established, however, before they become effectively drought tolerant. Therefore, it is imperative that new plantings receive follow-up care until they are established. The materials marked with a (°) shall not be used near pedestrian areas.

Unless specified, all species include cultivars of that species. Cultivars shall meet the minimum height requirement for the category of material for which credit is requested. Additional material shall be accepted on a case-by-case basis. Trees in the genus *Fraxinus* are no longer accepted toward landscape compliance.

PROHIBITED TREES/SHURBS

PROHIBITED FROM BEING USED TO MEET LANDSCAPE REQUIREMENTS	
Scientific Name	Common Name
<i>Pyrus calleryana</i>	Callery (Bradford) Pear
<i>Acer saccharinum</i>	Silver Maple
<i>Cupressus × leylandii</i>	Leyland cypress

PROHIBITED FROM BEING USED AS SCREENING SHRUBS	
Scientific Name	Common Name
<i>Euonymus kiautschovicus</i>	Manhattan euonymous
<i>Abelia species</i>	Glossy Abelia

PROHIBITED FROM BEING USED AS STREET TREES	
Scientific Name	Common Name
<i>Acer saccharum</i>	Sugar Maple
<i>Liriodendron tulipifera</i>	Tuliptree
<i>Nyssa sylvatica</i>	Blackgum
<i>Quercus pagoda</i>	Cherrybark Oak
<i>Quercus palustris</i>	Pin Oak

PERMITTED TREES/SHRUBS

PERMITTED DECIDUOUS CANOPY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service ° - Shall not be used near pedestrian areas ‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Acer rubrum	Red Maple*
Acer saccharum	Sugar Maple
Aesculus species	Buckeye‡
Betula nigra	River Birch
Carya illinoensis	Pecan‡
Carya species	Hickories‡*
Catalpa speciosa	Northern Catalpa‡
Celtis laevigata	Sugar Hackberry*
Celtis occidentalis	Hackberry*
Diospyros virginiana	Persimmon‡*
Fagus grandifolia	American Beech‡
Fagus sylvatica	European Beech‡
Ginkgo biloba	Ginkgo Tree*
Gymnocladus dioicus	Kentucky Coffeetree‡*
Juglans nigra	Black Walnut‡*
Liquidambar styraciflua	Sweetgum
Liriodendron tulipifera	Tuliptree
Magnolia acuminata	Cucumbertree
Nyssa sylvatica	Blackgum*
Platanus acerifolia	London Planetree
Platanus occidentalis	Sycamore‡
Prunus serotina	Black Cherry‡
Robinia pseudoacacia	Black Locust‡*
Quercus acutissima	Sawtooth Oak
Quercus alba	White Oak
Quercus coccinea	Scarlet Oak*
Quercus falcata	Southern Red Oak*
Quercus lyrata	Overcup Oak*
Quercus macrocarpa	Bur Oak*
Quercus michauxii	Swamp Chestnut Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus nigra	Water Oak
Quercus nuttalli	Nuttall Oak
Quercus pagoda	Cherrybark Oak
Quercus palustris	Pin Oak*‡
Quercus phellos	Willow Oak*
Quercus prinus	Chestnut Oak*
Quercus rubra	Northern Red Oak*
Quercus shumardii	Shumard Oak*
Quercus stellata	Post Oak*
Quercus velutina	Black Oak*
Sassafras albidum	Sassafras*

PERMITTED DECIDUOUS CANOPY TREES

* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

° - Shall not be used near pedestrian areas

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Taxodium distichum	Baldcypress
Tilia americana	American Linden
Tilia cordata	Littleleaf Linden
Ulmus americana	American Elm*
Ulmus parvifolia	Chinese/Lacebark Elm* (Disease resistant varieties)
Zelkova serrata	Japanese Zelkova

PERMITTED DECIDUOUS UNDERSTORY TREES

* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

° - Shall not be used near pedestrian areas

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Acer buergeranum	Trident Maple
Acer ginnala	Amur Maple
Acer palmatum	Japanese Maple (Must meet understory size requirements)
Acer pensylvanicum	Striped Maple
Acer spicatum	Mountain Maple
Aesculus pavia	Red Buckeye
Amelanchier arborea	Serviceberry
Asimina triloba	Pawpaw
Bumelia lycioides	Buckthorn Bumelia
Carpinus betulus	European Hornbeam
Carpinus caroliniana	Hornbeam
Cercis canadensis	Eastern Redbud
Chionanthus virginicus	Fringetree
Cladrastis kentukea	Yellowwood
Cornus florida	Flowering Dogwood
Cornus kousa	Kousa Dogwood
Cotinus obovatus	Smoketree
Crataegus phaenopyrum	Washington Hawthorne* °
Crataegus viridis 'Winter King'	Winter King Hawthorne °
Franklinia alatamaha	Franklin Tree
Halesia carolina	Carolina Silverbell
Hamamelis virginiana	Witch Hazel
Koelreuteria paniculata	Golden Raintree*
Lagerstromia Species	Crape Myrtle (see special note pg 71)
Magnolia x soulangiana	Saucer Magnolia
Malus species	Crabapple
Ostrya virginiana	Hophornbeam
Pistacia chinensis	Chinese Pistache
Prunus 'Okame'	Okame Cherry
Prunus x yedoensis	Yoshino Cherry
Rhus copallina	Shining Sumac‡*
Rhus typhina	Staghorn Sumac‡*

Styrax species	Snowbell
Symplocos tinctoria	Sweetleaf‡
Syringa reticulata 'Ivory Silk'	Lilac Tree

PERMITTED EVERGREEN CANOPY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service	
Scientific Name	Common Name
Abies concolor	White Fir
Cryptomeria japonica	Japanese Cryptomeria
Cupressocyparis leylandii	Leyland Cypress
Juniperus scopulorum	Rocky Mountain Juniper
Juniperus virginiana	Eastern Red Cedar*
Magnolia grandiflora	Southern Magnolia (Must meet canopy size requirements)
Picea abies	Norway Spruce
Picea pungens	Colorado Spruce
Pinus bungeana	Lacebark Pine
Pinus echinata	Shortleaf Pine*
Pinus nigra	Austrian Pine
Pinus strobus	White Pine*
Pinus taeda	Loblolly Pine*
Pinus thunbergii	Japanese Black Pine
Pinus virginiana	Virginia Pine*
Thuja plicata	Western Red Cedar
Tsuga canadensis	Canadian Hemlock
Tsuga caroliniana	Carolina Hemlock

PERMITTED EVERGREEN UNDERSTORY TREES	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service	
Scientific Name	Common Name
Ilex opaca	American Holly*
Ilex latifolia	Lusterleaf Holly
Ilex x 'Nellie R. Stevens'	Nellie R. Stevens Holly
Ilex x attenuata 'Fosteri'	Foster's Holly
Ilex x attenuata	'Savannah' Savannah Holly
Magnolia grandiflora	Southern Magnolia (Must meet understory size requirements)
Magnolia virginiana	Sweetbay Magnolia

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Abelia species	Abelia
Amorpha fruticosa	Indigobush
Aronia melanocarpa	Black Chokeberry‡
Aucuba japonica	Japanese Aucuba
Azalea species	Azalea
Berberis species	Barberry (except Berberis thunbergii)

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Buxus species	Boxwood
Calycanthus floridus	Sweetshrub
Castanea pumila	Allegheny Chinkapin
Ceanothus americanus	New Jersey Tea
Cephalanthus occidentalis	Buttonbush
Chaenomeles speciosa	Flowering Quince
Cornus amomum	Silky Dogwood
Cornus species	Dogwood
Corylus americana	Hazelnut‡
Dirca palustris	Leatherwood
Forsythia species	Forsythia
Fothergilla species	Fothergilla
Hamamelis species	Witch Hazel (species that meet shrub requirements)
Hydrangea arborescens	Wild Hydrangea
Hydrangea species	Hydrangea
Ilex species	Holly
Ilex verticillata	Winterberry
Itea virginica	Virginia Willow
Itea virginica	‘Henry’s Garnet’ Red Virginia Sweetspire
Juniperus species	Juniper* (species that meet shrub requirements)
Kalmia latifolia	Mountain Laurel
Lagerstroemia species	Crepe Myrtle
Ligustrum species	Ligustrum (except L. sinense, L. vulgare, L. japonicom)
Lindera benzoin	Spicebush
Magnolia species	Magnolia (species that meet shrub requirements)
Physocarpus opulifolius	Ninebark
Pieris japonica	Japanese Andromeda
Prunus species	Cherry Laurel (species that meet shrub requirements)
Pyracantha coccinea	Scarlet Firethorn
Rhododendron species	Rhododendron, Azalea
Rhus aromatica	Fragrant Sumac
Rhus glabra	Smooth Sumac‡
Rosa palustris	Swamp Rose
Rosa species	Knock Out and Carefree Rose
Sambucus canadensis	Elderberry‡
Spiraea species	Spirea (except Spiraea japonica and cultivars)
Staphylea trifolia	Bladdernut‡
Syringa vulgaris	Common Lilac
Taxus species	Yew
Viburnum species	Viburnum
Viburnum acerifolium	Maple leaf Viburnum‡
Vitex agnus-castus	Chastetree

Crape Myrtle Special Note:

The Lagerstroemia x 'Natchez', 'Muskogee', 'Red Rocket (Whit IV)', and 'Tuscarora' shall be allowed as understory trees with the following restrictions:

1. They shall not be allowed as a street trees,
2. They shall not be allowed in parking lots or as perimeter screen of a parking areas,
3. They shall have at least 3 trunks with one at least 1 1/2 caliper inches.
4. The following note shall be on all Landscape Plans before final approval is given:
 "Lagerstroemia x '(cultivator)' on this plan is considered as understory trees and shall not be topped, racked or the crown removed in any fashion. If this occurs the effected plant shall be replaced."

Lagerstroemia shall continue as shrubs. They shall be labeled as such.

Appendix E: Submittal Requirements & Checklists

Plan & Plat Submittal Requirements

All Administrative or Planning Commission submittals shall be submitted in the following format & quantities.

Electronic copies of the Plans/Plats shall be uploaded to the Town of Thompson's Station Online Website (GeoCivix) in the format described in the chart below to <https://thompsons-station.geocivix.com/secure/>.

No paper copies are required to be submitted. Please do not submit paper copies!

The submittal fee shall either be included as a check submitted to the Community Development Department or it may be paid through the online plan review website. The submittal shall not be accepted for an agenda until the electronic submittal has been uploaded and the fee has been paid.

Electronic copies of the submittal/resubmittal may be uploaded to the Online Plan Review Website at any time; however, the submittal shall only be processed according to the adopted TSPC Meetings and Deadline Schedule.

The following requirements apply to all Administrative or Planning Commission submittals:

ELECTRONIC SUBMITTAL REQUIREMENTS		
1	The applicant shall submit upload a multipage PDF for all plan/plat sheets to the Town of Thompson's Station Online Plan Review Website: https://thompsons-station.geocivix.com/secure/	
	This PDF file shall be oriented as landscape and shall be created at minimum resolution of 200 dpi. All other calculations and documents that are required of the submittal (these shall be designated at the Pre-application Conference for the project shall also be uploaded as PDF documents to the Plan Review Website.	
2	The multipage PDF for plan sheets shall have each sheet bookmarked with the same notation that the sheet labeled as on the cover sheet of the plan set.	
3	Plan sheets shall be 24 inches x 36 inches for <u>annexation request, rezonings, planned development plans, preliminary plats, and site plans</u> . The drawings shall be drawn to scale as previously noted in the applicable checklist. Deviations from this standard are acceptable with prior authorization from the Department of Community Development.	
4	Plan sheets for <u>plats</u> shall be 18 inches x 24 inches and the drawings shall be drawn to scale as previously noted in the applicable checklist.	
5	Submit multi-paged drawings as a single PDF, directly exported from a CAD software file (No scanned files).	
6	In the case of Final Plats, the applicant may be required to upload electronic versions of all Final Plats in DXF or AutoCADr14 formats in addition to the PDF specification detailed above after the plat has been approved.	

See checklists for submittal requirements. Contact the Community Development Department for the latest version of the Checklist for the different plan types.

Site Data Chart

The following Site Data Chart is required for all submittals except Final Plats.

SITE DATA CHART
PROJECT NAME:
SUBDIVISION:
LOT NUMBER:
CIVIL DISTRICT:
ADDRESS:
EXISTING ZONING:
ACREAGE OF SITE:
SQUARE FOOTAGE OF SITE:
MINIMUM REQUIRED SETBACK LINES:
Front Yard:
Side Yard:
Rear Yard:
OWNER:
Address:
Phone No.:
Fax No.:
E-mail address:
Contact Name:
APPLICANT:
Address:
Phone No.:
Fax No.:
E-mail address:
Contact Name:
BUILDING SQUARE FOOTAGE:
BUILDING HEIGHT:
MINIMUM PARKING REQUIREMENT:
PARKING PROVIDED:
RESIDENTIAL DENSITY:
TREE CANOPY:
OPEN SPACE:

Rezoning Checklist

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the Rezoning process:

REZONING CHECKLIST		
Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.		
All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
A. Preliminary Information		
1	Pre-application Conference is required prior to submittal	
2	Project Application	
3	Fee (nonrefundable) NO APPLICATION WILL BE REVIEWED UNTIL THE FEE IS PAID	
4	Signed Property Owner Statement	
5	The applicant shall notify, by mail, according to the LDO notifications requirements	
B. General Information (Required on all applicable sheets of the submittal)		
6	Date	
7	North Arrow and graphic scale	
8	Site Location	
9	Vicinity Map	
10	Name of Proposed development	
11	Contact information for professional(s) preparing the plans (including email addresses)	
12	All plans sealed, signed, and dated by Tennessee licensed professional(s)	
13	The applicant shall provide any additional information, as determined by the Town Staff, that will be necessary to obtain an adequate review by the Town Staff, Planning Commission, and the Board of Mayor and Aldermen.	
14	Names, addresses, email and telephone numbers of the owner and the applicant. Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.	
C. Submittal Components		
15	The length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.	
16	The applicant shall submit a written legal description of the site, commencing at a point on a public right-of-way and referencing the Tax Map and Parcel Number. The written legal description shall be submitted electronically, as well.	
17	All zoning districts within 500' of site	
18	Existing Zoning of the site and Proposed Zoning of the site	
19	Ridgeline and Hilltop Protection Area limits, if applicable	
20	Watercourses, conveyances, springs (perennial only), Water bodies, FEMA Floodway and Floodplain Boundary, wetlands, and drainage basin where the site is located.	
21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
22	Acreage of the site	
23	Name, address, telephone, and e-mail address of land owner	
24	Names of all subdivisions and land owners owning lots adjacent to the site	
25	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
26	Existing land uses on the site and surrounding parcels within 500' of the site	
27	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
28	Railroad infrastructure and rights-of-way	

29	Mineral rights (if held by parties other than the owner of record)	
30	All historic properties within 500' of site	
D. Statement of Impacts. A statement describing the probable impact of the rezoning on all of the following:		
31	Water facilities.	
32	Sewer facilities: include- <ul style="list-style-type: none"> Wastewater Reservation Agreement; Williamson County Septic Approval; or On-site System Approval, as applicable. Note- if under a wastewater reservation agreement, the 25% deposit shall be paid within 90 days of the rezoning or the ordinance shall not go into effect. 	
33	Repurified (reuse) water facilities.	
34	Street Network, as shown on the major thoroughfare plan.	
35	Drainage facilities.	
36	Police, fire, and recreational facilities. (Provide driving distance to the nearest police, fire, and recreational facilities.)	
37	The applicant shall submit a letter to the appropriate school district central office providing the school system with the following: <ul style="list-style-type: none"> location of the proposed development; the anticipated school-age population of the development. A copy of the letter sent to the school district shall be included with the application.	
38	A general statement addressing refuse storage and sanitation collection facilities proposed for the development.	
39	A general statement indicating the substance of restrictive covenants, architectural controls grants of easements or other restrictions imposed, or to be imposed, upon the uses of the land, buildings and structures in the development, including proposed easements for utilities and greenbelts.	
E. Supporting Studies and Information		
40	Traffic Impact Analysis (if required by Town Engineer)	
41	Estimated amount of total trip generation (if required by Town Engineer)	

PDP Checklist

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

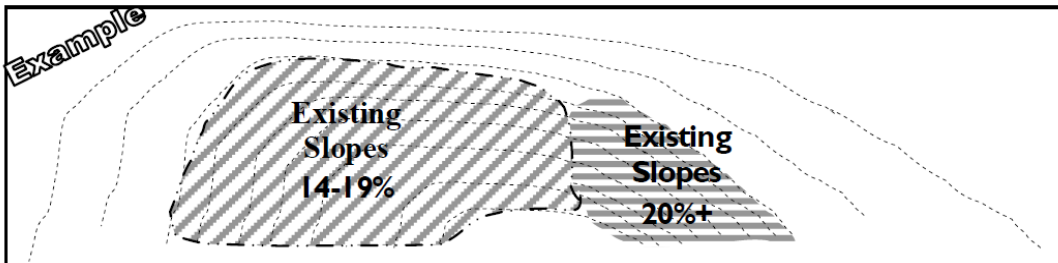
The following checklist depicts the submittal requirements for the Rezoning process:

PLANNED DEVELOPMENT PLAN (PDP) CHECKLIST		
Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.		
All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
A. Preliminary Information		
1	Pre-application Conference Date	
2	Project Application	
3	Date/Comments from Joint BOMA/TSPC Workshop	
4	Date/Notes from the neighborhood meeting	
5	Fee (nonrefundable) NO DEVELOPMENT PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID	
6	Signed & notarized Owner Affidavit and Public Notice Affidavit	
7	The applicant shall notify, by mail, property owners adjacent to the site per LDO 2.3	
B. General Information		
8	The names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a five-percent interest in the project where the land owner is a partnership, corporation, or other business venture shall be identified.	
9	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
10	In-lieu fee requests (if applicable)	
11	Request of Modification of standards, if any.	
12	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
13	Date	
14	Site Location / Vicinity Map	
15	North Arrow and graphic scale	
16	Corporate limits (if within 1/2 mile of site)	
17	Tax map, group, and parcel number(s) of site	
18	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Common Name])	
19	Any additional information required by Town Staff.	
20	Names and addresses of property owners within 500 feet of the property as shown on the most recent tax records, including the map, group and parcel numbers of adjacent properties, and boundary lines of adjacent properties shown with dashed lines.	
21	Phasing schedule, including expected commencement date by phase, anticipated rate of development, and estimated date of completion by phase. Development milestones such as dwelling units, nonresidential building square footage, or significant off-site improvements are appropriate substitutions for dates.	
22	All plans sealed, signed and dated by Tennessee licensed professional(s)	
23	The applicant shall provide any additional information, as determined by the Town Staff, that will be necessary to obtain an adequate review by the Town Staff, the TSPC, and/or BOMA.	
C. Description and Justification		
24	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
25	Description of how the proposed development complies with the objectives of the All Aboard Plans, including the guiding principles and character area.	
26	Detailed description of how this proposed project satisfies LDO 2.4.4(a)(i)-(viii)	
27	Written description or graphical depiction of transitional features (if applicable)	

PLANNED DEVELOPMENT PLAN (PDP) CHECKLIST

Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.

All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

28	Statement or graphical depiction of how the proposed development will relate and remain compatible with its surroundings	
D. Statement of Impact		
29	Water utility district and maximum capacity (in gallons per day) where site is located	
30	Statement describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
31	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
32	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities	
33	Static and residual pressures at nearest fire hydrant	
34	<p>The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:</p> <ul style="list-style-type: none"> location of the proposed development; the anticipated school-age population of the development. <p>A copy of the letter sent to the school district shall be included with the application.</p>	
E. Existing Conditions Plan		
35	Existing topography showing vertical intervals at ten (10) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be twenty (20) feet.	
36	Geologic formations, including: rock outcrops, cliffs, karst topography. Existing physical features map, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; existing utility easements, and mineral rights shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
37	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 	
38	Zoning of the Site	
39	Watercourses, water bodies, conveyances, and springs (perennial only)	
40	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
41	Flood Zone and	
42	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of % of tree canopy cover.	
43	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
44	All base and overlay zoning districts including character areas within 500' of site	
45	Identify development area standards within 500' of site	
46	Names of all subdivisions and land owners owning lots adjacent to the site	
47	Existing land uses on the site and surrounding parcels within 500' of the site	

PLANNED DEVELOPMENT PLAN (PDP) CHECKLIST

Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.

All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

48	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
49	Name, address, telephone, and e-mail address of land owner	
50	Names of all subdivisions and land owners owning lots adjacent to the site	
51	Planned road network (including street names if available) within 1,500' of site (as indicated on the Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development	
52	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
53	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
54	Railroad infrastructure and rights-of-way	
55	All easements (including drainage) with dimensions and designation as to type	
56	Mineral rights (if held by parties other than the owner of record)	
57	All historic properties within 500' of site	
F. Planned Development Plan		
58	Length of project boundaries (including bearings and angles)	
59	Total acreage of the site	
60	Total proposed gross and net density of each section	
61	Number of residential units by use type	
62	Amount of nonresidential square footage by use type	
63	General location of buildings, parking and loading areas. For larger developments, typical lots may satisfy this requirement.	
64	Traffic/pedestrian circulation system	
65	Proposed connections to existing and proposed streets located outside the development	
66	Connectivity to adjacent parcels	
67	Location and acreage of major common open space areas, including minimum open space and buffers	
68	Transitional features and design elements along PDP perimeter proposed to maintain compatibility with surrounding development as required	
69	Proposed park land dedication, if required	
70	Generalized phasing plan or designation of development phases	
71	Statement of architectural intent and conceptual renderings or typical elevations	
72	Square footage and range of height of all proposed buildings. Ranges are appropriate for larger developments.	
73	General location of refuse collection & service areas	
74	General location of existing and proposed utilities, including water and sewer lines, electrical transmission lines, stormwater management facilities, and ground-based utility vaults larger than ten square feet	
75	All fences and walls retaining walls, with estimated heights	
76	Stormwater management conceptual plan	
77	Tree protection area(s) and location of all specimen trees and limits of development/disturbance	
78	General Lighting Plan	
79	Rough grading: Existing topography showing vertical intervals at ten (10) feet, except that in areas where existing slopes exceed ten (10) percent, contour intervals shall be twenty (20) feet. Also, proposed grading showing vertical intervals at ten (10) feet, except that in areas where slopes exceed ten (10) percent, contour intervals shall be twenty (20) feet.	

Preliminary Plat Checklist

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Preliminary Plats:

PRELIMINARY PLAT CHECKLIST		
Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted. All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
A. Preliminary Information		
1	Pre-application Conference is required prior to submittal	
2	Project Application	
3	Signed Property Owner Statement	
4	BOMA Approved Sewer Reservation Agreement or Approval letter from Williamson County Sewerage Disposal Department	
5	Fee (nonrefundable) NO PRELIMINARY PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
B. General Information		
6	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
7	Date	
8	North Arrow and graphic scale	
9	Site Location / Vicinity Map	
10	Name of proposed subdivision	
11	Addressing Plan	
12	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture.	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the Town Staff that will be necessary to obtain an adequate review by the Town staff and the TSPC.	
C. Statement of Expected Project Impact		
16	A written description of the location and scope of the proposed project	
17	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
18	Statement/Information describing the anticipated impact on the following infrastructure: <ul style="list-style-type: none"> Water, Sewer facilities: include- <ul style="list-style-type: none"> Wastewater Reservation Agreement; Williamson County Septic Approval; or On-site System Approval, as applicable. Note- if under a wastewater reservation agreement, the 25% deposit shall be paid within 90 days of the rezoning or the ordinance shall not go into effect. Drainage facilities 	
19	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
20	Statement describing the anticipated impact on police, fire, and public recreational facilities (include driving distances from nearest police and fire facilities)	
21	Static and residual pressures at nearest fire hydrant	
22	The applicant shall submit a letter to the appropriate school district central office providing the school system with the following: <ul style="list-style-type: none"> location of the proposed development; 	

PRELIMINARY PLAT CHECKLIST

Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.
All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

	<ul style="list-style-type: none"> the anticipated school-age population of the development. 	
	A copy of the letter sent to the school district shall be included with the application.	
D. Existing Conditions Plan		
23	Topographic contours at 2' intervals of site and surrounding lands within 500' of the site	
24	Geologic formations, including: rock outcrops, cliffs, karst topography	
25	Natural or man-made slopes of 15% to 25%	
26	Areas with slopes of 25% or more	
27	Ridgeline and Hilltop Protection Area	
28	Watercourses, conveyances, and springs (perennial only)	
29	Water bodies and wetlands	
30	100-year Floodplain and any other NFIP data	
31	Drainage basin(s) where the site is located, if required	
32	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of percent of tree canopy cover.	
33	Location and caliper of all specimen trees	
34	Acreage and square footage of the site	
35	Existing Zoning district classifications	
36	Information related to any HOA or other private restrictions	
37	Civil district	
38	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
39	Name, address, telephone, and e-mail address of land owner	
40	Names of all subdivisions and land owners owning lots adjacent to the site	
41	Existing road rights-of-way and street names within 500' of site	
42	Planned road network (including street names if available) surrounding the site (as indicated on the Major Thoroughfare Plan)	
43	Existing land uses on the site and surrounding parcels within 500' of the site	
44	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
45	Railroad infrastructure and rights-of-way	
46	All easements (including drainage) with dimensions and designation as to type	
47	Mineral rights (if held by parties other than the owner of record)	
48	All historic properties within 500' of site	
49	Location and description (including date of construction and architectural style) of all historic structures or site features	
50	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
E. Preliminary Plat		
51	Name of development and all individual neighborhoods within subdivision (if applicable)	
52	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
53	Preliminary lot lines, square footage, and dimensions to the nearest foot	
54	Total acreage of the site, to the nearest hundredth	
55	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	

PRELIMINARY PLAT CHECKLIST

Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.
All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

56	Length of project boundaries (including bearings and angles)	
57	Preliminary lot numbers	
58	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
59	Total proposed gross and net density	
60	Proposed land uses on the site (including total acreage by use classification)	
61	Location and acreage of tree protection zones	
62	Location and acreage of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
63	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
64	Proposed connections to existing and proposed streets (including street classification) located outside the development	
65	Proposed off-site improvements required per impact studies	
66	Development Take-Down Phasing Schedules for: Entitlements, Open Space, and Off-Site Improvements	
67	Dimension from nearest existing street intersection centerline to the nearest lot line	
68	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
69	Vehicular and pedestrian connectivity to all exterior boundaries	
70	All site triangles	
71	Proposed street light location and metering points (including seal and signature of electrical engineer)	
72	Street light details, including height, pole color and type, light color, and fixture type	
73	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
74	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
F. Supporting Information		
75	Traffic Impact Analysis (if required by Town Engineer)	
76	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	
77	Documentation from Williamson County Sewerage Disposal Department (if on septic)	

Final Plat Checklist

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Final Plats:

FINAL PLAT CHECKLIST		
Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.		
All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
Preliminary Information		
1	Pre-application Conference is required prior to submittal. Town Staff may waive this requirement in select circumstances, but applicants shall contact Town Staff prior to any final plat submittal.	
2	Project Application and Signed Property Owner Statement/Certificate	
3	Cost estimates for all public infrastructure, if required	
4	Approved subdivision name and section number	
5	Revision number, if applicable	
6	Name, address, telephone, and e-mail address of land owner. The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
7	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
8	Approval of Subdivision and Street Names by Williamson County EMA	
9	Fee (nonrefundable) NO FINAL PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
10	All information determined to be necessary by the Department of Community Development	
Vicinity Map		
11	Date	
12	North Arrow	
13	Corporate limits (if within 1/2 mile of site)	
14	Site location	
15	Tax map, group, and parcel number(s) of site	
16	Existing streets and street names adjacent to site	
Final Plat		
17	Name of development and all individual neighborhoods within subdivision (if applicable)	
18	Revision number and all other resubdivision indicators	
19	North Arrow	
20	Closure error	
21	Town, County, Civil District, and Date	
22	Total acres in the subdivision to the nearest hundredth, and the existing map, group and parcel numbers from which the subdivision, resubdivision, or revision will be created	
23	Existing Zoning district classifications	
24	Information related to any HOA or other private restrictions	
25	Setbacks and building envelopes	
26	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
27	Boundary lines of properties adjoining, but not a part of the subdivision, shown with dashed lines	
28	Adjoining property owners and/or subdivisions	
29	Lengths of the boundaries of the subdivision, measured to the nearest foot and decimals, with calls	
30	The lengths of all lines dimensioned in feet and decimals to the nearest hundredth of a foot	

FINAL PLAT CHECKLIST

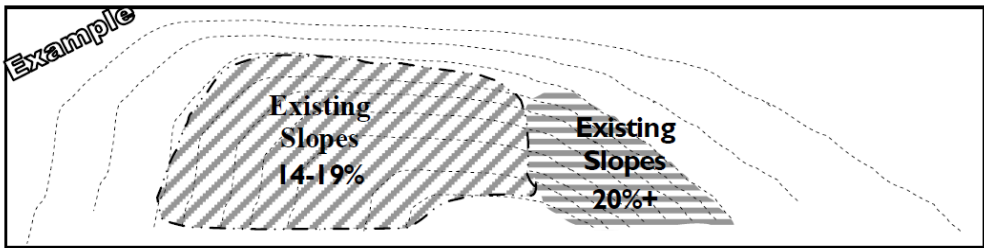
Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.
All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

31	Square feet and acreage of each lot (square feet to the nearest foot and acreage to the nearest hundredth of an acre)	
32	Total number of lots and lot numbers	
33	The values of all true bearings and angles dimensioned in degrees and minutes	
34	Street and alley rights-of-way widths, classification, and names within the proposed project	
35	Connections to existing and proposed streets (including street classification) located outside the development	
36	Right-of-way dedications measured from existing centerlines	
37	Sidewalk locations	
38	At all temporary turnarounds, a sign shall be placed stating, "Street to be extended by authority of the Town of Thompson's Station."	
39	Acres and linear footage totals of new streets	
40	Existing buildings	
41	Proposed street light location, metering points and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	
42	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
43	All easements (including drainage) with dimensions and designation as to type	
44	Mineral rights (if held by parties other than the owner of record)	
45	Existing and proposed utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
46	Underground Utility Note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground."	
47	Watercourses, conveyances, and springs (perennial only)	
48	Water bodies, including canals	
49	100-year Floodplain	
50	Any additional NFIP Floodplain Data	
51	Common open space lots	
52	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones	
53	Lots shall conform to all the requirements of the LDO	
54	Concrete monuments	
55	Iron pins, which shall be placed at all lot corners.	
56	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording	

Site Plan and Construction Document Checklist

Contact the Community Development Department for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Site Plans:

SITE PLAN AND CONSTRUCTION DOCUMENT CHECKLIST		
Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.		
All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
A. Preliminary Information		
1	Pre-application Conference is required prior to submittal	
2	Project Application	
3	Signed & notarized Owner Affidavit	
4	Documentation on any modifications of standards or variances granted with Preliminary Plat/PDP	
5	Copy of the approved Preliminary Plat or Concept Plan, if applicable	
6	Fees Post-approval fees- <ul style="list-style-type: none"> Land Development Permit Fee shall be paid prior to issuance of Land Development Permit Wastewater Impact Fee shall be paid prior to Land Development Permit 	
B. General Information (Required on all applicable sheets of the submittal)		
7	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
8	Date	
9	North Arrow	
10	Graphic scale	
11	Site Location / Vicinity Map	
12	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the Town Staff, that will be necessary to obtain an adequate review by the Town staff and the PC.	
C. Existing Conditions Plan		
16	Existing topography showing vertical intervals at two (2) feet.	
17	Geologic formations, including: rock outcrops, cliffs, karst topography, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; cemeteries or graveyards; and existing utility easements shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
18	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 	
19	Ridgeline and Hilltop Protection Area limits, if applicable	

SITE PLAN AND CONSTRUCTION DOCUMENT CHECKLIST

Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.

All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

20	Watercourses, conveyances, springs (perennial only), Water bodies, FEMA Floodway and Floodplain Boundary, wetlands, and drainage basin where the site is located.																																																			
21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.																																																			
22	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.																																																			
23	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.																																																			
24	All zoning districts within 500' of site																																																			
25	Identify development area for the site																																																			
26	Names of all subdivisions and land owners owning lots adjacent to the site																																																			
27	Existing land uses on the site and surrounding parcels within 500' of the site																																																			
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31	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.																																																			
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35	Location and description (including date of construction and architectural style) of all historic structures or site features																																																			
36	Location and caliper of all specimen trees																																																			
37	Existing parking areas with number of parking spaces listed																																																			
E. Site Plan																																																				
38	Minimum and maximum setback or build-to lines (based on Zoning District classifications)																																																			
39	<p>"Take Down" schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments, see charts below (if applicable)</p> <div style="text-align: center; margin: 10px 0;"> LAND USE DATA <i>(Insert Project Name)</i> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="width: 15%;">Development</th> <th style="width: 10%;">Approval Date</th> <th style="width: 10%;">T4 Zoned Acres</th> <th style="width: 10%;">Single Family Dwelling Units</th> <th style="width: 10%;">Multi-family Dwelling Units</th> <th style="width: 10%;">Total Dwelling Units</th> <th style="width: 10%;">Lot Numbers Of Buildable Units</th> <th style="width: 10%;">Lot Numbers Of Open Space Lots</th> <th style="width: 10%;">Remaining Acres</th> <th style="width: 10%;">Remaining Dwellings</th> </tr> </thead> <tbody> <tr> <td>Concept Plan</td> <td>1/30/21</td> <td>1506</td> <td>1548</td> <td>600</td> <td>2148</td> <td>**</td> <td>**</td> <td>**</td> <td>**</td> </tr> <tr> <td>Section 1</td> <td>4/18/21</td> <td>18.22</td> <td>48</td> <td>0</td> <td>48</td> <td>1-48</td> <td>49</td> <td>1487.77</td> <td>2100</td> </tr> <tr> <td>Section 2</td> <td>7/5/21</td> <td>28.35</td> <td>65</td> <td>0</td> <td>65</td> <td>53-80, 100-136</td> <td>82, 90, 95</td> <td>1459.43</td> <td>2035</td> </tr> <tr> <td>Section 3</td> <td>9/21/21</td> <td>17.86</td> <td>30</td> <td>27</td> <td>57</td> <td>140-183</td> <td>166</td> <td>1441.57</td> <td>1978</td> </tr> </tbody> </table>		Development	Approval Date	T4 Zoned Acres	Single Family Dwelling Units	Multi-family Dwelling Units	Total Dwelling Units	Lot Numbers Of Buildable Units	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Dwellings	Concept Plan	1/30/21	1506	1548	600	2148	**	**	**	**	Section 1	4/18/21	18.22	48	0	48	1-48	49	1487.77	2100	Section 2	7/5/21	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035	Section 3	9/21/21	17.86	30	27	57	140-183	166	1441.57	1978
Development	Approval Date	T4 Zoned Acres	Single Family Dwelling Units	Multi-family Dwelling Units	Total Dwelling Units	Lot Numbers Of Buildable Units	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Dwellings																																											
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Section 2	7/5/21	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035																																											
Section 3	9/21/21	17.86	30	27	57	140-183	166	1441.57	1978																																											

SITE PLAN AND CONSTRUCTION DOCUMENT CHECKLIST

Submittals shall only be through the Town's online submittal portal. No paper copies required or accepted.

All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

	Development	Civic Space %	Civic Space Type	Required Open Space	Remaining Open Space Acres	
	Concept/Preliminary Plat	45%	Park, Plaza	54 acres	N/A	
	Section 1		N/A		54	
	Section 2	15%	Plaza	18	36	
	Section 3	30%	Park	36	0	

Development	Approval Date	T5 Zoned Acres	Use	Lot Numbers Of Buildable Units	Floor Area in s.f.	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Square Footage
Concept Plan	1/30/21	15	Retail, Office, Apartments	**	100,000	**	**	**
Section 4	4/18/21	5	Retail, Office	51, 52	50,000	77	10	50,000 s.f.
Section 5	7/5/21	5	Apartments	92	0	83, 95, 97	5	50,000 s.f.
Section 6	9/21/21	5	Retail, Office	142-148	50,000	143	0	0

40	100-year Floodplain	
41	Adjoining property owners	
42	The value of all true bearings and angles dimensioned in degrees and minutes	
43	Lot numbers and design (to include size) of residential (multi-family) and non-residential structures	
44	The length of the boundaries of the site measured to the nearest one-tenth (0.1) foot	
45	Locations, square footages, and exterior dimensions of all existing buildings and above-ground habitable structures	
46	Locations, square footages, and exterior dimensions of all proposed buildings and habitable structures	
47	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)	
48	Location, width, and classification of all existing and proposed streets	
49	Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)	
50	Where common solid waste storage is required, the location of dumpster pads, dumpster pad details, screen walls, and screen gates, in conformance with sanitation department standards.	
51	Location, and height of all fences and retaining walls	
52	Detail of proposed retaining wall materials (exterior)	
53	Location, arrangement, and dimensions of vehicular entrances, exits and parking lot aisles (including Primary Drive Aisles)	
54	Pedestrian walkways, paths, entrances, ramps, crossings, and handicapped parking areas	
55	Location and number of bicycle parking facilities	
56	Detail of bicycle rack	
57	Pervious and impervious parking spaces (including dimensions)	
58	Fire lanes and areas of parking prohibition	
59	Location and number of all stacking spaces	
60	Location and size of all loading zones	
61	Locations and dimensions for all cross-access ways between parking lots serving different uses	
62	Limits of disturbance	
63	Existing and proposed utilities	
F. Erosion Prevention and Sediment Control (EPSC) and Stormwater Management Plans		
64	Initial EPSC Plan	
65	Provide a minimum of three control points/benchmarks with Northing and Easting Coordinates in TN NAD 1983 (2011) State Plane Coordinates	

SITE PLAN AND CONSTRUCTION DOCUMENT CHECKLIST

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66	<p>EPSC Notes Required:</p> <ol style="list-style-type: none"> 1. Sediment shall be removed from silt fence when reaches 1/3 the height of the fence; sediment shall be removed from all other EPSC measures and control as recommended in the TNEPSC Handbook, and must be removed when design capacity has been reduced by 50%. 2. EPSCs shall be implemented before earth-moving begins. 3. Areas where construction has temporarily/permanently ceased shall be stabilized within 15 days (7 days for $\geq 35\%$ slopes) 4. Inspections of outfalls/EPSC measures shall be conducted at least twice weekly and at least 72 hours apart 5. Vegetation, EPSCs & other protective measures shall be repaired, replaced, or modified within 7 days of being notified of an issue 6. Construction shall be phased for activities that will disturb >50 acres. 7. EPSCs shall be designed to control the rainfall and runoff from a 2-year, 24-hour return interval storm; be designed to control the rainfall and runoff from a 5-year, 24-hour return interval storm. 8. Temporary sediment basin(s) shall be provided for on-site outfalls that receive drainage from ≥ 10 acres; ≥ 5 acres for sites that discharge to impaired or exceptional TN waters. 9. Green infrastructure BMPs shall be protected during site work, with silt fence, to prevent sedimentation and compaction. 	
67	Construction sequence, sediment basin conversion plan, and maintenance schedule of all EPSC measures	
68	Limits of disturbance, buffers, outfalls, and protected areas	
69	Stream buffer signage locations and detail	
70	Existing natural site features including tree canopy, sinkholes, hydrologic features, surveyed stream banks, and all associated buffers	
71	Tree and environmental protection locations and details	
72	Temporary sediment basin locations and the following note: "Temporary sediment basins to be installed before any land disturbance takes place within the contributing drainage area."	
73	Calculations for temporary sediment basins/traps, including acreage of drainage area, required and provided wet/dry storage volumes and elevations, and details of dewatering devices for each basin	
74	Federal, State, and Local Storm Water and Environmental Protection Permit Information	
75	Intermediate EPSC Plan	
76	Provide a minimum of three control points/benchmarks with Northing and Easting Coordinates in TN NAD 1983 (2011) State Plane Coordinates	
77	<p>EPSC Notes Required:</p> <ol style="list-style-type: none"> 1. Sediment shall be removed from silt fence when reaches 1/3 the height of the fence; sediment shall be removed from all other EPSC measures and control as recommended in the TNEPSC Handbook, and must be removed when design capacity has been reduced by 50%. 2. EPSCs shall be implemented before earth- moving begins. 3. Areas where construction has temporarily/permanently ceased shall be stabilized within 15 days (7 days for $\geq 35\%$ slopes) 4. Inspections of outfalls/EPSC measures shall be conducted at least twice weekly and at least 72 hours apart 5. Vegetation, EPSCs & other protective measures shall be repaired, replaced, or modified within 7 days of being notified of an issue 6. Construction shall be phased for activities that will disturb >50 acres. 7. EPSCs shall be designed to control the rainfall and runoff from a 2-year, 24-hour return interval storm; be designed to control the rainfall and runoff from a 5-year, 24-hour return interval storm. 8. Temporary sediment basin(s) shall be provided for on-site outfalls that receive drainage from ≥ 10 acres; ≥ 5 acres for sites that discharge to impaired or exceptional TN waters. 9. Green infrastructure BMPs shall be protected during site work, with silt fence, to prevent sedimentation and compaction. 	
78	Sequence of EPSC events during construction, including maintenance, inspection, protection of sensitive areas	
79	Stormwater feature locations and details, including green infrastructure and detention areas	
80	Limits of disturbance, riparian buffers, outfalls, and protected areas	
81	Existing natural site features including tree canopy, sinkholes, hydrologic features, surveyed stream banks, and all associated buffers	
82	Stream buffer signage locations and detail	

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83	Protection fencing from heavy machinery around infiltrating BMPs including bioretention areas	
84	Federal, State, and Local Storm Water and Environmental Protection Permit Information	
85	Final EPSC Plan	
86	Provide a minimum of three control points/benchmarks with Northing and Easting Coordinates in TN NAD 1983 (2011) State Plane Coordinates	
87	EPSC Notes Required: 1. Sediment shall be removed from silt fence when reaches 1/3 the height of the fence; sediment shall be removed from all other EPSC measures and control as recommended in the TNEPSC Handbook, and must be removed when design capacity has been reduced by 50%. 2. EPSCs shall be implemented before earth- moving begins. 3. Areas where construction has temporarily/permanently ceased shall be stabilized within 15 days (7 days for ≥ 35% slopes) 4. Inspections of outfalls/EPSC measures shall be conducted at least twice weekly and at least 72 hours apart 5. Vegetation, EPSCs & other protective measures shall be repaired, replaced, or modified within 7 days of being notified of an issue 6. Construction shall be phased for activities that will disturb >50 acres. 7. EPSCs shall be designed to control the rainfall and runoff from a 2-year, 24-hour return interval storm; be designed to control the rainfall and runoff from a 5-year, 24-hour return interval storm. 8. Temporary sediment basin(s) shall be provided for on-site outfalls that receive drainage from ≥10 acres; ≥5 acres for sites that discharge to impaired or exceptional TN waters. 9. Green infrastructure BMPs shall be protected during site work, with silt fence, to prevent sedimentation and compaction.	
88	Sequence of EPSC events during post-construction, including maintenance, removal, and protection of sensitive areas	
89	Stormwater feature locations and details, including green infrastructure and detention areas	
90	Easements, riparian buffers, outfalls, and protected areas	
91	Natural site features including tree canopy, sinkholes, hydrologic features, surveyed stream banks, and all associated buffers	
92	Stream buffer signage locations and detail	
93	Federal, State, and Local Storm Water and Environmental Protection Permit Information	
G. Grading and Drainage Plan		
94	Provide a minimum of three control points/benchmarks with Northing and Easting Coordinates in TN NAD 1983 (2011) State Plane Coordinates	
95	Site Grading & Drainage Data Chart and General Notes: Site Area: XXX AC Impervious Area: XXX AC Disturbed Area: XXX AC Volumetric Runoff Coefficient (Rv Value): XX Peak Flow Runoff o 2 year: XX CFS Pre-Development XX CFS Post-Development o 5 year: XX CFS Pre-Development XX CFS Post-Development o 10 year: XX CFS Pre-Development XX CFS Post-Development o 25 year: XX CFS Pre-Development XX CFS Post-Development o 50 year: XX CFS Pre-Development XX CFS Post-Development o 100 year: XX CFS Pre-Development XX CFS Post-Development	
96	Take-down schedule for regional stormwater management features designed for future development	
97	Existing and proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief	
98	Proposed drainage basins with flow arrows, time of concentration, outfall locations and elevation for each drainage basin	
99	Limits of disturbance, buffers, outfalls, and protected areas	
100	Stream buffer signage locations and detail	
101	Proposed grading using slopes of three (3) horizontal to one (1) vertical or flatter in non-traffic areas	

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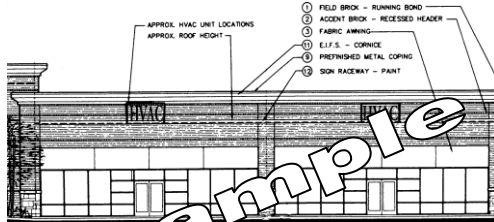
102	Proposed grading within the floodplain and corresponding cut and fill quantities demonstrating compensatory cut of 150% for all fill within the floodplain	
103	Minimum pad and finish floor elevations	
104	Retaining wall type, location, and details, with spot elevations along top and bottom of walls	
105	Stormwater feature locations and details, including green infrastructure and detention areas	
106	Stormwater infrastructure locations and corresponding table showing material, size, and elevations	
107	Proposed and existing-to-remain utilities	
H. Right-of-Way and Access Plan		
108	<p>Include ROW & Access Notes:</p> <ol style="list-style-type: none"> 1. Prior to beginning any construction, the Developer and/or Contractor, shall obtain all necessary permits as required by law. Such permits may include, but are not limited to, those required by State of Tennessee, Williamson County and the Town of Thompson's Station. 2. All off-site work within the public right-of-way shall require an approved traffic control plan which complies with the MUTCD. No off-site excavation may be undertaken in any street, road, alley or right-of-way of any utility or temporary construction easement of the Town of Thompson's Station by any entity unless 72-hour written notice has been given to the Town Engineer. The Contractor shall have an approved traffic control plan onsite during construction. 3. Construction materials shall be fully tested in accordance with the designations and requirements within the referenced "TDOT Standard Specifications" sections, unless otherwise noted within the "Standard Specifications" section of the Town of Thompson's Station Street Standards. 4. An authorized representative of the Town shall make a final inspection of the project after completion to determine acceptability of the work and for release of performance bonds. Before this final inspection can be made, the Engineer responsible for the project shall certify in writing to the Town Engineer that the work has been completed in accordance with approved plans and specifications. 5. Locating and coordination for the relocation of existing utilities is the responsibility of the Contractor. Tennessee's One-Call shall be utilized in addition to coordination with local utility owners. The Contractor shall at all times protect existing utilities and will be responsible for costs due to damage caused to any utility lines. 6. All temporary striping shall conform to "Standard Specifications for Road and Bridge Construction," published by TDOT, the latest revision except as herein amended. When approved, temporary striping shall be required prior to the opening of a street for travel where pavement and/or permanent striping cannot be completed due to weather and/or time constraints. 	
109	Roadway network, including proposed and existing-to-remain elements in right-of-way and access easements (e.g. roadway, curb and gutter, drainage structures, grass strips, sidewalks, ADA access ramps, landscaping, etc.)	
110	Signs, markings, signals and other traffic control devices for public and private streets and drives	
111	Signs and markings for fire lanes and areas of parking prohibition	
112	Streetlight locations and the note: "Street lights shall be Dark Sky compliant."	
113	Sight distance triangles	
114	Autoturn exhibits for refuse collection and delivery vehicles, as applicable	
115	Proposed and existing-to-remain utilities and landscaping shown	
116	Cross sections for arterial and collector streets at 100-foot intervals and at superelevation transitions	
117	Traffic control plan for work in right-of-way	
118	Town standard drawings for street cross sections and elements within right-of-way and public access easements	
119	Offsite ROW and access improvements plans	
I. Utility Plan (see Engineering comments pertaining to these items)		
120	Utility name and contact for all utilities within 500 feet of site	
121	Extent of mill and overlay and all trench details for open cuts/repairs and sub-grade boring within existing ROW	

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122	Existing and proposed locations, types, and sizes of all water lines, fire hydrants, sanitary sewer lines, re-purified water systems, storm sewers, culverts, street improvements, sidewalks and any other utilities affected by the site.																						
123	All site plans shall contain the following note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities, such as cable television, electrical (excluding transformers), gas, sewer, telephone and water lines shall be placed underground." IL and IM Districts shall be permitted to have their off-site lines overhead.																						
J. Emergency Management Plan																							
124	International Building Code construction type for all buildings																						
125	International Code Cycles																						
126	Building or residential lot layout detailing automatic fire sprinkler system locations																						
127	Main building entrance locations labeled																						
128	Fire hydrant locations and details																						
129	Results of flow test at nearest fire hydrant, including test date (must be within 6 months from date of submittal), plan location of test and flow hydrants, static pressure, residual pressure, and calculated flow at 20 psi residual pressure																						
130	Dimensions showing all portions of building perimeter or residential lot line are within an approved distance of a fire hydrant																						
131	Fire department connection location																						
132	Autoturn exhibits for fire apparatus																						
133	"Hot Box" location and detail																						
G. Landscape/Open Space Plan																							
134	Signature, date, and seal by a Tennessee Licensed Landscape Architect																						
135	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shown and labeled with the square footage: (a) The limits of the area shall be clearly identified on the landscape plan and site layout, with any improvements clearly labeled. (b) Documentation shall be provided for any stormwater device counted toward open space requirements. (c) Details of the improvements, such as fountains, walls, public art, benches, etc. shall be provided. (d) The open space take down chart shall be provided on the site layout and landscape plan																						
H. Architectural Plan (required for all multifamily residential and non-residential site plans)																							
136	Color Building Elevations Required (meeting all applicable development standards in LDO and the Design Guidelines): <ul style="list-style-type: none"> For attached residential/ multi-family buildings and all non-residential buildings, elevations shall be provided for all sides of the building(s) with a scale shown on the plan. The architectural elevations for all multifamily & non-residential buildings shall be signed and sealed by a Registered Architect. 																						
137	List of proposed exterior materials and color																						
138	<table border="1"> <thead> <tr> <th colspan="3">West/Columbia Pike Elevation</th></tr> <tr> <th></th><th>Surface Area</th><th>Percent of Net*</th></tr> </thead> <tbody> <tr> <td>Gross of Wall</td><td>2,968</td><td>N/A</td></tr> <tr> <td>Net* of Wall</td><td>2,743</td><td>N/A</td></tr> <tr> <td>Net* EIFS</td><td>133</td><td>4%</td></tr> <tr> <td>Net* Brick</td><td>1,734</td><td>64%</td></tr> <tr> <td>Net* Split-face Block (integrally stained)</td><td>876</td><td>32%</td></tr> </tbody> </table> <p>* Excludes roof forms, windows, doors, awnings, and similar features.</p>	West/Columbia Pike Elevation				Surface Area	Percent of Net*	Gross of Wall	2,968	N/A	Net* of Wall	2,743	N/A	Net* EIFS	133	4%	Net* Brick	1,734	64%	Net* Split-face Block (integrally stained)	876	32%	
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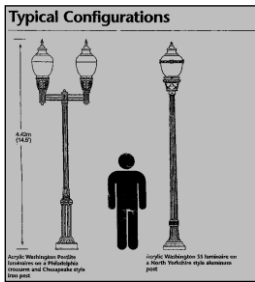
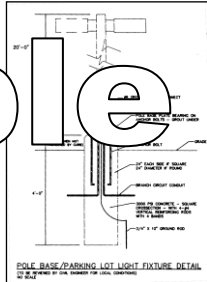
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	<p>Description of the type façade elevation percentages of each material listed.</p> <p>of material(s) used on each included in chart form with</p>	
139	Typical square footage of each dwelling unit type shown (for residential).	
140	Materials board demonstrating material and color of all primary and accent building materials (if required by pre-application form)	
141	<p>The location of any rooftop units shall be shown and labeled on the elevation(s), including the information in the box below and completed as applicable to this development.</p> <div style="text-align: center;">  <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p>HVAC Units, cooling and/or mechanical units are located on the:</p> <p><input type="checkbox"/> Rooftop</p> <p><input type="checkbox"/> Ground</p> <p><input type="checkbox"/> None Provided</p> </div> </div>	
142	<p>A note shall be provided on each sheet of the elevation(s): "These elevations have been designed to meet the requirements of the Town of Thompson's Station's architectural design standards and the approval of the DRC/Town of Thompson's Station. Changes shall not be made to the approved elevations unless approved by either the Community Development Director or the DRC."</p> <p>Color Elevations</p>	
I. Lighting Plan		
143	Location, type, and height of all lighting (including street lights)	

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144	<p>The following chart shall be provided on all Lighting Plan sheets:</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SITE LIGHTING DATA</p> <p>Land Use: <i>Residential or Nonresidential</i></p> <p>Zoning District: <i>Community Commercial (CC)</i></p> <p>Height of Proposed/Existing Building:</p> <p>Pole Height:</p> <p>Pole/Fixture Color:</p> <p>Color of Light:</p> <p>THIS LIGHTING PLAN HAS BEEN DESIGNED TO MEET THE TOWN OF THOMPSON'S STATION STANDARDS AND THE APPROVAL OF THE PLANNING COMMISSION/TOWN OF THOMPSON'S STATION. CHANGES SHALL NOT BE MADE TO THE APPROVED LIGHTING PLAN UNLESS APPROVED BY EITHER THE RELEVANT DEPARTMENT DIRECTOR OR THE PLANNING COMMISSION.</p> </div>	
145	<p>Details on colors and materials for all lighting fixtures</p> <div style="display: flex; align-items: center;">  <div style="font-size: 4em; margin: 0 20px; opacity: 0.5;">Example</div>  </div>	
146	Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles and shall be extended until o.o footcandles is maintained (for nonresidential only).	
147	Maximum illumination in parking lots and maximum illumination at property lines (for nonresidential and multi-family only)	
148	Clearly identified/labeled property lines	
149	The following note shall be included regarding the location of proposed lighting: "Street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	

AS-BUILT CHECKLIST

As-Built shall be provided in PDF and CAD formats. No paper copies required or accepted.

A. General Requirements

1	A .dwg copy of the as-builts in Tennessee state plan coordinates, NAD 83, NAVD 88, zone 4100/5301 for incorporation of the drainage as-builts into the ToTS GIS database	
2	Plans signed and sealed by the professional that prepared them	
3	Plans shall show all items shown on the approved construction plans and noting any field changes made during construction	
4	Plans shall highlight all modifications from the approved plans and provide notation on the plans as such along with a document listing the changes.	

AS-BUILT CHECKLIST

As-Builts shall be provided in PDF and CAD formats. No paper copies required or accepted.

B. Detailed Stormwater Requirements

5	All inverts, catch basins, endwalls, swales, cross-drains, ditches, berms and all other drainage features shall be shown in their actual location on the drawings. Provide outlet protection type and limits, if applicable.	
6	Volume availability of all detention and retention ponds shall be verified and shown	
7	All original approved pipe and structure charts shall be provided alongside updated charts, labeled "ORIGINAL DESIGN" and "AS-BUILT EXISTING IN FIELD."	
8	Verify pond volume capacity and note what material the spillway is constructed with. Show pond contours, including rate of graded slope	
9	Provide revised calculations for any changes to the plans as needed/requested by Town Staff	
10	As-built details for all stormwater items including: material, diameter, inverts, rim elevations, slopes, structure details, and depth of pipes	
11	Labeled contours of the site to 1-foot intervals	
12	Detailed design information for all infrastructure that differs from the approved construction plans	
13	Easements shown and described	
14	All utilities labeled and shown	
15	Right-of-Way for all roadways	

C. Detailed Wastewater Requirements

16	All inverts, manholes, valves, service connections and all other wastewater features shall be shown in their actual location on the drawings.	
17	As-built details for all wastewater items including: material, diameter, inverts, rim elevations, slopes, structure details, and depth of pipes	
18	All pumps, lift stations, and pits detailed.	
19	Detailed design information for all infrastructure that differs from the approved construction plans	
20	Easements shown and described	
21	All utilities labeled and shown	

