

Project: _____ Project Number _____



Review Date: _____ TSPC Meeting: _____

SECTOR MAP / REZONING CHECKLIST		
Submittals should include one (1) paper copy of the listed items and one (1) electronic upload. 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 Form	
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 / Vicinity Map	
9	Name of Proposed development	
10	Town of Thompson's Station Project Number (to be assigned once initial submittal is made)	
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 a adequate review by the Town staff and the PC.	
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 base 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.	
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	<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>	
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)	