



TOWN OF ROSSVILLE, TENNESSEE
PLANNING COMMISSION
Site Plan Review Checklist
 360 Morrison St. PO Box 27 Rossville, TN 38066
 (901) 853-4681 (phone) (901) 854-3976 (fax)

DATE: _____

1. Name of Site Plan / Project: _____
2. Site location: A. Street address: _____
 B. Legal description: _____
3. Applicant: _____ Daytime Phone _____ Fax _____ Email _____
 Mailing address: _____
4. Owner(s) of Record: _____ Daytime Phone _____ Fax _____ Email _____
 Mailing address: _____
5. Agent or Representative: _____ Daytime Phone _____ Fax _____ Email _____
 Mailing address: _____

The applicant shall either indicate that the following items have been completed by a check () or that they are not applicable (n/a) .

- _____ Date, north arrow and scale
- _____ Location vicinity map
- _____ Boundary survey, showing location of point of beginning, true or grid bearing and length of each line, and area in acres.
- _____ Name, tax parcel identification, and addresses of adjoining property owners
- _____ Contents of the Site Plan:
 - (a) The Site Plan shall be drawn to a scale not less than one inch equals one hundred feet (1"=100'-0"), shall be prepared on sheets no larger than 24" x 36" with mechanical lettering a minimum of 0.10 inches in height, and shall show the following:
 - _____ 1. Name of the development, including phase number as applicable, and address.
 - _____ 2. Name and address of applicant, owner of record, agent/representative, and design firm preparing the Site Plan.
 - _____ 3. Present zoning of the site and abutting property.
 - _____ 4. Date, graphic scale, and north point with reference to source of meridian.
 - _____ 5. Courses and distances of all property lines.
 - _____ 6. All building restricting lines, setback lines, easements, covenants, reservations and rights-of-way (public or private).
 - _____ 7. The total land area and area of each proposed parcel.
 - _____ 8. Topography of existing ground and paved areas, and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers and buildings and structures. Topography is to be shown by dashed lines illustrating two-foot contours as required by the Planning Commission and by spot elevations where necessary to indicate flat areas.
 - _____ 9. Two spaces for signed approval of the Planning Commission.
 - (b) The Site Plan shall show the location of the following when existing:
 - _____ 1. Sidewalks, streets, alleys, curb cuts, loading areas, parking areas, easements and utilities.
 - _____ 2. Buildings and structures, with finish floor elevations noted within the footprints.
 - _____ 3. Public sewer, electrical, water, and natural gas distribution systems.
 - _____ 4. Slopes, terraces and retaining walls.
 - _____ 5. Driveways, entrances, exits, and parking areas.
 - _____ 6. Water mains and fire hydrants.
 - _____ 7. Trees, shrubs and landscaped areas.
 - _____ 8. Recreational areas and swimming pools.
 - _____ 9. Natural and artificial water courses.
 - _____ 10. Graphic limits of flood plains and flood ways, including base flood information .
 - (c) The Site Plan shall show the location, dimension, site and height of the following when proposed:
 - _____ 1. Sidewalks, streets, alleys, easements and utilities.
 - _____ 2. Buildings and structures including the elevations of proposed buildings.
 - _____ 3. Public sewer systems.
 - _____ 4. Slopes, terraces, and retaining walls.
 - _____ 5. Driveways, entrances, exits, and parking areas (including required and provided number of spaces).
 - _____ 6. Water mains and fire hydrants.
 - _____ 7. Detailed landscape and screening plan as required in Article VIII, Section 4 of the Town of Rossville Zoning Ordinance.
 - _____ 8. Recreational areas.
 - _____ 9. Distances between buildings.
 - _____ 10. Estimates of the following when applicable:
 - _____ a. Number of dwelling units.
 - _____ b. Number of parking spaces.
 - _____ c. Number of loading spaces.
 - _____ d. Number of commercial or industrial tenants and employees.
 - _____ e. Plans for collecting storm water and methods of treatment of natural and artificial water courses including a delineation of limits of flood plains and flood ways, if any.
 - _____ f. Proposed grading, surface drainage terraces, retaining wall heights, grades on paving areas, and ground floor elevations of proposed buildings and structures. Proposed topography of site shall be shown by two- or five-foot contours as required by the Building Inspector.
- _____ Additional information as required by the Planning Commission

Twelve (12) copies of the Site Plan shall be submitted with one (1) copy of this checklist form attached to each plan. The plans shall be folded to a size no larger than 11 ½ x 15 inches. One (1) 8 ½ x 11-inch transparency of the Site Plan shall also be submitted.
NO APPLICATIONS WILL BE ACCEPTED UNLESS THEY ARE COMPLETED IN ACCORDANCE WITH THE ABOVE REQUIREMENTS AND ACCOMPANIED BY THE APPLICABLE FILING FEE.