

**APPLICATION PROCEDURES  
FOR  
THE CONCEPT PLAN  
[FOR PROPERTY SUBDIVISION]**

I. PURPOSE

The purpose of the concept plan is to provide for a review of the significant physical features of a property proposed for subdivision so that an early general agreement on the comprehensive development of the entire property, particularly transportation (vehicular, bicycle, pedestrian) and open space networks and their connections with adjoining properties and the immediate area, can be secured and the final design can take into consideration and capitalize on those features identified.

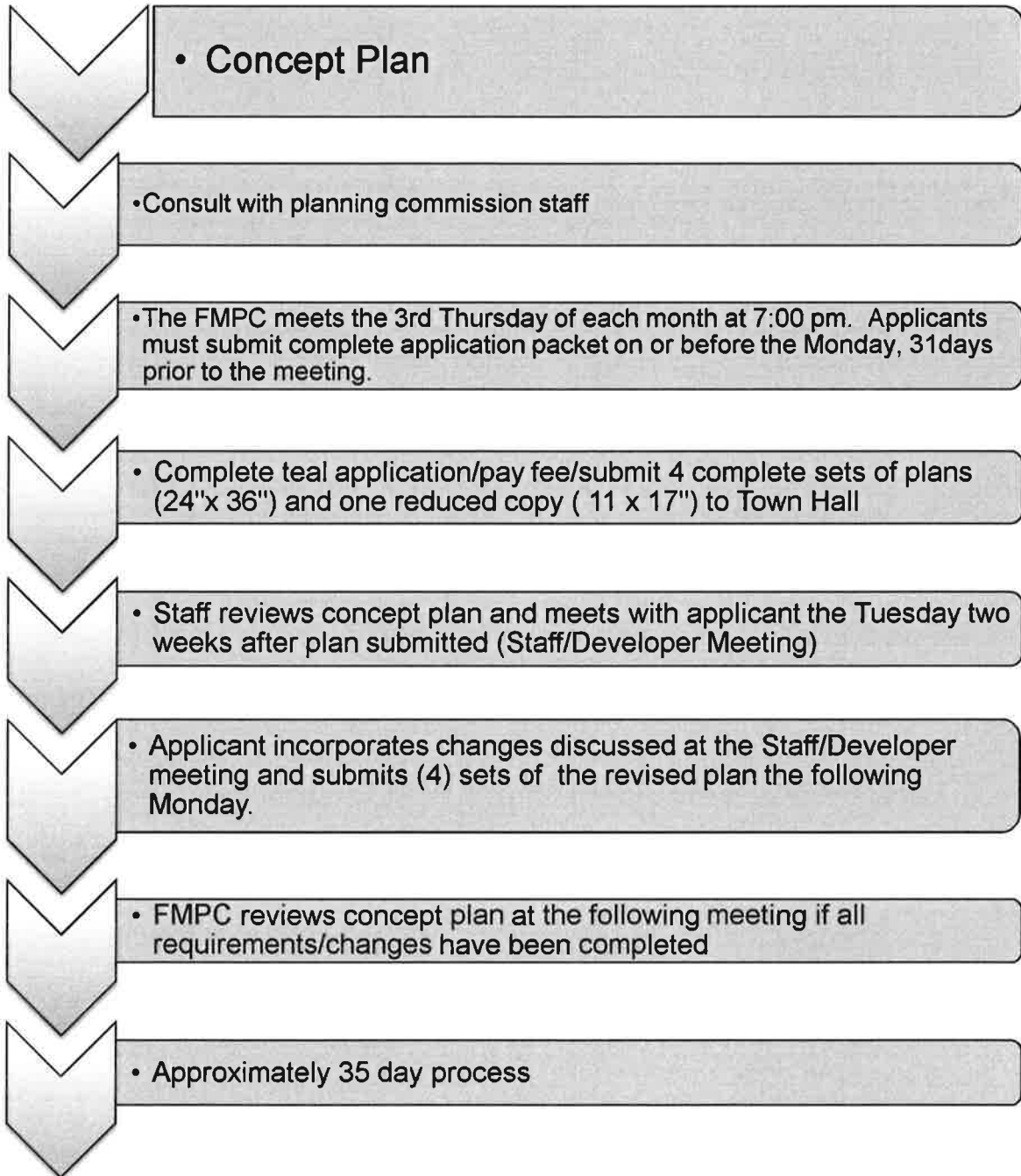
II. APPLICATION AND APPROVAL PROCESS

The concept plan application must be submitted at least thirty one (31) days prior to the planning commission meeting at which it is to be considered. The applicant must submit four (4) complete set of plans (24" x 36"), one reduced set of plans (11 x 17"), a completed application form, and an application fee. The plan should be prepared by a professional team that includes a Tennessee licensed engineer, a Tennessee registered land surveyor, a Tennessee licensed landscape architect, and/or a physical planner with a comparable background and experience. At a minimum, the plan shall require the seal of at least one (1) of the above listed professionals.

The filing of the concept plan with the staff shall not constitute "submission" of the concept plan for consideration by the planning commission. When the planning commission itself determines that it has sufficient information upon which to base its decision with respect to a particular matter, the matter will at that time be deemed "submitted" to the planning commission.

This summary and outline presented here is intended as a general guide and does not represent an inclusive set of details or requirements. Applicants should consult early and informally with the planning commission staff for advice and assistance. This will enable the applicant to become thoroughly familiar with the Farragut Subdivision Regulations and all other applicable regulations and requirements.

## APPLICATION PROCEDURES FOR THE CONCEPT PLAN



**APPLICATION FOR CONSIDERATION OF SUBDIVISION  
CONCEPT PLAN  
TOWN OF FARRAGUT, TENNESSEE**

FOR OFFICE USE ONLY Fee Paid: _____
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APPLICANT NAME: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail \_\_\_\_\_

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_  
Lot(s)/Parcel(s) No.: \_\_\_\_\_ Tax Map No. \_\_\_\_\_  
Number of Acres: \_\_\_\_\_ Number Of Lots: \_\_\_\_\_

ALL OWNERS OF PROPERTY INVOLVED MUST SIGN OR NAMES MUST BE LISTED

<u>NAME</u>	<u>ADDRESS (Street/City/Zip)</u>	<u>PROPERTY OWNED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF PROFESSIONAL PREPARER: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

NAME OF PROFESSIONAL PREPARER: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

NAME OF PROFESSIONAL PREPARER: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE AND I AM THE APPLICANT OR THE LEGAL REPRESENTATIVE OF ALL OWNERS AND DEVELOPERS INVOLVED IN THIS REQUEST.

\_\_\_\_\_  
NAME (SIGNATURE)

\_\_\_\_\_  
DATE

**Town of Farragut  
Checklist for Applicants  
Concept Plan**

**Project:** \_\_\_\_\_

	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
<b>GENERAL SUBMITTAL</b>			
1. Submit four (4) complete sets of 24" x 36" plats/plans and one (1) 11 x 17" reduced copy			
<b>COVER/TITLE SHEET</b>			
2. A title block which specifically indicates that this plan contains "conceptual information" which is "not intended for construction purposes"			
3. An address and a tax map and parcel reference associated with the property			
4. The acreage of the property			
5. The name, address and telephone number of the owner(s) of record and developer(s). Where a subdivision involves multiple parcels, the owner(s) of record for each parcel shall be indicated			
6. The name, address, and telephone number of all professionals involved and, at a minimum, the professional seal of the principal individual responsible for preparing the plan.			
7. Preparation and revision dates, approximate north point, location map, verbal and graphic scales, and legend			
8. A preliminary engineering certification verifying that the conceptual layout can be designed to comply with the Town's applicable ordinances			

	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
9. If an aquatic buffer is present, add the following note: "There shall be no clearing, grading, construction, or disturbance of soil and/or native vegetation within the aquatic buffer except as permitted by the Town of Farragut			
10. Reference any protective covenants governing all aquatic buffers			
<b>BOUNDARY SURVEY/EXISTING IMPROVEMENT SHEET</b>			
11. A boundary survey, including existing Rights-of-ways and easements			
12. The location of existing improvements			
13. The present zoning classification on the land to be subdivided and on the adjoining land			
<b>PHYSICAL FEATURES INVENTORY SHEET</b>			
14. A plan sheet that specifically identifies and outlines all significant physical features of the property based on readily available information and a field (on the ground) site inspection of the subject property. Such features shall include, but not necessarily be limited to, site topography, mapped wetlands and floodplains, water courses and lands that are generally inundated (e.g. ponds, lakes, perennial streams, etc.), springs, intermittent streams, slopes that exceed 15%, soils subject to slumping, surface depressions or sinkholes, and historic, archaeological, or cultural sites listed on the National Register of Historic Places, and/or on State, County, or Town inventories.			
15. Physical site information is prepared and/or verified by professionals with expertise in the features being inventoried. The names and contact information for all said professionals is listed on the plan sheet.			

	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
16. The general location and approximate square footage and acreage of all tree covered areas			
17. The approximate density, predominant species, general distribution of predominant species, and predominant level of maturity of trees within all tree covered areas (young stands, intermediate stands, mature stands)			
<b>OVERALL LAYOUT AND TRANSPORTATION/TRAFFIC CALMING SHEET(S)</b>			
18. Mean sea level contours based on readily available information at vertical intervals of not more than two feet			
19. Existing transportation elements (including streets, sidewalks, shared use paths, etc.) which abut or stub into the property proposed for subdivision are shown.			
20. All proposed lot lines, easements, common areas, and similar design elements.			
21. The location and identification of any areas to be designated as open space. Existing open spaces which abut the property are shown			
22. Show and label the extent of any aquatic buffer [required adjacent to all streams (perennial and intermittent), wetlands, and springs]			
23. The proposed location and approximate grade of streets, sidewalks, and shared-use paths; and how, as required, these proposed transportation elements will be connected both internally and externally to adjacent properties			
24. The plat/plan includes more than one public street vehicular access into and out of the development.			

	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
25. The distance from all proposed subdivision entrances to existing access points on the same street and which are located within the immediate vicinity of the proposed subdivision entrance			
26. The plan sheet(s) addresses how the street(s) within the subdivision will be designed (e.g. avoiding long straight street sections and providing more street connectivity and street intersections) to slow vehicular traffic in order to make the street(s) and abutting pedestrian and shared-use facilities more inviting to all forms of people movement. Such information is coordinated with other design aspects of the subdivision, such as anticipated utility locations, topography and soil conditions, and access points.			
<b>STREETSCAPE SHEET(S)</b>			
27. A plan sheet(s) that addresses streetscaping. This plan sheet shall specifically address how the subdivision will provide visual enhancements along and/or within the street corridors throughout the development. The plan shall include at least one visual enhancement element that is prominent and that creates an identifiable character for the subdivision. This may include, but not necessarily be limited to, a street tree planting plan, bioswales, rain gardens, landscaped boulevards and landscaped islands, village greens, rear accessed dwelling units, etc.			
<b>UTILITY SHEET</b>			
28. The location of existing utilities and an indication of those utilities which are readily available and are expected to serve the site			

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_