



Ashland City Fire, Building & Life Safety Department

101 Court Street
Ashland City TN 37015

Fire & Life Safety: (615) 792-4531 – Building Codes (615) 792-6455

PLANNING COMMISSION SITE PLAN CHECKLIST

NAME OF SITE _____

LOCATION _____ ZONING DISTRICT _____

OWNER _____

ENGINEER _____

1. Three (3) copies of the site plan. Please indicate at time of application if you would like any of the remaining copies after your case is heard and voted on.
2. Three (3) copies and an electronic PDF of revised site plans made available to the Fire, Building and Life Safety Department – according to planner/engineer comments. Also written response to all comments to match what was changed on revised site plans.
3. Location map of the site at a scale of not less than 1"=2000' (USGS map is acceptable). Map must show the following:
 - a. Approximate site boundary
 - b. Public streets in the vicinity
 - c. Types of development of surrounding parcels
 - d. Public water and sewer lines serving the site
 - e. Map # and Parcel # of site location
4. Site boundary, stamped and signed by a registered surveyor.
5. The shape, size and location of all existing buildings on the lot.
6. The existing and intended use of the lot and of structures on it. If residential, give the number of dwelling units per building.
7. Topographic survey of the site with contour intervals at no greater than 5' intervals, stamped and signed by a registered surveyor.
8. Location of all driveways and entrances with dimensions from the centerline of the drive to the nearest property corner and to the nearest intersection (if the intersection is closer than 200 feet).
9. Dimensioned layout and location of all parking spaces including handicapped spaces.
10. Dimensioned layout and location of off-street loading bays and docks.

11. Location and area of open space.
12. A table showing the ground coverage, total floor area and building heights.
13. Location, dimension and heights of all fences and walls with materials specified.
14. Location, type and amount of landscaping.
15. Proposed means of surface drainage, including locations and sizes of all culverts, ditches and detention structures, storm-water system to be designed as per the requirements of the Ashland City Planning Commission.
16. Dimensioned location of all easements and right-of-ways.
17. Location of all portions of the site that are within the floodway and the 100-year floodplain. A note will be included which gives the FEMA map number from which this information was developed. In addition, if portions of the site are in the 100-year floodplain and/or the floodway, the 100-year flood elevation(s) at the site will be listed on the plan.
18. Location, size and distance to all public utilities serving the site including all fire hydrants.
19. Location, by type and size of all proposed signs, (Please note that signs larger than 40 sq. ft. are not permitted per the sign ordinance for the Town of Ashland City.
20. Vegetation, show at minimum the following:
 - a. Existing tree masses and hedgerows
 - b. General description of the tree types and sizes within the tree masses
 - c. Location and identification of trees 15" in caliper (measured 4' above the ground) or larger
 - d. Description of landscaping requirements for the site based upon surrounding land uses (see Zoning Ordinance Section 3, 140)
21. Identification of slopes greater than 15% and identification of those soils (SCS soil mapping is acceptable) on those slopes.
22. Site plan application fee \$100
23. Additional engineering review etc., site inspection charges are subject to Section 14-301 of the Ashland City Municipal Code per Ordinance #165.
24. Three (3) sets of the construction plans for the site.
25. Submittal must be made at least 20 working days prior to the Planning Commission meeting to be heard.
26. If application is requesting a variance, application is to be submitted to the Building Official in accordance with Section 7.080 of the Ashland City Zoning Ordinance.