HISTORIC
FRANKLIN
TENNESSEE

Planning and Zoning
Administrative Manual

Franklin Planning and Zoning Administrative Manual

Purpose and Acknowledgements

This manual has been developed to connect the *Land Use Plan, Subdivision Regulations,* and *Zoning Ordinance* to the day-to-day efforts of applicants and property owners within the City of Franklin. We hope this Administrative Manual will provide guidance in the use of the city'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 Department of Planning and Sustainability with questions or comments about this manual at (615) 791-3212.

City of Franklin, Tennessee
The City of Franklin Board of Mayor and Aldermen
The City of Franklin Municipal Planning Commission

Franklin Department of Planning and Sustainability

9th Edition
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Introduction

How to Use This Manual

This manual is a compilation of information, suggestions, and guidance related to land development and building in the City of Franklin. 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 City of Franklin 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 city 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 city.
- **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 city 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 city'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 City of Franklin's adopted ordinances and is intended only as a guide to the users of the City of Franklin *Zoning Ordinance*. In case of conflict between this document and other city ordinances, the adopted city ordinances shall control.

A digital version of this manual, along with additional information on city policies, processes, contact information, and frequently asked questions is available online at the Department of Planning and Sustainability's webpage at **http://www.franklintn.gov/planning/**

Community Development Documents at a Glance

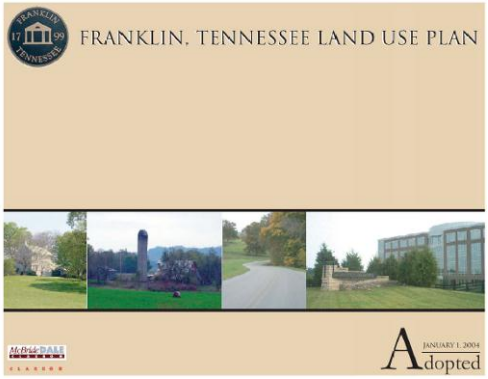
Applicable Community Development Documents

Development review in Franklin 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 City of Franklin are found on the following pages.

Document Name	Online Location	Responsible Department
Community Development Documents		
Franklin Land Use Plan	www.franklintn.gov/planning	Department of Planning and Sustainability (615) 791-3212
Franklin Zoning Ordinance		
Historic Preservation Design Guidelines		
Subdivision Regulations		
Franklin Zoning Map		Department of Planning and Sustainability or Municipal Information Technology Department (615) 550-6654
Franklin Transportation and Street Technical Standards	www.franklintn.gov/	Engineering Department (615) 791-3218
Other Useful Documents		
Franklin Municipal Code	www.franklintn.gov/	Administrative Offices (615) 791-3217
Franklin Major Thoroughfare Plan		Engineering Department (615) 791-3218
Local Street Plan		
Water and Sewer Specifications		
Bicycle & Pedestrian Plan		
Stormwater Management Ordinance		
Stormwater Best Management Practices Manual		
Franklin Intelligent Transportation System (ITS) Plan Amendment		
Franklin Congestion Management Program		

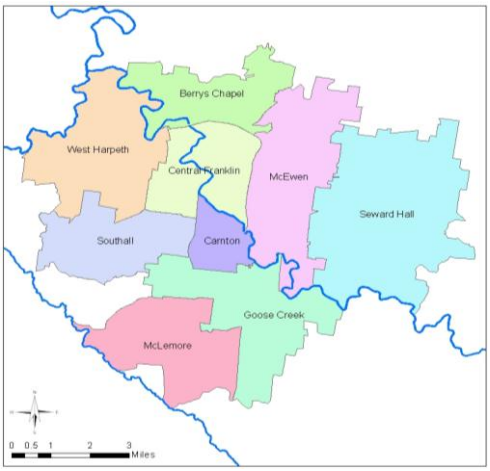
Franklin *Land Use Plan* (LUP)

The Franklin *Land Use Plan* (LUP) is a general guide to the city's policies and objectives for its own long range growth and evolution. The LUP was adopted in January 2004, following a 20-year period of intense development where the city's population almost tripled. While the economic growth was viewed positively, other aspects of rapid growth were not seen as a positive - including the increase in traffic congestion and loss of green space. The LUP 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 rather than focusing on density;
- Protecting sensitive natural features, including the Harpeth River, and developing tools for natural resource protection that support neighborhood character;
- Supporting growth consistent with existing infrastructure to encourage infill development and contiguous development;
- Attracting technology-related and regional businesses at interstate interchanges;
- Preserving noted historic features - especially the downtown and other identified properties such as Carnton Plantation;
- Fostering walkable new neighborhoods and pedestrian connections between neighborhoods;
- Identifying and improving the appearance of entry gateways; and
- Providing a diverse mix of housing and high-quality affordable housing.

In addition to the guiding principles, the LUP also divides the city and urban growth boundary into nine "character areas." Within each area, the plan identifies the existing character of the area and recommendations for future land uses and development patterns. The Central Franklin Character Area is also subject to the recommendations of the Central Franklin Area Plan, which is described on the following page.



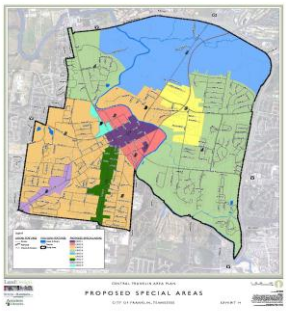
Map of Character Areas in Franklin Land Use Plan

In addition to information on character areas, the LUP includes recommendations for a network of greenways, pedestrian trails, and transportation corridors to help weave the community together.

While it is representative of citizen's desire, and is adopted by the Franklin Municipal Planning Commission, the LUP is intended only as a guide to the city's goals and policies – it does not carry the force of law. City requirements (such as those found in the Zoning map or *Zoning Ordinance*) are generally expected to be in conformity with the LUP, but there is no legal requirement for substantial conformity between the LUP and other regulatory documents. A copy of the LUP is available on the City of Franklin's website at **www.franklintn.gov/planning**

Central Franklin Area Plan (CFAP)

The Central Franklin Area Plan (CFAP) is a small area plan adopted in May of 2004, comprehensively updated in October 2009, and integrated into the Franklin *Land Use Plan* in 2011. Some of the key issues addressed in the plan include residential infill, gateways and corridors, battlefield preservation, enhancement of the Harpeth River, and small-town identity.

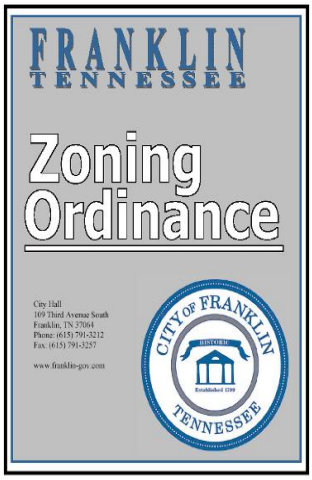


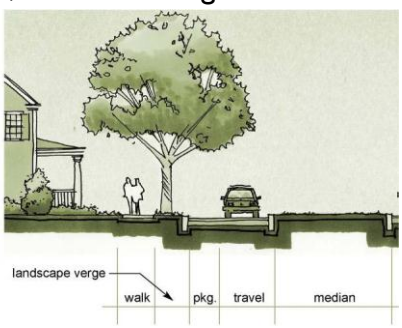
Each of these issues includes related "priority actions" or steps the city needs to take to implement the goals of the plan. Development located within the Central Franklin Character Area is subject to the plan guidance in this document, as it serves as an extension of the Franklin *Land Use Plan*. A copy of the CFAP is available on the City of Franklin's website at

www.franklintn.gov/planning

Franklin *Zoning Ordinance* (2008)

In October 2007, the City of Franklin adopted a new *Zoning Ordinance* (July 1, 2008, effective date). The ordinance includes development standards, implements the policy set forth by the Franklin *Land Use Plan*. The *Zoning Ordinance* sets out the types of uses allowed within each zoning district, as well as the review process used to approve proposed development. The ordinance establishes nine character area overlay districts that coincide with the character areas found in the Franklin *Land Use Plan*. The chapter covering development standards addresses 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. The ordinance establishes three mixed-use districts, a planned unit development review process, and a series of "design concepts" that specify the standards and criteria for development of traditional neighborhoods, hamlets, conservation subdivisions, and other design forms described in the *Land Use Plan*. In addition, the ordinance establishes a wide range of new development standards intended to raise the bar for development quality.



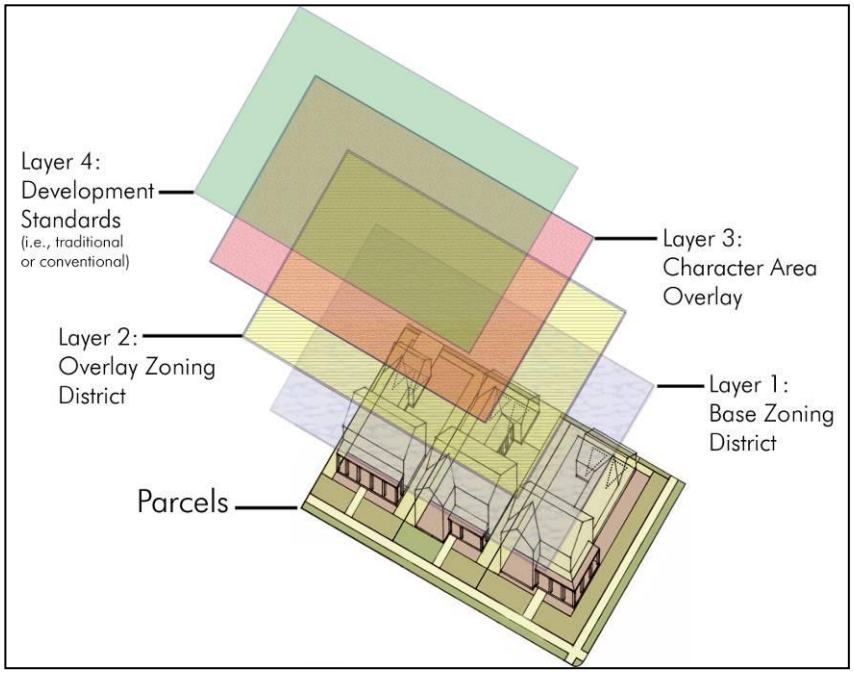


This administrative manual is intended to be a "user's guide" to the *Zoning Ordinance*, but is <u>not</u> intended as a substitute or replacement for the standards in the ordinance. The *Zoning Ordinance* contains the official codified version of the development review procedures and review criteria. A copy of the ordinance is available on the City of Franklin's website at **www.franklintn.gov/planning**

Franklin Zoning Map

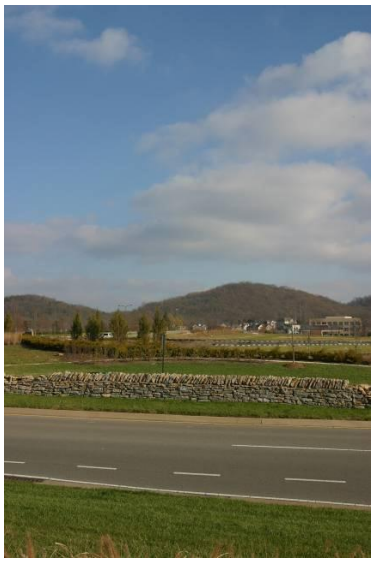
The Official *Zoning Map of Franklin, Tennessee*, is adopted as part of the *Zoning Ordinance* (2008). The *Zoning Map* consists of a group of maps that as a whole set out where uses are allowed or prohibited, and geographically depicts how the traditional and conventional development standards in Chapter 5 of the *Zoning Ordinance* are applied. The image below demonstrates how the zoning district requirements shown on the official *Zoning Map* and development standards established in Chapter 5 of the *Zoning Ordinance* are applied to a hypothetical lot. The diagram is divided into four main layers:

- Base zoning districts (depicted in blue),
- Overlay zoning districts (depicted in yellow),
- Character area overlay districts (depicted in red), and
- Traditional or conventional development standards (depicted in green).



Base zoning districts (depicted in blue) are the residential and nonresidential zoning districts defined by density, 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.

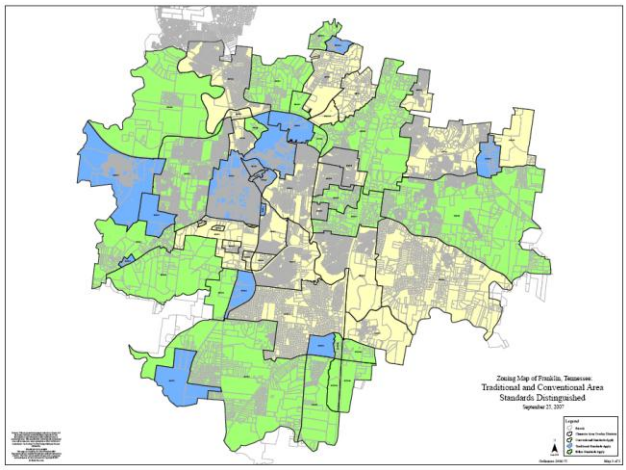
Overlay zoning districts (depicted in yellow) include standards that apply in addition to or supersede the applicable base district standards. For example, the Hillside/Hillcrest Overlay District applies standards to lots on hillside areas or on land with steep slopes in addition to the standards of the applicable base zoning district. The Height Overlay District is an example where overlay district standards (e.g., maximum height) can supersede the base district standards. Maximum building height on lots within the Height Overlay District can exceed the maximum building heights permitted outside the Height Overlay District. The Columbia Avenue Overlay District includes a variety of detailed standards addressing building design, building placement, parking, and access that supersede similar development standards in the *Zoning Ordinance*.



The character area overlay districts (depicted in red) correspond to the character areas in the LUP and have different purposes that range from rural preservation to economic development and residential compatibility. All of these districts are further divided into sub-districts or special areas to provide more targeted regulations at a finer scale. (Section 3.5 of the *Zoning Ordinance* sets out the standards for lots within each character area or character area sub-district.) The character area standards help to "set the tone" of a particular area by establishing the types of allowable uses, the general relationship of

buildings to one another via setbacks and dimensional requirements, and any special design considerations necessary to protect and maintain local character. All development submittals should take the character area overlay district standards into consideration early in the development process.

The development standards address aspects like parking, landscape, building and site design, exterior lighting, fencing, and similar features. In many cases, the *Zoning Ordinance* applies different development standards based upon a lot's location within a conventional or traditional portion (depicted in green on the Zoning Map) of the city. For example, building setbacks are reduced in traditional areas as compared to conventional areas. Off-street surface parking is prohibited between a building and the street in traditional areas, while limited surface parking is allowed between a building and the street in conventional areas. The total amount of open space set-aside is lower in traditional areas than in conventional areas. In general, conventional areas are more suburban while traditional areas have more urban characteristics including pedestrian connectivity, mixed-uses, and higher densities. Applicants should contact the Department of Planning and Sustainability or Department of Building and Neighborhood Services (Zoning Administrator) with questions about applicable district provisions. In some areas, new development may take advantage of either set of standards.



The traditional or conventional standards portion of the zoning map shows where traditional or conventional standards apply. Traditional areas are shown in blue, conventional areas are shown in yellow, and both traditional and conventional standards apply to the green areas in the above map.

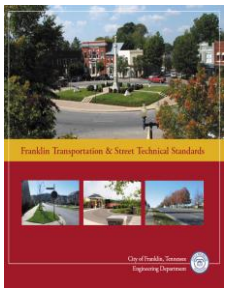
Copies of the Zoning Map are available on the City of Franklin's website at **www.franklintn.gov/planning**

Subdivision Regulations of the City of Franklin

The City of Franklin *Subdivision Regulations* seek to provide for the harmonious development of the city; to 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 city, as well as to promote the harmonious and planned development of the City of Franklin. A copy of these regulations is available on the City of Franklin's website at **www.franklintn.gov/planning**

Franklin Transportation and Street Technical Standards

The Franklin Transportation and Street Technical Standards document is a comprehensive guide to designing new and modified streets within the city. These standards will create better streets throughout the City of Franklin, reflect the best aspects of the built environment, and provide more capacity and safe and comfortable travel for motorists, pedestrians, bicyclists, and transit riders. A copy of these standards is available on the City of Franklin's website at **www.franklintn.gov**



Reviewing Agencies

Review Responsibilities

The city relies on a number of elected and appointed officials to guide city staff in the implementation of adopted city regulations. The following summary table is adapted from the one found in the *Zoning Ordinance*, 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	FMPC	BZA	HZC	DRT	Dept. of Planning & Sustainability	Dept. of Building & Neigh-boorhood Services	Engin-eering Dept.	Fire Dept.
Rezoning	H-D	M-R		R	R	R			
PUD Development Plan	H-D [1]	M-D R [1]		R	R	R-D [2]			
Site Plan Review		M-D A [3]		R	R	R-D [2]			
Land Use Plan Amendment		M-D			R	R			
Subdivision – Preliminary Plat		M-D			R	R			
Subdivision – Final Plat		M-D			R	R			
Variance			M-D			R	R		
Appeal of Administrative Decision			A-M-D						
Performance Agreements		D-A [4]				D [2]		R	
Stormwater Management Permit								D	
Tree Removal Permit						R	R-D		
Certificates of Appropriateness				M-D		R			
Sign Permit				R [5]			D		
Building Permit							D		R
Grading and Erosion Control Permit								D	
Certificate of Occupancy							D		

NOTES:
[1] The BOMA shall be responsible for approval of PUD Development Plans for new projects and certain revisions to PUD Development Plans, PUD Concept Plans, and PUD Regulating Plans. FMPC has the authority to approve certain PUD Development Plans and certain revisions to PUD Development Plans, PUD Concept Plans, and PUD Regulating Plans.
[2] The Department of Planning and Sustainability has been delegated the authority to administratively review and approve certain PUD Development Plan revisions, Site Plans, Final Plats, and Performance Agreements.
[3] The FMPC shall be responsible for appeals from administratively reviewed Site Plans and approval of certain Site Plans.
[4] The FMPC has the authority to review Performance Agreements that have been in place for a certain duration and to call Performance Agreements.
[5] The HZC shall review and approve signage within the Historic Preservation Overlay.

BOMA = Board of Mayor and Aldermen
FMPC = Franklin Municipal Planning Commission
BZA = Board of Zoning Appeals
HZC = Historic Zoning Commission
DRT = Departmental Review Team

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 City of Franklin Administrative Offices at (615) 791-3217 to confirm date, time, and location of meetings.

The Franklin Board of Mayor and Aldermen (BOMA)

The Franklin Board of Mayor and Aldermen (BOMA) is the City's legislative, governing body that consists of a Mayor and eight Aldermen. The BOMA serves as the primary legislative body of the city. For purposes of development review, the BOMA also decides on submittals for Rezonings, Planned Unit Developments (PUDs) and makes amendments to the *Zoning Ordinance* text. More information regarding the BOMA can be found at **http://www.franklintn.gov/**

Every two years the citizens of Franklin elect either the Mayor and four at-large aldermen, or the four ward Aldermen. Aldermen serve staggered, four-year terms. The BOMA typically meets on the second and fourth Tuesday of the month in the City Hall Board Room.

The Franklin Municipal Planning Commission (FMPC)

The Franklin Municipal Planning Commission (FMPC) is an administrative, governmental body comprised of nine members, appointed by the Mayor with at least one member representing the BOMA. The FMPC directly advises the BOMA regarding changes in the *Zoning Ordinance* or Rezonings, and PUD Development Plans. The FMPC has total review authority for Preliminary Plats, Development Plans, Site Plans, Final Plats, Performance Agreements, and projects by other governmental agencies. The FMPC is the primary land-use planning body for the city and sets forth policy to guide growth through the *Land Use Plan*. The FMPC typically meet on the fourth Thursday of each month at 7:00 pm in the City Hall Board Room, with meetings in November and December held on the third Thursday of the month.

The Franklin Board of Zoning Appeals (BZA)

The Franklin Board of Zoning Appeals (BZA) provides a forum for hearing appeals when an appellant encounters select difficulties in meeting the requirements of the *Zoning Ordinance*. Under state law, the BZA has the ability to grant variances to *Zoning Ordinance* requirements and to perform administrative review on staff decisions based on the *Zoning Ordinance*. 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 Ordinance*. The BZA is also responsible for making decisions on variances when an applicant requires relief from "hardship" as described in Section 2.2.4 of the *Zoning Ordinance*. The BZA consists of five members, including a Chair. Members are appointed by the Mayor and serve staggered, five-year terms. The BZA typically meets on the first Thursday of each month at 6:00 pm in the City Hall Board Room.

The Franklin Historic Zoning Commission (HZC)

The Franklin Historic Zoning Commission (HZC) is responsible for the designation and protection of the local historic districts and properties within those districts. The HZC establishes design standards and makes recommendations to the FMPC and BOMA on the implantation of those regulations as established in the *Zoning Ordinance*. Properties within the Historic Preservation Overlay (HPO) District are reviewed for exterior compatibility with neighborhood architecture, setbacks, and bulk, and may be granted a Certificate of Appropriateness from the HZC. Properties within the HPO that require Site Plan review will also be subject to review by the HZC. The HZC meets on the second Monday of the month at 5:00 pm.

If an applicant chooses to participate, the HZC's Design Review Committee (DRC) is available to provide non-binding feedback on a submittal in advance to any action by the HZC. The DRC typically meets on the third Monday of the month.

The Franklin Departmental Review Team (DRT)

The DRT is comprised of representatives from several different City Departments and is responsible for reviewing and providing recommendations to the FMPC on submittals related to Development Plans, Preliminary Plats, Site Plans, Final Plats, Rezonings, and *Land Use Plan* Amendments. The DRT provides an opportunity for comprehensive and integrated review of development submittals from several disciplines. Pre-application conferences are held with certain members of the DRT. The DRT meets regularly twice during each plan review cycle.

The Franklin Tree Commission

Although not included in the decision-making table on page 3-2, the Franklin Tree Commission is responsible for maintaining the list of recommended tree plantings utilized in landscaping, streetscape, screening, and other tree-related provisions in the *Zoning Ordinance* (See Appendix E for more information on recommended plant species.). It is responsible for collection and disbursement of the tree bank (funds collected from developers paying a fee in-lieu of planting replacement trees). This commission also plans Arbor Day and other public information events for the community. The Franklin Tree Commission consists of seven members, appointed by the BOMA. One member of the commission is a member of BOMA.

Department Review of Development Standards

While the Department of Planning and Sustainability and Department of Building and Neighborhood Services have the primary responsibility of administering and enforcing the *Zoning Ordinance*, other departments are often consulted on for the review of certain standards. The table below illustrates the major categories of zoning and design standards within the *Zoning Ordinance* and the city departments typically involved in the review of those standards as applied to various development applications and processes. This table provides general information on departmental review and is not a complete listing of all standards. Additionally, some departments not listed as a reviewing department may be consulted on a case-by-case basis.

SUMMARY OF DEPARTMENT REVIEW RESPONSIBILITIES FOR MAJOR DEVELOPMENT STANDARDS

X = Typical Reviewing Department

Development Standard	Sections	Planning	Building and Neighbor-hood Services	Parks	Fire	Public Works [1]
Base Zone District and Character Area Overlay District Compliance	Sections 3.2, 3.3, and 3.4	X	X			
Historic Preservation Overlay [2]	Section 3.4.2	X				
Neighborhood Conservation Overlay District	Section 3.4.3	X	X			
Floodway and Floodway Fringe Overlay Districts	Sections 3.4.4 and 3.4.5	X	X			X
Height Overlay District	Section 3.4.6	X	X		X	
Columbia Avenue Overlay District	Section 3.4.7	X	X			
Hillside/Hillcrest Overlay District	Section 3.4.8	X				X
Accessory Uses	Section 4.1		X			
Temporary Uses	Section 4.2		X			
Nonconformities	Section 4.3	X	X			
Tree Protection	Section 5.2	X	X	X		X
General Building and Site Design Standards	Sections 5.3.1 to 5.3.6	X	X		X	X
Site Design Standards for Hamlets, Conservation Subdivisions, TNDs, and TODs	Sections 5.3.7 to 5.3.10	X			X	X
Landscape, Buffers, and Screening	Section 5.4	X	X			
Open Space Standards	Section 5.6	X		X		
Fences and Walls	Section 5.6	X	X			X
Protection of Historic Lands and Structures	Section 5.7	X				
Environmental Protection Standards	Section 5.8	X				X
Off-Street Parking and Loading	Section 5.9	X	X			X
Mobility and Circulation	Section 5.10	X	X			X
Exterior Lighting	Section 5.11	X	X			
Signs	Section 5.12	X	X			X
Underground Utilities	Section 5.13	X				X

Notes:
[1] Public Works includes the Engineering, Water, Streets, and Solid Waste Departments.
[2] Signs are subject to review under the HPO District guidelines.

Review Procedures

This section of the administrative manual is a guide to the various permitting and review procedures used in the City of Franklin's *Zoning Ordinance* and *Subdivision Regulations*. As stated 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 *Zoning Ordinance* and *Subdivision Regulations* are available in the Department of Planning and Sustainability offices in City Hall (109 Third Avenue South) or online at **www.franklintn.gov/planning**

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

- *Land Use Plan* Amendments
- Rezonings
- Planned Unit Development (PUD) Process
- Preliminary Plat Review
- Final Plat Review
- Site Plan Review
- Certificate of Appropriateness (COA) for Historic Preservation
- Variances
- Appeal of Administrative Decisions
- Stormwater Management Permits
- Grading and Erosion Control Permits
- Sign Permits
- Building Permits
- Performance Agreements

There are also sections that explain the process associated with inspections and the review of landscape plans that are common to development review but are not necessarily called out as a specific review procedure in the *Zoning Ordinance* or *Subdivision Regulations*. Additionally, as described below, Section 2.3 (Common Steps in the Development Review Process) of the *Zoning Ordinance* describes elements of the review process that are common to each of the above major review procedure types. 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 Section 2.3 of the *Zoning Ordinance*.

Common Information Detailed in this Section:

- Authority to File Applications
- Fees and Submittal Requirements
- Application Completeness Determination
- Mailed and Published Notice Requirements
- Registration to Receive Notices
- Application Review/Staff Comment
- Current Information from the City
- Process Flow Chart Legend

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 *Zoning Ordinance*. The only exceptions to this requirement are for *Land Use Plan* Amendments or Rezonings, where a property owner, their agent, BOMA, or FMPC 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, fax number, mailing address, and e-mail address. To avoid confusion, official communication with an applicant by the city is limited to the designated contact person.

Fees and Submittal Requirements

- The City of Franklin has established a schedule of fees in the Municipal Code and these fees are summarized in Appendix D of this manual.
- City 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 Department of Planning and Sustainability 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 Department of Planning and Sustainability will refund the amount of overpayment to the applicant.

Application Completeness Determination

Following formal application for any development review type, city 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;
- A copy of the Pre-application Form filled out by staff (See Appendix B.); and
- Include sufficient information to allow the staff and other review bodies to evaluate the proposal's compliance with the city 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.

Criteria for Determination of Completeness:

- Application form complete
- Fee included
- Minimum number of copies provided
- 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 city to determine compliance with all requirements

Mailed and Published Notice Requirements

- Certain review procedures require published and written notice for public meetings.
- The City is responsible for preparing published notices of meeting agendas. These notices are published in local papers before a meeting or hearing or as required by the ordinance.
- When mailed notices are required, applicants are responsible for fulfilling the written notice requirements (See Appendix B for Affidavit of Public Notice Provision.).
- At a minimum, all notices need to include the following information:
  - Address or location of the property subject to the submittal;
  - A brief description of the property (e.g., legal description, nearby streets and intersections);
  - Date, time, and location of the public meeting or hearing;
  - Nature, scope, and purpose of submittal;
  - Information on where the public can view the application and where they may be heard; and
  - Information on where the public can submit written comments.
- For a Rezoning, the Department of Planning and Sustainability will post a notification sign on or near the subject property prior to the FMPC public meeting and the BOMA public hearing.

Registration to Receive Notices

- The City of Franklin offers any neighborhood organization the opportunity to register with the Department of Planning and Sustainability to receive notices certain applications and meetings.
- Anyone may also request to receive e-mail notification of certain meetings. For more information on e-mail notification, see **www.franklintn.gov/planning**

Review of Administrative or Planning Commission Items

Review for Administrative or Planning Commission items follows the Franklin Municipal Planning Commission /Administrative Meeting and Deadlines Schedule, which is included in Appendix C of this manual. The following provides a brief overview of the submittal review process in the City of Franklin:

Initial Submittal

Initial submittals of plans and plats shall follow a twofold process: (1) the required paper copies (10 sets) shall be delivered to the Department of Planning and Sustainability- Suite 133 Franklin City Hall, Franklin, Tennessee, for processing; (2) the required electronic copy shall be uploaded to the City of Franklin Online Plan Review Website: **https://franklin.contractorsplanroom.com/secure/**. For specific details and requirements on the submittal process, turn to Appendix F of this Manual.

Following the completeness determination, City Staff will conduct a review of all formal application materials in accordance with the review processes described in this manual. The applicant shall be provided with a "checkprint" which contains a mark-up of the plan or plat with notation for the necessary revisions for the submittal to be in compliance with city standards via the City of Franklin Online Plan Review Website. Checkprints 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 F of this manual. Applicants shall be responsible for making revisions to the submittal, as necessary.

Resubmittal

Following revisions and corrections to the submittal, materials shall be resubmitted in the same quantity and configuration as the original submittal (electronic copies shall be uploaded to the City's Online Plan Review Website and paper copies shall be submitted to the Planning Department). City Staff then reviews the resubmitted plan or plat in order to prepare the Administrative or Planning Commission Staff Report, which contains a recommendation and/or conditions of approval.

An applicant has three (3) opportunities to resubmit an application after an initial submittal is 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, neighborhood meetings, new pre-application conference, and all other initial submittal requirements shall apply).

"Post-PC" Review

All submittals with Conditions of Approval (either Planning Commission or Administrative Items) are required to go through the Post-PC Review process. If conditions are placed on an Administrative or FMPC approval, the Post-PC plan review is the process through which plans are reviewed by City Staff to ensure that they have been revised to meet the conditions of approval. All plans approved Administratively or by the Planning Commission, including Final Plats, shall be submitted to the Department of Building and Neighborhood Services (One paper copy; electronic copy is uploaded to the City's Online Plan Review Website). Upon submittal, there is a 30 business day staff review period. Once plans are revised to meet all conditions of approval, they shall receive sign off by the City Staff and, when appropriate, permits may be issued.

To reduce the complexities of the Post-PC review process, please ensure that revised plans meeting all conditions of approval are submitted in a timely manner after approval. Applicant or consultant questions regarding the conditions of approval should be directed to the Project Planner. If necessary, a meeting with Staff may be scheduled to help ensure all conditions are appropriately addressed with the first Post-PC

submittal.

Final Plats:

The Post-PC Plat review is the process of receiving final approval and sign off for recording final subdivision plats approved either by the Planning Commission or Administratively by the DRT. If conditions are placed on the Plat approval, plats are reviewed by City Staff to ensure that they have been revised to meet the conditions of approval. Within 15 working days of the receipt of the corrected plat and the mylar with all required signatures by the Department of Building and Neighborhood Services, the city will either:

Provide City Department signatures for recording of the plat; or

Provide a detailed request for the additional revisions or information along with an explanation of why the city cannot release the plat for recording.

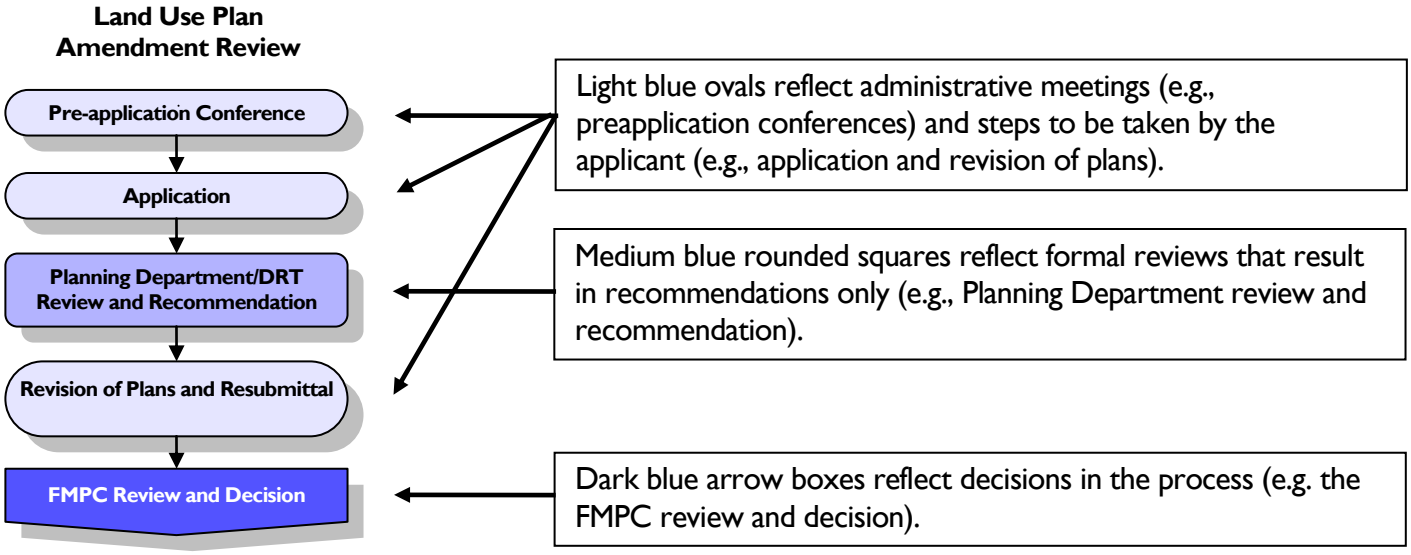
All Post-PC items shall be submitted to the Department of Building and Neighborhood Services for distribution. A cover letter and/or a transmittal letter is required for all Post-PC submittals. (See Appendix C.)

Current Information from the City

The most recent checklists, application forms, deadlines, meeting schedules, documents, and similar information, may be obtained from the Department of Planning and Sustainability. 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 Department of Planning and Sustainability offices. Other city departments may have additional information valuable to applicants, citizens, or stakeholders on the department's website. Please refer to **www.franklintn.gov** for more information on other City Departments.

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 Rezonings, Development Plans, 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 by an applicant, who is required to provide all submittal information as established in this manual. Applicants may be required to document meeting minutes from Plan Meetings and Pre-application Conferences and provide a copy of the minutes to the Department of Planning and Sustainability in conjunction with the next step in the process (unless an alternative timeframe is agreed to during the meeting). While the conferences and meetings may be required, they are informal in nature and are not binding on the City, nor do they constitute official assurances or representations by the city or its officials regarding any aspect of the plan or submittal. The Department of Planning and Sustainability 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 city infrastructure). However, the wavier of a pre-app must be provided in writing to the applicant and a

Pre-application Conferences Required for:

- Land Use Plan Amendments *
- Rezonings *
- Development Plans*
- Preliminary Plats
- Final Plats
- Site Plans

* Plan Meeting Also Required

pre-app form must still be provided to the applicant by staff.

Submittals without a staff-completed Pre-application Form shall not be accepted for review by the City of Franklin.

Plan Meetings

The purpose of the Plan Meeting is to allow the applicant to discuss an initial idea or concept with the Department of Planning and Sustainability (and other departments as appropriate) with minimal plans or details. The intent of these meetings is to provide guidance to an applicant and determine conformance with the *Franklin Land Use Plan* before the applicant has invested in the preparation of detailed plans. Plan Meetings are required for Rezoning and PUD submittals and may involve multiple meetings with staff prior to the pre-application conference to determine if the project is consistent with the *Land Use Plan*.

Pre-application Conferences

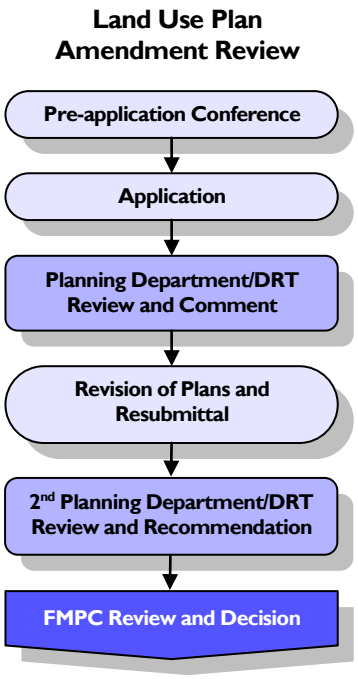
The purpose of the Pre-application Conference is to provide the applicant an opportunity to meet with the City Staff to discuss general site conditions, city expectations, review procedures, and process steps, prior to the finalization of such plans. Pre-application Conferences are required for *Land Use Plan* Amendments, Rezonings, 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 a planner in the Department of Planning and Sustainability to receive detailed information on scheduling a pre-application conference. Pre-application Conferences, typically held on Tuesdays and Thursdays, shall be held at least one week prior to the submittal deadline in order to applicants to incorporate feedback from City Staff into the development plans.

Land Use Plan Amendments

General Description

As part of the modernization of the Franklin *Zoning Ordinance* described earlier, the ordinance update also included the implementation of significant recommendations from the Franklin *Land Use Plan* that created a direct correlation between the two documents. While the 2008 ordinance does include numerous recommendations and guidelines from the plan, it does not eliminate the need for flexibility when working with a planning document that has a long-range planning horizon. To enhance the flexibility of the plan and to ensure that the plan and ordinance work "hand-in-hand" over the long-term, it became clear that the city needed to develop a procedure for amending the *Land Use Plan*. Furthermore, by incorporating this amendment procedure into the *Zoning Ordinance*, the city was able to formally establish a review procedure and appropriate review criteria. This ensures a higher level of predictability in the review of *Land Use Plan* Amendment submittals. It also provides the city an opportunity to evaluate the impact any amendment of the *Land Use Plan* will have on the *Zoning Ordinance*.

The Review Process



1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference.
2. Following the pre-application conference, the applicant may submit a formal application to amend the *Land Use Plan* in accordance with Section 2.3 and Subsection 2.4.4 of the Zoning Ordinance.
3. The Department of Planning and Sustainability and the DRT will review the submittal and provide comments to the applicant.
4. Following revision and re-submission of the submittal, the Department of Planning and Sustainability shall review the revised submittal, prepare a staff report, and make a recommendation to the FMPC.
5. The FMPC will hold a public meeting to review and discuss the *Land Use Plan* Amendment and will make a decision in accordance with the ordinance, legal requirements, and the FMPC's By-laws. Multiple meetings may be required by the FMPC to discuss the policy implication of the proposed amendment and to solicit input from the public.

Things to Know About *Land Use Plan* Amendments

- Detailed information on the *Land Use Plan* Amendment procedure and review criteria is established in Subsection 2.4.4 of the *Zoning Ordinance*.
- This procedure shall apply to text amendments and rezonings to the LUP or any adopted special area plans including the CFAP.
- Potential applicants are strongly encouraged to meet with the Department of Planning and Sustainability prior to formally requesting a Pre-application Conference to discuss the proposed

amendment.

- Per the FMPC By-laws, requests for amendments to the LUP shall only be placed on the agenda to be considered at the regular meetings in March, June, September, and December, and shall not be heard any other time of the year. Applications for LUP amendments may only be submitted during the review cycles associated with each of these months.
- Formal applications must be submitted within 120 days of the pre-application conference.
- Rezonings, *Zoning Ordinance* text amendments, and PUDs should be consistent with the *Land Use Plan* and therefore, any proposed development that is inconsistent with the recommendation of the plan may need a *Land Use Plan* Amendment.
- There are no written notice requirements for *Land Use Plan* Amendments, however, applicants are strongly encouraged to provide public notice of the application to registered neighborhood organizations (See Subsection 2.3.8(7) of the *Zoning Ordinance*.) to solicit public input on a proposed *Land Use Plan* amendment. Failure to notify shall not stop or delay the review process, however, lack of notice to organizations may be just cause for denial of the application.

Submittal Requirements

The table below includes the requirements for *Land Use Plan* Amendments:

***Land Use 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 Planning and Sustainability	
2	Minutes from pre-application conference and preliminary concept meeting (if applicable)	
3	The project name and the city's project identification number on each page (assigned following initial submittal)	
4	All information determined to be necessary by the Department of Planning and Sustainability	
B. Description and Justification		
5	Description of how existing conditions have changed, thereby making the *Land Use 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 *Land Use Plan* or special area policies, including the proposed text and image revisions or additions for the *Land Use Plan*	
8	Description of how the proposed amendment furthers the objectives of the LUP, 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 LUP	
C. Submittals Associated with a LUP Map 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 (See Appendix F.)	
13	Physical Features Map where amendment is proposed (See Appendix F.)	
14	Existing Conditions Map where amendment is proposed (See Appendix F.)	

Rezonings

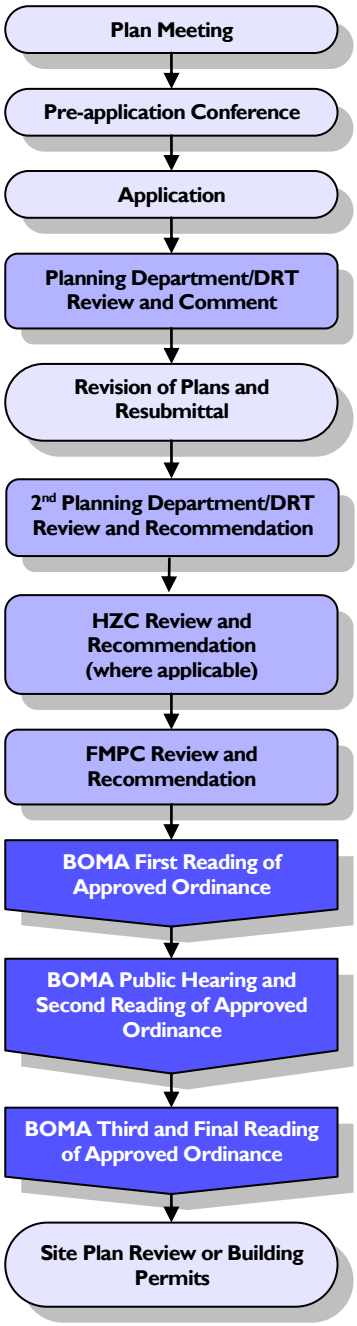
General Description

The Rezoning process allows for the review of proposed modifications to the *Franklin Zoning Map*.

The Review Process

1. Applicants are required to meet with the Department of Planning and Sustainability for a Plan Meeting to review conformance with the LUP.
2. Following the Plan Meeting, applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference within 90 days, unless waived by staff in writting.
3. Following the pre-application conference, the applicant may provide public notice and submit a formal application to amend the Zoning Map in accordance with Section 2.3 and Subsection 2.4.1 of the *Zoning Ordinance* within 120 days.
4. The Department of Planning and Sustainability and the DRT will review the submittal and provide comments to the applicant.
5. Following revision and re-submission of the submittal, the Department of Planning and Sustainability shall review the revised submittal, prepare a staff report, and make a recommendation to the FMPC.
6. If the amendment is related to historic preservation or a historic district, the HZC will review the submittal and make a recommendation to the FMPC.
7. The FMPC will hold a public meeting to review and discuss the Zoning Map and will make a recommendation to the BOMA in accordance with the ordinance, legal requirements, and the FMPC 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 the amendment or approves with conditions on the first reading, the BOMA will then hold a public hearing and second reading to allow both proponents and opponents of the submittal an opportunity to comment on

Rezoning Review Process



the proposed project.

10. Following the public hearing and second reading of the ordinance, the BOMA will hold a third reading of the ordinance. Upon approval of the third reading, the rezoning is considered to be effective unless otherwise stated in the approved ordinance.

Things to Know About Rezonings

- Detailed information on the Rezoning procedure and review criteria is established in Subsection 2.4.1 of the *Zoning Ordinance*.
- Rezonings should be consistent with the *Land Use Plan* and therefore, any proposed development that is inconsistent with the *Land Use Plan* may require a *Land Use Plan* Amendment to be adopted prior to the submittal of the Rezoning.
- Published notices shall be provided by the City in accordance with state law.
- For Rezonings of a total area of less than two acres, written notice shall be provided to all property owners within 100 feet of the subject property in accordance with Section 2.38 of the *Zoning Ordinance*.
- For Rezonings of a total area of two acres or more, written notice shall be provided to all property owners within 500 feet of the subject property and to all registered neighborhood organizations in accordance with Section 2.3.8 of the *Zoning Ordinance*.

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

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

Planned Unit Developments (PUD)

General Description

The PUD process is a review procedure intended to encourage innovative land planning and design, and avoid the monotony often associated with large 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 PUD process for a project of any size, but the PUD review process is mandatory for any development that requests a Modifications of Standards or is within certain base zoning districts. See Table 4-15 for specific triggers for the PUD process.

The Review Process

The PUD review process requires the submission of a Development Plan to show the conceptual layout & to secure the entitlements of the PUD. The Development Plan should identify land uses, density and intensity of development, public facilities, transportation, and infrastructure provisions, open space, and other major development issues. All PUD applications shall be subject to a neighborhood meeting requirement, as well as a requirement for a conceptual project workshop with the BOMA and FMPC unless these meetings are waived by the Department of Planning and Sustainability. The following subsections outline the procedures for neighborhood meetings, conceptual project workshops and the PUD Review process.

Plan Meeting & Pre-application Conference

1. Applicants are required to meet with the Department of Planning and Sustainability for a plan meeting.
2. Following the plan meeting, applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference within 90 days.
3. Following the pre-application conference, the applicant is required to facilitate a neighborhood meeting, unless waived in accordance with the ordinance.

Conceptual Plan Workshop

4. Following the preliminary concept meeting, pre-application conference, a conceptual project workshop shall be scheduled as a non-voting item on the FMPC Joint Conceptual Workshop Agenda, unless waived in accordance with the ordinance.
5. The applicant shall present the proposed project, in an informal setting, to the Joint Conceptual BOMA/FMPC Workshop.
6. Public notice of the conceptual project workshop shall be provided in accordance with Subsection 2.3.8 of the *Zoning Ordinance*.

Conceptual Project Workshop Digital Presentation Contents

Slide 1: Vicinity Map/Project Attributes (size, density, uses)

Slide 2: Physical Features Map

Slide 3: Existing Conditions Map

Slide 4: Circulation System – street network, sidewalks, trails

Slide 5: Project Map

Slide 6: Open Space/Parkland – Location of active and passive areas

Slide 7: Phasing/Infrastructure – development sequence and order of public improvement installation

Slide 8: Preapplication Conference – concerns raised at conference and changes made based on the meeting

7. Applicants should prepare a digital presentation suitable for display during the workshop. The presentation should be limited to a maximum of nine (9) distinct slides, and should address the elements described in the sidebar titled "Conceptual Project Workshop Digital Presentation Contents" in the order listed (See Inset Box on previous page for detail on map components.).

Waiver of Required Meetings
The Planning Department may waive requirement for a neighborhood meeting or Joint FMPC/BOMA Conceptual Project Workshop if the Planning Department determines the proposal will have a limited impact on the neighborhood, environmental protection efforts, or infrastructure; however, such meetings cannot be waived if the proposal contains any of the following elements:

- Attached dwellings;
- A civic and institutional use;
- A gross density exceeding 2.0 units or more per acre;
- 100 or more acres;
- 100 or more dwelling units; or
- 200,000 gross square feet or more of nonresidential uses.

Neighborhood Meeting

8. Following the Joint Conceptual Project Workshop, a Neighborhood Meeting should be conducted. 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 Planning Director in writing. The Neighborhood Meeting Notice Application may be obtained from the Department of Planning and Sustainability. The applicant shall contact the Planner with the date, location, and time of the Neighborhood Meeting <u>at least 10 days prior</u> to the set day of the meeting,

Development Plan

9. Following the plan meeting, the pre-application conference, conceptual project workshop, and neighborhood meeting, the applicant may provide public notice and submit a formal application for a Development Plan review in accordance with Section 2.3 and Subsection 2.4.2 of the *Zoning Ordinance* within 120 days of the conceptual project workshop.
10. The Department of Planning and Sustainability and the DRT will review the application and provide comments.
11. Following revision and re-submission of the application, the Department of Planning and Sustainability shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
12. If the Development Plan is related to historic preservation or a historic district, the HZC will review the application and make a recommendation to the FMPC.
13. The FMPC will hold a public meeting to review and discuss the Development Plan and will make a recommendation to BOMA in accordance with the ordinance, legal requirements, and FMPC By-laws.
14. The BOMA will review the Development Plan application and will make a decision, in the form of a resolution. The BOMA is required to hold one reading of the Development Plan resolution with a public hearing held during the reading of the resolution. If the Development Plan accompanies a Rezoning request, then the one reading with a public hearing of the Development Plan resolution shall occur on the same agenda as the public hearing of the

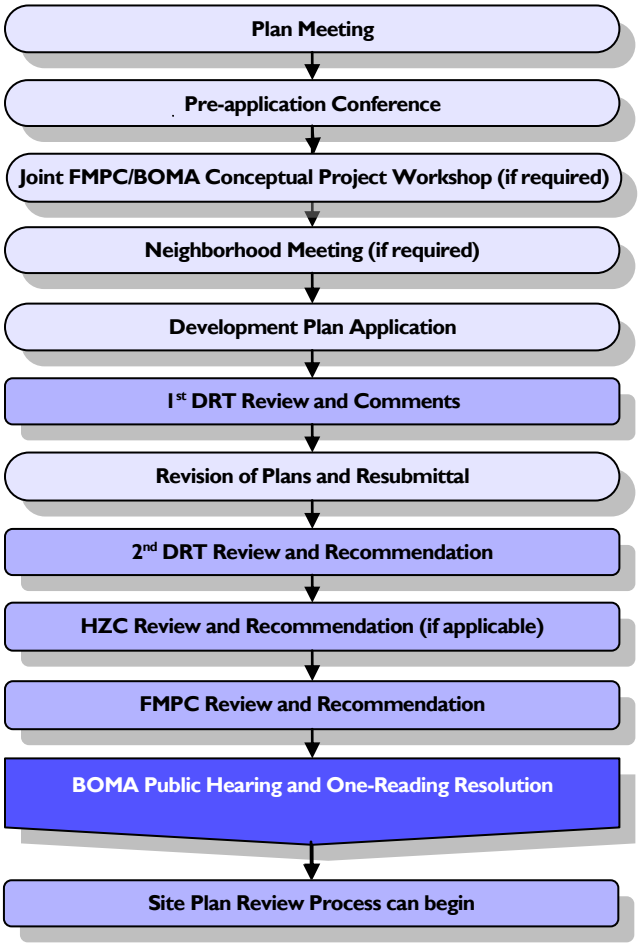
Rezoning request. It should be noted that the readings of the Development Plan and the Rezoning are separate agenda items.

15. A Development Plan has a 2 year period before it will be reviewed by the FMPC to determine if the project is Complete, Actively Under Development, or Inactive.
16. Once the Development Plan is approved by the BOMA, and all conditions of approval placed on the Development Plan have been resolved, a site plan will be required prior to the issuance of building permits. The site plan will either be reviewed by the staff or FMPC, depending on certain triggers. The site plan for the PUD development shall not be accepted for review until the Post-PC Development Plan has been submitted for staff review.

Modification of Development Standards
In order to protect the overall purposes of the zoning ordinance, the following standards shall not be modified through the PUD procedure:

- Section 5.8, Environmental Protection Standards; or
- The maximum gross residential densities established in Table 3-5, Base District Density.

PUD Development Plan Review Process



PUD "TRIGGERS"

An applicant may choose to initiate a PUD application for a project of any size; however, a PUD application shall be required for projects meeting any one of these criteria, unless otherwise exempted:

- The applicant intends to request a modification of standards with the concept plan or regulating plan application;
- Zoned (existing or proposed) as an RX, CI, MN, ML, or MR District;
- Proposed to use the TOD development standards of Subsection 5.3.10; or
- Projects containing any three of these criteria:
  - A.) 20 or more contiguous acres;
  - B.) 40 or more dwelling units;
  - C.) Attached dwellings;
  - D.) 200,000 square feet or more of gross nonresidential building square footage;
  - E.) Civic and institutional uses that require or comprise two or more contiguous acres;

PUD Exemptions

Any application shall be exempt from the PUD process if:

- Subject to a valid Final Plat or Preliminary Plat approved or recorded prior to July 1, 2008; however, requesting modifications of standards or certain zoning districts (e.g. RX, CI, MN, ML, or MR) may necessitate review as a PUD because the lto or subdivision may not have originally been intended for such uses or intensity.
- Subject to an approved PUD, Concept/Regulating Plan, or Development Plan; however, requesting changes to uses, density, or previous conditions of approval will likely result in a need to resubmit.
- Subject to a valid Conservation Plan; or
- in an existing TIF (Tax Increment Financing) District.

Revisions to previously approved plans

The Development Plan process in the Zoning Ordinance has specific criteria and review processes for amendments or revisions to previously approved PUDs- Concept Plans, Regulating Plans, or Development Plans. Applicants who plan to amend or revise a previously PUD approved prior to January 10, 2012 should contact the Planning Department to set a meeting with the Planner for their area, the Planning Director, and any other pertinent City Staff to discuss the review and approval process for the amendment or revision to the PUD.

Things to Know About the PUD Process

Detailed information on the PUD procedure and review criteria is established in Subsection 2.4.2 of the *Zoning Ordinance*.

- The PUD procedure is not a Rezoning; however, a rezoning may be necessary to implement the Development Plan.
- The underlying base zoning districts and overlay district determines permitted uses within a particular PUD. Applicants may request a Rezoning of the base or overlay zoning district simultaneously with the Development Plan review process, but the rezoning must be approved prior to the Development Plan.
- Failure to hold or adequately provide notice of a neighborhood meeting will not stop or delay the review process but may be cause for the denial of the application.
- Final plats may be required following or simultaneous to Site Plan review for a PUD review.
- The following development standards may not be modified during the PUD review process:
  - ✪Environmental protection standards in Section 5.8 of the FZO; and
  - ✪Standards in Table 3-5 Base District Density and Building Height
- Published notices shall be provided by the city in accordance with state law.
- For the review of a Development Plan, written notice shall be to all property owners within 500 feet of the subject property and registered neighborhood organizations shall be noticed in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- A required neighborhood meeting or conceptual project workshop cannot be waived by the city if the proposal contains:
  - Attached dwellings,
  - A civic or institutional use,
  - A gross density exceeding 2.0 units or more per acre,
  - 100 or more acres,
  - 100 or more dwelling units, or
  - 200,000 square feet or more of gross nonresidential building square footage.

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

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

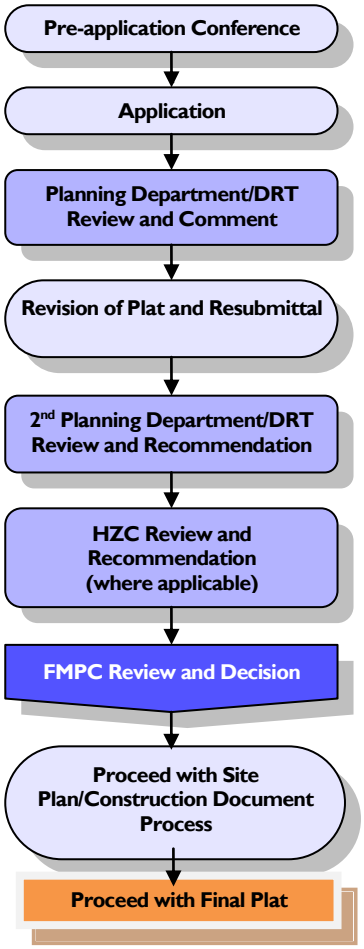
Preliminary and Final Plats

General Description

The *Subdivision Regulations* of Franklin, Tennessee, are the regulating authority for all subdivision of land within the City of Franklin (a.k.a. the platting process). The Sub Regs are designed to regulate the division of land within the city to provide for the harmonious development of the city, 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 city.

There are two types of subdivision review procedures: Preliminary Plats and Final Plats. Subdivisions that create three or more lots are required to go through the Preliminary Plat process, the Site Plan (Construction Document) process, and then the Final Plat process. Subdivisions of two 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 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.

Subdivision – Preliminary Plat Review Process



The Review Process

Preliminary Plats

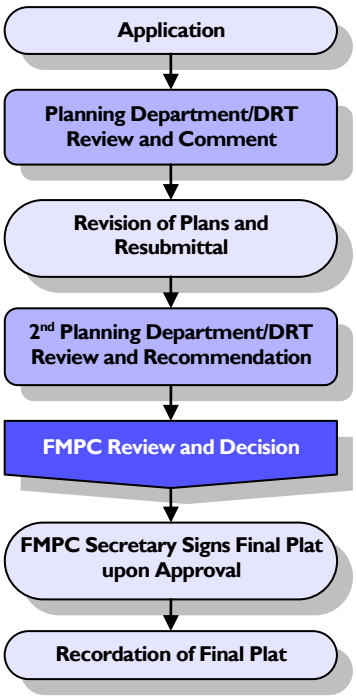
A Preliminary Plat (a subdivision of land creating three or more new, buildable lots), is reviewed as follows:

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may provide public notice and submit a formal application for a Preliminary Plat in accordance with the *Subdivision Regulations* within 90 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Department of Planning and Sustainability and Engineering Department shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
5. The FMPC will hold a public meeting to review and discuss the Preliminary Plat and will make a decision in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC 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 two or more buildable lots. If the plat is a two lot subdivision, 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. A Final Plat is reviewed as follows:

Subdivision – Final Plat Review Process



1. Applicants are required to meet with the Department of Planning and Sustainability 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 *Subdivision Regulations*.
3. The the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the DRT shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
5. The FMPC will hold a public meeting to review and discuss the Final Plat creating new lots and will make a decision in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC By-laws. Staff may administratively approve Final Plats that revise existing, approved lots lines or easements and consolidation plats. Administrative Plat submittals follow the FMPC / Administrative Meetings and Deadline Schedule.
6. All required signatures shall be affixed, with the FMPC 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 FMPC or it shall expire.

Things to Know About Subdivision Plats

- Performance Agreements for the construction and maintenance of infrastructure and other improvements, such as new streets, sidewalks, and detention facilities, are required in accordance with city standards.
- Applications for Preliminary Plats require written notice to all property owners within 500 feet of the subject property and to all registered neighborhood organizations in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- 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 *Subdivision Regulations*. Plats eligible for administrative review shall follow the submittal process, as established in the approved FMPC Meetings and Deadlines Schedule.
- Upon approval, Plats are submitted to the Department of Planning and Sustainability for the Post –PC review for plan revisions made to meet conditions of approval.

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

Contact the Department of Planning and Sustainability for the latest version of the Checklist(s) for plats.

Site Plans

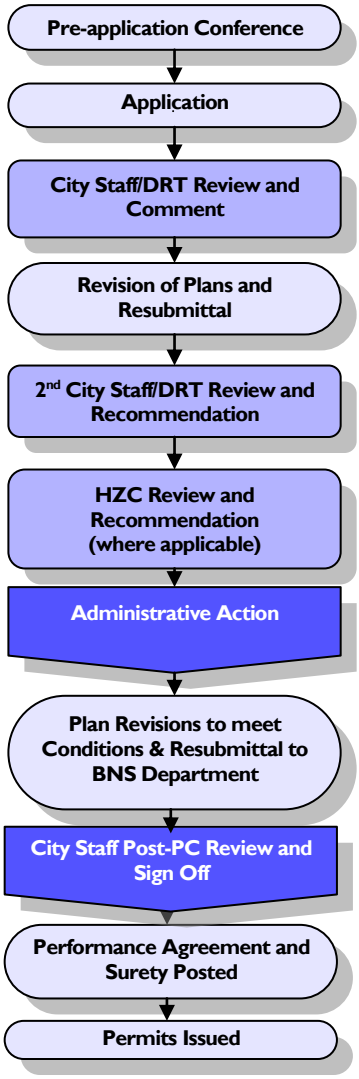
What requires a Site Plan?

- New building square footage
- New parking and/or vehicle service areas
- Certain telecommunications towers
- A home proposed for a Bed-and-Breakfast
- Infrastructure/Construction Documents

General Description

Site Plan review is required for almost all development in the City of Franklin to determine whether a proposed development complies with the *Zoning Ordinance* and other applicable ordinances. Site Plan review is required for all forms of residential, nonresidential, and mixed-use development except for single-family detached uses, temporary uses, Critical Lot Plans, and internal modifications to existing structures that do not affect the site's density, intensity, parking requirements, or environmental impact. 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.

Administrative Site Plan Review Process



The Review Process

Except for Site Plans reviewed by the FMPC in accordance with Section 2.4.3(2)(c) of the *Zoning Ordinance* (See sidebar above for FMPC "review triggers"), Site Plans shall be reviewed by City Staff (Administrative Review).

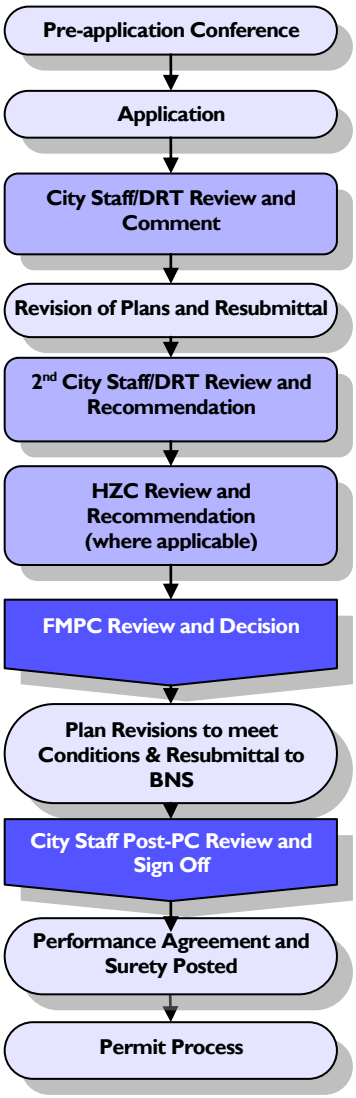
Administrative Review

1. Applicants are required to meet with the Department of Planning and Sustainability 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 Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the City Staff / DRT shall review the revised application and make a decision on the Site Plan. Applicants may appeal the DRT's decision to the FMPC.
5. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.
6. Only after securing a Performance Agreement for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

FMPC Review

1. Applicants are required to meet with the Department of Planning and Sustainability 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 Section 2.3 and Subsection 2.4.3 of the *Zoning Ordinance* within 120 days.
3. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Department of Planning and Sustainability, along with other applicable departments, will review the application and make a recommendation to the FMPC regarding the application.
5. In cases where the Site Plan is related to a Certificate of Appropriateness, the HZC will act on the certificate prior to a final decision by the FMPC.
6. The FMPC will hold a public meeting to review and discuss the Site Plan and will make a decision in accordance with the ordinance, legal requirements, and the FMPC By-laws.
7. After the approval, the applicant must either complete and dedicate all public improvements prior to the issuance of a Building Permit or shall be required to apply for a Performance Agreement to guarantee the improvements. All applicants are required to maintain a Performance Agreement for the maintenance of landscape material and public improvements in accordance with the *Zoning Ordinance*.
8. Only after securing a Performance Agreement, for the construction of public improvements or installation of landscape material, or both, can the applicant obtain a Building Permit.

FMPC Site Plan Review Process



Things to Know About Site Plan Review

- Detailed information on the Site Plan Review procedure and review criteria is established in Subsection 2.4.3 of the Franklin *Zoning Ordinance*.
- Applications for a Building Permit associated with a Site Plan shall be submitted within one year of the Site Plan approval, or the Site Plan shall become invalid.
- Conditions placed on Administratively approved Site Plans can be appealed to the FMPC per Subsection 2.4.3 (2)(d). Please note, if the condition is a requirement of the FZO, the FMPC cannot, by law, waive that zoning requirement.
- Except for telecommunication towers and Bed-and-Breakfasts, there are no written notice requirements for Site Plan Review.

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

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

Certificate of Appropriateness (COA) for Historic Preservation Related Projects

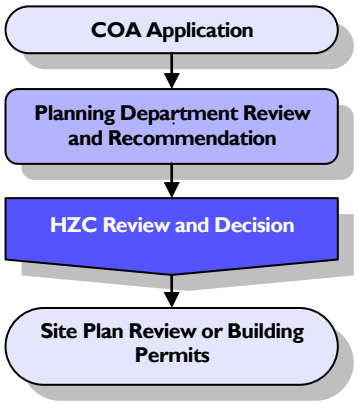
General Description

Franklin has a rich history that is present throughout the entire city but is particularly evident in Downtown Franklin and the surrounding historic residential neighborhoods. Over the years, the city has taken special precautions to maintain the historic character of development in these areas through the establishment of the Historic Preservation Overlay (HPO) District. Within the HPO District, staff from the Department of Planning and Sustainability and the HZC review new development, construction, alteration, or demolition of structures to ensure that the planned changes are consistent with the city's historic preservation standards. In order to ensure proper review, development, construction, alterations, rehabilitation, demolition, and other modifications as identified in Subsection 2.4.9(2) of the *Zoning Ordinance* requires a Certificate of Appropriateness (COA) prior to the issuance of a Building Permit. Some exterior modifications (such as replacement windows) do not require a Building Permit, but are required to obtain a COA.

The Review Process

1. Applications for a COA are submitted to the Department of Planning and Sustainability as a "stand alone" application, or simultaneously with an application for a Building Permit or Site Plan Review.
2. The Department of Planning and Sustainability will determine if the application is complete, review the application, and make a recommendation to the HZC.
3. The HZC will meet within 30 days following receipt of a recommendation by the Department of Planning and Sustainability and decide to either issue, issue with conditions, or deny the COA application.
4. The HZC decision will be forwarded to the Department of Building and Neighborhood Services at which point the Building Permit or Site Plan Review will be processed in accordance with procedures set out in the Zoning Ordinance.

Certificate of Appropriateness Review Process



Things to Know About COAs

- Detailed information on the COA procedure and review criteria is established in Subsection 2.4.9 of the Franklin *Zoning Ordinance*.
- As stated in Subsection 2.4.9 (2) of the *Zoning Ordinance*, even if exterior work does not require a Building Permit (e.g., replacement of windows), an approved COA is required prior to the initiation of any work.
- An approved COA is required for signs, awnings, fencing, and HVAC equipment and related screening, but these items may qualify for administrative review. The Preservation Planner shall have the discretion to approve these items administratively or to refer the proposed items to the HZC for its consideration.

- In addition to the *Zoning Ordinance*, the Department of Planning and Sustainability and the HZC rely on several documents for historic review including the Secretary of the Interior's "Standards for Rehabilitation" and the *Franklin Historic District Design Guidelines*.
- Published notices shall be provided by the city in accordance with state law.

Variance

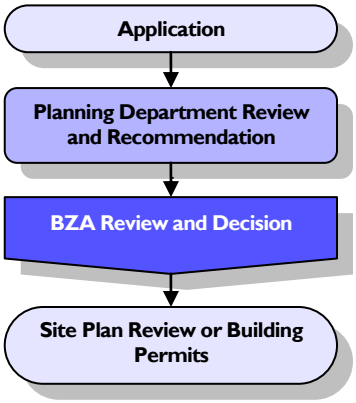
General Description

A variance is a process by which an appellant can seek relief from the requirements of the *Zoning Ordinance* through a special review by the Board of Zoning Appeals (BZA). Such relief may only be considered when full compliance with the *Zoning Ordinance* will create an "unnecessary hardship" for the applicant 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 2.3 and Subsection 2.4.5 of the Zoning Ordinance.
2. The Department of Planning and Sustainability, along with other applicable departments, 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.

Variance Review Process



Things to Know About Variances

- Detailed information on the variance procedure and review criteria is established in Subsection 2.4.5 of the *Zoning Ordinance*.
- 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 *Zoning Ordinance*.
- 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 *Zoning Ordinance*.
- 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.
- In cases where a variance is needed as a prerequisite for a Building Permit, a Building Permit must be obtained within one year of the issuance of the variance, or the variance shall be rendered invalid.
- Published notices shall be provided by the City in accordance with state law.
- The appellant shall be required to send written notification by first-class mail to property owners within 500 feet of the subject property and submit the Public Notice Affidavit with the application for the variance. Failure to comply with this shall result in automatic removal of the application.

Submittal Requirements

The table below depicts the submittal requirements for variances:

VARIANCE SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Site location, including tax map, group, parcel number, and street address	
3	All base and overlay zoning classifications (including character area overlay)	
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 2.4.5	
10	Any applicable drawings, sketches, or plans necessary to justify the variance request	
11	The appellant shall provide the Public Notification Affidavit at the time of submittal of the application	
12	Any additional information determined to be necessary by the Department of Planning and Sustainability	

Submittal Requirements & Checklists are available from the City of Franklin.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the Board of Zoning Appeals.

Appeal of Administrative Decisions

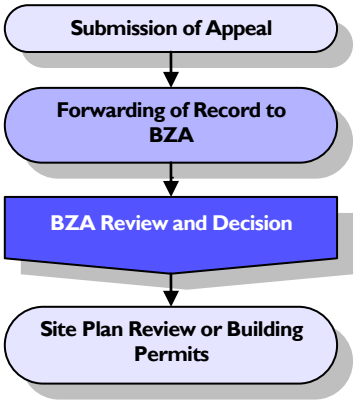
General Description

The appeal of administrative decisions (appeals) process set forth in Section 2.4.6 of the *Zoning Ordinance* is a review procedure that allows an appellant to appeal an administrative (staff) decision of the Department of Planning and Sustainability, Department of Building and Neighborhood Services, or other city 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 2.3 and Subsection 2.4.6 of the Zoning Ordinance.
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 Zoning Ordinance, state law, and the BZA By-laws.

Appeals Review Process



Things to Know About Appeals

- Detailed information on the appeals procedure and review criteria is established in Subsection 2.4.6 of the *Zoning Ordinance*.
- Appeals shall be filed within 30 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 *Zoning Ordinance*.
- Published notices shall be provided by the City, 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.
- The appellant shall be required to send written notification by first-class mail to property owners within 500 feet of the subject property and submit the Public Notice Affidavit with the application for the appeal of the Administrative Decision. Failure to comply with this shall result in automatic removal of the application.

Submittal Requirements

The table below depicts the submittal requirements for Appeals:

APPEAL SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Planning and Sustainability	
2	Reference to city 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	The appellant shall provide the Public Notification Affidavit at the time of submittal of the application	
6	Any additional information determined to be necessary by the Department of Planning and Sustainability	

Submittal Requirements & Checklists are available from the City of Franklin.

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the Board of Zoning Appeals.

Stormwater Management Permits

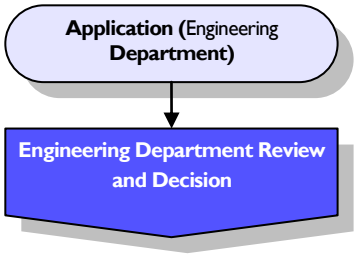
General Description

The purpose of requiring a Stormwater Management Permit is to eliminate any non-allowable post construction discharges into Franklin's Municipal Separate Storm Sewer System that has an impact on water quality.

The Review Process

1. Applications for Stormwater Management Permits shall be submitted to the Engineering Department (Stormwater Coordinator).
2. A signed and notarized copy of the Inspection and Maintenance Agreement of private stormwater management facilities for post construction stormwater infrastructure shall be signed by the Engineering Department and then recorded at the Williamson County Deeds Office. A copy must then be returned to the Engineering Department.
3. The applicant shall also submit and record a Long-Term Maintenance Plan and Schedule in the same manner as the Inspection and Maintenance Agreement. Both may be submitted and recorded simultaneously.
4. Stormwater Management Permits are signed and issued once Drainage and Grading Plans are approved by the Engineering Department.

Stormwater Management Permit Review Process



Things to Know About Stormwater Management Permits

- If you are using approved post-construction stormwater quality units or an oil/grit/grease separator, you are required to have at least a two-year inspection and maintenance agreement with a company who maintains these devices. The two-year maintenance agreement must begin at the time of instillation of the device and go for two-years (at least two complete cycles of inspection and maintenance over a two-year time frame).
- Examples of SWMP can be found at: **http://www.franklintn.gov/engineering/stormwater_management.html**

STORMWATER MANAGEMENT PERMIT SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Engineering Department	
2	Inspection and maintenance agreement	
3	Long-term maintenance plan and schedule	
4	Two-year inspection and maintenance agreement for proprietary units (where applicable)	
5	TDEC NPDES tracking number	
6	Name of certified erosion prevention and sediment control inspector	
7	Approved Drainage and Grading Plans	

Tree Removal Permits

Tree Removal Permits are required on Residential Lots of one (1) acre or larger, and all nonresidential lots, if not associated with a Concept Plan, Regulating Plan, Development Plan, Site Plan, or Plat.

Tree Removal Permits shall be applied for and issued by the Department of Building and Neighborhood Services.

Grading and Erosion Control Permits

General Description

The City of Franklin requires the issuance of a Grading and Erosion Control 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 Grading and Erosion Control Permit, the following steps must be completed:

1. Applications for a Grading and Erosion Control Permit shall be submitted to the Engineering Department after a Stormwater Management Permit is obtained.
2. The Engineering Department will coordinate review with other applicable city departments. The application may also be reviewed by the Franklin Stormwater Coordinator if a Stormwater Management Permit is required.
3. The Engineering Department will review the application and make a decision to approve, approve with conditions, or disapprove the application.
4. The applicant shall submit the Stormwater Management Permit, Tree Removal Permit, approved Grading & Drainage plans, fee, and Grading and Erosion Control Permit application to the Engineering Department. The Engineering Department secretary will sign the first page of the completed application.
5. The applicant shall install necessary erosion control measures as shown on the approved plan.
6. Upon completion, the applicant should schedule a meeting with the Streets Department (Stormwater Inspector) to inspect the erosion control measures. The applicant shall be required to bring the approved Grading & Drainage plans and signed permit application.
7. Upon completion of all of the above steps, the Streets Department (Stormwater Inspector) will issue the Grading and Erosion Control Permit, on-site, at the end of the meeting provided the improvements are completed in accordance to the approved plans.

Things to Know About Grading and Erosion Control Permits

- Applications for a Grading and Erosion Control Permit are required to be coordinated with applications for Tree Removal Permits.
- Tree protection zones are to be maintained and preserved throughout the duration of development

activity.

- There are no written or published notice requirements for Grading and Erosion Control Permits.

Submittal Requirements

The table below depicts the submittal requirements for Grading and Erosion Control Permits:

GRADING AND EROSION CONTROL PERMIT SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Building and Neighborhood Services	
2	Physical Features Map (See Appendix F.)	
3	Copy of approved Site Plan, Regulating Plan, Preliminary Plat, or Tree Removal Permit	
4	Base and overlay zoning classifications for the site	
5	Sub-basin map depicting the site location in relation to nearby natural and constructed drainage features	
6	Size and location of all existing structures (including streets) within 50 feet of the site	
7	Four full size copies and one half-size copy of a Grading and Drainage Plan depicting existing and proposed elevation contours at two-foot intervals, all borrow and deposition areas, and sedimentation and erosion control measures	

Sign Permits

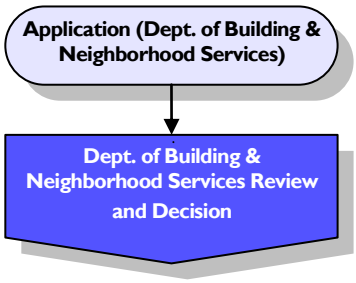
General Description

Sign Permits are required for the construction, alteration, or relocation of signs in the City of Franklin to ensure compliance with the *Zoning Ordinance* 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 Building and Neighborhood Services.
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within five working days after submission of an application.

Sign Permit Review Process



Things to Know About Sign Permits

- Detailed information on the Sign Permit procedure and review criteria is established in Subsection 2.4.10 of the *Zoning Ordinance*.
- An application for a Sign Permit may require an additional permit for electrical work.
- Signs for a property in the HPO District are required to have a Certificate of Appropriateness, as addressed earlier, prior to the issuance of a Sign Permit.

Submittal Requirements

Please contact the BNS Department (615) 794-7012 for submittal requirements.

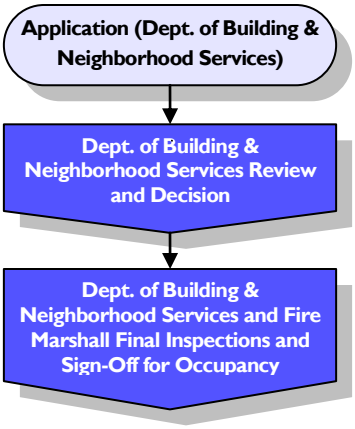
Building Permits

General Description

Building Plan Review and the issuance of Permits are the last step in the development review process before actual construction may begin. The City 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 *Zoning Ordinance*, the adopted building code, and all other applicable city 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.

Building Permit Review Process



The Review Process

1. The applicant may submit a formal application for a Building Permit in accordance with the requirements of the Department of Building and Neighborhood Services.
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within 20 working days of application.
3. Once the authorized work is complete, the Department of Building and Neighborhood Services and the Fire Marshall will complete the final building and fire code inspection to sign off on the work and to allow for occupancy and use.

Things to Know About Building Permits

- Depending on the type of work proposed as part of the Building Permit, an application may require separate permits for electrical, mechanical, low-voltage electrical, and plumbing work.
- Construction and alterations of properties in the HPO District are required to have a Certificate of Appropriateness, as addressed earlier, prior to the issuance of a Building Permit.
- Only licensed general contractors may apply for Building Permits for construction of nonresidential or mixed-use structures valued more than $25,000.
- Construction associated with a Building Permit must commence within six months of permit issuance, or the Building Permit becomes invalid.
- All performance guarantees or sureties associated with a Performance Agreements must be posted

with the city prior to issuance of a Building Permit.

Submittal Requirements

Please contact the BNS Department (615) 794-7012 for submittal requirements.

Other Permits and Inspections

General Description

The Department of Building & Neighborhood Services (BNS) issues most of the 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, BNS schedules and conducts all required inspections during the building construction process and prior to the occupancy of a building. The City of Franklin has adopted the building construction codes as listed below. Prior to working in Franklin, Plumbing and Mechanical Contractors are required to obtain a City License.

Types of Permits Issued

Flood Plain Development Permit

Driveway Access Permit

Electrical Permit

Low Voltage Permit

Mechanical Permit

Plumbing Permit

Demolition Permit

Retaining Wall Permit

Swimming Pool Permit

Adopted Construction Codes

International Building Code 2009 w/ appendices A,B,C,D,F,G,H,I,J and K

International Plumbing Code 2009

National Electric Code 2008

International Fuel Gas Code 2009

International Energy Conservation Code 2009

International Existing Building Code 2009

International Mechanical Code 2009

International Residential Code 2009 w/ appendices A,B,C,D,G,H and J

2002 North Carolina Accessibility Code with 2004 Amendments

International Fire Code 2009 w/ appendices B,C,H and J

NFPA 101, Life Safety Code 2009 edition

Fees Collected

The following is a list of fees collected by BNS. In order to obtain a rough estimate of the total fees that will be required, the following worksheet is provided for your convenience. See the estimated fee schedule in Appendix D for help in estimating development fees.

Plan review Fee
Permit Fee
Valuation Fee
Facility Tax
Road Impact Fee
Garbage Container Fee
City Plumbing / Mechanical Contractor License
Please contact the BNS Department (615) 794-7012 for a fee schedule.

Estimated Fees for Commercial Structures

For a more accurate estimate, please provide the following information and return this sheet to:

Sharon Morris-Bailey: Building & Neighborhood Services Department
Email: smorris@franklintn.gov Phone: 615-794-7012 Fax: 615-591-9066
Address: 109 3rd Avenue S. Suite 110 Franklin, TN 37065

Information for a building permit and plan review fees:
Building Size (Approx.): _____ ft2 Cost of Construction: _____
Construction Type (circle all that apply): New Tenant Buildout Addition Renovation Other
Building Use: List all (Ex: Hotel, Retail, Office, etc):
_____
_____

Information for water & sewer fees:
Building on a new location or a pre-existing lot? Which subdivision? _____
Using City Water? Yes No Fire Meter? Yes No Irrigation? Yes No
Required Water Meter Sz: _____ Required Water Line Sz: _____ Required Sewer Line Sz: _____

**** Any estimate provided should be regarded as an <u>approximation</u>. A more precise estimate of fees can be provided after the submittal of construction documents. Some fees cannot be determined until a specific building site is chosen and construction plans are created.****

Permit Requirements and Inspection Scheduling

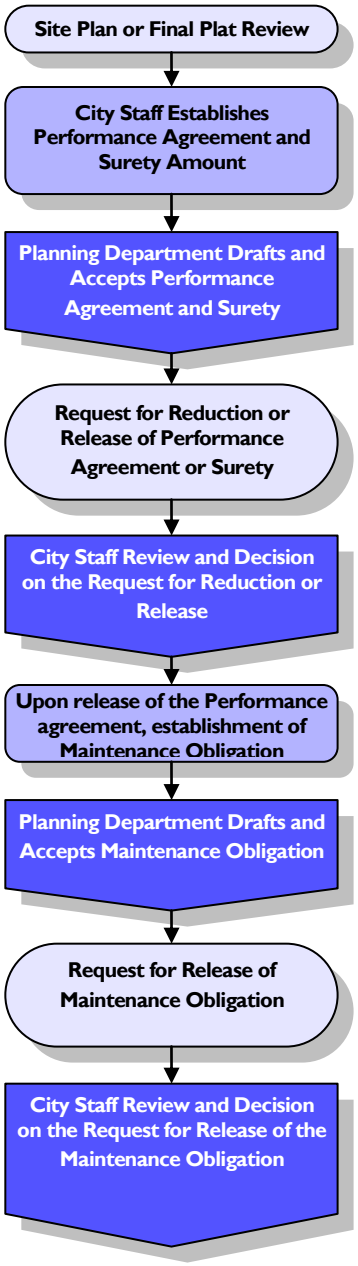
Please contact the BNS Department (615) 794-7012 for submittal requirements.
Please contact the BNS Department (615) 591-5603 to schedule an inspection. Inspections may also be scheduled online at **http://www.franklintn.gov/**

Performance Agreements

General Description

When an applicant will not complete and dedicate required public improvements, private infrastructure, or install all required landscape materials prior to requesting a Building Permit, the applicant is required to submit a Performance Agreement. The Performance Agreement ensures the improvements and landscape will be completed as approved through the posting of a monetary surety. Additionally, Performance Agreements are also required for a period of one-year following installation and dedication of improvements, infrastructure, and landscape materials to ensure proper maintenance.

Performance Agreement Review Process



The Review Process

1. In conjunction with the application for a Site Plan or Final Plat, the Department of Planning and Sustainability or the FMPC shall establish the Performance Agreement.
2. The Department of Planning and Sustainability shall draft the Performance Agreement and the applicant shall enter into the agreement with the city in accordance with Chapter 6 of the *Zoning Ordinance*.
3. Upon completion of at least 50 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request a one time reduction of the Performance Agreement. 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 Agreement.
4. The Department of Planning and Sustainability, along with other appropriate city departments, shall inspect the public improvements, private infrastructure, or landscaping to determine compliance with the Agreement.
5. For the first three years after the Certificate of Occupancy has been issued, the Department of Planning and Sustainability shall have the authority to review all requests and issue a decision on the reduction or release of a Performance Agreement. After the first three years, the FMPC shall be responsible for the review and decision on the reduction or release of a Performance Agreement. Such decision shall be made within 60 days of the request.
6. Following the passing of inspections for the required improvement, infrastructure, or landscaping, the applicant shall be required to maintain the completed improvements or landscaping with a maintenance obligation.
7. Maintenance obligations are reviewed and released in the same manner as the original Performance Agreement. Maintenance obligations are not subject to reductions.

Things to Know About Performance Agreements

- Performance Agreements and Surety must be in place prior to the issuance of a Building Permit.
- Failure to complete or maintain the required improvements or landscaping within the terms of the Performance Agreement may result in the FMPC declaring the Agreement in default. The FMPC may then "call" the agreement and surety to pay for the completion of the improvements under the supervision of the appropriate city departments.
- Maintenance obligations shall remain in effect for one year or until the final release of the obligation, whichever is greater.
- Published notices for public meetings of the FMPC shall be provided by the city in accordance with state law. The FMPC receives regular reports on performance and maintenance agreements and their reductions, releases, or extensions.
- There are no written notice requirements for Performance Agreements.

Submittal Requirements

Contact the Planning Department at (615) 791-3212 or refer to the Performance Agreement & Surety Page on **www.franklintn.gov/planning**.

Appendices

Appendix A: Contact Information

The following is a summary listing of key contact information for city departments, department heads, and other agencies may play a role in the review of development. Contact information on current members of the Board of Mayor and Aldermen or the Franklin Municipal Planning Commission can be found on the city's website at **http://www.franklintn.gov**.

DEPARTMENT OR AGENCY	CONTACT INFORMATION
General Franklin City Offices and Williamson County Offices	
Franklin City Hall (General Number)	Phone: (615) 791-3217
Franklin Mayor's Office	Phone: (615) 791-3217 Fax: (615) 790-0469
Franklin City Administrator	Phone: (615) 791-3217 Fax: (615) 790-0469
City Attorney	Phone: (615) 550-6603
Franklin Assistant City Administrator of Finance and Administration	Phone: (615) 791-1457
Williamson County Mayor's Office	Phone: (615) 790-5700
Planning, Codes, and Parks Department	
Franklin Assistant City Administrator of Community and Economic Development	Phone: (615) 550-6671
Franklin Department of Planning and Sustainability	Phone: (615) 791-3212 Fax: (615) 791-3257
Franklin Department of Building and Neighborhood Services	Phone: (615) 794-7012 Fax: (615) 591-9066
Williamson County Department of Planning	Phone: (615) 790-5725
Parks Department	Phone: (615) 794-2103
Engineering and Utility Departments or Agencies	
City Engineer / CIP Executive	Phone: (615) 791-3217 Fax: (615) 790-0469
Franklin Engineering Department	Phone: (615) 791-3218 Fax: (615) 791-3293
Franklin Street Department	Phone: (615) 791-3254 Fax: (615) 791-3200
Franklin Water and Sewer	Phone: (615) 794-4572 Fax: (615) 791-3200 Service: (615) 794-4554 After Hours: (615) 791-3260
Franklin Solid Waste	Phone: (615) 794-1516 Billing: (615) 794-4572
HB & TS Utility District	Phone: (615) 794-7796
Mallory Valley Utility District	Phone: (615) 628-0237
Milcrofton Utility District	Phone: (615) 794-5947

DEPARTMENT OR AGENCY	CONTACT INFORMATION
Fire and Safety	
Fire Department	Phone: (615) 791-3720
Franklin Police Department	Phone: (615) 794-2513- *nonemergency*
Williamson County Sheriff's Office	Phone: (615) 790-5560
Health Department	Phone: (615) 794-1542
Williamson County Communications	Phone: (615) 790-5757
Property Assessors and Tax Agencies	
Franklin Business License / Business Taxes	Phone: (615) 794-4572
Franklin Property Assessor / Taxes	Phone: (615) 794-7572
Williamson County Property Assessor / Taxes	Phone: (615) 790-5708
Register of Deeds	Phone: (615) 790-5706
Miscellaneous Agencies	
Williamson County Board of Education	Phone: (615) 472-4000
Franklin Special School District	Phone: (615) 794-6624
Economic Development	Phone: (615) 261-2880
Middle Tennessee Electric Membership Corporation	Customer Service: (877) 777-9020 Franklin Office: (615) 794-1102
Atmos Energy	Customer Service: (888) 286-6700
Underground Line Locator	Phone: (800) 351-1111
Tennessee Department of Transportation (TDOT)	Phone: (615) 741-2848
United States Army Corps of Engineers – Nashville Office	Phone: (615) 736-7161
Federal Aviation Administration – Nashville Office	Phone: (615) 324-1300 National Help Line (866) 835-5322
Federal Emergency Management Agency- Region 4	Phone: (770) 220-5200
State of Tennessee Local Planning Assistance Office-Middle Tennessee Region	Phone: (615) 741-1534

Appendix B: Application Forms and Affidavits

FMPC/Administrative Project Application

The FMPC / Administrative Project Application is generated as part of the online plan submittal process: ***https://franklin.contractorsplanroom.com/secure/***

Find information on the IDT Online Plan Review upload process in Section F of this manual or on the City of Franklin website Administrative Manual & Submittal Requirements page

Historic Zoning Commission or Board of Zoning Appeals Application

For applications to the Historic Zoning Commission or the Board of Zoning Appeals, please go online to ***www.franklintn.gov/planning*** *and find the applicable Board or Commission homepage:*

- *Certificate of Appropriateness: Historic Zoning Commission*
- *Administrative Review of a Certificate of Appropriateness: Historic Zoning Commission*
- *Variance: Board of Zoning Appeals*
- *Appeal of Administrative Decision: Board of Zoning Appeals*

Staff Contact for Historic Zoning Commission: *Amanda Hall (615) 550-6737 or* ***amanda.hall@franklintn.gov***

Staff Contact for the Board of Zoning Appeals: *Susan Coleman (615) 550-6729 or* ***susan.coleman@franklintn.gov***

Affidavit of Public Notice

PUBLIC NOTICE AFFIDAVIT
City of Franklin, Tennessee

We/I_____
(Please print Name/Names in Full)
being duly sworn, depose and say(s) that (I am)/(we are), acting as the authorized agent on all matters pertaining to the processing of the development application for the property described as:

_____
(Property Parcel/Tax ID Number)
and located at:

_____
(Street Address)
have/has provided a mailed notice in accordance with section 2.3.8 of the Franklin Zoning Ordinance, which included the following:

1. The address or location of the property subject to the submittal;
2. A brief description of the property (e.g., legal description, nearby streets and intersections);
3. Date, time, and location of the public meeting or hearing; Nature, scope, and purpose of submittal;
4. Information on where the public can view the application and where they may be heard;
5. Information on where the public can submit written comments.

_____
Signature

Subscribed and sworn to before me this

_____day of_____, 20_____.

_____
Notary Public

My Commission Expires:_____

Contact the Department of Planning and Sustainability to ensure you obtain the latest version of the Public Notice Affidavit prior to submittal.

Affidavit of Public Notice

OWNER AFFIDAVIT
City of Franklin, Tennessee

We/I_____
(Please print Name/Names in Full)
being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

_____
(Property Parcel/Tax ID Number)
and located at:

_____
(Street Address)
am fully aware of the request for development approval in the City of Franklin, Tennessee. Furthermore, (I)/ (we) hereby appoint

_____
(Please print Name/Names in Full)
to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.

_____
Signature

_____
Property Owner Mailing Address

_____
City, State & Zip

Subscribed and sworn to before me this

_____day of_____, 20_____.

_____
Notary Public

My Commission Expires:_____

Contact the Department of Planning and Sustainability to ensure you obtain the latest version of the Ownership Affidavit prior to submittal.

Residential Building Permit Application

HISTORIC FRANKLIN TENNESSEE

BUILDING & NEIGHBORHOOD SERVICES

Phone 615-794-7012 Franklin, Tennessee Fax 615-591-9066

Residential Permit Application

Revised 10/19/12

Owner: _____

Address: _____

City:_____ **State:** _____**Zip:** _____ **Phone:**_____

Contractor: _____**State License #:** _____

Address:_____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Contact Person: _____ **Contact Phone:** _____

Project Address: _____

Subdivision: _____ **Section:** _____ **Lot #:** _____

***City of Franklin Planning Project #:**_____

Construction: New: ____ **Addition:** ____ **Renovation:** ____ **Other:** ____

Single Family Dwelling: ___ **Duplex:** ___ **Number of Stories:** _____ **Height**_____

Total Habitable Square Footage: _____ **Garage Square Footage:** _____

Basement Square Footage: _____ **Basement Finished: YES:** _____ **NO:** _____

Total Square Footage: _____ **Required Setbacks:** ____ **F** ____**S** ____**R**

Total Footprint of Impervious Surfaces (*): _____ **(Square Feet)**

***Includes all Roofs, Sidewalks, Patios, Driveways etc. or any Paved or Concrete Surface.**

WITHIN FLOODPLAIN: YES_____ **NO**_____

Estimated Sales Price _____ ***(DO NOT INCLUDE REALTOR OR LOT COSTS)***

Construction Cost: _____ ***(RENOVATION, ADDITION AND ALL OTHER)***

All residential applications will require submittal of floor plans for house and/or addition, exterior elevations and a copy of the plot plan in order to properly identify all property line setbacks and easements on the property in relation to the location of the proposed structure.

Contractors applying for permits of projects with contract value of $25,000 or more will be required to have a proper Tennessee Contractor's License valid for amount of value and in the field of work to be done. Certificate of insurance is also required.

The undersigned will be responsible for complying with provisions of the Franklin Stormwater Management Ordinance, 2001-53 in the prevention of erosion and sediment control.

Signed: _____ **Date:**_____

Office Use Only:	**Date Received:** _____
Accepted: _____ **Rejected:** _____	**Date Due:** _____

*Project # for final plat approved by Planning Commission.

Nonresidential Building Permit Application

HISTORIC FRANKLIN TENNESSEE

BUILDING & NEIGHBORHOOD SERVICES

Phone 615-794-7012 **Franklin, Tennessee** **Fax 615-591-9066**

Non Residential Building Permit Application revised 7/27/11

Prop Owner: _____ **Applicant/Tenant:** _____

Address: _____ Address: _____

Contact Person: _____ Contact Person: _____

City: State: Zip: City: State: Zip:

Phone: E-Mail: Phone: E-Mail:

Contractor: **Design Firm:**

State License #: Address:

Address: City: State: Zip:

City: State: Zip: Phone:

Phone: Designer of record or Contact:

Contact Person: Contact Person:

E-Mail: E-Mail:

Project Name:

Project Street Address: Suite #:

Project Lot Number: Section #: Subdivision:

Occupancy Use Classification: Former Use:

Total Square Footage: Stories: Basement: Height:

Construction Cost: WITHIN FLOODPLAIN: ☐Yes ☐ No

4 Sets Plans (Required): ☐ Yes ☐ No Spec Book: ☐ Yes ☐ No

This application is not officially accepted unless accompanied by complete plans.
Contractors applying for permits of projects with contract value of $25,000 or more are required to have a valid Tennessee State Contractor's License appropriate to the value and in the field of work to be done. A certificate of insurance is also required.

Signed: _____ Date: _____

CONSTRUCTION TYPE:

☐ **NEW*** _____ ☐ **TENANT BUILDOUT** ☐ **OTHER**

☐ **ADDITION** ☐ **RENOVATION**

*** Provide the project number established by the Planning Department when site plan was submitted for Planning Commission approval. This is a required field for new construction.**

G:\PERMIT APPLICATIONS\Non-Residential Permit Application 2011Julmp.Docx

Sign Permit Application

SIGN PERMIT APPLICATION 2013
CITY OF FRANKLIN

109 Third Ave So., Suite 110, Franklin, Tennessee 37064 / 615-794-7012 Fax 615-591-9066

Required Documentation:

>Written consent of the property owner or property management is required. This can be in an email form.
>Drawings of the sign that shows the sign's design, location and measurements are required.
>Freestanding sign requires a site plan to demonstrate that the sign is not in the public right of way.

Applicant/Owner: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Contractor: _____
Address _____
City: _____ State: _____ Zip: _____ Phone: _____
Fax: _____ Email: _____
License Number: _____
Location of sign structure: ******Freestanding sign must be erected out of the public right of way.******
Business: _____
Address: _____ **Suite:** _____
City: _____ State: _____ Zip: _____ Phone: _____
Email: _____

EXPOSED OR VISIBLE NEON OR LED IS NOT ALLOWED

If any electrical work is involved a separate electrical permit application and a separate final electrical inspection for the sign is required. Call Building & Neighborhood Services for this inspection, 615-591-5603, please provide the electrical permit number and have the electrical permit posted at the site. A holder of a CE license can email, mail or fax in an application. A holder of a LLE license must pull the electrical permit in person.

Zoning District: Nonresidential _____ Residential _____ Historic: _____ **Submit to Planning Dept.**
Are there any existing signs? _____
Attached Sign: Awning _____ Canopy _____ Wall _____ Other _____
>Maximum one square foot of sign per one linear foot of wall that the sign is attached to or 25% of the awning or canopy face.

	Sign	Wall	Awning or Canopy Face	Illumination
>Sign One	_____SF	_____LF	_____SF	**YES / NO**
>Sign Two	_____SF	_____LF	_____SF	**YES / NO**
>Sign Three	_____SF	_____LF	_____SF	**YES / NO**
>Sign Four	_____SF	_____LF	_____SF	**YES / NO**

Freestanding Sign: Development _____ Monument _____ Other _____
>Must give the appearance of being encompassed in masonry and can be combined with EIFS.
>If illuminated, please check External___ or Internal___
>Height of Sign Face or Sign Area: _____ feet. **Maximum height is 6 feet.**
>Height of Overall Sign: _____ feet. **Maximum height is 8 feet.**
>Square footage of Sign Face or Sign Area for Freestanding Sign: _____ square feet. **Max. 32 sq. ft per side.**
>Square footage of overall area of Freestanding Sign: _____ square feet. **Maximum 100 sq. ft.**

Construction Cost: *Material cost includes the sign, structure, support and electrical work.* $_____

Applicant's Signature: _____ Date: _____
BNS Official Approval: _____ **APPROVAL DATE:** _____
Sign Permit Number: _____ **Sign Processing Fee:** _____ **Electrical Fee (if applies):** $27.00

APPLICATION IS NOT APPROVED UNLESS ALL APPLICABLE FEES HAVE BEEN PAID
The Sign Permit expires 180 day from the issue date if the sign is not installed.

Pre-application Form

City of Franklin, Planning Department
109 3rd Avenue South
Phone: (615) 791-3212
Fax: (615) 791-3257

Pre-Application Form/Receipt

General Description of Application (to be completed by the applicant)
Please provide a brief description of your project.

_____
_____
_____

Submittals shall be prepared per the latest checklist found at *www.franklin-gov.com/planning*. Submittals will not be processed unless they contain the four basic elements below.

1. Application completed by applicant. Pre-application form completed by staff.
2. Fees paid per applicable checklist.
3. Signed and dated professional seals are **required** for all submittals.
4. All submittals are **required** to have the basic information as follows, unless otherwise noted by staff on this form.

Required Meetings (Pre – Submittal)

☐ **Plan Meeting** (Rezonings, PUDs, LUPAs Only): _____

☐ **Preapplication Conference** (valid 90 days): _____

Target FMPC Meeting: _____

Application Type (to be completed by staff at the Preapplication Conference):

☐ **Subdivision Plat:**
- ☐ **Preliminary**
- ☐ **Final**

☐ All Plats must have signed and dated seals.
☐ CAD File (Final Plat only)
☐ Certificates shown on plat per Subdivision Regulations
☐ _____
_____

☐ **Site Plan**
- ☐ Site Layout
- ☐ Grading Plan
- ☐ Utility Plan
- ☐ Details (Misc.)
- ☐ Lighting Plan
- ☐ Landscape Plan
- ☐ Architectural Elevations
- ☐ Drainage Plan
- ☐ Erosion Prevention and Sediment Control Plans

☐ **Rezoning**
- ☐ Written Legal Description
- ☐ Written Response to Rezoning Checklist Items
- ☐ _____
_____
_____
- ☐ _____
_____
_____

☐ **Planned Unit Development (PUD)**
- ☐ Written Legal Description
- ☐ Pattern Book
- ☐ Concept Plan that includes:
  - Proposed Grading Plan
  - Tree Removal Plan
- ☐ _____
_____
_____
- ☐ _____
_____

☐ **Land Use Plan Amendment (LUPA)**
- ☐ Proposed text amendment(s) to Land Use Plan
- ☐ Written Response to Land Use Plan Amendment Checklist Items
- ☐ _____
_____

Additional Information:
In addition to the information indicated above, the following additional information shall also be required. This listing may not be inclusive of all additional information needed, and the staff may request more information during the review process.

☐ **Planning Department**
- ☐ Electronic Submittal (PDF) (date needed: initial / resubmittal)
- ☐ Property Owner Notification
- ☐ Possible BZA Review of Needed Variance
- ☐ Historic Zoning Commission Review/Recommendation
- ☐ Material Samples / Color Rendering
- ☐ Submittal Letter (written response to previous conditions)
- ☐ CAD File (for rezonings)
- ☐ Separate Tree Preservation/Removal Plan:
  - ☐ Inventory/Survey
  - ☐ Sampling (Contact staff LA before proceeding)
- ☐ Line of Sight Study (HVAC, screening/buffering, _____)
- ☐ Height/Scale Study (proposed project in context with neighborhood)
- ☐ Copy of Concept Plan (with BOMA Conditions) (PUD site plans only)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

☐ **Engineering Department**
- ☐ Stormwater Management Plan
- ☐ Traffic Study (when applicable)
- ☐ Detention Calculations
- ☐ Greenway Plan (when applicable)
- ☐ _____
- ☐ _____
- ☐ _____

☐ **Codes Department**
- ☐ Zoning Compliance Letter
- ☐ _____
- ☐ _____

☐ **Fire Department**
- ☐ _____
- ☐ _____

☐ **Other:**
- ☐ _____
- ☐ _____

Notes:

To be Completed by Staff

Registration to Receive Notice

Neighborhood Organization Registration Form

Planning Department - Franklin, TN

The City of Franklin offers any neighborhood organization the opportunity to select **a singe point of contact** to register with the Planning Department in order to receive notice regarding development proposals. This list will be available to the public, so the contact may receive meeting or development information from other sources as well. Once registered, the neighborhood organization's representative will receive these letters for two years, at which point they will be required to re-register with the Planning Department. Please call 791-3212 with any questions.

To register, a representative from the neighborhood organization must send or drop off to the **City of Franklin, Planning Department, 109 Third Avenue South, Franklin, TN 37064** the following information:

- this signed registration form,
- a copy of the organization's bylaws,
- written verification from an authorized member of the organization stating that the individual has been selected to represent the organization; and
- rough map or sketch of the neighborhood boundaries.

Neighborhood Organization Information

Neighborhood Organization Name:	
Organization Website (if available):	
Organization Type (check one):	☐ Neighborhood Organization, Including Umbrella Organizations or Block Clubs ☐ Homeowner or Condominium Association ☐ _____

Location (When possible, please use street names for boundaries.):

Subdivision _____

Northern Boundary _____ Southern Boundary _____

Eastern Boundary _____ Western Boundary _____

Contact Information

Please sign below. This **single individual** will receive registered notices regarding development proposals.

Contact Person Name:	
Mailing Address:	
City, State and Zip Code:	
Phone Number:	
Fax Number:	
Email Address:	

Signature: _____ Date: _____

Appendix C: Deadlines and Schedules

FMPC / Administrative Meetings and Deadlines Schedule				
Initial Deadline (5:00 PM)	Checkprints: Staff Comments Returned to Applicant (Noon)	Resubmittal: Corrected Plans Due to the Department of Planning and Sustainability (5:00 PM)	FMPC Staff Reports/ Administrative Reports Available for pick-up (Noon)	FMPC Meeting (7:00 PM)
12/10/12	12/21/12 3PM	1/3/13	1/16/13	1/24/13
1/14/13	1/29/13	2/7/13	2/20/13	2/28/13
2/11/13	2/26/13	3/7/13	3/20/13	3/28/13
3/11/13	3/26/13	4/4/13	4/17/13	4/25/13
4/8/13	4/23/13	5/2/13	5/15/13	5/23/13
5/13/13	5/28/13	6/6/13	6/19/13	6/27/13
6/10/13	6/25/13	7/5/13 NOON	7/17/13	7/25/13
7/8/13	7/23/13	8/1/13	8/14/13	8/22/13
8/12/13	8/27/13	9/5/13	9/18/13	9/26/13
9/9/13	9/24/13	10/3/13	10/16/13	10/24/13
10/14/13	10/29/13	11/7/13	11/15/13	11/21/13
11/11/13	11/26/13	12/5/13	12/13/13	12/19/13
12/9/13	12/23/13	1/2/14	1/15/14	1/23/14

NOTES:

1. Cycles highlighted in orange are months in which *Land-use Plan* amendments may be considered by the FMPC.
2. This schedule also serves as the Administrative Plat and Plan review schedule.
3. Please refer to the *Administrative Manual* for submittal procedures and requirements.
4. Date highlighted in gray has been moved due to a City Holiday.

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

FRANKLIN BOARD OF ZONING APPEALS SCHEDULE	
Submittal Deadline* 12 NOON	**Meeting Day** 6PM**
12/10/12	1/3/13
1/14/13	2/7/13
2/11/13	3/7/13
3/11/13	4/4/13
4/8/13	5/2/13
5/13/13	6/6/13
6/10/13	7/4/13 *(date subject to change)*
7/8/13	8/1/13
8/12/13	9/5/13
9/9/13	10/3/13
10/14/13	11/7/13
11/11/13	12/5/13
12/9/13	1/2/13

NOTES:	
*	Submittal Deadline is 12 NOON for items to be placed on the BZA regular monthly agenda. All required submittal documents must be submitted by 12 Noon on the submittal deadline.
**	The BZA meets the first Thursday of each month at 6PM in the Board Room, Franklin City Hall, 109 Third Avenue South, Franklin, TN.

Please contact the Department of Planning and Sustainability for the latest* Board of Zoning Appeals Schedule, *as it may be revised at the pleasure of the Board of Zoning Appeals.

FRANKLIN HISTORIC ZONING COMMISSION (HZC)
AND DESIGN REVIEW COMMITTEE (DRC)

2013 Meetings and Application Deadlines

DESIGN REVIEW COMMITTEE (DRC)	
Staff Notification Deadline[2] (5:00 pm)	**Meeting Date (4:00 pm, location TBA)**
December 10, 2012	December 17, 2012
January 14, 2013	*January 22, 2013
February 11, 2013	*February 19, 2013
March 11, 2013	March 18, 2013
April 8, 2013	April 15, 2013
May 13, 2013	May 20, 2013
June 10, 2013	June 17, 2013
July 8, 2013	July 15, 2013
August 12, 2013	August 19, 2013
September 9, 2013	September 16, 2013
October 14, 2013	October 21, 2013
November 11, 2013	November 18, 2013
December 9, 2013	December 16, 2013

HISTORIC ZONING COMMISSION (HZC)	
Application Deadline[1] (12:00 pm)	**Meeting Date (5:00 pm, location TBA)**
November 26, 2012	December 10, 2012
December 31, 2012	January 14, 2013
January 28, 2013	February 11, 2013
February 25, 2013	March 11, 2013
March 25, 2013	April 8, 2013
April 29, 2013	May 13, 2013
**May 28, 2013	June 10, 2013
June 24, 2013	July 8, 2013
July 29, 2013	August 12, 2013
August 26, 2013	September 9, 2013
September 30, 2013	October 14, 2013
October 28, 2013	November 11, 2013
November 25, 2013	December 9, 2013

*These dates reflect a schedule adjustment due to the City holiday calendar.

[1]Applications should be submitted to the Preservation Planner at the Planning Dept., Franklin City Hall.
[2]Applicants must notify the Preservation Planner via email by the specified deadline with the applicant, project address, owner affidavit (if required), and project proposal in order to be placed on DRC agenda.

Appendix D: Fee Schedules

The following tables are a compilation from the *Franklin Municipal Code* of the fees associated with DRT/FMPC review; Building and Codes review; Facilities Tax; and Road Impact Fees. Please consult the *Franklin Municipal Code*, Title 22 for the listing of all City 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 "City of Franklin", and the memo line should reference application type and project name.

REVIEW PROCEDURE FEE SCHEDULE	
Application Type	Application Fee
Rezoning	$400.00
PUD Conceptual Project Workshop	$50.00
PUD – Development Plan	$600 plus $0.02 per square foot of nonresidential building and $10 per dwelling unit
PUD – Development Plan Revision	$600 plus $0.02 per square foot of nonresidential building and $10 per dwelling unit for the area impacted by the revision only
Site Plan Review	$300 plus $0.02 per square foot of nonresidential building and $10 per dwelling unit
Site Plan Review for Towers or antennas	$1,000.00 Planning Commission Review; $100.00 Administrative Review
Land Use Plan Amendment	$250.00
Subdivision – Preliminary Plat	$300.00 plus $20.00 per lot
Subdivision – Final Plat	$200.00 plus $25.00 per lot
Variance	$300.00
Appeal of Administrative Decision	$250.00
Certificates of Appropriateness	None

Building Permit Fees

Building fees are based on construction cost for both nonresidential & residential (renovation & accessory) permits. **Residential Permits for New units and Additions are calculated at 0.37 cents per square foot.** All amounts are rounded to the nearest whole dollar amount.

Total Valuation	Fees - all Nonresidential Permits & Residential (Renovation & Accessory) Permits	
$1 - $999	$30.00	
$1,000 - $4,999	$30.00 for the first $1,000	+ $8.50 for each additional $1,000 or fraction thereof
$5,000 - $14,999	$64.00 for the first $5,000	+ $6.75 for each additional $1,000 or fraction thereof
$15,000 - $39,999	$132.00 for the first $15,000	+ $4.75 for each additional $1,000 or fraction thereof
$40,000 - $99,999	$251.00 for the first $40,000	+ $4.00 for each additional $1,000 or fraction thereof
$100,000 - $499,999	$491.00 for the first $100,000	+ $2.50 for each additional $1,000 or fraction thereof
$500,000 - $999,999	$1,491.00 for the first $500,000	+ $1.75 for each additional $1,000 or fraction thereof
$1,000,000 +	$2,366.00 for the first $1,000,000	+ $1.25 for each additional $1,000 or fraction thereof

Mechanical Permit Fees

Mechanical Permit fees are based on the contract amount of the job. They are figured at $27 on the first $1,000 plus $5.25 on each additional $1,000 or fraction thereof (rounded to the nearest dollar).

Sample: Contract Amount $2,500.

$27 for first $1,000 +

$1,500 x .00525 = $7.87 rounded to $8.00.

Total for permit $35.

Plumbing Permit Fees

Plumbing Permit fees are based on type of fixture and fixture count. They are listed on the application which can be found online or picked-up in our office.

Sample: Permit fee	$22
1 Kitchen sink	5
2 bathtubs	10
1 hot water heater	5
Total	**$42**

All permit applications are available online @ www.franklintn.gov or at the office.

City Hall 109 Third Ave., South, Suite 110 Franklin, TN 37064

Electrical Permit Fees

Electrical permit fees are based on number of inspections and service size.

Service Size (in AMPS)	0-200
Temporary	$27
Rough-in (per inspection)	$27
Service Release	$27
Occupancy Final	$75
Final	$27
Service Size (in AMPS)	**201-400**
Rough-in (per inspection)	$27
Service Release	$40
Occupancy Final	$75
Final	$40
Service Size (in AMPS)	**401-600**
Rough-in (per inspection)	$27
Service Release	$50
Occupancy Final	$75
Final	$50
Service Size (in AMPS)	**601-1,000**
Rough-in (per inspection)	$27
Service Release	$90
Occupancy Final	$75
Final	$90
Service Size (in AMPS)	**1001 & up**
Rough-in (per inspection)	$35
Service Entrance	$175
Occupancy Final	$75
Final	$350

Miscellanous Charges

Change of Service	$27
HVAC	$27
Low Voltage	$25 per type
Special Event	$75 per day
After Hours inspections	$375

Plan Review Fees

Plan review is required for all nonresidential projects and residential projects that include attached dwellings. Four sets of plans are to be submitted to the Building & Neighborhood Services Department for review along with a completed application and the plan review fee. The plan review fee shall be paid at time of submittal of prints for review.

Construction Valuation	Plan Review Fee
$0-$100,000	$50.00
$100,001—$5,000,000	Value multiplied by .0005, rounded up to the nearest dollar
$5,000,000 and above	$2,500 plus the value over the 1st $5,000,000 multiplied by .0001, rounded to the nearest dollar

Sample Calculation: Construction Value $6,500,000
$2,500+($1,500,000 x .0001 = $150) = Total Plan Review Fee $2,650

*At the discretion of the Building Official, pre-qualified consultants may be used to perform review of construction documents. All related consultant fees incurred by the City for review of construction documents shall be charged to the permit applicant at the same rate charged to, and incurred by, the City. In those instances when a consultant is used to review all construction disciplines for a single structure (i.e., building, electrical, plumbing, mechanical, fire, etc.) a $200 administrative fee shall be collected in addition to the incurred consultant fees in lieu of the plan reviews outlined above.

Miscellanous Fees

Pool Permits:

Residential	**$30**
Non-Residential	**$50**
Garbage Container:	**$75**

Facilities Tax Rates

Facilities taxes are charged on new construction and additions that extend outside the original building envelope. They help pay for the capital facility costs new developments impose on the city including parks, solid waste, police, fire, and general public buildings. The City first began levying an adequate facilities tax in 1988. These rates remained unchanged for 17 years despite the doubling of the City's population from 1990-2000. The City raised these taxes effective July 28, 2009 to help the City achieve the level of service necessary to support residential and employment growth.

Facility	Single-Family Detached	Other Residen-tial	Non-Residen-tial
Tax per sq. ft.	$0.89	$0.71	$1.18

Information received and disseminated by the City of Franklin Building & Neighborhood Services Department is a public record and shall be treated as such in accordance with Tennessee Public Records Law, TCA Code 10-7-503 and the rules of the Public Records Commission. Requests for public information regarding building permits shall be addressed to the Department at the address above.

*****Non-Residential—Arcades, porticoes and similar open areas not used for sales, display, storage, service or production areas are excluded from the Facilities Tax.***

♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦

Road Impact Fees

The City of Franklin is responsible for and committed to the provision of road and transportation improvements. This fee may be used for any capital improvement, including but not limited to new roads, additional lanes, widened lanes, intersection improvements, turn lanes, bridges, traffic signals, and associated drainage facilities, that expands the capacity of the city's arterial road system. They are charged on new construction only. Effective July 1, 2012.

Retail/Commercial (per 1,000 sf)	
Shopping Center/General Retail	$4,836.00
Restaurant (Quality)	$8,955.00
Restaurant (Fast Food)	$13,023.00

Residential (per unit)	
Single Family	$3,514.00
Multi-Family	$2,336.00
Congregate Care Facility	$767.00
Hotel/Motel	$1,922.00/Room
Mobile Home Park	$1,752.00/site

Office/Institutional (per 1,000 sf)	
Office	$3.291.00
Hospital	$4,760.00
Nursing Home	$2,074.00
Church	$1,958.00
Elementary/Secondary School	$960.00

Industrial (per 1,000 sf)	
Manufacturing	$1,445.00
Industrial Park	$2,638.00
Business Park	$4,828.00
Warehouse	$1,453.00
Mini-Warehouse	$662.00

Appendix E: Landscape Plans, Details, and Plant Lists

The following notes and charts are required to be located on the Landscape Plans for all development:

City of Franklin Minimum Plant Quality and Size Standards

1.) All newly planted landscape plant materials shall conform to the latest version of the *American Standard of Nursery Stock* (ANSI Z60.1).

2.) All Type 1, 2, and 3 Trees (as defined in ANSI Z60.1) used to meet the requirements of this subsection shall have the following characteristics:

A.) Deciduous trees shall have one dominant trunk with the tip of the leader on the main trunk left intact and the terminal bud on the central leader at the highest point on the tree;

B.) Trees with forked trunks are acceptable if all the following conditions are met:

1. The fork occurs in the upper one-third of the tree;
2. One fork is less than two-thirds the diameter of the dominant fork; and
3. The top one-third of the smaller fork is removed at the time of planting;

C.) No branch is greater than two-thirds the diameter of the trunk directly above the branch;

D.) Several branches are larger in diameter and obviously more dominant;

E.) Branching habit is more horizontal than vertical, and no branches are oriented nearly vertical to the trunk; and

F.) Branches are evenly distributed around the trunk with no more than one major branch located directly above another and the crown is full of foliage that is evenly distributed around the tree.

City of Franklin Landscape Notes

1. Any plant material that dies, turns brown or defoliates shall be replaced within one year or by the next growing season, which ever comes first. Other defective landscape material shall be replaced within three months.
2. All trees shall meet Franklin's minimum size and quality standards. All plants shall be healthy, vigorous material, free of pest and disease. All rootballs, containers and height to width ratios shall conform to the size standards set forth in the *American Standards for Nursery Stock,* current edition.
3. All required trees and shrubs shall meet the minimum size and quantity as listed in the Plant Schedule.
4. Plant material shall not obscure traffic or parking signs/signals or vehicular sight lines.
5. Tree topping is not permitted.
6. Additional screening may be required if the inspection for the release of the performance surety reveals that the required screening is not effective.
7. All required tree protection fencing shall be installed and inspected by the Department of Building and Neighborhood Services prior to land disturbing activities.
8. Any site or landscape changes (including but not limited to a change in design, a reduction in size or number of plant material, or the relocation of overhead or underground utilities) shall require a revised Landscape Plan to be submitted and approved prior to the landscape installation.

9. Existing trees accepted in partial compliance of the landscape requirements for this site shall be accessible and flagged prior to all landscape inspections.
10. Any existing tree, shown as being preserved on approved plans that is removed, dies or is damaged during construction shall be replaced as required in the *Zoning Ordinance*.
11. Screening proposed around any utility box or transformer is required to be evergreen and adequately screen the object. The proposed evergreen plant material shall be replaced if it is not of a height sufficient to screen the object.
12. All plant material shall be from the Franklin Plant List unless prior approval is received from the City.
13. All tree-protection fencing shall be in place prior to the issuance of a grading permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing.
14. Top soil used in all landscape areas shall be screened prior to deposition in planting areas and islands.
15. Any plant material located adjacent to a parking area shall be planted so as to allow for a two and a half foot vehicular bumper overhang from the face of curb to the edge of the mature adjacent plant material.

If proposing any landscape material within a dedicated easement, the following note shall be included on the Landscape Plan:

16. The Owner acknowledges that planting landscape material in a dedicated easement does not waive or modify the City of Franklin's rights as the easement holder. The Owner understands that the City of Franklin, its authorized contractor or applicable private utility may at any time and for any reason perform work within the dedicated easement. The City, its authorized contractor or applicable private utility shall have no liability to the Owner for any damage to the landscape material in the easement when said damage is due to work within the easement. The Owner may be held responsible for the removal of the landscape material to enable work to be done. The Owner shall be solely responsible for any costs incurred in repairing and/or replacing the required landscape material.

Landscape Data Charts and Tree Canopy Retention Charts

Landscape Data Chart:

LANDSCAPE DATA	
Site Acreage:	
Site Zoning Classification and applicable Overlays:	
Development Standards: (Traditional / Conventional)	
Minimum Required Landscape Surface Area (Ratio and Acreage):	
Provided Landscape Surface Area (Ratio and Acreage):	
Percent and Acreage of Original Canopy Cover: (Indicate if Site Tree Removal grandfathered)	
Percent and Acreage Tree Canopy Required:	
Percent and Acreage of Preserved Canopy Cover Provided:	
Number and DBH of Specimen Trees Removed:	

AFTER INSTALLATION, THE LANDSCAPE WILL BE MAINTAINED BY: _____ *to be completed by applicant*

ATTENTION OWNER/INSTALLER:
This landscape plan has been designed to meet the minimum requirements of the City of Franklin zoning ordinance, the approval of the planning commission, and planning department policy. Relocating, substituting, resizing, reducing, or deleting material may cause the site to no longer conform to the requirements; thus problems may arise with releasing the performance/maintenance surety for the landscape.material **Deviation from the approved landscape plan shall not be made without first consulting the Landscape Architect who designed the project. The designing Landscape Architect shall review proposed substitutions to ensure that all City standards and requirements are met. The City shall be notified in writing upon final approval of any plant substitutions.**

Owner: _____
Contact Name *Phone Number*

Landscape Architect: _____
Contact Name *Phone Number*

Franklin Planning Department: (615) 791-3212 phone

MINIMUM BUFFERING/SCREENING REQUIREMENTS:

HVAC units, cooling and/or mechanical equipment are mounted on the:
- ☐ Rooftop
- ☐ Ground
- ☐ Not Applicable

THIS DEVELOPMENT IS REQUIRED TO HAVE THE FOLLOWING LANDSCAPE IMPROVEMENTS:

Buffer/Screen Type:	Purpose:
☐ Not Applicable	Buffering/Screening not required
☐ Foundation Planting	Along primary facade
☐ Perimeter Planting Strip	Screen VUAs and to create "modules"
☐ Interior VUA Planting	Create VUA "modules"
☐ Utility Box Screen	Screen from view
☐ HVAC Screen	Screen HVAC from of view
☐ Dumpster Screen	Screen dumpster from view
☐ Loading/service Area	Buffer the street or residential property
☐ Incompatible Use Buffer	Buffer the adjacent less intensive use
☐ 30-foot Front Yard Buffer	Buffer the adjacent Hatcher Bypass
☐ 40-foot Front Yard Buffer	Buffer the adjacent Interstate 65
☐ Street Trees	Spatial Definition/Environmental Mitigation
☐ Other:_____	_____

(Any buffer/screen type not required for this development may be deleted from this chart.)

INCOMPATIBLE USE BUFFER

This chart is only required if a incompatible use buffer is required

Developing Use: *Per Table 3-2*
Existing Adjacent Use/Zoning: *Per Table 3-2*
Site Acreage:
Buffer Class: *A, B, or C*
Buffer Width: *In feet*
Buffer Length: *in linear feet*
Minimum Trees Required:
Trees Provided (buffer):
Minimum Shrubs Required:
Shrubs Provided (buffer):
Percent of Canopy Trees in Buffer (40% minimum):
Percent of Evergreen Trees in Buffer (50% minimum):
Percent of Evergreen Shrubs in Buffer (75% minimum):
Percent of each Plant Genus in Buffer: (40% maximum):

Replacement trees shall be placed in a separate plant schedule.

Plant Schedule

Canopy Trees

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
Ar	4	Acer rubrum 'Red Sunset'	Red Maple	2" CAL	Deciduous	45' O.C.	Limbed up 6' min.	1%
FpM	21	Fraxinus pennsylvanica 'Marshall's Seedless'	Green Ash	2" CAL	Deciduous	40' O.C.	Limbed up 6' min.	5%
Jv	10	Juniperus virginiana	Red Cedar	10' CAL	Evergreen	As shown	Full to Base	22%
Ps	15	Pinus strobus	White Pine	2" CAL	Evergreen	As shown	Full to Base	4%
Qr	16	Quercus rubra	Red Oak	5" CAL	Deciduous	50' O.C.	Limbed up 6' min.	6%
Qr3	9	Quercus rubra	Red Oak	3" CAL	Deciduous	As shown	Limbed up 6' min.	6%
Tc	14	Tsuga canadensis	Eastern Hemlock	2.5" CAL	Evergreen	As shown	Full to Base	3%

Example

Understory Trees

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
Cc	13	Cercis canadensis	Redbud	1.5" CAL	Deciduous	30' O.C.	3-5 stems at 1" each	3%
IaF	21	Ilex x attenuata 'Fosteril'	Foster Holly	1.5" CAL	Evergreen	As shown	Full to Base	28%
Oa	15	Oxydendrum arboreum	Sourwood	2" CAL	Deciduous	As shown	Full, matched, Specimen	4%

Shrubs

Key	Qty	Botanical Name	Common Name	Size	Type	Spacing	Remarks	% Genus
IcH	96	Ilex crenata 'Helleri'	Helleri Holly	18"	Evergreen	3'O.C.	B&B or container	28%
PcP	83	Juniperus chinensis 'Pfitzerana'	Pfitzer Juniper	30"	Evergreen	5' O.C.	B&B	22%
PlS	55	Prunus laurocerasus 'Schipkaensis'	Schip Laurel	30"	Evergreen	3'O.C.	B&B	13%
TmW	40	Taxus x media 'Wardii'	Ward's Yew	30"	Evergreen	4'O.C.	B&B	10%

Example Calculations: Conventional 10 Acres

Landscape Requirements: (ACI)				
LSR 0.40 Credit for 1.5 acres of preserved trees. LSA = 4.0 acres	**Quantity Provided**			**Inches Provided**
	Existing Trees	Proposed	Total Provided	Caliper Inches
Existing Trees = 14 ":	3	@1.25	3	52.5
Existing Trees (See Tree Inventory):	5		5	43
5" + caliper canopy trees:	10	12	22	110
3" caliper canopy trees:	20	20	40	
2" caliper canopy trees:		30	30	60
Aggregate Canopy Caliper Inches Provided:				390.5
Aggregate Canopy Caliper Inches Required:				328
2" caliper understory trees:		50	50	100
1.5" caliper understory trees:		20	20	30
Aggregate Understory Caliper Inches Provided:				130
Aggregate Understory Caliper Inches Required:				84
Min. 18" Height Shrubs:			200	
Min. 30" Height Shrubs:			600	
Total Shrubs Provided:			800	
Total Shrubs Required:			384	

Example Calculations

SPECIMEN TREE REPLACEMENT		
	Quantity Provided	Caliper Inch Conversion
5"+ caliper canopy trees:		
3" caliper canopy trees:		
2.5" caliper canopy trees:		
2" caliper canopy trees:		
1.5" caliper understory trees:		
Total Caliper Inches of Replacement Trees Provided:		
DBH Inches of Specimen Tree Replacement Required:		
Replacement Caliper Inch Surplus/Shortage:		

Open Space Requirement Chart

Minimum Open Space Requirement: ____% Required (3%, 5%, 15%)
Site Acreage: _____*Acres* Open Space Acreage Required: _____*Acres*
Formal Open Space *(3% or 5% of gross development area)*: _____*square feet*
Informal Open Space *(10% of residential gross development area)*: _____*square feet*

Open Space Provided:

Key	Classification	Type	Area of Open Space	Paved Area	Percent Paved Impervious
Area 1	*Formal*	*Plaza*	*5,000 s.f.*	*1,250 s.f.*	*25%*
Area 2	*Formal*	*Plaza*	*2,500 s.f.*	*2,000 s.f.*	*80%*
Area 3	*Informal*	*Greenway*	*50,000 s.f.*	*0*	*0*
		Total Provided=	*57,500 s.f.*		

Multiple section developments shall include an open space takedown chart as follows:

"PROJECT NAME" MINIMUM COMMON OPEN SPACE:
15% OF TOTAL SITE AREA (10% INFORMAL, 5% FORMAL)

Development	Min. Req'd. Acres Informal	Proposed Acres Informal	Min. Req'd. Acres Formal	Proposed Acres Formal	Min. Req'd. Acres Total	Proposed Open Space Total	Remaining Acres
Concept/Regulating Plan	97.00	104.00	35.00	43.00	132.00	147.00	**
Section 1	12.00	12.32	6.40	6.80	18.40	19.12	127.88
Section 2	23.54	24.80	11.77	13.60	35.31	38.40	89.48
Section 3	18.74	17.29	9.37	11.83	28.11	29.12	60.36

Detached Residential Lot Tree Chart

The following aggregate caliper inches of canopy trees are required for each detached residential lot: (A lot tree chart shall be provided on the residential landscape plans showings how the required ACI shall be met for each individual residential lot. See example below.)

Lot Size	ACI Canopy Trees Required
Less than 10,000 square feet	6
10,001 – 30,000	12
30,001 and greater	18

Detached Residential Lot Tree Chart

Example

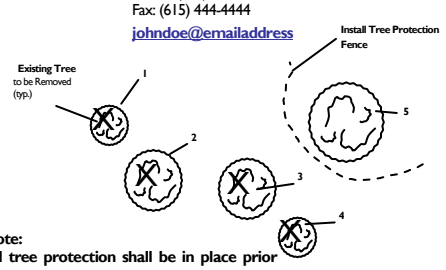
The following 3 inch caliper canopy trees are required for each lot:

Lot Number	Lot Size	ACI	# Trees
Lot 1	10,000 sf	6	2
Lot 2	12,500 sf	12	4
Lot 3	20,000 sf	12	4
Lot 4	30,000 sf	12	4
Lot 5	30,501 sf	18	6

Specimen Tree Survey and Inventory:

Example

John Doe, ISA Certified Arborist
1234 Main Street
Franklin, TN 37064
Phone: (615) 555-5555
Fax: (615) 444-4444
johndoe@emailaddress



Note:
All tree protection shall be in place prior to the issuance of a grading permit.

Existing Specimen Trees to be Removed (Unhealthy):

Key	Size	Species	Condition
3	32"	Hackberry	Poor
4	40"	Maple	Poor

Total Unhealthy Trees to be Removed= 2
Total Caliper Inches of Unhealthy Trees to be removed= 72 inches

Existing Trees to be Removed (Healthy):

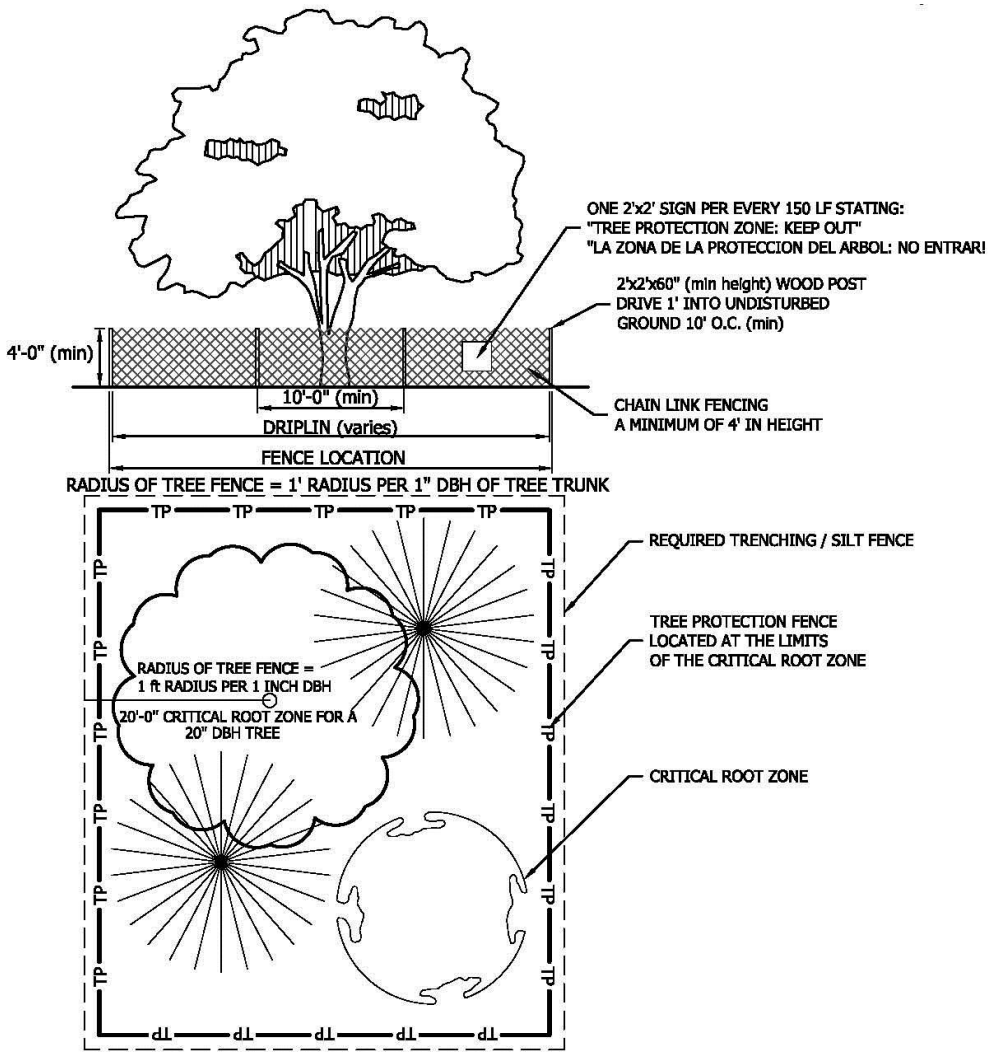
Key	Size	Species	Condition
1	32"	Hackberry	Good
2	48"	Hackberry	Fair

Total Healthy Trees to be Removed= 2
Total Caliper Inches of Healthy Trees to be removed= 80 inches

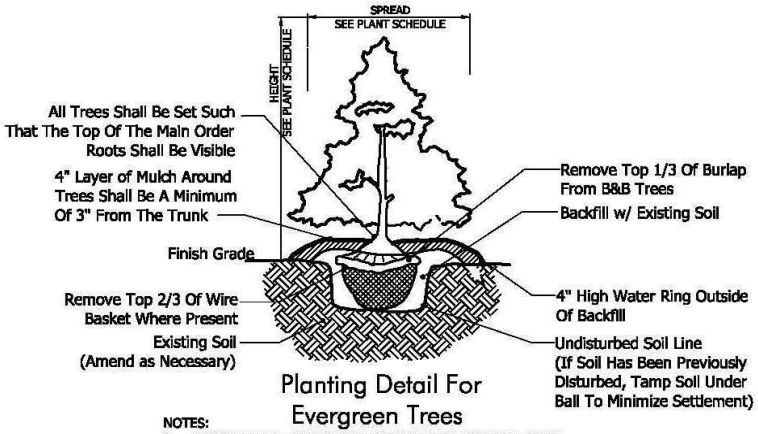
Existing Trees to Remain:

Key	Size	Species	Condition
5	28"	Maple	Good
6	10"	Dogwood	Good

Total Healthy Trees to be Remain= 2
Total Caliper Inches of Healthy Trees to Remain= 38 inches

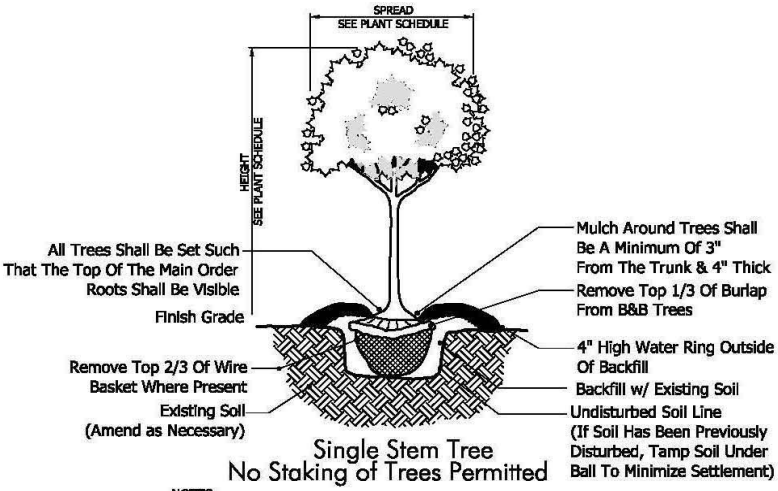


In addition to these details, a detail shall also be provided for the proposed root barrier to be used adjacent to the street trees.



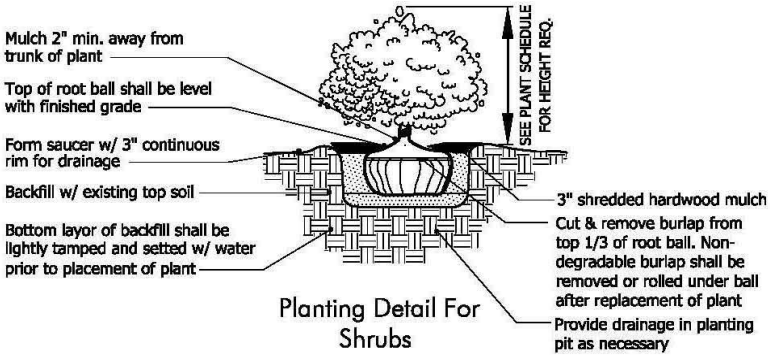
Planting Detail For Evergreen Trees

NOTES:
1. REMOVE ALL STRING &/OR WIRE WRAPPED AROUND TRUNK.
2. REMOVE ALL STRAPS, ROPES, WIRE, &/OR STRINGS USED TO LIFT THE ROOTBALL.
3. REMOVE ALL BURLAP &/OR WIRE FROM THE TOP OF THE ROOT BALL.
4. TOP OF ROOTBALL TO BE SET LEVEL WITH SURROUNDING FINISH GRADE.



Single Stem Tree
No Staking of Trees Permitted

NOTES:
1. REMOVE ALL STRING &/OR WIRE WRAPPED AROUND TRUNK.
2. REMOVE ALL STRAPS, ROPES, WIRE, &/OR STRINGS USED TO LIFT THE ROOTBALL.
3. REMOVE ALL BURLAP &/OR WIRE FROM THE TOP OF THE ROOT BALL.
4. TOP OF ROOTBALL TO BE SET LEVEL WITH SURROUNDING FINISH GRADE.



Planting Detail For Shrubs

Tree and Plant List

Per Section 5.4 of the *Zoning Ordinance*, 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 city 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.**

Tree Canopy (Tree Canopy Cover) shall be defined as the critical root zone of a tree or the area within the dripline of a tree, whichever is greater.

Prohibited From Being Used to Meet Landscape Requirements	
Scientific Name	**Common Name**
Pyrus calleryana	Callery Pear
Acer saccharinum	Silver Maple

Prohibited From Being Used as Screening Shrubs	
Scientific Name	**Common Name**
Euonymus kiautschovicus	Manhattan euonymous
Abelia species	Glossy Abelia

Permitted Deciduous Canopy Trees	
* - Drought tolerant plants as established by he 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 illinoiensis	Pecan‡
Carya species	Hickories‡*
Catalpa speciosa	Northern Catalpa‡
Celtis laevigata	Sugar Hackberry*

PERMITTED DECIDUOUS CANOPY TREES	
* - Drought tolerant plants as established by he 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**
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 acuminate	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*
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 he 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 he 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 carolininana	Carolina Hemlock

PERMITTED EVERGREEN UNDERSTORY TREES	
* - Drought tolerant plants as established by he 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 attenuate	'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 thundergii)
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‡

PERMITTED SHRUBS	
‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	**Common Name**
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 japoncia 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 ½ 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 F: Submittal Requirements & Checklists

Plan & Plat Submittal Requirements

All Administrative or Planning Commission submittals shall be submitted in the following format & quantities: Ten (10) paper copies shall be submitted to the Planning Department (Franklin City Hall, Suite 133, 109 3rd Avenue South, Franklin, Tenn) in the format described in the chart below. Electronic copies of the Plans/Plats shall be uploaded to the City of Franklin Online Website (IDT) in the format described in the chart below to https://franklin.contractorsplanroom.com/secure/. The submittal fee shall either be included as a check with the paper copies submitted to the Planning Department or it may be paid through the online plan review website. The submittal shall not be accepted for an agenda until all paper copies are received, the electronic submittal has been uploaded, and the fee has been paid.

Paper copies of the FMPC or Administrative submittal shall only be accepted, from 8AM – 5PM, on the submittal or resubmittal day, as determined in the FMPC / Administrative Meeting and Deadline Schedule, unless otherwise approved by the Director of the Planning and Sustainability Department. Electronic copies of the FMPC or Administrative submittal/resubmittal may be uploaded to the IDT Online Plan Review Website at any time; however, the submittal shall only be processed according to the adopted FMPC / Administrative Meetings and Deadline Schedule.

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

PAPER SUBMITTAL REQUIREMENTS		
1	All plan copies shall be blue line or black line prints	
2	Each plan set shall be stapled	
3	The applicant shall provide ten (10) paper copies of the submittal: **Any Plan submittal:** One (1) set shall be full size (not larger than 36 inches x 48 inches), and nine (9) sets shall be true half-size reductions that are drawn to scale. **Any Plat submittal:** All copies shall be 18 x 24 inches, including the mylar submitted with signatures upon FMPC or Administrative approval. The City shall only accept one (1) copy of the final plat mylar, with all required signatures, after FMPC or Administrative approval.	
4	Each plan set shall be folded to a size not greater than 11 inches x 14 inches	
5	Each plan set or plat shall be folded so that the title block is visible	

ELECTRONIC SUBMITTAL REQUIREMENTS		
1	The applicant shall submit upload a multipage PDF for all plan/plat sheets to the City of Franklin Online Plan Review Website: https://franklin.contractorsplanroom.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 IDT 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 development plans, rezoning plans, preliminary plats, and site plans. 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 Planning and Sustainability.	
4	Plan sheets for plats shall be 18 inches x 24 inches and the drawings shall be drawn to scale as previously noted in the applicable checklist.	

ELECTRONIC SUBMITTAL REQUIREMENTS		
5	In the case of Final Plats, the applicant shall 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.	
6	Electronic Submittals shall also be required of all Post-Planning Commission plans or plats, following the format and process outlined above.	

See checklists for submittal requirements. Contact the Department of Planning and Sustainability 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 Preliminary and Final Plats.

SITE DATA CHART

PROJECT NAME:
PROJECT #:
SUBDIVISION:
LOT NUMBER:
ADDRESS:
CITY:
COUNTY:
STATE:
CIVIL DISTRICT:

EXISTING ZONING AND CHARACTER AREA OVERLAY:
OTHER APPLICABLE OVERLAYS:
APPLICABLE DEVELOPMENT STANDARD:
ACREAGE OF SITE:
SQUARE FOOTAGE OF SITE:
MINIMUM REQUIRED SETBACK LINES:
Yard fronting on any street:
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:
LANDSCAPE SURFACE RATIO:
MINIMUM LANDSCAPE SURFACE RATIO
MINIMUM PARKING REQUIREMENT:
MAXIMUM PARKING LIMIT:
EXISTING PARKING (IF APPLICABLE):
PARKING PROVIDED:
RESIDENTIAL DENSITY:
TREE CANOPY:
PARKLAND (IF APPLICABLE):
OPEN SPACE (FORMAL, INFORMAL, AND TOTAL):

Rezoning Checklist

Contact the Department of Planning and Sustainability 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 should include ten (10) paper copies 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 City of Franklin requirements.		
A. Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Fee (nonrefundable) NO REZONING WILL BE REVIEWED UNTIL THE FEE IS PAID	
4	Signed & notarized Owner Affidavit and Public Notice Affidavit	
5	The applicant shall notify, by mail, property owners adjacent to the site: For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the *Zoning Ordinance*. For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the *Zoning Ordinance*.	
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	City of Franklin 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 City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
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 and overlay zoning districts including character areas within 500' of site	
18	Existing Zoning of the site, Proposed Zoning of the site, and Development Standard designation of the site (Traditional/Conventional).	
19	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
20	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning 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	

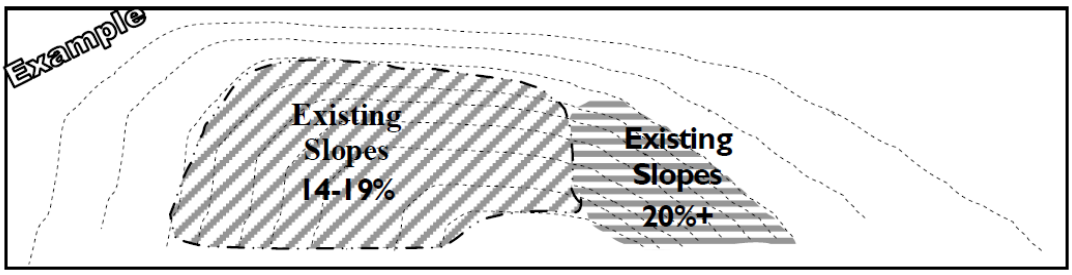
24	Names of all subdivisions and land owners owning lots adjacent to the site	
25	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and 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	Projected student population necessitated by development of the site; if no on-site schools are proposed, then the driving distance to the nearest schools, by type and classroom availability. A statement verifying these figures and confirming the availability of existing facilities shall be obtained from the appropriate school superintendents.	
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 City Engineer)	
41	Estimated amount of total trip generation (if required by City Engineer)	

PUD Development Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the PUD Development Plan stage of the PUD process:

DEVELOPMENT PLAN CHECKLIST * Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
A. Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Comments from conceptual project workshop	
4	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: For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the *Zoning Ordinance*. For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the *Zoning Ordinance*.	
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 ½ 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	City of Franklin Project number (to be assigned once initial submittal is made)	
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.	

DEVELOPMENT PLAN CHECKLIST * Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
22	All plans sealed, signed and dated by Tennessee licensed professional(s)	
23	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain an adequate review by the City staff and the FMPC.	
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 LUP, including the guiding principles, character area, special area, and design concepts	
26	Description of the design concepts (if any) and design standards (traditional or conventional) being proposed	
27	Written description or graphical depiction of transitional features (if applicable)	
28	Statement or graphical depiction of how the proposed development will relate and remain compatible with its surroundings	
D. Statement of Expected Project Impact		
29	Water utility district(s) 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, the Local Street Plan, or the Bike Pedestrian 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	Affected school districts and projected impacts on student population resulting from the change (categorized by elementary, middle, and high school impacts)	
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	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.  	
38	Zoning, Zoning Overlays (including Character Area Overlay), and Development Standard Designations of 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	Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.	

DEVELOPMENT PLAN CHECKLIST * Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
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	
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 Franklin 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. 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 index score	
67	Location and acreage of major common open space areas, including minimum open space and buffers	
68	Transitional features (See Subsection 5.3.4 of the Zoning Ordinance.) and design elements along PUD 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	

DEVELOPMENT PLAN CHECKLIST * Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
76	Stormwater management regulating 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 Department of Planning and Sustainability 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 should include ten (10) paper copies of the listed items and one (1) electronic upload. **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 City of Franklin requirements.		
A. Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit and Public Notice Affidavit	
4	The applicant shall notify, by mail, property owners located within 500 feet of the subject property and to applicable registered neighborhood organizations in accordance with Section 4.1.1. of the City of Franklin *Subdivision Regulations*.	
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	City of Franklin Project number (to be assigned once initial submittal is made)	
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 City Staff that will be necessary to obtain an adequate review by the City staff and the FMPC.	
C. Statement of Expected Project Impact		
16	A verbal or 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 describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
19	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
20	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities (include driving distances from nearest police and fire facilities)	
21	Static and residual pressures at nearest fire hydrant	
22	Affected school districts and projected impacts on student population resulting from the change (categorized by elementary, middle, and high school impacts)	
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 14% to 19.99%	

PRELIMINARY PLAT CHECKLIST * Submittals should include ten (10) paper copies of the listed items and one (1) electronic upload. **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 City of Franklin requirements.		
26	Areas with slopes of 20% or more	
27	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
28	Watercourses, conveyances, and springs (perennial only)	
29	Water bodies and wetlands	
30	Floodway Overlay Zoning District Boundary (including depiction of 100-year Floodplain) and Floodway Fringe Overlay Zoning District Boundary	
31	Drainage basin(s) where the site is located	
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	All base and overlay zoning districts, including character area overlay districts, within 500' of site	
36	Show and label development area standards (traditional or conventional) for the site and adjacent parcels	
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) within 1,500' of site (as indicated on the Franklin 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)	
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	

PRELIMINARY PLAT CHECKLIST * Submittals should include ten (10) paper copies of the listed items and one (1) electronic upload. **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 City of Franklin 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	Dimension from nearest existing street intersection centerline to the nearest lot line	
66	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
67	Connectivity index score	
68	All site triangles	
69	Proposed street light location and metering points (including seal and signature of electrical engineer)	
70	Street light details, including height, pole color and type, light color, and fixture type	
71	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
72	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		
73	Traffic Impact Analysis (if required by City Engineer)	
74	Addressing Plan and CADD file	
75	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	

Final Plat Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Final Plats:

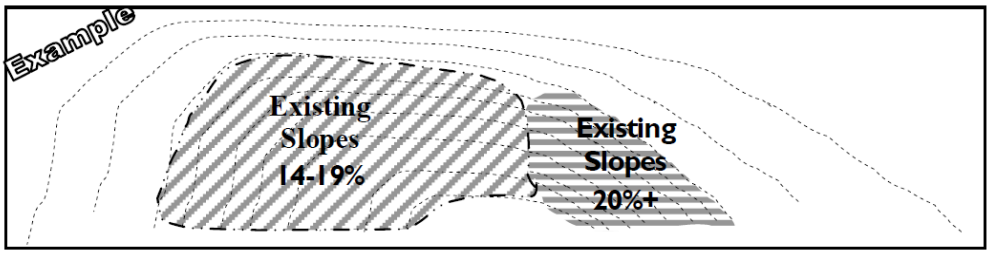
FINAL PLAT CHECKLIST * Submittals should include ten (10) paper copies of the listed items and one (1) electronic upload. **All plats are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit (or the Ownership Certificate shall be signed on the plat submitted for review)	
4	Proposed or existing subdivision name	
5	Revision number	
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	City of Franklin Project number (to be assigned once initial submittal is made)	
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 Planning and Sustainability	
Vicinity Map		
11	Date	
12	North Arrow	
13	Corporate limits (if within ½ 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	City, 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 base and overlay zoning district classifications	
24	Character area overlay with special area classification and applicable development standard	
25	Setbacks; however, building envelopes shall NOT be shown	
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	
31	Square feet and acreage of each lot (square feet to the nearest foot and acreage to the nearest hundredth of an acre)	

FINAL PLAT CHECKLIST * Submittals should include ten (10) paper copies of the listed items and one (1) electronic upload. **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 City of Franklin requirements.		
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	Sidewalk locations	
37	At all temporary turnarounds, a sign shall be placed stating, "Street to be extended by authority of the City of Franklin."	
38	Acres and linear footage totals of new streets	
39	Linear feet 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	Floodway Overlay Zoning District Boundary (including depiction of 100-year Floodplain)	
50	Floodway Fringe Overlay Zoning District Boundary (FFO)	
51	Common open space lots and tree protection zones	
52	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones	
53	Lots shall be conform to all the requirements of the Franklin *Zoning Ordinance*	
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	
57	A copy of the final plat, in digital format, must be submitted, with the following information: a. Use of Tennessee State plane coordinate system, Zone 5301, Fipszone 4100. b. NAD 83 datum. c. Use of feet as the unit of measure. d. Furnished in DXF or AutoCAD r14 format. FP Checklist 8 Revised 3/12/07 City of Franklin, Tennessee (most recent changes in red) e. Delivered on CD-rom, 3.5 floppy, or superdisk. The disk must be labeled per Item 6 of this checklist. f. Other information as requested by the engineering department.	
58	Electronic/PDF Submittal: With resubmittal/second submittal to the Planning Commission, a copy of the plan, in digital PDF format, must be submitted to the Department of Planning and Sustainability. The electronic file shall include all sheets of the plan combined in a single file, and be delivered on CD-rom, 3.5 floppy, superdisk, or via email. The disk must be labeled with the submittal date, project name, project number (if one has been assigned), and the applicant's name.	

Site Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for Site Plans:

SITE PLAN CHECKLIST * Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
A. Preliminary Information		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit (and Public Notice Affidavit, if applicable)	
4	Documentation on any modifications of standards granted with concept plan approval.	
5	Copy of the approved concept plan revised to meet conditions of approval, including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
6	Fee (nonrefundable) NO SITE PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID	
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 and graphic scale	
10	Site Location / Vicinity Map	
11	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])	
12	City of Franklin Project number (to be assigned once initial submittal is made)	
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 City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
C. Existing Conditions Plan		
16	Existing topography showing vertical intervals at two (2) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet.	
17	Geologic formations, including: rock outcrops, cliffs, karst topography, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; and existing utility easements shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
18	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.  	
19	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	

SITE PLAN CHECKLIST		
* Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
20	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning 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 base and overlay zoning districts including character areas within 500' of site	
25	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	
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	
28	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
29	All historic properties within 500' of site	
30	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin 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	
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.	
32	Railroad infrastructure and rights-of-way	
33	All easements (including drainage) with dimensions and designation as to type	
34	Mineral rights (if held by parties other than the owner of record)	
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 base zoning and overlay district classifications)	

SITE PLAN CHECKLIST

* Submittals should include ten (10) paper copies 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 City of Franklin requirements.

39	"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)	
40	Floodway Overlay Zoning District Boundary and the Floodway Fringe Overlay Zoning District Boundary, (100-year Floodplain) see 3.4.4. – *Franklin Zoning Ordinance*	
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, if proposed	

_____ **LAND USE DATA**
(Insert Project Name)

Development	Approval Date	RX 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	1/30/01	1506	1548	600	2148	**	**	**	**
Section 1	4/18/01	18.22	48	0	48	1-48	49	1487.77	2100
Section 2	7/5/01	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035
Section 3	9/21/01	17.86	30	27	57	140-183	166	1441.57	1978

Development	Approval Date	MN, ML, or MR Zoned Acres	Use	Lot Numbers Of Buildable Units	Floor Area	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Square Footage
Concept Plan	1/30/01	15	Retail, Office, Apartments	**	100,000 s.f.	**	**	**
Section 4	4/18/01	5	Retail, Office	51, 52	50,000 s.f.	77	10	50,000 s.f.
Section 5	7/5/01	5	Apartments	92	0	83, 95, 97	5	50,000 s.f.
Section 6	9/21/01	5	Retail, Office	142-148	50,000 s.f.	143	0	0

SITE PLAN CHECKLIST

* Submittals should include ten (10) paper copies 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 City of Franklin requirements.

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	
64	Grading, Drainage, Erosion Prevention and Sediment Control, and Stormwater Management Plans (see Engineering comments pertaining to these items)	
F. Utility Plan (see Engineering comments pertaining to these items)		
65	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.	
66	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." Light Industrial (LI) and Heavy Industrial (HI) Districts shall be permitted to have their off-site lines overhead.	
G. Landscape/Open Space Plan (see the "Landscape Checklist" and comments pertaining to these items)		
67	Signature, date, and seal by a Tennessee Licensed Landscape Architect	
68	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be 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 residential and non-residential site plans)		
69	Elevation for each building side facing a street, public open space, or public building (For attached, multi-family, and non-residential, elevations shall be provided for all sides of the building(s) with a scale shown on the plan.	
70	List of proposed exterior materials and color	
71	Description of the type of material(s) used on each façade elevation included in chart form with percentages of each material listed.	
72	Typical square footage of each dwelling unit type shown (for residential).	
73	Materials board demonstrating material and color of all primary and accent building materials (if required by pre-application form)	

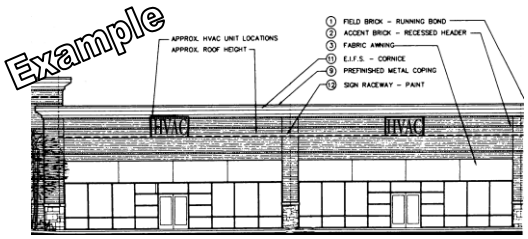
West/Cool Springs Boulevard Elevation		
	Surface Area	Percent of Net*
Gross of Wall	2,968	N/A
Net* of Wall	2,743	N/A
Net* EIFS	133	4%
Net* Brick	1,734	64%
Net* Split-face Block (integrally stained)	876	32%

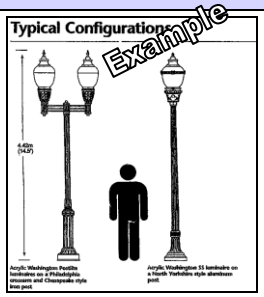
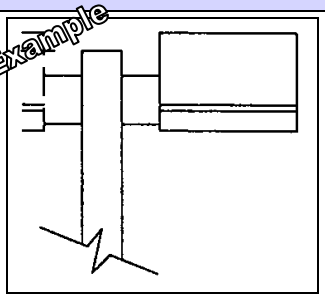
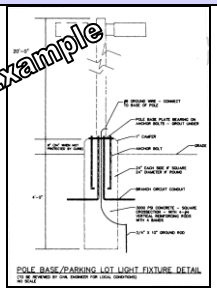
* Excludes roof forms, windows, doors, awnings, and similar features.

SITE PLAN CHECKLIST

* Submittals should include ten (10) paper copies 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 City of Franklin requirements.

74	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.  HVAC Units, cooling and/or mechanical units are located on the: X Rooftop Ì Ground Ì None Provided	
75	A note shall be provided on each sheet of the elevation(s): "These elevations have been designed to meet the requirements of the City of Franklin's architectural design standards and the approval of the Planning Commission/City of Franklin. Changes shall not be made to the approved elevations unless approved by either the Codes Director or the Planning Commission.	
76	Color Elevations, to be included with the Electronic Copy of the plans	
I. Lighting Plan		
77	Location, type, and height of all lighting (including street lights)	
78	The following chart shall be provided on all Lighting Plan sheets: **SITE LIGHTING DATA** Development Standard: *Traditional or Conventional* Land Use: *Residential or Nonresidential* Zoning District: *General Commercial (GC)* Height of Proposed/Existing Building: Pole Height: Pole/Fixture Color: Color of Light: THIS LIGHTING PLAN HAS BEEN DESIGNED TO MEET THE CITY OF FRANKLIN STANDARDS AND THE APPROVAL OF THE PLANNING COMMISSION/CITY OF FRANKLIN. CHANGES SHALL NOT BE MADE TO THE APPROVED LIGHTING PLAN UNLESS APPROVED BY EITHER THE RELEVANT DEPARTMENT SUPERINTENDENT OR THE PLANNING COMMISSION.	
79	Details on colors and materials for all lighting fixtures	

SITE PLAN CHECKLIST * Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
	  	
80	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 0.0 footcandles is maintained (for nonresidential only).	
81	Maximum illumination in parking lots and maximum illumination at property lines (for nonresidential and multi-family only)	
82	Clearly identified/labeled property lines	
83	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."	

Landscape Plan Checklist

Contact the Department of Planning and Sustainability for the latest version of the Checklist for the different plan types.

The following checklist depicts the submittal requirements for the Tree Preservation and Landscape Plans required as part of the Site Plan submittal process:

LANDSCAPE PLAN CHECKLIST *Submittals should include ten (10) paper copies 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 City of Franklin requirements.		
A. Preliminary Information (as indicated on the Site Plan Checklist)		
1	Documentation on any modifications of standards granted with concept plan or regulating plan approvals.	
2	Copy of the approved concept plan revised to meet conditions of approval and including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
3	Conceptual regulating section plan if more then one regulating plan is to be submitted. Take down charts shall be provided for the land use data and open space requirements when multiple sections are proposed.	
B. General Information (Required on all applicable sheets of the submittal) Legibility is of primary concern.		
4	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.	
5	Submittal Date	
6	North Arrow and graphic scale (Scaled plans are required.)	
7	Site Location / Vicinity Map with site location identified and labeled.	
8	Name of Proposed development	
9	City of Franklin Project number (to be assigned once initial submittal is made)	
10	Contact information for professional(s) preparing the plans and designation of the official contact	
11	All plans sealed, signed and dated by Tennessee licensed professional(s)	
12	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain an adequate review by the City staff and the FMPC.	
C. Tree Preservation Plan (All applicable items shall be shown and labeled.) Legibility is of primary concern.		
13	Existing and proposed topography shall be shown and labeled.	
14	Existing physical features, 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.	
15	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
16	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.	
17	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.	
18	A tree protection fence detail shall be provided on the grading plan and the tree preservation plan. Tree preservation areas and tree fence locations shall be shown and labeled on all tree preservation, landscape, grading, stormwater and utility plans.	
19	The following note shall be added to the grading, stormwater and utility plans: All tree-protection fencing shall be in place prior to the issuance of a grading or land disturbance permit and shall be maintained in good working order until all construction activity is completed. No disturbance is permitted in a Tree Preservation area. Any required erosion control measures shall be placed outside of any tree protection fencing.	
20	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
21	All base and overlay zoning districts including character areas within 500' of site	
22	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	

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	Name, address, telephone, and e-mail address of land owner(s).	
25	Names of all subdivisions and land owners owning lots adjacent to the site.	
26	Planned street network (including street names) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development shall be shown within parentheses next to the existing and proposed street names.	
27	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
28	Existing land uses on the site and surrounding parcels within 500' of the site	
29	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
30	All easements (including drainage) with dimensions and designation as to type	
D. Landscape Plan (Shall be submitted at the same scale and orientation as other sheets of the site plan submittal, unless otherwise approved. Legibility is of primary concern.)		
31	Landscape Data Chart (See Appendix)	
32	Survey of entire project showing all boundaries, bearings, and calls	
33	Lot lines, phase lines, match lines shown and labeled.	
34	Number of residential units by use type	
35	Square footage and height of all proposed buildings.	
36	Pedestrian circulation system shown and labeled.	
37	Proposed street and alley rights-of-way widths (with names) in the proposed project. Proposed connections to existing and proposed streets located outside the development	
38	Show and label existing and proposed building footprints.	
39	Show and label existing and proposed loading / service areas. Provide required screening of these areas.	
40	Show and label the location of refuse collection areas including dumpsters, compactors and recycle bins; include the required screening of these areas. Grease recycling barrels are required to be located in the screened dumpster area.	
41	Show and label all parking areas, including parking spaces. Parking islands shall be located every 12 parking spaces and at the end of each parking bay. Parking modules shall be created in vehicular use areas (VUA) of 100 spaces and larger.	
42	Whether ground or rooftop mounted, the location of the HVAC units shall be shown and labeled on both the landscape plan and the architectural elevations. Provide required screening of HVAC.	
43	Show and label the location of existing and proposed utilities, including water and sewer lines, electrical transmission lines and ground-based utility vaults; include the required screening of these areas. Resolve all utility conflicts.	
44	Show and label Stormwater management features, including bioretention, rain gardens, detention and vegetative swales Plant material proposed to be used in conjunction with these stormwater features shall be shown, labeled and placed in a separate plant schedule. Maintenance information for the stormwater feature and the plants there in shall be included to help ensure proper long term function of these areas.	
45	All landscape strips and buffers to be shown and labeled. For example, a 50' incompatible use buffer should be shown as a 50' offset of the property line adjacent to the area requiring the buffer.	
46	Tree preservation area(s) with location of all specimen trees surveyed and inventoried (See appendix)	
47	All existing trees proposed to be used for credit toward Landscape Requirements shall be shown, labeled and inventoried	
48	Limits of development/disturbance shall be shown and labeled	
49	Existing and proposed walls shall be shown and labeled with top and bottom of wall elevations indicated.	
50	Exact locations of proposed landscape materials shall be shown on the plan. Different graphic symbols shall be used to represent the different proposed material.	
51	Show and label foundation planting, if required, along the primary building facade	
52	Provide required City Landscape notes and Plant Quality notes on the plans (See appendix)	
53	Provide LF of street frontage for determination of street tree requirements. Exact locations of existing and proposed street trees within the limits of the site plan or within rights-of-way contiguous to the site shall be shown and labeled. Proposed street trees to be clustered or not located in the required street tree lawn shall be labeled / identified as street trees. Street trees located in the tree lawn are required to have a root barrier installed adjacent to the sidewalk. Root barrier details shall be provided.	
54	Show and label sight triangles at all street intersections and drive / street intersections.	

55	Show all existing and proposed signage for sign visibility determination. Show sign visibility determination.	
56	Show that the required plant diversity has been met. (See appendix)	
57	Show and label Incompatible use buffer, if required. Buffer charts shall be provided. (See appendix)	
58	Show and label all existing and proposed fire hydrants. The required 3' clear zone around each hydrant shall be indicated.	
59	Show and label construction staging areas.	
60	Show and label 'construction wash out area(s)'	
61	Tree-protection fencing shall be shown and labeled on the plans whenever existing healthy trees, whether on-site or off-site, are to be preserved. Tree fence is required to be installed, at one foot per inch DBH of preserved trees, or at a minimum, ten feet from the tree trunk, which ever is greater.	
62	Tree Protection sign detail. Signs shall be installed on the tree protection fence visible on all sides of the fenced-in area at a rate of at least one sign for every 150 linear feet. The size of each sign must be a minimum of two feet by two feet and shall contain the following language in English and Spanish: "TREE PROTECTION ZONE: KEEP OUT. ZONA DE LA PROTECCION DEL ARBOL. NO SE PERMITE ENTRAR".	
63	Provide required tree protection fence details. Protection details shall include the required trenching provision outside of the tree fence. (The removal of trees adjacent to tree save areas can cause inadvertent damage to the protected trees. Prior to clearing activities, trenches with a minimum width of one-and-one-half inches and a minimum depth of 30 inches shall be cut along the limits of land disturbance, so as to cut, rather than tear tree roots.) Tree fence is required to be chain link fence, a minimum of four feet in height and installed, at one foot per inch DBH of preserved trees, or at a minimum, ten feet from the tree trunk, which ever is greater.	
64	Tree and shrub planting details shall be included on the plans. Details shall show the proper way to plant required material. Planting details shall show that the mulch around any proposed trees shall be a minimum of six inches from the trunk of the trees. Deep planting and mulch volcanoes shall not be allowed. Details shall also reflect that all trees shall be set such that the top of the main order roots (the root/trunk flare) shall be visible and shall be no lower than two inches below the adjacent existing grade. Details shall show no wrapping of trees and no staking and guying of the trees or the following note shall be added in a prominent location: "All tree stakes and guys shall be regularly monitored to ensure there are no detrimental effects to the tree. All tree wrap, stakes and guys shall be removed no later than one growing season after planting."	
65	A Plant Schedule shall be provided for the proposed landscape materials. Specify names (Latin, common and cultivar), types (canopy tree, understory tree or shrub), quantities, sizes, spacing, and if the proposed material is evergreen or deciduous. A separate Plant Schedule shall be provided for any trees provided to meet the Specimen Tree Replacement Requirements. (See appendix) A separate plant schedule shall be provided for each individual sheet showing proposed landscape material. When plant schedules are provided for each individual sheet, a master plant schedule shall also be provided. (See appendix for a list of approved plant material. Installation of material not on the approved list shall require approval prior to specification and/or installation.)	
66	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shall be shown and labeled: (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 proposed to be counted toward open space requirements. (c) Details of the improvements, such as trails, decorative paving, fountains, walls, public art, benches, gazebos, etc. shall be provided. (d) The open space take down chart shall be provided on the site layout and landscape plan	
67	Proposed park land dedication, if required, shall be shown, labeled and calculations provided. Include existing condition plan of proposed park site. If off site, also provide site location map. **(Unless payment-in-lieu proposal has been accepted. Payment-in-lieu note shall be added to the landscape plans.)**	
68	The location of existing and proposed light poles shall be shown and labeled, as shown on the lighting plan. Light pole location shall yield to any required landscaping. Plan shall resolve all tree / parking lot lighting conflicts.	
69	Bicycle Parking shown and labeled. Include details and/or specifications on proposed bike rack(s).	
E. Supporting Studies and Information		
70	Arborist Report and recommendations	
71	Restrictive covenants, grants of easements or other restrictions in final form and suitable for recording in the Register's Office shall be submitted with the site plan. To facilitate compliance with the *Zoning Ordinance*, the restrictive covenants shall address the following:	

	(a) Architectural standards that match verbatim the standards outlined in the residential section of the *Zoning Ordinance*. The homeowners association's architectural review board shall work from these standards. (b) Identify who is responsible for maintenance/replacement of street trees. Maintenance/replacement shall be the responsibility of the homeowners association or the individual property owner, not the City of Franklin. Acknowledge that street trees shall be maintained according to the Franklin Municipal Code, Title Two, Chapter Two Guidelines for the Management of Trees on Public Property. (c) Alley-design and use issues, such as parking aprons, parking prohibition, utility service, mail service, and solid waste collection, shall be addressed.	
72	If the applicant is requesting permission to make a payment-in-lieu to the tree bank in partial landscape compliance, a note shall be added to the plans stating this request. This request shall also be detailed in the required revision letter. All tree bank donations, payment-in-lieu, are required to be provided prior to the issuance of a building permit.	

Certificate of Appropriateness (COA) Checklist

The following checklist depicts the submittal requirements for various items subject to a Certificate of Appropriateness. Please refer to the Administrative Review Certificate of Appropriateness checklist for signs, fences, awnings, and HVAC equipment and related screening.

CERTIFICATE OF APPROPRIATENESS CHECKLIST *Submittals should include twelve (12) collated copies of the application and listed items.		
New Construction, New Additions, and Porch or Deck Projects		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project and proposed materials	
4	Site plan	
5	Lot survey	
6	Architectural elevations or drawings	
7	Photographs of project site location	
8	All information determined to be necessary by the Department of Planning and Sustainability	
Exterior Alterations		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project and proposed materials	
4	Architectural elevations or drawings (for roof structure alterations)	
5	Specification information for any proposed materials/architectural features	
6	Documentation of earlier historic appearance (for restoration only)	
7	All information determined to be necessary by the Department of Planning and Sustainability	
Demolition, Relocation		
1	Please consult the Franklin Historic District Design Guidelines. Pre-application meeting with City Preservation Planner is required for proposed principal structure demolitions and/or relocations.	

Administrative Review Certificate of Appropriateness (COA) Checklist

The following checklist depicts the submittal requirements for various items subject to an Administrative Review Certificate of Appropriateness. The applicant shall provide any additional information as determined by Planning & Sustainability Department that will be necessary to obtain review. Please refer to Certificate of Appropriateness checklist for items/proposals not included on this checklist.

ADMINISTRATIVE REVIEW CERTIFICATE OF APPROPRIATENESS CHECKLIST *Submittals should include two (2) collated copies of the application and listed items.		
Signs		
1	Completed Administrative Review Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how the proposed signage will look, including notes on dimensions, height, materials, and colors	
5	Photographs of project site location(s)	
Fencing		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how proposed fencing will look, including notes on height, materials, and proposed fencing features	
5	Site plan that demonstrates proposed location/perimeter of fencing	
6	Photographs of project site location	
Awnings		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how proposed awning(s) will look, including notes on awning dimensions, signage dimensions on awning(s), awning materials, awning shape, and awning colors	
5	Site plan demonstrating proposed location/perimeter of awning placement	
6	Photographs of project site location, including photograph of full window(s) over which proposed awning(s) will be affixed	
HVAC Equipment and/or Related Screening		
1	Completed Certificate of Appropriateness Application	
2	Signed & notarized Owner Affidavit	
3	Description of project	
4	Specification information that illustrates how proposed HVAC equipment and/or screening will look, including screening dimensions and materials	
5	Site plan demonstrating proposed location of equipment and/or screening	
6	Photographs of the project site location	