City of Knoxville

SITE DEVELOPMENT PERMIT SUBMITTAL REVIEW CHECKLIST

Date: _____ Number of times reviewed (including this one): _____

Project name: _____ Type of review requested: _____

Address: _____ Site Development: SSFR *or* LRCD

Zoning classifications: _____

Fees:	**Amount**
A. Calculated site review fee:	
B. Calculated fee for the site development permit:	

		Yes	No	N/A
Is site review fee calculated correctly?				
Is permit fee calculated correctly?				
C.	**Are the application and owner acknowledgement forms included, and complete?**			
D.	**Has the total site acreage and total disturbed area been calculated and shown on drawings?**			

Minimum Requirements:

		Yes	No	N/A
1.	Has the site development review fee been paid?			
2.	Are all the applicable city block numbers on the site development plan?			
3.	Are all the applicable CLT numbers on the site development plan?			
4.	Are all names, phone numbers, and addresses of interested parties on the site development plan?			
5.	Is there a vicinity map with all adjacent streets shown and labeled?			
6.	Are all plans and calculations stamped & signed by professional engineer, landscape architect, or architect registered in TN?			
7.	Has a certified address from the Metropolitan Planning Commission been submitted?			
8.	Are the plans legible (for microfilming and reproducing)?			
9.	Are all existing and proposed contours shown at 2' intervals (maximum)?			
10.	Does the submittal include an erosion and sediment control plan?			
11.	Are retaining wall calculations included, if required?			
12.	Are all required hydraulic and hydrologic calculations included? (Including pre- and post-development delineated watershed maps; including area, curve numbers, and times & concentrations)			