



PLOT PLAN & CRITICAL LOT PLAN CHECKLIST

All Plot Plan applications must include the information in sections A-C in the list below. Additional information must be provided for certain types of lots, as described in sections D-I in the list below. Staff reserves the right to request additional information as needed to ensure compliance with all relevant City codes and regulations.

A. General Information:

- Subdivision name, address
- Tax Map, Group, Parcel of Subject Property
- Name and address of owner
- Name and address of builder
- Names, addresses, telephone numbers, email addresses, and seals of all professionals participating in the development application process
- Stamp of a Tennessee licensed land surveyor (**and professional engineer, critical lots only**)
- Site Location/Vicinity Map
- Date
- North Arrow
- 1" = 20' (max) graphic scale site/grading plan (24 x 36 sheets)
- House foot print area (square feet), lot area (square feet and acres) and house to lot ratio
- Height of all structures
- Total impervious area and impervious to lot ratio
- Provide owner's name (or reference deed where vacant) and lot status (built, vacant, etc.) of all adjacent properties
- Where adjacent lot(s) are affected by grading or other, provide written affidavit prior to obtaining permit
- Include City Residential Driveway Detail (ST-201 of City Street Details)
- Include City Sidewalk Detail(s) if applicable (ST-100 of City Street Details)

B. General Site Layout:

- Show and label all existing and proposed property lines, easements, and setback lines
- If lot is critical, show finish floor elevations and footprint for house, garage, patio, porch, HVAC unit, etc. with dimensions
- Show and dimension all street facing stoops and porches
- Show and label existing and proposed water, sewer, and stormwater utilities connection services and mainline utility type and size
- No permanent structure/fixture/fill material/obstruction is permitted in a drainage easement with an open stormwater conveyance. HVAC pad is not permitted in any easement
- No portion of retaining walls to be located in utility, drainage, or access easements.
- Location of all proposed landscape plantings (note all species, min. height and caliper of trees at installation.)
- Show and denote the width of all planting strips and foundation planting beds.
- Standard Water Availability & Warranty Period landscaping notes



PLOT PLAN & CRITICAL LOT PLAN CHECKLIST

- Include note: “No fences are permitted within PUDE’s and/or stormwater features (swales, drains, etc) without approval from the City Engineering Department”
- Include bold note: “Lot must be entirely stabilized (grass growing throughout) with no standing water issues prior to issuance of Certificate of Occupancy. No Certificate of Occupancy will be issued if entire lot is not stabilized with vegetation.”
- Include standard floodplain note with reference to the most recent FEMA panel. “This property (is)(is not) in an area designated as a special flood area, as shown on Community Map/Panel Number ____/_____, effective date _____.”

C. Driveway and Sidewalk:

- Provide dimensions of the driveway. Denote the length from back of sidewalk (or front property line if no sidewalk is present or proposed) and width at the property line. (max width dictated by zoning & use)
- Show location and dimension of garage door(s)
- Provide driveway street connection radii label (min. radius 5’)
- Provide label of driveway entering the garage radius (min. radius 14’)
- Label slope and depth of driveway pad from garage door to back of pad (2% max, 24’ min)
- Standard vehicle able to straightforwardly enter garage in one motion, and be able to back out of garage and head out to street straightforwardly in two motion
- Provide 6” curb along driveway adjacent to steep slopes (in excess of 3:1) or retaining wall
- Label driveway centerline slope (14% maximum)
- Maximum grade change along driveway is 8% for a crest and 12% for a sag, over a 10’ span
- Maximum cross slope of driveway is 5% (excluding transition from street)
- Label critical elevation points or slope between street and sidewalk (8.3% max slope)
- Label critical elevation points or cross slope of sidewalk (2% max cross slope)
- Grade of sidewalk matches grade of paralleling street
- Show and dimension all sidewalks and grass strips
- Show culvert dimensions (if under a driveway)
- Include note: “A Driveway Permit/Stormwater Inspection must be approved before the Building Permit can be issued”

D. Parking Plan: **(ONLY FOR: Lots established after June 6, 2023)**

- Provide plans for off-site parking spaces if onsite parking does not meet requirements.
- Show and note the location of the two reserve parking spaces on site or provide plans for off-site parking spaces being proposed.

E. Architectural Elevations: **(ONLY FOR: Units approved on a site plan, Conservation Subdivisions & lots established after June 6, 2023)**

Units approved on a site plan

- Provide 4-sided architectural elevations for the primary structure matching the approved site plan elevations.
- Note all buildings materials being used on each façade.



PLOT PLAN & CRITICAL LOT PLAN CHECKLIST

- Note percentage of transparent glass & doors on each façade.

Conservation Subdivisions

- Provide 4-sided architectural elevations for the primary structure.
- Note all buildings materials being used on each façade, 2 or 3 materials are needed (specify siding material if being used).

Lots established after June 6, 2023

- Provide 4-sided architectural elevations for all structures over 250 square feet. (Color elevations needed if variation in color is being proposed as a required variation type in item four of this section.)
- Provide a table for each façade stating the percentage all building materials being proposed, minus doors and windows.
- Provide front elevations (and if needed plot plans) of proposed homes on either side of the subject property or pictures if already existing with all relevant design elements noted that relate to the variation types listed in item four of this section.
- Provide a list of which of the at least (3) three following variation types are being proposed in comparison with the proposed or existing homes on either side of the subject property.
 - i. Variation in length of 20% or more.
 - ii. Variation in height by 15%.
 - iii. Variation in footprint size by 20% or more.
 - iv. Variation in use of primary façade materials or color.
 - v. Variation in type of unit design that is expressed on exterior façades.
 - vi. Variation in roof materials or color.
 - vii. Variation in the location, width, or design of attachments such as porches, stoops, bay windows, and other attachments permitted by this section.

F. Site Grading and Drainage: (ONLY FOR: Critical lots)

- Provide and label existing and proposed site contours (2' interval)
- Existing contours to extend a minimum of 10' beyond site's legal boundary and to the roadways centerline
- Proposed grading remains within legal limits or written approval by affected owner provided on plans
- Provide spot elevations at critical locations (Stair connections, concrete slabs, outfalls, sidewalks, walls, etc.)
- Provide spot elevations along and around the home as to ensure proper drainage away from home
- Provide spot elevations and drainage arrows at critical drainage areas
- Indicate ditches with flow lines and spot elevations
- Label ditch slopes where slope is in excess of 14%
- Notate significant features such as blue line streams, drainage ways, wetlands, marshes, springs, rock outcrops, and karst features such as dropouts and/or sinkholes; and if applicable the floodplain and/or floodway as shown on the final plat



PLOT PLAN & CRITICAL LOT PLAN CHECKLIST

- Show, label, and provide appropriate buffers for streams, wetlands, wet weather conveyances, sinkholes, etc.
- Show that buffers and restricted areas will be marked in the field by a double row of silt fence or other approved measure.
- Design should comply with The City of Lebanon Municipal Code 23-106(3) Green Infrastructure – Runoff Reduction Requirements
- Add a bold note stating “All Stream/Wetland buffers are protected by the City of Lebanon Stormwater Ordinance 24-7058. No disturbances are allowed. This includes any clearing, mowing, or other activities. Stream/Wetland buffers must remain undisturbed in a natural state.”

G. Retaining Walls: **(IF REQUIRED)**

- Label top and bottom elevation of retaining wall elevations at high, low, and transition points
- Top of wall shall be a minimum 3” above ground surface or other safety measure, specify on plans
- Stormwater shall not be designed to flow over retaining wall
- Maximum height of wall shall not exceed 6 ft.; 3 ft. max for walls in front yard
- Wall designs in excess of 4’ in height shall be submitted to Building Inspection for approval. Note retaining walls
- require a separate permit and submittal by a structural professional engineer.
- Retaining walls holding soil back, away from home, shall be placed no closer than twice the wall’s height away
- Provide retaining wall notes:
 - **Walls greater than 30” require pedestrian fall protection. Railing must be anchored into the wall.**
 - **Walls greater than 4’ in height require separate plans to be submitted to the engineering and building inspections departments and must be approved prior to installation.**
 - **Third party inspections and reports are required for all retaining walls. Reports must be submitted prior to issuance of CO. Design engineer must inspect walls and provide written signoff prior to issuance of CO.**
 - **Retaining wall maintenance is the responsibility of the property owner.**

H. Erosion Prevention and Sediment Control: **(IF REQUIRED)**

- Provide and design EPSC according to City of Lebanon general notes for Erosion Control
- Provide appropriate erosion control measures and show their locations
- Tree protection shown for all trees, to remain, within 5’ of disturbed area
- Indicate removal of all specimen trees (24” or larger)
- Provide details for all erosion control, soil stabilization, and tree protection methods utilized
- Provide an area for topsoil storage as well as an area for concrete truck washout

PLOT PLAN & CRITICAL LOT PLAN CHECKLIST

- Provide detail for stormwater swale (18" min bottom width, max 3:1 side slope)
- Provide a level spreader or comparable energy dissipating BMP at swale/ditch outfalls
- Provide permanent method of energy dissipation at downspouts and other high concentration areas.
- Indicate each BMP as 'Permanent' or 'Temporary'
- Include note: "Slopes 3:1 or greater require erosion control matting"

I. Site Specific Additional Requirements: **(ONLY FOR: Critical lots)**

- Is the site critical due to soils or karst features? (Geotech Report and Development Permit are required prior to plan approval).
- Is the site critical due to a stream/wet weather conveyance/wetland, but not in the floodplain? (Development Permit and surveyed certification (Pad Certificate) are required prior to plan approval).
- Is the site critical due to steep slopes or retaining walls? (Development Permit required, and engineering or geotechnical report may be required prior to plan approval).
- Is the site critical due to sewer elevation? (Development Permit is required prior to plan approval).
- Is the site in the floodplain? (Floodplain Development Permit and pad certificate required prior to plan approval).
Note: If floodproofing is proposed instead of grading, no Pad Certificate will be required.
Note: Cut and fill Calculations may be required if grading is proposed in the floodplain.
- **Note:** For crawlspace houses, the ground elevation needs to be at or above the minimum pad elevation when required.
- **Note: Garage elevation must be at or above minimum FFE when required.**
- Engineer's Certificate will be required prior to CO issuance for all critical lots (excluding those critical solely due to sewer).