



PRELIMINARY SITE PLAN CHECKLIST

Site Plan Name	
Site Address	
Owner/Developer	
Submitting Design Professional	
Submittal Date	

*This Checklist is subject to revisions as needed. See website for current version.

Helpful Information Resources: The resources below should be utilized for further clarity.

Zoning Code: <https://www.lebanontn.org/814/Zoning-Ordinance---Title-14-Zoning-Code>

Subdivision Regulations: <https://www.lebanontn.org/217/Subdivision-Regulations>

Engineering Development Service: <http://www.lebanontn.org/557/Engineering-Development-Services>

Stormwater Publications: <http://www.lebanontn.org/251/Storm-Water-Water-Sewer-Inspection>

Submittal Sheets: The table below lists all the sheets that may be required in the submittal.

Fill out the table with the corresponding sheets provided in this submittal.

If a page does not apply to the submittal, show N/A.

This application is incomplete if not signed, sealed, and each page initialed by the design professional

Sheet Name	Provided	Sheet Name	Provided
Cover Sheet	<input type="checkbox"/>	Photometric Plan	<input type="checkbox"/>
Development Plan	<input type="checkbox"/>	Architectural Elevations	<input type="checkbox"/>
Landscaping Plan	<input type="checkbox"/>	Signed and notarized application	<input type="checkbox"/>

ANY REVISIONS/ALTERATIONS MADE TO PLANS MUST BE CLOUDED WHEN RESUBMITTED FOR REVIEW

All new development in the City of Lebanon shall submit and obtain approval of a Preliminary Site Plan from the Planning Commission unless otherwise exempted elsewhere in Title 14 of the City of Lebanon Municipal Code.

The Preliminary Site Plan shall show to the full extent the scope of a development, all site improvements that are intended for the proposed use of the site, and their compliance with zoning and any other applicable regulations.

Approval of a Preliminary Site Plan does not enable the issuance of any permits. A Final Site Plan and Building Plan Review (when required) will need to be submitted for approval prior to any permits being issued.

The checklist of information herein establishes the minimum requirements for a Preliminary Site Plan. Staff reserves the right to request additional information as needed to ensure compliance with all relevant City codes and regulations.

PRELIMINARY SITE PLANS SHALL EXPIRE 3 YEARS FROM THE DAY OF PLANNING COMMISSION APPROVAL IF A FINAL SITE PLAN HAS NOT BEEN SUBMITTED AND OTHERWISE ACTIVE/APPROVED.



PRELIMINARY SITE PLAN CHECKLIST

The following information shall be provided as part of a complete submittal.

		Yes or N/A
A. Signed and notarized site plan application form		
B. Cover Sheet		Yes or N/A
1	Title of Site Plan	
2	Location Map	
3	Date of submittal and revisions	
4	Applicant Contact Information (name, address, phone number & e-mail) <ul style="list-style-type: none"> • Owner/Developer • Design Professionals 	
5	Project Summary Table <ul style="list-style-type: none"> • Site Address • Tax Map, Group & Parcel Number • Zoning of subject property (including overlays and subdistricts) • Setbacks • Proposed land use(s) • Development area (in square feet and acres) • Disturbed area (in square feet and acres) • Roofed area (in square feet) • Number of permitted & proposed residential units (residential/mixed-use only) • Number of required & provided vehicle parking spaces • Number of required & provided bike parking spaces 	
6	Project Summary Table <ul style="list-style-type: none"> • Site Address • Tax Map, Group & Parcel Number • Zoning of subject property (including overlays and subdistricts) • Setbacks • Proposed land use(s) • Development area (in square feet and acres) • Disturbed area (in square feet and acres) • Roofed area (in square feet) • Number of permitted and proposed residential units (residential/mixed-use only) • Number of required and provided vehicle parking spaces • Number of required and provided bike parking spaces 	



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C. Development Plan		Yes or N/A
1	General <ul style="list-style-type: none"> • Graphic scale • North arrow • Design engineer stamp • Building setbacks and build-to lines • Phase lines (multi-phased developments only) • Boundary information • Zoning of adjacent parcels • Owner information of adjacent parcels 	
2	Buildings <ul style="list-style-type: none"> • Building area • Building height (in feet and stories) • Building dimensions 	
3	Connectivity & Access <ul style="list-style-type: none"> • All road names, right-of-way lines, edge of pavement and centerline • Existing and proposed sidewalks and pedestrian paths (dimensioned) • Driveway locations (dimensioned at the property line) • Connections and stubs • Cross-access easements 	
4	Parking & Loading <ul style="list-style-type: none"> • Location of spaces and drive aisles (dimensioned) • ADA Accessible spaces (noted) • Location of loading areas (noted) • Bike parking spaces (noted) 	
5	Mail-kiosk (<i>when providing</i>) <ul style="list-style-type: none"> • Location and parking 	
6	Dumpster Enclosure <ul style="list-style-type: none"> • Location and description of screening 	
7	Site signage (<i>will also require a sign permit application</i>) <ul style="list-style-type: none"> • Type, location, and size 	
8	Drive-thru <ul style="list-style-type: none"> • Location of lanes, windows, ordering/menu boards, and trash receptacles 	
9	Utilities <ul style="list-style-type: none"> • Utility and drainage easements • Existing and proposed utility main and service line locations 	
10	Stormwater <ul style="list-style-type: none"> • Show no-disturbance stream/wetland buffer boundaries as hatched areas. (<i>See Lebanon's Stormwater Ordinance Section 22-204 for additional information.</i>) • Show boundary location of stormwater pond(s). 	
11	Boundaries of 100-year floodplain and the floodway (<i>if applicable</i>)	



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D. Landscaping Plan		Yes or N/A
1	General <ul style="list-style-type: none"> • Graphic scale • North arrow • Design engineer or landscape architect stamp 	
2	Table of required and provided plantings and furnishings (including species)	
3	Location of all required and proposed plantings and furnishings <ul style="list-style-type: none"> • Street trees • Front yard trees • Foundation Plantings • Parking lot screening and trees • Landscape screening • Landscape buffers • Street furnishings 	
4	Utilities <ul style="list-style-type: none"> • Utility and drainage easements • All existing and proposed utilities, including stormwater 	
5	Landscaping clear zones at all intersections	
6	Tree Canopy retention and planting plan (<i>when required</i>)	
7	Usable Open Space planting and programming plan (<i>when required</i>)	
8	Typical planting details	
9	Standard landscaping notes <ul style="list-style-type: none"> • The Owner acknowledges that landscaping in a dedicated easement does not waive or modify the City of Lebanon’s rights as the easement holder. The Owner understands that the City of Lebanon, 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 landscaping in the easements when said damage is due to work within the easement. The Owner may be held responsible for the removal of the landscaping to enable work to be done. The Owner shall be solely responsible for any costs incurred in repairing and/or replacing the required landscaping. • <u>Water Availability</u> All required landscaping shall be provided with a readily available and acceptable water supply. Underground sprinkler systems are encouraged for all required street yard landscaping, parking lot landscaping, landscape buffer yards, and landscape screening. If underground sprinklers are not provided, an outside hose attachment within two hundred (200) feet of all landscaping required by this ordinance shall be required. • <u>Warranty Period</u> During the warranty period, defective materials, equipment, and workmanship shall be repaired, corrected, or replaced without charge or cost to the City. The City may at any time during the warranty period inspect, photograph, or televise such landscaping and shall notify the developer of any necessary repair, correction, or replacement. 	



PRELIMINARY SITE PLAN CHECKLIST

E. Photometric Plan		Yes or N/A
1	General <ul style="list-style-type: none"> • Graphic scale • North arrow • Design engineer stamp 	
2	Location and height of light poles	
3	Foot-candles need to be shown to all property lines (max 0.5 at the property line)	

F. Architectural Elevations		Yes or N/A
1	4-sided elevations of all buildings included in the site plan that clearly show the building materials, windows, doors, attachments, roof forms, façade offsets/projections, and when necessary, color.	
2	Graphic scale	
3	Table of building materials and percentage composing each façade	
4	Table of transparency percentage on each primary façade (windows and doors)	
5	Dimension of building heights	
6	Dimensions of all attachments	
7	Depiction and description of building variations and articulations (when required)	
8	Location map of each building on the site (multiple buildings only)	
9	Note stating all rooftop equipment shall be screen from the public right of way	

Design Professional Certification

By my signature below, I hereby certify under penalty of law that I have reviewed the above checklist and believe that I provided a complete application with all included information required and is ready for city staff review. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred/rejected until the necessary information is provided.

 Signature **and Seal** of Design Professional