

CITY OF LEBANON, TENNESSEE

Planning Commission Submittal Minor Site Plan, Non-Residential Checklist



Title of Project _____

Minor Site Plan Requirements:

A development qualifies for a minor site plan when one of the following criteria is met:

- a. Residential development containing three (3) or four (4) dwelling units.
- b. Any addition to a commercial building that is less than a 25% increase in the area under roof and where the total addition is under 5,000 square feet.
- c. A new drive thru pattern is not proposed.
- d. The Planning Department or Engineering Department may elect to send any minor to Planning Commission.

Provided with Submittal		For Office Use
	Title of Site Plan (Include on each page of submittal)	
	Tax Map, Group and Parcel Number Information for Subject Parcel(s)	
	Location Map - Can be obtained at https://maps.lebanontn.org/rokmaps/	
	Name, Address, Telephone Number and Email of Owner/Developer	
	Name, Address, Telephone Number and Email of Design Firm and Contact Person; if applicable.	
	The actual shape and dimensions of the lot If available, a survey works best.	
	The shape, size and location of all buildings or other structures to erected, altered or moved. Include the dimensions of any building or structure to be erected, altered or moved	
	The shape, size and location of any building or structure. Include the dimensions of any building or structure existing on the lot.	
	Show the minimum building setback lines (Front, Side, and Rear) from each property line. Available in the City of Lebanon's Zoning Ordinance	
	Internal parking, traffic flow and property access. Additional parking spaces may need to be added based on building additions. Show how traffic circulates on the site. Show entrance and exit drives for the site.	
	Method and location of Stormwater runoff control.	
	Location and Dimensions of Existing and Proposed Utilities (including service line and public mains)	
	Such other information concerning the lot or adjoining lots as may be essential for the determining whether the provisions of the Zoning Ordinance are being observed.	

This application shall be accompanied by maps, drawings, or other supportive information necessary to explain the request. The applicant or a representative shall be present at the Preliminary Planning Commission and Planning Commission meetings. The Planning Commission reviews the request and approves, approves with conditions, defers, or denies the Site Plan.

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