



# SITE PLAN PROCESS

commercial  
industrial  
multi-family  
townhome



**Electronic Plan Review Submittal**

[www.lebanon.geocivix.com/secure](http://www.lebanon.geocivix.com/secure)



**Development Fee Calculator**

<http://www.lebanontn.org/734/Development-Fee-Calculator>

## PRE-APPLICATION MEETING

Pre-application meetings are not required but encouraged for all projects so applicants can introduce their project to City Staff and get questions answered about their site and the approval process. *Meetings typically are available Thursday mornings 9-Noon.*

A site plan is required prior to obtaining a permit for the addition of a greater than two residential units, any non-residential structures, for the addition of parking lots and other non-residential site improvements on lots of record. A site plan may be required under other circumstances.

### 1 PRELIMINARY SITE PLAN

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. The preliminary site plan consists primarily of a planning level review to establish vested rights for a development but does not enable any permits to be issued until a final site plan is approved.

### 2 FINAL SITE PLAN

The Final Site Plan shall show in full detail the scope of development or phase of a development, all site improvements that are intended for the proposed use of the site that is to be permitted as a result of the approval of the plan and their compliance with all applicable regulations. The final site plan is a full detailed review of a development prior to seeking permits.

#### MAJOR

A major final site plan is required for any residential development with 5 units or greater on a lot, all non-residential development adding roofed area, all development within a SP or PUD district (unless otherwise exempted).

A Preliminary Site Plan shall be approved by Planning Commission before submitting a Final Site Plan (except for site plans in the South Hartmann Overlay or opting to use the Infill Overlay.)

#### MINOR

A minor site plan is required for any residential development with 3-4 units on a lot, all non-residential development not needing a major site plan (unless otherwise exempted).

#### MASS GRADING

A mass grading plan may be approved during the Final Site Plan approval process as a phase of a development with an already approved Preliminary Site Plan.

### 3 NEXT STEPS

Single-family, two-family, and townhome units will require plot plan approval before a building permit can be issued. Multi-family and non-residential will require building plan review to be approved before a building permit can be issued. All development will require a final inspection from Building Inspections, Planning, Engineering, and Utilities departments before a Certificate of Occupancy can be issued.