

**APPLICATION PROCEDURES
FOR
THE CONCEPT PLAN
[FOR PROPERTY SUBDIVISION]**

I. PURPOSE

The purpose of the concept plan is to provide for a review of the significant physical features of a property proposed for subdivision so that an early general agreement on the comprehensive development of the entire property, particularly transportation and open space networks and their connections with adjoining properties and the immediate area, can be secured and the final design can take into consideration and capitalize on those features identified.

II APPLICATION AND APPROVAL PROCESS

The concept plan application must be submitted at least thirty one (31) days prior to the planning commission meeting at which it is to be considered. The subdivider must submit four (4) full-sized copies and one 8 ½ x 11 inch reduced copy of the concept plan. The plan should be prepared by a professional team that includes a Tennessee licensed engineer, a Tennessee registered land surveyor, a Tennessee licensed landscape architect, and/or a physical planner with a comparable background and experience. At a minimum, the plan shall require the seal of at least one (1) of the above listed professionals.

The filing of the concept plan with the staff shall not constitute “submission” of the concept plan for consideration by the planning commission. When the planning commission itself determines that it has sufficient information upon which to base its decision with respect to a particular matter, the matter will at that time be deemed “submitted” to the planning commission.

This summary and outline presented here is intended as a general guide and does not represent an inclusive set of details or requirements. Applicants should review detailed requirements as set forth in the Farragut Subdivision Regulations.

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CONCEPT
PLAN

The FMPC meets the 3rd Thursday of each month at 7:00 pm. Applicants must submit complete application packet on or before the Monday, 31 days prior to the meeting.

Complete teal application/pay fee/submit 4 complete sets of plans (24" x 36") and one reduced copy (8 1/2" x 11") to Town Hall

Staff reviews concept plan and meets with applicant the Tuesday two weeks after plan submitted

Applicant incorporates changes discussed at the staff/applicant meeting and submits (4) sets of revised plans the following Monday at 9:00a.m

FMPC reviews concept plan at the following meeting if all requirements/changes have been completed

Approximately 35 day process

**APPLICATION FOR CONSIDERATION OF SUBDIVISION
CONCEPT PLAN
TOWN OF FARRAGUT, TENNESSEE**

FOR OFFICE USE ONLY Fee Paid: _____
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APPLICANT NAME: _____
Address: _____ City/State/Zip: _____
Phone Number: _____ Fax Number: _____
E-Mail _____

PROPOSED NAME OF SUBDIVISION: _____
-
Lot(s)/Parcel(s) No.: _____ Tax Map No. _____
Number Of Acres: _____ Number Of Lots: _____

ALL OWNERS OF PROPERTY INVOLVED MUST SIGN OR NAMES MUST BE LISTED

<u>NAME</u>	<u>ADDRESS</u> (Street/City/Zip)	<u>PROPERTY OWNED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF PROFESSIONAL PREPARER: _____
Address: _____ City/State/Zip: _____
Phone Number: _____ Fax Number: _____

NAME OF PROFESSIONAL PREPARER: _____
Address: _____ City/State/Zip: _____
Phone Number: _____ Fax Number: _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE AND I AM THE APPLICANT OR THE LEGAL REPRESENTATIVE OF ALL OWNERS AND DEVELOPERS INVOLVED IN THIS REQUEST.

NAME (SIGNATURE) _____
DATE

Town of Farragut Checklist For Applicants Concept Plan

Project: _____

	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
1. Submit four (4) complete sets of 24" x 36" plats and one (1) 8 ½" x 11" reduced copy			
2. A title block which specifically indicates that this plan contains "conceptual information" which is "not intended for construction purposes"			
3. An address and a tax map and parcel reference associated with the property			
4. The acreage of the property			
5. The name, address and telephone number of the owner(s) of record and developer(s). Where a subdivision involves multiple parcels, the owner(s) of record for each parcel shall be indicated			
6. The name, address, and telephone number of all professionals involved and, at a minimum, the professional seal of the principal individual responsible for preparing the plan.			
7. Preparation and revision dates, approximate north point, location map, verbal and graphic scales, and legend			
8. A boundary survey, including existing Rights-of-ways and easements			
9. The location of existing improvements			
10. The present zoning classification on the land to be subdivided and on the			

adjoining land			
	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
11. The location and an identification of all significant physical features of the property, such as wetlands, floodplains, springs, streams, intermittent streams, steep slopes, unstable soils, sink holes, natural drainage ways, and historic, archeological, or cultural sites			
12. The general location and approximate square footage and acreage of all tree covered areas			
13. The approximate density, predominant species, general distribution of predominant species, and predominant level of maturity of trees within all tree covered areas (young stands, intermediate stands, mature stands)			
14. Mean sea level contours based on readily available information - vertical intervals of not more than two feet			
15. The proposed location and approximate grade of streets, sidewalks, and walking and bike paths and how these will connect internally and to adjacent properties			
16. Show existing streets, sidewalks, bike paths, etc. that abut or stub into the property			
17. The distance from the proposed subdivision entrance to existing access points on the same street and which are located within the immediate vicinity of the proposed subdivision entrance			
18. The location of existing utilities and an indication of those utilities which are readily available and are			

expected to serve the site			
	Applicant Yes-No-NA	Town Staff Verification	Town Staff Comments
19. The location and an identification of any areas to be designated as open space. Show existing open spaces which abut the property			
20. The proposed lot lines			
21. A preliminary engineering certification verifying that the conceptual layout can be designed to comply with the town's applicable ordinances			
22. Reference any protective covenants governing all aquatic buffers			
23. Show and label the extent of any aquatic buffer [required adjacent to all streams (perennial and intermittent), wetlands, and springs]			
24. If an aquatic buffer, add the following note: "There shall be no clearing, grading, construction, or disturbance of soil and/or native vegetation within the aquatic buffer except as permitted by the Town of Farragut"			

Additional comments: _____

Reviewed by: _____ Date: _____

