



CHECKLIST FOR
SITE PLAN APPLICATION

This checklist is utilized for the review and approval of proposed site improvements as part of the building process. **A site plan must be submitted for approval before a land disturbance permit and/or building permit can be issued.** Site plans for property zoned UB-2, B-1, O-2, D-1, & MH-1 are reviewed by the Oak Ridge Municipal Planning Commission. Site plans for property within all other zoning districts are reviewed by City staff.

Digital PDF drawings are required for review and should be uploaded, along with this checklist, during the online application submittal in [CityView Portal](#) on the City's website, www.oakridgetn.gov.

For guidance with site plan preparation, please refer to the [Oak Ridge Zoning Ordinance](#), including but not limited to Article XI, Off Street Parking and Loading Requirements; Article XIII, Landscaping and Design Standards; and Article XVI, Administration and Enforcement. Additional requirements pertaining to site plans can be found in the [Stormwater Management Ordinance](#), in Title 14 of the Municipal Code.

NOTE: If plans do not include all of the applicable items listed on this checklist, the applicant may be notified to complete the submittal before plans are distributed for review. Revisions and other supporting documents, as needed, should be uploaded in your CityView Portal account under My Permits, or submitted directly to the Community Development Department.

Registrant's signed and dated professional seal shall be affixed on all appropriate sheets for each area of competency for all new construction in strict accordance with the Laws and Rules issued by the applicable State Board of Licensure unless otherwise approved by the City. Properly authenticated electronic signatures are acceptable.

For questions concerning site plan review, contact the Community Development Department at (865) 425-3532 or commdev@oakridgetn.gov.

Project Name: _____

Address: _____

Parcel Identification Number: _____ Zoning Classification: _____

General Description of Project: _____

If submitting electronically through CityView Portal, the following Owner and Agent fields may be left blank.

Property Owner: _____

Owner Mailing Address: _____

Owner Email: _____ Property Owner Phone: _____

Name of Agent / Engineer / Surveyor: _____

Mailing Address: _____

Applicant Email: _____ Applicant Phone: _____

Project Name: _____

Are any variances or alternatives to the requirements of the Zoning Ordinance being requested?

For variances from the Landscaping and Design Standards, refer to Section 13.03, Alternative Procedures. For other variance requests, refer to the procedures in Sections 16.12(b) and 16.10(c).

_____ **YES (Attach or upload a letter detailing each, and its justification)**

_____ **NO**

Application Fees:

Notification will be provided when fees are payable on CityView Portal.

_____ **\$200 New & Over 2 Acres**

_____ **\$50 Change of Use & Over 2 Acres**

_____ **\$100 New & 2 Acres or Less**

_____ **\$25 Change of Use & 2 Acres or Less**

Address for mail delivery:

City of Oak Ridge Community Development
200 S. Tulane Avenue
PO Box 1
Oak Ridge, TN 37831

The following signatures do not need to be provided on this form if the application is submitted electronically through CityView Portal.

I hereby certify this submission is complete and ready for city staff review.

I authorize _____ to serve as my authorized agent.
(If applicable)

Signature of Owner: _____ DATE: _____

Printed Name: _____

Signature of Agent: _____ DATE: _____

Printed Name: _____

PLANNING DIVISION

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Scale: 1"=20' for small lots/parcels; 1"=50' for large sites		
2. Cover Sheet to include the following: a. Name, address, and telephone number of engineer; b. Date of preparation and date(s) of revision; c. Location map; and d. Property address		
<i>Site Layout Plan should include the items listed in # 3-16</i>		
3. True north and Oak Ridge grid north arrows		
4. Zoning of subject and adjacent property		
5. Number of acres in parcel		
6. Legend		
7. Location/width all existing or proposed easements & utilities		
8. Setbacks: Front Side Rear Required: _____ _____ _____ Shown: _____ _____ _____		
9. Statement describing the existing and intended use of the lot and all structures proposed, including the number of dwelling units per individual building.		
10. The shape and dimensions of all existing or proposed buildings, structures, or additions. Include the maximum building height and the floor to lot area ratio.		
11. Show any Floodway and Floodway Fringe boundaries. Boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures. If outside a floodway, include a note stating such and referencing the FIRM panel number.		
12. Show location and orientation of signs proposed to be erected, including business or identification signs and traffic signs within site. A separate sign permit is required for all temporary and permanent signs (See Article XIV).		
13. Pedestrian Circulation: Indicate location of sidewalks along street and pedestrian connections to sidewalks, including pedestrian features of safety. Locate pedestrian areas on adjacent sites and indicate connections to them (See Section 13.02(e)).		
14. All sites must provide for efficient safe entry, loading & unloading, and off-street parking. Show parking lot aisle widths and directions of movement. Note distances between curb cuts and their width. (See Article XI and Section 13.02 (a) & (e)).		
15. Show the required and proposed number of parking and disabled driver spaces, including dimensions and ramp details. Note: ramps in ROW must meet TDOT standards for truncated ramps. Note: 1 van accessible space is required when less than 4 disabled driver spaces are provided (See Section 13.02 (f) & (g) and 13.03(f)).		
16. Show location and design standards of proposed lighting. Indicate any special provisions to shield light from adjacent properties. Provide a note on the site plan stating all lighting is required to be Dark Sky Certified and shall comply with the International Dark Sky Association (IDA) standards to prevent light pollution (See Section 13.02(h)).		

REQUIREMENTS	Y / N N/A	PROJECT NOTES
<i>Landscaping Plan should include items listed in # 17-23</i>		
17. Provide a note stating the percentage of the site devoted to open space (See Section 13.02(a)).		
18. Note existing trees, vegetated areas and special site features with a plan for their protection. Show how important views to natural features or landmarks are preserved across the site (See Section 13.02(c)).		
19. A minimum of 10% of the paved area within a site is to be landscaped within and immediately adjacent to the paved parking area, which is the Required Landscaped Area (RLA). For every 200 square feet of RLA, one (1) tree shall be planted. Provide a note on the landscape plan stating the square footage of paved area, the calculated 10% RLA, the required and the proposed number of trees (See Section 13.02 (e)).		
20. Show proposed location of all landscape plantings; location and dimensions of planting areas and islands; legend with the number, type and sizes of plants; and dimensions of buffers where required. (See Article XIII for all landscaping requirements).		
21. Show the location of all existing and proposed easements for electric, water, storm drainage and sanitary sewer on the landscaping plan. NOTE: the applicant shall obtain prior written approval by the City if landscaping is located within any of the easements.		
22. Show location of all screening on plans, along with designs for screening and materials. Show location of building service areas/mechanical equipment, with screening provided. Show location of exterior mechanical equipment and dumpster, with plans for screening. Note: transitional screening and/or buffers may be required (See Section 13.02(g)).		
23. Provide a note on the landscape plan stating as follows: “The landscape plan submitted is the approved landscape plan. Any changes have to be submitted in writing to the City of Oak Ridge for approval.		
<i>Miscellaneous Design Standards</i>		
24. Architectural Character: Show building elevation with materials noted and colors referenced. Note: vinyl siding (<40 mil), metal siding, and standard concrete block are prohibited. Acceptable materials & colors of the street face shall continue on sides & rear of structure when visible from a street. (See Section 13.02(d)).		
<i>Additional Requirements for the D-1 Downtown District (Section 7.06)</i>		
25. a. Description of all uses of the property. b. Parking analysis and plan, including parking agreement(s). c. Vehicular access and service areas, specifically in coordination with surrounding properties within the district. d. Streetscape Plan (see Section 7.06(f)(3)). e. Landscape Plan, including urban open space areas. f. Details for site specific lighting, furniture, or other site features that visibly contribute to the overall character of the district. g. Schematic drawings of building elevations. h. Other specific information that may be necessary to adequately describe the development proposal.		

PUBLIC WORKS

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Unless otherwise approved by the City Engineer prior to site plan submission, the design of streets, storm drainage systems & grading plans shall be signed, dated & sealed by a qualified Engineer, Architect, or Landscape Architect licensed in the State of Tennessee. The design of public water systems, sanitary sewer systems and flood control projects shall be signed by a qualified Engineer licensed in the State of Tennessee. If a waiver is granted, the applicant must obtain a written statement from the City Engineer (865-425-1816) and the statement must accompany the site plan at the time of submission to the City.		
2. Provide efficient safe access to public streets with details, dimensions and standard drawings of accesses, curb/curb & gutter & sidewalks located on the right-of-way. Provide details of any utility adjustments.		
3. Submit detailed drawings of off-site street improvements. A traffic impact study may be required per Zoning Ordinance .		
4. Show location and size of existing & proposed sanitary & storm sewers, water mains including meter locations, and other utility structures in or adjacent to the project. Provide details, calculations and standard drawings of all proposed utilities.		
5. Provide drainage system design compliant with the Stormwater Management Ordinance , found in Title 14 Chapter 5 of the Oak Ridge Municipal Code on the City’s website. Please eliminate or minimize drainage runoff into the street. Provide details, calculations, layout, and grading plans of detention basins when applicable.		
6. Provide bearing and distance of all property lines, encumbrances on property and existing and proposed easements for utilities, accesses, etc. Locate adjacent streets and physical features. As built utility drawings and a plat/easement document is required for utilities proposed for City acceptance.		
7. Provide erosion control and storm water management plan with details, calculations and standard drawings. Locate natural waterways, wetlands, sinkholes/land depressions and sinkhole remediation, etc. Submit a land disturbance permit application. Indicate the number of acres of land disturbance. The required fee must be paid on the date of issuance of the land disturbance permit. Site plan approval is required prior to issuance of a land disturbance permit.		
8. Provide existing and proposed topography of the project area with appropriate contours to define grading and stormwater runoff.		
9. Show the location of all existing and proposed easements for electric, water, storm drainage and sanitary sewer on the landscaping plan. NOTE: Applicant shall obtain prior written approval by the City if landscaping is located within any of the easements.		
10. Show location and detail of double detector check valves on sprinkler system if applicable (above ground if located outside)		
11. Developer/contractor must contact City Environmental Compliance Officer at 425-1610 to determine the type of backflow prevention device required on the domestic water line and the requirements for a Wastewater Discharge Permit.		
12. Developer/contractor is advised to contact the City Public Works Dept at 425-1814 pertaining to scheduling water taps & meter installation.		

Questions regarding Public Works items can be directed to Engineering at (865) 425-1807

ELECTRIC DEPARTMENT

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Service desired: No change to existing service _____ or Service upgrade/ new service needed: Overhead _____ or Underground _____ Transformer located _____ Desired route indicated _____ (required for approval)		
2. Existing and proposed electric utility easements have been shown. (required for approval)		
3. Existing electrical plant facilities, i.e. poles, anchors, pad mount transformers, street lights, etc. have been shown. (required for approval)		
4. Have you provided a drawing in the package that indicates all utilities and easements? (failure to do so could result in clearance conflicts and delays in the plat approval process)		
5. Will construction necessitate relocation and/or removal of existing electrical utility facilities? If yes, provide explanation here. (failure to identify relocation of infrastructure could cause delays in construction)		
6. a) The site plan submitted _____ does, _____ does not indicate improvements, retaining walls, decorative walls, buildings, signs, or landscaping located within R.O.W., utility easements, or setbacks. If you checked (DOES) above, then answer b-d below: b) If the site plan does indicate activity within R.O.W. utility easements or setbacks, have you filled out the appropriate documents for approval by both public works and the electric department? Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City. _____ Yes _____ No c) Is the owner aware that landscaping, improvements, and construction within R.O.W., setbacks, and utility easements are performed at the risk of the owner? _____ Yes _____ No d) Is the owner aware that reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements, R.O.W., or setbacks; however, the City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements, R.O.W., or setbacks that may be damaged while performing utility work? _____ Yes _____ No (required for approval)		
7. Have you received a customer handbook outlining construction requirements? _____ Yes _____ No Have you completed a 9-0-1 Form? _____ Yes _____ No Please note that while your site plan will be approved without a 9-0-1 form, we will be unable to design, order materials, or construct your service extension until we receive a completed form. The 9-0-1 form and all customer handbooks are available for downloading at www.cored.org . (information only)		

Questions regarding Electric Department items can be directed to CORED at (865) 425-1842

Project Name: _____

Site Plan
Rev. 1/05/22

**CITY OF OAK RIDGE ELECTRIC DEPARTMENT
REQUEST FOR EXTENSION OF ELECTRIC FACILITIES
(9-0-1 Form)**

Project Name (& phase if applicable): _____

Request is for: → Information Only Electric Service Extension

Project Address: _____

** Re: Utility Account Number: _____
Lot #: _____ Block #: _____ Parcel #: _____

Type of Service:

- Commercial Building
- Industrial Park or Facility
- Retail Center or Building
- Residential Subdivision
- One Unit Residential
- Multi Unit Residential
- Other: _

Project Engineer or Architect: _____
 Engineering/Architectural Firm: _____
 Telephone: (_____) - _____
 Customer Name: _____
 Customer Telephone: (_____) - _____
 Number of Meter Bases: _____

Service Data:

Main Breaker Size: _____ Amps Service Voltage: _____ Volts
 Number of Phases (1 or 3): _____
 Phase Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)
 Neutral Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)
 Secondary Service Distance (from meter to transformer): _____ Feet
 Underground Requested Overhead Requested
 Number of Conduits: _____ Total Type of Mechanical Attachment to
 Conduit Size: _____ the Building or Structure:
 Number of Conductors per Insulated House Knob
 Conduit: _____ Eye Bolt
 Other: _

Electric Load Data:

_____ KW, Expected Peak Demand (A) (used for contract demand and transformer size)
 _____ KW, Total Connected Load (sum of power used, calculated from list below)(B)
 _____ Diversity Factor Expected (example 70%)(A/B)

_____ Amp Heat Pump – Compressor	_____ Hp Manufacturing Load
_____ KW Heat Pump - Strip Heat	_____ Hp Largest motor, _____ Phase
_____ Ton Air Conditioning (not Heat Pump)	_____ Amp Welders (Max), _____ Phase
_____ KW Resistance Heat (not Heat Pump)	_____ KW Refrigeration Load
_____ KW Air Handling (not Heat Pump)	_____ KW Water Heating Load
_____ KW Lighting Load	_____ KW Cooking Load
_____ KW Receptacles	_____ KW Future Load
_____ KW Miscellaneous	

Additional Comments or Equipment requiring Special Attention: _____

Permanent Service Date: _____ Temporary Service Date: _____

Note: Please contact Community Development for Site Plan/Drawing submittals.

Return Completed Document to:

City of Oak Ridge Electric Department
P.O. Box 1
Oak Ridge, TN 37831-0001

Submitted By:

Name: _____ Title: _____
Signature: _____ Date: _____

----- DO NOT WRITE BELOW THIS LINE -----

Contract Required: YES NO Contract Demand: _____ kW Up Front Cost: \$ _____
Staff Comments: _____

Copy to UBO **-For office use only, customer does not fill out.
CORED Form 9-0-1, Revision 3, 3/6/2001

*The following is a guide for use during site review.
This list is not exhaustive and other requirements not listed below may be necessary.*

FIRE DEPARTMENT

REQUIREMENTS	Y / N N/A	PROJECT NOTES
Fire Hydrants		
1. An <i>approved</i> water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. [IFC 507.1] a. <i>Residential</i> : The maximum distance between fire hydrants, measured along street centerlines, shall be 450 ft. [7-104.3 (a)] b. <i>Non- Residential</i> : On roadways, the maximum distance between fire hydrants, measured along street centerlines, shall be 1000 ft. [7-104.3 (b)]		
2. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 ft. (122 m) from a hydrant on a fire apparatus access road, as measured by an <i>approved</i> route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the <i>fire code official</i> . [IFC 507.5.1] Exceptions: 1. For Group R-3 and Group U Occupancies, the distance requirement shall be 600 feet. 2. For building equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet.		
3. The hydrant(s) will be situated not less than two ft. and not more than 10 ft. from the curb of an access road, parking area, or public road. [7-104.3 (e)]		
4. If situated in a parking area, there will be an area of NO PARKING marked around the hydrant for an area of 15 ft. on all sides. [7-104.3 (e)]		
5. A 5-foot (914 mm) clear space shall be maintained around the circumference of fire hydrants per City of Oak Ridge Construction Standards 6.02(A)(3).		
6. Buildings required to have a sprinkler system must have one hydrant not more than 100 ft. from the fire department connection. Buildings over 10,000 ft ² with a sprinkler system shall have an additional accessible hydrant provided on each of two opposing sides of the building. (Please note additional hydrants maybe needed in order to meet the minimum distance requirement from a hydrant to any part of the building) [7-104.3 (d)]		
Fire Department Access		
7. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 ft. of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an <i>approved</i> route around the exterior of the building or facility (See exceptions) [IFC 503.1.1]		

REQUIREMENTS	Y / N N/A	PROJECT NOTES
8. Paved access roads shall be required to be within ten feet of each required fire hydrant. [7-104.3 (f)]		
9. Access roads shall have an unobstructed vertical clearance of not less than 13 ft. 6 in. [IFC 503.2.1]		
10. Dead-end fire apparatus access roads in excess of 150 ft. (45720 mm) in length shall be provided with an <i>approved</i> area for turning around fire apparatus. [IFC 503.2.5]		
11. Security gates or barriers serving gated facility or community must provide an approved means for emergency access [TCA 13-8-105 and IFC 503.6]		
<i>Fire Protection Requirements</i>		
<p>12. Automatic Fire Sprinkler System must be provided for buildings greater than 7,500 ft² except as modified for additions per Municipal Code and more stringent requirements in International Building/Fire Code. (12-202.12 (b) & 7-105)</p> <p>Automatic Fire Sprinkler System must be provided in Group A-2 occupancies where one of the following exists:</p> <ol style="list-style-type: none"> 1. The fire area exceeds 5,000ft². 2. The fire area has an occupant load of 100 or more. 3. The fire area is located on a floor other than a level of exit discharge serving such occupancies. [IFC 903.2.1.2] <p>Automatic Fire Sprinkler System must be provided in the following:</p> <p>Group R (IFC 903.2.8)</p> <p>Group M where the display and sale of upholstered furniture or mattresses exceeds 5,000 ft². (IFC 903.2.7) Group S-1 occupancy used for the storage of upholstered furniture or mattresses exceeds 2,500 ft². (IFC 903.2.9)</p> <p>Repair garages serving vehicles parked in basements or Group S-1 fire area used for the repair of commercial trucks or buses where the fire area exceeds 5,000 ft². (IFC 903.2.9.1)</p>		
13. All buildings 5,000 ft ² hereafter constructed shall be equipped with an automatic fire detection system, except where more stringent requirements are stipulated in the building/fire code. (12-12(vi))		

Questions regarding Fire Department items can be directed to (865) 425-3524

NOTE:

- **If any changes are made to the submitted plans concerning the location, type or route of underground water lines serving hydrants or fire protection system, new plans must be submitted to ORFD at least two (2) weeks prior to work beginning for review and approval.**
- **Point of service for underground work serving a fire sprinkler system must be done by a TN licensed fire sprinkler contractor. Underground shop drawings for fire sprinkler system must be reviewed and approved prior to installation.**
- **The hydrant brands accepted by the City of Oak Ridge are Mueller and M & H with a minimum barrel size of six (6) inches.**
- **Underground piping must be either C151 ductile iron or C900 PVC.**

Project Name: _____



OAK RIDGE UTILITY DISTRICT – NATURAL GAS INFORMATION

Project Name (& phase if applicable): _____

Request is for: → New Service Line (Please detail proposed gas lines and meters, and provide indoor piping plans)
 Existing Service Line

Project Address: _____

** Re: ORUD Account Number: _____

Type of Service: Commercial Building Industrial Park or Facility Retail Center or Building Residential Subdivision One Unit Residential Multi Unit Residential Other: _____
Project Engineer or Architect: _____
Engineering/Architectural Firm: _____
Telephone: (_____) - _____
Customer Name: _____
Customer Telephone: (_____) - _____
Contractor Name and Telephone: _____
Alternate Contact Name and Telephone: _____

Service Requested (circle one): FIRM INTERRUPTIBLE
_____ BTU Main Heat Source _____ BTU Fireplace/Logs
_____ BTU Tanked Water Heater _____ BTU Commercial Kitchen Equipment
_____ BTU Tank Less Water Heater _____ BTU Other _____
_____ BTU Range/Cook Top
_____ BTU Dryer
_____ BTU Grill
_____ BTU Pool Heater
_____ BTU Lamp

BTU Totals _____

Service Data:
_____ Number of Meters Requested
_____ Pressure Desired, in inches of w.c. or PSIG
_____ Minimum Pressure Required, in inches of w.c. or PSIG
_____ Maximum Allowable Operating Pressure (MAOP) to equipment or regulator, in inches of w.c. or PSIG

Additional Comments or Equipment Requiring Special Attention: _____

Permanent Billing Address: _____

Temporary Billing Address: _____

Return Completed Document to:
ORUD
120 S. Jefferson Circle
Attn: Jeff Patterson
Oak Ridge, TN 37830
865-483-1377

Submitted By:
Name: _____ Title: _____
Signature: _____ Date: _____