

**SITE PLAN
APPROVAL PROCESS
FOR THE
CITY OF MARYVILLE**



**COMMERCIAL
BUSINESS
INDUSTRIAL**

Welcome to the City of Maryville, a progressive city located in the foothills of the Great Smoky Mountains. Maryville strives to be the best location for your business interest by placing the right amount of emphasis on development requirements which set high standards to ensure quality development and planning growth. Careful attention is given to construction and site plans which result in a distinctively pleasing community to live, work, and play.

This brochure is designed to give developers, architects, engineers, and contractors a general introduction to the development process. The following are descriptions of the responsibilities of various City divisions and departments involved in the development process. Contacting these divisions/departments prior to preparing plans can help you expedite the process.

NOTICE

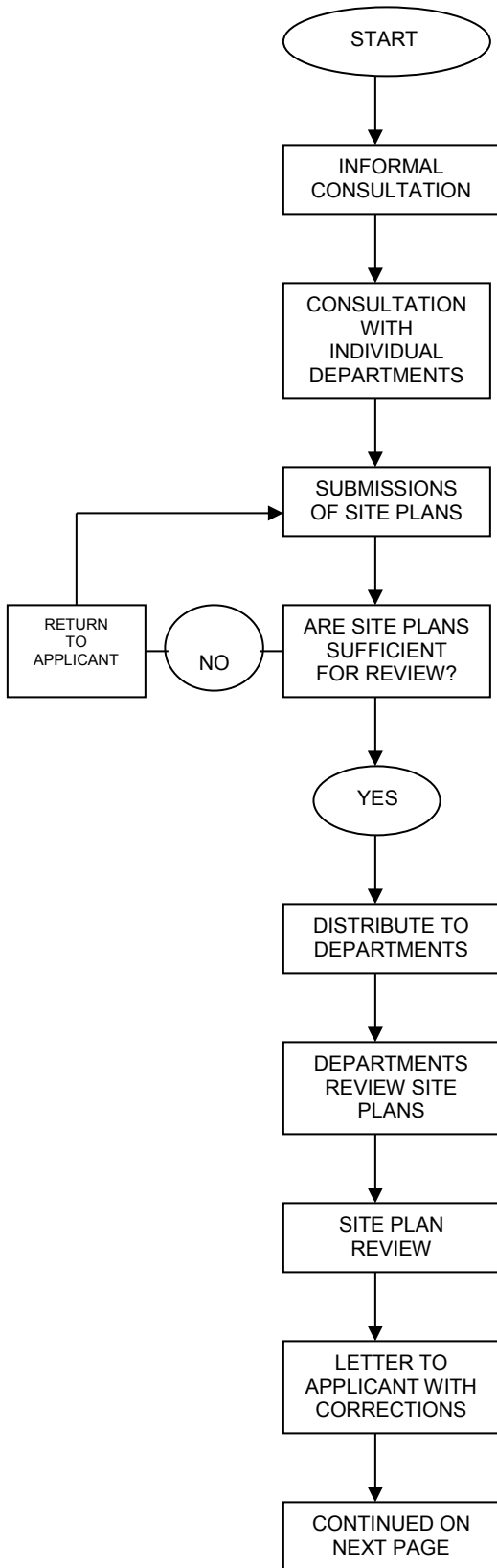
TO: Engineers
Architects
Developers
Owners
Contractors

Grading, foundation, building and electrical permits will **NOT** be issued for projects requiring a site plan until such plan has been **COMPLETELY** approved.

Grading permits will **NOT** be issued for new residential subdivisions until both a preliminary plat, and site plan have been approved, along with all required TDEC permits.

All erosion control measures shown on the plans must be in place before a grading permit will be issued. The construction inspector must be notified prior to placement of erosion control measures so that an inspection of these measures can be scheduled. Once the measures have been approved by the inspector, a grading permit can be obtained.

SITE PLAN APPROVAL PROCESS



The following is a description of the minimum steps necessary to process a site plan with the City of Maryville as required by the Maryville Zoning Ordinance.

Informal Consultation - Early in the development planning process, the developer should contact the City Planning Department to determine if a site plan is required before a building permit can be issued for the project. If a site plan is required, the developer may request an informal site inspection and/or a preliminary review of the plans.

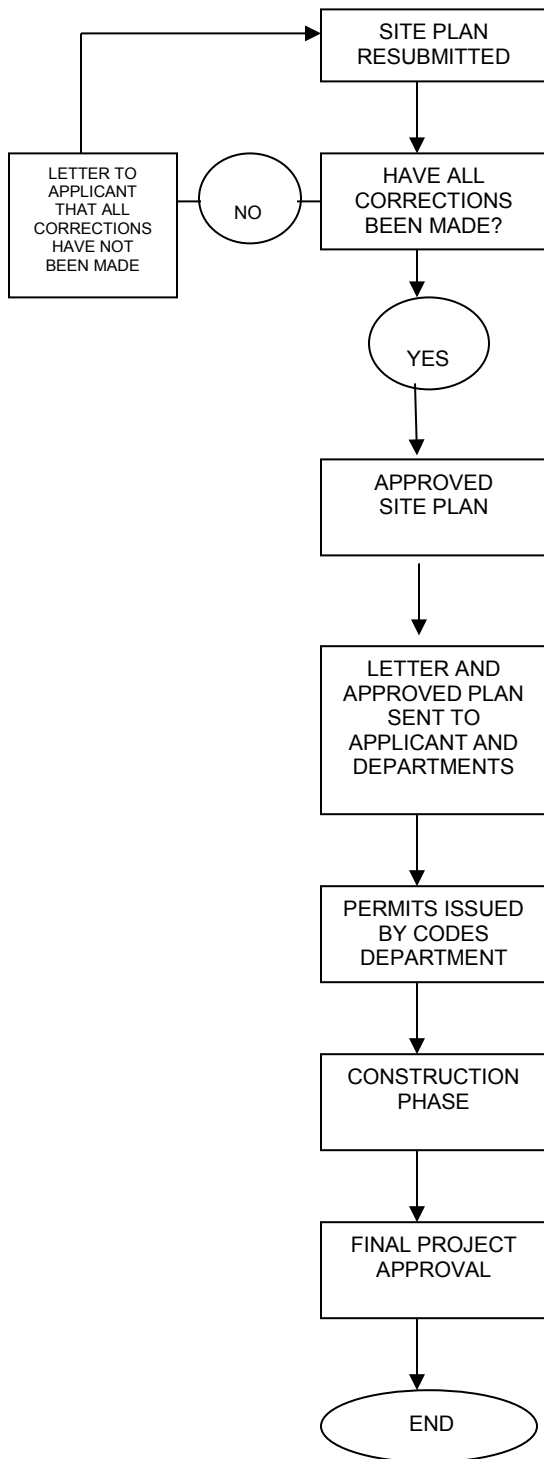
Consultation with Individual Departments - If the City planning staff determines that a site plan is required for the development, the developer should contact each of the individual City departments to discuss the project and City requirements. A list of the contact people with the various City departments is at the end of this document.

Submission of Site Plan - When site plan is completed, the developer, owner or their duly authorized agent shall submit a **Site Plan Review Application Form & Checklists**, along with the following:

- A) Three (3) printed copies of the site plan on 24"x36" paper and
- B) One (1) electronic (PDF) set of the site plan via email, shared link download, or USB drive.
- C) A check for the appropriate fee as shown on the application form.
- D) Drainage Calculations, or a summary analysis letter (may be included with PDF plans)

Site plans shall be turned in to the Engineering Administrative Assistant before 5:00 p.m. Monday for the following Friday morning site review meeting to be held at 8:30 a.m. Site plans and drainage calculations must be stamped by the appropriate design professional.

Site Plan Review - All site plans will be reviewed on Tuesday morning for minimum requirements. If the plan meets the minimum requirements, it will be reviewed on Friday. If the plan does not meet the minimum requirements, it will be returned to the applicant listing the deficiencies. All returned plans will have to be resubmitted by the process outlined under "Submission of Site



Plan”. The responsible design professional is required to attend the site review meeting to answer or ask questions pertinent to the project. For small cell site plans (5G/wireless), the designer may elect to attend the site review meeting via conference call.

Site Plan Resubmittal - At the site plan review meeting, the project engineer/architect will be given a copy of each department’s comments and corrections. The engineer/architect will make the necessary changes to the plans and resubmit five (5) printed copies and one PDF to the City’s Engineering Administrative Assistant. Staff will review the plans for completeness and obtain signatures from the various departments. A letter of approval and two (2) copies of the approved site plan will be mailed to the engineer/architect. The contractor can then use one (1) copy to apply for the necessary building permits. Site plan approval expires one year from the final approval date.

Construction Phase - During the construction of the project, a copy of the approved site plan shall be kept on site when work is underway. The project will be inspected at various times by City inspectors. If situations develop during construction that necessitate a change in the approved plan, it is the responsibility of the developer to have the design professional of record revise the plan and resubmit it to the City Engineer for review.

Final Project Approval - When the contractor obtains the necessary permits, he will be given a final inspections sign-off card. It will be the responsibility of the contractor (or owner/developer) to call for a final inspection and secure signatures from each department listed on the card. The Building Official will authorize the issuance of a Certificate of Occupancy only after the sign-off card is completed.

MINIMUM SITE PLAN REQUIREMENTS

The site plan shall show the following information in a title block:

- Location or vicinity map
- Name and address of development
- Name, address and contact phone number for the owner of record and applicant
- Present zoning and any revisions
- Name, address and contact phone number of the engineer and/or architect
- For multiple buildings, provide individual building addresses

The site plan shall show the following existing information:

- Property lines and street R.O.W. with necessary dimensions bearing and distance
- Streets, alleys, sidewalks, curbs, and easements
Buildings, structures, retaining walls and signs
- Existing land use of abutting parcels
- Sanitary sewer systems, water mains, and service lines, fire hydrants
- Overhead and underground electric lines
- Natural gas mains and service lines
- Driveways, entrances, exits and parking areas
- Trees, shrubs, and other landscape features
- Natural and artificial water courses
- Storm drainage systems
- Limits of flood plains and floodways
- Existing contours at two (2) foot intervals with reference datum mean sea level
- Benchmark located and marked in the field where it can remain during construction
- Show at all turning paths that public streets or private streets comply with AASHTO 40' "Bus Design" turning radius for any development that will be serviced by a residential or commercial garbage truck
- Any other item needed to show the conditions of the site

MINIMUM SITE PLAN REQUIREMENTS CONTINUED...

The site plan shall show the location, dimensions, size and/or height of the following when proposed:

- Street, alleys, sidewalks, curbs and easements
- Buildings, structures, retaining wall and signs, (including the front, i.e. street elevation of proposed building and signs)
- Sanitary sewer systems and service lines, water mains and service lines, fire hydrants
- Size and location of water meter
- Overhead and underground electric lines
- Location of electric meter and, if applicable, transformer(s)
- Natural gas mains and service lines
- Driveways, entrances, exits, fire lanes, and parking areas with stalls striped and number of spaces provided
- Signs and pavement markings necessary to aid traffic approaching or departing the site
- Trees, shrubs, and other landscape features
- Refuse container pads and screening for pads
- Distances between buildings
- Number of commercial or industrial tenants and employees
- Proposed contours at two (2) foot intervals
- Finished floor elevations
- Loading and unloading areas
- Square feet of floor space
- Drainage plan for collecting, conveying, and detaining stormwater
- Any other item needed to show the conditions of the site
- Proposed percentage of open space denoted in plan with label and shading such areas labeled with a minimum of "lawn"
- Footcandle diagram for the site if required
- Landscaping/buffering if required
- Total square footage of impervious areas (including buildings, sidewalks, roadways, gravel areas, etc.,)
- Erosion prevention and sediment control measures
- SWPPP submitted to TDEC
- Drainage calculations showing all contributing drainage areas, pre and post runoff for 2, 5, 10 and 25 year storms
- All drainage easements (ponds and pipes)

DIVISIONS/DEPARTMENTS

The following are descriptions of the responsibilities of various divisions and departments involved in the development process. Contacting these divisions/departments prior to preparing plans can help you expedite the process.

DEPARTMENT OF ENGINEERING AND PUBLIC WORKS

Engineering
Public Works

DEVELOPMENT SERVICES

Planning
Codes Enforcement

DIVISION OF OPERATIONS

Maryville Electric
Water and Sewer Department

FIRE DEPARTMENT

Fire Inspectors

DEPARTMENT OF ENGINEERING AND PUBLIC WORKS

Engineering Department

Responsibilities: Site Plan Review
 Issuance of Permits
 Construction Inspection

Site Plan Review

The Engineering Department shall review all site plans submitted to the City for compliance with the Maryville Zoning Ordinance, Subdivision Regulations, and Public Works Standards. Elements of the site plan to be reviewed by the Engineering Department include but are not limited to the following:

- Access Design
- On Site Traffic Circulation and Parking
- Drainage Design and Flood Plain Management
- Design of Structural Elements (Retaining Walls, etc.)
- Soil Erosion Control
- Required Dedications of Right-of-Ways and/or easements

(See Site Plan Approval Process, and Minimum Site Plan Requirements for procedures to submit a site plan.)

Site Plan Review Fees

All site plans reviewed by the site review team shall be subject to the following fee schedule:

<u>Size of Site (Acres)</u>	
0-1	\$100.00
1.01-10	\$150.00
10.01-20	\$200.00
20.01-50	\$250.00
50.01 Or more	\$300.00

Issuance of Permits

The Engineering Department issues the following permits:
Grading Permit, Access Permit, Right-of-Way Excavation Permit

The Engineering Department also reviews and provides "PRELIMINARY" approval for driveway access prior to submitting application to TDOT.

Public Works Department

Responsibilities: Site Plan Review

Site Plan Review

The Public Works Department shall review all site plans submitted to the City to ensure that solid waste disposal service can be provided to the site if the developer wishes to apply for this service. The department has requirements for the size, location and materials for the construction of dumpster pads and proper disposal of construction wastes.

(See Site Plan Approval Process and Minimum Site Plan Requirements for procedures to submit a site plan.)

DEVELOPMENT SERVICES

Planning Department

Responsibilities: Maryville Regional Planning Commission
 Board of Zoning Appeals
 Land Development Regulations
 Site Plan Review

Initial Contact

Your initial contact is usually with the Planning Department where the overall concept of your development is explained to staff. The City planning staff administers the Zoning and Land Use Ordinance and can provide information on zoning restrictions and requirements for a specific parcel of land. Any changes or variances requested to accommodate the development may require action by the Maryville City Council, Maryville Regional Planning Commission and/or Board of Zoning Appeals.

Maryville Regional Planning Commission

The Maryville Regional Planning Commission meets regularly on the third Monday of each month. This Commission is the first step for obtaining a change in the zoning designation for a parcel of land. It also reviews site plans for any development located in the Parkway District which is generally described as a parcel of land within 1,000 feet of Lamar Alexander Parkway (U.S. 321).

Board of Zoning Appeals

The Board of Zoning Appeals regularly meets on the third Thursday of each month. It is charged with hearing any appeals from any order, decision, requirement, or interpretation of the Zoning and Land Use Ordinance made by an administrator in carrying out the duties of his office.

Site Plan Review

The Planning Department shall review all site plans submitted to the City of compliance with the Zoning and Land Use Ordinance. Any changes of variances required to accommodate the development shall be submitted to the City planning staff for processing. To expedite the site plan process, the developer is encouraged to submit any changes as early as possible since a change in the zoning designation requires a minimum of three months to complete the process. Landscaping/buffering is required when a project adjoins residential properties. (See Site Plan Approval Process and Minimum Site Plan Requirements for procedures to submit a site plan.)

Codes Enforcement Department

Responsibilities: Site Plan Review
 Building Plan Review
 Issuance of Permits
 Construction Inspection

Site Plan Review

The Codes Enforcement Department shall review all site plans submitted to the city for compliance with applicable building codes. Elements of the site plan to be reviewed by the Codes Enforcement Department include but are not limited to building access, handicap accessibility and exterior storage areas.

(See Site Plan Approval Process and Minimum Site Plan Requirements for procedures to submit a site plan.)

Building Plan Review

The Codes Enforcement Department shall review all building, architectural and structural plans submitted to the City for compliance with building codes of the City of Maryville. The basic codes the City has adopted include the following*:

- **2018 International Building Code and Appendices A and B (includes reference for Accessibility- ICC/ANSI A117.1 -2009 Edition);**
- **2018 International Residential Code Chapters 1-23, 25 – 33, 44 and Appendices E, H and J;**
- **2018 International Mechanical Code**
- **2018 International Energy Conservation Code;**
- **2018 International Plumbing Code; and**
- **2018 Property Maintenance Code**
- **2017 NFPA 70 National Electrical Code**
- **2018 International Fire Code**
- **2018 NFPA 1 Fire Code**
- **2018 NFPA 101 Life Safety Code**

*Portions or all other codes and standards may apply if specifically referenced by one of the adopted codes.

Building Permit and Plan Review Fees are as follows:

PLAN REVIEW FEE SCHEDULE (payable with plan submittal)

Plan-checking fee shall be equal to one-half the building permit fee except that the plan-checking fee shall not exceed \$1000.00.

This fee must be paid before plan review will begin.

BUILDING PERMIT FEE SCHEDULE (payable at permit issuance)

VALUATION:	FEE:
\$1,000 and less:	\$25.00
\$1,000 to \$50,000:	\$25.00 for the first \$1000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000 to \$100,000:	\$270.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000 to \$500,000:	\$470.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000 and up:	\$1670.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

Issuance of Permits

The Codes Enforcement Department issues the following permits:

Building Permit	Electrical Heating and Air Permit
Plumbing Permit	Sign Permit
Electrical Permit	Swimming Pool Permit
Demolition Permit	Mechanical Permit

Construction Inspection

At various stages of construction, inspection of improvements is required. Inspections during construction shall be arranged by contacting the Codes Enforcement Department at (865) 273-3500, between the hours of 8 to 9 a.m. and 1 to 2 p.m. A 24 – hour notice is required.

DIVISION OF OPERATIONS

Electric Department

Responsibilities: Site Plan Review
 Installation of Electric Service

Site Plan Review

The Electric Department shall review all site plans submitted to the City for compliance with the Rules and Regulations for City of Maryville Electric Department. Elements of the site plan to be reviewed by the Electric Department include but are not limited to the following:

- Location of existing (if any) and proposed electric facilities
- If applicable, location of pad mounted transformer (minimum 15 feet from building if three phase, min. 10 feet if single phase, maximum 15 feet from truck accessible paved area)
- Voltage and phase configuration (single or three phase) of service
- Main breaker size (Amps)

(See Site Plan Approval and Minimum Site Plan Requirements for procedures to submit a site plan.)

Installation of Electric Service

The Electric Department shall supply electric power to all sites within its service area. Power shall be furnished in accordance with the Rules and Regulations for City of Maryville Electric Department.

WATER AND SEWER DEPARTMENT

Responsibilities: Site Plan Review
 Construction Inspection
 Final Inspection

Site Plan Review

The Water and Sewer Department shall review all site plans submitted to the City for compliance with the Rules, Regulations, Rates and Policies for the City of Maryville Water and Sewer Department. Elements of the site plan to be reviewed by the Maryville Water and Sewer Department include but are not limited to the following:

- Location of water and sewer mains and proposed services
- Routing of water and sewer lines to serve site
- Required dedication of easements
- Location of F.H. and M.H. with elevations existing and proposed

(See Site Plan Approval Process and Minimum Site Plan Requirements for procedures to submit a site plan.)

Construction Inspection

At various stages of construction, inspection of improvements is required. Inspections during construction shall be arranged by contacting the Water and Sewer Department at (865) 273-3300, between 7:30 to 8 a.m. A 24 – hour notice is required.

FIRE DEPARTMENT

Fire Prevention Bureau

Responsibilities: Site Plan Review
 Building Plan Review
 Construction Inspection
 Sprinkler Permits

Site Plan Review

The Fire Inspector shall review all site plans submitted to the City for compliance with the fire codes of the City of Maryville. Elements of the site plan to be reviewed by the Fire Inspector include but are not limited to the following:

 Access to the building to fight fires, sprinkler system hookups
 Fire lanes, hazardous material storage
 Location of hydrants

(See Site Plan Approval Process and Minimum Site Plan Requirements for procedures to submit a site plan.)

Building Plan Review

The Fire Inspector shall review all building, architectural, and structural plans submitted to the City for compliance with the fire codes of the City of Maryville. The basic codes the City has adopted include the following:

 City Ordinances
 2012 International Fire Code
 2012 NFPA 101 Life Safety Codes

Construction Inspection Review

At various stages of construction, inspection of improvements is required. Inspections during construction shall be arranged by contacting the Fire Inspector at (865) 273-3650, between the hours of 8 to 9 a.m. and 1 to 2 p.m. A 24 – hour notice is required.

Sprinkler Permits

The Fire Prevention Bureau shall issue a sprinkler permit prior to any work beginning on a new or existing sprinkler system. Sprinkler permits are issued at the Fire Inspector's office in the Municipal Center and available between 8 to 9 am and 1 to 2 pm each weekday. The licensed sprinkler contractor will obtain the permit and submit sprinkler drawings to the Fire Prevention Bureau. Sprinkler plans are reviewed and returned within ten (10) days with a request for changes before an approval.

The Fire Inspector conducts the following inspections on sprinkler systems:

- Sprinkler Plans Review
- Construction Inspections
- Approval of the Hydrostatic Testing of Above Ground Piping
- Approval of Flow Testing
- Final Sprinkler Inspection

REFERENCE DIRECTORY

Development Services

Municipal Center, 416 West Broadway, Maryville, TN 37801	
General Information, Planning Commission, Board of Zoning Appeals, Landscaping, Citywide Design Guidelines:	
Contact: Jordan Clark, Principal Planner	273-3500
Downtown Design Review Board	
Contact: Kelly Duggan, Senior Planner	273-3500
Signs:	
Contact: Scott Poland, Land Development Administrator	273-3500

Engineering & Public Works (Engineering) Department

Municipal Center, 416 West Broadway, Maryville, TN 37801	
General Information, Site Plan Review, Traffic, Engineering Permit:	
Contact: Kevin Stoltenberg, P.E., City Engineer	273-3500
Engineering Inspections:	
Contact: Keith Brewer, Construction Inspector	273-3515
Stormwater Information:	
Contact: Dale Jayne, Stormwater Program Manager	273-3512
Stormwater Inspections:	
Contact Doug Chapman, Stormwater Construction Inspector	273-3518

Codes Enforcement

Municipal Center, 416 West Broadway, Maryville, TN 37801	
Permits and General Information:	273-3500
Plan Review:	
Contact: Gary Walker, Building Official	273-3510
Building and Plumbing Inspections:	
Contact Robert Large	273-3516
Mechanical Inspections:	
Contact Maria Nelson	273-3513
Electrical Inspections:	
Contact: Rusty Thompson, Electrical Inspector	273-3517
Property Numbering:	
Contact: Tracy Smock, E-911 Addressing	981-7113

Maryville Electric Department

Maryville Operations Center, 332 Home Avenue, Maryville, TN 37801	
General Information:	
Contact: James Bond, Electric Distribution Engineer	273-3328

Engineering and Public Works (Public Works) Department

Maryville Operations Center, 332 Home Avenue, Maryville, TN 37801	
General Information, Solid Waste:	
Contact: Dan Cantwell, Sanitation Superintendent	273-3308

Maryville Water & Sewer Department

Maryville Operations Center, 332 Home Avenue, Maryville, TN 37801	
General Information:	
Contact: Brian Smith, Water and Sewer Engineer	273-3320

Maryville Fire Department

Municipal Center, 402 West Broadway, Maryville, TN 37801	
General Information:	
Contact: Andrew Puckett, Fire Inspector	273-3615

