

Site Development Plan Approval Process

August 2024

This process is for the review and approval of site development plans for commercial, multifamily, and subdivision construction projects.

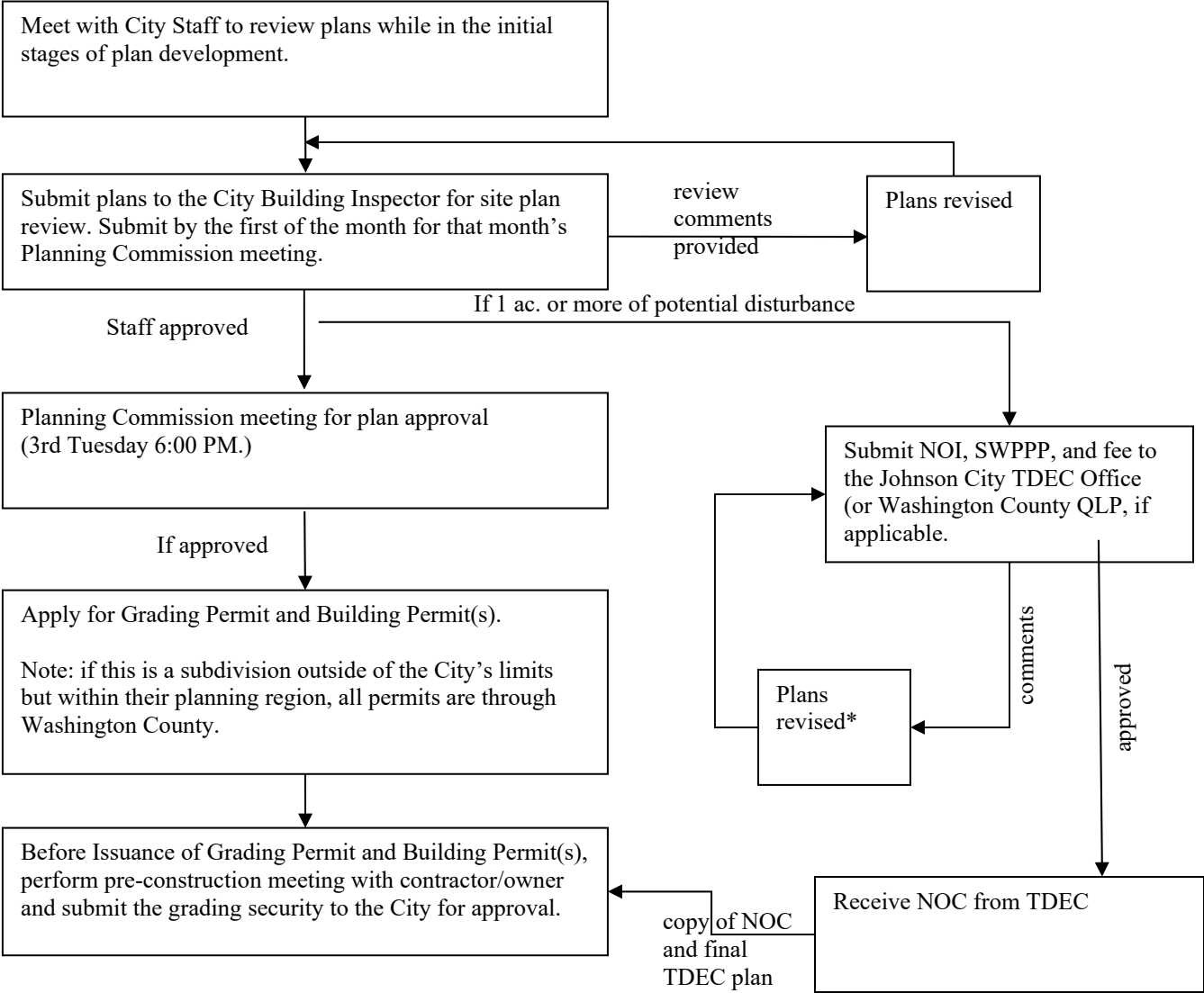
1. Plans needed (highly encourage you to send preliminary site plan early in your design so we can provide feedback to make process efficient)
 - a. Site
 - b. Landscape
 - i. Planning Commission needs to see that you have the appropriate planting areas
 - ii. Provide calculations for road frontage, parking lot, and any buffering. Be sure to label adjoining zones and uses.
 - iii. Formal approval of the landscape plan is by the Tree and Townscape Committee. This can occur after the grading starts but be sure the plan is reviewed by staff during PC review.
 - c. Grading and stormwater conveyance
 - d. Stormwater management
 - i. Water quality and channel protection if disturbed area is 1 acre or more
 - ii. Use NE TN BMP Manual for water quality found on City of Johnson City website. Basically 80% TSS removal for WQ and 1 year storm with 24 hr lag between hydrograph centroids for CP
 - e. Erosion Control
 - i. Peak needed for any increase in runoff
 - f.
 - i. Needed for any land disturbance
 - ii. If 1 acre or more of land disturbance then SWPPP to TDEC for your NOC. Let us review before sending to TDEC as we can help make sure you have everything the local office typically wants.
 - g. Utilities
 - h. Site exterior lighting with photometric plan based on full cutoff fixtures
 - i. Signage
 - i. show sign location on site plan
 - ii. separate permit application and process through the Building Inspector if the sign meets the regulations. The PC approves for unique situations.
2. Approval by Planning Commission
 - a. Meets 1st Monday of each month at 6:00 PM at City Hall
 - b. Plans submitted for review by the 1st of the month prior to that month's meeting.
 - c. \$150 application fee non-refundable

- d. Email PDFs of plans. Once approved, will need at least 2 sets of full size printed plans.
- e. Grading security estimate, using the City's document, needed for Planning Commission approval.
- f. Complete and submit the City's Plans Submittal Checklist with the plans to ensure an efficient review of the plans and reports.

The plans are reviewed by City Staff and comments provided to the developer or their design professional. The design professional addresses all applicable review comments and provides electronic PDFs of the new plans for the City's Staff report to the Planning Commission.

Process for grading permit issuance:

1. Plan approval by Planning Commission.
2. Pre-construction meeting with Staff and Developer/Contractor.
3. Complete grading permit application and fees paid.
4. Submission of grading security using City's documents for one of following methods:
 - a. Performance Bond
 - b. Letter of Credit
 - c. Cash Deposit
5. Provide copy of NOC, if applicable.



*if major changes required, contact City Staff before making any changes to the plans