

CITY OF OAK RIDGE  
CHECKLIST FOR APPLICANTS  
PRELIMINARY PLATS  
SUBDIVISION DOCUMENT

The preliminary plat shows the layout of lots and roadways and the engineered design of roadways, drainage and utilities.

Name of Subdivision-Lot(s)/Parcel(s) Block No. \_\_\_\_\_

Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of Agent/Engineer/Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

General Description of Project: \_\_\_\_\_

Zoning Designation of Property: \_\_\_\_\_

Fee paid \_\_\_\_ \$200 + \$5.00/lot – Subdivision Seven copies for initial review by staff. Eighteen copies of revision for staff and Planning Commission. If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before the deadline of the following month.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated.

ARE ANY VARIANCES REQUESTED AS PART OF THIS PROPOSAL?

\_\_\_\_\_ YES (Attach letter detailing each, and its justification)

\_\_\_\_\_ NO

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

SIGNATURE OF AGENT: \_\_\_\_\_

I authorize

\_\_\_\_\_ to serve as my agent.

SIGNATURE OF OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

City of Oak Ridge Community Development Dept. Site Representative \_\_\_\_\_

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Scale: 1"=50			
2. Lot or parcel no. & block no.			
3. Name, address, or telephone no. of surveyor/engineer & owner			
4. Date of preparation			
5. True & grid north arrows			
6. Location map			
7. Zoning and setback lines.			
8. Show all FEMA designated Floodway and Floodway Fringe boundaries. These 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.			
9. Legend			
10. Name of adjacent property owners, subdivision or adjacent lot & block number			
11. Number of acres in tract & block designation for each lot			
12. Lot numbering and lot division			
13. Area per lot			
14. Total number of lots			
15. No substandard remnant lots			
16. Limits and width of right-of-way. Names of all streets and roads.			
17. The location and dimension of all property proposed to be set aside for open space, public, or private reservation, with designation or stated purpose and method of maintenance and ownership including draft of deed restrictions/home owners association, if applicable.			
18. Delineation of existing physical features in or adjoining the project including wetlands, waterways, sinkholes, hillside areas, etc.			
19. Show proposed sidewalks. Locate approximately any Greenways.			
20. Any existing encumbrances/ improvements including existing easements, utilities, cemeteries, buildings, drainage structures, R.O.W.'s, railroads, etc.			
21. One transparency of proposal. (8½" x 11")			

City Staff/Reviewed By & Date: \_\_\_\_\_

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO- N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. The design of streets, storm drainage systems, and grading plans shall be signed, dated and sealed by a qualified Engineer, Architect or Landscape Architect licensed in the State of Tennessee. The design of water systems, sanitary sewer systems and flood control projects shall be signed by a qualified Engineer licensed in the State of Tennessee. The signed and dated seal must be affixed to each applicable sheet prior to submission to the City.			
2. Existing and proposed topography of the project area with contour intervals of five (5) feet or less. Show "Hillside Areas" as defined in the Subdivision Regulations, if applicable.			
3. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, springs, floodplains, etc.			
4. Show existing or remediated sinkholes, cave entrances, disappearing streams and springs. Preliminary designation of sinkholes to be remediated and sinkhole statement on plat.			
5. Show grid lines, monument locations and grid ties.			
6. Boundary and description of tract to be developed including all existing property lines			
7. Delineate existing easements and other encumbrances on tract.			
8. The location and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or adjacent to the project including existing and proposed structures			
9. Proposed roadway layout and design including monuments, rights-of-way and connections with existing roadways, off-street improvements.			
10. Proposed sanitary sewer layout, calculations, and design including easements, connections with existing sewers, and service to each lot to be platted, lift stations, etc.			
11. Proposed water system layout, calculations, and design including easements, connections with existing mains, and service to each lot to be platted, fire hydrants, ARV & blow-off valves, etc.			
12. Proposed drainage system layout; calculations, including easements and connections with existing systems, detention basins and erosion control and storm water management plan.			

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO- N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
13. The location and dimensions and character of construction of proposed structures, roads, access ways, drives, curbs and gutters, street names, street, and traffic signage plan, etc.			
14. Show all FEMA designated Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number.			
15. Traffic Impact Study may be required per Zoning Ordinance requirements.			
16. Provide the amount of land disturbance in acres on the plans. The preliminary plat must be approved prior to issuance of a grading permit. A land disturbance bond may be required. The required grading permit fee must be paid at the City Finance Department (Account Code 101.4241) on the date the permit is issued.			

Any questions regarding Public Works items can be directed to the City Engineer at (865) 425-1807

Public Works/Reviewed By & Date: \_\_\_\_\_

**FIRE DEPARTMENT** (Call (865) 482-8420, Oak Ridge Fire Department for specific questions.)

05-02-07

COR/CD DATE STAMP \_\_\_\_\_

REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW	APPLICANT STATE SIZE	STAFF YES-NO	STAFF COMMENTS
24. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)	INCHES		
25. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)	MIN WIDTH  RADIUS FT		
26. Is the size of the building shown?	SQ. FEET		
27. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)	YES NO		
28. Protection Required: A. Automatic Sprinkler System for all buildings of 10,000 sq. feet or more. Must be connected to automatic notification of Fire Department (COR 9-30.1**)	YES NO		
B. Monitored Automatic Fire Detection and Alarm System for all buildings of 5,000 sq. feet or more. Automatic dialers not accepted. (COR 9-30.1**)	YES NO		
29. Are hydrants located within 150 feet so that all portions of the building can be reached with a hose lay of no more than 500 feet, within 100 feet of the sprinkler connection, and on opposite sides of building? (IFC Chapter 5*)	FEET		

**OTHER REQUIREMENTS MAY APPLY WHEN BUILDING PLANS ARE SUBMITTED. THE INFORMATION REQUESTED ABOVE IS FOR THE REVIEW OF YOUR BUILDING ON ITS SITE ONLY.**

\*International Fire Code, \*\*Code of Ordinances, City of Oak Ridge

**NOTES:**

- If ANY changes are made to the submitted plans concerning the location, type or route of underground water lines serving hydrants or fire protection systems, new plans must be submitted to ORFD at least two weeks prior to work beginning for review and approval.
- Underground piping must be either C151 ductile iron or C900 PVC.
- The hydrant brands accepted by the City of Oak Ridge are Mueller and M & H. with a minimum barrel size of six inches.
- Underground work serving a fire sprinkler system must be done by a licensed fire sprinkler company.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**ELECTRICAL DEPARTMENT**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Service desired:  Overhead _____ Route Indicated _____ Underground _____ Service to each lot _____ (required for approval)			
2. Existing and proposed electric utility easements have been shown. (required for approval)			
3. Existing and proposed 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, explain:  _____ _____ (failure to identify relocation of infrastructure could cause delays in construction)			
6. All public roads must provide lighting. CORED provides two options for street lights on City streets. If the roads are private, these lights are not available. If the development has private roads or if the developer desires to install a different type of lighting, please advise and indicate the type and spacing of street lights on the drawing. The spacing must meet or exceed City standards.			
7. The following standard notes are on the drawing: 1. An easement of 5 feet inside of all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. 2. Any request to relocate existing electrical facilities shall be paid by the requesting party. The party will also be responsible for surveying and recording any easements required for relocated facilities. 3. No construction of buildings or signs or installation of landscaping shall take place within easements or setbacks without the City of Oak Ridge's written approval. Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City. 4. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement. (required for approval)			
8. Have you participated in a design meeting with the City of Oak Ridge Electric Department? Meeting Date _____ (required for approval)			

**ELECTRICAL DEPARTMENT**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
9. Before we can begin construction, a recorded easement will be needed for electrical infrastructure. Provide the electric department with a copy of the recorded easements. We will approve your preliminary plat without the recorded easements, but we recommend that you address the issue now in order to avoid delays in construction. (Information only)			
10. Before submittal of a Final Plat, the Developer must execute a Developer's Agreement with the City of Oak Ridge. This agreement defines the scope of electrical work to be performed by both the City and the Developer, determines the style of public street lighting, and defines costs for both the Developer and the City. Any costs identified as owed by the Developer must be paid prior to recording of the Final Plat. In order to avoid delays to the project schedule, the Developer is strongly encouraged to meet with the Electric Department immediately after approval of the preliminary plat to execute a Developer's Agreement. (Information only)			

City Staff - Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_