

# Town of Thompson's Station Land Development Manual

## Purpose & Acknowledgements

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This manual has been developed to connect the *General Plan*, the *Major Throughfare Plan*, and the *Land Development Ordinance*, to the day-to-day efforts of applicants and property owners within the Town of Thompson's Station. We hope this Development Manual will provide guidance in the use of the Town's community development documents, consolidate information on development review and permitting processes, and help applicants understand development review processes and requirements. The manual is structured to provide easy access to the specific information needed about a particular planning document, review body, or procedure. Please contact the Community Development Department with questions or comments about this manual at (615) 794-4333.

### **Town of Thompson's Station, Tennessee**

The Town of Thompson's Station Board of Mayor and Aldermen  
The Town of Thompson's Station Planning Commission  
Department of Community & Economic Development

# Table of Contents

<b>TOWN OF THOMPSON’S STATION LAND DEVELOPMENT MANUAL.....</b>	<b>1</b>
Purpose & Acknowledgements.....	1
<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>1</b>
How to Use this Manual .....	1
<b>COMMUNITY DEVELOPMENT DOCUMENTS:     AT A GLANCE .....</b>	<b>2</b>
Applicable Community Development Documents.....	2
Thompson’s Station General Plan.....	3
Major Thoroughfare Plan .....	4
Land Development Ordinance .....	5
Zoning Map .....	5
<b>DECISION MAKING BODIES .....</b>	<b>6</b>
Review Responsibilities .....	6
Boards and Commissions .....	7
<b>REVIEW PROCEDURES.....</b>	<b>8</b>
Common Information on Development Review Processes .....	9
Plan Meetings and Pre-application Conferences.....	13
<i>General Plan</i> and <i>Major Thoroughfare Plan</i> Amendments.....	14
Wastewater Reservation Agreements .....	16
Rezoning.....	18
Preliminary and Final Plats .....	20
Site Plans and Construction Documents .....	22
Variance .....	25
Appeal of Administrative Decisions .....	26
Grading Permits .....	27
Sign Permits.....	28
Building Permits.....	29
Other Permits and Inspections.....	29
Letters of Credits/Bonds.....	31
<b>APPENDICES 32</b>	
Appendix A: Application Forms and Affidavits.....	32
Appendix B: Deadlines and Schedules.....	33
Appendix C: Fee Schedules.....	34
Appendix D: Tree and Plant List .....	36
Appendix E: Submittal Requirements & Checklists.....	42
Preliminary Plat Checklist .....	46
Final Plat Checklist.....	49
Site Plan and Construction Document Checklist .....	51

# Introduction

## How to Use this Manual

This manual is a compilation of information, standard operating procedures, and guidance related to land development and building in the Town of Thompson's Station. The intent is to provide insight into the various procedures associated with the development review process. It is our hope that citizens, landowners, developers, design professionals, contractors and others involved in the land development process will find this information helpful in their efforts to develop in the Town of Thompson's Station and enhance the community's quality of life.

This manual is composed of five main parts:

- **Part 1: Introduction:** This section of the manual.
- **Part 2: Community Development Documents at a Glance:** Applicants who are new to the development review process in the Town should take the time to become familiar with the documents described in this part of the manual. These are the policy guidance and official regulatory documents controlling development submittals in the Town.
- **Part 3: Review Bodies:** The information in this part sets out the review bodies responsible for review and decision on each of the various submittal types. In addition, the section provides an organizational structure of the Town government and additional details about contacting and working with each of the review bodies.
- **Part 4: Permitting and Review Procedures:** This part provides the detailed information on each of the Town's primary development review procedures, including a general description, discussion of the specific review process, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to information on each specific review procedure, the section includes details on steps, policies, and submittal requirements common to each of the individual review processes.
- **Part 5: Appendices:** Additional information, including agency contacts, review schedules, fees, checklists, and application forms is included in this last part of the manual.

Applicants are reminded this manual does not serve as a substitute for any of the Town of Thompson's Station's adopted ordinances and is intended only as a guide to the users of the Town of Thompson's Station *Land Development Ordinance*. In case of conflict between this document and other Town ordinances, the adopted Town ordinances shall control.

A digital version of this manual, along with additional information on Town policies, processes, contact information, and frequently asked questions is available online at the Department of Community Development's webpage at <https://www.thompsons-station.com/>

# Community Development Documents: At a Glance

## Applicable Community Development Documents

Development review in Thompson’s Station is based on policy guidance and regulations found in a variety of land-use controls. These documents and their on-line locations are identified in the table below. Summaries of the documents that provide the most valuable guidance for land development and building in the Town of Thompson’s Station are found on the following pages.

DOCUMENT NAME	ONLINE LOCATION	RESPONSIBLE DEPARTMENT
<b>COMMUNITY DEVELOPMENT DOCUMENTS</b>		
<i>General Plan</i>	<a href="https://www.thompsons-station.com/2328/Community-Development">https://www.thompsons-station.com/2328/Community-Development</a>	Department of Community Development (615) 794-4333
<i>Major Thoroughfare Plan</i>		
<i>Land Development Ordinance</i>		
<i>Section Map</i> <i>Zoning Map</i>		Community Development Department Information Technology Department (615) 794-4333
<b>OTHER USEFUL DOCUMENTS</b>		
<i>Thompson’s Station Municipal Code</i>	<a href="https://www.thompsons-station.com/">https://www.thompsons-station.com/</a>	Town Staff Contacts: <a href="https://www.thompsons-station.com/Directory.aspx?did=22">https://www.thompsons-station.com/Directory.aspx?did=22</a>
<i>Sewer Specifications</i>		
<i>Sewer Collection System Plan</i>		
<i>On-site Wastewater Policy &amp; Procedure</i>		
<i>Thompson’s Station Roadway Design Specifications</i>		
<i>Annexation Policy</i>		

# Thompson's Station General Plan

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The Thompson's Station *General Plan* is a general guide to the Town's policies and objectives for its own long range growth and evolution. The *General Plan* was updated in March 2023, as part of the Town's All Aboard Comprehensive Planning process. The *General Plan* identifies several guiding principles that define the plan recommendations and provide a foundation for decision-making related to land use and growth. The key guiding principles include:

- Directing new development to areas within the urban growth boundary to minimize the negative impacts of sprawling development;
- Emphasizing the design of new development;
- Protecting sensitive natural features, including the ridgelines, and developing tools for natural resource protection that support neighborhood character;
- Supporting growth consistent with existing infrastructure to encourage infill development and contiguous development;
- Fostering walkable new neighborhoods and pedestrian connections between neighborhoods;
- Identifying and improving the appearance of entry gateways; and
- Providing a diverse mix of housing.

In addition to the guiding principles, the *General Plan* also establishes the basis for the Future Land Use Plan, which divides the Town Character Areas with policies for overall growth and development.

The *General Plan* is recommended by the Planning Commission and adopted by the BOMA. The *General Plan* is intended as a guide to the Town's goals and policies – it does not carry the force of law. Town requirements (such as those found in the *Zoning Map* or *Land Development Ordinance*) are generally expected to be in concurrence with the *General Plan*. Any proposed development that does not conform to the policies of the *General Plan* requires a revision to the plan prior to approval by the Planning Commission and BOMA. A copy of the *General Plan* is available on the Town of Thompson's Station's website at <https://www.thompsons-station.com/>



# Major Thoroughfare Plan

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The Town of Thompson's Station adopted the Major Thoroughfare Plan (MTP) in March 2023, also as part of the Town's All Aboard Comprehensive Planning process, to provide a transportation policy plan for the Town's vehicular and pedestrian network.

An MTP is a long-range plan that shows a vision for the Town's transportation network. It provides guidance for future growth and is a regulatory plan for public investments and future improvements to roads, sidewalks, and multimodal facilities. The MTP considers how people will travel through the region in the future and projects how the Town's transportation network will perform given expected growth in population and changes in travel patterns. This MTP forecasts conditions through a future year of 2045 in order to identify where deficiencies in the transportation network are likely to develop and what steps could be taken to address those issues.

There are several central purposes accomplished in the MTP:

- **Preservation of Right-of-Way:** Right-of-way is to be preserved to accommodate existing and future transportation needs, including automobile, bicycle, and pedestrian needs.
- **Continuity:** Strive for continuity in the functional, physical, and aesthetic character of various classifications of major streets, bicycle routes, and pedestrian facilities.
- **Preservation of Capacity:** Preserve the capacity of major transportation facilities. The plan establishes a rationale for access management based on existing and anticipated development along the arterial transportation corridors through the implementation of medians.
- **Infrastructure Coordination:** The MTP directs street improvements within the thoroughfare plan network to be implemented as new developments are proposed.

Elected officials and planning staffs use an MTP as a tool to make informed decisions on infrastructure improvements. The plan identifies existing and predicted future transportation deficiencies and provides recommended projects to ensure a safe, mobile, and efficient transportation system. By coordinating planned development and transportation improvements, Town officials can strategically implement investments to accommodate existing and future development.

# Land Development Ordinance

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In 2015, the Town of Thompson’s Station adopted the Land Development Ordinance (LDO). The ordinance includes development standards, implements the policy set forth by the Thompson’s Station *General Plan*. The LDO includes both the Subdivision Regulations and the Zoning Ordinance requirements for the Town codified into a single ordinance. The Subdivision Regulations in Article 2 of the LDO seek to provide for the harmonious development of the Town; to secure a coordinated layout and adequate provision for traffic; and to secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the Town, as well as to promote the harmonious and planned development of the Town of Thompson’s Station. The LDO sets out the types of uses allowed within each zoning district, as well as the review process used to approve proposed development.

The LDO’s development standards addresses a significant number of issues ranging from building design to mobility and connectivity. Natural resource protection is established throughout the Ordinance with regulations related to tree protection, landscaping, open space, and environmental protection. In addition, the Ordinance establishes a wide range of new development standards intended to foster a high level of development quality within Thompson’s Station.

This manual is intended to be a user’s guide to the LDO, but is not intended as a substitute or replacement for the standards in the ordinance. The LDO contains the official codified version of the development review procedures and review criteria. A copy of the ordinance is available on the Town of Thompson’s Station’s website at <https://www.thompsons-station.com/DocumentCenter/View/496/Land-Development-Ordinance-LDO>

## Zoning Map

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The Official *Zoning Map of Thompson’s Station, Tennessee*, is adopted as part of the *Land Development Ordinance*. The *Zoning Map* sets forth where uses are allowed or prohibited geographically.

Base zoning districts are the residential and nonresidential zoning districts defined by lot standards, general location, and use. As their name suggests, these regulations are the minimum or base set of standards that shall apply for the zoning district where located. Base zoning district designations establish the permitted uses for a lot.

Copies of the Zoning Map are available on the Town of Thompson’s Station’s website at <https://www.thompsons-station.com>

# Decision Making Bodies

## Review Responsibilities

The Town relies on a number of elected and appointed officials to guide Town staff in the implementation of adopted Town regulations. The following summary table is adapted from the one found in the Land Development Ordinance (LDO), and sets out the review responsibilities for each of the different boards and commissions described in the Ordinance.

<b>SUMMARY OF THE ROLES OF DECISION-MAKING BODIES</b>				
H = Hearing (Public Hearing Required)		D = Decision (Responsible for Final Decision)		
M = Meeting (Public Meeting Required)		A = Appeal (Authority to Hear/Decide Appeals)		
R = Recommendations (Responsible for Review and a Recommendation in Specified Circumstances)				
Procedure	BOMA	PC	BZA	Town Staff
LDO Amendment	H-D	M-R		R
Rezoning	H-D	M-R		R
Policy Plan Adoption/ Amendment	M-D	M-D-R		R
Site Plan Review		M-D		R
Construction Documents				R-D
Subdivision – Preliminary Plat		M-D		R
Subdivision – Final Plat Major		M-D		R
Subdivision – Final Plat Minor				R-D
Variance			M-D	R
Appeal of Administrative Decision			A-M-D	R
Public Improvement Dedication & Acceptance	H-D	M-D-R		R
Sign Permit				R-D
Building Permit				R-D
Grading Permit				R-D
Certificate of Occupancy				R-D



## Boards and Commissions

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The following sections provide additional detail on each of the review bodies described in the table on the previous pages. Information about meeting times and locations is provided but is subject to change. Please check with the Town of Thompson's Station Administrative Offices at (615) 794-4333 to confirm date, time, and location of meetings.

### The Thompson's Station Board of Mayor and Aldermen (BOMA)

The Board of Mayor and Aldermen (BOMA) is the Town's legislative, governing body that consists of a Mayor and four Aldermen. The BOMA serves as the primary legislative body of the Town. For



purposes of development review, the BOMA also decides on submittals for Rezoning, Annexations, and makes amendments to the Land Development Ordinance text. More information regarding the BOMA can be found at <https://www.thompsons-station.com/>.

Every two years the citizens of Thompson's Station elect either the Mayor and two at-large aldermen. Aldermen serve staggered, four-year terms. The BOMA typically meets on the second Tuesday of the month in the Thompson's Station Community Center.

### The Planning Commission (TSPC)

The Thompson's Station Planning Commission (TSPC) is an administrative, governmental body comprised of seven members, appointed by the Mayor with at least one member representing the BOMA. The TSPC directly advises the BOMA regarding changes in the Land Development Ordinance, Rezoning, and Annexations. The TSPC has total review authority for Preliminary Plats, Site Plans, Final Plats, the establishment and custodianship of Performance Agreements/Bonds, and projects by other governmental agencies. The TSPC is the primary land-use planning body for the Town and sets forth policy to guide growth through the *General Plan* and the *Major Thoroughfare Plan*. The BOMA has designated the TSPC as the body responsible for all design review within the Town, as well. The TSPC typically meets on the fourth Thursday of each month in the Thompson's Station Community Center.

### The Board of Zoning Appeals (BZA)

The Thompson's Station Board of Zoning Appeals (BZA) provides a forum for hearing appeals when an appellant encounters select, non-self-created difficulties in meeting the requirements of the zoning provisions of the *Land Development Ordinance*. Under state law, the BZA has the ability to grant variances to zoning requirements and to perform administrative review on staff decisions based. An administrative review is performed when it is alleged by an individual that there has been an error made by an administrative official in enforcing the zoning provisions of the *Land Development Ordinance*. The BZA is also responsible for making decisions on variances when an applicant requires relief from "hardship" as described in Section 5.5.4(i) of the *Land Development Ordinance*. The BZA consists of five members, including a Chair. Members are appointed by the BOMA. The BZA meets on an as-called basis.

# Review Procedures

This section of the Land Development Manual is a guide to the various permitting and review procedures used in the Town of Thompson's Station's *Land Development Ordinance*. As noted earlier, the purpose of this manual is to outline the steps in the procedures and provide general background and information on each individual procedure. This section is not a substitute for the specific procedures set forth in the various applicable ordinances. Cross-references are provided to direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations. The actual *Land Development Ordinance* is available in the Community Development Department offices in Town Hall (1550 Thompson's Station Road West) or online at [www.thompsons-station.com](http://www.thompsons-station.com)

This part of the manual summarizes the following procedures and provides useful information when considering a submittal for each of the following procedures:

- *General Plan Amendments*
- *Major Thoroughfare Plan Amendments*
- *Rezoning*
- *Preliminary Plat Review*
- *Final Plat Review*
- *Site Plan Review*
- *Variances*
- *Appeal of Administrative Decisions*
- *Grading and Erosion Control Permits*
- *Sign Permits*
- *Building Permits*
- *Letters of Credit & Bonds*

Applicants should be aware that all procedures and requirements described in the "Common Steps" portion of this manual and the ordinance will need to be addressed in addition to any submittal-specific requirements or procedures.

# Common Information on Development Review Processes

The following subsections outline common information applicable to all or most of the review procedures outlined in this document. Additional information may be found in Article 5 of the *LDO*.

## Authority to File Applications

Only the owner(s) of property subject to an application, or their authorized agent, have the authority to file applications under the *LDO*. The only exceptions to this requirement may be for *General Plan/Major Thoroughfare Plan* Amendments or Sector Plan Amendments and Rezonings, where a property owner, their agent, BOMA, or PC may initiate an application. Regardless of who files an application, the materials must indicate a primary contact person for the application, along with the contact's telephone number, mailing address, and e-mail address. To avoid confusion, official communication with an applicant by the Town is limited to the designated contact person.

### Common Information Detailed in this Section:

- Authority to File Applications
- Fees and Submittal Requirements
- Application Completeness Determination
- Application Review/Staff Comment
- Current Information from the Town
- Process Flow Chart Legend

## Fees and Submittal Requirements

- The Town of Thompson's Station has established a schedule of fees in the Town Code and these fees are summarized in Appendix C of this manual.
- Town staff can only initiate review and processing of an application once an applicant submits the required fee and Staff confirms that the application includes all the required submittal requirements.
- Fees are not refundable except in instances where the Community Development Department determines that an application was accepted in error or in cases where the fee paid exceeds the actual fee required. In the case of the latter, the Community Development Department will refund the amount of overpayment to the applicant.



## Application Completeness Determination

Following formal application for any development review type, Town Staff will conduct a completeness review. Applications will be deemed complete only when they:

- Include all submittal requirements for the particular submittal type described in this manual; and
- Include sufficient information to allow the Staff and all reviewing bodies to evaluate the proposal's compliance with the Town requirements.

Applicants submitting incomplete applications shall be notified of the missing components. **Failure to submit a complete application shall result in application withdrawal and forfeiture of application fees.**

## Review of Administrative or Planning Commission Items

Administrative or Planning Commission items submitted for Town review follow the Thompson's Station Planning Commission Meeting and Deadlines Schedule. Please contact Town Staff for the Meeting and Deadlines Schedule. The following provides a brief overview of the submittal review process for PC Items in the Town of Thompson's Station:

### ***Initial Submittal***

Initial submittals of plans and plats shall be an all electronic process:

- The required electronic copy shall be uploaded to the Town of Thompson's Station Online Plan Review Website : <https://thompsons-station.idtplans.com/secure/>.

For specific details and requirements on the submittal process, turn to Appendix E of this Manual.

Following the completeness determination and formal acceptance of the project through the Plan Review Website, Town Staff will conduct a review of all formal application materials in accordance with the review processes, as detailed in the *LDO* and described in this manual. The applicant shall be provided with electronic comments via the Town's Plan Review Website, which contains a listing of the open issues/deficiencies from the plan or plat with notations for the necessary revisions for the submittal to be in compliance with Town standards. Electronic comments shall be accompanied by a checklist relevant to the plan type under review, in most situations. Checklists for all plan types are located in Appendix E of this manual. Applicants shall be responsible for making revisions to the submittal, as necessary.

### Criteria for Determination of Completeness:

- Application form complete
- Fee included
- Minimum number of copies provided/uploaded
- Submitted by the posted deadline
- Ownership information complete
- All required preliminary steps completed
- All necessary supporting information included
- All sheets signed and sealed by licensed professional
- Sufficient information for the Town to determine compliance with all requirements

## ***Resubmittal***

Following revisions and corrections to the submittal, the project shall be resubmitted in the same quantity and configuration as the original submittal (electronic copies shall be uploaded to the Town's Online Plan Review Website). Town Staff then reviews the resubmitted plan or plat in order to prepare the Planning Commission Staff Report, which contains a recommendation and any contingences for approval.

An applicant has three (3) opportunities to resubmit an application after an initial submittal is formally accepted for review. After three (3) Resubmittal dates have passed without an application being resubmitted, the application process re-sets to the beginning of the review process (new fees, new pre-application conference, and all other initial submittal requirements shall apply).

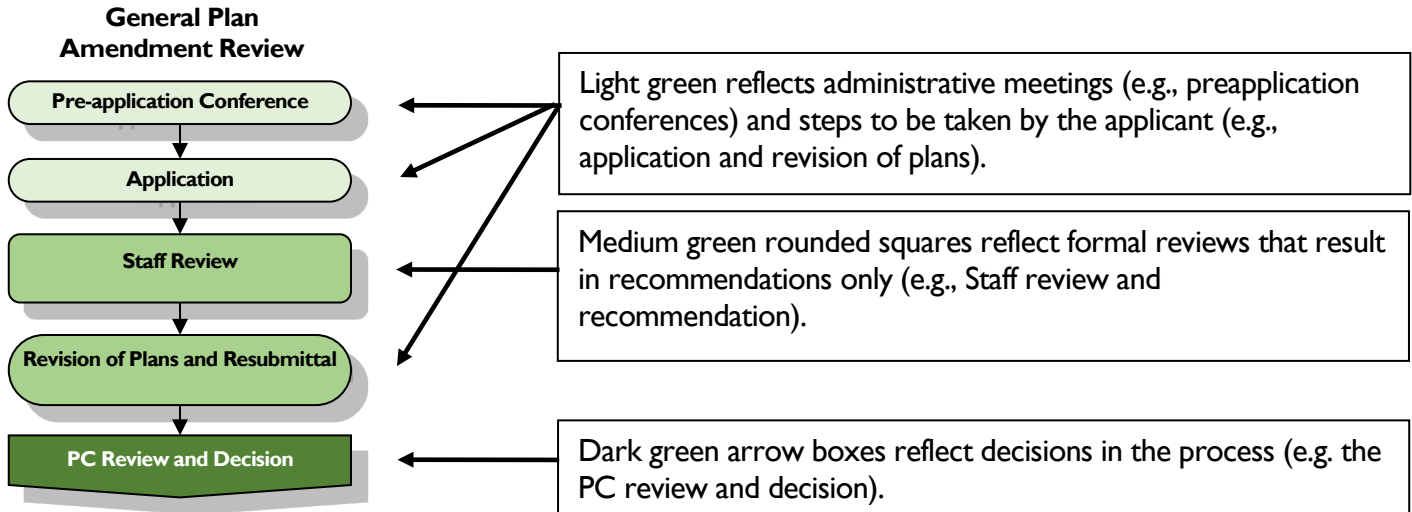
## ***Current Information from the Town***

**Before submitting a new project, it is the responsibility of applicants to verify they have the latest information. The latest version of this manual and the associated submittal requirements can be obtained on the webpage or in the Community Development Department offices. Please refer to <https://www.thompsons-station.com/> for more information.**



## Flow Charts

Flow charts are provided for each of the review and permitting procedures on the following pages to help illustrate the applicable review process. The flow charts include different colors and chart shapes for each step depending on if the step is administrative in nature, involves an internal review and recommendation, or involves a formal review and decision. Below is an example flow chart for the *Land Use Plan* amendment review to illustrate the formatting of all the flow charts.



# Plan Meetings and Pre-application Conferences

Pre-application Conferences are required for General Plan Amendments, Rezoning, Preliminary Plats, Final Plats, Site Plans, and BZA submittals. For some review procedures, applicants may be required to attend preliminary concept meetings or Plan Meetings prior to the Pre-application Conferences with staff. Requests for Plan Meetings or Pre-application Conferences must be initiated

## Pre-application Conferences Required for:

- GP/MTP Plan Amendments \*
- Rezoning \*
- Preliminary Plats
- Final Plats
- Site Plans
- All BZA applications

\* Plan Meeting Also Required

by an applicant, who is required to provide all submittal information as established in this manual. **While the conferences and meetings may be required, they are informal in nature and are not binding on the Town, nor do they constitute official assurances or representations by the Town or its officials regarding any aspect of the plan or submittal.** The Community Development Department may waive a required Plan Meeting or Pre-application Conference when it determines there is no need for the meeting (such as when a proposed project will have only minimal impacts on surrounding neighborhoods, on any environmental protection efforts, or on Town infrastructure). However, the waiver of a pre-app must be provided in writing to the applicant and a pre-app form must still be provided to the applicant by staff.

## Plan Meetings

The purpose of the Plan Meeting is to allow the applicant to discuss an initial idea or concept with the Community Development Department (and other Town Staff, as appropriate) with minimal formal drawings or details. The intent of these meetings is to provide guidance to an applicant and determine conformance with the *General Plan* and/or *Major Thoroughfare Plan* before the applicant has invested in the preparation of detailed plans. Plan Meetings are required for Rezoning submittals and may involve multiple meetings with staff prior to the pre-application conference to determine if the project is consistent with the *General Plan* and *Major Thoroughfare Plan*.

## Pre-application Conferences

The purpose of the Pre-application Conference (pre-apps) is to provide the applicant an opportunity to meet with the Town Staff to discuss general site conditions, Town requirements, review procedures, and process steps, prior to the finalization of such plans. Pre-apps are required for *General Plan* and *Major Thoroughfare Plan* Amendments, Sector Plan Map Amendments, Rezoning, Preliminary Plats, Final Plats, Site Plans, and BZA submittals. In general, the amount of detail on Pre-application Conference submittals increases with the complexity of the type of project being proposed. Applicants are encouraged to contact the Community Development Department to receive detailed information prior to scheduling a pre-app.

**To be eligible for an Initial Submittal Deadline, a pre-app shall be held no later than 7 days prior to the Initial Submittal Deadline, in order to applicants to incorporate feedback from Town Staff into the development plans. Pre-apps are valid for 120 days.**

It is the responsibility of the applicant to ensure they take appropriate notes of the meeting. Town Staff shall not be responsible minutes at pre-apps.

### Pre-application Conferences At-A-Glance:

- You may call (615) 794-4333 to schedule a pre-app
- Pre-apps are valid for 120 days
- Pre-app shall be held at least 7 days prior to an initial submittal deadline
- Applicant's shall be responsible for taking notes at pre-application conferences
- All design professionals associated with the development (civil engineer, landscape architect, architect) are encouraged to attend

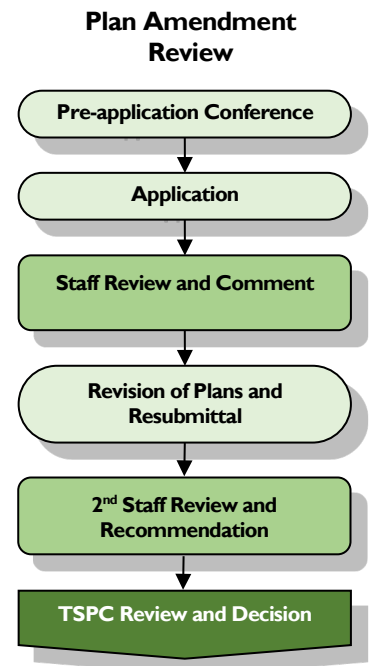
## General Plan and Major Thoroughfare Plan Amendments

### General Description

To enhance the flexibility of Town's comprehensive planning documents and to ensure that the Plans and LDO work hand-in-hand over the long-term, the Policy Plans may be updated from time to time by request of Town Staff, Planning Commission, BOMA, or any resident or business owner within the Town.

### The Review Process

1. Applicants are required to meet with the Community Development Department for a pre-application conference.
2. Following the pre-application conference, the applicant may submit a formal application to amend the Plan.
3. The Town Staff will review the submittal and provide comments to the applicant.
4. Following revision and re-submission of the submittal, the Community Development Department shall review the revised submittal, prepare a staff report, and make a recommendation to the TSPC.
5. The TSPC will hold a public meeting to review and discuss the Plan Amendment and will make a decision in accordance with the LDO, legal requirements, and the TSPC's By-laws. Multiple meetings may be required by the TSPC to discuss the policy implication of the proposed amendment and to solicit input from the public.



### Things to Know About Policy Plan Amendments



- Potential applicants are strongly encouraged to meet with the Community Development Department prior to formally requesting a Pre-application Conference to discuss the proposed amendment.
- Formal applications must be submitted within 120 days of the pre-application conference.
- Rezoning, LDO text amendments, and development should be consistent with the *General Plan* and *Major Thoroughfare Plan*. Therefore, any proposed development that is inconsistent with the recommendation of the plan may need a *General Plan Amendment*.

## Submittal Requirements

The table below includes the requirements for Plan Amendments:

<b>PLAN AMENDMENT SUBMITTAL REQUIREMENTS</b> (Submittals should include 10 copies of the listed items)		
<b>A. General Information</b>		
1	Application form and fee submitted to the Department of Community Development	
2	Minutes from pre-application conference and preliminary concept meeting (if applicable)	
3	The project name and the Town's project identification number on each page (assigned following initial submittal)	
4	All information determined to be necessary by the Department of Community Development	
<b>B. Description and Justification</b>		
5	Description of how existing conditions have changed, thereby making the Plan Amendment valid	
6	Description of how the proposed amendment will be consistent with the desired land use patterns for the area	
7	Description of any associated text changes to the Plan or special area policies, including the proposed text and image revisions or additions for the Plan	
8	Description of how the proposed amendment furthers the objectives of the Plan, including the guiding principles, character area, special area, and design concepts (if applicable)	
9	Description of how the proposed amendment will support the growth management policies of the Plan	
<b>C. Submittals Associated with a Plan Amendment</b>		
10	Description of the land use character in the character area overlay where amendment is proposed	
11	Description of how proposed amendment will be compatible with the character area and any other special areas where amendment is proposed	
12	Vicinity Map of area where amendment is proposed	
13	Physical Features Map where amendment is proposed	
14	Existing Conditions Map where amendment is proposed	

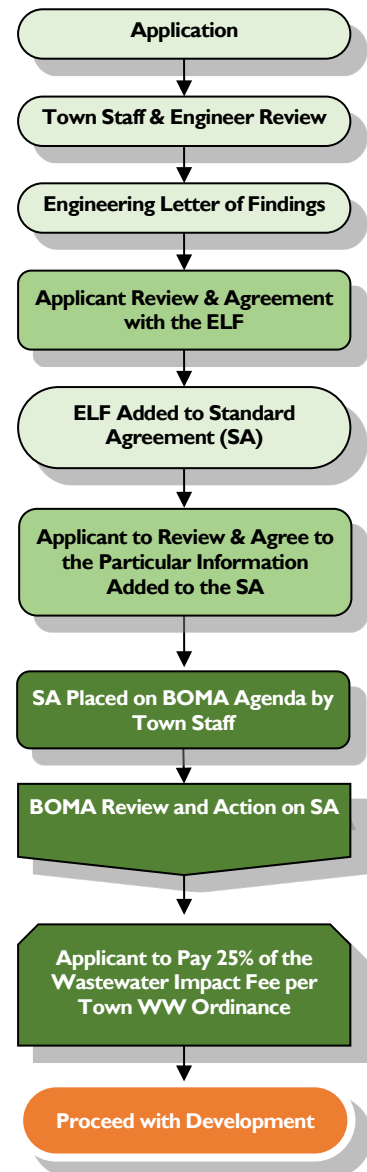
# Wastewater Reservation Agreements– Sewer Availability

## General Description

The Wastewater Reservation Agreement process allows for the future wastewater capacity to be reserved, per the Town’s Wastewater Ordinance. This is the only process to secure sewer availability for new developments and redevelopments utilizing a sewer connection.

## The Review Process

1. The applicant may submit a formal application to request reservation of wastewater capacity at any time.
2. The Community Development Department will review the submittal and provide the request to the Town’s Wastewater Engineer for review.
3. The Town’s Wastewater Engineer shall provide any comments/correction needed on the application and the Community Development Department will provide those comments to the applicant.
4. Once all comments/corrections have been made, the Town’s Wastewater Engineer shall issue an Engineering Letter of Finding (ELF) that will: indicate the amount of wastewater (gallons per day) to be reserved and any off-site or sewer network improvements that are required.
5. The Community Development Department shall provide the ELF to the applicant for review.
6. If the applicant is in agreement with the ELF, they shall indicate in writing to the Community Development Department.
7. At this point, the Community Development Department shall prepare the standard wastewater reservation agreement for the request.
8. Once the standard agreement is prepared, the Community Development Department shall provide it to the applicant to ensure the appropriate information has been included.
9. After the applicant has provided their agreement, in writing, the wastewater reservation agreement will be placed on the next available BOMA agenda.
10. The BOMA will review and make a decision on the agreement at a public meeting.
11. After approval, the applicant shall pay the 25% required deposit of the Wastewater Impact Fee for the development.



## Things to Know About Wastewater Reservation Agreements

- Sector Plan Amendments should be consistent with the *General Plan* and *Major Thoroughfare Plan*. Therefore, any proposed development that is inconsistent with the Town's plans may require a plan Amendment to be adopted prior to the submittal of the Sector Plan Amendment.
- Published notices shall be provided by the Town in accordance with state law.

**Submittal Requirements & Checklists are included in Appendix E of this document.**

*Contact the Community Development Department for the latest version of the Checklist for the different plan types.*



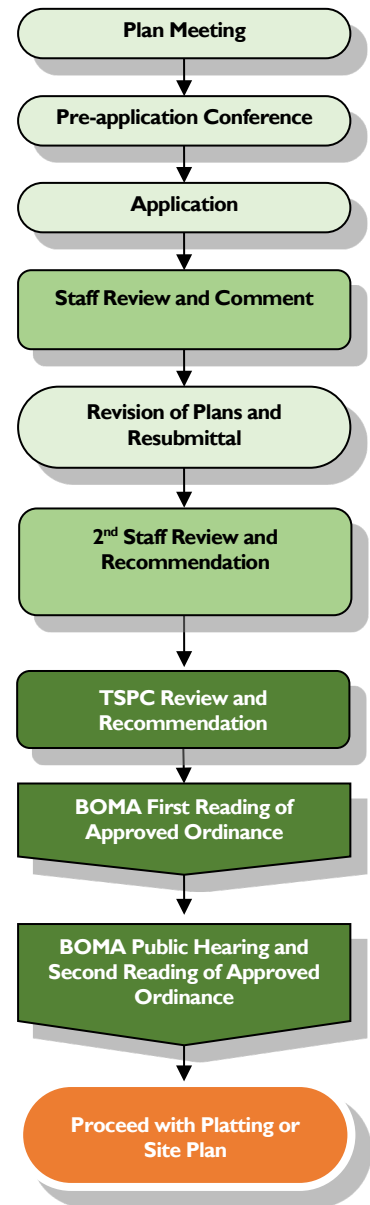
# Rezoning

## General Description

The Rezoning process allows for the review of proposed modifications to the *Thompson's Station Zoning Map*.

## The Review Process

1. Applicants are required to meet with the Community Development Department for a Plan Meeting to review conformance with the *General Plan* and *Major Thoroughfare Plan*.
2. Following the Plan Meeting, applicants are required to meet with the Community Development Department for a pre-application conference within 90 days, unless waived by staff in writing.
3. Following the pre-application conference, the applicant may provide public notice and submit a formal application to amend the Zoning Map in accordance with LDO within 120 days.
4. The Community Development Department will review the submittal and provide comments to the applicant.
5. Following revision and re-submission of the submittal, the Community Development Department shall review the revised submittal, prepare a staff report, and make a recommendation to the TSPC.
6. The TSPC will hold a public meeting to review and discuss the Zoning Map and will make a recommendation to the BOMA in accordance with the ordinance, legal requirements, and the TSPC By-laws.
7. The BOMA will review the submittal and will make a decision, in the form of a first reading of an ordinance. If BOMA votes to deny the proposed rezoning during the first reading of the ordinance, the application will not move forward to the public hearing or second reading. The applicant may resubmit a new application in accordance with this review procedure.
8. If BOMA approves the amendment or approves with conditions on the first reading, the BOMA will then hold a public hearing and second reading to allow both proponents and opponents of the submittal an opportunity to comment on the proposed project.
9. Following the public hearing and second reading of the ordinance, the BOMA will hold a third reading of the ordinance. Upon approval of the third reading, the rezoning is considered to be effective unless otherwise stated in the approved ordinance.



## Things to Know About Rezoning

- Detailed information on the Rezoning procedure and review criteria is established in Subsection 5.3.4 of the LDO.
- Rezoning should be consistent with the *General Plan* and *Major Thoroughfare Plan*. Therefore, any proposed development that is inconsistent with the Town's plans may require a plan Amendment to be adopted prior to the submittal of the Rezoning.
- Published notices shall be provided by the Town in accordance with state law.

**Submittal Requirements & Checklists are included in Appendix E of this document.**

*Contact the Community Development Department for the latest version of the Checklist for the different plan types.*

# Preliminary and Final Plats

## General Description

The *Subdivision Regulations* of Thompson’s Station, Tennessee, are the regulating authority for all subdivision of land within the Town of Thompson’s Station, also known as the platting process. The Sub Regs are incorporated into the LDO in Article 2 and are designed to regulate the division of land within the Town to provide for the harmonious development of the Town, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the Town.

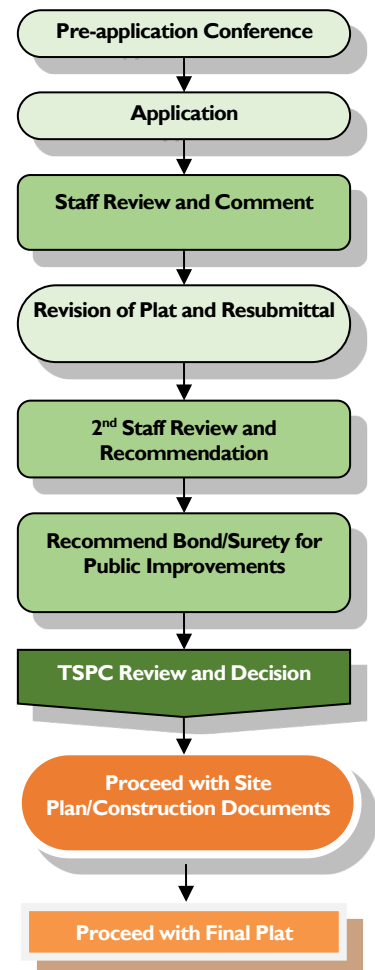
There are two types of subdivision review procedures: Preliminary Plats and Final Plats. Subdivisions that create four or more lots are required to go through the Preliminary Plat process, the Construction Document process, and then the Final Plat process. Subdivisions of four or fewer lots, re-combinations/consolidation of existing lots, or minor revisions to existing lot lines or easements may forgo the Preliminary Plat and proceed with the Administrative Final Plat review process. Neither conveyance (sale) of individual lots nor issuance of building permits for structures (other than infrastructure) may occur until approval of a Final Plat.

## The Review Process

### Preliminary Plats

A Preliminary Plat (a subdivision of land creating five or more new, buildable lots), is reviewed as follows:

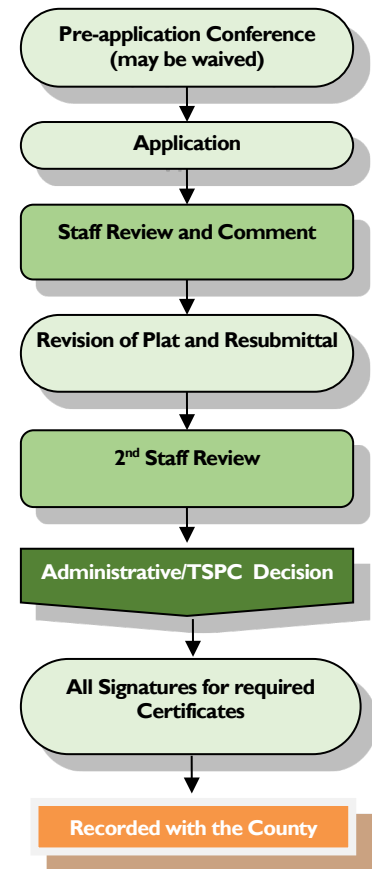
1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for a Preliminary Plat in accordance with the *Subdivision Regulations* within 120 days.
3. Town Staff will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the Town Staff shall review the revised application, prepare a staff report, and make a recommendation to the TSPC.
5. The PC will hold a public meeting to review and discuss the Preliminary Plat and will make a decision in accordance with the LDO, legal requirements, and the TSPC By-laws.
6. Once the Preliminary Plat is approved, the applicant may proceed with activities related to installation of infrastructure.



## Final Plats

A Final Plat may be submitted as the second step in the subdivision process for subdivisions creating five or more buildable lots. If the plat includes four or fewer lots, a revision to existing easements or lot lines, or is a consolidation of previously approved lots, a Final Plat may be submitted without submitting a Preliminary Plat and also may be reviewed administratively by Town Staff. A Final Plat is reviewed as follows:

1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to application.
2. Following a pre-app, the applicant may submit a formal application for a Final Plat in accordance with the LDO.
3. Town Staff will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, Town Staff shall review the revised application, prepare a staff report, and make a recommendation to the TSPC.
5. The TSPC will hold a public meeting to review and discuss the Final Plat creating five or more lots and will make a decision in accordance with the LDO, legal requirements, and the TSPC By-laws. Staff may administratively approve Final Plats of four or fewer lots, revisions to existing lot lines or easements and consolidation plats. Administrative Plat submittals follow the PC / Administrative Meetings and Deadline Schedule.
6. All required signatures shall be affixed, with the TSPC Secretary signing last.
7. The Final Plat shall be recorded with the Williamson County Register of Deed's Office within one (1) year of approval by the TSPC or it shall expire.



## Things to Know About Subdivision Plats

- Letters of Credit/Bonds for the construction and maintenance of infrastructure and other improvements, such as new streets, sidewalks, and detention facilities, are required in accordance with Town standards.
- The subdivider shall bear the financial responsibility for the original installation costs of all street signs and street lighting in the subdivision.
- Some Final Plats may be administratively approved by staff, as specified in the LDO Section 5.2.2. Plats eligible for administrative review shall follow the submittal process, as established in the approved PC Meetings and Deadlines Schedule.

## Submittal Requirements & Checklists are included in Appendix E of this document.

Contact the Community Development Department for the latest version of the Checklist(s) for plats.

# Site Plans and Construction Documents

## General Description

Site Plan or Construction Document review is required for almost all development in the Town of Thompson's Station to determine whether a proposed development complies with the LDO and other applicable ordinances. Site Plan review is required for all forms of multi-family (apartments), nonresidential, and mixed-use developments. The Site Plan is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscape, vehicular and pedestrian circulation, and other site elements. Site Plans require design review by the Planning Commission review.

### What triggers Design Review for Site Plans?

- Multifamily developments (excluding townhomes)
- All nonresidential development
- Automotive Uses have specific design requirements
- Self Storage Facilities have specific design requirements

Construction Documents are required after the approval of a Preliminary Plat. These plans provide a site plan for the grading, erosion control, stormwater management, infrastructure, open space, tree preservation, and landscape plans.





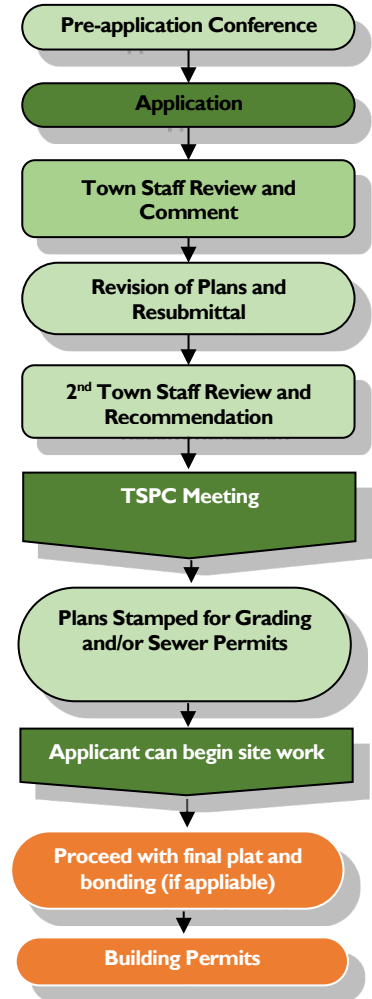
## The Review Process

Site plans shall be reviewed by Planning Commission.

### PC Review for Site Plans

1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to application.
2. Following the pre-application conference, the applicant may submit a formal application for Site Plan Review in accordance with the LDO within 120 days.
3. Town Staff will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, Town Staff will review the application and make a recommendation to the PC regarding the application.
5. The TSPC will hold a public meeting to review and discuss the Site Plan and will make a decision in accordance with the LDO, legal requirements, and the TSPC By-laws.
6. After the approval, the applicant may obtain a Building Permit, Grading Permit, and/or proceed with final platting of the site.

### Site Plan Review Process

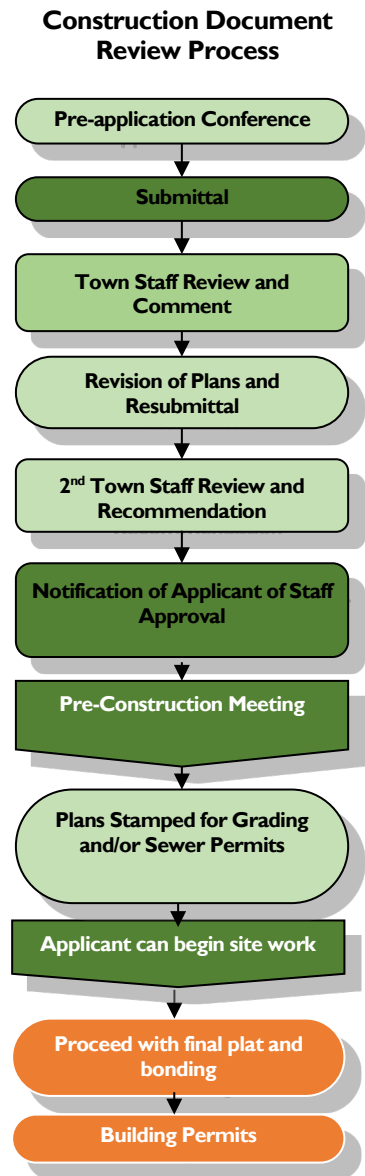


### Staff Review of Construction Documents

1. Applicants are required to meet with the Community Development Department for a pre-application conference prior to submission.
2. Town Staff will review the Construction Documents, per the Construction Document Review Process, and provide comments to the applicant generally according to the TSPC Meetings and Deadline Schedule, although the TSPC does not review Construction Documents. Submittal according to the TSPC Meetings and Deadline Schedule allows for predictability for the applicant and Town Staff.
3. Once the Construction Documents are approved, the applicant shall schedule a Pre-construction meeting with Town Staff.
4. After the Pre-construction meeting, Town Staff shall stamp the approved plans and the applicant shall proceed with Grading and Sewer Permits.
5. The applicant shall keep a copy of the stamped plans on site for the duration of construction activities on site.

### Submittal Requirements & Checklists are included in Appendix E of this document.

Contact the Community Development Department for the latest version of the Checklist for the different plan types.



# Variance

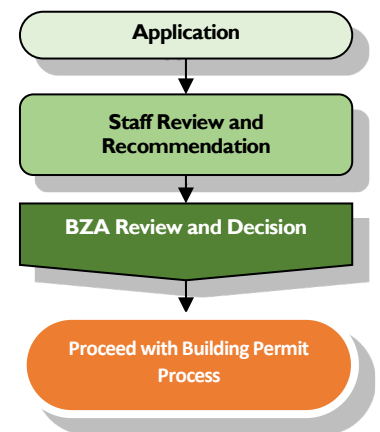
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## General Description

A variance is a process by which an appellant can seek relief from the requirements of the Zoning standards within the LDO through a special review by the Board of Zoning Appeals (BZA). Such relief may only be considered when full compliance with the Zoning standards within the LDO will create an “unnecessary hardship” for the property owner, as defined in the ordinance and by state law. Generally speaking, variances are typically considered when lots have unique layouts, sizes, topographic, or other extraordinary conditions that cannot accommodate development as normally required by the ordinance.

## The Review Process

1. The appellant may submit a formal application to request a Variance in accordance with Section 5.5.4 of the LDO.
2. Town Staff will review the application and make a recommendation to the BZA.
3. Following this recommendation, the BZA will hold a public hearing where they will allow the appellant the opportunity to present their case to the board and then will allow both proponents and opponents to the Variance to provide comment on the application.
4. After the closing of the public hearing, the BZA will discuss the application, in public, and will make a decision in accordance with the ordinance, legal requirements, and the BZA By-laws.



## Things to Know About Variances

- In approving a variance, the BZA can impose any conditions on the proposed use and property to ensure that the variance meets the intent and purpose of the LDO.
- Variances cannot be considered or granted to allow uses that are otherwise prohibited in the applicable zoning district. This type of action would be the equivalent of a rezoning (Zoning Map Amendment), which requires legislative action by the BOMA.
- Variances are not intended to be used to remove inconveniences to the applicant or financial burdens that may be caused by compliance with the LDO.
- Variances continue with the property and are not discontinued if the property is sold.
- Each variance request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.
- The granting of a variance required as a prerequisite to some other form of approval (such as a Site Plan) does not guarantee that any additional approval required will be granted.
- Published notices shall be provided by the Town in accordance with state law.

## Submittal Requirements

The table below depicts the submittal requirements for variances:

VARIANCE SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Community Development	
2	Site location, including tax map, group, parcel number, and street address	
3	All zoning classifications (including base zoning district & sector designation)	
4	Length of boundaries of the lot, and lot size in square feet	
5	Locations, square footages, and dimensions of all existing and proposed structures	
6	All minimum and maximum setbacks, including build-to lines	
7	Easement types, locations, and dimensions	
8	Description of the variance(s) being requested	
9	Statement indicating the grounds for the variance request and how the request complies with the approval criteria in Subsection 5.5.4	
10	Any applicable drawings, sketches, or plans necessary to justify the variance request	
11	Any additional information determined to be necessary by the Department of Community Development	

## Submittal Requirements & Checklists are available from the Town of Thompson's Station.

Contact the Community Development Department for the latest version of the Checklist for the Board of Zoning Appeals.

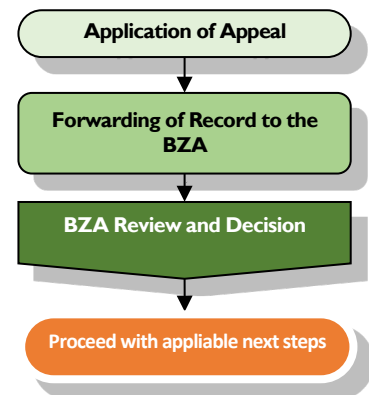
## Appeal of Administrative Decisions

### General Description

The appeal of administrative decisions (appeals) process set forth in Section 2.4.6 of the *Zoning Ordinance* is a review procedure that allows an appellant to appeal an administrative (staff) decision of the Department of Community Development, Department of Building and Neighborhood Services, or other Town official if the applicant feels the decision was incorrect, was a provision set forth within the requirements of the Zoning Ordinance, or that they have been otherwise aggrieved by the decision. The Board of Zoning Appeals may hear the appeal of the administrative decision, if the appellant makes application of the request within thirty (30) days of the decision.

### The Review Process

1. The appellant may submit a formal Appeal in accordance with Section 5.5.4 of the LDO.
2. Once the appellant has submitted the formal appeal, all records pertaining to the original decision will be forwarded to the BZA.
3. The BZA will review the appeal in accordance with the LDO, state law, and the BZA By-laws.



### Things to Know About Appeals

- Detailed information on the appeals procedure and review criteria is established in Subsection 5.5.4 of the LDO.
- Appeals shall be filed within 30 calendar days of the date of the original decision.
- The BZA may apply conditions to its decision if it overturns the original decision of staff to ensure any such decision is in the spirit of the LDO.
- Published notices shall be provided by the Town, in accordance with state law.
- Each appeals request is a separate request. As such, each request shall be charged a separate fee. The BZA may consider each request separately or together, depending on direction from the Chair of the Board.

## Submittal Requirements

The table below depicts the submittal requirements for Appeals:

APPEAL SUBMITTAL REQUIREMENTS	
1	Application form and fee submitted to the Department of Community Development
2	Reference to Town project identification number that is the source of the appeal
3	Description of the decision being appealed (including copy of Site Plan or other application materials as appropriate)
4	Statement describing reasons for appeal and justification
5	Any additional information determined to be necessary by the Department of Community Development

## Submittal Requirements & Checklists are available from the Town of Thompson’s Station.

Contact the Community Development Department for the latest version of the Checklist for the Board of Zoning Appeals.

## Grading Permits

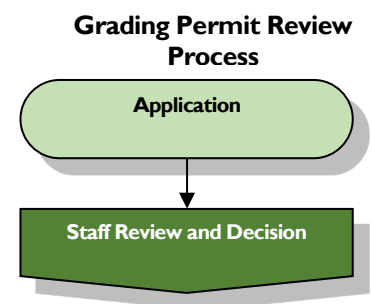
### General Description

The Town of Thompson’s Station requires the issuance of a Grading Permit prior to the grading, tree removal, or other general site preparation to ensure proper grading, to minimize erosion, and to ensure proper stormwater management.

### The Review Process

In order to receive a Grading Permit, the following steps must be completed:

1. Applications for a Grading Permit shall be a subcomponent of the submittal of a set of site plans or construction documents.
2. Town Staff will coordinate review with other applicable Town consultants.
3. Town Staff will review for a Grading Permit as part of the overall plan review for a Site Plan or Construction Documents.



4. The applicant shall install necessary erosion control measures as shown on the approved plan.
5. Upon completion of the plan review/approval process, the applicant should schedule a pre-construction meeting with the Town Staff to discuss site disturbance plans and the erosion control measures. The applicant shall be required to bring the approved Site Plan/Construction Documents and any other items required by Town Staff.
6. Upon completion of all of the above steps and payment of the fee, Town Staff will issue the Grading Permit, at the end of the pre-construction meeting provided the improvements are completed in accordance with the approved plans.

## Things to Know About Grading Permits

- Tree protection zones are to be maintained and preserved throughout the duration of development activity.

## Submittal Requirements

The table below depicts the submittal requirements for Grading Permits:

GRADING PERMIT SUBMITTAL REQUIREMENTS		
1	Application form and fee submitted to the Department of Community Development	
2	Information deemed necessary by Town Staff/consultants	
3	Copy of approved Construction Document/Site Plan	

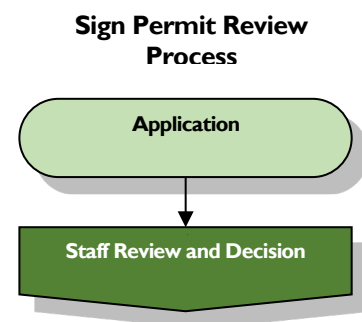
## Sign Permits

### General Description

Sign Permits are required for the construction, alteration, or relocation of signs in the Town of Thompson’s Station to ensure compliance with the *LDO* and applicable building codes.

### The Review Process

1. The applicant may submit a formal application for a Sign Permit in accordance with the requirements of the Department of Community Development.
2. Town Staff will review the application and make a decision on the permit within five working days after submission of an application.



## Things to Know About Sign Permits

- Detailed information on the Sign Permit procedure and review criteria is established in Subsection 4.17 Sign Standards of the *LDO*.
- An application for a Sign Permit may require an additional permit for electrical work.

## Submittal Requirements

- An applicant shall submit a Sign Permit with all applicable drawings, as required.

# Building Permits

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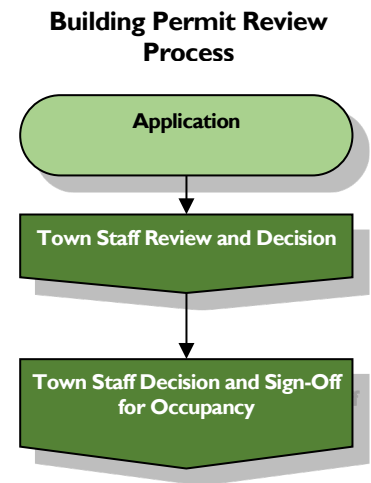
## General Description

Building Plan Review and the issuance of Permits are the last step in the development review process before actual vertical construction may begin. The Town uses the Building Plan review as the opportunity to ensure that what is proposed for construction conforms to all previous approvals, approved Site Plans, the *LDO*, the adopted building codes, and all other applicable Town codes. The following activities require prior approval of a Building Permit:

- Any new construction of a residential, nonresidential, or accessory building;
- Any addition to an existing building (including garages, carports, decks, porches, deck or patio covers, storage buildings, or swimming pools);
- Any relocation of a building constructed elsewhere;
- Place or replace a mobile home on property (except within a mobile home park);
- Renovations requiring Building Permits;
- Conversion of unfinished space to habitable space; and
- Demolition of any structure or portion of a structure.

## The Review Process

1. The applicant may submit a formal application for a Building Permit in accordance with the requirements of the Department of Community Development.
2. The Community Development Department will review the application and make a decision on the permit.
3. Once the authorized work is complete, the Community Development Department will complete the final building inspection to sign off on the work and to allow for occupancy and use.



# Other Permits and Inspections

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## General Description

The Community Development Department issues all permits and collects fees associated with the construction of a new building, a tenant build out or a building renovation. In addition to the issuance of permits, the CDD schedules and conducts all required inspections during the building construction process and prior to the occupancy of a building. The Town of Thompson's Station has adopted the building construction codes, per the Town Code.

*Please contact the Community Development Department (615) 794-4333 for permit and code requirements.*

## **Fees Collected**

*Please contact the Town Staff (615) 794-4333 for a fee schedule and impact fee schedule.*

## **Permit Requirements and Inspection Scheduling**

*Please contact the Community Development Department (615) 794-4333 for submittal requirements.*

*Inspections may also be scheduled online at <https://twn-thompsonsstation-tn.smartgovcommunity.com/Public/Home>*



# Letters of Credits/Bonds

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## General Description

When an applicant will not complete and dedicate required public improvements or private infrastructure prior to requesting a Building Permit, the applicant is required to submit a Letter of Credit/Bond for a Performance Bond. The Performance Bond ensures the improvements will be completed as approved through the posting of a monetary surety. Additionally, Maintenance Bonds are also required for a period of one-year following installation and dedication of improvements to ensure the improvement meets all Town standards.

## The Review Process

1. In conjunction with the application for a Site Plan or Final Plat, the TSPC shall establish the Performance Bond.
2. Reduction of the bond is permitted per Section 5.2.13 of the LDO. If the applicant has completed 100 percent of the public improvements, private infrastructure, or landscape installation, the applicant may request to be released from the Performance stage.
3. Town Staff shall inspect the public or private infrastructure to determine compliance with the improvement.
4. The TSPC shall be responsible for the review and decision on the reduction or release of a Performance Bond or Letter of Credit.
5. Following the passing of inspections for the required improvement, the applicant shall be required to maintain the completed improvements with a maintenance bond/letter of credit.
6. Maintenance bond/letter of credit are reviewed and released in the same manner as the original Performance bond/letter of credit. Maintenance bond/letter of credit are not subject to reductions.
7. The Applicant is responsible for submittal of an Action/Request Form with sign off by the Engineer of Record for the Project. The Action/Request Form triggers Town Staff review of a bond/LOC.

## Things to Know About Bonds & Letters of Credit

- Performance bond/letter of credit must be in place prior to recordation of the final plat.
- Failure to complete or maintain the required improvements within the terms of the approved plans and plats may result in the TSPC declaring the Performance bond/letter of credit to be in default. The TSPC may then “call” the bond/letter of credit to pay for the completion of the improvements under the supervision of the appropriate Town departments.
- A maintenance bond/letter of credit shall remain in effect for one year or until the final release by the TSPC, whichever is greater.
- The Engineer of Record is required to submit the Engineer’s Certificate to trigger TSPC review of each improvement both at the Performance and Maintenance Stage.

# Appendices

## Appendix A: Application Forms and Affidavits

### General Application

*The General Project Application is generated as part of the online plan submittal process:*

*Find information on the Online Plan Review upload process in Section F of this manual or on the Town of Thompson's Station website.*

### Property Owner Statement

Phone: (615) 794-4333  
Fax: (615) 794-3313  
www.thompsons-station.com



1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

#### PROPERTY OWNER(S) STATEMENT

STATE OF TENNESSEE  
COUNTY OF WILLIAMSON  
TOWN OF THOMPSON'S STATION

**Property Address(es):** \_\_\_\_\_

I / We, \_\_\_\_\_, declare that I / we am / are the owner(s) of the property described herein and hereby give authorization for the filing of this permit submitted to the Town of Thompson's Station, Tennessee.

I / We declare under penalty of perjury that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

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

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

Property Owner Statement: General

*Contact the Community Development Department to ensure you obtain the latest version of the Property Owner Statement prior to submittal.*

## Appendix B: Deadlines and Schedules

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*Please contact the Community Development Department for the latest TSPC / Administrative Meetings and Deadlines Schedule, as it may be revised at the pleasure of the Planning Commission.*

## Appendix C: Fee Schedules

The following tables are a compilation from the *Thompson's Station Municipal Code* of the fees associated with PC review; Building and Codes review; Facilities Tax; and Road Impact Fees. Please consult the *Thompson's Station Municipal Code* for the listing of all Town Fees.

**The fee schedule amounts are subject to change by the BOMA and applicants should confirm they have the most current version of the fee schedule.**

Applicants should make all checks payable to “Town of Thompson’s Station”, and the memo line should reference application type and project name.

### Review Fees

Development Concept Presentation	\$250.00
Residential Site Plan	\$5.00 per acre + \$15.00 per lot
Non-Residential Site Plan	\$5.00 per acre + \$50.00 per lot
Residential Preliminary Plat	\$10.00 per acre + \$20.00 per lot
Non-Residential Preliminary Plat	\$10.00 per acre + \$100.00 per lot
Residential Final Plat	\$25.00 per acre + \$50.00 per lot
Non-Residential Final Plat	\$25.00 per acre + \$150.00 per lot
Residential Construction Drawing	\$ .75 per linear foot of roadway
Non-Residential Construction Drawing	\$70.00 per acre
Residential Revision to Final Plat	\$100.00 per affected lot
Non-Residential Revision to Final Plat	\$150.00 per affected lot
Residential Single Lot Site Plan	\$25.00
Non-Residential Single Lot Site Plan	\$.30 per gross square footage
Commercial Site Plan Review (existing structures)	\$.10 per gross square footage
Board of Zoning Appeal (BZA) application*	\$100.00
Construction Board of Appeals application	\$100.00
Plat Recording Fees	\$25.00 per sheet (mylar copies only)
Re-zone	\$250.00
Third Party Plan Review	Pass through cost per Ordinance 04-001
Change of Use Review for Zoning Compliance	\$.10 per gross square footage

### Permit Fees

Residential and Commercial Building Permits	\$.45 square foot - \$100.00 minimum
Re-inspection Fee	\$50.00
Residential Remodel	\$.10 square foot - \$100.00 minimum
Commercial Remodel	\$.20 square foot - \$100.00 minimum
Demolition	\$100.00
Driveway/Right-of-Way	\$50.00
In Ground Swimming Pool	\$300.00
Above Ground Swimming Pool (>2 foot depth)	\$50.00
Deck	\$50.00
Home Occupation	\$10.00
Sign	\$50.00 per sign
Master Sign Plan/Program	\$150.00
Temporary Sign Permit	\$10.00

Billboard Sign Face Replacement	\$200.00
Temporary Use/Event (staff level approval)*	\$10.00
Temporary Structures (tents, sales trailers, etc.)	\$50.00
Retaining Walls	\$100.00 + any pass through charges
Third Party Plan Review	Pass through cost per Ordinance 04-001
House/Building Moving	\$250.00
Change of Contractor	\$50.00
Grading/Excavation	\$250.00
Blasting	\$50.00
Miscellaneous	\$75.00
Sheet folding	\$5.00 per sheet
Minor Modification to plans (after construction starts)	\$100.00
Extension/Renewal (90 days maximum)	1/2 original permit fee (each)

#### Miscellaneous Fees

Illegal Temporary Signs (removal charge)	\$25.00
Cancelled Permit	10% Review - \$25 minimum
Replacement Permit (related to natural disaster)	\$100.00
Early Review of Letters of Credit/Bonds	\$500.00
Annual Application for Sewer Haulers	\$50.00

## Appendix D: Tree and Plant List

Per Section 1.2.9 of the *LDO*, plant materials placed on a site in partial compliance with the landscape requirements shall be from this list. It is encouraged that native plant material be used. Some native plants indicated with (‡) may only be appropriate for use in a landscape buffer or informal open space. Plants listed on the current edition of Tennessee Invasive Exotic Pest Plants shall not be accepted for compliance with landscape requirements. The Town recommends removal of these invasive plant materials when found in areas of a site containing existing vegetation. The Tennessee Invasive Plant list may be found at [www.tneppc.org](http://www.tneppc.org).

The materials marked with an asterisk (\*) have been identified by the University of Tennessee's Agricultural Extension Service as materials that will tolerate drought stress better than most landscape plants. New landscape material needs to become well established, however, before they become effectively drought tolerant. Therefore, it is imperative that new plantings receive follow-up care until they are established. The materials marked with a (°) shall not be used near pedestrian areas.

Unless specified, all species include cultivars of that species. Cultivars shall meet the minimum height requirement for the category of material for which credit is requested. Additional material shall be accepted on a case-by-case basis. Trees in the genus *Fraxinus* are no longer accepted toward landscape compliance.

### PROHIBITED TREES/SHURBS

PROHIBITED FROM BEING USED TO MEET LANDSCAPE REQUIREMENTS	
Scientific Name	Common Name
<i>Pyrus calleryana</i>	Callery (Bradford) Pear
<i>Acer saccharinum</i>	Silver Maple
<i>Cupressus × leylandii</i>	Leyland cypress

PROHIBITED FROM BEING USED AS SCREENING SHRUBS	
Scientific Name	Common Name
<i>Euonymus kiautschovicus</i>	Manhattan euonymous
<i>Abelia species</i>	Glossy Abelia

PROHIBITED FROM BEING USED AS STREET TREES	
Scientific Name	Common Name
<i>Acer saccharum</i>	Sugar Maple
<i>Liriodendron tulipifera</i>	Tuliptree
<i>Nyssa sylvatica</i>	Blackgum
<i>Quercus pagoda</i>	Cherrybark Oak
<i>Quercus palustris</i>	Pin Oak

## PERMITTED TREES/SHRUBS

<b>PERMITTED DECIDUOUS CANOPY TREES</b>	
* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service ° - Shall not be used near pedestrian areas ‡ - May only be appropriate for use in a landscape buffer or informal open space	
Scientific Name	Common Name
Acer rubrum	Red Maple*
Acer saccharum	Sugar Maple
Aesculus species	Buckeye‡
Betula nigra	River Birch
Carya illinoensis	Pecan‡
Carya species	Hickories‡*
Catalpa speciosa	Northern Catalpa‡
Celtis laevigata	Sugar Hackberry*
Celtis occidentalis	Hackberry*
Diospyros virginiana	Persimmon‡*
Fagus grandifolia	American Beech‡
Fagus sylvatica	European Beech‡
Ginkgo biloba	Ginkgo Tree*
Gymnocladus dioicus	Kentucky Coffeetree‡*
Juglans nigra	Black Walnut‡*
Liquidambar styraciflua	Sweetgum
Liriodendron tulipifera	Tuliptree
Magnolia acuminata	Cucumber tree
Nyssa sylvatica	Blackgum*
Platanus acerifolia	London Planetree
Platanus occidentalis	Sycamore‡
Prunus serotina	Black Cherry‡
Robinia pseudoacacia	Black Locust‡*
Quercus acutissima	Sawtooth Oak
Quercus alba	White Oak
Quercus coccinea	Scarlet Oak*
Quercus falcata	Southern Red Oak*
Quercus lyrata	Overcup Oak*
Quercus macrocarpa	Bur Oak*
Quercus michauxii	Swamp Chestnut Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus nigra	Water Oak
Quercus nuttalli	Nuttall Oak
Quercus pagoda	Cherrybark Oak
Quercus palustris	Pin Oak*‡
Quercus phellos	Willow Oak*
Quercus prinus	Chestnut Oak*
Quercus rubra	Northern Red Oak*
Quercus shumardii	Shumard Oak*
Quercus stellata	Post Oak*
Quercus velutina	Black Oak*

### PERMITTED DECIDUOUS CANOPY TREES

\* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

° - Shall not be used near pedestrian areas

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Sassafras albidum	Sassafras*
Taxodium distichum	Baldcypress
Tilia americana	American Linden
Tilia cordata	Littleleaf Linden
Ulmus americana	American Elm*
Ulmus parvifolia	Chinese/Lacebark Elm* (Disease resistant varieties)
Zelkova serrata	Japanese Zelkova

### PERMITTED DECIDUOUS UNDERSTORY TREES

\* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

° - Shall not be used near pedestrian areas

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Acer buergeranum	Trident Maple
Acer ginnala	Amur Maple
Acer palmatum	Japanese Maple (Must meet understory size requirements)
Acer pensylvanicum	Striped Maple
Acer spicatum	Mountain Maple
Aesculus pavia	Red Buckeye
Amelanchier arborea	Serviceberry
Asimina triloba	Pawpaw
Bumelia lycioides	Buckthorn Bumelia
Carpinus betulus	European Hornbeam
Carpinus caroliniana	Hornbeam
Cercis canadensis	Eastern Redbud
Chionanthus virginicus	Fringetree
Cladrastis kentukea	Yellowwood
Cornus florida	Flowering Dogwood
Cornus kousa	Kousa Dogwood
Cotinus obovatus	Smoketree
Crataegus phaenopyrum	Washington Hawthorne* °
Crataegus viridis 'Winter King'	Winter King Hawthorne °
Franklinia alatamaha	Franklin Tree
Halesia carolina	Carolina Silverbell
Hamamelis virginiana	Witch Hazel
Koelreuteria paniculata	Golden Raintree*
Lagerstromia Species	Crape Myrtle (see special note pg 71)
Magnolia x soulangiana	Saucer Magnolia
Malus species	Crabapple
Ostrya virginiana	Hophornbeam
Pistacia chinensis	Chinese Pistache
Prunus 'Okame'	Okame Cherry
Prunus x yedoensis	Yoshino Cherry
Rhus copallina	Shining Sumac‡*



Rhus typhina	Staghorn Sumac*‡
Styrax species	Snowbell
Symplocos tinctoria	Sweetleaf‡
Syringa reticulata 'Ivory Silk'	Lilac Tree

### PERMITTED EVERGREEN CANOPY TREES

\* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

Scientific Name	Common Name
Abies concolor	White Fir
Cryptomeria japonica	Japanese Cryptomeria
Cupressocyparis leylandii	Leyland Cypress
Juniperus scopulorum	Rocky Mountain Juniper
Juniperus virginiana	Eastern Red Cedar*
Magnolia grandiflora	Southern Magnolia (Must meet canopy size requirements)
Picea abies	Norway Spruce
Picea pungens	Colorado Spruce
Pinus bungeana	Lacebark Pine
Pinus echinata	Shortleaf Pine*
Pinus nigra	Austrian Pine
Pinus strobus	White Pine*
Pinus taeda	Loblolly Pine*
Pinus thunbergii	Japanese Black Pine
Pinus virginiana	Virginia Pine*
Thuja plicata	Western Red Cedar
Tsuga canadensis	Canadian Hemlock
Tsuga caroliniana	Carolina Hemlock

### PERMITTED EVERGREEN UNDERSTORY TREES

\* - Drought tolerant plants as established by the University of Tennessee's Agricultural Extension Service

Scientific Name	Common Name
Ilex opaca	American Holly*
Ilex latifolia	Lusterleaf Holly
Ilex x 'Nellie R. Stevens'	Nellie R. Stevens Holly
Ilex x attenuata 'Fosteri'	Foster's Holly
Ilex x attenuate	'Savannah' Savannah Holly
Magnolia grandiflora	Southern Magnolia (Must meet understory size requirements)
Magnolia virginiana	Sweetbay Magnolia

### PERMITTED SHRUBS

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Abelia species	Abelia
Amorpha fruticosa	Indigobush
Aronia melanocarpa	Black Chokeberry‡
Aucuba japonica	Japanese Aucuba
Azalea species	Azalea

## PERMITTED SHRUBS

‡ - May only be appropriate for use in a landscape buffer or informal open space

Scientific Name	Common Name
Berberis species	Barberry (except Berberis thundersgii)
Buxus species	Boxwood
Calycanthus floridus	Sweetshrub
Castanea pumila	Allegheny Chinkapin
Ceanothus americanus	New Jersey Tea
Cephalanthus occidentalis	Buttonbush
Chaenomeles speciosa	Flowering Quince
Cornus amomum	Silky Dogwood
Cornus species	Dogwood
Corylus americana	Hazelnut‡
Dirca palustris	Leatherwood
Forsythia species	Forsythia
Fothergilla species	Fothergilla
Hamamelis species	Witch Hazel (species that meet shrub requirements)
Hydrangea arborescens	Wild Hydrangea
Hydrangea species	Hydrangea
Ilex species	Holly
Ilex verticillata	Winterberry
Itea virginica	Virginia Willow
Itea virginica	'Henry's Garnet' Red Virginia Sweetspire
Juniperus species	Juniper* (species that meet shrub requirements)
Kalmia latifolia	Mountain Laurel
Lagerstroemia species	Crepe Myrtle
Ligustrum species	Ligustrum (except L. sinense, L. vulgare, L. japonicom)
Lindera benzoin	Spicebush
Magnolia species	Magnolia (species that meet shrub requirements)
Physocarpus opulifolius	Ninebark
Pieris japonica	Japanese Andromeda
Prunus species	Cherry Laurel (species that meet shrub requirements)
Pyracantha coccinea	Scarlet Firethorn
Rhododendron species	Rhododendron, Azalea
Rhus aromatica	Fragrant Sumac
Rhus glabra	Smooth Sumac‡
Rosa palustris	Swamp Rose
Rosa species	Knock Out and Carefree Rose
Sambucus canadensis	Elderberry‡
Spiraea species	Spiraea (except Spiraea japonica and cultivars)
Staphylea trifolia	Bladdernut‡
Syringa vulgaris	Common Lilac
Taxus species	Yew
Viburnum species	Viburnum
Viburnum acerifolium	Maple leaf Viburnum‡
Vitex agnus-castus	Chastetree

Crape Myrtle Special Note:

The Lagerstroemia x 'Natchez', 'Muskogee', 'Red Rocket (Whit IV)', and 'Tuscarora shall be allowed as understory trees with the following restrictions:

1. They shall not be allowed as a street trees,
2. They shall not be allowed in parking lots or as perimeter screen of a parking areas,
3. They shall have at least 3 trunks with one at least 1 1/2 caliper inches.
4. The following note shall be on all Landscape Plans before final approval is given:  
"Lagerstroemia x '(cultivator)' on this plan is considered as understory trees and shall not be topped, raked or the crown removed in any fashion. If this occurs the effected plant shall be replaced."

Lagerstroemia shall continue as shrubs. They shall be labeled as such.

# Appendix E: Submittal Requirements & Checklists

## Plan & Plat Submittal Requirements

All Administrative or Planning Commission submittals shall be submitted in the following format & quantities.

Electronic copies of the Plans/Plats shall be uploaded to the Town of Thompson’s Station Online Website (IDT) in the format described in the chart below to <https://thompsons-station.idtplans.com/secure/>.

**No paper copies are required to be submitted. Please do not submit paper copies!**

The submittal fee shall either be included as a check submitted to the Community Development Department or it may be paid through the online plan review website. The submittal shall not be accepted for an agenda until the electronic submittal has been uploaded and the fee has been paid.

Electronic copies of the submittal/resubmittal may be uploaded to the Online Plan Review Website at any time; however, the submittal shall only be processed according to the adopted TSPC Meetings and Deadline Schedule.

**The following requirements apply to all Administrative or Planning Commission submittals:**

ELECTRONIC SUBMITTAL REQUIREMENTS	
1	The applicant shall submit upload a multipage PDF for all plan/plat sheets to the Town of Thompson’s Station Online Plan Review Website: <a href="https://thompsons-station.geocivix.com/secure/">https://thompsons-station.geocivix.com/secure/</a>  This PDF file shall be oriented as landscape and shall be created at minimum resolution of 200 dpi. All other calculations and documents that are required of the submittal (these shall be designated at the Pre-application Conference for the project shall also be uploaded as PDF documents to the Plan Review Website.
2	The multipage PDF for plan sheets shall have each sheet bookmarked with the same notation that the sheet labeled as on the cover sheet of the plan set.
3	Plan sheets shall be 24 inches x 36 inches for <u>annexation request, rezonings, planned development plans, preliminary plats, and site plans</u> . The drawings shall be drawn to scale as previously noted in the applicable checklist. Deviations from this standard are acceptable with prior authorization from the Department of Community Development.
4	Plan sheets for <u>plats</u> shall be 18 inches x 24 inches and the drawings shall be drawn to scale as previously noted in the applicable checklist.
5	In the case of Final Plats, the applicant may be required to upload electronic versions of all Final Plats in DXF or AutoCADr14 formats in addition to the PDF specification detailed above after the plat has been approved.

See checklists for submittal requirements. Contact the Community Development Department for the latest version of the Checklist for the different plan types.

## ***Site Data Chart***

The following Site Data Chart is required for all submittals except Final Plats.

<b>SITE DATA CHART</b>
PROJECT NAME:
SUBDIVISION:
LOT NUMBER:
CIVIL DISTRICT:
ADDRESS:
EXISTING ZONING:
ACREAGE OF SITE:
SQUARE FOOTAGE OF SITE:
MINIMUM REQUIRED SETBACK LINES:
Front Yard:
Side Yard:
Rear Yard:
OWNER:
Address:
Phone No.:
Fax No.:
E-mail address:
Contact Name:
APPLICANT:
Address:
Phone No.:
Fax No.:
E-mail address:
Contact Name:
BUILDING SQUARE FOOTAGE:
BUILDING HEIGHT:
MINIMUM PARKING REQUIREMENT:
PARKING PROVIDED:
RESIDENTIAL DENSITY:
TREE CANOPY:
OPEN SPACE:

## Rezoning Checklist

**Contact the Community Development Department for the latest version of the Checklist for the different plan types.**

The following checklist depicts the submittal requirements for the Sector Map Amendment or Rezoning process:

<b>SECTOR MAP / REZONING CHECKLIST</b>		
Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.		
All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference is required prior to submittal	
2	Project Application	
3	Fee (nonrefundable) NO APPLICATION WILL BE REVIEWED UNTIL THE FEE IS PAID	
4	Signed Property Owner Statement	
5	The applicant shall notify, by mail, according to the LDO notifications requirements	
<b>B. General Information (Required on all applicable sheets of the submittal)</b>		
6	Date	
7	North Arrow and graphic scale	
8	Site Location	
9	Vicinity Map	
10	Name of Proposed development	
11	Contact information for professional(s) preparing the plans (including email addresses)	
12	All plans sealed, signed, and dated by Tennessee licensed professional(s)	
13	The applicant shall provide any additional information, as determined by the Town Staff, that will be necessary to obtain an adequate review by the Town Staff, Planning Commission, and the Board of Mayor and Aldermen.	
14	Names, addresses, email and telephone numbers of the owner and the applicant. Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.	
<b>C. Submittal Components</b>		
15	The length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.	
16	The applicant shall submit a written legal description of the site, commencing at a point on a public right-of-way and referencing the Tax Map and Parcel Number. The written legal description shall be submitted electronically, as well.	
17	All zoning districts within 500' of site	
18	Existing Zoning of the site and Proposed Zoning of the site	
19	Ridgeline and Hilltop Protection Area limits, if applicable	
20	Watercourses, conveyances, springs (perennial only), Water bodies, FEMA Floodway and Floodplain Boundary, wetlands, and drainage basin where the site is located.	
21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
22	Acreage of the site	
23	Name, address, telephone, and e-mail address of land owner	
24	Names of all subdivisions and land owners owning lots adjacent to the site	
25	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
26	Existing land uses on the site and surrounding parcels within 500' of the site	
27	Planned development within 500' of the site (consisting of approved, but not yet complete development)	

28	Railroad infrastructure and rights-of-way	
29	Mineral rights (if held by parties other than the owner of record)	
30	All historic properties within 500' of site	
<b>D. Statement of Impacts. A statement describing the probable impact of the rezoning on all of the following:</b>		
31	Water facilities.	
32	<p>Sewer facilities: include-</p> <ul style="list-style-type: none"> <li>Wastewater Reservation Agreement; Williamson County Septic Approval; or On-site System Approval, as applicable.</li> <li>Note- if under a wastewater reservation agreement, the 25% deposit shall be paid within 90 days of the rezoning or the ordinance shall not go into effect.</li> </ul>	
33	Repurified (reuse) water facilities.	
34	Street Network, as shown on the major thoroughfare plan.	
35	Drainage facilities.	
36	Police, fire, and recreational facilities. (Provide driving distance to the nearest police, fire, and recreational facilities.)	
37	<p>The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:</p> <ul style="list-style-type: none"> <li>location of the proposed development;</li> <li>the anticipated school-age population of the development.</li> </ul> <p>A copy of the letter sent to the school district shall be included with the application.</p>	
38	A general statement addressing refuse storage and sanitation collection facilities proposed for the development.	
39	A general statement indicating the substance of restrictive covenants, architectural controls grants of easements or other restrictions imposed, or to be imposed, upon the uses of the land, buildings and structures in the development, including proposed easements for utilities and greenbelts.	
<b>E. Supporting Studies and Information</b>		
40	Traffic Impact Analysis (if required by Town Engineer)	
41	Estimated amount of total trip generation (if required by Town Engineer)	

# Preliminary Plat Checklist

**Contact the Community Development Department for the latest version of the Checklist for the different plan types.**

The following checklist depicts the submittal requirements for Preliminary Plats:

<b>PRELIMINARY PLAT CHECKLIST</b>		
Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.		
All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson’s Station requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference is required prior to submittal	
2	Project Application	
3	Signed Property Owner Statement	
4	BOMA Approved Sewer Reservation Agreement or Approval letter from Williamson County Sewerage Disposal Department	
5	Fee (nonrefundable) NO PRELIMINARY PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
<b>B. General Information</b>		
6	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
7	Date	
8	North Arrow and graphic scale	
9	Site Location / Vicinity Map	
10	Name of proposed subdivision	
11	Addressing Plan	
12	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture.	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the Town Staff that will be necessary to obtain an adequate review by the Town staff and the TSPC.	
<b>C. Statement of Expected Project Impact</b>		
16	A written description of the location and scope of the proposed project	
17	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
18	Statement/Information describing the anticipated impact on the following infrastructure: <ul style="list-style-type: none"> <li>• Water,</li> <li>• Sewer facilities: include- <ul style="list-style-type: none"> <li>○ Wastewater Reservation Agreement; Williamson County Septic Approval; or On-site System Approval, as applicable.</li> <li>○ Note- if under a wastewater reservation agreement, the 25% deposit shall be paid within 90 days of the rezoning or the ordinance shall not go into effect.</li> </ul> </li> <li>• Drainage facilities</li> </ul>	
19	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
20	Statement describing the anticipated impact on police, fire, and public recreational facilities (include driving distances from nearest police and fire facilities)	
21	Static and residual pressures at nearest fire hydrant	
22	The applicant shall submit a letter to the appropriate school district central office providing the school system with the following: <ul style="list-style-type: none"> <li>• location of the proposed development;</li> </ul>	



## PRELIMINARY PLAT CHECKLIST

Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.

All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

- the anticipated school-age population of the development.

A copy of the letter sent to the school district shall be included with the application.

### D. Existing Conditions Plan

23	Topographic contours at 2' intervals of site and surrounding lands within 500' of the site	
24	Geologic formations, including: rock outcrops, cliffs, karst topography	
25	Natural or man-made slopes of 15% to 25%	
26	Areas with slopes of 25% or more	
27	Ridgeline and Hilltop Protection Area	
28	Watercourses, conveyances, and springs (perennial only)	
29	Water bodies and wetlands	
30	100-year Floodplain and any other NFIP data	
31	Drainage basin(s) where the site is located, if required	
32	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of percent of tree canopy cover.	
33	Location and caliper of all specimen trees	
34	Acreage and square footage of the site	
35	Existing Zoning district classifications	
36	Information related to any HOA or other private restrictions	
37	Civil district	
38	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
39	Name, address, telephone, and e-mail address of land owner	
40	Names of all subdivisions and land owners owning lots adjacent to the site	
41	Existing road rights-of-way and street names within 500' of site	
42	Planned road network (including street names if available) surrounding the site (as indicated on the Major Thoroughfare Plan)	
43	Existing land uses on the site and surrounding parcels within 500' of the site	
44	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
45	Railroad infrastructure and rights-of-way	
46	All easements (including drainage) with dimensions and designation as to type	
47	Mineral rights (if held by parties other than the owner of record)	
48	All historic properties within 500' of site	
49	Location and description (including date of construction and architectural style) of all historic structures or site features	
50	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	

### E. Preliminary Plat

51	Name of development and all individual neighborhoods within subdivision (if applicable)	
52	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
53	Preliminary lot lines, square footage, and dimensions to the nearest foot	
54	Total acreage of the site, to the nearest hundredth	
55	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	

## PRELIMINARY PLAT CHECKLIST

Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.

All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

56	Length of project boundaries (including bearings and angles)	
57	Preliminary lot numbers	
58	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
59	Total proposed gross and net density	
60	Proposed land uses on the site (including total acreage by use classification)	
61	Location and acreage of tree protection zones	
62	Location and acreage of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
63	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
64	Proposed connections to existing and proposed streets (including street classification) located outside the development	
65	Dimension from nearest existing street intersection centerline to the nearest lot line	
66	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
67	Vehicular and pedestrian connectivity to all exterior boundaries	
68	All site triangles	
69	Proposed street light location and metering points (including seal and signature of electrical engineer)	
70	Street light details, including height, pole color and type, light color, and fixture type	
71	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
72	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
<b>F. Supporting Information</b>		
73	Traffic Impact Analysis (if required by Town Engineer)	
74	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	
75	Documentation from Williamson County Sewerage Disposal Department (if on septic)	

# Final Plat Checklist

**Contact the Community Development Department for the latest version of the Checklist for the different plan types.**

The following checklist depicts the submittal requirements for Final Plats:

<b>FINAL PLAT CHECKLIST</b>		
Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.		
All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
<b>Preliminary Information</b>		
1	Pre-application Conference is required prior to submittal. Town Staff may waive this requirement in select circumstances, but applicants shall contact Town Staff prior to any final plat submittal.	
2	Project Application and Signed Property Owner Statement/Certificate	
3	Cost estimates for all public infrastructure, if required	
4	Proposed or existing subdivision name	
5	Revision number, if applicable	
6	Name, address, telephone, and e-mail address of land owner. The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
7	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
8	Town of Thompson's Station Project number (to be assigned once initial submittal is made)	
9	Fee (nonrefundable) NO FINAL PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
10	All information determined to be necessary by the Department of Community Development	
<b>Vicinity Map</b>		
11	Date	
12	North Arrow	
13	Corporate limits (if within 1/2 mile of site)	
14	Site location	
15	Tax map, group, and parcel number(s) of site	
16	Existing streets and street names adjacent to site	
<b>Final Plat</b>		
17	Name of development and all individual neighborhoods within subdivision (if applicable)	
18	Revision number and all other resubdivision indicators	
19	North Arrow	
20	Closure error	
21	Town, County, Civil District, and Date	
22	Total acres in the subdivision to the nearest hundredth, and the existing map, group and parcel numbers from which the subdivision, resubdivision, or revision will be created	
23	Existing Zoning district classifications	
24	Information related to any HOA or other private restrictions	
25	Setbacks and building envelopes	
26	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
27	Boundary lines of properties adjoining, but not a part of the subdivision, shown with dashed lines	
28	Adjoining property owners and/or subdivisions	
29	Lengths of the boundaries of the subdivision, measured to the nearest foot and decimals, with calls	
30	The lengths of all lines dimensioned in feet and decimals to the nearest hundredth of a foot	

## FINAL PLAT CHECKLIST

Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.

All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

31	Square feet and acreage of each lot (square feet to the nearest foot and acreage to the nearest hundredth of an acre)	
32	Total number of lots and lot numbers	
33	The values of all true bearings and angles dimensioned in degrees and minutes	
34	Street and alley rights-of-way widths, classification, and names within the proposed project	
35	Connections to existing and proposed streets (including street classification) located outside the development	
36	Sidewalk locations	
37	At all temporary turnarounds, a sign shall be placed stating, "Street to be extended by authority of the Town of Thompson's Station."	
38	Acres and linear footage totals of new streets	
39	Linear feet of new streets	
40	Existing buildings	
41	Proposed street light location, metering points and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	
42	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
43	All easements (including drainage) with dimensions and designation as to type	
44	Mineral rights (if held by parties other than the owner of record)	
45	Existing and proposed utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
46	Underground Utility Note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground."	
47	Watercourses, conveyances, and springs (perennial only)	
48	Water bodies, including canals	
49	100-year Floodplain	
50	Any additional NFIP Floodplain Data	
51	Common open space lots	
52	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones	
53	Lots shall conform to all the requirements of the LDO	
54	Concrete monuments	
55	Iron pins, which shall be placed at all lot corners.	
56	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording	

# Site Plan and Construction Document Checklist

**Contact the Community Development Department for the latest version of the Checklist for the different plan types.**

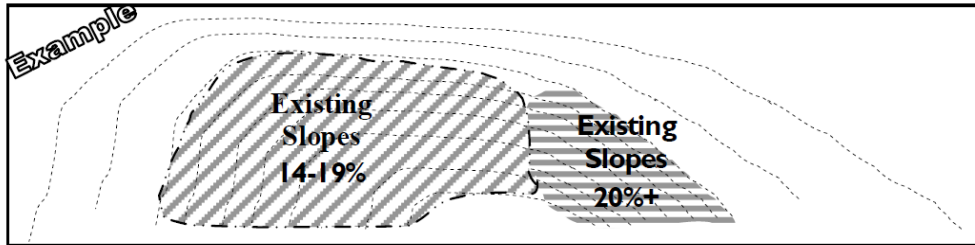
The following checklist depicts the submittal requirements for Site Plans:

<b>SITE PLAN AND CONSTRUCTION DOCUMENT CHECKLIST</b>		
Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.		
All plans are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference is required prior to submittal	
2	Project Application	
3	Signed & notarized Owner Affidavit	
4	Documentation on any modifications of standards or variances granted with preliminary plat	
5	Copy of the approved concept plan, if applicable	
6	Fees Post-approval fees- <ul style="list-style-type: none"> <li>• Grading Permit Fee shall be paid prior to issuance of Grading Permit</li> <li>• Wastewater Impact Fee shall be paid prior to Grading Permit</li> </ul>	
<b>B. General Information (Required on all applicable sheets of the submittal)</b>		
7	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
8	Date	
9	North Arrow	
10	Graphic scale	
11	Site Location / Vicinity Map	
12	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the Town Staff, that will be necessary to obtain an adequate review by the Town staff and the PC.	
<b>C. Existing Conditions Plan</b>		
16	Existing topography showing vertical intervals at two (2) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet.	
17	Geologic formations, including: rock outcrops, cliffs, karst topography, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; and existing utility easements shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
18	Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.	

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19	Ridgeline and Hilltop Protection Area limits, if applicable
20	Watercourses, conveyances, springs (perennial only), Water bodies, FEMA Floodway and Floodplain Boundary, wetlands, and drainage basin where the site is located.
21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.
22	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.
23	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.
24	All zoning districts within 500' of site
25	Identify development area for the site
26	Names of all subdivisions and land owners owning lots adjacent to the site
27	Existing land uses on the site and surrounding parcels within 500' of the site
28	Planned development within 500' of the site (consisting of approved, but not yet complete development)
29	All historic properties within 500' of site
30	Planned road network (including street names if available) within 1,500' of site (as indicated on the Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development
31	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.
32	Railroad infrastructure and rights-of-way
33	All easements (including drainage) with dimensions and designation as to type
34	Mineral rights (if held by parties other than the owner of record)
35	Location and description (including date of construction and architectural style) of all historic structures or site features
36	Location and caliper of all specimen trees
37	Existing parking areas with number of parking spaces listed

### E. Site Plan

38	Minimum and maximum setback or build-to lines (based on Zoning District classifications)
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"Take Down" schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments, see charts below (if applicable)

### LAND USE DATA

(Insert Project Name)

Development	Approval Date	T4 Zoned Acres	Single Family Dwelling Units	Multi-family Dwelling Units	Total Dwelling Units	Lot Numbers Of Buildable Units	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Dwellings
Concept Plan	1/30/21	1506	1548	600	2148	**	**	**	**
Section 1	4/18/21	18.22	48	0	48	1-48	49	1487.77	2100
Section 2	7/5/21	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035
Section 3	9/21/21	17.86	30	27	57	140-183	166	1441.57	1978

39

Development	Civic Space %	Civic Space Type	Required Open Space	Remaining Open Space Acres
Concept/Preliminary Plat	45%	Park, Plaza	54 acres	N/A
Section 1		N/A		54
Section 2	15%	Plaza	18	36
Section 3	30%	Park	36	0

Development	Approval Date	T5 Zoned Acres	Use	Lot Numbers Of Buildable Units	Floor Area	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Square Footage
Concept Plan	1/30/21	15	Retail, Office, Apartments	**	100,000 s.f.	**	**	**
Section 4	4/18/21	5	Retail, Office	51, 52	50,000 s.f.	77	10	50,000 s.f.
Section 5	7/5/21	5	Apartments	92	0	83, 95, 97	5	50,000 s.f.
Section 6	9/21/21	5	Retail, Office	142-148	50,000 s.f.	143	0	0

40	100-year Floodplain	
41	Adjoining property owners	
42	The value of all true bearings and angles dimensioned in degrees and minutes	
43	Lot numbers and design (to include size) of residential (multi-family) and non-residential structures	
44	The length of the boundaries of the site measured to the nearest one-tenth (0.1) foot	
45	Locations, square footages, and exterior dimensions of all existing buildings and above-ground habitable structures	
46	Locations, square footages, and exterior dimensions of all proposed buildings and habitable structures	
47	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)	
48	Location, width, and classification of all existing and proposed streets	

## SITE PLAN AND CONSTRUCTION DOCUMENT CHECKLIST

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49	Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)	
50	Where common solid waste storage is required, the location of dumpster pads, dumpster pad details, screen walls, and screen gates, in conformance with sanitation department standards.	
51	Location, and height of all fences and retaining walls	
52	Detail of proposed retaining wall materials (exterior)	
53	Location, arrangement, and dimensions of vehicular entrances, exits and parking lot aisles (including Primary Drive Aisles)	
54	Pedestrian walkways, paths, entrances, ramps, crossings, and handicapped parking areas	
55	Location and number of bicycle parking facilities	
56	Detail of bicycle rack	
57	Pervious and impervious parking spaces (including dimensions)	
58	Fire lanes and areas of parking prohibition	
59	Location and number of all stacking spaces	
60	Location and size of all loading zones	
61	Locations and dimensions for all cross-access ways between parking lots serving different uses	
62	Limits of disturbance	
63	Existing and proposed utilities	
64	Grading, Drainage, Erosion Prevention and Sediment Control, and Stormwater Management Plans (see Engineering comments pertaining to these items)	
<b>F. Utility Plan</b> (see Engineering comments pertaining to these items)		
65	Existing and proposed locations, types, and sizes of all water lines, fire hydrants, sanitary sewer lines, re-purified water systems, storm sewers, culverts, street improvements, sidewalks and any other utilities affected by the site.	
66	All site plans shall contain the following note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities, such as cable television, electrical (excluding transformers), gas, sewer, telephone and water lines shall be placed underground." IL and IM Districts shall be permitted to have their off-site lines overhead.	
<b>G. Landscape/Open Space Plan</b>		
67	Signature, date, and seal by a Tennessee Licensed Landscape Architect	
68	Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shown and labeled with the square footage: (a) The limits of the area shall be clearly identified on the landscape plan and site layout, with any improvements clearly labeled. (b) Documentation shall be provided for any stormwater device counted toward open space requirements. (c) Details of the improvements, such as fountains, walls, public art, benches, etc. shall be provided. (d) The open space take down chart shall be provided on the site layout and landscape plan	
<b>H. Architectural Plan</b> (required for all multifamily residential and non-residential site plans)		
69	Color Building Elevations Required (meeting all applicable development standards in LDO and the Design Guidelines): <ul style="list-style-type: none"> <li>For attached residential/ multi-family buildings and all non-residential buildings, elevations shall be provided for all sides of the building(s) with a scale shown on the plan. The architectural elevations for all multifamily &amp; non-residential buildings shall be signed and sealed by a Registered Architect.</li> </ul>	
70	List of proposed exterior materials and color	



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71	Description of the type of material(s) used on each façade elevation included in chart form with percentages of each material listed.	<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="3">West/Columbia Pike Elevation</th> </tr> <tr> <th></th> <th>Surface Area</th> <th>Percent of Net*</th> </tr> </thead> <tbody> <tr> <td>Gross of Wall</td> <td style="text-align: center;">2,968</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Net* of Wall</td> <td style="text-align: center;">2,743</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Net* EIFS</td> <td style="text-align: center;">133</td> <td style="text-align: center;">4%</td> </tr> <tr> <td>Net* Brick</td> <td style="text-align: center;">1,734</td> <td style="text-align: center;">64%</td> </tr> <tr> <td>Net* Split-face Block (integrally stained)</td> <td style="text-align: center;">876</td> <td style="text-align: center;">32%</td> </tr> </tbody> </table> <p style="font-size: small;">* Excludes roof forms, windows, doors, awnings, and similar features.</p>	West/Columbia Pike Elevation				Surface Area	Percent of Net*	Gross of Wall	2,968	N/A	Net* of Wall	2,743	N/A	Net* EIFS	133	4%	Net* Brick	1,734	64%	Net* Split-face Block (integrally stained)	876	32%	
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72	Typical square footage of each dwelling unit type shown (for residential).																							
73	Materials board demonstrating material and color of all primary and accent building materials (if required by pre-application form)																							
74	The location of any rooftop units shall be shown and labeled on the elevation(s), including the information in the box below and completed as applicable to this development.		<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">                     HVAC Units, cooling and/or mechanical units are located on the:                      x Rooftop                      ↑ Ground                      ↑ None Provided                 </td> </tr> </table>	HVAC Units, cooling and/or mechanical units are located on the: x Rooftop ↑ Ground ↑ None Provided																				
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75	A note shall be provided on each sheet of the elevation(s): "These elevations have been designed to meet the requirements of the Town of Thompson's Station's architectural design standards and the approval of the DRC/Town of Thompson's Station. Changes shall not be made to the approved elevations unless approved by either the Community Development Director or the DRC."																							
76	Color Elevations																							
<b>I. Lighting Plan</b>																								
77	Location, type, and height of all lighting (including street lights)																							

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78	<p>The following chart shall be provided on all Lighting Plan sheets:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>SITE LIGHTING DATA</b></p> <p style="text-align: center;">Land Use: <i>Residential or Nonresidential</i></p> <p style="text-align: center;">Zoning District: <i>Community Commercial (CC)</i></p> <p style="text-align: center;">Height of Proposed/Existing Building:</p> <p style="text-align: center;">Pole Height:</p> <p style="text-align: center;">Pole/Fixture Color:</p> <p style="text-align: center;">Color of Light:</p> <p style="text-align: center;">THIS LIGHTING PLAN HAS BEEN DESIGNED TO MEET THE TOWN OF THOMPSON'S STATION STANDARDS AND THE APPROVAL OF THE PLANNING COMMISSION/TOWN OF THOMPSON'S STATION. CHANGES SHALL NOT BE MADE TO THE APPROVED LIGHTING PLAN UNLESS APPROVED BY EITHER THE RELEVANT DEPARTMENT DIRECTOR OR THE PLANNING COMMISSION.</p> </div>
79	<p>Details on colors and materials for all lighting fixtures</p> <div style="display: flex; align-items: center; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">Typical Configurations</p> </div> <div style="text-align: center; font-size: 4em; font-weight: bold; opacity: 0.5;">Example</div> <div style="border: 1px solid black; padding: 5px;"> </div> </div>
80	Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles and shall be extended until 0.0 footcandles is maintained (for nonresidential only).
81	Maximum illumination in parking lots and maximum illumination at property lines (for nonresidential and multi-family only)
82	Clearly identified/labeled property lines
83	The following note shall be included regarding the location of proposed lighting: "Street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."