

CITY OF OAK RIDGE  
CHECKLIST FOR APPLICANTS  
PLANNED UNIT DEVELOPMENT  
PRELIMINARY MASTER PLAN  
ZONING DOCUMENT

The PUD Preliminary Master Plan and the request for approval of a PUD overlay zone is the first step in the PUD approval process.

Name of Planned Unit Development - Lot(s)/Parcel(s) Block No: \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

General description of project: \_\_\_\_\_

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

Fees Paid: \_\_\_\_\_ \$200.00 Seven copies for initial review by staff. Seventeen copies of revision for staff and Planning Commission (ten folded; seven rolled). After recommendation by Planning Commission, fifteen copies for City Council meeting. If plan does not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before the deadline of the following month.

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

ARE ANY VARIANCES REQUESTED AS PART OF THIS PROPOSAL?

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

\_\_\_\_\_ NO

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

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

I authorize

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

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

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

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

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Scale: 1"=50' or 1"=100' Show scale on drawing.			
2. Lot or parcel no. & block no.			
3. Name, address & telephone number of surveyor/engineer			
4. Date of preparation			
5. True & grid north arrows			
6. Location map			
7. Date of pre-application conference.			
8. Zoning? Note minimum area for PUD's below: R-1 Zones: 10 acres R-2, R-4-A: 8 acres R-3, R-4-B, R-4-C: 5 acres			
9. Show all FEMA designated Floodway and Floodway Fringe boundaries.			
10. Acres in tract? (If site is in more than one zone, specify the number of acres in each zone)			
11. Legend			
12. Ownership of all property proposed for incorporation within PUD. A copy of all deeds along with written documents signed by all property owners indicating willingness to abide by Master Plan.			
13. Name of adjacent property owners or subdivision			
14. Listing of proposed land uses.			
15. Estimated population density and extent of activities to be allocated to parts of the project.			
16. The type and proposed use for any common open space included within the proposed development.			
17. Reservations for public uses including schools and parks and other open spaces.			
18. Requested interior setbacks. (Note: At the perimeter of a PUD, buildings shall be designed to harmonize in scale, setbacks, and mass with adjacent buildings outside the PUD boundary; setbacks of the zones bordering the PUD shall be used as a guide.)			

**Planning Division**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
19. Location and approximate dimensions of structures, other than one- and two-family detached dwellings, including approximate height, bulk and utilization of structures including activities and the number of living units.			
20. Boundary and description of tract to be developed including all existing property lines.			
21. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, sinkholes, wetlands, hillside areas, utilities, and easements, etc.			
22. PDF of proposal			
23. Tabulation of the land area to be devoted to various uses and activities and overall densities.			
24. Substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings and structures including proposed easements for public utilities, drainage ways and common open space.			
25. A staging schedule is required when it is proposed that the Final Master Plan will be submitted in stages.			

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

**PUBLIC WORKS**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. The existing topography of the area with contour intervals of five feet or less.			
2. The general means of the disposition of sanitary wastes and storm water.			
3. Delineation of easements and any other encumbrances on site			
4. The approximate location and sizes of proposed and existing sanitary and storm sewers, water mains, culverts and other underground structures in or adjacent to the project.			
5. Approximate location of transportation routes including streets, driveways, sidewalks and pedestrian ways, and off-street parking and loading areas.			
6. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, floodplains, springs, etc.			
7. Show all FEMA designated Floodway and Floodway Fringe boundaries.			
8. Traffic Impact Study may be required per Zoning Ordinance requirement.			

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

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

**ELECTRICAL DEPARTMENT**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Service desired: Overhead _____ Unknown _____ Underground _____ Combination _____ (This info is for planning purposes only.)			
2. Existing electric utility easements have been shown. (required for approval)			
3. Existing electrical plant facilities, i.e. poles, anchors, pad mount transformers, street lights, etc. have been surveyed and shown on the Mater Plan. (required for approval)			
4. Will your Master Plan necessitate relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ _____ (Info only. Failure to identify relocation needs could result in delays in construction)			
5. All public roads must provide lighting. CORED provides two options for street lights on City streets. If the roads are private, these lights are not available. If the development has private roads or if the Developer desires to install a different type of lighting, please advise and indicate the type and spacing of street lights on the drawing. The spacing must meet or exceed City standards.			
6. The following standard notes are <b>on</b> the drawing:  1. No construction of buildings or signs or installation of landscaping shall take place within easements or setbacks without the City of Oak Ridge’s written approval. Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City.  2. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement. (required for approval)			
7. Have you participated in a design meeting with the City of Oak Ridge Electric Department to establish a plan for providing electric service to each lot? Meeting Date _____  Please note, while a Master Plan will be approved without an indication of the electrical route depicted, the Preliminary Plat will require a definitive route for approval. It is highly recommended that the route be established as part of the Master Plan, as changes to the Master Plan could arise if routing is delayed. (This info is for planning purposes only.)			

City Staff – Reviewed by: \_\_\_\_\_

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