

CITY OF OAK RIDGE
CHECKLIST FOR APPLICANTS
SKETCH PLATS
SUBDIVISION DOCUMENT

The sketch plat is the first step in the process of subdividing land. A sketch plat is conceptual in nature and does not require engineering design of roadways and utilities.

Name of Plan-Lot(s)/Parcel(s) Block No. _____

Owner Name _____ Telephone No. _____

Address _____

Name of Agent/Engineer/Surveyor _____

Address _____ Telephone No. _____

General Description of Project: _____

Zoning Designation of Property: _____

Fees Paid: _____ \$25 Seven copies for initial review by staff. Eighteen copies of revision for staff and Planning Commission. If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before the deadline of the following month.

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

WILL ANY VARIANCES BE REQUESTED?

_____ 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: No less than 1" = 200'. Show graphic scale.			
2. Size: 18"x24"			
3. Lot or parcel No.(s) & block no.(s) of tract being subdivided			
4. Name, address & tel. no. of surveyor/engineer			
5. Date of preparation or last revision			
6. True & grid north arrows			
7. Location map			
8. Locations of all streets, intersections and driveway openings within 200 feet of each of the boundaries of the proposed subdivision.			
9. Name of adjoining property owners or lot numbers			
10. Number of acres in tract being divided.			
11. Show all land to be saved or given for public use			
12. New lot lines and lot numbers. List total number of new lots.			
13. Proposed phasing, if any.			
14. No substandard remnant lots to be proposed			
15. Existing zoning and setback lines			
16. Show proposed location of sidewalks.			
17. Legend			
18. Statement: Directional bearings used on this map are based on the Oak Ridge coordinate system and do not refer to either true or magnetic north.			
19. All areas designated as Floodway or Floodway Fringe. This information must be verified by field elevations.			
20. One transparency of proposal			

City Staff/Reviewed By & Date: _____

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Topography by contours at vertical intervals of not more than 5 feet.			
2. All areas designated as Floodway or Flood Fringe. This information must be verified by field elevations.			
3. General public right-of-way and lot patterns.			
4. Notation of any existing legal rights-of-way, easements or other encumbrances affecting the property.			
5. General location of nearest utilities to serve property.			
6. Erosion control and storm water management plan			
7. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, springs, floodplains, etc.			
8. Show all FEMA designated Floodway and Floodway Fringe boundaries. If a grading permit is desired at this stage, then the boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number.			
9. The design of grading plans and storm drainage system shall be signed, dated and sealed by a qualified Engineer, Architect or Landscape Architect licensed in the State of Tennessee. The signed and dated seal must be affixed to each sheet prior to plan submission to the City.			

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

Public Works/Reviewed By & Date: _____

ELECTRICAL DEPARTMENT

The sketch plat serves as a master plan for developments over 30 acres which are neither a PUD or a TND development.

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Service desired: Overhead _____ Electrical Route Shown _____ Underground _____ (Planning purposes only; not required for approval)			
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 shown. (required for approval) Comment: If ROW exists adjacent to site, we highly recommend the Sketch Plat indicate infrastructure within the ROW.			
4. Will construction necessitate relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ _____ _____ (Not required for approval; planning info only)			
5. The following notes are for planning purposes. They are not required on the Sketch Plat for approval. 1. An easement of 5 feet inside of all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. 2. Any request to relocate existing electrical facilities shall be paid by the requesting party. The party will also be responsible for surveying and recording any easements required for relocated facilities. 3. No construction of buildings or signs or installation of landscaping shall take place within easements or setbacks without the City of Oak Ridge's written approval. Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City. 4. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement.			

City Staff - Reviewed by: _____

Date: _____

Project Name (& phase if applicable): _____

Request is for: → Information Only Electric Service Extension

Project Address: _____

** Re: Utility Account Number: _____
Lot #: _____ Block #: _____ Parcel #: _____

Type of Service: _____ Project Engineer or Architect: _____
 Commercial Building Engineering/Architectural Firm: _____
 Industrial Park or Facility Telephone: (_____) - _____
 Retail Center or Building Customer Name: _____
 Residential Subdivision Customer Telephone: (____) - _____
 One Unit Residential Number of Meter Bases: _____
 Multi Unit Residential
 Other: _____

Service Data:
Main Breaker Size: _____ Amps Service Voltage: _____ Volts
Number of Phases (1 or 3): _____
Phase Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)
Neutral Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)
Secondary Service Distance (from meter to transformer): _____ Feet

Underground Requested Overhead Requested
Number of Conduits: _____ Total Type of Mechanical Attachment to
Conduit Size: _____ the Building or Structure:
Number of Conductors per Insulated House Knob
Conduit: _____ Eye Bolt
 Other: _____

Electric Load Data:
_____ KW, Expected Peak Demand (A) (used for contract demand and transformer size)
_____ KW, Total Connected Load (sum of power used, calculated from list below)(B)
_____ Diversity Factor Expected (example 70%)(A/B)

_____ Amp Heat Pump – Compressor	_____ Hp Manufacturing Load
_____ KW Heat Pump - Strip Heat	_____ Hp Largest motor, _____ Phase
_____ Ton Air Conditioning (not Heat Pump)	_____ Amp Welders (Max), _____ Phase
_____ KW Resistance Heat (not Heat Pump)	_____ KW Refrigeration Load
_____ KW Air Handling (not Heat Pump)	_____ KW Water Heating Load
_____ KW Lighting Load	_____ KW Cooking Load
_____ KW Receptacles	_____ KW Future Load
_____ KW Miscellaneous	

Additional Comments or Equipment requiring Special Attention: _____

Permanent Service Date: _____ Temporary Service Date: _____

Note: Please contact Community Development for Site Plan/Drawing submittals.

Return Completed Document to: _____ Submitted By: _____
City of Oak Ridge Electric Department Name: _____ Title: _____
P.O. Box 1 Signature: ___ Date: _____
Oak Ridge, TN 37831-0001

----- DO NOT WRITE BELOW THIS LINE -----

Contract Required: YES NO Contract Demand: _____ kW Up Front Cost: \$ _____

Staff Comments: _____

Copy to UBO **-For office use only, customer does not fill out.

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

COR/CD DATE STAMP _____

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

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

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

NOTES:

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

Reviewed by _____ Date _____