



**CHECKLIST FOR
PLANNED UNIT DEVELOPMENT (PUD)
FINAL MASTER PLAN**

The PUD Final Master Plan is the second step in the Planned Unit Development approval process. The Final Master Plan is a zoning document that provides greater detail than the Preliminary Master Plan, typically for one portion or phase of the PUD. Final master plans require approval by the Oak Ridge Municipal Planning Commission. Scheduled meeting information will be confirmed upon acceptance of the application.

Digital PDF drawings are required for review and should be uploaded, along with this checklist, during the online application submittal in [CityView Portal](#) on the City's website. Standards and provisions for planned unit development districts can be found in Section 9.05 of the [Oak Ridge Zoning Ordinance](#), which is available online at www.oakridgetn.gov.

NOTE: If plans do not include all of the applicable items listed on this checklist, the applicant may be notified to complete the submittal before plans are distributed for review. Revisions and other supporting documents, as needed, should either be uploaded within the project/permit number created in CityView Portal or submitted directly to the Community Development Department.

For questions concerning preliminary plat review, contact the Community Development Department at (865) 425-3532 or commdev@oakridgetn.gov.

Name of Planned Unit Development (PUD): _____

Parcel Identification Number(s): _____

Zoning Classification: _____

General Description of Project: _____

If submitting electronically through CityView Portal, the following Owner and Agent fields may be left blank.

Property Owner: _____

Owner Mailing Address: _____

Owner Email: _____ Property Owner Phone: _____

Name of Agent / Engineer / Surveyor: _____

Mailing Address: _____

Applicant Email: _____ Applicant Phone: _____

Project Name: _____

Are any variances being requested?

For variances from the Landscaping and Design Standards, refer to Section 13.03, Alternative Procedures. For other variance requests, refer to the procedures in Sections 9.05(a)(5) and 16.10(c).

_____ **YES (Attach or upload a letter detailing each, and its justification)**

_____ **NO**

Application Fees:

Notification will be provided when fees are payable on CityView Portal.

_____ **\$100 + \$5.00/lot**

Address for mail delivery:

City of Oak Ridge Community Development
200 S. Tulane Avenue
PO Box 1
Oak Ridge, TN 37831

The following signatures do not need to be provided on this form if the application is submitted electronically through CityView Portal.

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

I authorize _____ to serve as my authorized agent.
(If applicable)

Signature of Owner: _____ **DATE:** _____

Printed Name: _____

Signature of Agent: _____ **DATE:** _____

Printed Name: _____

PLANNING DIVISION

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Scale: 1"=50' , 1"=100' , or 1"=200'		
2. Lot or parcel number & block number		
3. Name, address, and telephone number of surveyor/engineer & owner		
4. Date of preparation and date(s) of revision		
5. True north and Oak Ridge grid north arrows		
6. Location map		
7. Zoning and setback lines		
8. Show any Floodway and Floodway Fringe boundaries. Boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures. If outside a floodway, include a note stating such and referencing the FIRM panel number.		
9. Legend		
10. Name of adjacent property owners, subdivision or adjacent lot & block number _____		
11. Number of acres in tract & block designation for each lot		
12. Lot numbering and lot division		
13. Area per lot		
14. Total number of lots		
15. No substandard remnant lots		
16. Limits and width of right-of-way. Names of all streets and roads.		
17. Show all land to be saved or given for public use		
18. Delineation of existing physical features in or adjoining the project including streets, structures, wetlands, waterways, sinkholes, hillside areas, utilities, etc.		
19. Show the character of any proposed structures in PUD's, parking areas, walkways, light fixtures and fences. Locate approximately any Greenways.		
20. Tabulation of proposed densities to be allocated to various parts of the area to be developed.		
21. A detailed land use map and a listing of land uses for the development.		
22. Off-street parking and loading plan indicating ground coverage of all parking areas.		
23. Location, dimensions and character of construction of any sidewalks or pedestrian ways.		
24. Within non-residential developments: a plan for each building site showing the approximate location of all buildings, structures and improvements and indicating the open spaces around buildings and structures.		
25. Within residential developments show typical building envelopes.		
26. Submit final drafts of covenants, and homeowner association documents.		
27. Provide a detailed listing of all conditions of approval to which the particular development is subject.		

Questions regarding Planning items can be directed to a Planner at (865) 425-3532

PUBLIC WORKS

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Anticipated finished topography of the project area with contours intervals of five (5) feet or less. Show "Hillside Areas" as defined in the Subdivision Regulations, if applicable.		
2. Boundary and description of tract to be developed including all existing property lines		
3. Delineate existing easements and other encumbrances on tract.		
4. Proposed roadway layout including rights-of-way, width of pavement, and connections with existing roadways, off-street improvements, sidewalks, access ways, etc.		
5. A plan for proposed utilities including but not limited to sanitary and storm sewers, water lines, and fire hydrants showing proposed connections to existing utilities.		
6. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, springs, floodplains, etc.		
7. Show all FEMA designated Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number.		

Questions regarding Public Works items can be directed to an Engineer at (865) 425-1807

ELECTRIC DEPARTMENT

REQUIREMENTS	Y / N N/A	PROJECT NOTES
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, streetlights, etc. have been shown. (required for approval)		
4. Will your Master Plan necessitate relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ _____ (Info. only. However, failure to provide this info could result in construction delays.)		
5. All public roads must provide lighting. CORED provides two options for streetlights 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 on the drawing: a. No construction of buildings or signs or installation of landscaping shall take place within easements without the City of Oak Ridge’s written approval. Landscaping must comply with CORED Standard 650 (latest revision). Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City. b. 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 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 Final 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)		

Questions regarding Electric Department items can be directed to CORED at (865) 425-1842

*The following is a guide for use during site review.
This list is not exhaustive and other requirements not listed below may be necessary.*

FIRE DEPARTMENT

REQUIREMENTS TO BE SHOWN ON DRAWINGS	Y / N N/A	PROJECT NOTES
1. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)		
2. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)		
3. Is the size of the building shown?		
4. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)		
5. 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**)		
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**)		
6. 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*)		

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 and/or International Fire Code 903.1.2.1.2 for food and drink establishments of more than 100 occupants, or more than 5,000 square feet, or above ground floor.

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 system, new plans must be submitted to ORFD at least two (2) 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 (6) inches.**
- **Underground piping must be either C151 ductile iron or C900 PVC.**

Questions regarding Fire Department items can be directed to (865) 425-3524