



**CHECKLIST FOR
PRELIMINARY PLAT
SUBDIVISION APPLICATION**

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

For guidance with preliminary plat preparation, please refer to the [Oak Ridge Zoning Ordinance and Subdivision Regulations](#), which are available online at www.oakridgetn.gov. Additional requirements pertaining to subdivision can be found in the [Stormwater Management Ordinance](#), in Title 14 of the Municipal Code.

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.

Registrant's signed and dated professional seal shall be affixed on all appropriate sheets for each area of competency for all new construction in strict accordance with the Laws and Rules issued by the applicable State Board of Licensure unless otherwise approved by the City. Properly authenticated electronic signatures are acceptable.

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

Name of Subdivision: _____

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? Refer to Subdivision Regulations of the City of Oak Ridge, Article I (G).

_____ **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.

_____ **\$200 + \$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' | | |
| 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. The location and dimension of all property proposed to be set aside for open space, public, or private reservation, with designation or stated purpose and method of maintenance and ownership including draft of deed restrictions/home owners association, if applicable. | | |
| 18. Delineation of existing physical features in or adjoining the project including wetlands, waterways, sinkholes, hillside areas, etc. | | |
| 19. Note existing trees, vegetated areas and special site features with a plan for their protection. Show how important views to natural features or landmarks are preserved across the site (See Section 13.02(c)). | | |
| 20. Show proposed sidewalks. Locate approximately any Greenways. | | |
| 21. Show any existing encumbrances/ improvements including existing easements, utilities, cemeteries, buildings, drainage structures, R.O.W.'s, railroads, etc. | | |

Questions regarding Planning items can be directed to a Planner at (865) 425-3531

PUBLIC WORKS

| REQUIREMENTS | Y / N N/A | PROJECT NOTES |
|--|--------------|---------------|
| 1. The design of streets, storm drainage systems & grading plans shall be signed, dated & sealed by a qualified Engineer, Architect, or Landscape Architect licensed in the State of Tennessee. The design of water systems, sanitary sewer systems and flood control projects shall be signed by a qualified Engineer licensed in the State of Tennessee. The signed and dated seal must be affixed to each applicable sheet prior to submission to the City. | | |
| 2. Existing and proposed topography of the project area with contours intervals of five (5) feet or less. Show "Hillside Areas" as defined in the Subdivision Regulations, if applicable. | | |
| 3. Delineation of existing physical features in or adjoining the project including streets, structures, waterways, natural drainage streams, wetlands, sinkholes/land depressions, springs, floodplains, etc. | | |
| 4. Show existing or remediated sinkholes, cave entrances, disappearing streams and springs. Preliminary designation of sinkholes to be remediated and sinkhole statement on plat. | | |
| 5. Show grid lines, monument locations and grid ties. | | |
| 6. Boundary and description of tract to be developed including all existing property lines | | |
| 7. Delineate existing easements and other encumbrances on tract. | | |
| 8. The location and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or adjacent to the project including existing and proposed structures | | |
| 9. Proposed roadway layout and design including monuments, rights-of-way and connections with existing roadways, off-street improvements. | | |
| 10. Proposed sanitary sewer layout, calculations, and design including easements, connections with existing sewers, and service to each lot to be platted, lift stations, etc. | | |
| 11. Proposed water system layout, calculations, and design including easements, connections with existing mains, and service to each lot to be platted, fire hydrants, ARV & blow-off valves, etc. | | |
| 12. Proposed drainage system layout; calculations, including easements and connections with existing systems, detention basins and erosion control and stormwater management plan. | | |
| 13. The location and dimensions and character of construction of proposed structures, roads, access ways, drives, curbs and gutters, street names, street, and traffic signage plan, etc. | | |
| 14. Show all FEMA designated Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. | | |
| 15. Traffic Impact Study may be required per Zoning Ordinance | | |
| 16. Provide the amount of land disturbance in acres on the plans. The preliminary plat must be approved prior to issuance of a land disturbance permit. A land disturbance bond may be required. The required land disturbance permit fee must be paid at the City Finance Department (Account Code 101.4241) on the date the permit is issued. | | |

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 _____ Route Indicated _____ Underground Service to each lot _____ (required for approval) | | |
| 2. Existing and proposed electric utility easements have been shown. (required for approval) | | |
| 3. Existing and proposed electrical plant facilities, i.e. poles, anchors, pad mount transformers, streetlights, etc. have been shown. (required for approval) | | |
| 4. Have you provided a drawing in the package that indicates all utilities and easements? (failure to do so could result in clearance conflicts and delays in the plat approval process) | | |
| 5. Will construction necessitate relocation and/or removal of existing electrical utility facilities? If yes, provide explanation here. (failure to identify relocation of infrastructure could cause delays in construction) | | |
| 6. 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. | | |
| 7. The following standard notes are on the drawing: 1. An easement of 5 feet inside of all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. 2. Any request to relocate existing electrical facilities shall be paid by the requesting party. The party will also be responsible for surveying and recording any easements required for relocated facilities. 3. No construction of buildings or signs or installation of landscaping shall take place within easements 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. 4. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement. (required for approval) | | |
| 8. Have you participated in a design meeting with the City of Oak Ridge Electric Department? Meeting Date _____ (required for approval) | | |
| 9. Before we can begin construction, a recorded easement will be needed for electrical infrastructure. Provide the electric department with a copy of the recorded easements. We will approve your preliminary plat without the recorded easements, but we recommend that you address the issue now in order to avoid delays in construction. (Information only) | | |
| 10. Before submittal of a Final Plat, the Developer must execute a Developer’s Agreement with the City of Oak Ridge. This agreement defines the scope of electrical work to be performed by both the City and the Developer, determines the style of public street lighting, and defines costs for both the Developer and the City. Any costs identified as owed by the Developer must be paid prior to recording of the Final Plat. In order to avoid delays to the project schedule, the Developer is strongly encouraged to meet with the Electric Department immediately after approval of the preliminary plat to execute a Developer’s Agreement. (Information only) | | |

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 | Y / N N/A | PROJECT NOTES |
|--|--------------|---------------|
| Fire Hydrants | | |
| 1. An <i>approved</i> water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. [IFC 507.1] a. <i>Residential</i> : The maximum distance between fire hydrants, measured along street centerlines, shall be 450 ft. [7-104.3 (a)] b. <i>Non- Residential</i> : On roadways, the maximum distance between fire hydrants, measured along street centerlines, shall be 1000 ft. [7-104.3 (b)] | | |
| 2. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 ft. (122 m) from a hydrant on a fire apparatus access road, as measured by an <i>approved</i> route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the <i>fire code official</i> . [IFC 507.5.1] Exceptions: 1. For Group R-3 and Group U Occupancies, the distance requirement shall be 600 feet. 2. For building equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet. | | |
| 3. The hydrant(s) will be situated not less than two ft. and not more than 10 ft. from the curb of an access road, parking area, or public road. [7-104.3 (e)] | | |
| 4. If situated in a parking area, there will be an area of NO PARKING marked around the hydrant for an area of 15 ft. on all sides. [7-104.3 (e)] | | |
| 5. A 5-foot (914 mm) clear space shall be maintained around the circumference of fire hydrants per City of Oak Ridge Construction Standards 6.02(A)(3). | | |
| 6. Buildings required to have a sprinkler system must have one hydrant not more than 100 ft. from the fire department connection. Buildings over 10,000 ft ² with a sprinkler system shall have an additional accessible hydrant provided on each of two opposing sides of the building. (Please note additional hydrants maybe needed in order to meet the minimum distance requirement from a hydrant to any part of the building) [7-104.3 (d)] | | |
| Fire Department Access | | |
| 7. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 ft. of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an <i>approved</i> route around the exterior of the building or facility (See exceptions) [IFC 503.1.1] | | |
| 8. Paved access of a minimum of 20 ft. in width shall be required within 100 ft. of two sides of each non- residential building. [7-104.4 (b)] All other buildings must be provided with a 20 ft. access road in accordance with IFC 503.2 and IFC 503.1.1 (see number 7 above) | | |

| REQUIREMENTS | Y / N N/A | PROJECT NOTES |
|--|--------------|---------------|
| 9. Paved access roads shall be required to be within ten feet of each required fire hydrant. [7-104.3 (f)] | | |
| 10. Access roads shall have an unobstructed vertical clearance of not less than 13 ft. 6 in. [IFC 503.2.1] | | |
| 11. Dead-end fire apparatus access roads in excess of 150 ft. (45720 mm) in length shall be provided with an <i>approved</i> area for turning around fire apparatus. [IFC 503.2.5] | | |
| 12. Security gates or barriers serving gated facility or community must provide an approved means for emergency access [TCA 13-8-105 and IFC 503.6] | | |
| 13. Emergency access to each side of all buildings three or more stories in height shall be provided by means of an unobstructed area of at least 12 feet in width which would support the weight of a fire ladder truck. This area is not required to be a permanent roadway, but must be accessible during an emergency. Prior to completion of grading and landscaping design, the fire department should be consulted. [7-104.4 (a)] | | |
| <i>Fire Protection Requirements</i> | | |
| 14. Additional Fire Protection requirements may be required and will be addressed during Site Review. | | |

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

NOTE:

- **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.**
- **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.**