City of Mt. Juliet
Planning & Zoning Department

Concept Subdivision Plan Checklist

Conceptual plans submitted to the Planning Commission are intended to provide an analysis of each sites special features and the designer's response to those features. Such plans are required (Articles 2-102 and 5-101) for all major subdivisions, as these plans form the basis of the design process for greenway lands, house locations street alignments and lot lines. Concept Plans are processed prior to the submission of a preliminary plat.

A site analysis shall accompany each conceptual subdivision plan. At a minimum, the Concept Subdivision Plan shall contain and conform to the following:

____ 1) Show the tentative location of houses, streets, lot lines, and greenways in new residential subdivisions.
____ 2) Be a scaled drawing of the property indicating the size of the original tract(s) being subdivided and the names of the owners of adjoining property.
____ 3) Note all existing legal rights of way, easements, or other encumbrances affecting the property.
____ 4) Include a contour base map with contours shown at intervals no greater than five (5) feet, extended into adjacent properties. Contours to be field surveyed or taken from map information acceptable to the Planning Commission.
____ 5) Show the location of all "land Unsuitable for Development" as specified in Subsection 4-101.401, of the Subdivision Regulations.
____ 6) Show the location of (and proposed protective measures for) all watercourses and intermittent streams.
____ 7) The general location of proposed streets to include proposed classification of each street and designation of construction routes as required by Section 4-103.209, (Designation of Construction Routes) in the Subdivision Regulations,
____ 8) Approximate size and general location of proposed building lots
____ 9) In any instance where septic sewage disposal is anticipated, soil boundaries shall be shown as depicted on USDA Natural Resources Conservation Service medium intensity maps.
____ 10) Location of significant features such as woodlands, wetlands, tree lines, open fields or meadows and scenic views.
____ 11) Name of owner, name of plat designer and zoning classification
____ 12) Vicinity map of property, date and approximate north point
____ 13) Proposed extensions of water and/or sanitary sewer service to the property along with the proposed routing of such within the subdivision
____ 14) Preliminary storm drainage design noting approximate volumes, direction of flows and location of proposed detention or retention areas.

5-101.3 The Four-Step Design Process

Each conceptual subdivision plat shall follow a four-step design process, as described below. When the conceptual subdivision plat is submitted, applicants shall be prepared to demonstrate to the Planning Commission that these four design steps were followed by their site designers in determining the layout of their proposed streets, house lots and greenway lands.

_____1) **Designating Conservation Lands**

During the first step, all conservation lands shall be identified, using the Site Analysis. Conservation Areas consist of wetlands, floodplains, slopes over twenty (20) percent and all other portions of the site defined as "unsuitable for development" in Subsection 4-101.401 in the Subdivision Regulations (Land Unsuitable for Development)

_____2) **Location of House Sites**

During a second step, potential house sites are tentatively located. Because the proposed location of houses within each lot represents a significant decision with potential impacts on the ability of the development to meet the evaluation criteria contained in Subsection 4-102.102 in the Subdivision Regulations (Evaluation Criteria), subdivision applicants shall identify tentative house sites on the conceptual plan. House sites should generally be located no closer than one-hundred (100) feet from conservation areas.

_____3) **Street and Lot Layout**

The third step consists of aligning proposed streets to provide vehicular access to each house in the most reasonable and economic way. When lots and access streets are laid out, they shall be located in such a way as to avoid or at least minimize adverse impacts on conservation areas. To the greatest extent practicable, wetland crossings and streets traversing existing slopes over fifteen (15) percent shall be strongly discouraged. Street connections shall generally be encouraged to minimize the number of new cul-de-sacs to be maintained by the city and to facilitating easy access to and from homes in different parts of the property (or on adjoining parcels). Where cul-de-sacs are necessary, those serving six (6) or more homes shall generally be designed with a central island containing indigenous trees and shrubs (either conserved or planted).

The City generally encourages the creation of single loaded residential access streets, in order that the maximum number of homes in new developments may enjoy views of open space.

Note that in situations where more formal "neo-traditional" or village type layouts are proposed, Steps Two and Three may be reversed, so that the location of house sites follows the location of streets and squares.

_____4) **Lot Lines**

The fourth step is simply to draw in the lot lines (where applicable). These are generally drawn midway between the house locations.

To the best of my knowledge, or except as noted on the drawings, the plans submitted herewith contain all information required in the checklist above.

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Authorized Signature