

City of Fayetteville

Checklists for Site Plans and Subdivisions Applicable Fees

General Guidelines for Erosion Control Design

Requirements for Drainage Ditches

THE CITY OF FAYETTEVILLE

Address: 110 Elk Ave South, Fayetteville, TN 37334

Phone: (931) 433-2565

Fax: (931) 433-2557

Email: kgentry@fayettevilletn.com

Due 15 days prior to Planning Commission Meeting

CHECK LIST FOR SITE PLAN SUBMITTAL

Name of Development:

Location _____

Name and Address of Owner of Record

Engineer/Designer _____

Contact Number () _____

DATE FOR APPROVAL: _____ FEE DUE \$ _____

CHECKLIST: (FAILURE TO CHECK OR INDICATE N/A WILL RESULT IN APPLICATION BEING REJECTED)

_____ Preliminary meeting with Staff for review prior to submittal date

_____ 5 hard copies of plans, pdf version of plans, and check list

_____ Name and address of the development

_____ Name and address of the applicant and owner of record

_____ Present zoning of the site and abutting properties

_____ Date, graphic scale and north point with reference to source of meridian,

_____ Courses and distances of center of all streets and all property lines, setback lines, property restricting lines, easements, covenants reservations and right of way

_____ Total land area

_____ Topography of the existing ground and paved areas and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers and building and structures topography to be shown by dashed line illustrations 2foot contours and by spot elevation where necessary to indicate flat areas

_____ Signed certification as to the accuracy of the plan by a licensed architect or engineer

_____ A certificate with a space for a signature and date, which states that the site plan has been approved by either the planning commission or the board of zoning appeals whichever is

applicable to the type of use that is requested.

_____ A detailed landscaping, screening, fencing and lighting plan if applicable

_____ A detailed signage plan if applicable

The location, dimensions, site and height of the following when existing:

_____ Sidewalks, streets, alleys, easements and utilities

_____ Buildings and structures

_____ Public waste water systems

_____ Slopes, terraces and retaining walls

_____ Driveways, entrances, exits, parking areas and sidewalks

_____ Water mains and fire hydrants

_____ Trees and scrubs

_____ Recreational areas and swimming pools

_____ Natural and artificial water courses

_____ Limits of flood plains

_____ Landscaping, screen and fencing

_____ Signage

The location dimensions, site and height of the following when proposed:

_____ Sidewalks, streets, alleys, easements and utilities

_____ Buildings and structures including the front (street) elevation of proposed buildings

_____ Public waste water systems

_____ Slopes and terraces, and retaining walls

_____ Driveways, entrances, exits, parking areas and sidewalks

_____ Water mains and fire hydrants

_____ Trees and shrubs

_____ Recreational areas

_____ Distances between buildings

_____ Landscaping, screen and fencing

_____ Signage

Estimates of the following when applicable

_____ Number of dwelling units

_____ Number of parking spaces, provide sic code to help determine

_____ Number of loading spaces

_____ Number of commercial or industrial tenants and employees

_____ Number of commercial or industrial tenants and employees

_____Plans for collecting storm water and methods of treatment of natural and artificial watercourses including a delineation of limits or flood plains, if any

_____Proposed grading, surface drainage terraces, retaining wall heights, grades on paving area, and ground flood elevations of proposed building structures, proposed topography of the site will be shown by 2 foot contours

Note: If approved, a site plan approved by the Planning Commission or the Board of Zoning Appeals will lapse unless a building permit, based thereon, is issued within 1 year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

Signature

Date

Signature signifies all requirements have been met and are on the plan submittal where applicable and all fees have been obtained.

Staff's review completed _____
Date

THE CITY OF FAYETTEVILLE

Address: 110 Elk Ave South, Fayetteville, TN 37334

Phone: (931) 433-2565

Fax: (931) 433-2557

Email: kgentry@fayettevilletn.com

Due 15 days prior to Planning Commission Meeting

CHECK LIST

Final Plat submittal

Name of Development: _____

Location _____ Zoning District: _____

Name and Address of Owner of Record _____

Engineer/Designer _____

Contact Number () _____

Date submitted for approval _____ Fee due* _____

***See FAYETTEVILLE Regional Subdivision Regulations for all applicable fees.**

Checklist: (failure to check or indicate N/A will result in application being rejected)

_____ Final staff review prior to submittal deadline provide 5 copies for Staff Final review date _____

_____ Submitted 15 days prior to Planning Commission meeting 5 copies for planning commission signature, electronic version of plat

_____ The subdivision's name and location

_____ The name(s), address(es) and phone number(s) of owner/ owners of record

_____ Name, address and phone number of designer and/or engineer

_____ Date, approximate north point, and graphic scale

_____ Sufficient information to determine location and bearings (to nearest minute) dimensions (to nearest hundredth of feet), widths of all streets (and names), alleys and lots

_____ Location of proposed easements and/or land reserved or dedicated for public use.

_____ All building set back lines

_____ Reservations for easements and other areas dedicated to the public

_____ Lots numbered in numerical order

_____ Location map showing the relationship of the subdivision site to the City

_____ Ownership of adjoining unsubdivided property

_____ Any restrictive covenants which apply to lots and parcels in the subdivision

_____ Signed certification showing the applicant is the landowner and dedicates streets, right of way, utilities and any site for public use to the City of Fayetteville with corresponding notary certificate

_____ Signed certification by mortgagee if applicable with corresponding notary certificate

_____ Signed certification by the public works superintendent of water and/or sanitary sewer construction plans bearing the seal of the Tennessee department of health which indicate plans meet the department's requirements or a letter from Tennessee department of health certifying their approval of water and/or sanitary sewer construction plan

_____ Certification to be signed by the City Engineer or either (1) approval of installation of street, water and drainage or (2) a guarantee has been posted assuring completion of all required improvements

_____ Certificate of approval to be signed by the secretary of the planning commission

Date Staff Review Complete: _____, 20____

Signature signifies all requirements have been met and are on the plan submittal.

THE CITY OF FAYETTEVILLE

Address: 110 Elk Ave South, Fayetteville, TN 37334

Phone: (931) 433-2565

Fax: (931) 433-2557

Email: kgentry@fayettevilletn.com

Due 15 days prior to Planning Commission Meeting

CHECKLIST

Minor plat submittal

Name of Development: _____

Location _____

Zoning District: _____

Name and Address of Owner of Record _____

Engineer/Designer _____

Contact Number () _____

Date submitted for approval _____

Fee due \$ _____

Checklist: (failure to check or indicate N/A will result in application being rejected)

Final staff review prior to submittal deadline provides copies for staff final review date

_____ Submitted 15 days prior to planning commission meeting and the original Mylar plus; 5 copies for planning commission signature, pdf version of plat

_____ The subdivision's name and location

_____ The name(s), address(es) and phone numbers (s) or owner or owners of record

_____ Name, address and phone number of designer and/or engineer

_____ Date, approximate north point, and graphic scale

_____ Sufficient information to determine location and bearings (nearest minute), dimensions to nearest hundredth of feet), widths of all streets and names, alleys and lots

_____ Location of proposed easements and/or land reserved or dedicated for public use

_____ All building setback lines

_____ Reservations for easements and other areas dedicated to the public

_____ Lots numbered in numerical order

_____ Location map showing the relationship of the subdivision site to the City

_____ Ownership of adjoining unsubdivided property

_____ Any restrictive covenants which apply to lots and parcels in the subdivision

_____ Signed certificate showing the applicant is the landowner and dedicates streets, right of way, utilities and any site for public use

_____ Signed certification by mortgagee if applicable with corresponding notary certificate

_____ Signed certification by surveyor or engineer to accuracy of survey and plat and placement of monuments

_____ Certificate of approval to be signed by the secretary of the planning commission

Note: certificates not valid unless signed where applicable

Signature _____ Date _____

***Signature signifies all requirements have been met and are on the plan submittal where applicable and all proper fees were paid**

Staff's review completed: _____
Date

FEES

THE DEVELOPER WILL PAY THE CITY OF FAYETTEVILLE FEES SET FORTH BY THE CITY BOARD. SEE THE CITY ADMINISTRATOR FOR A CURRENT LIST OF FEES.

GENERAL GUIDELINES FOR EROSION CONTROL

The Fayetteville Regional Planning Commission provides the erosion control general guidelines to developers in an effort to encourage proper control of sediment.

Protect inlets during construction, keep sediment out of the storm drainage system, use half circle behind curb inlets during street construction, and modify protection as construction progresses.

Circular shape is not essential; vary shape to fit drainage area & terrain, observe to check trap efficiency and modify as necessary to ensure satisfactory trapping of sediment.

1. Straw bale barriers should be inspected immediately after each rainfall and at least daily during prolonged rainfall.
2. Close attention should be paid to the repair of damaged bales, end runs and undercutting beneath bales.
3. Necessary repairs to barriers or replacement of bales should be accomplished promptly.
4. Sediment deposits should be removed when the level of deposition reaches approximately one half the height of the barrier.
5. Any sediment deposits remaining in place after the straw bale barrier is no longer required should be dressed to conform to the existing grade, prepared and seeded.
6. Hay bales should be placed around inlets as shown for temporary erosion control to be placed when pipe leads are first laid and maintained until roadway surface is installed.

Any erosion control measures shown hereon are intended as a minimum guide. The contractor will be responsible for maintaining erosion control necessary to comply with all applicable local, state and federal laws.

Sod:

It is recommended that all areas affected by development be sodded and slopes 3:1 or greater with hybrid Bermuda sod. Slopes greater than 3:1 should be pegged to hold sod in place. All drainage swales should be sodded.

The soil should be thoroughly tilled to a depth of four (4) inches with one six cubic foot bale of peat moss, twenty five (25) pounds of a complete fertilizer and one (1) cubic yard of sand per one thousand (1,000) square feet of lawn area, following this, the sod area will be fine graded to remove all ridges and depressions and the surface cleared of all stone and debris.

Sod should be rolled and watered at the time of installation.

Sod panels should be laid tightly together and end joints staggered so as to make a solid sodded area.

Sod is laid as soon as it is delivered to planting areas only healthy moist green sod is to be laid.

Sod is a minimum 3/4" thickness, weed and pest free, and cut within 24 hours prior of planting.

Mulch

Mulch should consist of partially decomposed hardwood or approved substitute and will be of sufficient character as not to be displaced by wind or water runoff.

Seed

Seed: Common Bermuda grass 3 lb. /1,000 square feet hulled

Preparation of all areas to be seeded should consist of thoroughly loosening or scarifying the soil to a depth of two (2) to four (4) inches using a tractor disc or other approved method. Areas to be seeded should be cleared of any weeds, sticks, or other debris. Seeding may be done immediately thereafter provided the bed has remained in good friable condition and has not become wet. Water all seeded soil immediately after seeding using spray nozzles or another acceptable method which does not cause soil or seed to wash away.

Apply mulching material to retain moisture and minimize erosion. Rate for straw ½ 1” thick layer or 6080 bales per acre. Rate for straw: ½ 1” thick layer or 6080 bales per acre. Rate for cellulose fiber: 1,500 pounds per area.

Any areas, which wash or blow away or do not germinate, are to be regraded and reseeded until area is covered adequately.

Areas to receive seed are to be fertilized with a complete fertilizer (131313) 25 lbs. per 1,000 square feet.

Contractor should sequence seeding to provide a healthy stand of grass at the time of possession.

If the project completion date prohibits inseason planning the contractor should prepare for temporary out of season seeding so that all laws should be completed and ready for acceptance at time of project completion, without additional cost to the owner. Temporary seed species should be approved by the landscape architect prior to installation.

Permanent seeding as specified above should be completed as soon as practical when proper season occurs.

DESIGN REQUIREMENTS FOR DRAINAGE DITCHES

Clearing and grubbing should be the minimum necessary for grading and equipment operation. Sequencing of construction to minimize exposure time of cleared area.

Avoid grading activities during months of highly erosive rainfall.

Stabilize cleared area before proceeding to clear another by temporarily or permanently protecting the disturbed soil surface from rainfall impacts and runoff.

Erosion and sediment control measures must be in place and functional before earth moving operations begin.

All control measures must be properly constructed and maintained throughout the construction period.

Check all erosion and sediment control measures weekly and after each rainfall. Daily checking is required during prolonged rainfall. Maintain a permanent log of checks and maintenance measures.

Keep construction debris from entering the ditch channel. Promptly backfill and stabilize trenches and/or pits.

Designate a specific individual to be responsible for erosion and sediment controls and to keep the permanent job log.

Stabilize disturbed ditch banks at all crossings within five (5) calendar days of completion of the crossing.

Erosion controls are not limited to the specified practices; however, alternative measures must be at least as effective in controlling erosion and sedimentation.

Do not place excavation material from the pipe trench between the trench and the ditch. Place material on the upslope side of the excavation so that any erosion from the upslope side is caught by the trench.

Leave a buffer strip of vegetation at least as wide as the ditch along the ditch bank whenever possible. On ditches less than 15 feet wide, the buffer zone should extend at least 15 feet back from the water's edge.

Do not destroy, remove, or disturb vegetative ground cover more than 15 calendar days prior to grading

Do not unnecessarily remove canopy: however, when necessary, trees and shrubs should be cut so that they fall away from the ditch.

Apply as soon as possible after final grading permanent soil stabilization with perennial vegetation.

Install staked and entrenched straw bales and/or silt fence along the base of all backfills and cuts, on the downhill side of stockpiled soil, and along ditch banks in cleared areas to prevent erosion into ditches. Do not place silt fence in flowing ditch.

Divert all surface water flowing toward the construction area around the construction area by the use of dikes, berms, channels, or sediment traps, as necessary.

Place cofferdams constructed with sandbags, plastic or non-erodible sheeting on either side of the proposed line crossing and extended from bank to bank to prevent the flow of water into the construction area. Hold water pumped from cofferdams or excavations in properly designed settling basins, dewatering pits, or filter basins until it is at least as clear as upstream water before discharging into surface water.

Discharge does not cause erosion and sedimentation.

Do not use ditch for the transport of equipment. Use a stabilized pad of clean and properly sized rock for access road construction. Utilize erosion and sediment control measures as indicated on the plans and in the current edition of the ditch bank is disturbed.