



Loudon County Planning Department

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SITE PLAN REQUIREMENTS FOR LOUDON COUNTY

Site Plan Review: All persons, businesses, or organizations applying for a building permit must first submit two (2) copies and a digital version, of a site plan, to the Loudon County Planning Commission, at least 30 days prior to the meeting date, for all commercial, multifamily residential, industrial, and institutional developments. A permit will not be issued unless a plan is submitted and approved by the Planning Commission. Approval of a site plan expires after twelve (12) months if construction is not underway. Construction is defined as completion of at least the building footer.

The following information is required for all commercial, industrial and multi-family site plans review reviewed by this office. Building permits will be issued by the appropriate agency upon presentation of an approved site plan by this office. The information contained in the site plan shall include, but not limited to the following:

All site plans shall comply with the following:

- Drawn at a scale of not less than 1"= 20'.
- Prepared by a licensed engineer or surveyor unless the proposed development or building addition would require five or fewer parking spaces and be less than one thousand (1,000) square feet in area.
- The site location of the proposed use/structure including a location map and the scale of such map.
- Drainage system plan to include but not be limited to the location of enclosed storm sewers and appurtenances, open channels, and swales on property lines and/or back lot lines, and contour lines at five (5) foot intervals. The Planning Commission may choose to eliminate contours.
- Size and dimensions of the proposed building and a drawing of all setbacks.
- Location of loading zones, front, side, and rear doors, if any.
- Parking area design, number of parking spaces, and design of those spaces.
- Location and layout of proposed water and sewer lines and any attendant facilities such as pumping station and utility power lines, etc.
- Location of any signage and the dimension of such sign(s), which will advertise the use of the building.
- Location of any easements, alleys, or marginal access roads.
- Location and design of all entrances and exits onto a public road (Developer should consult with the Planning Department).

- In the case of a shopping center, a master plan may be submitted that gives all of the above information for the shopping center as a whole instead of individually for each use in the shopping center.
- After a time period in which a master plan for a shopping center is approved, any additional structure that was proposed for development and was not included in the original master plan for the shopping center must submit a site plan for the proposed addition to the shopping center including additional parking areas.

Additional Submittals may be required:

- Landscaping
- Drainage calculations
- Drainage certifications statement signed by registered engineer
- TDEC Notice of Coverage (NOC), SWPPP
- TDOT or Highway Department connection approval

The site plan shall be accompanied by a review application form available from the planning office. Fees are based upon the size of the development and are due prior to review. **Please allow 30 days for project review.** Applicants are encouraged to schedule an appointment with staff to discuss the project and minimum standards of development. Applicable zoning standards are available from the office upon request. The attached sample site plan indicates the type of information required. Please consult the zoning provisions for specific requirements.