

City of Portland Planning Commission
Conceptual Plan Checklist
Date of Submittal _____
TO BE COMPLETED BY APPLICANT

Name of Subdivision _____

Location _____ Zoning District _____ Civil District _____

Owner _____ Address _____

Telephone Number _____ Surveyor _____

Address _____ Telephone Number _____

Site Analysis

Conceptual plans submitted to the Planning Commission are intended to provide an analysis of each site's special features and the designer's response to those features. Such plans are required for all major subdivisions, as they form the basis of the design process for greenway lands, house locations, street alignments, and lot lines.

A site analysis shall accompany each conceptual plan. As a minimum, the site analysis must include:

- _____ A contour map base at least upon topographical maps published by the U.S. Geological Survey;
- _____ The location of severely constraining elements such as steep slopes (over 20%), wetlands, watercourses, intermittent streams and 100-year floodplains, and all existing rights-of-way and easements;
- _____ Soil boundaries as shown on USDA Natural Resources Conservation Service medium-intensity maps;
- _____ The location of significant features such as woodlands, tree lines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, fences or stone walls, rock outcrops, and existing structures, roads, tracks and trails.

Features of Conceptual Plans

The site analysis shall form the basis for the conceptual plan, which shall show the tentative location of houses, streets, lot lines, and greenway lands in new residential subdivisions. The conceptual plan shall, as a minimum, show:

- _____ A scale drawing of the property indicating the size of the original tract(s) being subdivided and the names of the owners of adjoining property;
- _____ Notation of any existing legal rights-of-way, easements, or other encumbrances affecting the property;
- _____ A contour base map at least on topographical maps published by the U.S. Geological Survey, with contours shown at intervals no greater than five (5) feet, extended into adjacent properties;
- _____ The location of all "Land Unsuitable for Development" as specified in Subsection 4-101.401, of the Subdivision Regulations of Portland, Tennessee;
- _____ The location of (and proposed protective measures for) all watercourses and intermittent streams;

- _____ The general location of proposed streets and building lots;
- _____ In any instance where septic sewage disposal is anticipated, soil boundaries as shown on USDA Natural Resources Conservation Service medium-intensity maps;
- _____ The location of significant features such as woodlands, tree lines, open fields or meadows and scenic views;
- _____ The name of owner; name of plat designer; and zoning classification;
- _____ Vicinity map of property, date and approximate north point;
- _____ Proposed extension(s) of water and/or sanitary sewer service to the property along with the proposed routing of such within the subdivision;
- _____ Preliminary storm drainage design noting approximate volumes, direction of flows and location of proposed detention or retention areas.

The Four-Step Design Process

Each conceptual plan shall follow a four-step design process, as described below. When the conceptual plan 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 lands 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 (Land Unsuitable for Development).

2. Location of House Sites

During the second step, potential house sites are tentatively located. Because the proposed location of houses upon 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 (Evaluation Criteria), subdivision applicants shall identify tentative house sites on the conceptual plan and actual house sites on the final plat. House sites should generally be located no closer than one-hundred (100) feet from conservation lands.

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 lands. 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 facilitate easy access to and from homes in different part of the property (or on adjoining parcels). Where cul-de-sacs are necessary, those serving six (6) or fewer homes may be designed with "hammer heads" facilitating three-point turns.

The city generally encourages creation of single-loaded residential access streets in order that the maximum number of homes in new developments may enjoy the 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 and may include L-shaped "flag outs".

Eighteen (18) copies of the plat and this completed checklist must be submitted by the "turn in date".
Checklist must be complete!

Date

Signature of Individual Submitting Plat