CITY OF GATLINBURG
COMMERCIAL SITE PLAN CHECKLIST

The Gatlinburg Zoning Ordinance requires that any new commercial, industrial, and/or public developments be reviewed and approved by the Municipal/Regional Planning Commission.

This checklist must accompany all site plans submitted for review by the Gatlinburg Planning Commission. The City of Gatlinburg’s Municipal/Regional Planning Commission meets on the third (3rd) Thursday of each month at City Hall, 1230 Parkway East, at 5:00 p.m. The deadline is at noon, fifteen (15) days prior to meeting date. Please note, if the following items are not submitted by the deadline date, the item may not be placed on the Planning Commission agenda.

1. Prepared and certified by an engineer, architect, or surveyor.
2. Thirteen (13) copies of the site plan submitted by due date
3. Zoning district classification; dedication, agreements, covenants or similar documentation if applicable
4. North point, scale, location map, acreage of property, floor area ratio, number of units
5. Boundary plat, dimensions and calls of all property lines
6. Location and dimensions of existing and proposed buildings, streets, sidewalks, easements, and right-of-ways
7. Grading plan and topography of existing and finished grades
8. Drainage and erosion control plan
9. Stormwater plan
10. Landscaping plan that reflects the location, quantity, size, and type of all landscape materials and plantings
11. Vehicular and pedestrian circulation plan, access points
12. Recreation/amenities plan
13. Detailed utilities plan which indicates location, size, type and construction details for all water, sewer, and power lines, and pumping station if applicable
14. Solid waste collection plan indicating location, size, layout, and screening materials
15. Number, location, and size of parking spaces
16. Setbacks: Front, side, and rear
17. Floodplain boundary designation, location of areas subject to flooding, finished floor elevations, and applicable flood elevation information
18. Building elevations of any structure
19. Location of all accessory structures, including signs
20. Location of sign, square footage, and height

Applicant

Date

Phone Number

Mailing Address

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