

# **DEVELOPMENT PLAN REVIEW PROCESS and APPLICANT GUIDELINES**

## **DEPARTMENT OF PLANNING and DEVELOPMENT**

120 Gary Wade Boulevard  
Sevierville, TN 37862  
(865) 453-5504

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[seviervilletn.org](http://seviervilletn.org)

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# **DEVELOPMENT PLAN REVIEW PROCESS and APPLICANT GUIDELINES**

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## **ZONING and SUBDIVISION REGULATIONS - MAPS and TEXTS**

## **CITY BOUNDARY MAP and PLANNING REGION MAP**

In addition to regulating development through zoning (site plans, planned unit development plans) and subdivision regulations (subdivision plats) within the city's corporate limits, the city has been granted a planning region beyond its boundary within which it has limited control over new development. The city's planning commission reviews and approves the subdivision of property within its planning region in accordance with the city's subdivision regulations. The city planning commission, acting in its capacity as a regional planning commission under state statutes, reviews requests for amendments (rezoning) to the Sevier County Zoning Map. The planning commission also reviews site plans for new multi-family residential, commercial, and industrial uses within its planning region in accordance with provisions of the county zoning ordinance.

Property owners and plan preparers should review the city's zoning map and urban growth boundary/planning region map to determine regulations applicable to a proposed development. As discussed below, the city's zoning map is available online and in the office of the Department of Planning and Development. The planning region map is available in the office of the Department of Planning and Development.

## **ZONING MAPS, ZONING TEXTS, and SUBDIVISION REGULATIONS**

### **CITY ZONING MAP and ORDINANCE**

The zoning map divides the city into various zoning districts, and the zoning ordinance describes the regulations applying to each of the zoning districts shown on the map.

The city's zoning ordinance establishes allowable uses, and prescribes dimensional standards (lot size, building setbacks, and building height) for each zoning district. The zoning ordinance also establishes standards for the manner in which individual sites may be developed; that is, it sets standards for the number of parking spaces required for various uses, the type and amount of landscaping required, the size and height of signs, along with other matters related to developing a site. With the exception of single-family and duplex homes on single lots, other proposed uses require the submittal of a site plan or a planned unit development plan to the Planning Commission for approval prior to obtaining a building permit and initiating construction.

Both the city zoning map and zoning ordinance may be purchased in the Department of Planning and Development. Both documents may also be found on the city's website, [seviervilletn.org](http://seviervilletn.org). To locate the map or ordinance, click on the "City Information" heading at the top of the home webpage, then scroll down the menu bar on the left to Planning and Development, choose Planning and Development to find links to the map and ordinance. While both the map and ordinance will be up to date as of the date shown in the upper right quadrant of the map and introductory page of the ordinance, please be aware that an amendment to either document may have occurred after the version available on the webpage. Contact the Department of Planning and Development, (865) 453-5504, should you have a question about either the map or ordinance.

### **CITY and SEVIERVILLE PLANNING REGION SUBDIVISION REGULATIONS**

Subdivision plats for projects in the city and the city's planning region are reviewed by the city staff and planning commission in accordance with the provisions of the [Subdivision Regulations of the City of Sevierville, Tennessee and the Sevierville Planning Region](#). Please refer to the information in the proceeding section

regarding the location of this document online. Contact the Department of Planning and Development should you desire a printed copy or have questions about the document at (865) 453-5504.

## **COUNTY ZONING MAP and RESOLUTION (Sevierville Planning Region)**

The county zoning map divides the city's planning region (and the remainder of the county) into various zoning districts. When reviewing development projects in the city's planning region, the city staff and planning commission must use the provisions of the county zoning resolution. The Sevier County Planning Department maintains the county zoning resolution and map, and may be contacted regarding questions about provisions of the resolution and map or to obtain copies of either document at (865) 453-3882.

## **DEVELOPMENT PLAN SUBMITTAL PROCESS**

### **SEVIERVILLE PLANNING COMMISSION AGENDA**

The regular meeting date of the Planning Commission is the first Thursday of each month. Meetings are held in the Council Room of the Sevierville Civic Center, 130 Gary Wade Boulevard. Should the regular meeting date fall on a city holiday, contact Ms. Joy Coats (see below) for information on the revised meeting schedule.

### **PROJECTS INSIDE THE CITY and SUBDIVISIONS IN THE PLANNING REGION**

#### **SITE PLAN, PLANNED UNIT DEVELOPMENT PLAN, SUBDIVISION PLAT**

(city and outside city, but within the planning region)

Plans, subdivision plats, and related materials for development projects inside the city, and plats for subdivisions in the planning region, must be in the city's Department of Planning and Development office by 5:00 p. m. twenty (20) calendar days prior to the first Thursday of each month.\*

- Application with review fee (See application, page 5 and fee schedule, page 6)
- Six (6) paper copies of plans and plats

\* Subdivision plats proposing two lots which do not involve the installation of new public facilities (street construction, extension of water/sewer lines) will be accepted for review at any time during the month. These plats may be approved for recording without planning commission action.

## **REZONING REQUEST**

(inside city)

It is recommended that persons wishing to request rezoning discuss their desire with the Planning Director prior to submitting an application for consideration by the Planning Commission. Requests for rezoning must be in the city's Department of Planning and Development office by 5:00 p. m. twenty (20) calendar days prior to the first Thursday of each month.

Please submit plan or plat, application, and review fee to:

Ms. Joy Coats, Administrative Assistant  
City of Sevierville  
Department of Planning and Development  
120 Gary Wade Boulevard  
Sevierville, TN 37862  
(865) 435-5504; FAX (865) 453-5504  
[joycoats@seviervilletn.org](mailto:joycoats@seviervilletn.org)

## **PROJECTS and REQUESTS FOR REZONING OUTSIDE THE CITY, BUT WITHIN THE PLANNING REGION**

Six (6) copies of site plans and PUD plans, and, requests for rezoning outside the city limits, but within the city's planning region, along with a county application and review fee, should be submitted at least fifteen (15) calendar days prior the first Thursday of each month by 4:00 p. m to:

Ms. Brooke Keyes, Building Commissioner  
Sevier County Planning Department  
315 Prince Street  
Sevierville, TN 37862  
(865) 453-3882  
[bkeyes@seviercountyttn.org](mailto:bkeyes@seviercountyttn.org)

## **SEVIERVILLE BOARD OF ZONING APPEALS AGENDA**

The Board of Zoning Appeals (BZA) has the same membership as the Planning Commission. The BZA meets immediately following the Planning Commission only when it has business to consider.

The BZA hears requests for variances from provisions of the city's zoning ordinance, requests for interpretation of the city's zoning map, and, requests for administrative review of actions related to the enforcement of the city's zoning ordinance. Items for consideration by the BZA should be submitted to the Codes Enforcement Director, Mr. Butch Stott, at least seven (7) days prior to the first Thursday of each month. Mr. Stott may accept an application after that date, if circumstances warrant, so long as there is

sufficient time to prepare and distribute an agenda and related materials for the BZA. Applications may be obtained from Mr. Stott in the Department of Code Enforcement.

**VARIANCE, INTERPRETATION, ADMINISTRATIVE REVIEW**

- Application with review fee (See fee schedule, page 6)

Please submit application and review fee to:\*

Mr. Butch Stott, Director  
Department of Codes Enforcement  
120 Gary Wade Boulevard  
Sevierville, TN 37862  
(865) 453-5504; FAX (865) 453-5518  
[bstott@seviervilletn.org](mailto:bstott@seviervilletn.org)

\*Request for action on matters related to the application and enforcement of the Sevier County Zoning Resolution outside the city limits, but within the city's planning region should be directed to the Sevier County BZA. For information on submittal deadlines and fees, contact:

Ms. Brooke Keyes, Building Commissioner  
Sevier County Department of Planning  
315 Prince Street  
Sevierville, TN 37862  
(865) 453-3882  
[bkeyes@seviercountyttn.org](mailto:bkeyes@seviercountyttn.org)

# SEVIERVILLE APPLICATION

*Submit the application on the following page with site plans, planned unit development plans, subdivision plats, requests for rezoning inside city, requests for Planning Commission review of monument and nonprofit off-premises inside the city, and for matters to be considered by the Board of Zoning Appeals inside the city, and for subdivision plats outside the city, but in the planning region. County applications can be obtained for rezoning requests, county BZA matters, and for development projects in the planning region, with the exception of subdivisions, from the Sevier County Planning Department. You may print this form, call to receive a copy by mail or FAX, or pick up a copy at Sevierville city Hall.*

# SEVIERVILLE DEPARTMENT OF PLANNING AND DEVELOPMENT

120 GARY WADE BOULEVARD  
SEVIERVILLE, TN 37862  
(865) 453-5504 www.seviervilletn.org

DEVELOPMENT REVIEW PROCESS AND APPLICANT GUIDELINES, CITY ZONING MAP, CITY ZONING TEXT, AND  
CITY/PLANNING REGION SUBDIVISION REGULATIONS AVAILABLE IN OFFICE OR ONLINE

## APPLICATION FOR PLANNING AND ZONING SERVICES

SUBMIT WITH SIX (6) COPIES OF PLANS (IF APPLICABLE) NO LATER THAN TWENTY (20) DAYS PRIOR TO THE FIRST THURSDAY OF THE MONTH

√	PROJECT TYPE OR REQUEST	√	PROJECT TYPE OR REQUEST
	SITE PLAN		ANNEXATION
	SUBDIVISION PLAT ____ PRELIM ____ FINAL		SIGN REVIEW (MONUMENT AND NONPROFIT OFF-PREMISES SIGNS)
	REZONING (STATE PROPOSED USE BELOW)		BOARD OF ZONING APPEALS (BZA) ____ VARIANCE ____ INTERPRETATION ____ OTHER
	OTHER (DESCRIBE REQUESTED SERVICE/ACTION BELOW IF NOT INCLUDED IN THE LIST ABOVE)		

LOCATION OF PROJECT (STREET and/or MAP/PARCEL OF SITE PLAN, SUBDIVISION, REZONING REQUEST, ANNEXATION, SIGN REVIEW BZA REQUEST, OR OTHER REQUEST)

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PROPOSED USE (REQUIRED FOR *SITE PLAN REVIEW* OR *REZONING REQUEST*) \_\_\_\_\_

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BZA REQUEST (PROVIDE RELEVANT DETAILS AND INDICATE REQUESTED ACTION) \_\_\_\_\_

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APPLICANT \_\_\_\_ OWNER \_\_\_\_ AGENT FOR OWNER (AGENTS MUST PROVIDE OWNER CONTACT INFORMATION BELOW)

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MAILING ADDRESS (INCLUDE ZIP CODE) \_\_\_\_\_

---

TELEPHONE (DAYTIME with AREA CODE) \_\_\_\_\_

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PROPERTY OWNER(S) and CONTACT INFORMATION (IF DIFFERENT THAN THE APPLICANT)

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# SEVIERVILLE FEE SCHEDULE\*

Checks should be made payable to the City of Sevierville, except as may be noted below

## PLANNING COMMISSION

### Site Plan

- **Inside city**
  - Principal structure 2,400 square feet or less \$ 50.00
  - Principal structure 2,401 square feet or more \$ 100.00
- **Outside city**, but in city's planning region (See Sevier County contact information below)

### PUD Plan

- **Inside city**
  - 1-10 lots or units \$ 50.00
  - Each additional lot over 10 \$ 2.00
- **Outside city**, but in city's planning region (See Sevier County contact information below)

### Subdivision Plat

(Checks for plat review in the city's planning region should be made payable to the City of Sevierville)

- **Inside city** (Preliminary or Final)
  - 1-10 lots or units \$ 50.00
  - Each additional lot over 10 \$ 2.00
- **Outside city**, but in city's planning region
  - 1-10 lots or units \$ 75.00
  - Each additional lot over 10 \$ 3.00

**Recording Fee** - \$17 (checks should be made payable to the Sevier County Register of Deeds – fees may vary for oversized or multiple pages)

### Rezoning Request

- **Inside city** \$ 100.00
- **Outside city**, but in city's planning region (See Sevier County contact information below)

## BOARD OF ZONING APPEALS

### Request for variance, interpretation, or administrative review

- **Inside city** \$ 40.00
- **Outside city**, but in city's planning region (Sevier County Board of Zoning Appeals) \*

\* Inquiries regarding review fees for site plans, PUD plans, rezoning requests, and request for action by the Sevier County Board of Zoning Appeals outside the city limits, but in the city's planning region, should be directed to:

Ms. Brooke Keyes, Building Commissioner  
Sevier County Planning Department  
315 Prince Street  
Sevierville, TN 37862  
(865) 453-3882  
bkeyes@seviercountyttn.org

# **SEVIERVILLE PLAN REVIEW PROCESS**

## **SEVIERVILLE PLANNING COMMISSION**

The reviews of all plans and plats submitted by deadline are coordinated by the Department of Planning and Development and generally occur in the two-day period following the submittal deadline. In addition to review by the planning staff, the plans are reviewed by the following city departments: Codes Enforcement, Engineering, Fire, Public Works, and Water and Sewer. Plans are also available for review by the Sevier County Electric System, the Sevier County Utility District, Sevier County Health Department, Sevier County Emergency Communications District, and if applicable, the Shady Grove Utility District. Unless otherwise directed by the owner or applicant, the plan preparer will be contacted at the conclusion of staff review and advised of any deficiencies or concerns regarding the submitted drawing. The Department of Planning and Development will accept corrected or revised plans until 5:00 p.m. of the Monday immediately preceding the first Thursday of each month.

## **SEVIERVILLE BOARD OF ZONING APPEALS**

The review of matters to be considered by the Board of Zoning Appeals (BZA) is coordinated by the Department of Codes Enforcement.

## **RELATED SEVIERVILLE ORDINANCES AND DEVELOPMENT STANDARDS**

**Excavating/Grading** – Inside the city, excavating/grading activities on a site for which a site plan has not been submitted, or conducting such activities within the public right-of-way, shall require compliance with applicable portions of the municipal code. In general, such activities should not begin until an excavation/grading permit has been obtained from the city’s Engineering Department.

**Stormwater Management** – Development activities within the city must comply with the provisions of this ordinance. A copy of the city’s Stormwater Management Ordinance and permit application are available on the city’s website. Land disturbance/stormwater disposal permits are issued by the Engineering Department.

**Flood Damage Prevention** – Development and building construction inside the city must comply with the provision’s of the city’s Flood Damage Prevention Ordinance.

***Note:** Site preparation and development often involve the three types of regulations discussed above. Where appropriate, compliance with these regulations will be reviewed as part of the plan review process. However, if site preparation is to be initiated prior to site plan, planned unit development plan, or subdivision plat approval, it may be necessary to obtain permission and a land disturbance permit from the Engineering Department (or the Sevier County Stormwater Management Office). A property owner remains responsible for compliance with these regulations regardless of the stage of site preparation or development.*

**Parking Lot Light and Heavy Duty Pavement Standards** - Parking lots inside the city must be paved. Light duty pavement is acceptable in areas used primarily by passenger and other light weight vehicles. Heavy duty pavement is required in portions of the parking lot used by heavy delivery trucks, solid waste collection vehicles, and similar vehicles. Specifications for both types of pavements are set out below:

### **Light Duty Pavement\***

***Parking lots with ten (10) or fewer parking spaces***

**6” base stone and 2” asphalt top mix**

***Parking lots with more than ten (10) parking spaces***

**6” base stone, 2” asphalt binder, and 1.5” asphalt top mix**

### **Heavy Duty Pavement**

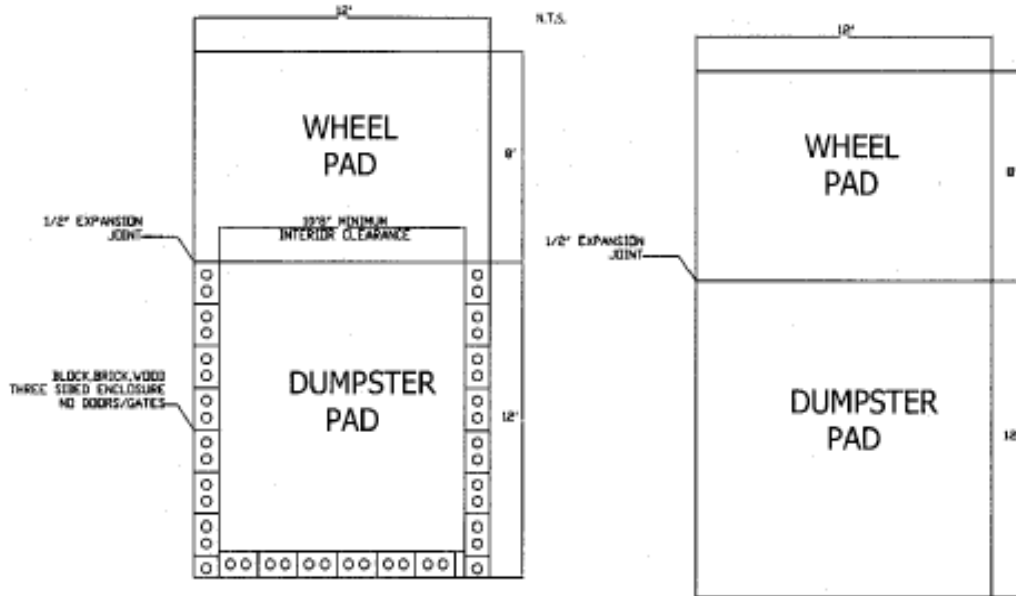
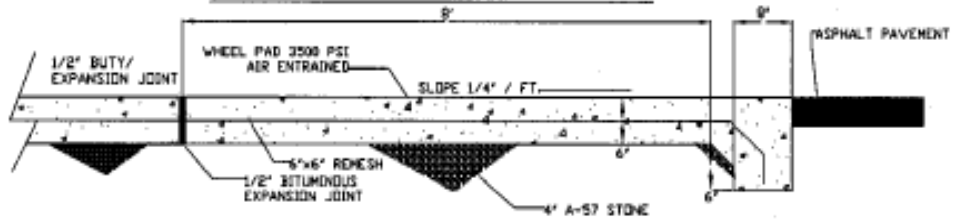
***\*Required in portions of the parking lot used by heavy delivery trucks, solid waste collection vehicles, and similar vehicles***

**8” base stone, 3” asphalt binder, and 1.5” asphalt top mix**

Questions regarding acceptable materials composition for parking lot pavement may be directed to the Department of Engineering.

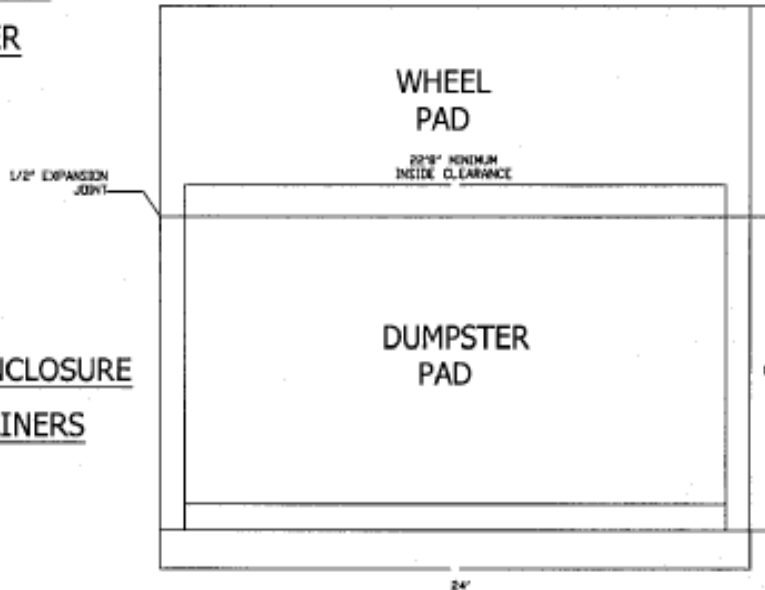
**Dumpster Pad Construction Specifications** – In circumstances within the city where solid waste disposal will be provided by the use of a dumpster (provided by the city or by a private contractor), the dumpster pad must be constructed to meet the standards ***illustrated on the following page.***

TYPICAL DETAILS OF DUMPSTER PAD



DUMPSTER ENCLOSURE

SINGLE CONTAINER



DUMPSTER ENCLOSURE

TWO CONTAINERS



CITY OF SEVIERVILLE  
 ENGINEER  
 400 Gary Vande Redmond  
 P.O. Box 999  
 Sevierville, TN 37864  
 605-282-0000

## FOR FURTHER INFORMATION and ASSISTANCE

Although the city's Department of Planning and Development is responsible for managing the plans review process, property owners or plan preparers may wish to contact the following persons during the plan preparation process for guidance:

### CITY

**City Engineer** (street design, stormwater) – Jerry Hickman, (865) 453-5504, [jhickman@seviervilltn.org](mailto:jhickman@seviervilltn.org)

**City Surveyor** (flood hazard area information) – Jim Ellison, (865) 453-5504, [jellison@seviervilletn.org](mailto:jellison@seviervilletn.org)

**Codes Enforcement Director** (signs, landscaping, site improvement bonds, building codes and permits) – Butch Stott, (865) 453-5504 [bstott@seviervilletn.org](mailto:bstott@seviervilletn.org)

**Fire Marshall** (fire code, fire hydrant information) – Tommy White, (865) 453-9276, [twhite@seviervilletn.org](mailto:twhite@seviervilletn.org)

**Public Works Director** (traffic control, sidewalks) – Bryon Fortner, (865) 429-4567, Ext. 3, [bfortner@seviervilletn.org](mailto:bfortner@seviervilletn.org)

**Solid Waste Supervisor** (dumpster pad, collection service) – Marian Bracknell, (865) 429-4567, Ext. 5, [mbracknell@seviervilletn.org](mailto:mbracknell@seviervilletn.org)

**Water and Sewer Director** (public water and sewer service inside and outside city) – Steve Flynn, (865) 453-1736, Ext. 4, [sflynn@seviervilletn.org](mailto:sflynn@seviervilletn.org)

### COUNTY and/or MULTI-JURISTIONAL

**Sevier County Electric System** – Jeff Hedrick, (865) 453-2887, [jhedrick@sevces.org](mailto:jhedrick@sevces.org)

**Sevier County Emergency Communications District Director** (addressing and street name approval) – Vince Loveday, (865) 428-5542, [vloveday@bellsouth.net](mailto:vloveday@bellsouth.net)

**Sevier County Environmental Health Department** (septic system/well) – Mark Samples, (865) 429-1766

**Sevier County Planning Office Director** – Jeff Ownby, (865) 453-3882, [jownby@seviercountyttn.org](mailto:jownby@seviercountyttn.org)

**Sevier County Stormwater Management Office Director** – Doyle Clabo, (865) 429-4580, [dclabo@seviercountyttn.org](mailto:dclabo@seviercountyttn.org)

**Sevier County Utility District** (natural gas service) – James Greene, (865) 453-3272, [james.greene@scud.org](mailto:james.greene@scud.org)

**Shady Grove Utility District Manager** (public water in some areas north of the French Broad River) – Mike Jones, (865) 397-3790, [SGUD@aol.com](mailto:SGUD@aol.com)