



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

## **DEVELOPMENT DEPARTMENT**

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

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

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Frank Cravens, Stormwater Technician

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# DEVELOPMENT PLAN REVIEW PROCESS 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) 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. As discussed below, the City's zoning map is available online and in the office of the Development Department. The planning region map is available in the office of the Development Department.

## **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 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 found on the City's website, [seviervilletn.org](http://seviervilletn.org), or may be purchased in the Development Department. To locate the map or ordinance, click on the "Government" heading at the top of the home webpage, then scroll down the menu bar and 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 Development Department, (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 Development Department (865) 453-5504, should you have a question about the document.

## **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. The Sevier County Planning Department reviews site plans for proposed projects in the planning region, maintains the county zoning resolution and map, and may be contacted regarding questions about provisions of the resolution and map 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 the Development Department (see below) for information on the revised meeting schedule.

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

#### **SUBDIVISION PLAT, SITE PLAN, AND CONCEPT PLAN**

Plans, subdivision plats, and related materials for development projects inside the City, and plats for subdivisions in the planning region must be submitted online by 5:00 p. m. twenty-eight (28) calendar days prior to the first Thursday of each month. \* Please include an application (see application, page 6) as part of the electronic plans submittal process. Plans must be submitted via the following link: <https://www.myprojectnow.org>. Fees may be submitted at any time during the plan review process (see fee schedule, page 7.) Please contact Development Department at the address below if you have questions.

\* Subdivision plats proposing two lots or combination of 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.

\* Site Plans requiring a lease lot of record should include the following:

- Signature of Fee Simple owner
- Number of years remaining on the lease
- Leaseholder's signature
- Any superior lessor's signature
- Depicted leased area and legal description
- Depicted owned area and legal description
- Surveyor stamp
- Zoning and required setback information
- Acreage
- Plat reference (if applicable)

## **CERTIFICATE OF ZONING COMPLIANCE**

All new businesses located in the City of Sevierville must obtain a Certificate of Zoning Compliance. Please visit the following link for instructions on how to apply for the certificate:  
<http://www.seviervilletn.org/zoningcompliance>.

## **REZONING REQUEST**

(inside City)

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

Please apply online at <https://www.myprojectnow.org>. Fees (see schedule, page 6) can be paid by credit card via the website or be mailed to:

City of Sevierville  
Development Department  
120 Gary Wade Boulevard  
Sevierville, TN 37862  
(865) 435-5504; FAX (865) 453-5518  
[jforkner@seviervilletn.org](mailto:jforkner@seviervilletn.org)

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

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:

Sevier County Planning Department  
227 Cedar Street  
Sevierville, TN 37862  
(865) 453-3882

## **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 via <https://www.myprojectnow.org> at least twenty (20) days prior to the first Thursday of each month. Applications may be accepted 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.

### **VARIANCE, INTERPRETATION, ADMINISTRATIVE REVIEW**

Please apply online at <https://www.myprojectnow.org>. Fees (see schedule, page 6) can be paid by credit card via the website or be mailed to:\*

David Black, Building Official  
Department of Code 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:

Sevier County Department of Planning  
227 Cedar Street  
Sevierville, TN 37862  
(865) 453-3882

# SEVIERVILLE FEE SCHEDULE\*

## PLANNING COMMISSION

### Site Plan

#### Inside city

- Project less than or equal to 1 acre \$ 100.00
- Project greater than 1 acre and less than or equal to 2 acres \$ 250.00
- Project of more than 2 acres \$ 250.00 +  
\$15/acre or portion thereof

### Subdivision Plat

#### City & Planning Region

- 1-2 lots or units \$ 50.00
- 3-10 lots or units \$ 100.00
- Each additional lot over 10 \$ 5.00

### Land Disturbance

#### Inside city

- Project equal or greater than 1 acre and less than 5 acres \$ 125.00
- Project equal or greater than 5 acres and less than 20 acres \$ 500.00
- Project equal or greater than 20 acres and less than 50 acres \$ 1,500.00
- Project equal or greater than 50 acres and less than 150 acres \$ 3,000.00
- Project equal or greater than 150 acres \$ 5,000.00

### Bundle Package

\$ 300.00

*(includes all Planning fees necessary for project development inside City; excluding land disturbance and plat recording fees)*

### Recording Fee for Final Plat

\$ 17.00

*Sevier County Register of Deeds*

### Rezoning Request

- **Inside city** \$ 250.00
- **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** \$ 100.00
- **Outside city**, but in city's planning region (Sevier County Board of Zoning Appeals\*)

\* Inquiries regarding review fees for site plans, land disturbance permits, 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:

Sevier County Planning Department  
227 Cedar Street  
Sevierville, TN 37862  
(865) 453-3882

# SEVIERVILLE PLAN REVIEW PROCESS

## SEVIERVILLE PLANNING COMMISSION

The reviews of all plans and plats submitted by deadline are coordinated by the Development Department and generally occur in the week following the submittal deadline. In addition to review by the planning staff, the plans are reviewed by the following City departments: Codes Enforcement, Fire, Public Works, and Water and Sewer. Plans are also available for review by: Sevier County Electric System, Sevier County Utility District, Sevier County Health Department, Sevier County Emergency Communications District, and if applicable, 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 Development Department will accept electronic submittals of corrected or revised plans until 12:00 p.m. of the Friday 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 Frank Cravens, Stormwater Technician.

**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 management permits are issued by Frank Cravens, Stormwater Technician.

**Flood Damage Prevention** – Development and building construction inside the City must comply with the provisions 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, or subdivision plat approval, it may be necessary to obtain permission and a land disturbance permit from Stormwater Technician, Frank Cravens (865) 453-5504; fcravens@seviervilletn.org. 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** - 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**

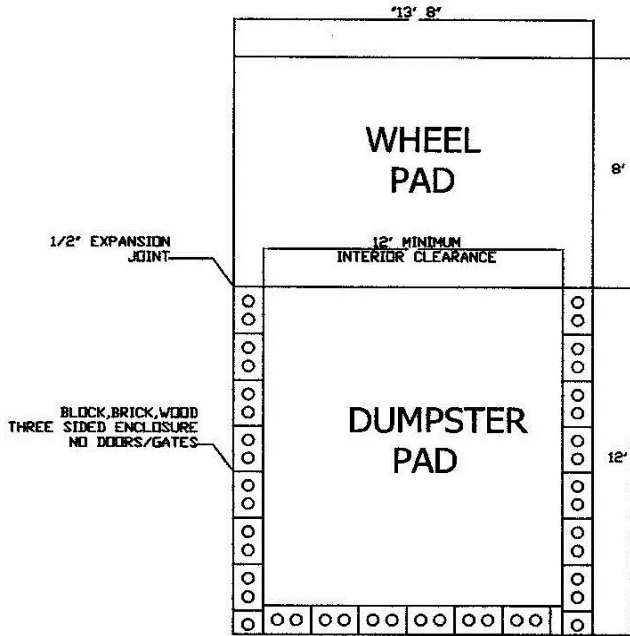
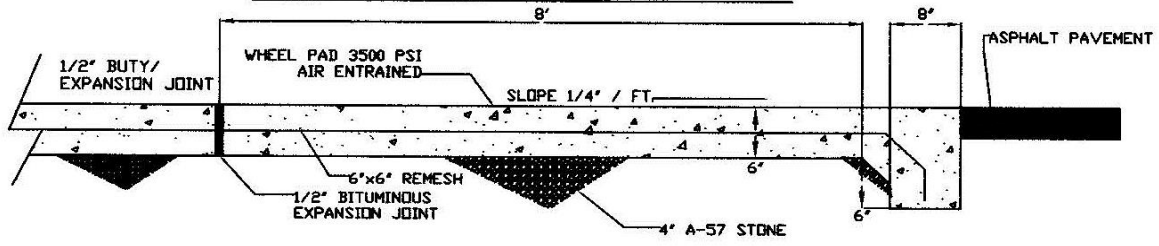
**\*Required in portions of the parking lot used by heavy delivery trucks, solid waste collection vehicles, and similar vehicles**

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

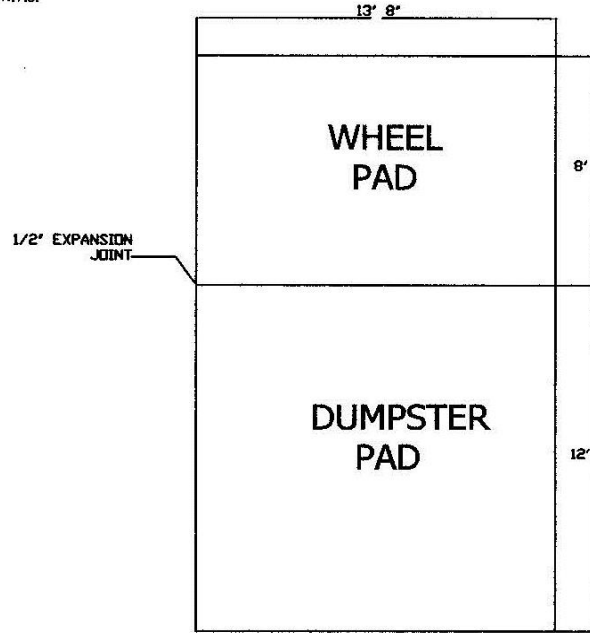
Questions regarding acceptable materials composition for parking lot pavement may be directed to the Department of Public Works.

**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

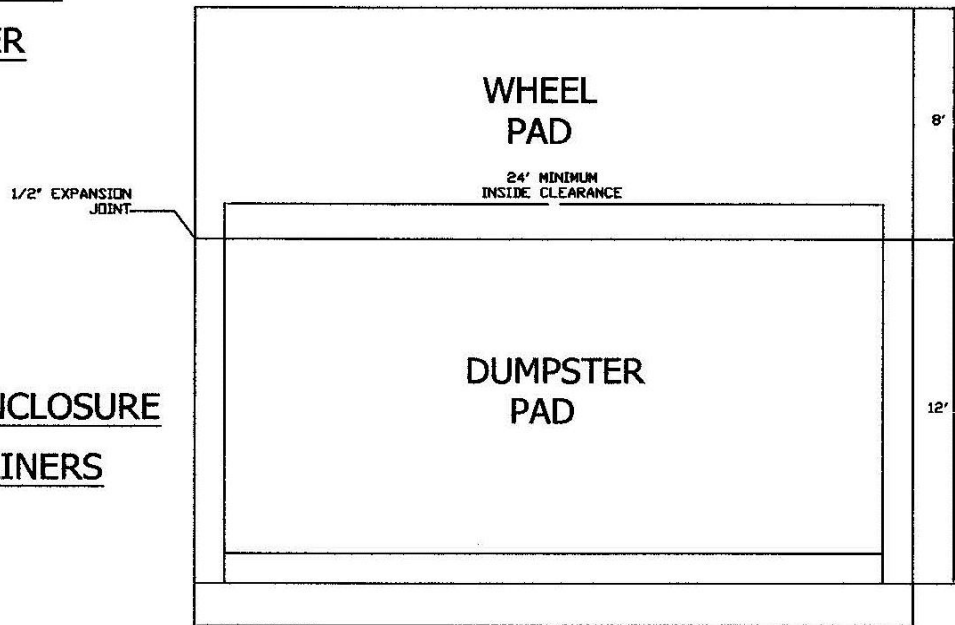


N.T.S.



## DUMPSTER ENCLOSURE

### SINGLE CONTAINER



## DUMPSTER ENCLOSURE

### TWO CONTAINERS



CITY OF SEVIERVILLE  
TENNESSEE

188 Gary Wade Boulevard  
P.O. Box 9590  
Sevierville, TN 37864  
0860 452-7004

**City of Sevierville Public Works Department  
Driveway Entrance Construction Policy  
July 30, 2012**

On sections of streets that are equipped with curb, gutter, and sidewalks, all driveways shall continue the integrity of the gutter section while placing an appropriate ADA standard 6” concrete apron throughout the width of the sidewalk to maintain pedestrian traffic the most efficient and safe manner. See example below:



On sections of streets equipped with a separate greenway section, the driveway entrance shall be constructed of 6” minimum thickness concrete through the entire width of the greenway section. Greenway shall be connected with the driveway entrance in accordance with ADA standards. See example below:



The following photos are examples of non-conforming driveway entrances and are not allowed:



These driveways do not carry concrete through the sidewalk or greenway section.



This driveway does not maintain the curb and gutter through the entrance.

## FOR FURTHER INFORMATION and ASSISTANCE

Although the City's Development Department 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 Surveyor** (flood hazard area information) – Jim Ellison, (865) 429-4567, [jellison@sevierville.org](mailto:jellison@sevierville.org)

**Building Official** (signs, landscaping, site improvement bonds, building codes and permits) – David Black, (865) 453-5504, [dblack@sevierville.org](mailto:dblack@sevierville.org)

**Fire Inspector** (fire code, fire hydrant information) – JC Green, (865) 868-1709, [jcgreen@sevierville.org](mailto:jcgreen@sevierville.org)

**Public Works Director** (streets) – Bryon Fortner, (865) 429-4567, [bfortner@sevierville.org](mailto:bfortner@sevierville.org)

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

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

### COUNTY and/or MULTI-JURISTIONAL

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

**Sevier County Emergency Communications District Director** (addressing and street name approval) – David Rauhuff, (865) 428-5542, [sevco911@bellsouth.net](mailto:sevco911@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.gov](mailto:jownby@seviercountyttn.gov)

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

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

**Sevier County Water Department** (public water in some areas of the planning region outside the City) – Roger Sims, Superintendent, (865) 774-3852, [waterdept@seviercountyttn.org](mailto:waterdept@seviercountyttn.org)