



BRENTWOOD TENNESSEE

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PLANNING & CODES
ENGINEERING

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◆ Residential - Transitional Lot Site Plan Review Guideline ◆

(effective August 29, 2023)

If a lot is Transitional (has slopes exceeding 15%), then a detailed site grading plan, designated "Transitional Lot Site Plan", is required. This plan shall be sealed by a Professional Engineer or Registered Landscape Architect, licensed to practice in the state of Tennessee. Three sets of plans shall be submitted with the building or grading permit application to the Brentwood Planning and Codes Department. Once comments from the Engineering Department are received and corrected, three (3) revised sets should be resubmitted directly to the Engineering Department (1750 General George Patton Drive). Each new submittal shall be sealed by the professional, signed and dated with the current date. Once approved, one set will remain on file with the Engineering Department and two sets will be sent to the Planning and Codes Department for permit approval.

Upon completion of the required Foundation Survey, verify that the main FFE (Finished Floor Elevation), the garage FFE, and the basement FFE (if applicable) are within 6" of the approved Transitional Lot Site Plan. If the elevations vary by more than 6", resubmit three (3) copies of a revised Transitional Lot Site Plan to adjust the plan accordingly. A Foundation Survey will not be approved before approval of the revised Transitional Lot Site Plan.

If during construction, changes are to be made to the approved plan, first, contact the Engineering Department and advise them of the extent and reasons for the change. If the changes are minimal and do not impact any Brentwood regulations, the plan may be changed by hand and initialed by the builder and City Engineer at the City Engineer's discretion. If the changes are significant, resubmit three (3) sets of the revised Transitional Lot Site Plan to the Engineering Department for review.

NOTE: Drawings should not be marked as "REVISED" or with changes noted as revisions during the initial approval process. Subsequent to initial city approval of the Transition Lot Site Plan, if modifications are required to the plan either as a result of the Foundation Survey or by changes proposed to be made during construction, the plans may then be marked as "REVISED", with proper revision annotations.

On the following pages you will find a Transitional Lot Site Plan Checklist. This checklist should be used a guide to help you complete a Site Plan meeting the requirements of the City of Brentwood Engineer. The list is only a guide and not meant in any way to supersede any current City of Brentwood codes or specifications, nor should it relieve the consultant from his or her responsibility in adhering to any other applicable state or federal regulations. For accurate design, the consultant should always reference pertinent and more exhaustive documents such as, but not limited to, the City of Brentwood Municipal Code and Subdivision Regulations, and the Tennessee Department of Environment and Conservation Erosion Control Handbook.

◆ Transitional Lot Site Plan Checklist ◆

the following items are to be included or addressed on the site plan.

SUBMIT THIS LIST ALONG WITH THE PLANS.

CHECK ALL THAT APPLY:

- ☐ PLANS STAMPED AND SIGNED BY A TENNESSEE REGISTERED PROFESSIONAL ENGINEER OR LANDSCAPE ARCHITECT
- ☐ NAME AND PHONE NUMBER OF THE BUILDER AND THE OWNER (IF OTHER THAN THE BUILDER) SHOWN ON THE PLAN.
- ☐ EMAIL ADDRESS FOR DESIGN ENGINEER OR LANDSCAPE ARCHITECT SHOWN ON THE PLAN OR SUBMITTED WITH PLAN TO THE CITY ENGINEER
- ☐ BUILDING FOOTPRINT MATCHES HOUSE PLANS.
- ☐ CURRENT FIELD RUN TOPOGRAPHY WITH 2' CONTOURS AND ACTUAL ELEVATIONS BASED ON BENCHMARK.
- ☐ LIMIT TO ONE PAGE, IF POSSIBLE, TWO PAGES IF NECESSARY
- ☐ SCALE 1:20 STANDARD, OTHER ENGINEERING SCALES AS NECESSARY FOR UNIQUE SITES. USE BLOW UPS OF SMALLER AREAS ON A SECOND PAGE IF NECESSARY.
- ☐ VICINITY MAP WITH LEGIBLE STREET NAMES
- ☐ SUBDIVISION, LOT NUMBER, AND ZONING IN TITLE BLOCK AND LABELED IN PLAN VIEW (USE ADDRESS IF NO SUBDIVISION)
- ☐ ADJACENT LOT NUMBERS AND PARCEL DATA IF AVAILABLE
- ☐ LABEL STREETS AND SHOW RIGHT-OF-WAY WIDTH
- ☐ INCLUDE RECORDED PLAT BOOK AND PAGE NUMBER IN TITLE BLOCK
- ☐ DUMPSTER LOCATION SHOWN WITH ACCESSIBLE ROUTE BY TRANSPORT
- ☐ STANDARD DETAILS PER BRENTWOOD AND/OR TDEC SPECIFICATIONS:
 - Silt Fence or other appropriate EC BMP's, e.g., check dams (TDEC approved details)
 - Temp Construction Entrance (Use ASTM #1 Stone and Filter Fabric Underneath. Minimum 12'W x30'L for single lot is acceptable.)
 - Tree Protection (1.5 times larger than drip line)
 - Retaining wall (if applicable) stamped by a P.E.
 - Driveway ramp
 - Typical drainage swale
 - Underground drainage infrastructure
 - Others as necessary
- ☐ PROPERTY LINES WITH BEARINGS DISTANCES (CHECK AGAINST RECORDED PLAT AND EXPLAIN IF DIFFERS)
- ☐ BUILDING SETBACKS, EASEMENTS, AND ALL PUBLIC UTILITIES SHOWN, LABELED AND DIMENSIONED
- ☐ PROPOSED CONTOURS LABELED AND DISTINGUISHABLE FROM EXISTING CONTOURS (ALSO LABELED)
- ☐ SPOT ELEVATIONS SHOWN WHERE NECESSARY USE; TW/BW DESIGNATIONS FOR RETAINING WALLS
- ☐ DRIVEWAYS:
 - Label driveway width (Max 20', Min 10' unless more than 500' long then 12')
 - Slope (20% max for hard surface and 10% for gravel, 5% max cross slope)
 - 6" rise in driveway from edge of pavement to R.O.W.
 - Minimum inside turning radius for any curve section of a driveway = 20 feet, and the minimum overhead clearance for vehicles = 14 feet.
 - Grade break from drive entrance to driveway must be passable for typical car.
 - 30' driveway apron in front of garage as measured from face of brick, or 24' if a 10'x12' dovetail is utilized for turnaround
- ☐ RETAINING WALLS:
 - Max height 10' inside the buildable area, 6' outside the buildable area. (Measured on exposed face)
 - Provide the retaining wall design, stamped by an engineer, for walls that are 4 feet or taller (per code sec. 78-14, height measured from the top of the wall to the finished elevation grade at the bottom.)
 - Show retaining wall design detail on plan.
 - Note on plan that walls greater than 4' in height must be inspected by a licensed P.E.
 - Guard rails or fencing req'd for all walls with a grade change in excess of 30" for walls attached to house.
 - Guard rails, fencing or planted hedging required for all walls with a grade change in excess of 30" for walls detached from house.

Residential - Transitional Lot Site Plan Review Guideline (continued)

Transitional Lot Site Plan Checklist (continued)

- ☐ DRAINAGE (FOR SITES REQUIRING UNDERGROUND DRAINAGE SYSTEMS, INCLUDING CULVERTS AND BRIDGES)
 - Drainage infrastructure should be designed by a professional engineer and per Article 6.10 of Subdivision Regulations
 - Hydrologic and hydraulic data should be shown on the plan (e.g., pipe/culvert length and section dimensions, acreage entering, design flow, flow capacity, slope, material, etc.)
 - Drive culverts and other pipe entrances/outlets require headwalls/endwalls and proper armament at discharge.
- ☐ DIMENSION FROM PROPERTY LINES FOR ALL IMPROVEMENTS, 5' MIN. (DRIVEWAYS, RETAINING WALLS, FENCES, HVAC, ETC.)
- ☐ GRADES IN EXCESS OF 3:1 LABELED AND METHOD OF STABILIZATION NOTED. REFER TO NOTE/DETAIL IN PLAN VIEW.
- ☐ AREAS/LOCATIONS OF TREE PROTECTION SHOWN IN PLAN VIEW
- ☐ EROSION CONTROL SHOWN ON PLAN ALONG WITH LEGEND AND/OR ANNOTATIONS
- ☐ HVAC PAD SHOWN
- ☐ ALL SIDEWALKS AND PATIOS SHOWN, LABELED AND DIMENSIONED
- ☐ SIDEWALKS ALONG THE STREET AND HANDICAP RAMPS SHOWN IF APPLICABLE
- ☐ LOT LINE SWALES DESIGNED AND SHOWN VIA CONTOURS IF POSSIBLE OR BY LINES WITH ARROWS FOR FLATTER LOTS (I.E., SWALES THAT FALL ON CONTOURS BETWEEN THOSE SHOWN)
- ☐ WATER METER LOCATION SHOWN
- ☐ SEWER STUB-OUT SHOWN (CHECK FFE VS INVERT; IF GRINDER PUMP, PUMP LOCATION AND SERVICE LINE ALIGNMENT TO MAIN)
- ☐ ALL SITE CALCULATIONS:
 - Building coverage calculations (Max 25%)
 - Green space coverage calculations (Min 40%)
 - Basement coverage calculations (Percentage of perimeter covered by adjacent turf above ½ of basement height. Min. = 50%.) Coverage to be calculated as follows: Linear Feet of basement perimeter covered / Linear Feet of total perimeter of basement, shown in %. Walls interior of building footprint considered covered.
- ☐ SITE ELEVATIONS:
 - FFE
 - Garage
 - Basement (if applicable)
 - Minimum LFE (if applicable)
- ☐ PERMIT HOLDER SIGNATURE BLOCK SIGNED AND DATED (SEE PAGE 4. AVAILABLE IN WORD UPON REQUEST)
- ☐ OPEN SPACE, BUFFERS, ETC. (IF APPLICABLE) SHOULD BE NOTED AS TO BE PROTECTED DURING CONSTRUCTION
- ☐ NOTES:
 - Builder to call Brentwood Engineering Department for initial erosion control inspection (615-371-0080) prior to issuance of a permit.
 - All retaining walls greater than 4' will be designed and inspected by a licensed professional engineer and certified in writing prior to issuance of a Certificate of Occupancy
 - A Temporary Certificate of Occupancy will not be given for grading and drainage related issues.
 - All retaining walls with height in excess of 30" require safety rail or barrier as per Brentwood code.
 - The maximum grade of any portion of a driveway shall not exceed 20% for paved surfaces and 10% for unpaved surfaces, with a maximum cross slope of 5%
 - All driveways with 15% or greater longitudinal slopes and/or 5% or greater cross-slopes shall be profiled and sectioned by a TN R.L.S. and approved by the City Engineer prior to issuance of a certificate of occupancy.
- ☐ DRIVEWAY AS-BUILT SURVEY GUIDELINES (*over 15% slopes provide this note on the plans*):
 - The survey shall show spot elevations along both sides of the driveway at locations perpendicular to the travel path. Spacing between spot elevations along the travel path shall not exceed 12'. Distance between spot elevations along the travel path shall be shown as well as slope between spots shown as a percentage. The survey shall be to a standard scale and sealed by a Registered Land Surveyor or Licensed Professional Engineer licensed to practice in the State of Tennessee.

Residential - Transitional Lot Site Plan Review Guideline (continued)

include on the plan the following

SUBDIVISION: _____ LOT NUMBER: _____

PERMIT HOLDER ACKNOWLEDGEMENT:

I ACKNOWLEDGE THAT THE CITY ENGINEER MUST APPROVE ANY DEVIATIONS FROM THE APPROVED SITE PLAN. THE CHANGES SHALL BE SUBMITTED ON A REVISED SITE PLAN. VERBAL APPROVAL MAY NOT BE GIVEN.

I ACKNOWLEDGE THAT ALL GRADING AND DRAINAGE AS PER APPROVED SITE PLAN SHALL BE 100% COMPLETE UPON FINAL INSPECTION. CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL 100% COMPLETION IS ACHIEVED.

I, _____ HAVE READ AND REVIEWED THIS SITE PLAN.
(PRINT NAME of PERMIT HOLDER)

_____, 20_____
(SIGNATURE of PERMIT HOLDER) (DATE of SIGNATURE)

PERMIT HOLDER ACKNOWLEDGEMENT *(for a pool plan)*:

I ACKNOWLEDGE THAT THE CITY ENGINEER MUST APPROVE ANY DEVIATIONS FROM THE APPROVED SITE PLAN. THE CHANGES SHALL BE SUBMITTED ON A REVISED SITE PLAN. VERBAL APPROVAL MAY NOT BE GIVEN.

I ACKNOWLEDGE THAT ALL GRADING AND DRAINAGE AS PER APPROVED SITE PLAN SHALL BE 100% COMPLETE UPON FINAL INSPECTION. CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL 100% COMPLETION IS ACHIEVED.

I, _____ HAVE READ AND REVIEWED THIS SITE PLAN.
(PRINT NAME of POOL CONTRACTOR)

_____, 20_____
(SIGNATURE of POOL CONTRACTOR) (DATE of SIGNATURE)

I, _____ HAVE READ AND REVIEWED THIS SITE PLAN.
(PRINT NAME of HOME OWNER or BUILDER)

_____, 20_____
(SIGNATURE of PERMIT HOME OWNER or BUILDER) (DATE of SIGNATURE)

NOTE:

SITE PLAN WILL NOT BE APPROVED WITHOUT ORIGINAL SIGNATURE AND DATE ON CERTIFICATE

OFFICE USE ONLY

_____, 20_____
(REVIEWED BY) (DATE)

ARTICLE VIII. - TREE MANAGEMENT

Sec. 78-512. - Technical standards for development activities.

- (d) RESIDENTIAL STANDARDS. UPON COMPLETION OF A RESIDENTIAL DWELLING AND PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY, ANY SUBDIVIDED HOMESITE SHALL HAVE A MINIMUM OF 25 CALIPER INCHES OF TREES PER ACRE. THIS AMOUNT SHALL BE PRORATED DEPENDING ON THE TOTAL ACREAGE OF THE LOT, WITH NO SINGLE LOT REQUIRED TO PLANT MORE THAN 75 CALIPER INCHES OF TREES. THIS REQUIREMENT MAY BE ACHIEVED BY A COMBINATION OF NEW TREE PLANTINGS AND THE PRESERVATION OF EXISTING TREES. EXISTING TREES THAT ARE PROTECTED DURING CONSTRUCTION IN ACCORDANCE WITH THE STANDARDS SET FORTH IN THIS SECTION MAY COUNT TOWARD THIS REQUIREMENT IF THEY HAVE A REASONABLE CHANCE OF LONG-TERM SURVIVAL.

Per this ordinance, add the following note to the plan:

PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY, THIS RESIDENTIAL LOT SHALL HAVE A MINIMUM OF 25 CALIPER INCHES OF TREES PER ACRE.

Provide the following notes on the plans:

BRENTWOOD CRITICAL EROSION CONTROL NOTES:

- 1) STABILIZATION MEASURES MUST BE PERFORMED WITHIN THREE(3) DAYS IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, WITHIN FIFTEEN (15) DAYS AFTER FINAL GRADING, OR PRIOR TO FINAL INSPECTION (STABILIZATION PRACTICES MAY INCLUDE: TEMPORARY OR PERMANENT SEEDING WITH MULCH, MATTING, OR SOD STABILIZATION.)
- 2) INSPECTIONS OF ALL CONTROL MEASURES AND DISTURBED AREAS MUST BE PERFORMED AT LEAST TWICE WEEKLY. INSPECTIONS MUST BE DOCUMENTED AND INCLUDE THE DATE OF THE INSPECTION AND MAJOR OBSERVATIONS.
- 3) BASED ON THE RESULTS OF INSPECTIONS, ANY INADEQUATE CONTROL MEASURES OR CONTROL MEASURES IN DISREPAIR MUST BE REPLACED OR MODIFIED, OR REPAIRED AS NECESSARY, WITHIN ONE DAY AFTER THE NEED IS IDENTIFIED.