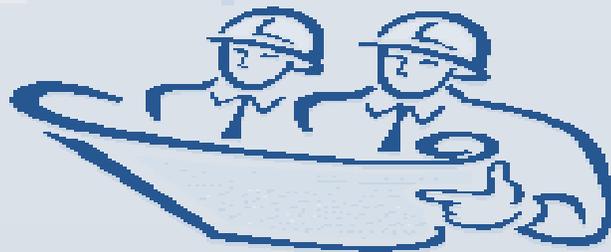


DEVELOPMENT GUIDELINES

"EXPERIENCE OUR HISTORY...EXPLORE OUR POSSIBILITIES"



YOUR PERSONAL GUIDE THROUGH THE DEVELOPMENT PROCESS



CITY OF MOUNT PLEASANT
100 PUBLIC SQ./P.O. BOX 426
MOUNT PLEASANT, TN 38474
(931) 379-7717

DEVELOPMENT GUIDELINES

Dear Developer,

As a potential developer in the City of Mount Pleasant, you have a chance to play a critical role in our town's continued progress. Your investment in our City brings new opportunities to our residents. Your buildings reshape the form of our environment. Your impact creates positive change that every City desires.

The City of Mount Pleasant recognizes your importance and the common ground we share. We both wish to make improvements to our City and build success one brick at a time. To help make this possible, the City of Mount Pleasant hopes to make your work in our community the best it can be. We also hope that our service can be the best you've experienced. This may be a lofty goal but we are certain we can achieve it by providing clear, consistent communication. This is the key to our combined success. We, the City, must communicate effectively with you. Whether it is a discussion of our Building Code or a description of our plan review process, it is critical that we share a collective understanding of what lies ahead as you seek project completion.

This document has been created for that reason. In the contents ahead, you will find charts that describe the basic process for each stage of development review. Each item will also possess an estimated timeline to help you anticipate the duration of our involvement. Please note, however, that this information is just the beginning of our dialogue. Some of the information may seem confusing. As you read, you may find yourself asking questions. Should that occur, please feel free to contact our office? Frequent, friendly contact is the first goal we hope to achieve with our clients.

In closing, the City of Mount Pleasant recognizes that you, as a developer, face many unknown variables from the start of a concept to the construction of a site. Some of these unknowns relate to a local government's actions. Where these may occur, the City of Mount Pleasant will do its best to provide certainty and, in turn, give you confidence. Together, we can do wonderful things—one brick at a time.

Sincerely,

Building and Planning Department

DEVELOPMENT GUIDELINES

Rezoning Process		SUMMARY OF STEPS
STEP 1	<i>Attend a Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
STEP 2	<i>Submit Application</i>	Once the applicant understands the process ahead, they are ready to file an application . This application lists all the important requirements for complete submittal and also includes a fee payment.
Step 3	<i>Attend Pre-Screening</i>	At this meeting, the applicant's proposal is further discussed with department representatives. The applicant is encouraged to attend to address questions and concerns. After the meeting, staff develops a recommendation for the project of either approval, denial, or approval with conditions.
Step 4	<i>Attend Planning Commission</i>	At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the applicant. The Commission then makes a recommendation for City Council to either approve, deny, or approve with conditions. Barring a decision, the Commission may defer the item for later consideration.
Step 5	<i>Submit Legal Description</i>	Once the Planning Commission makes a recommendation, a legal description of the subject property's boundaries will be needed within three (3) days for council review.
Step 6	<i>Attend City Commission</i>	City Council then considers the proposal through the course of two meetings before rendering a final decision of approval, denial, or approval with conditions.
Step 7	<i>Next Steps</i>	If the proposal is approved after second consideration, the property will be successfully annexed and/or rezoned. Then, the next step likely involves the submittal of a site plan for a proposed development.

DEVELOPMENT GUIDELINES

Major Subdivision Review (>5 lots)		SUMMARY OF STEPS
STEP 1	<i>Attend a Pre-Application Conference</i>	The most important aspect of the process is the first step. Here, City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow.
STEP 2	<i>Submittal of Sketch Plat</i>	The applicant shall submit a sketch plat to the planning commission for approval, providing ten (10) copies plus electronic version for staff review. The sketch plat is to be a concept plan for design purposes. Approval of the plat shall constitute authorization to prepare detailed plans and specs. (See subdivision regulations Section 5-101)
STEP 3	<i>Submittal of Preliminary Plat and Application</i>	After approval of the sketch plat of the proposed subdivision, the client can submit a preliminary plat in accordance to the requirements listed in the preliminary plat checklist , providing ten (10) copies plus electronic version for staff review.
Step 4	<i>Administrative Review</i>	An administrative review will be conducted on the preliminary plat, construction plans, and any other exhibits submitted. The findings shall be returned to the applicant for re-submittal with corrections, if any, as required through the subdivision regulations.
Step 5	<i>Preliminary Approval</i>	The application, comments from staff, and plat is then presented to Planning Commission for review. At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the client. The Commission then makes a recommendation to either approve, deny, or approve with conditions. The Commission may defer the item for later consideration.
Step 6	<i>Submit Final Plat</i>	After the client implements the requested changes from staff, as well as any conditions from Planning Commission, a final plat can be submitted for Planning Commission review in accordance to the submittal requirements.

DEVELOPMENT GUIDELINES

Minor Subdivision Review (<5 lots)		SUMMARY OF STEPS
STEP 1	<i>Attend a Pre-Application Conference</i>	The most important aspect of the process is the first step. Here, City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. Submittal of sketch plat or Survey is required.
STEP 2	<i>Submittal of Preliminary Plat and Application</i>	After establishing the basic details of the proposed subdivision, the client can submit a final plat in accordance to the requirements listed in the final plat checklist , providing ten (10) copies plus electronic version for staff review.
Step 3	<i>Planning Commission Review</i>	The application, along with the final plat itself, is then presented to Planning Commission for review. At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the client. The Commission then makes a recommendation to either approve, deny, or approve with conditions. The Commission may defer the item for later consideration.
Step 4	<i>Approval</i>	After thorough review, Planning Commission renders a decision of approval, denial, or approval with conditions.

DEVELOPMENT GUIDELINES

Site Plan		SUMMARY OF STEPS
STEP 1	<i>Attend a Pre-Application Conference</i>	The most important aspect of the process is the first step. Here, City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow.
STEP 2	<i>Submittal of Plot/Site Plan & Permit Application</i>	After the basic details of the project have been established with Planning/Codes Staff, the applicant can submit a plot/site plan , along with a permit application.
Step 3	<i>Staff Review</i>	Once the necessary applications and materials are submitted, staff facilitates a review. At this review, staff offers necessary comments and requirements which are then be forwarded to the applicant for possible revision.
Step 4	<i>Plan Revisions</i>	Any necessary revisions are reported to the applicant by City staff. After the revisions are implemented, the new plans can be submitted for final review.
Step 5	<i>Planning Commission Review</i>	The application, along with the final plat itself, is then presented to Planning Commission for review. At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the client. The Commission then makes a recommendation to either approve, deny, or approve with conditions. The Commission may defer the item for later consideration.
Step 6	<i>Approval</i>	After thorough review, Planning Commission renders a decision of approval, denial, or approval with conditions.

DEVELOPMENT GUIDELINES

Building Code Review		SUMMARY OF STEPS
STEP 1	<i>Attend a Pre-Application Conference</i>	The most important aspect of the process is the first step. Here, City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. Submittal of sketch plat is required.
STEP 2	<i>Submittal of Permit Application</i>	After the basic details of the project have been established with Codes Staff, the applicant can submit a permit application , along with the required materials, and a \$10 pre-application fee. Please note that projects over \$25,000 in valuation will require certain information, such as a contractor's license for contracted projects.
Step 3	<i>Staff Review</i>	Once the necessary applications and materials are submitted, Building Codes staff facilitates a review with all other necessary staff from Planning, Engineering, Fire, and Wastewater. At this review, staff offers necessary comments and requirements which are then be forwarded to the applicant for possible revision.
Step 4	<i>Plan Revisions and Permit Issuance</i>	Any necessary revisions are reported to the applicant by City staff. After the revisions are implemented, the new plans can be submitted for final review. Once received and approved, the Codes Department issues a building permit.
Step 5	<i>Inspections</i>	Once a building permit is issued, Building Codes staff schedule inspections, as required, with the contractor.
Step 6	<i>Certificate of Occupancy</i>	Once the project passes all necessary inspections, a Certificate of Occupancy is granted by Building Codes staff.

DEVELOPMENT GUIDELINES

The following is a list of codes adopted by the City of Mount Pleasant and/or the State of Tennessee, which are enforced by the City of Mount Pleasant Building Inspections office.

- International Building Code (2012)
- International Fire Code (2012)
- Accessible and Useable Building and Facilities (ICC.A117.1-2009)
- International Residential Code (2012)
- International Energy Conservation Code (2012)
- International Plumbing Code (2012)
- International Mechanical Code (2012)
- International Fuel Gas Code (2012)
- National Electric Code (Contact Mount Pleasant Power System)

Mount Pleasant Regional-Municipal Planning Commission 2017 Schedule

Application Submittal Deadline 12:00 Noon	Staff Review Comments Sent to Applicants	Applicant Returns Corrections Deadline 12:00 Noon	Meeting Date <u>6:00PM</u> City Hall Board Room
1/10/2017	1/24/2017	2/2/2017	<u>2/14/2017</u>
2/14/2017	2/28/2017	3/7/2017	<u>3/14/2017</u>
3/14/2017	3/28/2017	4/4/2017	<u>4/11/2017</u>
4/11/2017	4/25/2017	5/2/2017	<u>5/9/2017</u>
5/9/2017	5/23/2017	5/30/2017	<u>6/13/2017</u>
6/13/2017	6/27/2017	7/4/2017	<u>7/11/2017</u>
7/11/2017	7/25/2017	8/1/2017	<u>8/8/2017</u>
8/8/2017	8/22/2017	8/29/2017	<u>9/12/2017</u>
9/12/2017	9/26/2017	10/3/2017	<u>10/10/2017</u>
10/10/2017	10/24/2017	10/31/2017	<u>11/14/2017</u>
11/14/2017	11/28/2017	12/5/2017	<u>12/12/2017</u>
12/12/2017	12/26/2016	1/2/2016	<u>1/9/2018</u>

**ALL REGULAR MEETINGS ARE AT 6:00 P.M. IN THE MOUNT PLEASANT CITY HALL.
(NOTE: MEETINGS ARE HELD ON THE SECOND TUESDAY OF EACH MONTH)**

PERMIT FEES

Non-refundable Processing fee \$10.00

TOTAL VALUATIONS

FEES

Minimum Permit

\$50.00 minimum

\$5,000.00 to \$50,000.00

\$50.00 for the first \$5000.00 plus \$6.00 for each additional thousand or a fraction thereof, to and including \$50,000.00.

\$50,001.00 to \$100,000.00

\$314.00 for the first \$50,000.00 plus \$5.00 for each additional thousand or a fraction thereof, to and including \$100,000.00.

\$100,001.00 to \$500,000.00

\$564.00 for the first \$100,000.00 plus \$4.00 for each additional thousand or a fraction thereof, to and including \$500,000.00.

\$500,001.00 and up

\$2,164.00 for the first \$500,000.00 plus \$3.00 for each additional thousand or a fraction thereof.

SCHEDULE OF PLUMBING, MECHANICAL, GAS PERMIT FEES

Plumbing Permit Fee:

For issuing each permit ----- \$25.00

Plmbg. Fixture, Floor Drain or Trap (per) ----- \$2.50

Mechanical Fees:

For issuing each residential permit ----- \$25.00

Gas Fees:

Minimum Permit Cost ----- \$25.00

Valuation for Commercial:

\$10.00 for the first \$1,000 plus \$2.50 for each addl. \$1,000 or fraction thereof

PERMIT FEES

TEMPORARY CERTIFICATE OF OCCUPANCY FEE SCHEDULE & GUIDELINES:

A Temporary Certificate of Occupancy (TCO) will be considered on a case by case basis and the time period noted on the TCO. TCO's are typically granted only for projects where the building owner desires to occupy a portion or portions of a building, structure or project in phases or for uses such as storage (stocking) or installation of non-construction related material such as furniture or fixtures. Requests for a TCO will not be entertained until all vertical load carrying and lateral resisting structural systems have been constructed, inspected and approved.

The following is a list of minimum requirements that must be met before consideration is given for a Temporary Certificate of Occupancy:

- A written request from the owner or owner's agent for the Temporary Certificate of Occupancy indicating the reason for the request and the portion or portions of the structure to be occupied.
- Building address plainly legible and visible from the street or road fronting the property.
- Code required fire and life safety systems, i.e., sprinklers, extinguishers or extinguishing systems, standpipes, fire alarms, smoke detectors, fire rated assemblies, ducts, shafts, penetrations, elevators, exit illuminations, exits and exit stairways, are in place, tested, inspected and functional.
- Temporary safety measures such as barricades and occupancy separation walls shall be provided onsite to ensure occupants can safely ingress to and egress from the TCO area without going through other portions of the building which are still under construction.
- Fire Department clearance.
- Accessibility requirements must be in complete compliance to, throughout, and from the area(s) under consideration.
- Associated Site and Civil requirements are met, i.e., water service, fire hydrants, electricity, site access, site stabilization.
- No overhead lifting above floor(s) of occupancy.
- Parking, including accessible spaces, must be available for the occupancy of the area under consideration
- Other issues pursuant to field conditions.
- Please note that the Building Official may suspend or revoke a TCO or completion issued whenever it is issued in error, or on the basis of incorrect information provided, or when it is determined that the building or portion thereof is in violation of any codes, regulations, and/or the terms and conditions of approval.

TEMPORARY CERTIFICATE OF OCCUPANCY FEE SCHEDULE:

First 30 Days: \$100.00

31 to 60 Days: \$250.00

61 to 90 Days: \$400.00

PERMIT FEES

REINSPECTION FEE: A re-inspection fee of \$25.00 shall be charged when a re-inspection must take place due to failure of the previous inspection. The reinspection fee of \$25.00 shall be paid prior to reinspection. The costs of re-inspection must be borne by the permit holder.

WORK STARTED PRIOR TO PERMIT ISSUANCE: Where work for which a permit is required by the building code or other references is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of the building code in the execution of the work nor from any other penalties prescribed in the building code.

MOVING FEE: For the moving of any building or structure, the fee shall be \$100.00.

DEMOLITION FEE: For the demolition of any building or structure, the fee shall be:

Residential -----	\$50.00	Commercial -----	\$100.00
Interior only-----	\$25.00	Interior only -----	\$75.00

MOBILE HOME PERMITS: Mobile home permit (within an approved mobile home park) shall be \$30.00.

SIGNS per square foot:

1-10	\$30.00
11-20	\$60.00
21-30	\$90.00
31-60	\$125.00
Over 60	\$150.00

DRIVEWAY/CURB CUT ACCESS FEE: \$50.00

PERMIT FEES

SIDEWALK CUTS:

I. ISSUING PERMIT IS \$25.00 PLUS \$1.50 FOR EACH SQUARE FOOT OF CONCRETE TO BE CUT AND REPLACED MEETING CITY SPECIFICATIONS.

STREET CUT PERMIT:

\$25.00

ROADWAY INSPECTION FEE:

\$1.00/foot

- I. \$1 per linear foot for the initial sub-grade inspection (PROOF ROLL).
- II. Re-inspection is \$50.00 per failed area

CONSTRUCTION PLAN REVIEW FEE:

\$250.00 + \$25/ACRE

- I. The plan review fee is based on the disturbed site area of the plan and is \$250.00 plus \$25.00 for each additional acre, or portion of an acre, over one acre.
- II. This fee pays for the review of the initial submittal and the review of one subsequent check set resubmittal.
- III. Any additional check sets will be assessed a fee half of the original submittal fee.
- IV. Included in the fee is the land disturbance permit fee.

PERMIT FEES

PLANNING AND ZONING FEES

Drawing to scale of not less than 1" = 100'

Auto Storage - Loading and unloading area

Openings for ingress/egress to public streets

Landscape treatment

Any other information deemed necessary by Planning Commission

ALL PLANS SUBMITTED FOR APPROVAL SHALL BE FOLDED TO A SIZE NOT TO EXCEED 11" x 14"

Plat Recording Fee - \$50.00

Subdivision Plat-sketch

Plats more than 4 lots - \$200.00

Subdivision Plat-Preliminary

1-4 lots \$350.00

5-20 lots - \$250.00 plus \$35.00 per lot

21 or more lots - \$250.00 plus \$25.00

Subdivision Plat-Final

1-4 lots - \$350.00

5-20 lots - \$250.00 plus \$45.00

21 or more lots - \$250.00 plus \$35.00

Site Plans (Zoning already in place)

Multi-family Residential - \$350.00 (3 +)

Mobile Home Park -\$350.00

Commercial - \$350.00

Industrial - \$400.00

Board of Zoning Appeals

Special Exception Use - \$150.00

Appeal - \$100.00

Variances - \$150.00

Rezoning Request

Planning Commission Review - \$200.00

2 Readings by City Comm. - \$350.00