

## **CITY OF OAK HILL - PLANNING COMMISSION PROCESS & SCHEDULE**

### ***Pre-Application Meeting / Initial City Comments (6 weeks before PC Meeting – see table on reverse for scheduled dates – meetings held 2pm to 4pm)***

- Applicant's engineer meets with City Engineer and Building Official in **Pre-Application Meeting** (subject to availability of City Staff)
  - City Engineer and Building Official explain City requirements, applicable fees, and provide initial comments and direction.
    - **PC Application and check for applicable fees must be submitted at this meeting.**
    - This initial consultation is considered **INITIAL CITY COMMENTS** (see ordinance-excerpts below for reference).
- Applicant's engineer begins implementation of **INITIAL CITY COMMENTS** (applicant's design team must continue to **coordinate directly with City Engineer** throughout the PC review process for site plan approval).

### ***First Submittal Deadline (5 weeks before PC Meeting – see table on reverse for required date)***

- **Official Submission Deadline for Planning Commission Meeting is 5<sup>th</sup> Tuesday before PC Meeting**
  - Applicant submits all required information [**NO SUBMISSION ACCEPTED WITHOUT CITY-APPROVAL IN PRE-APPLICATION MEETING**]:
    - Application for Planning Commission (email with plans)
    - Fee(s) for **Residential** applicants (mail or hand-delivery)
      - [Nonconforming and other] Presentation Fee for PC: \$250
      - Preliminary Plat Review Fee: \$1000 + \$250/ea. lot
      - Final Plat Review Fee: \$1000 + \$250/ea. lot over two lots
      - Steep Slope Review Fee (2 reviews): \$1000
      - Radnor Lake Review Fee (2 reviews): \$1000
    - Fee(s) for **Conditional Use Permit (CUP)** applicants (mail or hand-delivery)
      - CUP Presentation Fee: \$250
      - CUP Review, not including impervious surface: \$1000
      - CUP Review, including impervious surface: \$4000
      - CUP Plan Review Fee: \$100/hr.
      - CUP cases may be required to submit to both BZA and PC, but CUP fees will only be assessed once.
    - Payment Method: Only checks are accepted – make payable to "City of Oak Hill" and designate as "PC".
    - Electronic Submittal [Plans, Geotechnical Report, and Project-specific Information]
      - Submittal must be updated with **INITIAL CITY COMMENTS**
      - Email to City Engineer [zachary.dufour@kimley-horn.com](mailto:zachary.dufour@kimley-horn.com) and City Geotech Engineer [dterranova@gtaeng.com](mailto:dterranova@gtaeng.com)
        - Copy to Building Official [code.officer@oakhilltn.us](mailto:code.officer@oakhilltn.us)
- City Engineer reviews plans and emails **2<sup>nd</sup> ROUND CITY COMMENTS** to applicant's engineer one week following submittal.

### ***Implement 2<sup>nd</sup> Round City Comments and Second Submittal Deadline (4 weeks before PC Meeting – see table on reverse for required date)***

- Applicant's engineer begins implementation of **2<sup>nd</sup> ROUND CITY COMMENTS**.
- 1 week following receipt of City comments: Applicant's engineer submits plans updated with **2<sup>nd</sup> ROUND CITY COMMENTS**.
  - **NOTE: THE SCOPE OF THIS PC REQUEST MUST BE ACCURATELY DEFINED AND CANNOT CHANGE AFTER THIS SUBMISSION.**

### ***Public Notice Mailings & Website-Posting (3 weeks before PC Meeting – see table on reverse for required date)***

- City Engineer begins reviewing the resubmitted plans and confirms proposed nature and scope of project to Building Official.
- Building Official mails out public notice of PC meeting (min. 10 days prior to PC meeting) stating proposed PC-request.
- City posts PC Meeting Agenda on City website stating proposed PC-request.

### ***Additional City Comments / Revisions (2 weeks before PC Meeting – see table on reverse for required date)***

- City Engineer continues to review the resubmitted plans.
- City Engineer emails **3<sup>rd</sup> ROUND CITY COMMENTS** to applicant's engineer during this week.
  - **NOTE: AT THIS POINT THESE COMMENTS SHOULD BE MINOR. FINAL SUBMISSION WILL BE THE FOLLOWING MONDAY.**
- City Engineer submits Memo of Comments/Recommendations to Building Official for distribution to PC

### ***Final Submittal Deadline (1 week before PC Meeting – see table on reverse for required date)***

- Applicant implements **3<sup>rd</sup> ROUND CITY COMMENTS**.
- On 2<sup>nd</sup> Monday before PC Meeting, submit the following in preparation for the PC presentation:
  - 14 hard 11"x17" copies of final plans to Building Official which have been approved by City Engineer.
  - 14 hard copies of any supporting documentation to Building Official which have been approved by City Engineer.
  - 1 electronic version (disk or flash drive) of all plans and documentation to be used in presentation.
  - **NOTE: NO PLANS/DOCUMENTATION WILL BE ACCEPTED PAST THIS DATE FOR INCLUSION IN THE PC MEETING.**
- On 1<sup>st</sup> Tuesday before PC Meeting, Building Official sends all final project information to PC for review in preparation for PC meeting.

### **PLANNING COMMISSION MEETING – 6:00pm – City of Oak Hill Meeting Room (1<sup>st</sup> Tuesday of every month – Applicant's Representative must attend & present case)**

## CRITICAL DATES FOR 2024 PLANNING COMMISSION

[illegible]

# REQUEST FOR HEARING

## PLANNING COMMISSION: OAK HILL, TENNESSEE

Date Submitted: \_\_\_\_\_ PC Meeting Date: \_\_\_\_\_

The undersigned hereby requests consideration for a decision of the Planning

Commission of Oak Hill, Tennessee, wherein \_\_\_\_\_

Owner/Developer/Architect/Engineer

of the property located at: \_\_\_\_\_

Lot Number(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_

The property is in Zoning District \_\_\_\_\_, in accordance with plans, application, and all data filed with the City of Oak Hill.

Radnor Lake Natural Area Impact Zone Y or N

Steep Slope Y or N

Plat/Subdivision Y or N

Project Explanation: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (Name)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant Email Address

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
City of Oak Hill (Signature)

Parcel No. \_\_\_\_\_

Case No. \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_

**REGULATIONS GOVERNING CITY OF OAK HILL**  
**STEEP-SLOPE AREAS AND**  
**RADNOR LAKE NATURAL AREA IMPACT ZONE**

**14-138. Regulations for steep slope areas.** It is a substantiated fact that areas of steep slopes, when developed into buildings and streets, present a significant threat of landslides or soil movement. This generally occurs on slopes exceeding fifteen to twenty percent (15-20%) grades. (See: Landslides in the Nashville, Tennessee Area- Winter 1975, Robert A. Miller and John D. Wiethe, Tennessee Division of Geology, 1975) Oak Hill contains many such areas. Therefore, it is the policy of the City of Oak Hill to protect life and property by requiring special review procedures for construction on any area of fifteen percent (15%) or greater slopes. The applicant shall pay, as adopted by board of commissioners' resolution, for review by the Planning Commission for steep slopes or in connection with the Radnor Lake Impact Ordinance. The following regulations shall apply:

- (a) **Site plan required.** No building permit shall be issued for construction on any area of fifteen percent (15%) or greater slopes until a site plan meeting the following requirements has been approved by the planning commission. Said site plan shall show:
  - (1) The exact size, shape, and location of the lot, and the existing drainage pattern,
  - (2) The proposed location of all buildings, driveways, drainage ways, and utilities,
  - (3) Contours at vertical intervals of no more than five feet (5') taken from aerial photography or field survey,
  - (4) The extent of natural tree cover and vegetation,
  - (5) The location of any on-site soil absorption sewage disposal systems,
  - (6) The type and location of erosion control methodology,
  - (7) The exact area where any natural vegetation is proposed to be removed,
  - (8) The size, type, and height of all buildings proposed to be constructed.
  - (9) The location and extent of colluvial soil areas as determined by soil test borings,
  - (10) The engineer's stamp that prepared the plan,
  - (11) Certification as to the stability of the structures and slope and compliance with sound construction methods for areas with steep slopes and landslide problems by a registered geotechnical engineer. Said engineer shall also certify such features after completion of construction prior to issuance of the certificate of occupancy,
  - (12) When the planning commission determines that additional information is required, an additional soils or geotechnical engineer may be employed to be funded by the developer. The planning commission may then require additional standards for development of the lot or tract if substantiated by the facts.
- (b) **Development standards.** The following standards shall be used as a guide in determining the suitability of the construction proposed for the particular site in question. The engineer's certification required in § 14-138(a) above shall address these standards:
  - (1) Natural vegetation shall be preserved to the maximum extent possible. existing vegetation on slopes fifteen percent (15%) or greater shall not be removed except as approved by the planning commission. The planning commission may require replacement of removed trees up to the caliper inches removed. Any grass areas shall be

sodded.

- (2) Natural drainage ways and systems shall be maintained, except that surface water may be diverted around a house or slope area to a natural drain using acceptable construction techniques.
- (3) Development shall require a minimum of two (2) acres of land per parcel. The planning commission may require additional acreage when justified by the soil tests and/or slope of the site and limit development to a maximum of ten percent (10%) of the lot.
- (4) Off-road vehicles shall be prohibited from all such areas and may not be operated off streets and driveways.
- (5) Operations that increase loads, reduce slope support, and cause instability of the slope shall be prohibited to the maximum extent possible which will permit reasonable development of the site. These include filling, irrigation systems, accessory buildings, and on-site soil absorption sewage disposal systems.
- (6) Where sanitary sewers are not available, any on-site sewage disposal system shall be shown on the site plan and located to avoid slide prone areas. Said system shall be approved by the county health department prior to the planning commission's review taking into account these requirements.
- (7) Erosion control measures shall be employed to prevent all soil material from leaving the site. Additionally, soil from excavation on the site shall not be deposited as fill on a potential slide area. Additionally, all aspects of the Metropolitan Nashville Storm Water Management Ordinance shall apply.
- (8) No construction, including for roads which would cut the toe of the slope shall be permitted, except as approved as a part of a soil stabilization plan submitted by a licensed geotechnical engineer on behalf of developer. (Ord. #12-16, Jan. 2013)

**14-139. Radnor Lake Natural Area Impact Zone.** The Radnor Lake State Natural Area is identified as a unique natural resource for the use and enjoyment of the citizens of Oak Hill and the larger metropolitan area and is worthy of special protection. Therefore, the Radnor Lake Natural Area Impact Zone is hereby recognized and established as a part of this ordinance. The Radnor Lake Natural Area Impact Zone ("impact zone") includes all areas determined as having a visual and/or watershed impact on the natural area and is delineated on the city zoning map. Said map is adopted by reference and available in the office of the city manager. The applicant shall pay, as adopted by board of commissioners' resolution, for review by the planning commission for the Radnor Lake Impact Ordinance or in connection with the steep slope ordinance.

(a) Site plan required. No building permit shall be issued for any lot in the impact zone until a site plan meeting the following requirements has been approved by the planning commission. Said site plan shall show:

- (1) The exact size, shape, and location of the lot, and the existing drainage pattern,
- (2) The proposed location of all buildings, driveways, and drainage ways,
- (3) The type and location of erosion control methodology,
- (4) Contours at vertical intervals of no more than five feet (5'),
- (5) The extent of natural tree cover and vegetation,
- (6) The location of any on-site soil absorption sewage disposal system,
- (7) The exact area where any natural vegetation is proposed to be removed,
- (8) The size, type, and height of all buildings proposed to be constructed.

(b) Development standards. The following standards shall be used as a guide for builders, developers, property owners, and the planning commission in minimizing the impact on the natural area:

- (1) The clearing of trees and vegetation shall be limited to the area required for driveways, turnarounds, the house site, and a reasonable area around the house for landscaping purposes for all areas within the Radnor Lake Natural Area Impact Zone. The intent here is to limit visibility from the natural area to any structure. The planning commission may require replacement of removed trees up to the caliper inches removed.
- (2) The site for the house shall be situated so that ridgelines and down slopes to the natural area are avoided to the maximum extent possible.
- (3) Erosion control measures shall be employed to prevent all soil material from leaving the site. Additionally, all aspects of the Metropolitan Nashville Storm Water Management Ordinance shall apply as appropriate.
- (4) The maximum height of any building shall not extend more than forty feet (40') above the ground level at any point.

(c) Subdivision review requirements. Any development occurring within the Radnor Lake Impact Zone which is a subdivision as defined by the Oak Hill Subdivision Regulations shall be required to observe the following provisions, which are supplemental to the other regulations:

- (1) Road locations shall be situated so as to minimize to the maximum extent possible any visibility from the lake or trails.
- (2) Erosion control measures shall be employed to prevent all soil materials from entering the natural or man-made drainage ways which are located within the Radnor Lake watershed. This shall be required as a part of the preliminary plat approval process, and certification as to the effectiveness of the erosion control measures shall be required of the design engineer.
- (3) Cutting trees and removal of the natural vegetation shall be discouraged and limited to the subdivision roadways and required slopes. Individual lots shall be subject to the requirements in § 14-139(b) above. (Ord. #12-16, Jan. 2013)

## **CITY OF OAK HILL SUBDIVISION REGULATIONS**

*[ follow link below for 60 page document ]*

[Microsoft Word - 20110929 subdivision regulations.docx \(oakhilltn.us\)](#)

...or copy link below and paste in browser:

[https://oakhilltn.us/sites/default/files/fileattachments/planning\\_commission/page/2764/complete\\_subdivision\\_regulations\\_pdf.pdf](https://oakhilltn.us/sites/default/files/fileattachments/planning_commission/page/2764/complete_subdivision_regulations_pdf.pdf)