



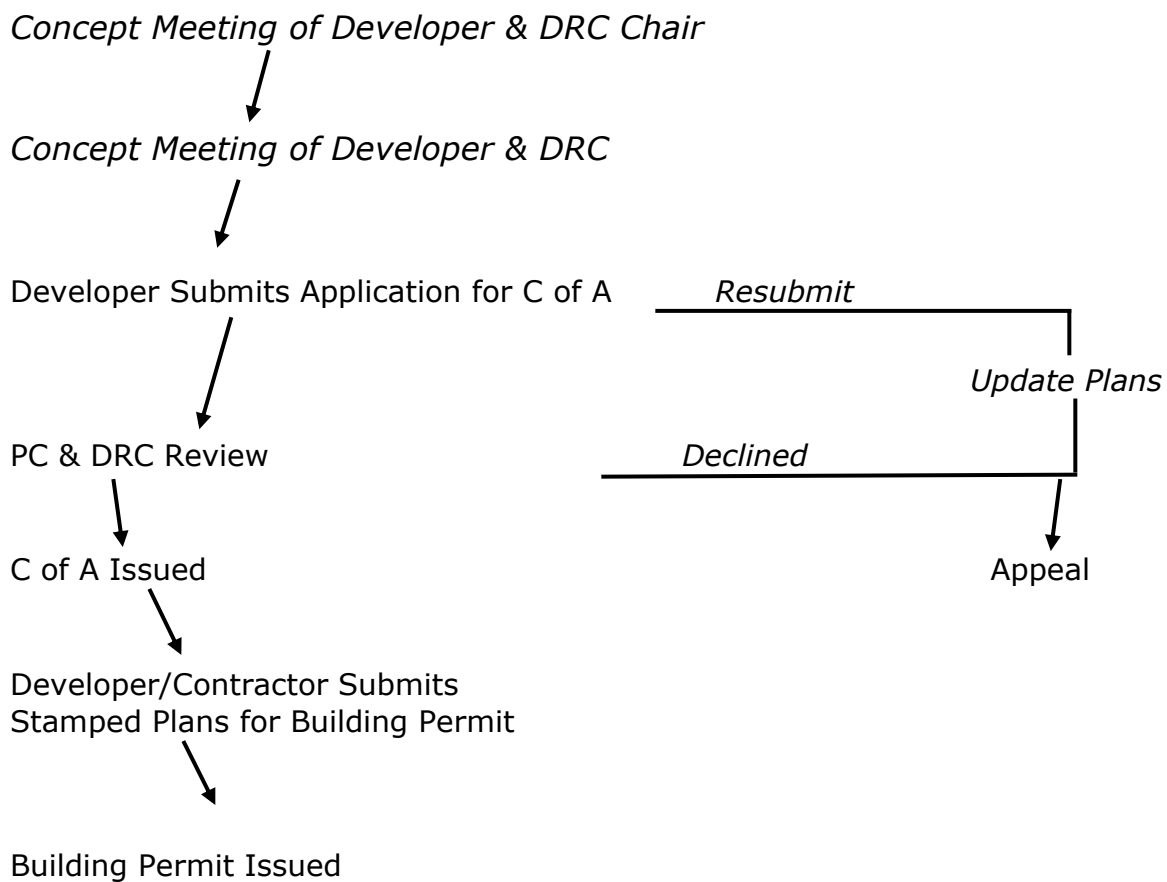
City of Friendsville

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COMMERCIAL PLANNING/APPROVAL PROCESS

Please see attached page for further explanation.

DRC - Design Review
Commission
C of A - Certificate of
Appropriateness
PC - Planning Commission
COF - City of Friendsville



IN ORDER TO OBTAIN A BUILDING PERMIT, APPLICANT MUST FIRST OBTAIN PLANNING COMMISSION APPROVAL, DESIGN REVIEW COMMISSION APPROVAL AND SEPTIC SYSTEM PERMIT ISSUED BY BLOUNT COUNTY DEPARTMENT OF ENVIROMENTAL HEALTH 865-681-9502.

COMMERCIAL PLANNING/APPROVAL PROCESS

1. If a property is to be purchased/subdivided, the Developer/Owner shall submit three (3) copies of a plat prepared by a registered land surveyor in the State of Tennessee at least fourteen (14) days prior to the next scheduled PC meeting. The plat shall be submitted to City of Friendsville
2. Concept meeting of Developer/Owner & DRC chair.

The Developer/Owner shall meet with the DRC chair to discuss preliminary concepts of the proposed development; the DRC chair may waive this provision should they find the project to be of a minor nature (such as window, door, or sign board replacement) or if the renovation is not oriented to a publicly oriented space (such as a street, plaza, or pedestrian way). Sketches, draft architectural drawings, or photographs of similar projects are means which may be used to provide an understanding of the project. The DRC chair, in turn, will discuss the implications of the design guidelines relative to the proposed concept.

1. Developer/Owner submits application of a C of A to TOL. The following information shall be submitted:
 - a. A site plan, including property lines, sidewalk location, building footprint, landscaping, exterior lighting, storm water detention, and parking and access points (as applicable).
 - b. Preliminary building elevations, showing entrances, windows, sign(s), construction materials and parapet or other structures to avoid visual or noise problems associated with heating/cooling or other utility units (other drawings such as perspectives are encouraged, but not required by the review board); and
 - c. A written description, stating the intended uses for the floors of the building(s); these may be presented as notes on the elevation(s).

Submit three (3) copies of these submittals at least nineteen (19) days prior to the next scheduled PC meeting. PC meetings are held on the third Tuesday of each month. All submittals must be emailed to Friendsville@bellsouth.net at the same time as hard copies are submitted. The DRC & PC will review submittals and the DRC will meet at Friendsville City Hall on the Tuesday before the scheduled PC meeting to approve or deny the C of A. This is an open meeting.

If approved, the DRC will make a recommendation for approval to the PC at the scheduled PC meeting. If denied, the Developer/Owner can make corrections and resubmit an application for a C of A. If the application is denied by the PC, the developer/owner can appeal through the court system.

1. Developer/Owner submits for building permit.

After approval of the application by the PC, the DRC will issue a C of A. After the issuance of C of A, the developer/owner can submit three (3) copies of stamped architectural/engineered plans for review for a building permit. After plans are approved, a building permit will be issued.