

**Town of White Bluff, Tennessee:  
Practical Application of the Design Review Manual**

**1. A DESIGN REVIEW CHECKLIST.** The checklist indicates items which must be addressed in the application for design approval. The items may be dealt with in drawings and exhibits, or in a written narrative which accompanies the application and notes how the design standards have been met.

**A. Site Layout**

1. Site plan includes all the necessary information (see Submission Requirements).
2. Percentage of site devoted to permeable surfaces calculated distances between curb cuts and their width noted.
3. Conformance of all road widths with the Major Thoroughfare Plan noted.
4. Frontage road shown as required.

**B. Grading, Drainage and Topsoil Preservation**

1. Existing and proposed topography shown at 2-foot intervals.
2. Estimates of the amounts of material to be exported or imported to and from the site.
3. Runoff calculated and detention planned.

**C. Preservation of Existing Trees and Site Features**

1. Existing trees and vegetation areas noted, with all trees over 18", diameter located precisely with tree type.
2. Replacement trees for large trees to be removed shown
3. Special site features noted, with plan for their protection.
4. Important views across the site to lakes or landmarks shown.

**D. Architectural Character**

1. Building elevations shown with materials noted, and colored to accurately represent built appearance.
2. For prototype designs, indicate how they have been adapted to White Bluff setting.
3. Location of building service areas noted, with screening provided.
4. Location of exterior mechanical equipment noted, with plans for screening.

**E. Parking Configurations**

1. Capacity of parking areas, lane and bay widths noted on plans.
2. Directions of movement shown.
3. Runoff locations and detention areas shown.
4. Computation of landscaped area within parking areas made and noted.

**F. Landscape**

1. Location, size and species of all planting noted on plans.
2. Note conformance of plans to minimum landscape standards.

**G. Screening**

1. Locations of all screening shown on plans, along with designs for screening and materials.

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Practical Application of the Design Review Manual**

2. Note how screening plans conform to design standards.

**H. Pedestrian Circulation**

1. Indicate location of sidewalks along street and pedestrian connections to sidewalk.
2. Locate pedestrian areas on adjacent sites and indicate how connections have been made to them.

**I. Lighting**

1. Locate lighting sources and illustrate design of standards.
2. Calculate lighting levels and evenness ratio indicates any special provisions to shield light from adjacent properties.

**J. Signage**

1. Locate any project identification signs, major accessory business signs, directional signs or project directory signs on plans.

*SUBMISSION REQUIREMENTS.* The White Bluff Municipal Planning Commission is required to review a project prior to issuance of a building permit. Please see the Zoning Ordinance for additional information. The Planning Commission may waive any of the above submissions that it believes are unnecessary. It may also require such other information or exhibits, including samples of proposed building materials, as may be considered necessary to reach an informed decision on the acceptability of the project.

A site plan or plot plan drawn to scale of sufficient size to show clearly:

- a) The dimensions, orientation and acreage of each lot to be built upon
- b) The layout of the entire project and its relationship to adjacent properties
- c) The location and dimensions of present and proposed streets and highways
- d) The location of points of entry and exit for vehicles and internal circulation patterns
- e) The location and layout of all paved areas including off-street parking and loading facilities.
- f) All existing and proposed topography, with contours at intervals of no more than 2-feet in areas that are disturbed
- g) The size, shape and location of existing and proposed construction with uses noted.
- h) The seal of a civil engineer or surveyor licensed in the State of Tennessee.
- i) A site landscaping plan, either as a separate drawing or integrated with the site plan above, showing: The landscaping plan for developments of 5 acres or more shall be drawn by a landscape architect licensed in the State of Tennessee. However, The Planning Commission may, at its discretion, require those plans for developments less than 5 acres to be drawn by a landscape architect.
  - 1) The location of existing vegetation including all trees of over 18-inch diameter to be retained or removed.
  - 2) Proposed site landscaping with size, species, and numbers noted.

**Town of White Bluff, Tennessee:**  
**Practical Application of the Design Review Manual**

- 3) The location of all walls, fences, and railings with indication of their height and construction materials
  - 4) The location of exterior lighting and types of illumination sources, adequate to determine its character and enable review of possible hazards and disturbances to the public and adjacent properties.
  - 5) The location of exterior freestanding signs.
- j) Schematic building plans drawn to scale, including exterior building elevations indicating materials to illustrate their appearance.