Prior to site plan submittals, MPC reviews planned zones and rezoning applications. Submit plans with Site Development Permit Application, fees, and any additional information or calculations. Repeat as necessary until requirements are satisfied. Review and comment by Stormwater Engineering Division.

**TENTATIVE SITE PLAN APPROVAL**

Site development permit is not yet issued.

**YES**

Then it must have a Joint Permanent Easement (JPE).

**NO**

A plat will be required for a dedicated city street or a JPE.

**“STREET BOND”**

Will lots be subdivided prior to completion of streets?

**YES**

Stormwater Engineering Division secretary prepares the document for execution and then mails or faxes the document to Principal/Guarantor for signature.

**NO**

Principal shall submit document with original signatures to the Stormwater Engineering Division secretary, along with one of the following forms of guarantee:

- Letter of credit
- Cashier’s check
- Surety bond

**SITE DEVELOPMENT PERMIT ISSUED**

Will the project site contain a retaining wall 4’ or more in height?

**YES**

Property owner submits document with original signatures to Stormwater Engineering Section secretary with a check made payable to Knox County Register of Deeds.

**NO**

Stormwater Engineering Division secretary will prepare the CPMSF document for execution and mail to property owner for original signatures.

**“COVENANTS”**

Covenants for Permanent Maintenance of Stormwater Facilities (CPMSF) is needed.

Property owner shall complete a CPMSF worksheet with accurate information and submit to Stormwater Engineering Division secretary.

Stormwater Engineering Division secretary submits original document to Knox County Register of Deeds for recording. Original document is then filed by Stormwater Engineering Section, and a copy is mailed to the property owner.

The developer installs erosion and sediment control measures per approved ESCP and as needed to prevent offsite problems. The design professional who stamped the ESCP will then inspect the measures and send a signed/stamped letter to the Engineering Division stating that erosion and sediment control has been implemented as per the approvable plans.

The Stormwater Engineering Section sends a letter to the principal/developer, stating that site development plans are approvable and authorizing the installation of erosion and sediment control measures.

**GO TO FIGURE 2-3**

For Plat Submittals

**Is there a potential for runoff to adversely affect city ROW or any adjacent property?**

**YES**

The Stormwater Engineering Section and the principal/developer shall arrange for a preconstruction assistance meeting.

**NO**

**GO TO FIGURE 2-4**

For Construction Inspections