

# USE ON REVIEW REPORT

► **FILE #:** 12-K-18-UR **AGENDA ITEM #:** 33  
**POSTPONEMENT(S):** 12/13/2018 **AGENDA DATE:** 2/14/2019  
 ► **APPLICANT:** CANTRELL ENGINEERING & SURVEYING LLC  
**OWNER(S):** Black Oak Heights Baptist Church

**TAX ID NUMBER:** 68 F A 021 [View map on KGIS](#)  
**JURISDICTION:** City Council District 5  
**STREET ADDRESS:** 405 Black Oak Dr  
 ► **LOCATION:** Northwest side of Black Oak Dr., west end of Third Ln.  
 ► **APPX. SIZE OF TRACT:** 6.46 acres  
**SECTOR PLAN:** Northwest City  
**GROWTH POLICY PLAN:** Urban Growth Area (Inside City Limits)  
**ACCESSIBILITY:** Access is via Black Oak Dr., a local street with a 19' pavement width within a 50' right-of-way.  
**UTILITIES:** Water Source: Knoxville Utilities Board  
 Sewer Source: Knoxville Utilities Board  
**WATERSHED:** Second Creek

► **ZONING:** R-1 (Low Density Residential)  
 ► **EXISTING LAND USE:** Church  
 ► **PROPOSED USE:** Church Parking Lot Expansion

**HISTORY OF ZONING:** None noted  
**SURROUNDING LAND USE AND ZONING:**  
 North: Residences - R-1 (Low Density Residential)  
 South: Residences - R-1 (Low Density Residential)  
 East: Residences - R-1 (Low Density Residential)  
 West: Residences - R-1 (Low Density Residential)  
**NEIGHBORHOOD CONTEXT:** The site is located in an established residential neighborhood that was developed under R-1 (Low Density Residential) zoning.

## STAFF RECOMMENDATION:

- **APPROVE the parking lot expansion for Black Oak Heights Baptist Church as identified on the development plan, subject to 8 conditions.**
1. Meeting all applicable requirements of the City of Knoxville Zoning Ordinance.
  2. Providing bicycle parking in compliance with the City of Knoxville Zoning Ordinance,
  3. Installation of the proposed sidewalks on the north and west sides of the parking lot addition. Sidewalks shall meet all applicable requirements of the Americans with Disabilities Act (ADA) and the Knoxville Department of Engineering.
  4. Removing the first two angled parking spaces that are located on the west side of the eastern access

driveway off of Black Oak Dr. The location of these existing spaces requires vehicles to back out into the right-of-way of Black Oak Dr.

5. Provide pavement markings and directional signage for the parking lot addition as required by the Knoxville Department of Engineering
6. Installation of all required landscaping within 6 months of completion of the parking lot improvements.
7. Meeting all applicable requirements of the Knoxville Department of Engineering.
8. Obtaining approval and recording a final plat that will consolidate the church property into a single lot.

With the conditions noted above, this request meets all the requirements for approval in the R-1 zone, as well as other criteria for use on review approval.

#### **COMMENTS:**

This is a request for an expansion of the parking lot for the Black Oak Heights Baptist Church which is located on the northwest side of Black Oak Dr. The proposed parking lot will add 39 parking spaces for a total of 367 parking spaces. The required parking for the existing 850 seat sanctuary has a range of 213 spaces (minimum) to 425 spaces (maximum).

The Knoxville Board of Zoning Appeals granted a variance to the applicant on January 17, 2019 for a reduction of the required front yard for a parking lot, from 25' to 10'. The parking lot addition is located along the Black Oak Dr. street frontage.

While only minor changes to the existing parking lot have occurred as a result of the parking expansion, staff is recommending a condition that would remove two existing spaces near the entrance to the new parking lot. The angle of these two spaces actually requires a vehicle to back out into the right-of-way for Black Oak Dr.

#### **EFFECT OF THE PROPOSAL ON THE SUBJECT PROPERTY, SURROUNDING PROPERTIES AND THE COMMUNITY AS A WHOLE**

1. The proposed development will have minimal impact on local services since utilities are available to serve this site.
2. The proposed parking lot expansion is being provided to meet existing parking demand for the existing church.

#### **CONFORMITY OF THE PROPOSAL TO CRITERIA ESTABLISHED BY THE KNOX COUNTY ZONING ORDINANCE**

1. The proposed parking lot expansion for the existing church, with the recommended conditions, is consistent with the general standards for uses permitted on review: The proposed development is consistent with the adopted plans and policies of the General Plan and One Year Plan. The use is in harmony with the general purpose and intent of the Zoning Ordinance. The use is compatible with the character of the neighborhood where it is proposed. The use will not significantly injure the value of adjacent property. The use will not draw additional traffic through residential areas, since the parking is being provided to meet existing traffic demands.
2. The proposal meets all relevant requirements of the R-1 zoning district, as well as other criteria for approval of a use-on-review.

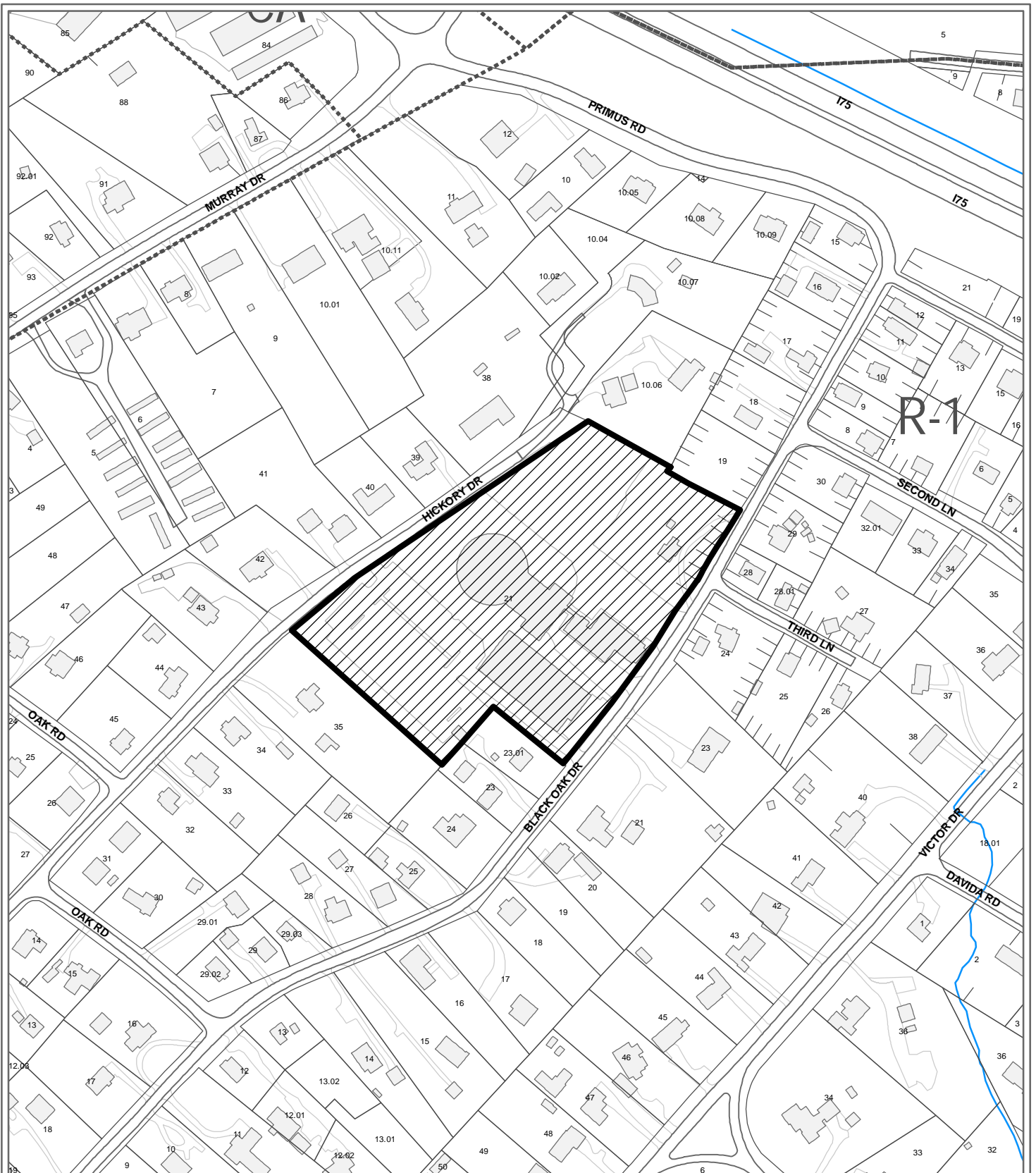
#### **CONFORMITY OF THE PROPOSAL TO ADOPTED MPC PLANS**

1. The Northwest City Sector Plan and One Year Plan propose civic/institutional and low density residential uses for this property. The proposed church parking lot expansion is consistent with the land use designations.
2. The site is located within the Urban Growth Area of the Knoxville-Knox County-Farragut Growth Policy Plan.

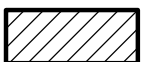
ESTIMATED TRAFFIC IMPACT: Not required.

ESTIMATED STUDENT YIELD: Not applicable.

The Planning Commission's approval or denial of this request is final, unless the action is appealed to the Knoxville City Council. The date of the Knoxville City Council hearing will depend on when the appeal application is filed. Appellants have 15 days to appeal a Planning Commission decision in the City.



**12-K-18-UR  
USE ON REVIEW**



Church Parking Lot Expansion in R-1 (Low Density Residential)

Original Print Date: 11/15/2018      Revised:  
Metropolitan Planning Commission \* City / County Building \* Knoxville, TN 37902

Petitioner: Cantrell Engineering & Surveying LLC

Map No: 68  
Jurisdiction: City

0 250  
Feet



# PLANNING COMMISSION FILE # 12-K-18-UR

## 405 BLACK OAK DRIVE

## USE ON REVIEW

## FOR AN ADDITIONAL PARKING AREA

## BLACK OAK HEIGHTS

## BAPTIST CHURCH

### PROJECT INFORMATION

**OWNER:**  
BLACK OAK HEIGHTS BAPTIST CHURCH

**ENGINEER:**  
CANTRELL ENGINEERING & SURVEYING, PLLC  
DONNA A. CANTRELL, PE, RLS  
865-228-1554  
dcantrellceos@gmail.com  
835 BELL RD  
GATLINBURG, TN 37738

**SURVEYOR:**  
CANTRELL ENGINEERING & SURVEYING, PLLC  
DONNA A. CANTRELL, PE, RLS  
865-228-1554  
dcantrellceos@gmail.com  
835 BELL RD  
GATLINBURG, TN 37738

**PROPERTY:**  
ACREAGE - 6.46 ACRES  
ZONING - R-1 - LOW DENSITY RESIDENTIAL DISTRICT

**CURRENT USE:**  
CHURCH WITH 328 PARKING SPACES  
850 SEATS IN SANCTUARY

**PROPOSED USE:**  
CHURCH PARKING LOT EXPANSION  
WITH 367 PARKING SPACES

**PARKING:**  
MIN. REQUIRED=0.25/SEAT = 213  
MAX. REQUIRED: 0.50/SEAT = 425  
EXISTING PARKING STALLS = 328  
EXISTING HANDICAPPED SPACES = 18 (5.48%)  
PROPOSED ADDITIONAL SPACES = 41  
(11 OLD SPACES REMOVED AND 50 NEW SPACES ADDED)  
PROPOSED TOTAL SPACES = 367  
PROPOSED HANDICAPPED SPACES = 18 (4.90%)

**SOILS:**  
FzC - FULLERTON UDORTHENTS  
URBAN LAND COMPLEX  
2-12% SLOPES  
HYDROLOGIC GROUP B

**WATERSHED:**  
SECOND CREEK

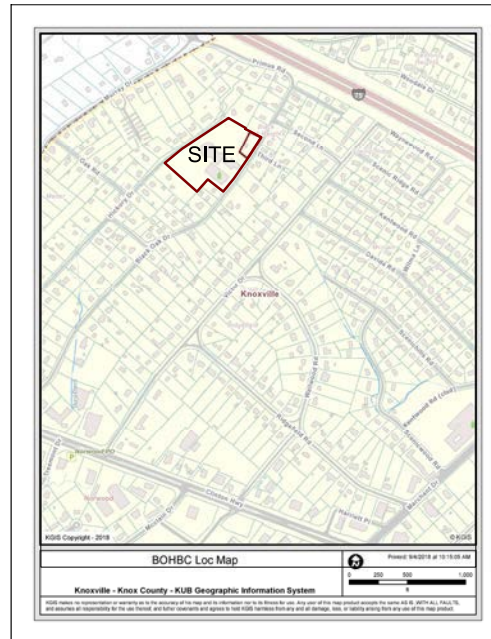
**EXISTING PROPERTY INFORMATION:**  
405 BLACK OAK DRIVE  
DEEDS: 201802090047103; 2250/892; 1903/950; 1723/97; 1435/217;  
994/555; 951/471; 942/435; 918/163  
PRIOR PLATS: P/235-C & M.B. 10, PG. 57  
CITY COUNCIL DISTRICT 5, KNOX COUNTY, TN  
CITY BLOCK 38840, 39TH WARD, CITY OF KNOXVILLE  
TAX I.D.: 068FA021 (068FA020 COMBINED FOR TAXES - PLAT UNDER REVIEW)

**PLAT TO COMBINE TWO LOTS UNDER REVIEW**  
FILE # 10-EE-8

**BZA FILE NUMBER:** 01-B-19-VA  
VARIANCE GRANTED ON JANUARY 17TH  
FOR FRONT PARKING SETBACK FROM 25 FEET TO 10 FEET

### KNOXVILLE, TENNESSEE

**PREPARED FOR:**  
BLACK OAK HEIGHTS BAPTIST CHURCH  
405 BLACK OAK DRIVE  
KNOXVILLE, TN 37912  
**CONTACT: DAVID HARRELL 865-755-1767**



SHEET NO.	TITLE
C-0	COVER
C-1	PLAT
C-2	EXISTING CONDITIONS
C-3	LAYOUT PLAN
C-4	GRADING PLAN
C-5	LANDSCAPING REQUIREMENTS PLAN

### CALL BEFORE YOU DIG

Dig Safety  
1-800-351-1111  
TENNESSEE ONE-CALL SYSTEM, INC.

12-K-18-UR  
Revised: 1/24/2019

**FOR MPC "USE ON REVIEW"**

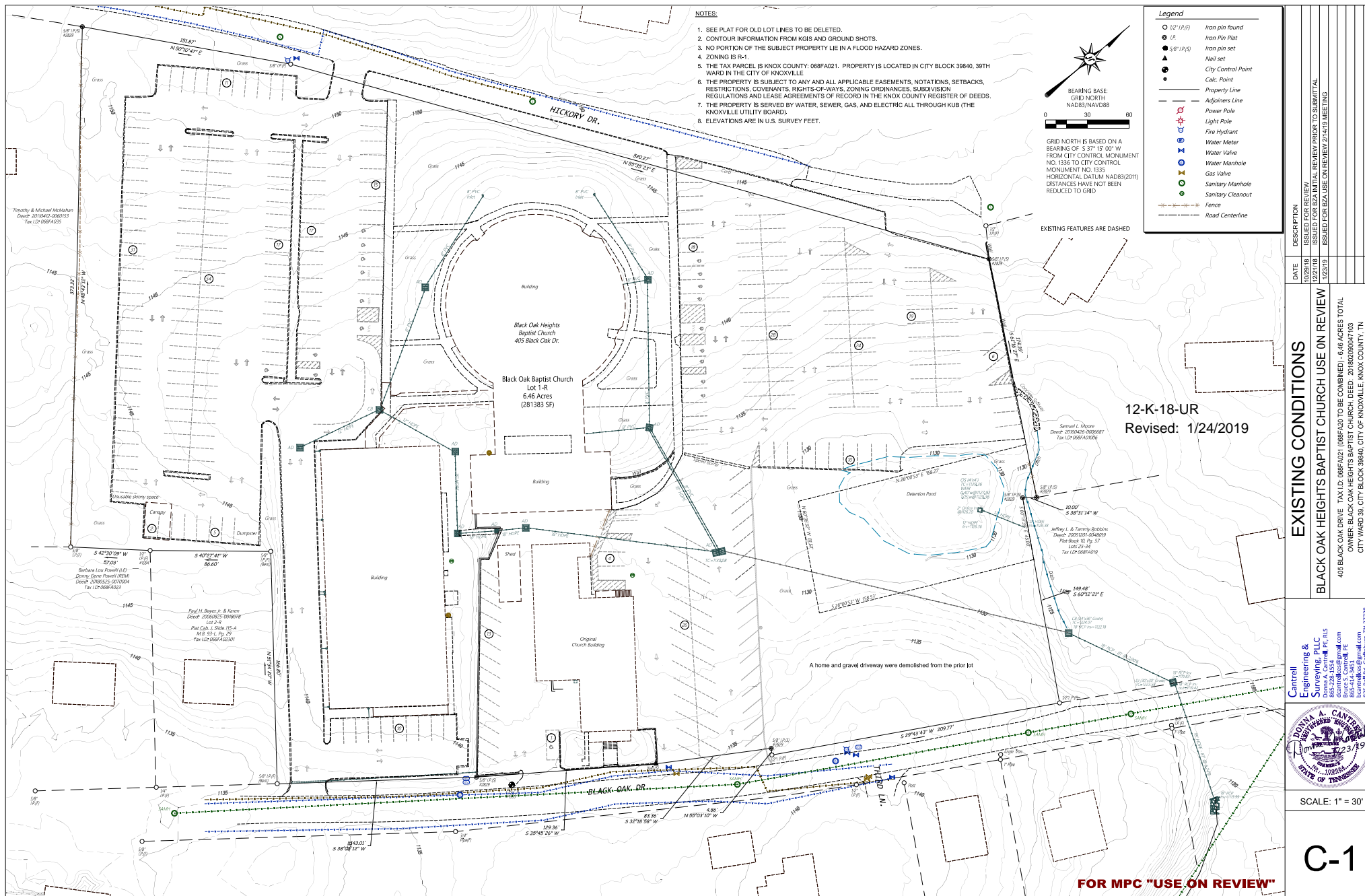
### USE ON REVIEW

BLACK OAK HEIGHTS BAPTIST CHURCH USE ON REVIEW

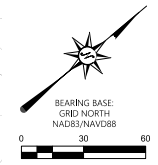
405 BLACK OAK DRIVE TAX I.D. 068FA021 (068FA020 TO BE COMBINED) - 6.46 ACRES TOTAL  
OWNER: BLACK OAK HEIGHTS BAPTIST CHURCH, DEED: 201802090047103  
CITY WARD 39, CITY BLOCK 38840, CITY OF KNOXVILLE, KNOX COUNTY, TN

**Cantrell  
Engineering &  
Surveying, PLLC**  
Donna A. Cantrell, PE, RLS  
dcantrellceos@gmail.com  
865-228-1554  
835 Bell Rd., Gatlinburg, TN 37738





- NOTES:
1. SEE PLAT FOR OLD LOT LINES TO BE DELETED.
  2. CONTOUR INFORMATION FROM KGIS AND GROUND SHOTS.
  3. NO PORTION OF THE SUBJECT PROPERTY LIE IN A FLOOD HAZARD ZONES.
  4. ZONING IS R-1.
  5. THE TAX PARCEL IS KNOX COUNTY: 068FA021. PROPERTY IS LOCATED IN CITY BLOCK 38640, 39TH WARD IN THE CITY OF KNOXVILLE.
  6. THE PROPERTY IS SUBJECT TO ANY AND ALL APPLICABLE EASEMENTS, NOTATIONS, SETBACKS, RESTRICTIONS, COVENANTS, RIGHTS-OF-WAYS, ZONING ORDINANCES, SUBDIVISION REGULATIONS AND LEASE AGREEMENTS OF RECORD IN THE KNOX COUNTY REGISTER OF DEEDS.
  7. THE PROPERTY IS SERVED BY WATER, SEWER, GAS, AND ELECTRIC ALL THROUGH KUB (THE KNOXVILLE UTILITY BOARD).
  8. ELEVATIONS ARE IN U.S. SURVEY FEET.



- Legend
- 1/2" I.P.F.
  - 1" P.
  - 5/8" I.P.F.
  - ▲ Nail set
  - City Control Point
  - Calc. Point
  - Property Line
  - Adjoiners Line
  - Power Pole
  - Light Pole
  - Fire Hydrant
  - Water Meter
  - Water Valve
  - Water Manhole
  - Gas Valve
  - Sanitary Manhole
  - Sanitary Cleanout
  - Fence
  - Road Centerline

EXISTING CONDITIONS

BLACK OAK HEIGHTS BAPTIST CHURCH USE ON REVIEW

405 BLACK OAK DRIVE TAX ID: 068FA021 (068FA020 TO BE COMBINED) - 6.46 ACRES TOTAL

OWNER: BLACK OAK HEIGHTS BAPTIST CHURCH, DEED: 20180200047103

CITY WARD 39, CITY BLOCK 38640, CITY OF KNOXVILLE, KNOX COUNTY, TN

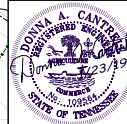
Cantrill Engineering & Surveying, PLLC

Donna A. Cantrill, P.E., RLS

dcantrell@cantrill-engineering.com

865.413.3451

855.544.6672

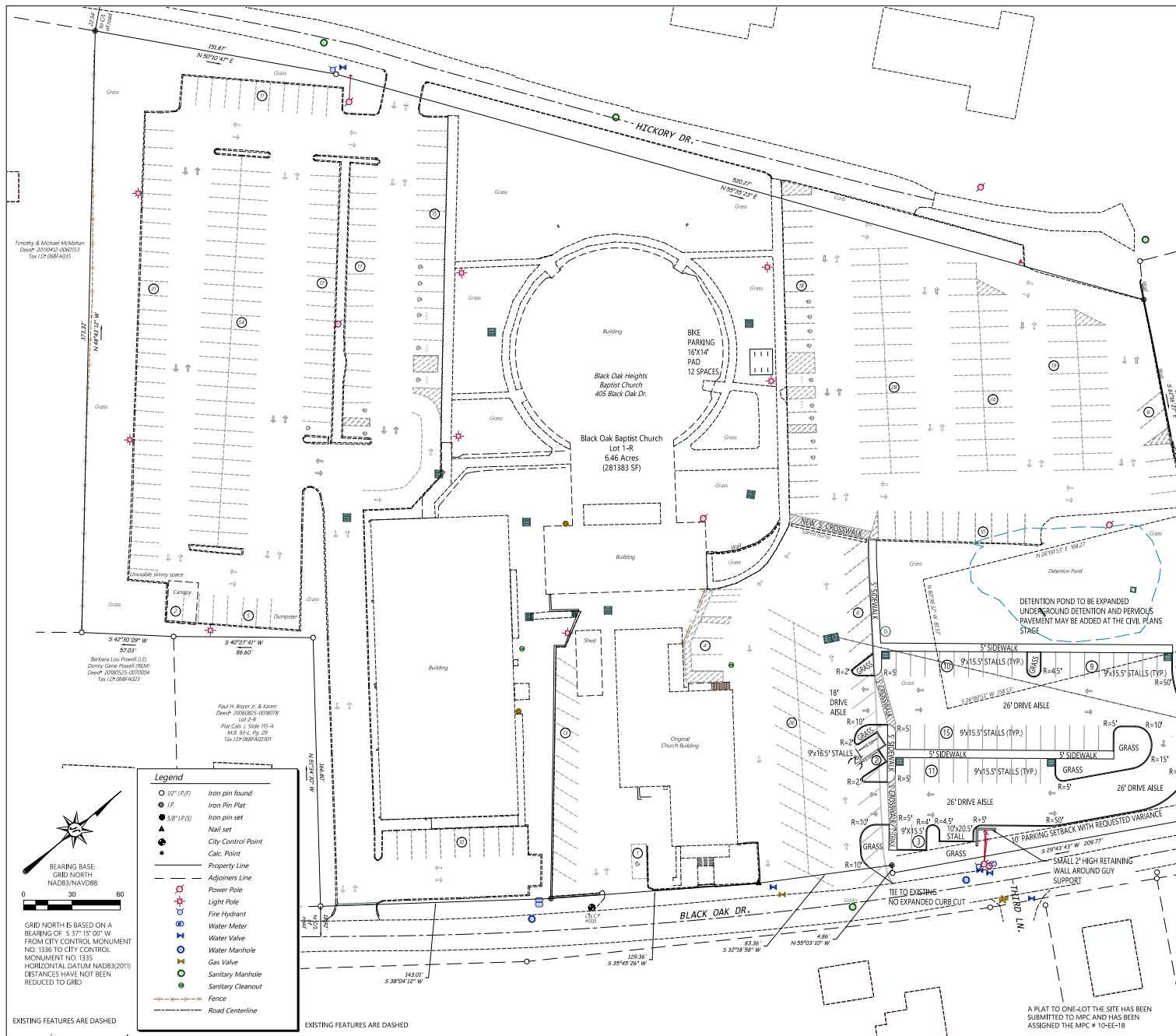


SCALE: 1" = 30'

C-1

FOR MPC "USE ON REVIEW"





- Site Notes**
- The Contractor shall comply with all pertinent provisions of the "Manual of Accident Prevention in Construction", issued by the A.G.C. of America, Inc. and the Department of Labor.
  - All signage shall be installed in accordance with the MUTCD Manual of Uniform Traffic Control Devices.
  - There is a front Parking Perimeter Setback off of Black Oak Drive of 10 feet as granted by a BZA Variance on January 17, 2019.
  - The Property is Zoned R-1.
  - All dimensional Layout is the responsibility of the Contractor.
  - Erosion and Sediment Control shall be installed prior to any excavation.
  - All cut and fill slopes may not exceed 2:1 without a geotechnical engineer's approval.
  - All distances shown are in U.S. Survey Feet unless otherwise indicated.
  - Coordinate all required inspections with the City of Knoxville's Building Department and K.U.B.
  - See sheet C-4 for Landscaping Requirements.
  - All signage must meet current MUTCD standards.
  - Handicapped parking spaces - All accessible parking spaces shall be at least 8 feet wide with an adjacent pedestrian access aisle of at least five (5) feet wide. All van accessible spaces shall be at least eight (8) feet wide with an adjacent pedestrian access aisle of at least eight (8) feet.
  - Parking spaces with a parking angle of 60 degrees shall have the following minimum dimensions: nine (9) feet in width and sixteen and one-half (16.5) feet in length to curb, and sixteen and one-half (16.5) feet in length to a wall or interlock.
  - Parking Stalls for 90 degree parking shall be 15.5' x 9' with a 26 foot drive aisle.
  - Bike Parking will be as shown, with details to follow with the Permitting Package.
  - The Total Parking proposed of 367 spaces does not exceed the maximum allowed parking for this site which is 425 spaces.
  - The existing Curb cut will not be expanded.
  - The existing Detention Pond Easement will be adjusted during the Permitting and Final Plat Phase.
  - A detailed stripping plan and signage plan to be prepared during the permitting stage.
  - See additional notes on sheets C-3 and C-4 pertaining to the overall siteplan requirements.

**12-K-18-UR**  
**Revised: 1/24/2019**

**PARKING CALCULATIONS:**  
 SANCTUARY SEATING CAPACITY = 850 SEATS  
 MIN. REQ. = 0.25/SEAT = 213  
 MAX. REQ. = 0.50/SEAT = 425  
 EXISTING STALLS = 328  
 EXISTING HANDICAPPED SPACES = 18 (5.48%)  
 PROPOSED ADDITIONAL SPACES = 41  
 (11 OLD SPACES ELIMINATED AND 50 NEW SPACES ADDED)  
**PROPOSED TOTAL = 367**  
 PROPOSED HANDICAPPED = 18 (4.90%)

REQUESTING VARIANCE OFF FRONT R.O.W. FROM 25 FEET TO 10 FEET TO BE CONVEYING H.C. PARKING TO BE RE-STRIPPED AS CROSS SLORECESSARY. EXISTING DETENTION POND TO 1.80% MAXIME MODIFIED AS NEEDED.

ALL 5' WIDE FROM 25 FEET TO 10 FEET

249.48' ± 6.60' 12.21' E

30.00' ± 0.40' 31.14' W

Jeffrey L. & Tammy Bledsoe  
 Deed# 20180201-004809  
 Plat Book 10, Pg. 57  
 LOTS 21-34  
 Tax ID# 008FA019

Samuel L. Moore  
 Deed# 20180426-000687  
 Tax ID# 008FA00006

LAYOUT PLAN	
DATE	DESCRIPTION
10/26/18	ISSUED FOR EZA INITIAL REVIEW PRIOR TO SUBMITTAL
1/22/19	ISSUED FOR EZA INITIAL REVIEW PRIOR TO SUBMITTAL
1/23/19	ISSUED FOR EZA ON REVIEW MEETING

**BLACK OAK HEIGHTS BAPTIST CHURCH USE ON REVIEW**

405 BLACK OAK DRIVE TAX ID: 008FA021 (008FA020 TO BE COMBINED) - 6.46 ACRES TOTAL  
 OWNER: BLACK OAK HEIGHTS BAPTIST CHURCH, DEED: 20180200047103  
 CITY WARD 39, CITY BLOCK 38840, CITY OF KNOXVILLE, KNOX COUNTY, TN

**Cantrill Engineering & Surveying, PLLC**  
 Donna A. Cantrill, P.E., RLS  
 dcantrill@cantrill.com  
 865-413-3451  
 855 East 4th St., Suite 200, Knoxville, TN 37738

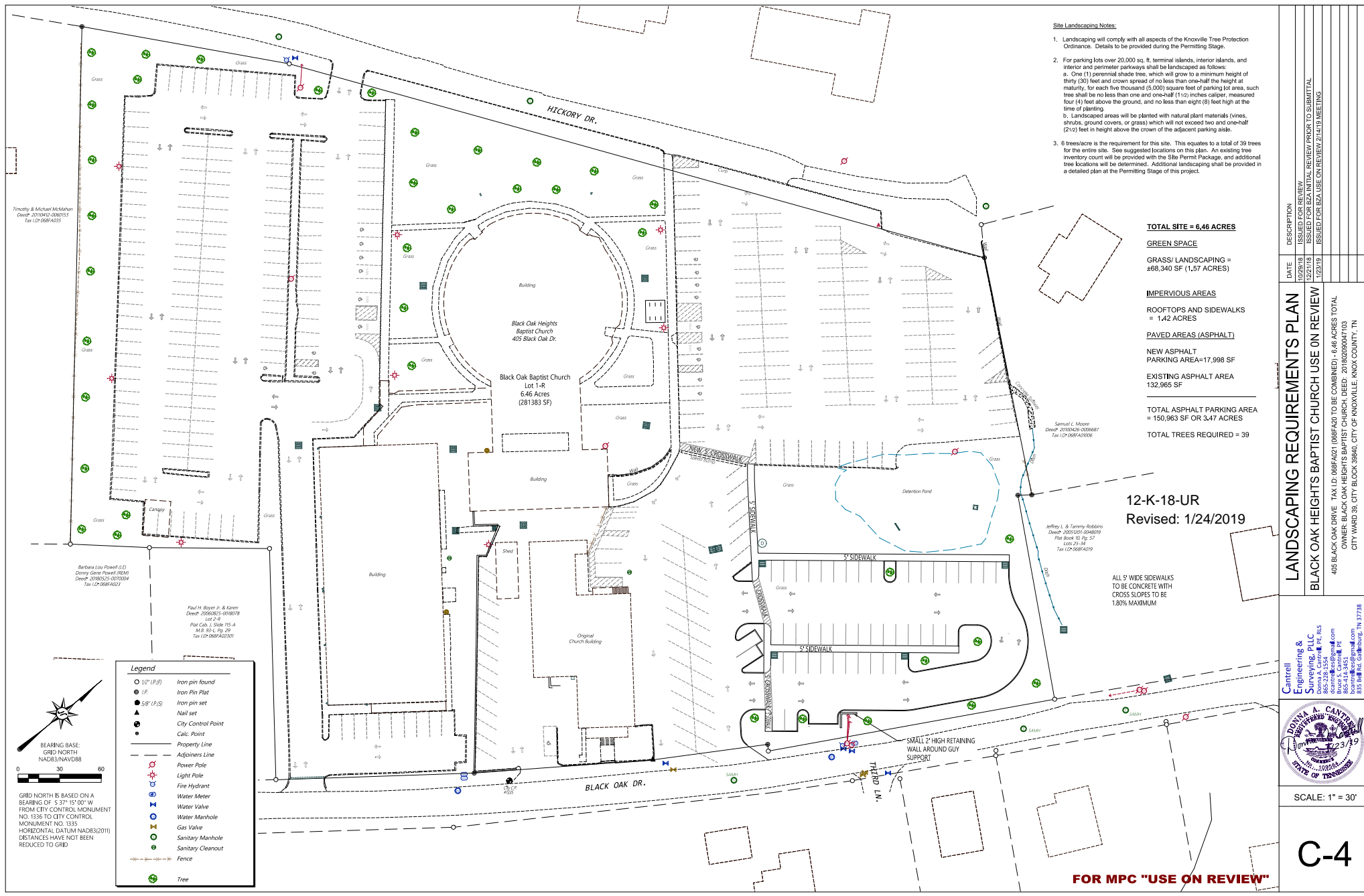
**DOUGLAS A. CANTRILL, P.E., RLS**  
 STATE OF TENNESSEE  
 1/23/19

SCALE: 1" = 30'

**C-2**

**FOR MPC "USE ON REVIEW"**





DATE	DESCRIPTION
10/26/18	ISSUED FOR REVIEW
1/22/19	ISSUED FOR EZA INITIAL REVIEW PRIOR TO SUBMITTAL
1/23/19	ISSUED FOR EZA USE ON REVIEW 2/14/19 MEETING

LANDSCAPING REQUIREMENTS PLAN	
BLACK OAK HEIGHTS BAPTIST CHURCH USE ON REVIEW	
405 BLACK OAK DRIVE	TAX ID: 088FA021 (088FA02) TO BE COMBINED - 6.46 ACRES TOTAL
OWNER: BLACK OAK HEIGHTS BAPTIST CHURCH, DEED: 20180208047103	
CITY WARD 39, CITY BLOCK 38840, CITY OF KNOXVILLE, KNOX COUNTY, TN	

Cantrill  
Engineering &  
Surveying, PLLC  
Donna A. Cantrill, P.E., RLS  
dcantrill@cantrill.com  
865-413-3451  
boantrill@gmail.com  
855-544-7676, 23738

Donna A. Cantrill, P.E., RLS  
Professional Engineer  
No. 12339  
State of Tennessee  
1/23/19

SCALE: 1" = 30'

C-4



12-K-18-UR\_PP\_12-13-18



Suite 403 • City County Building  
400 Main Street  
Knoxville, Tennessee 37902  
865 • 215 • 2500  
FAX • 215 • 2068  
www.knoxmpc.org

## Request to Postpone • Table • Withdraw

Name of Applicant: Cantrell Engineering & Surveying LLC  
AS IT APPEARS ON THE CURRENT MPC AGENDA

Original File Number(s): 12-K-18-UR

Date Scheduled for MPC Review: December 13, 2018

Date Request Filed: 11-27-2018 Request Accepted by: Thomas Brubaker

### REQUEST

☒ **Postpone**

Please postpone the above application(s) until

February 14, 2019

DATE OF FUTURE MPC PUBLIC MEETING

☐ **Table**

Please table the above application(s).

☐ **Withdraw**

Please withdraw the above application(s).

#### State reason for request:

New BZA approval needed for  
parking buffer from 25' off P/L  
to 10' off P/L

**Eligible for Fee Refund?** ☐ Yes ☐ No

Amount: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

#### APPLICATION AUTHORIZATION

I hereby certify that I am the property owner, applicant, or applicant's authorized representative.

Signature: Donna A. Cantrell

PLEASE PRINT

Name: Donna A. Cantrell

Address: 835 Bell Rd

City: Gatlinburg State: TN Zip: 37738

Telephone: 865-228-1554

Fax: \_\_\_\_\_

E-mail: dcantrellces@gmail.com

### PLEASE NOTE

Consistent with the guidelines set forth in MPC's  
*Administrative Rules and Procedures:*

#### POSTPONEMENTS

Any first time (new) MPC application is eligible for one automatic postponement. This request is for 30 days only and does not require MPC approval if received by MPC no later than 3:30 p.m. on the Monday prior to the MPC meeting. All other postponement requests must be acted upon by MPC before they can be officially postponed to a future MPC public meeting.

#### TABLINGS

Any item requested for tabling must be acted upon by MPC before it can be officially tabled.

#### WITHDRAWALS

Any MPC item is eligible for automatic withdrawal. A request for withdrawal must be received by MPC no later than 3:30 p.m. on the Monday prior to the MPC meeting. Withdrawal requests that do not meet these guidelines must be acted upon by MPC before they can be officially withdrawn.

Any new item withdrawn may be eligible for a fee refund according to the following:

Application withdrawal with fee refund will be permitted only if a written request is received by MPC prior to public notice. This request must be approved by either the Executive Director, or the Development Services Manager. Applications may be withdrawn after this time, but without fee refund.

# M P C

METROPOLITAN  
PLANNING  
COMMISSION

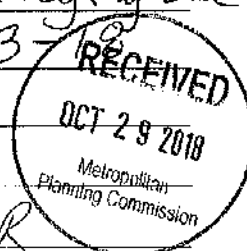
KNOXVILLE-KNOX COUNTY

Suite 403 • City County Building  
400 Main Street  
Knoxville, Tennessee 37902  
865 • 215 • 2500  
FAX • 215 • 2068  
www.knoxmpc.org

## ☒ Use on Review ☐ Development Plan

Name of Applicant: Cantrell Engineering & Surveying LLCDate Filed: 10-29-18 Meeting Date: 12-13-18Application Accepted by: Mike Reynolds

Fee Amount: \_\_\_\_\_ File Number: Development Plan \_\_\_\_\_

Fee Amount: \$450.<sup>00</sup> File Number: Use on Review 12-K-18-UR

### PROPERTY INFORMATION

Address: 405 Black Oak Dr.General Location: ~~6-46~~  
City Block 39860Tract Size: 6.46 Ac No. of Units: 1Zoning District: R-1Existing Land Use: ChurchPlanning Sector: NW CitySector Plan Proposed Land Use Classification:  
CI and LDRGrowth Policy Plan Designation: Inside cityCensus Tract: 48Traffic Zone: 207Parcel ID Number(s): 068FA021Jurisdiction: ☒ City Council 5 District☐ County Commission \_\_\_\_\_ District

### PROPERTY OWNER/OPTION HOLDER

PLEASE PRINT  
Name: Black Oak Heights Church <sup>Baptist</sup>Company: c/o David HarrellAddress: 405 Black Oak DrCity: Knoxville State: TN Zip: 37921Telephone: 865-755-1767

Fax: \_\_\_\_\_

E-mail: dtharrell@vaughn-melton.com

### APPLICATION CORRESPONDENCE

All correspondence relating to this application should be sent to:

PLEASE PRINT  
Name: see below

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### APPROVAL REQUESTED

☐ Development Plan: Residential ☒ Non-Residential☐ Home Occupation (Specify Occupation)  
\_\_\_\_\_  
\_\_\_\_\_☒ Other (Be Specific)

To allow for Church  
Parking lot expansion of  
approx. 48+ spaces in an  
R-1 zone.

### APPLICATION AUTHORIZATION

I hereby certify that I am the authorized applicant, representing ALL properly owners involved in this request or holders of option on same, whose signatures are included on the back of this form.

Signature: Donna A. CantrellPLEASE PRINT  
Name: Donna A. CantrellCompany: Cantrell Engineering & SurveyingAddress: 835 Bell RdCity: Gatlinburg State: TN Zip: 37738Telephone: 865-228-1554E-mail: dcantrellces@gmail.com

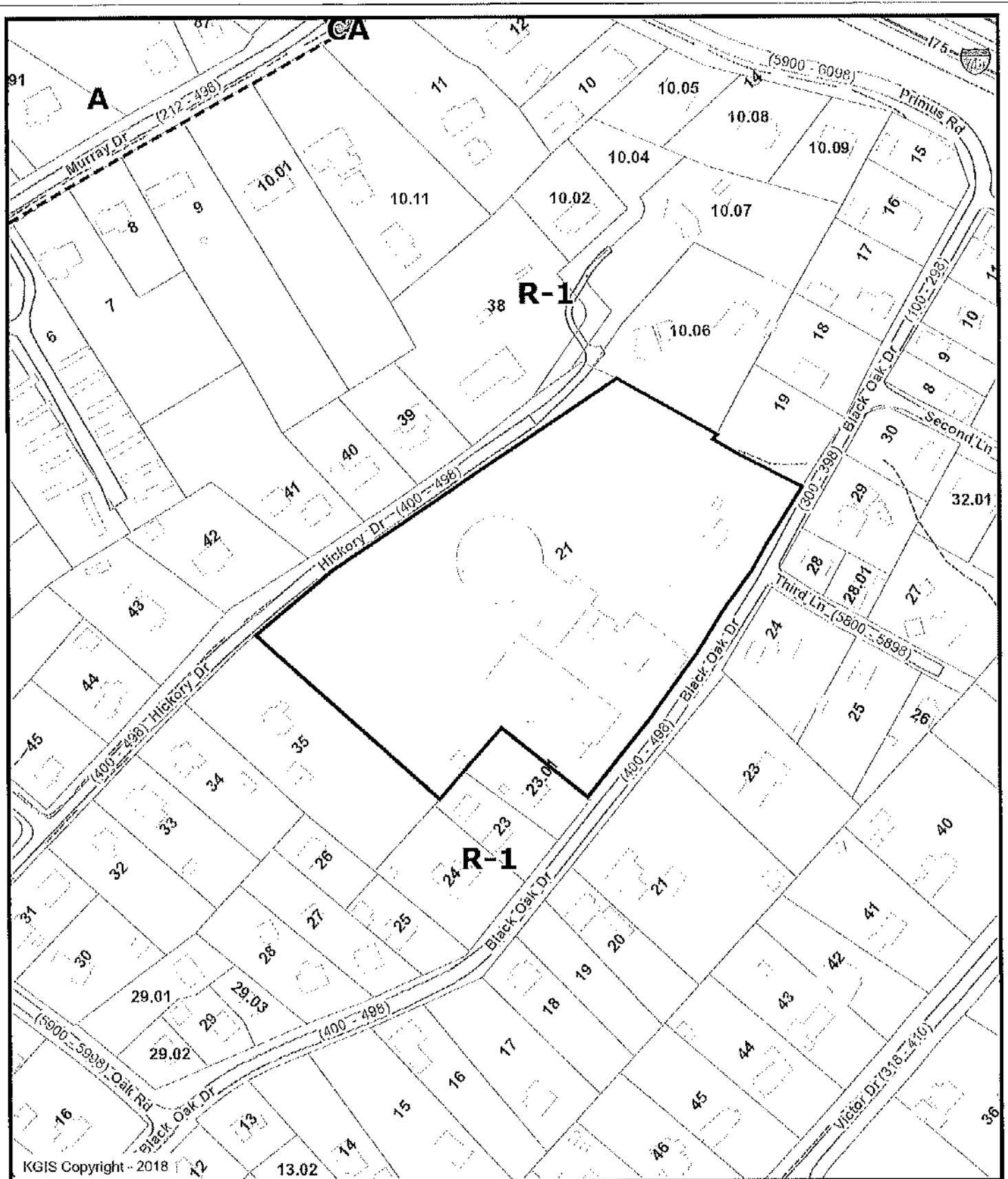
## SIGNATURES OF ALL PROPERTY OWNERS INVOLVED OR HOLDERS OF OPTION ON SAME MUST BE LISTED BELOW:

Please Sign in Black Ink:

(If more space is required attach additional sheet.)

Name	Address	City	State	Zip	Owner	Option
------	---------	------	-------	-----	-------	--------

Black Oak Heights Baptist Church	405 Black Oak Dr,	Knoxville,	TN			✓
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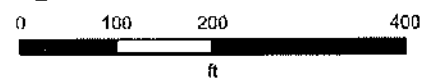
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## Letter Portrait

Knoxville - Knox County - KUB Geographic Information System



Printed: 10/29/2018 at 4:18:09 PM



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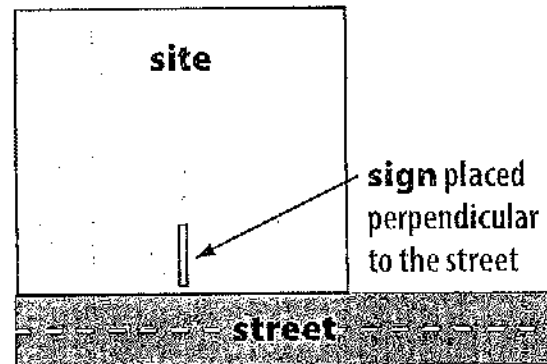
## REQUIRED SIGN POSTING AGREEMENT

For all rezoning, plan amendment, concept plan, use on review, right-of-way closure, and street name change applications, a sign must be posted on the subject property, consistent with the adopted MPC Administrative Rules and Procedures.

At the time of application, MPC staff will provide a sign(s) to post on the property as part of the application process. If the sign(s) go missing for any reason and need to be replaced, then the applicant will be responsible for picking up a new sign(s) from the MPC offices. The applicant will be charged a fee of \$10 for each replacement sign.

### LOCATION AND VISIBILITY

The sign must be posted in a location that is clearly visible from vehicles traveling in either direction on the nearest adjacent/frontage street. If the property has more than one street frontage, then the sign should be placed along the street that carries more traffic. MPC staff may recommend a preferred location for the sign to be posted at the time of application.



### TIMING

The sign(s) must be posted 15 days before the scheduled MPC public hearing and must remain in place until the day after the meeting. In the case of a postponement, the sign can either remain in place or be removed and reposted 15 days before the next MPC meeting.

I hereby agree to post and remove the sign(s) provided on the subject property consistent with the above guidelines and between the dates of:

November 28, 2018 and December 14, 2018  
(15 days before the MPC meeting) (the day after the MPC meeting)

Signature: Donna A Cantrell

Printed Name: Donna A. Cantrell

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