



DEVELOPMENT PLAN REPORT

► **FILE #:** 11-G-24-DP

AGENDA ITEM #: 68

AGENDA DATE: 11/14/2024

► **APPLICANT:** GREGORY DEE (OWNER)

OWNER(S): Gregory Dee

TAX ID NUMBER: 89 122

[View map on KGIS](#)

JURISDICTION: County Commission District 6

STREET ADDRESS: 0 GEORGE LIGHT RD

► **LOCATION:** Southeast side of George Light Rd, northeast side of Solway Rd

► **APPX. SIZE OF TRACT:** 2.1 acres

GROWTH POLICY PLAN: Planned Growth Area

ACCESSIBILITY: Access is via George Light Road, a minor collector street with a pavement width of 18-ft within a 47-ft right-of-way.

UTILITIES: Water Source: West Knox Utility District

Sewer Source: West Knox Utility District

FIRE DISTRICT: Karns Fire Department

WATERSHED: Beaver Creek

► **ZONING:** PR (Planned Residential) up to 2 du/ac (pending), TO (Technology Overlay), F (Floodway)

► **EXISTING LAND USE:** Agriculture/Forestry/Vacant Land, Water

► **PROPOSED USE:** 3 single family lots

DENSITY PROPOSED: 1.42 du/ac

HISTORY OF ZONING: A rezoning case is currently pending County Commission approval (9-Q-24-RZ) that was approved by the Planning Commission and the TTCDA

SURROUNDING LAND USE AND ZONING: North: Single family residential - RA (Low Density Residential), TO (Technology Overlay)

South: Single family residential - PR (Planned Residential) at 1-3 du/ac

East: Water, agriculture/forestry/vacant land - F (Floodway), TO (Technology Overlay)

West: Public park, public/quasi-public (cemetery) - PR (Planned Residential) at 1-3 du/ac, A (Agriculture), TO (Technology Overlay)

NEIGHBORHOOD CONTEXT: The surrounding area is predominantly residential in nature, with undeveloped forested and agricultural land nearby. Solway Park is 50 ft west of the subject property. Beaver Creek runs along the eastern lot line of the property.

STAFF RECOMMENDATION:

► **Approve the development plan for three single-family lots and a reduction of the peripheral setback from 35 ft to 20 ft on George Light Rd, as depicted on the site plan, subject to 3 conditions.**

- 1) Meeting all other applicable requirements of the Knox County Zoning Ordinance.
- 2) Meeting all requirements of the Knox County Department of Engineering and Public Works.
- 3) Certifying that the required sight distance is available along George Light Rd in both directions, with documentation provided to the Knox County Department of Engineering and Public Works for review and approval during the design plan phase.
- 4) Adding a note to the plat that the portion of Lot 8R-3 on the southside of Solway Rd is not buildable unless combined with adjacent property and a development plan is approved.
- 5) Adding a note to the plat that the minimum floor elevation for all lots is 1 ft above the 500 yr FEMA floodplain.
- 6) If during design plan approval or construction of the development, it is discovered that unforeseen off-site improvements within the right-of-way are necessary, the developer will either enter into a memorandum of understanding (MOU) with the County for these improvements or reimburse the County for their direct expenses (if completed by County crews) to make corrections deemed necessary.

With the conditions noted, this plan meets the requirements for approval in the PR district and the criteria for approval of a development plan.

COMMENTS:

This proposal is to create three single family lots (Lot 8R-1- 0.5 acres, Lot 8R-2- 0.6 acres, Lot 8R-3- 1 acre) on George Light Rd and Solway Rd from a 2.1-acre forested lot. The applicant is requesting to reduce the 35-ft peripheral setback down to 20 ft on George Light Rd. The Planning Commission may reduce this setback to 15 ft. The property is zoned PR up to 1.5 du/ac zone, TO (Technology Overlay) and F (Floodway). Lot 8R-3 on the other side of Solway Rd is not buildable unless combined with adjacent property and a development plan is approved.

DEVELOPMENT PLAN ANALYSIS PER ARTICLE 6, SECTION 6.50.06 (APPROVAL OR DENIAL)

In the exercise of its administrative judgment, the Planning Commission shall determine if the proposed plan is in harmony with the general purpose and intent of the zoning ordinance and adopted plans.

1) ZONING ORDINANCE

PR (Planned Residential) up to 1.5 du/ac, TO (Technology Overlay) and F (Floodway) zone

A. The PR zone permits single-family houses. The administrative procedures for the PR zone require the Planning Commission to approve the development plan before permits can be issued (Article 5, Section 5.13.15).

B. This PR zone district is approved for a maximum of 1.5 du/ac. The proposed 3 lots yield a density of 1.43 du/ac.

C. The Technology Overlay does not review development plans for single homes. The Floodway zone runs along the rear of the property and does not permit any structures.

2) COMPREHENSIVE PLAN - IMPLEMENTATION POLICIES

A. (7) Encourage development practices that conserve and connect natural features and habitats. - Beaver Creek runs along the rear of the property and much of the property is in a floodplain and Hillside Protection Area. The recommended disturbance budget is 0.6 acres of the 1.5-acre Hillside Protection Area. The proposal has a limit of disturbance of 5,100 sq ft for each lot.

3) KNOX COUNTY COMPREHENSIVE PLAN - FUTURE LAND USE MAP

A. The property is classified as the SR (Suburban Residential) place type. Suburban Residential areas are appropriate for primarily single family residential development with lot sizes generally less than one acre. - The proposed single-family lots have a similar scale to the other residential developments in the area.

4) KNOXVILLE - FARRAGUT - KNOX COUNTY GROWTH POLICY PLAN

A. The property is within the Planned Growth Boundary. The purposes of the Planned Growth Boundary designation are to encourage a reasonably compact pattern of development, promote the expansion of the Knox County economy, offer a wide range of housing choices, and coordinate the actions of the public and private sectors, particularly with regard to the provision of adequate roads, utilities, schools, drainage and other public facilities and services. This development is in alignment with these goals.

ESTIMATED TRAFFIC IMPACT: 40 (average daily vehicle trips)

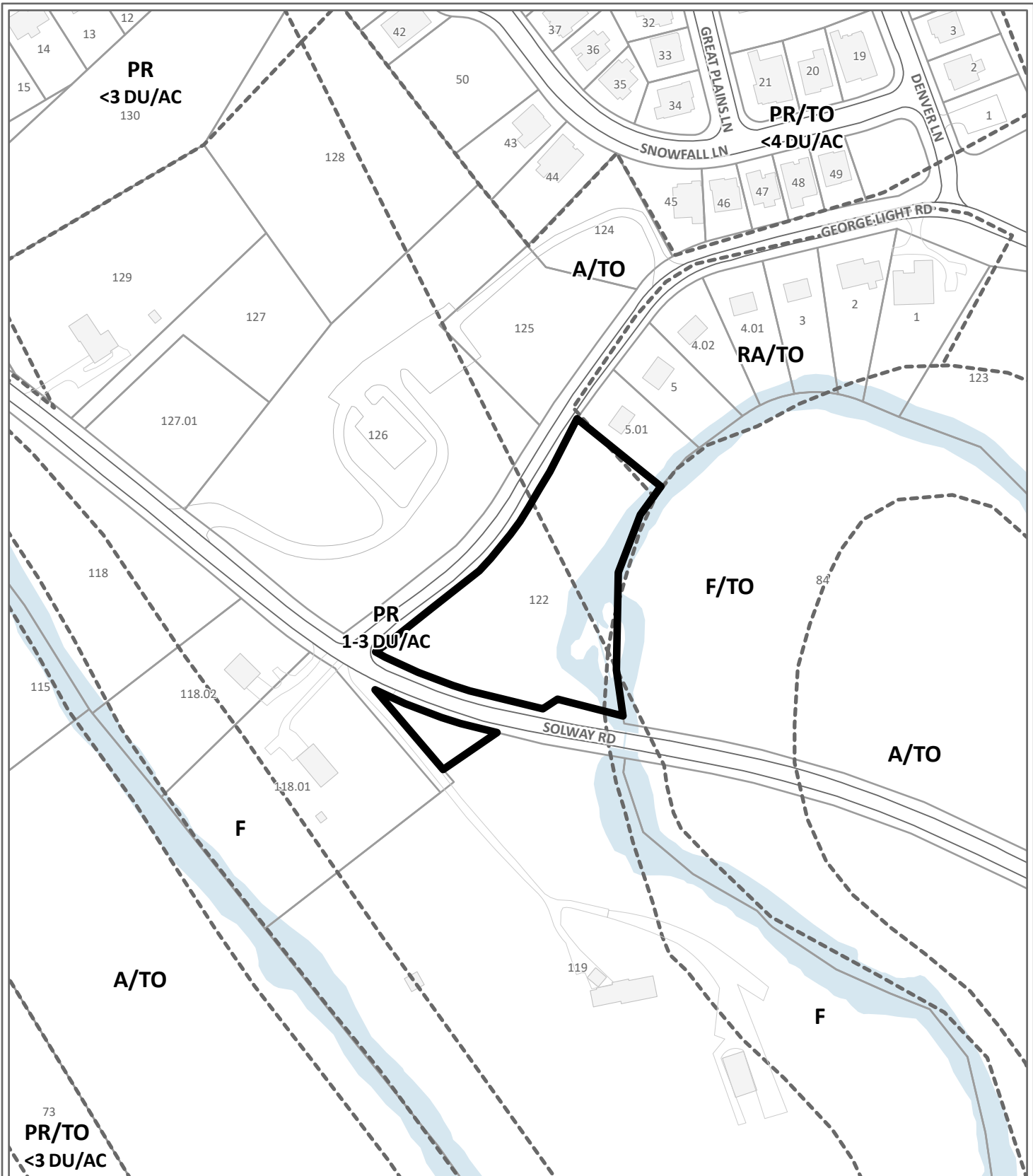
Average Daily Vehicle Trips are computed using national average trip rates reported in the latest edition of "Trip Generation," published by the Institute of Transportation Engineers. Average Daily Vehicle Trips represent the total number of trips that a particular land use can be expected to generate during a 24-hour day (Monday through Friday), with a "trip" counted each time a vehicle enters or exits a proposed development.

ESTIMATED STUDENT YIELD: 1 (public school children, grades K-12)

Schools affected by this proposal: Mill Creek Elementary, Hardin Valley Middle, and Hardin Valley Academy.

- Potential new school population is estimated using locally-derived data on public school student yield generated by new housing.
- Students are assigned to schools based on current attendance zones as determined by Knox County Schools. Students may request transfers to different zones, and zone boundaries are subject to change.
- Estimates presume full build-out of the proposed development. Build-out is subject to market forces, and timing varies widely from proposal to proposal.
- Student yields from new development do not reflect a net addition of children in schools. Additions occur incrementally over the build-out period. New students may replace current population that ages through the system or moves from the attendance zone.

The Planning Commission's approval or denial of this development plan request is final, unless the action is appealed either to the Board of Zoning Appeals or to a court of competent jurisdiction within thirty (30) days of the decision being appealed (Knox County, Tennessee Code of Ordinances, Appendix A, Zoning, 6.50.08).



DEVELOPMENT PLAN

11-G-24-DP



3 single family lots in PR (Planned Residential) up to 3 du/ac, RA (Low Density Residential), TO (Technology Overlay), F (Floodway), A

Original Print Date: 10/9/2024

Knoxville - Knox County Planning Commission * City / County Building * Knoxville, TN 37902

Petitioner: Gregory Dee

Map No: 89

Jurisdiction: County

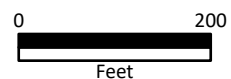
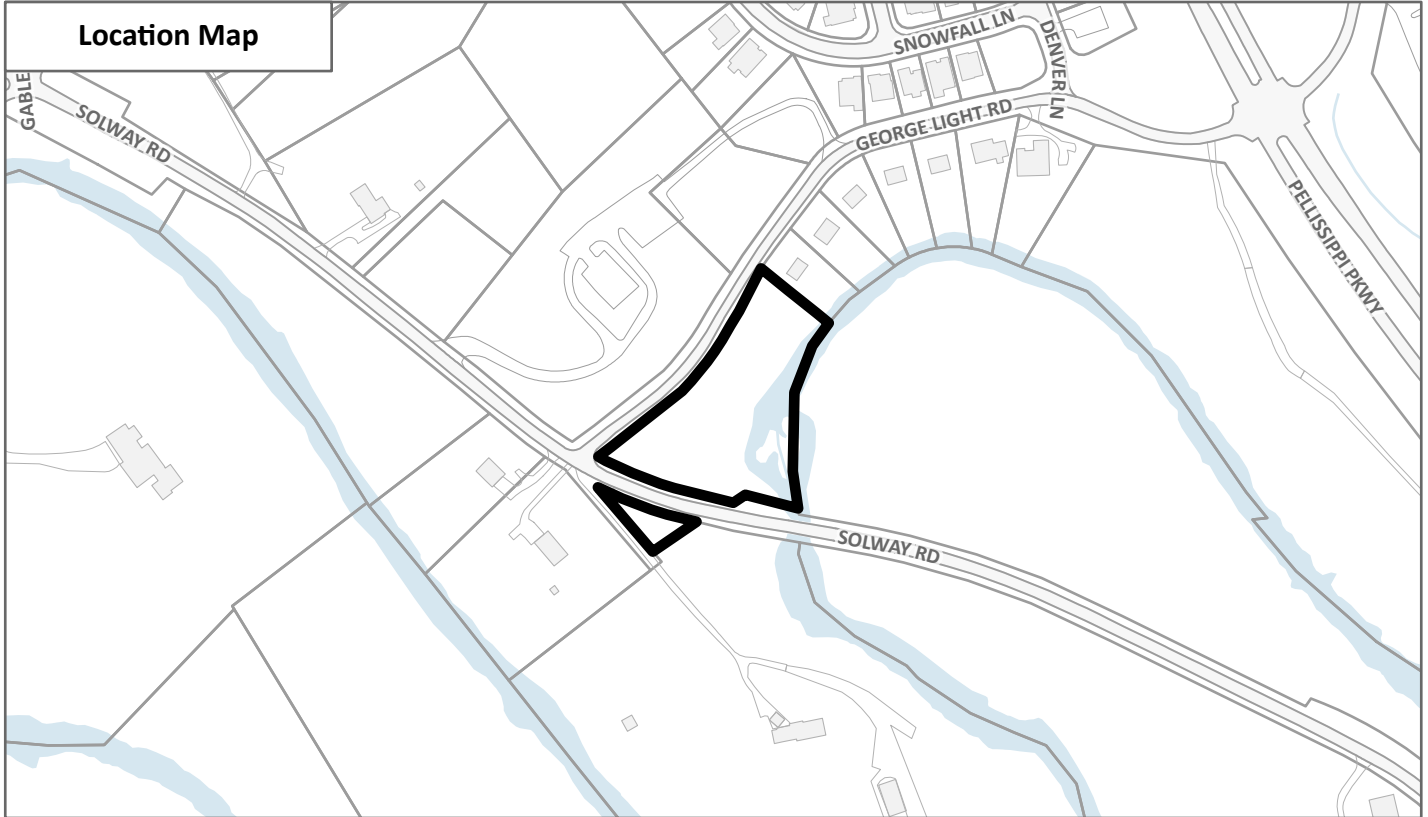


Exhibit A. Contextual Images

Location Map



Aerial Map

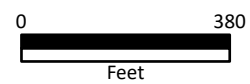


CONTEXTUAL MAPS 1

11-G-24-DP



Case boundary



Certificate of Ownership and General Dedication

(I, We), the undersigned owner(s) of the property shown herein, hereby adopt this as (my, our) plan of subdivision and dedicate the streets as shown to the public use forever and hereby certify that (I am, we are) the owner(s) in fee simple of the property, and as property owner(s) have an unrestricted right to dedicate right-of-way and/or grant easement as shown on this plat

Gregory Doe Signature: _____ Date: _____

Owner Certification for Public Sewer and Water Service – Minor Subdivisions

(I, We) the undersigned owner(s) of the property shown herein understand that it is our responsibility to verify with the Utility Provider the availability of public sewer and water systems in the vicinity of the lot(s) and to pay for the installation of the required connections

Owner(s) Printed Name: _____

Signature(s): _____

Date: _____

Certification of Public Sanitary Sewer System - Minor Subdivision

This is to certify that the subdivision shown herein is approved subject to the installation of public of sanitary sewer, and treatment facilities, and that such installation shall be in accordance with State and local regulations

It is the responsibility of the property owner to verify with the Utility provider the availability of sanitary sewers in the vicinity of the lot(s) and to pay for the installation of the required connections

Utility Provider: _____ Date: _____

Authorized Signature for Utility: _____ Date: _____

Certification of Public Water System - Minor Subdivision

This is to certify that the subdivision shown herein is approved subject to the installation of a public water system, and that such installation shall be in accordance with State and local regulations. It is the responsibility of the property owner to verify with the Utility Provider the availability of water system in the vicinity of the lot(s) and to pay for the installation of the required connections

Utility Provider: _____ Date: _____

Authorized Signature for Utility: _____ Date: _____

Knox County Department of Engineering and Public Works

The Knox County Department of Engineering and Public Works hereby approves this plat on this the _____ day of _____, 20____

Engineering Director

Addressing Department Certification

I, the undersigned, hereby certify that the subdivision name and all street names conform to the Knoxville-Knox County Street Naming and Addressing Ordinance, the Addressing Guidelines and Procedures, and these regulations

Signed: _____

Date: _____

Zoning

Zoning district(s) in which the land being subdivided is located shall be indicated as shown on the zoning map by the Planning Commission as follows:

Zoning Shown on Official Map: _____

Date: _____

By: _____

Taxes and Assessments

This is to certify that all property taxes and assessments due on this property have been paid City Tax Clerk: _____ Signed: _____ Date: _____

Knox County Trustee: Signed: _____ Date: _____

Planning Staff Certification of Approval for Recording - Final Plat

This is to certify that the subdivision plat shown herein has been found to comply with the Subdivision Regulations of Knoxville and Knox County and with existing official plans, with the exception of any variances and waivers noted on this plat, and that the record plat is hereby approved for recording in the office of the Knox County Register of Deeds Pursuant to Section 13-3-405 of Tennessee Code, Annotated the approval of this plat by the Planning Commission shall not be deemed to constitute or effect an acceptance by the City of Knoxville or Knox County of the dedication of any street or other ground upon the plat

Signed: _____

Date: _____

Certification of Final Plat - All Indicated Markers, Monuments and Benchmarks Set.

I hereby certify that I am a registered land surveyor licensed to practice surveying under the laws of the State of Tennessee. I further certify that this plat and accompanying drawings, documents, and statements conform, to the best of my knowledge, to all applicable provisions of the Knoxville-Knox County Subdivision Regulations except as has been itemized, described and justified in a report filed with the Planning Commission, or for variances and waivers which have been approved as identified on the final plat. The indicated permanent reference markers and monuments, benchmarks and property monuments were in place on the _____ day of _____, 20____

Registered Land Surveyor: _____

Tennessee License No. _____

Date: _____

Certificate of Survey Accuracy

I hereby certify that to the best of my knowledge and belief this a true and accurate survey of the property shown herein, that this is a Class I Boundary Land Survey as defined in Title 62, Chapter 18, Tennessee Code Annotated, and that the ration of precision is greater than or equal to 1:10,000

Registered Land Surveyor

Tennessee License No. 2807, Date: _____

TN HARN (2010.00)

Positional accuracy CM

GPS field procedure: RTK

Date of Survey: mon/dd/2024

Datum/EPOCH: NAVD83 (TN HARN)

Published/Fixed-control use: Locally created for relative positioning

Control: Onsite established for relative positioning

LAT: 35.96532954° N

LONG: -84.17951695° W

Geoid Model: g2018u7 (GEOD99)

Equipment: EMLID REACH 2 Plus

Portion of survey GPS used: ALL

Relative positional Accuracy: <0.1'

GPS Scale: 1:0000xxxx

GPS Scale Point: Northing - 552,xxx

Easting - 2,xxx,xxx

±44' TO INTERSECTION OF GEORGE LIGHT ROAD & SOLWAY ROAD

This is to certify that all property taxes and assessments due on this property have been paid City Tax Clerk: _____ Signed: _____ Date: _____

Knox County Trustee: Signed: _____ Date: _____

Planning Staff Certification of Approval for Recording - Final Plat

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Date: _____

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Registered Land Surveyor: _____

Tennessee License No. _____

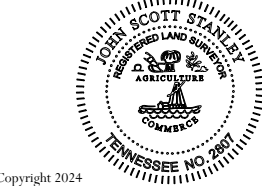
Date: _____

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Registered Land Surveyor

Tennessee License No. 2807, Date: _____



Copyright 2024

THIS IS NOT A BUILDABLE LOT UNLESS COMBINED WITH ADJACENT PROPERTY AND A DEVELOPMENT PLAN IS APPROVED

Additional Notes:

1. This Plat designates PR Zoning: 3 - Single Family Lots

2. Setback per required zoning:

Front Yard: The minimum shall be thirty (20) feet.

Rear Yard: The minimum shall be thirty-five (35) feet.

Side Yard: Fifteen (15) feet for interior lot lines

Thirty-five (35) feet for peripheral boundary lines

Line Table		
Line #	Length	Direction
L1	63.59'	S51°09'36"E
L2	67.41'	S52°42'37"E
L3	18.01'	S52°42'37"E
L4	147.47'	S56°36'01"E
L5	252.85'	S58°42'04"E

Curve Table (Chord Distance & Bearing)				
Curve #	CHORD DIST	BEARING	RADIUS	SEGMENT LENGTH
C1	190.74	S72°15'07"E	1,002.2	191.025
C2	166.40	N51°33'55"E	4,156.6	166.406
C3	133.81	N40°53'45"E	399.6	134.443
C4	27.45	N29°17'23"E	399.6	27.454
C5	111.98	N31°28'00"E	1,518.9	112.004
C6	16.22	N31°29'44"E	840.8	16.225
C7	132.60	S32°30'15"W	282.8	133.844
C8	11.56	S17°09'45"W	113.9	11.568
C9	71.30	S03°58'47"E	113.9	72.514
C10	22.59	S20°12'27"E	118.6	22.628
C11	59.44	S07°09'40"W	280.2	59.556
C12	64.47	S08°08'17"E	73.7	66.723
C13	4.47	S29°18'20"E	46.5	4.476
C14	370.27	N75°01'41"W	952.2	372.642

FILE # 11-G-24-DP



VICINITY MAP

THE RESUBDIVISION OF
TRACT 8
OF THE AB MCKAMEY FARM
DEED INSTRUMENT 20240611-0062366
PARCEL ID. 089 122
SIXTH CIVIL DISTRICT
KNOX COUNTY
4 NOVEMBER 2024

● MONUMENTS (FOUND)
● MONUMENTS (SET)
● UTILITY POLE
○ TREE

— BOUNDARY LINE
— ADJOINING LOT LINES
— CENTER LINE ROAD
— CHAIN LINK FENCE
— BARBED WIRE FENCE
— FEMA FLOOD LINE
--- SETBACK LINE
--- SETBACK AREA

SCALE: 1"=50'

50 0 50 100
Feet
1:500

Notes:

- Deed Instr: 20240611-0062366
- Map Cabinet A, Slide 331A
- Zoned PR - Planned Residential
Setback per required zoning
- Total Area: 90,673 SqFt / 2.1 Acres into 3 lots
- Zone "X" & "AE" per FEMA Map 47093C0233G, effective date: 8/05/2013
- Utility Easement per Deed Instr: 2005012-00057767 as recorded in Knox County Register of Deeds Office
- These required utility and drainage easements shall be ten (10) feet in width inside all exterior lot lines adjoining streets and private rights-of-way, including previously approved Joint Permanent Easements (JPEs). Easements of five (5) feet in width shall be provided along both sides of all interior lot lines and on the inside of all other exterior lot lines. [Sub Reg Section 3.11.A.1]
- This survey was done in accordance to the State of Tennessee Minimum Standards of Practice.
- All set pins consist of $\frac{3}{8}$ " rebar.
- Limits of Disturbance (LOD) for each lot is 5,100 sqft.
- Minimum Floor Elevation (MFE) is as follows:
Lots SR2 & SR3 is 863.00'
Lot SR-1 is 864.00'

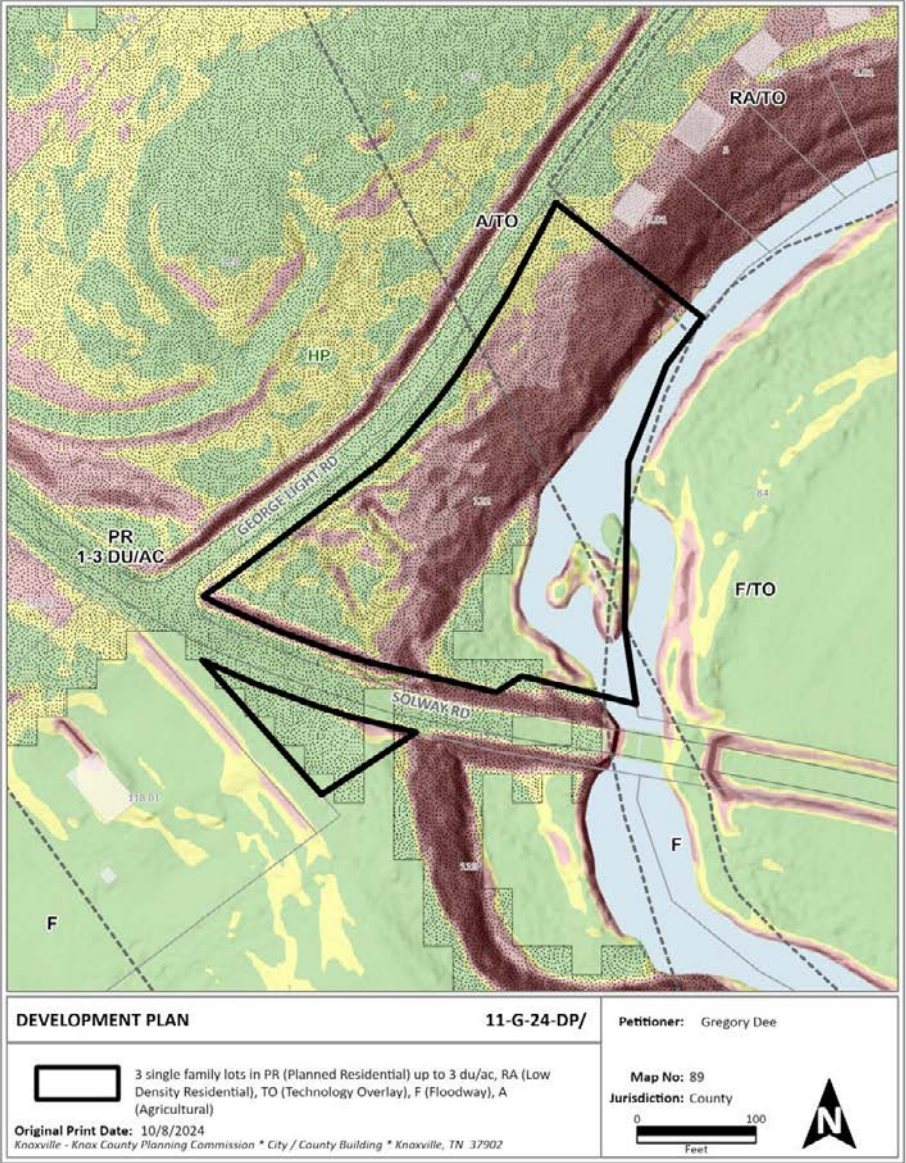
OWNER
Dee Gregory
5725 Ball Road
Knoxville, TN 37931
(865)556-0096

LAND SURVEYOR
John Scott Stanley
619 Glen Willow Drive
Knoxville TN, 37934
(865) 675-0175

PROJECT NUMBER: GLK20240606
FILE NAME: George Light Rd Plat
Knox Co. R4.dwg

REV: - BY: Carol Miller
DATE: Tuesday, November 5, 2024

CATEGORY	ACRES	RECOMMENDED DISTURBANCE BUDGET (Percent)	DISTURBANCE AREA (Acres)
Total Area of Site	2.1		
Non-Hillside	0.6	N/A	
0-15% Slope	0.3	100%	0.3
15-25% Slope	0.3	50%	0.1
25-40% Slope	0.4	20%	0.1
Greater than 40% Slope	0.5	10%	0.1
Ridgetops			
Hillside Protection (HP) Area	1.5	Recommended disturbance budget within HP Area (acres)	0.6
		Percent of HP Area	39.7%





Development Request

DEVELOPMENT

- ☒ Development Plan
☐ Planned Development
☐ Use on Review / Special Use
☐ Hillside Protection COA

SUBDIVISION

- ☐ Concept Plan
☐ Final Plat

ZONING

- ☐ Rezoning
☐ Plan Amendment
☐ Sector Plan
☐ City OYP / County Comp Plan

Gregory Dee

Applicant Name

Owner

Affiliation

9/30/2024

Date Filed

11/14/2024

Meeting Date (if applicable)

11-G-24-DP

File Number(s)

CORRESPONDENCE

All correspondence related to this application should be directed to the approved contact listed below.

Gregory Dee

Name / Company

5725 Ball Road Knoxville TN 37931

Address

865-556-0096 / gregdeeconstruction@gmail.com

Phone / Email

CURRENT PROPERTY INFO

Gregory Dee

Owner Name (if different)

5725 Ball Road Knoxville TN 37931

Owner Address

865-556-0096 / gregdeeconstru

Owner Phone / Email

0 GEORGE LIGHT RD

Property Address

89 122

Parcel ID

Part of Parcel (Y/N)?

2.1 acres

Tract Size

West Knox Utility District

Sewer Provider

West Knox Utility District

Water Provider

No

Septic (Y/N)

COMMUNITY ENGAGEMENT

*Sign and return the **Public Notice and Community Engagement** form with this application.*

*Planning strives to provide community members with information about upcoming cases in a variety of ways. In addition to posting public notice signs, our agency encourages applicants to provide information and offer opportunities for dialogue related to their upcoming case(s). **We require applicants to acknowledge their role in this process.***

DEVELOPMENT REQUEST

<input checked="" type="checkbox"/> Development Plan	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Use on Review / Special Use	Related City Permit Number(s)
<input type="checkbox"/> Hillside Protection COA	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-residential	
Home Occupation (specify) _____			
Other (specify) 3 single family lots			

SUBDIVISION REQUEST

Proposed Subdivision Name	Related Rezoning File Number
Unit / Phase Number	
Total Number of Lots Created	
Additional Information	
<input type="checkbox"/> Attachments / Additional Requirements	

ZONING REQUEST

<input type="checkbox"/> Zoning Change	Proposed Zoning	Pending Plat File Number
<input type="checkbox"/> Plan Amendment	Proposed Plan Designation(s)	

1.42 du/ac

Proposed Density (units/acre)	Previous Rezoning Requests
Additional Information	

STAFF USE ONLY

PLAT TYPE

☐ Staff Review ☐ Planning Commission

ATTACHMENTS

☐ Property Owners / Option Holders ☐ Variance Request
☐ Amendment Request (Comprehensive Plan)

ADDITIONAL REQUIREMENTS

☐ Use on Review / Special Use (Concept Plan)
☐ Traffic Impact Study
☐ COA Checklist (Hillside Protection)

Fee 1	Total
\$500.00	
Fee 2	
Fee 3	

AUTHORIZATION

☐ I declare under penalty of perjury the foregoing is true and correct: 1) He/she/it is the owner of the property, AND 2) the application and all associated materials are being submitted with his/her/its consent.

Applicant Signature	Gregory Dee	9/30/2024
	Please Print	Date

Phone / Email

Property Owner Signature	Gregory Dee	9/30/2024
	Please Print	Date



Development Request

DEVELOPMENT

- ☐ Development Plan
☐ Planned Development
☐ Use on Review / Special Use
☐ Hillside Protection COA

SUBDIVISION

- ☒ Concept Plan
☐ Final Plat

ZONING

- ☐ Plan Amendment
☐ SP ☐ PA
☐ Rezoning

Gregory Dee

Applicant Name

September 30, 2024

November 14, 2024

Affiliation

File Number(s)

Date Filed

Meeting Date (if applicable)

11-G-24-DP

CORRESPONDENCE

All correspondence related to this application should be directed to the approved contact listed below.

- ☐ Applicant ☒ Property Owner ☐ Option Holder ☐ Project Surveyor ☐ Engineer ☐ Architect/Landscape Architect

Gregory Dee

Name

5725 BALL ROAD

Company

Knoxville

TN

37931

Address

865-556-0096

City

gregdeeconstruction@gmail.com

State

ZIP

Phone

Email

CURRENT PROPERTY INFO

Property Owner Name (if different)

0 George Light Rd

Property Owner Address

089 122

Property Owner Phone

Property Address

WKUD

Parcel ID

WKUD

N

Sewer Provider

Water Provider

Septic (Y/N)

STAFF USE ONLY

General Location

Tract Size

☐ City ☐ County

District

Zoning District

Existing Land Use

Planning Sector

Land Use / Place Type
CITY COUNTY

Growth Policy Plan Designation

DEVELOPMENT REQUEST

- ☐ Development Plan ☐ Use on Review / Special Use ☐ Hillside Protection COA
☐ Residential ☐ Non-Residential

Home Occupation (specify) _____

Other (specify) _____

Related City Permit Number(s)

SUBDIVISION REQUEST

N/A

Proposed Subdivision Name

3

Unit / Phase Number ☐ Combine Parcels ☒ Divide Parcel

Total Number of Lots Created

Request to subdivide lot into 3 parcels for single family homes

☐ Other (specify) _____

☐ Attachments / Additional Requirements

Related Rezoning File Number

ZONING REQUEST

☐ Zoning Change

Proposed Zoning

☐ Plan Amendment Change

Proposed Plan Designation(s)

Pending Plat File Number

Proposed Density (units/acre)

Previous Rezoning Requests

☐ Other (specify) _____

STAFF USE ONLY

PLAT TYPE

☐ Staff Review ☒ Planning Commission

ATTACHMENTS

☐ Property Owners / Option Holders ☐ Variance Request
☐ Amendment Request (*Comprehensive Plan*)

ADDITIONAL REQUIREMENTS

☐ Use on Review / Special Use (*Concept Plan*)
☐ Traffic Impact Study
☐ COA Checklist (*Hillside Protection*)

Fee 1

0402

Fee 2

Fee 3

Total

\$500.00

AUTHORIZATION

☒ I declare under penalty of perjury the foregoing is true and correct:

1) He/she/it is the owner of the property AND 2) The application and all associated materials are being submitted with his/her/its consent

Applicant Signature

865-556-0096

Phone Number

Gregory Dee

Please Print

gregdeeconstruction@gmail.com

Email

Gregory Dee

Sept 30, 2024

Date

10/01/2024, SG

Property Owner Signature

Please Print

Date Paid

Public Notice and Community Engagement

Sign Posting and Removal

The Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission require a sign to be posted on the property for each application subject to consideration by the Planning Commission.

Planning staff will post the required sign. If a replacement sign(s) is needed, the applicant is responsible for picking up the new sign(s) from Planning and will be charged \$10 for each replacement.

Location and Visibility

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

Timing

The sign(s) must be posted not less than 12 days prior to the scheduled Planning Commission 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 not less than 12 days prior to the next Planning Commission meeting. The applicant is responsible for removing the sign after the application has been acted upon by the Planning Commission.

Community Engagement

Planning strives to provide community members with information about upcoming cases in a variety of ways. In addition to posting public notice signs, our agency encourages applicants to provide information and offer opportunities for dialogue related to their upcoming case(s).

Acknowledgement

By signing below, you acknowledge that public notice signs must be posted and visible on the property consistent with the guidelines above and between the dates listed below.

Date to be Posted

Date to be Removed

**Have you engaged the
surrounding property owners
to discuss your request?**

☐ Yes ☐ No

☐ No, but I plan to prior to the
Planning Commission meeting

APPLICANT DID NOT RETURN SIGNED FORM AS REQUESTED

Applicant Signature

Applicant Name

Date

FILE NUMBER