



# PROCESS AND PROCEDURE MANUAL

## 2<sup>ND</sup> EDITION

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Effective February 19, 2026

# CITY OF BRENTWOOD PLANNING AND ZONING PROCESS AND PROCEDURE MANUAL

## Purpose and Acknowledgements

This manual was created to assist developers, investors, and the citizens of Brentwood in maneuvering through the various planning documents, procedures, and processes applicable to new development within the City of Brentwood of Tennessee. We hope this manual is a resource in understanding how these documents relate to specific developmental proposals and are applicable to the review process requirements. The manual is structured to provide easy access to specific information needed about a particular planning or codes document, review body, or procedure. Please contact the Planning and Codes Department at (615) 371-2204 with any questions or comments regarding this manual.

**City of Brentwood, Tennessee**  
City of Brentwood Board of Commissioners  
City of Brentwood Planning Commissioners

## Key City of Brentwood Staff

Jason Gage, *City Manager*  
Todd Petrowski, *Planning and Codes Director*  
Darek Baskin, *Engineering Director*  
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# CHAPTER I: INTRODUCTION

## Section 1.01: How to use this Manual

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This manual is a compilation of information related to land development and construction within the City of Brentwood, Tennessee. The intent of this manual is to provide a one-stop resource for information and insight into the various procedures associated with the development review process. This manual is composed of five main parts:

- **Chapter 1: Introduction:** This section of the manual.
- **Chapter 2: Planning and Codes:** Applicants who are new to the development review process in the City of Brentwood should take the time to become familiar with the documents described in this part of the manual. Included are our policies and regulatory documents controlling development submittals in Brentwood.
- **Chapter 3: Board of Zoning Appeals:** The information in this part identifies the various boards and commissions responsible for the review and decision on each of the various submittal types. In addition, this section describes the organizational structure of Brentwood's government and provides additional details about contacting and working with each of the review bodies.
- **Chapter 4: Review Procedures:** This part provides detailed information on each of the Brentwood's primary development review procedures, including a general description, discussion of the specific review process, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to the information on each specific review procedure, this section includes details on steps, policies, and submittal requirements common to each of the individual review processes.
- **Chapter 5: Appendices:** Additional information, including agency contacts, review schedules, fees, checklists, and application forms is included in this last part of the manual.

***NOTICE: Applicants are reminded this manual does not serve as a substitute for Brentwood's adopted ordinances and is intended only as a guide to the users of the Brentwood Zoning Ordinance. In case of conflict between this document and other city ordinances, the adopted city ordinance will control.***

A digital version of this manual, along with additional information on City policies, processes, contact information, and frequently asked questions is available online at the Department of Planning and Codes' webpage at: <https://www.brentwoodtn.gov/Departments/Planning-and-Codes>

# CHAPTER 2: PLANNING AND CODES

## Section 2.01: Planning and Codes

Development review in Brentwood, TN is based on adopted policies and regulations. These documents and their on-line locations are identified in the table below:

TABLE 2.01-I: PLANNING & CODES		
ITEM/DOCUMENT	ONLINE LOCATION	DEPARTMENT/PHONE
<b>PLANNING AND CODES DEPARTMENT</b>		
Comprehensive Land Use Plan	<a href="https://www.brentwoodtn.gov/Departments/Planning-and-Codes">https://www.brentwoodtn.gov/Departments/Planning-and-Codes</a>	Planning & Codes Dept. 615-371-2204
Zoning Ordinance		
Subdivision Regulations		
Zoning Maps Major Thoroughfare Plan		
<b>OTHER USEFUL DEPARTMENTS</b>		
Storm Water Regulations	<a href="https://www.brentwoodtn.gov/Departments/Engineering">https://www.brentwoodtn.gov/Departments/Engineering</a>	Engineering Dept. 615-371-2204
Sewage Disposal Regulations	<a href="https://www.brentwoodtn.gov/Service-Center/Water-Services">https://www.brentwoodtn.gov/Service-Center/Water-Services</a>	Water & Sewer Dept. 615-371-0080
Adopted Building Codes	<a href="https://www.brentwoodtn.gov/Departments/Planning-and-Codes">https://www.brentwoodtn.gov/Departments/Planning-and-Codes</a>	Planning & Codes Dept. 615-371-2204

### (A) CITY OF BRENTWOOD’S COMPREHENSIVE LAND USE PLAN – Brentwood 2030 Plan

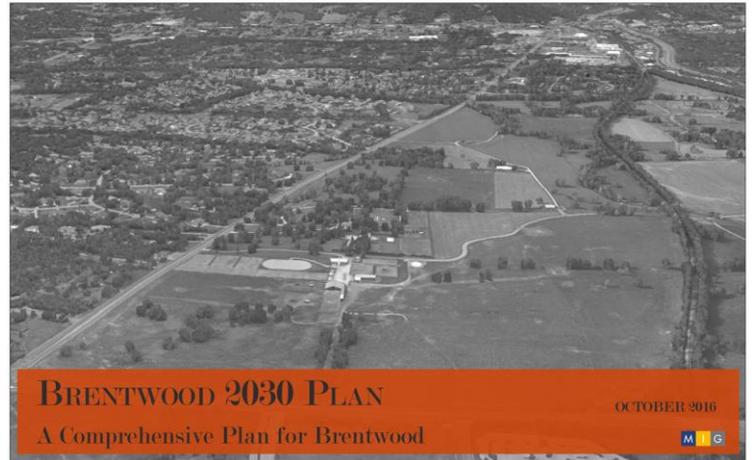
Brentwood’s Comprehensive Plan represents a vision as to how Brentwood will grow and develop. It articulates Brentwood’s policy for future desired land use patterns, quality and character of growth, the relationship between land use and the natural and historic environment, and the relationship between land use and public facilities. The Plan is long range, and it focuses on city-wide themes. While its focus is on land within the city, it was prepared considering Urban Growth Boundary plans, as well.

The Brentwood 2030 Plan is used by the City Commission, advisory boards, and staff as they seek to ensure that Brentwood maintains its character and appeal for residents and businesses alike. The origin of the plan goes back to 1980 and the adoption of “Brentwood 2000” – the City’s first-ever comprehensive plan. The Brentwood 2020 Plan was adopted in 1999 and replaced in October 2016 with the Brentwood 2030 Plan.

As a statement of public policy, the Plan should be used in several ways. It should:

1. Be used as a guide to decision making in the development review process.
2. Serve as the foundation for developing development-related regulations, such as the Zoning Ordinance; and
3. Help guide decisions about public facilities, such as road improvements and new schools.

The Plan reflects an understanding of the growth forces and trends that are shaping the city, based on extensive analysis of growth patterns and projections. It expresses the growth “values” of the city in the form of goals and objectives. The core of the Plan is the land use element that depicts the desired future growth and development pattern. Finally, it includes detailed implementation strategies for making the Plan a reality.



A copy of the Comprehensive Plan can be found at

<https://www.brentwoodtn.gov/files/assets/city/v/1/parks-amp-rec/documents/brentwood-2030-plan-15mb.pdf>

## **(B) CITY OF BRENTWOOD ZONING ORDINANCE**

In addition to the purpose of zoning regulations established in Section 13-7-103 of the Tennessee Code Annotated, the purpose of the Zoning Ordinance is to implement Brentwood’s Comprehensive Plan and promote the health, safety, and general welfare of the present and future inhabitants of Brentwood by:

1. Coordinating growth with available planned public services and infrastructure.
2. Establishing a responsible pattern of land use and encouraging the most appropriate use of individual parcels of land in Brentwood.
3. Ensuring land resources are allocated to accommodate and enhance the rural character while protecting and enhancing natural and historic resources, ensuring adequate community facilities, and providing for a range of housing.
4. Securing adequate natural light, clean air, privacy, convenient access to property, and a safe environment.
5. Regulating the bulk, scale, and density of both new and existing structures to preserve the desired character of the community.
6. Providing suitable transitions between areas of different community character.
7. Preserving and enhancing the County’s overall rural character.
8. Supporting a range of adequate life-span housing options.
9. Promoting a balanced economy.
10. Protecting and enhancing the taxable values of land and buildings.
11. Conserving and protecting the natural environment, wildlife habitat, open spaces, and historic resources.
12. Promoting the permanent preservation of open space systems throughout the County; and
13. Mitigating and/or avoiding the hazards of flooding, karst topography, steep slopes, storm water accumulation, and run-off.

A copy of the Zoning Ordinance can be found at

[https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH78ZO](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO)

## (C) CITY OF BRENTWOOD SUBDIVISION REGULATIONS

The first major step in the development process is to divide a parcel of land into lots, streets, and open spaces. Brentwood's Subdivision Regulations provide standards related to this process and outline the procedures for the review and approval of subdivisions within Brentwood. The Subdivision Regulations seek to provide for the harmonious development of Brentwood; to secure a coordinated layout and adequate provision for traffic; and to secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage, and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within Brentwood.

A copy of the Subdivision Regulations can be found at

<https://www.brentwoodtn.gov/files/assets/city/v/1/planning-and-codes/documents/appendix-a-subdivision-regulations-final-09012024-002.pdf>



# Subdivision Regulations

## City of Brentwood, Tennessee

As formally adopted and applied by the Brentwood Planning Commission.

**Adopted December 7, 2009 (Effective January 1, 2010)**

**Amended August 5, 2024, (Effective September 1, 2024)**

*City of Brentwood  
Planning and Codes Department  
Post Office Box 788  
Brentwood, TN 37024-0788  
615.371.2204  
[www.brentwoodtn.gov](http://www.brentwoodtn.gov)*

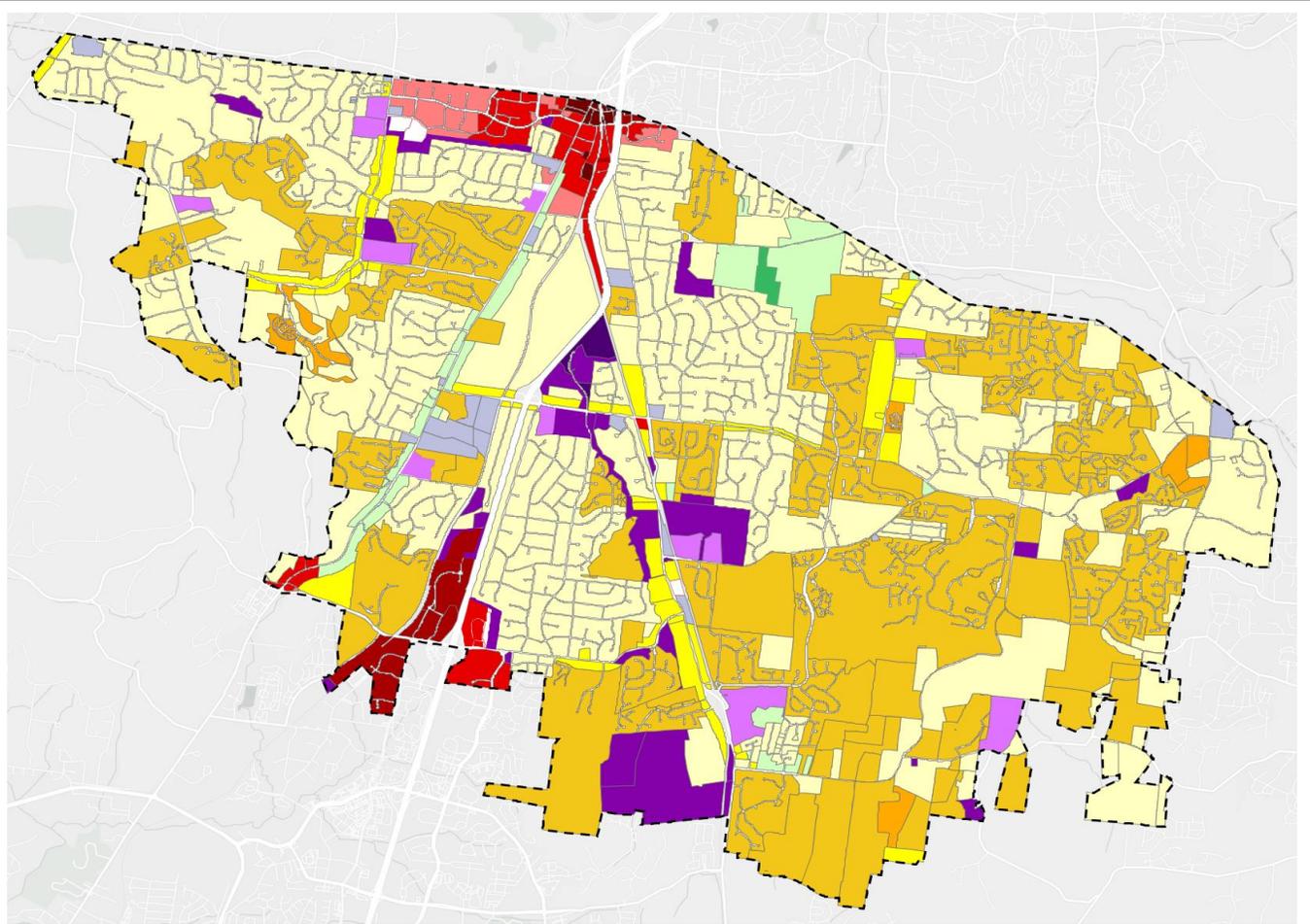


## (D) BRENTWOOD ZONING MAP

The Official Zoning Map of Brentwood, Tennessee is adopted as part of the Zoning Ordinance (2013). The Zoning Map consists of a group of maps that, as a whole, depict how the Zoning Districts in Chapter 10 of the Zoning Ordinance are applied to land in the unincorporated County.

A copy of the Zoning Map can be found at

<https://brentwood.maps.arcgis.com/apps/webappviewer/index.html?id=2c39d0eed8484468ba9a0959603981b1>

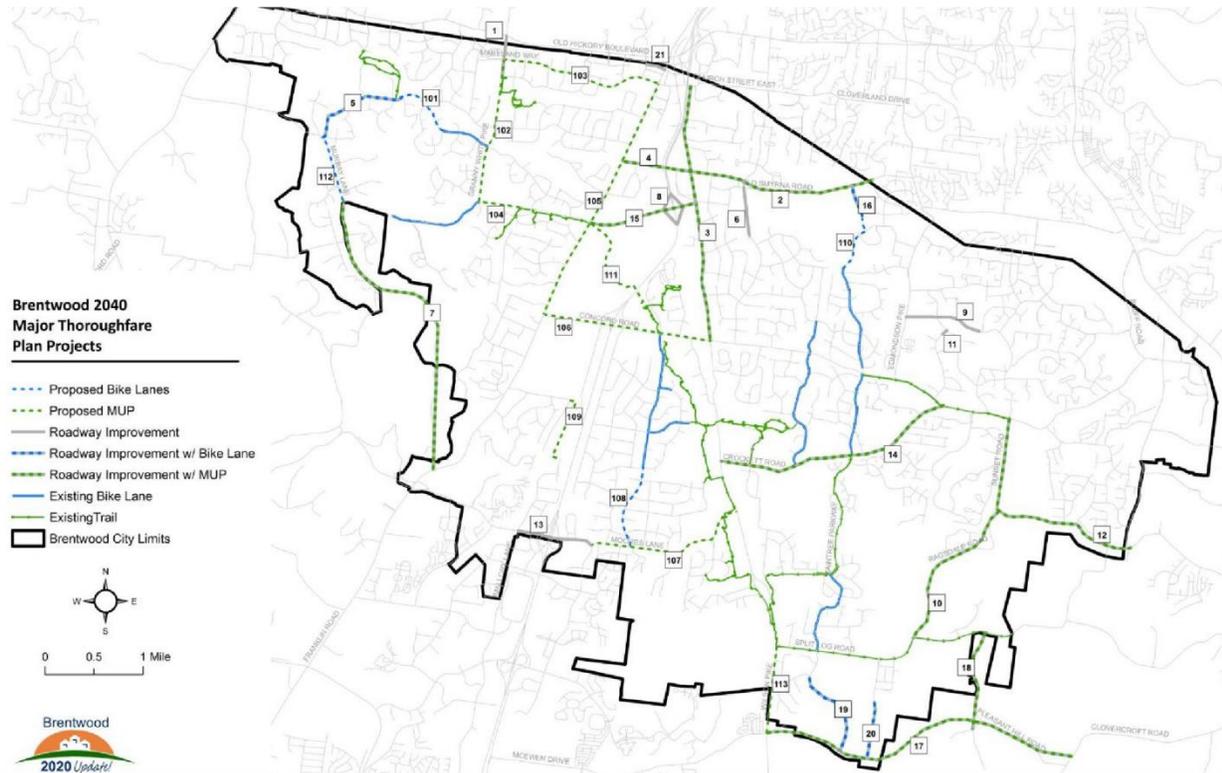


### CITY of BRENTWOOD - Zoning Map (effective... October 2023)

- |  |   |  |
|--|---|--|
| AR - Agricultural/Res. Estate                | C2 - Commercial Retail                                      | SI1 - Service Institution (Religious)  |
| Free Representation                          | C3 - Commercial Service/Warehouse                           | SI2 - Service Institution (Education)  |
| R1 - Large Lot Residential                   | C4 - Town Center  | SI3 - Service Institution (Culture/Recreation/Government)                          |
| R2 - Suburban Residential                    | C1/SR - Commercial Office (Special Restrictions)            | SI4 - Service Institution (Retirement/Assisted Living)                             |
| OSRD - Open Space Residential                | C2/SR - Commercial Retail (Special Restrictions)            | SI1/SR - Service Institution (Religious, Special Restrictions)                     |
| OSRD-IP - Open Space Res. Innovative Project | C3/SR - Commercial Service/Warehouse (Special Restrictions) | SI2/SR - Service Institution (Education, Special Restrictions)                     |
| C1 - Commercial Office                       | C4/SR - Town Center (Special Restrictions)                  | SI3/SR - Service Institution (Culture/Recreation/Government, Special Restrictions) |

## (E) BRENTWOOD MAJOR THOROUGHFARE PLAN

Brentwood's Major Thoroughfare Plan is a tool that helps in the decision-making process relative to transportation projects. Working in conjunction with the Region as a whole, the Plan provides the necessary data to develop and prioritize road improvements to accommodate future increases in traffic.



The Brentwood Major Thoroughfare Plan can be found in Chapter 4 of the General Plan at:

<https://www.brentwoodtn.gov/files/assets/city/v/1/parks-amp-rec/documents/brentwood-2030-plan-15mb.pdf>

Updates to the Major Thoroughfare Plan can be found at Exhibit A Resolution 2023-26 / Update to Brentwood's Major Thoroughfare Plan:

[https://www.brentwoodtn.gov/files/assets/city/v/1/planning-and-codes/documents/exhibit\\_a\\_for\\_resolution\\_2023-26\\_major\\_thoroughfare\\_plan\\_update.pdf](https://www.brentwoodtn.gov/files/assets/city/v/1/planning-and-codes/documents/exhibit_a_for_resolution_2023-26_major_thoroughfare_plan_update.pdf)

Resolution 2023-23 / Amendment to Brentwood's Major Thoroughfare Plan can be found at

<https://www.brentwoodtn.gov/files/assets/city/v/1/planning-and-codes/documents/res-2023-26-amendment-to-the-major-thoroughfare-plan-3-2023.pdf>

## (F) BRENTWOOD STORMWATER MANAGEMENT AND REGULATIONS AND FLOOD DAMAGE PREVENTION

Brentwood Storm Water Regulations regulate the discharge of storm water, alleviate the effects of flooding, and facilitate compliance with the Water Quality Act of 1977, the Water Quality Act of 1987, and the Clean Water Act of 1977.

More information on Brentwood Stormwater Management and Regulations and Flood Damage Prevention can be found at: <https://www.brentwoodtn.gov/Departments/Engineering/Stormwater-Management> and

[https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH56STMAERCOFLDAPR\\_ARTII\\_FLDAPR](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodeId=PTIICOOR_CH56STMAERCOFLDAPR_ARTII_FLDAPR)

## BRENTWOOD ADOPTED BUILDING CODES

The Codes Enforcement Section of the Planning & Codes Department works to ensure the safety and quality of the built environment by applying the highest community standards within the Brentwood Municipal Code. These efforts are centered on the enforcement of the adopted building codes as well as various municipal codes that ensure community health and safety, proper property maintenance, and the elimination of nuisances.

Brentwood currently adheres to the following editions of the International Residential Code, International Building Code and ADA:

### Residential

- International Residential Code, 2018 edition, including appendices E and F (ICC - International Code Council)
- International Energy Conservation Code, 2012 edition (ICC) See local amendments regarding building thermal envelope testing and duct sealing testing.
- International Swimming Pool and Spa Code, including appendices A and B, 2018 edition (ICC)
- International Property Maintenance Code (ICC)
- 2017 National Electrical Code (NEC NFPA 70) Regulated/Enforced by the State Fire Marshal's Office
- Special Guidelines For Electrical and Low Voltage Installation (city publication)

### Commercial

- International Building Code, 2018 edition (ICC - International Code Council)
- International Energy Conservation Code, 2012 edition (ICC)
- International Fuel Gas Code, 2018 edition (ICC)
- International Mechanical Code, 2018 edition (ICC)
- International Plumbing Code, 2018 edition (ICC)
- International Property Maintenance Code, 2018 edition (ICC)
- International Swimming Pool and Spa Code, including appendices A and B, 2018 edition (ICC)
- 2017 National Electrical Code (NEC NFPA 70) Regulated/Enforced by the State Fire Marshal's Office
- Special Guidelines For Electrical and Low Voltage Installation (city publication)
- 2018 Life Safety Code (NFPA 101) adopted by the City of Brentwood Fire Department
- 2018 Uniform Fire Code (NFPA 1) adopted by the City of Brentwood Fire Department

### Accessibility

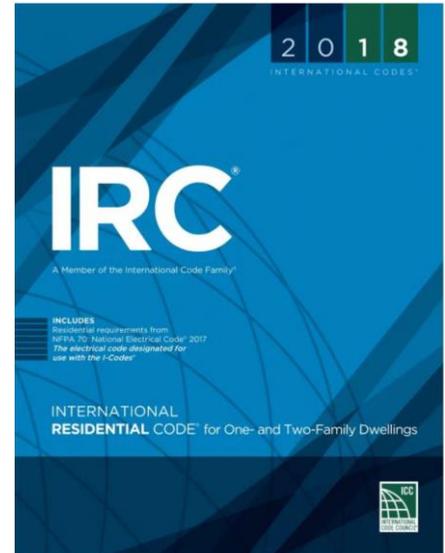
- 2010 ADA Standards for Accessible Design (ICC A117.1-2017 / Chapter 11 - International Building Code, 2018 edition (ICC)

A list of all current adopted codes may be found at

<https://www.brentwoodtn.gov/Departments/Planning-and-Codes/Codes-Section>

A copy of the Building Codes and Regulations can be found at

[https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH14BUBURE](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodeId=PTIICOOR_CH14BUBURE)



# CHAPTER 3: BOARD OF ZONING APPEALS

## Section 3.01: Board of Zoning Appeals

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The Board of Zoning Appeals consists of five members appointed by the Board of Commissioners. The Board meets on an as-needed basis and all board members must be residents of the city at the time of and during their term of appointment.

The board of zoning appeals has the following duties:

**Administrative review.** To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, permit, decision, determination, or refusal made by the building inspector or other administrative official in the carrying out or enforcement of any provision of this chapter.

**Special exceptions.** To hear and decide applications for special exceptions upon which the board of zoning appeals is specifically authorized to pass.

**Variations.** To hear and decide applications for variances from the terms of this chapter, *but only where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property which at the time of the adoption of the provisions of this chapter was a lot of record; or where by reason of exceptional topographic conditions or other extraordinary or exceptional situations or condition of a piece of property the strict application of the provisions of this chapter would result in exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property, provided that such relief may be granted without detriment to the public good and the intent and purpose of this chapter. A financial disadvantage to the property owner is no proof of hardship within the purpose of zoning.*

In granting a variance the board may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable in furtherance of the purpose of this chapter. Before any variance is granted it shall be shown that circumstances are attached to the property which do not generally apply to other property in the neighborhood.

For more information about the Board of Zoning Appeals, please see [Chapter 78, Article II of the Brentwood Municipal Code](#) or contact the Planning and Codes Department at 371-2204. Or send Zoning questions to... [Todd Petrowski](#) or [Allison Roberts](#)

[Request to Appear Before the Brentwood Board of Zoning Appeals \(BZA\)](#)

[Board of Zoning Appeals \(BZA\) 2026 Meeting Schedule](#)

Current Members of the Board of Zoning Appeals:

**Member Name:**

Eric Hauch

Todd Lockhart

David Carden

Debra Sheridan

Todd Spillane

# CHAPTER 4: PLANNING COMMISSION AND DEVELOPMENT REVIEW PROCEDURES

## Section 4.01: Planning Commission

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The Brentwood Planning Commission is an administrative body comprised of ten members appointed by the City Commissioners that make recommendations to the City Commission on rezoning actions and zoning ordinance revisions. The primary duties of the Planning Commission involve oversight of new and revised development applications for commercial and service institutions, as well as subdivision actions which can range from simple lot divisions to major residential communities.

The Planning Commission meets in regular session on the first Monday of each month at 7:00PM at Brentwood City Hall. The Planning Commission holds an agenda review briefing on the Thursday morning before the Monday meetings at 8:00AM in the City Hall Annex Room.

[Request to Appear Before the Brentwood Planning Commission](#)

[Agendas / Minutes / Videos](#)

[Google Map of Planning Commission Agenda Items](#)

[Planning Commission 2026 Schedule and Fees](#)

Current Members of the Planning Commission:

<b>Member Name:</b>	<b>Appointed By:</b>
<a href="#">Rick Lundgren</a>	Mayor
<a href="#">John Vitucci</a>	Mayor
<a href="#">Tracy Stadnick</a>	Mayor
<a href="#">Ken Travis</a>	Board of Commissioners
<a href="#">Betsy Crossley</a>	Mayor
<a href="#">Preston Bain</a>	Mayor
<a href="#">Michael Kaplan</a>	Mayor
<a href="#">Connie Weisner</a>	Mayor
<a href="#">Ryan Crowley</a>	Mayor
<a href="#">Christopher Rand</a>	Mayor

## Section 4.02: Development Review Procedures

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This chapter of the manual is a guide to the various permitting and review procedures outlined in City of Brentwood's Zoning Ordinance and Subdivision Regulations. As stated earlier, the purpose of this manual is to outline the steps in the procedures and provide general background and information on each individual procedure. This section is not a substitute for the specific procedures set forth in the various applicable ordinances. Cross-references are provided to direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations.

This part of the manual summarizes the following procedures and provides useful information when considering a submittal for each of the following procedures:

- Zoning Map Amendment
- Site Plan – Major
- Site Plan – Minor
- Major Subdivision
- Minor Subdivision
- Special Use Permit
- Variance Request
- Appeal
- Sign Permit
- Temporary Use Permit
- Building Permit
- Home Occupation Permit
- Food Truck Permit

## Section 4.03: Common Review Processes and Applications

---

The following subsections outline common information applicable to all or most of the review processes outlined in this document. Additional information may be found in the Subdivision Regulations and Zoning Ordinance.

### (A) AUTHORITY TO FILE APPLICATIONS

Only the owner(s) of property, the contract purchaser of the land, a lessee, or their authorized agent have the authority to file applications, with authorization from the owner.

### (B) FEES, APPLICATIONS AND SUBMITTAL REQUIREMENTS

The City Commission establishes the fees to accompany applications submitted under the Zoning Ordinance. The City Commission may adjust the fees periodically.

Application fees are not refundable except where the Planning Director determines that an application was accepted in error, or the fee paid exceeds the amount due, in which case the amount of overpayment will be refunded to the applicant.

Fees, or any part thereof, will not be refunded following the acceptance of a completed application for failure of the application to be approved, or if the application is withdrawn.

### (C) DETERMINATION OF APPLICATION COMPLETENESS

Applications deemed to be complete will be referred by the Planning Director to the appropriate staff, review agencies, and review bodies for review in accordance with the procedures and standards of the Zoning Ordinance.

Should an application be deemed incomplete, the Planning Director will notify the applicant of the deficiencies within ten (10) business days of submittal, and the application will not be processed. The applicant may correct the deficiencies and resubmit the application for completeness determination for a future meeting.

Criteria for Determination of Completeness:

1. Application form completed.
2. All necessary documents submitted in [LAMA](#).
3. Submitted by posted deadline.
4. Ownership information completed.
5. All supporting information included.

### (D) NOTICE FOR PUBLIC HEARINGS

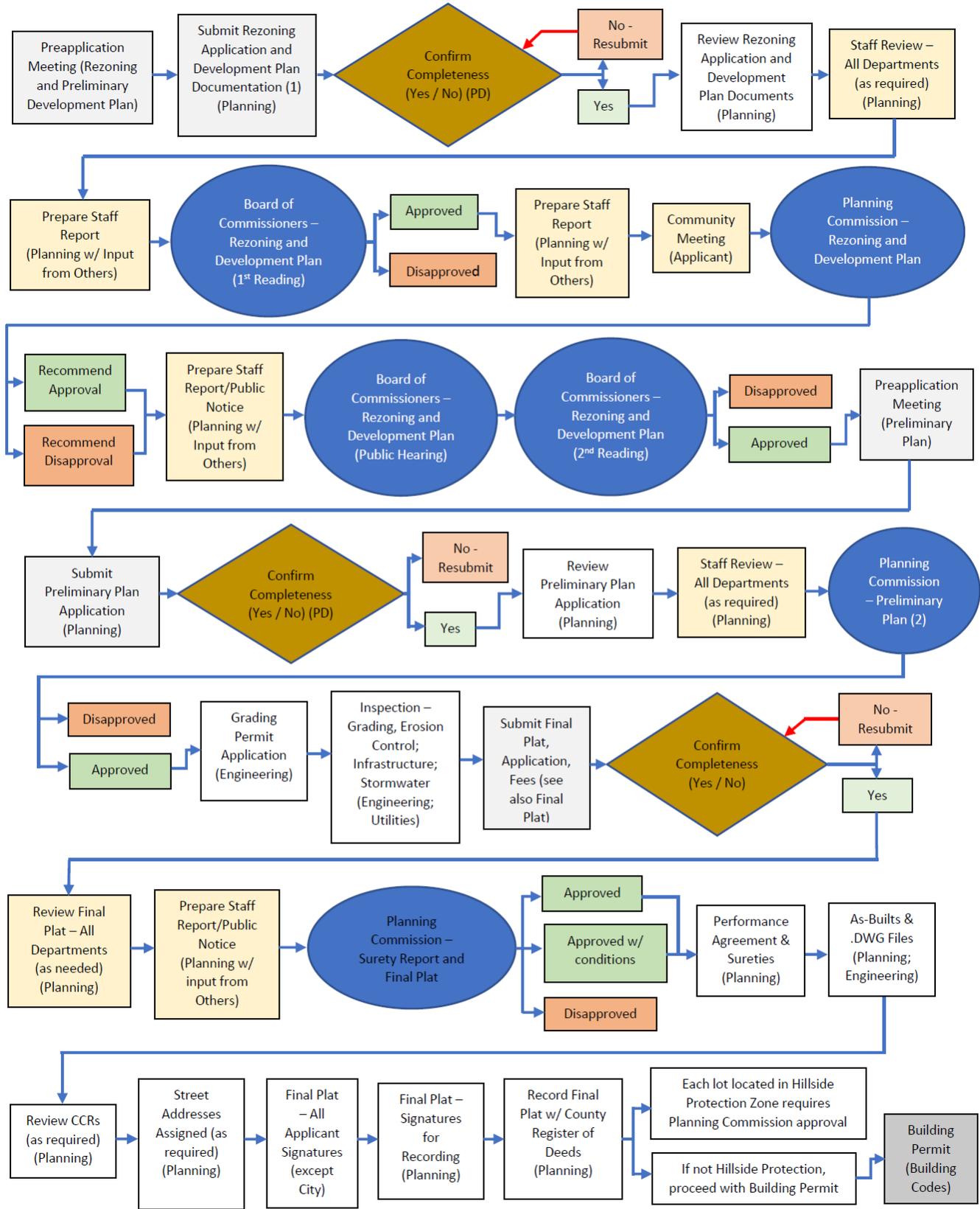
Certain review processes may require published and written notice for public meetings. When provisions of the Zoning Ordinance require that notice be published, the Planning and Codes Department will be responsible for preparing the content of the notice and publishing the notice in a newspaper of general circulation. The applicant will also notify adjacent property owners by certified mail, consistent with the Zoning Ordinance.

## Section 4.04: Development Review Flow Charts

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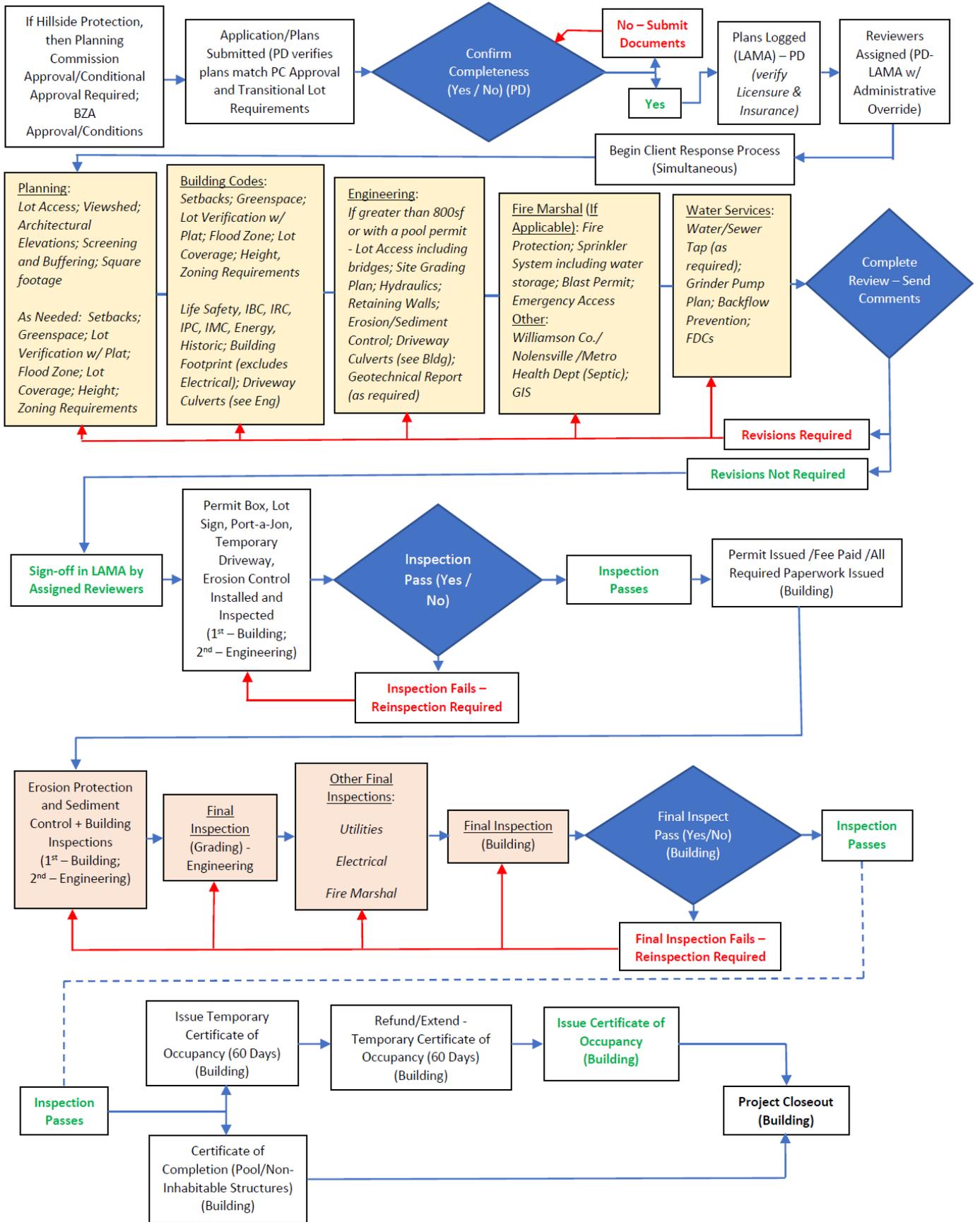
Flow charts are provided for each of the review and permitting process on the following pages to help illustrate the applicable review process for cases that go to the Planning Commission and/or City Commission. The flow charts include assorted colors and chart shapes for each step depending on if the step is administrative in nature, involves an internal review and recommendation, or involves a formal review and decision. An example flow chart is available on the following pages for reference. These flowcharts outline the process for Major Site Plan Reviews (OSRD Plans) and Minor Site Plan Reviews (Hillside Protection Overlay and Transitional Lots with steep slopes).

## Open Space Residential Development (OSRD) and OSRD – Innovative Project (OSRD – IP)



Notes: (1) Application Package per Zoning Ordinance including R-2 equivalent plan; (2) Any changes to common open space require approval by Board of Commissioners

# Hillside Protection and Transitional Lot Flow Chart – 2/13/23



## Section 4.05: Informational Meetings & Pre-Application Conferences

---

Informational meetings are recommended as a means to provide the applicant with an opportunity to ask questions about various City processes, as well as provide staff with the chance to identify potential issues a submittal may encounter. Pre-application conferences are recommended prior to most large submittals discussed in this manual. While the conferences may be recommended, they are informal in nature and not binding on the City or the applicant, nor do they constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal. The purpose of the pre-application conference is to provide the applicant with an opportunity to meet with City staff to discuss expectations, site conditions, review procedures, and process steps, prior to the finalization of such plans. Applicants, or a representative of the applicant, should contact the Senior Planner or Planning and Codes Director to schedule a pre-application conference.

## Section 4.06: Official Zoning Amendments – Map

---

Amending the Zoning Ordinance or Zoning Map (also referred to as Rezoning) is a legislative act solely granted to the City Commission. However, the amendment must also be heard before the Planning Commission.

### (A) THE REVIEW PROCESS

- 1) It is recommended that applicants meet with the Planning and Codes Director for a pre-application conference.
- 2) Following the pre-application conference, the applicant may submit a formal application for a rezoning in accordance with Sec. 78-86 through 78-89 of the Brentwood Municipal Code.
- 3) Once determined complete by the Planning & Codes Director, it will be placed on the City Commission Agenda for first reading.
- 4) If the rezoning ordinance is approved by the City Commission on First Reading, then the request will be placed on the Planning Commission agenda where they will make a recommendation to the City Commission.
- 5) In accordance with the Brentwood Municipal Code, the public will be notified of the request for the amendment, and a community meeting will be required prior to the Planning Commission meeting, then a Public Hearing will be required at the City Commission after Planning Commission consideration.
- 6) On second and final reading, the City Commission will consider the request and will take one of the following actions:
  - a) Approval of the application, as submitted.
  - b) Approval of the application with amendments.
  - c) Denial of the application; or
  - d) Remand the application back to the Planning Commission for further consideration.

### (B) THINGS TO KNOW ABOUT ZONING AMENDMENTS

- 1) Detailed information on zoning amendment procedures and review criteria is established in The Municipal Code Sec. 78-86 through Sec. 78-89.
- 2) Zoning Amendments should be consistent with the policies and recommendations of the Comprehensive Plan.
- 3) Upon approval of the amendment, the City Commission's decision will become effective as stated in the Ordinance.

## Section 4.07: Major Site Plan Review

---

A site plan review is required for almost all developments in Brentwood to determine whether a proposed development complies with the Zoning Ordinance and other applicable ordinances. The Site Plan is a series of drawings and plans that illustrates the intensity, density, height, architecture, landscape, vehicular and pedestrian circulation, and other site elements.

Major Site Plans are required for:

- All non-residential uses that are not subject to Minor Site Plan Review; and
- Certain residential uses as specified in the Municipal Code,

### (A) THE REVIEW PROCESS

- 1) It is recommended that applicants meet with the Planning and Codes and Engineering Departments for a pre-application conference.
- 2) Following the pre-application conference, the applicant may initiate the application process.
- 3) The reviewing departments (Planning, Engineering, Water and Sewer) will review the submittal and provide comments to the applicant.
- 4) Following revision and re-submission of the submittal, the reviewing departments will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.
- 5) The application will be placed on the applicable Planning Commission meeting agenda subject to the Planning Commission Rules and Procedures of the Planning Commission.
- 6) The Planning Commission will review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:
  - a) Approval of the application as submitted.
  - b) Approval of the application with amendments.
  - c) Approval of the application with conditions; or
  - d) Denial of the application.

### (B) THINGS TO KNOW ABOUT SITE PLANS – MAJOR SITE PLAN REVIEWS

- 1) Detailed information on site plan procedures and review criteria is established in the Brentwood Subdivision Regulations and Zoning Code.
- 2) Site Plans should be consistent with the policies and recommendations of the Subdivision Regulations and Zoning Code.
- 3) All required bondable improvements will require the posting of a performance bond under the requirements set forth in Article Eight of the Brentwood Subdivision Regulations.
- 4) Major Site Plans will be valid for a period of time as outlined in 78-43 of the Zoning Code.

#### WHAT REQUIRES A SITE PLAN?

- Accessory Structures
- New Parking Areas
- New Buildings or Additions
- Special Uses
- All Non-Residential Uses



5. Requirements for Land Disturbance Plan, including having a licensed Engineer or Landscape Architect prepare the plan can be found in Code Section 56-13, below.

6. Requirements for Transitional Lots can be found in Code Section 78-14, below.

7. All Engineering Department Standard Drawings can be found on the City's Engineering Department Website here: <https://www.brentwoodtn.gov/Departments/Engineering/Developer-and-Designer-Information>

### **Sec. 56-13. - Land disturbance plan.**

A land disturbance plan required under the provisions of this article shall comply with the requirements set forth in this section. The complexity of the plan shall be commensurate with the severity of site conditions and potential for off-site damage. The engineering department may require additional information if deemed necessary and appropriate to evaluate the feasibility of the plan.

- (1) *Basic plan requirements.* The plan shall identify the specific and appropriate erosion control practices and sediment trapping facilities proposed for the site to be disturbed, as well as a schedule for implementation and maintenance. The plan shall address the specific requirements of sections [58-14](#) through 58-18 herein. The plan shall also identify final stabilized conditions for the site, provisions for removing temporary control measures and stabilization of the site when temporary measures are removed, permanent stormwater conveyance structures and maintenance requirements for any permanent measures.
- (2) *Professional design.* The land disturbance plan shall be developed by a licensed Tennessee professional engineer or landscape architect when the area of disturbance meets substantial rebuild lot requirements, is greater than five acres, affects parking areas, or when potentially hazardous soil or drainage conditions exist due to types of soils, steep grades, floodplain development or nearby lakes, streams or large drainage ditches.
- (3) *Erosion control.* Erosion control measures shall be designed and carried out in accordance with the TDEC construction general permit for storm water discharge and the requirements of the city's Best Management Practices Manual. Areas that are to be developed or excavated shall apply these guidelines, fitting the appropriate measures to the specific soils and topography so as to minimize soil erosion and surface water runoff. The erosion control measures shall be maintained, and replaced if necessary, until vegetative cover is significantly established.
- (4) *Protection of natural vegetation and trees.* Natural vegetation shall be retained and protected whenever feasible during construction. If an area is stripped of vegetation during construction, the exposed area shall be limited to the smallest practical size, and duration of the exposure limited to the shortest practical time.
- (5) *Minimum information required.* It shall be at the discretion of the city's engineering director to determine how much information is necessary to obtain a grading permit. The engineering director may also determine the number of paper copies of the land disturbance plan to be submitted, and/or may require that the plan be submitted in a specified electronic format. At a minimum, a land disturbance plan shall contain the following:
  - a. The registration seal and signature of the Tennessee licensed professional engineer or landscape architect who prepared the plan.
  - b. Name, address and telephone number of the applicant, and the owners and developer, if other than the applicant, of the property to be graded.
  - c. Email address for the design engineer or landscape architect.
  - d. A brief project description.
  - e. Current field run topography and actual elevations based on an identified benchmark by a Tennessee licensed land surveyor. Drawings showing pre-development topographic conditions and post-development grades, at a scale appropriate to the land area of the plan, and with contour intervals no greater than two feet. All existing improvements and utilities public and private shown. The plan shall include off-site existing topographic conditions extended to a minimum of 25 feet beyond the boundaries of the subject tract if grading is designed to be within 20 feet of any boundary line. Information on all public roads and utilities adjoining the subject property shall also be included. Identification of existing trees in excess of four-inch caliper and trees to be preserved shall be shown.
  - f. The site location, boundaries, adjacent properties, location of any existing or proposed structures on the property or on adjacent land within 100 feet of the area to be disturbed, floodplain areas, ditch lines and any existing on-site and off-site structural or natural features of the land which have a significant impact on drainage or sediment control.

- g. The location and a description of temporary and permanent erosion control measures and drainage apparatuses to be constructed and structural changes and improvements to the land, including clearing and grading limits, daily cleanup and site control practices (to include designated concrete washout locations and waste disposal measures) and other activities to mitigate the adverse impact of land disturbance.
- h. Vicinity map with legible street names. Address, and zoning in title block. Include subdivision and lot number where applicable. Adjacent lot numbers and parcel data. Include recorded plat book and page number in title block.
- i. Standard details to include typical drainage swales, silt fence, temporary construction entrance, tree protection, retaining walls (if applicable) sealed by a Tennessee licensed professional engineer for walls that are four feet or greater in height, and additional items as necessary to mitigate the adverse impact of land disturbance.
- j. Property lines with bearing and distances to two decimal places. Building setbacks, easements, and all public utilities shown, labeled and dimensioned.
- k. Proposed contours distinguishable from existing contours. Spot elevations as necessary for proposed improvements. Site elevations, existing LFE, proposed LFE, minimum LFE.
- l. Retaining walls greater than four feet in height shall be certified by a Tennessee licensed professional engineer upon completion. Retaining wall heights to meet Subdivision Regulation and Municipal Code requirements.
- m. Drainage for sites shall be designed by a Tennessee licensed professional engineer. Hydraulic and hydrologic data to meet Subdivision Regulation requirements. All existing and proposed drainage pipes (including gutter downspouts if extended more than ten feet from structure) shall be shown on the plan.
- n. Site improvements are subject to regulation and code requirements applicable to the type of improvement proposed.

**Sec. 78-14. - Minimum site requirements for residential lots.**

- (a) Prior to the approval of a preliminary plan or concept development plan for a new residential subdivision by the planning commission, the engineering department may require the submission of detailed design and field survey data from a licensed professional engineer sufficient to verify that all of the proposed lots and roads can be developed to comply with the minimum design requirements and applicable subdivision regulations. The plan shall also identify all proposed variances to the city's subdivision regulations, including but not limited to street grades and lengths of cul-de-sacs, plus the location, height, length, and design of any retaining walls needed to ensure compliance with city codes and subdivision regulations.
- (b) Prior to the issuance of a building permit for a transitional residential lot, a site development plan shall be prepared by a licensed professional engineer or licensed landscape architect for review and approval by the engineering department showing existing topographic information from field run survey data; boundary and setback lines; public utility and drainage easements; proposed city-owned utilities; existing and proposed drainage pipes; surface drainage features such as ditches and swales to be connected to public drainage lines and/or to direct or redirect stormwater run-off; location of retaining walls; the proposed building footprint and driveway plan, including finished floor elevations and finished grades of pavement and ground lines; identification of existing trees in excess of four-inch caliper and trees to be preserved; and the location and timing of installation of erosion control features.
- (c) Construction plans for foundations, retaining walls and driveways for transitional lots shall also be prepared by a licensed professional engineer and submitted to the engineering department prior to the issuance of a building permit. No building permit shall be approved which requires the installation of retaining walls with a height in excess of ten feet within the building envelope and/or six feet within other eligible portions of the lot. The height shall be measured from the top of the wall to the finished elevation grade at the bottom.
- (d) No clear cutting of trees or grading of a transitional lot shall be permitted until approval of the site plan by the engineering department.
- (e) No certificate of occupancy shall be issued by the planning and codes department until the engineering department has inspected the lot to determine compliance with the approved site development plan.

## Section 4.08: Minor Site Plan Reviews

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A Minor Site Plan review is required for almost all developments in Brentwood to determine whether a proposed development complies with the Zoning Ordinance and other applicable ordinances. The Site Plan is a series of drawings and plans that illustrates the intensity, density, height, architecture, landscape, vehicular and pedestrian circulation, and other site elements.

Minor site plans are required for:

- Nonresidential uses.
- Proposed additions to residential and nonresidential uses.
- Special uses that have been approved by the Board of Zoning Appeals.
- Single-Family dwellings.
- Accessory structures, fences (See Zoning Code Sec. 78-10, below\*\*) and pools (Article VIII of the Municipal Code, below \*\*\*; and
- Institutional uses such as churches).

**\*\* Zoning Code Sec. 78-10: Fences (NOTE: Fences require a review by staff, but no official permit is issued. Fence Reviews are to ensure compliance with the Code)**  
[:https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH78ZO\\_ARTIINGE\\_S78-10FESCWA](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTIINGE_S78-10FESCWA)

**\*\*\* Article VIII of Municipal Code: Pools**  
[https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH14BUBURE\\_ARTVIIIISWPOSPCO](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodeId=PTIICOOR_CH14BUBURE_ARTVIIIISWPOSPCO)

### (A) THE REVIEW PROCESS

- 1) It is recommended that applicants meet with the Planning and Codes Department for a pre-application conference.
- 2) Following the pre-application conference, the applicant may initiate the application process through the submission of an application.
- 3) The Planning and Codes Department will review the submittal and provide comments to the applicant.
- 4) Following revision and re-submission of the submittal, the Planning and Codes Department will review the revised submittal, and take one of the following actions:
  - a) Approval of the application as submitted.
  - b) Approval of the application with stipulations; or
  - c) Denial of the application

### (B) THINGS TO KNOW ABOUT SITE PLANS

- 1) Detailed information on site plan procedures and review criteria is established in Sec. 78 of the Zoning Code.
- 2) Site Plans should be consistent with the requirements of the Zoning Code.
- 3) All required bondable improvements will be approved by the Planning Commission and require the posting of a performance bond under the requirements set forth in the Subdivision Regulations.

4) Single-Family Residences and Accessory Structures will not require minor site plan approval as described above but will instead be required to go through the Building Permit application process. Hillside Development Overlay lots will require approval from the Planning Commission prior to the building permit process. Accessory Structures may require Board of Zoning Appeals approval prior to the building permit process.

## Section 4.09: Subdivisions

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The Subdivision Regulations of Brentwood govern the subdivision of land (Preliminary Plans and Final Plats). The regulations are designed to regulate the division of land within the City to provide for harmonious development, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage, and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the City.

There are various types of subdivision review procedures: Major or Minor Subdivisions, Hillside Development Overlay and Transitional Lot. Generally, subdivisions that create three or more lots, or extend utilities are required to undergo review of a Preliminary Plat and a then Final Plat. Subdivisions of less than three lots, re-combinations of existing lots, or minor revisions to existing lot lines may forgo the Preliminary Plat and proceed with the Final Plat review process.

The Brentwood Subdivision Regulations can be found here:

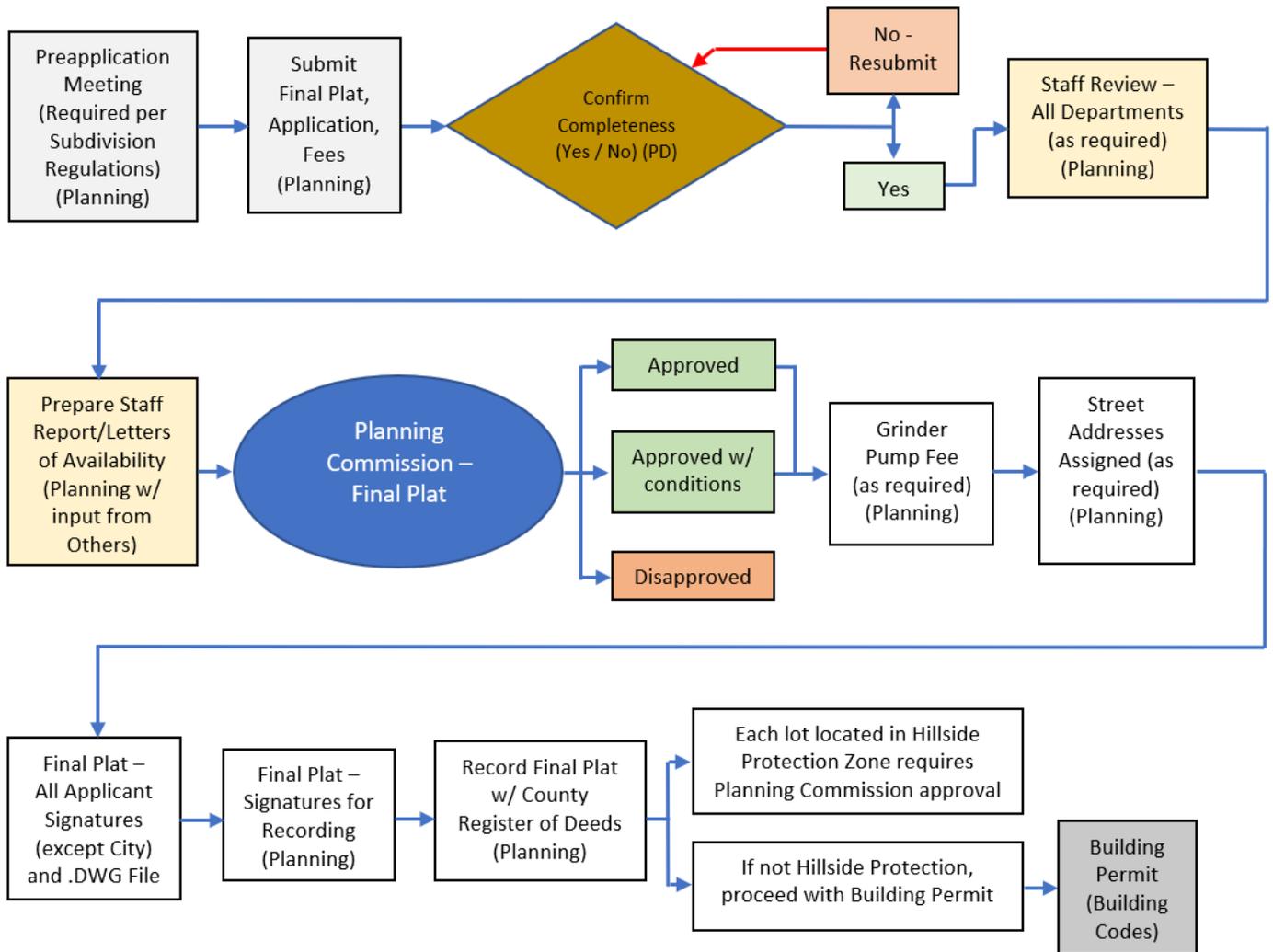
[https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_APXASURE\\_ARTFIVEFIPL](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodeId=PTIICOOR_APXASURE_ARTFIVEFIPL)

### (A) THE REVIEW PROCESS

#### 1) Minor Subdivisions

- a) It is recommended that applicants meet with the Planning and Codes Department for a preapplication conference, or informational meeting.
- b) The applicant may submit a formal application of the proposed Final Plat in accordance with the requirements of the Brentwood Subdivision Regulations.
- c) The Planning and Codes Department will review the submittal and provide comments to the applicant.
- d) Following revision and re-submission of the submittal, the Planning and Codes Department will review the revised submittal, and take one of the following actions:
  - i) Recommend approval of the application as submitted.
  - ii) Identify revisions to the plat that are necessary in order for the plat to comply with applicable regulations; or
  - iii) Recommend denial of the application if it is determined the proposed plat does not meet applicable Subdivision Regulations.
  - iv) Within sixty (60) days after initial consideration of the final plat, the Planning Commission will indicate approval, disapproval or approval subject to some modification; otherwise, the final plat shall be deemed approved and a certificate to that effect shall be issued by the Planning Commission on demand. If a final plat is disapproved, reasons for such disapproval shall be stated in writing. The applicant for a final plat approval may waive the time requirement set in this section and consent to an extension or extensions of the applicable time period. Furthermore, the time requirement set in this section may be adjusted for holidays or unexpected interceding events that close City offices as provided for in T.C.A. § 13-4-304.

## Minor Subdivision<sup>1</sup> Flow Chart



## 2) Major Subdivisions, Preliminary Plans and Concept Development Plans

### Concept Development Plan.

Prior to formal submission of a detailed preliminary plan, the applicant may submit a concept development plan to the Planning Commission for initial review and comment. The purpose for review of a concept development plan is to provide guidance regarding the design of the proposed project before the applicant makes a significant financial investment in detailed professional design work. Submittal of the plan shall be for informational purposes only and shall be non-binding, except in the case where the subject property is zoned OSRD or OSRD-IP. In no event shall positive guidance from the Planning Commission be construed as official endorsement or approval of the plan.

A concept development plan is not as detailed as a preliminary plan, but it must provide enough information to determine if a proposed project meets the technical requirements of all applicable ordinances for a given tract. City staff will determine the information required based upon the location of the proposed project.

## Preliminary Plans

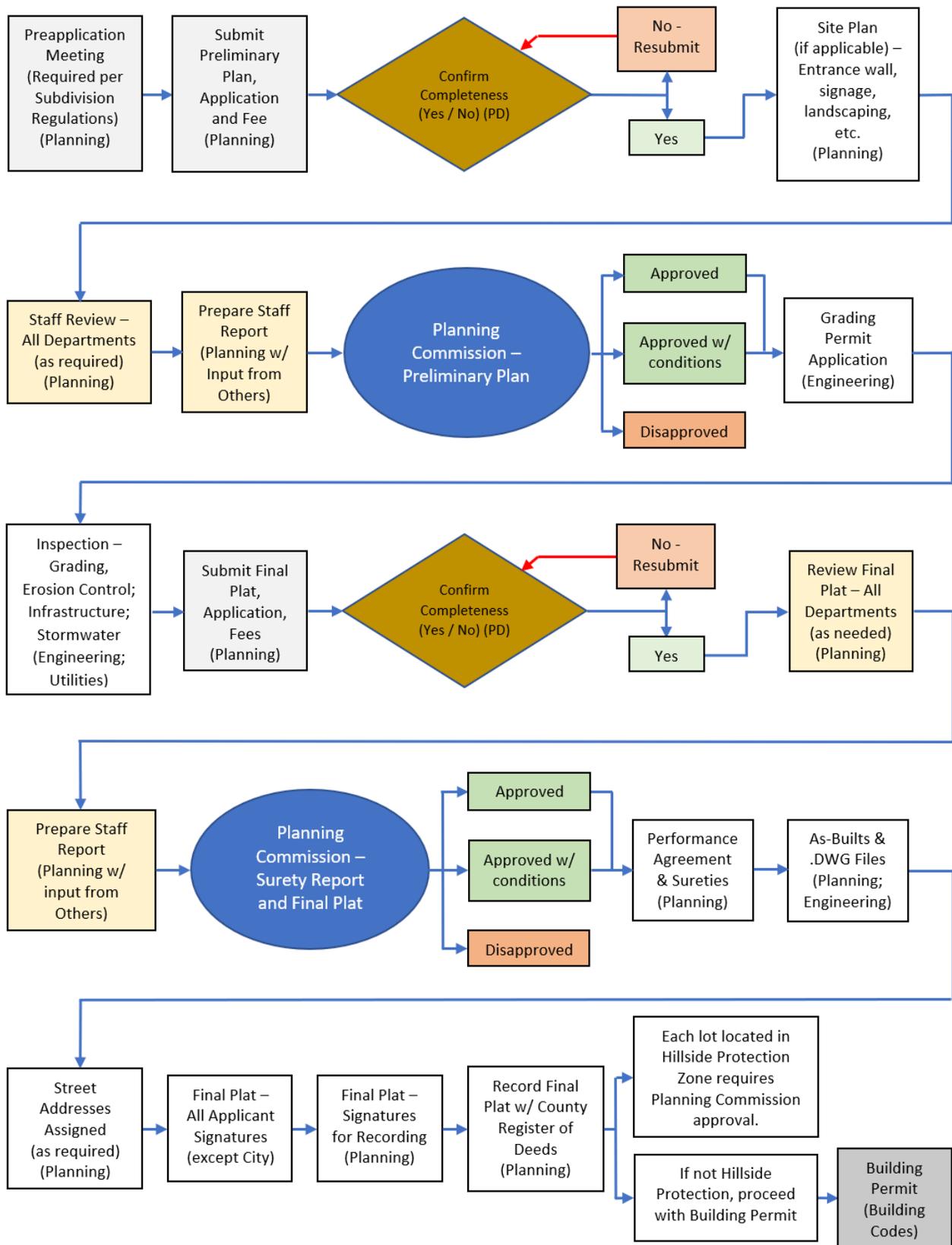
Any person proposing to subdivide land shall submit electronic versions of the preliminary plan to the Planning and Codes Department via the online permitting portal. Electronic copies of the submission shall be provided in the format specified by Planning and Codes Department staff. Should the subject property be zoned Open Space Residential Development (OSRD) or Open Space Residential Development - Innovative Project (OSRD-IP) the submitted preliminary plan shall be based upon the OSRD or OSRD-IP Development Plan as approved by the Board of Commissioners.

Review of the proposed preliminary plan shall be scheduled for the first available meeting agenda of the Planning Commission in accordance with the adopted schedule of meetings and submittal deadlines. In accordance with T.C.A. § 13-4-304, submittal deadlines will be established so that a plan filed as required by this section shall be placed on the Planning Commission's agenda within thirty (30) days of the filing or the next regularly scheduled Planning Commission meeting after the thirty-day period. The applicant may waive this time frame requirement for the appearance of the plat on the agenda. City staff shall verify that any preliminary plan meets the minimum standards of these Regulations prior to its submission for formal Planning Commission consideration. For purposes of this section and T.C.A. § 13-4-304, a preliminary plan shall not be considered to have been "filed" unless it meets the minimum standards of these Regulations.

### a) Preliminary Plan (Preliminary Plat)

- i) It is recommended that applicants meet with the Planning and Codes Department for a pre-application conference.
- ii) Following the pre-application conference, the applicant may initiate the application process through the submission of a Preliminary Plan.
- iii) The Planning and Codes Department will review the submittal and provide comments to the applicant.
- iv) Following revision and re-submission of the submittal, the Planning and Codes Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.
- v) The application will be placed on the applicable Planning Commission meeting agenda.
- vi) Complete applications shall be placed on the Planning Commission's agenda within 30 days of the filing or the next regularly scheduled Planning Commission meeting after the thirty-day period, unless an extension of time is agreed to by the applicant. The Planning Commission will take one of the following actions:
  - (1) Approval of the application as submitted.
  - (2) Approval of the application with conditions; or
  - (3) Denial of the application.

## Major Subdivision<sup>1</sup> Flow Chart



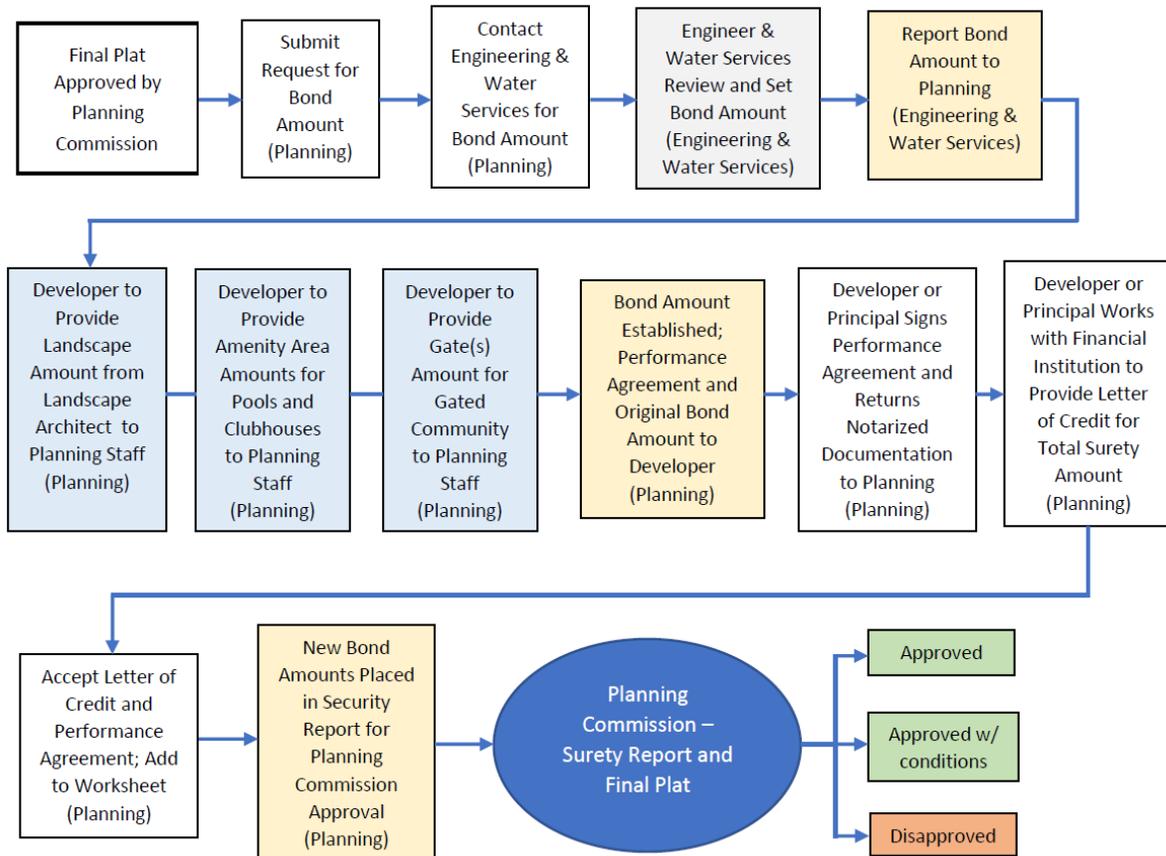
<sup>1</sup> "Major Subdivision" is defined as "the division of land either commercial or residential into multiple lots, where new infrastructure is required." (Subdivision Regulations, City of Brentwood, Tennessee)

Performance Bond Application Information and Process: Prior to the recordation of a final plat that includes public facilities (roads, sidewalks, stormwater facilities, water and sewer lines, and landscaping, amenity areas, such as pools and clubhouses).

Standard Forms for a Letter of Credit (Appendix Four pp107-108) and for the Performance Agreement (Appendix Five pp108-114) can be found here:

<https://www.brentwoodtn.gov/files/assets/city/v/1/planning-and-codes/documents/appendix-a-subdivision-regulations-final-09012024-002.pdf>

### Brentwood – New Bond Process



### b) Final Plat

- i) Prior to expiration of the preliminary plan approval, the applicant may meet with Planning and Codes Department staff in a pre-application conference to begin the final plat approval process.
- ii) Following the pre-application conference, the applicant may initiate the application process through the submission of a final plat.
- iii) The Planning and Codes Department will review the submittal and provide comments to the applicant.
- iv) Following revision and re-submission of the submittal, the Planning and Codes Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.
- v) The application will be placed on the applicable Planning Commission meeting agenda
- vi) Within 30 days of the close of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:

- (1) Approval of the application as submitted.
- (2) Approval of the application with conditions; or
- (3) Denial of the application.
- vii) Once approved, the applicant will be required to post any required performance guarantees established during the approval process.
- viii) The final step in the process will be the recording of the final plat.

## **(B) THINGS TO KNOW ABOUT MINOR SUBDIVISIONS**

- 1) Detailed information on subdivision procedures is outlined in the Subdivision Regulations of the City of Brentwood.
- 2) In some cases, the Planning Commission may review a concept plan, but will not take any formal action.
- 3) Following preliminary plan approval and issuance of a grading permit, the applicant may begin grading and installation of infrastructure.
- 4) In some cases, the Planning Commission may require a performance guarantee (security) be posted prior to the recording of a plat.

## Section 4.10: Variances

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The Variance process is intended to provide limited relief from the requirements of this Ordinance in those cases where strict application of a particular requirement will create an unnecessary hardship prohibiting the use of land in a manner otherwise allowed under the Zoning Ordinance. It is not intended that Variances be granted to remove inconveniences or financial burdens that the requirements of this Ordinance may impose on property owners in general. Variances are intended to address extraordinary, exceptional, or unique situations that were not caused by the applicant's act or omission. The Board of Zoning Appeals is given the authority to determine whether a variance can be granted or not, as prescribed in Division 2 of the Municipal Code.

[https://library.municode.com/tn/brentwood/codes/code\\_of\\_ordinances?nodetid=PTIIC OOR CH78ZO ARTIADEN DIV2BOZOAP](https://library.municode.com/tn/brentwood/codes/code_of_ordinances?nodetid=PTIIC OOR CH78ZO ARTIADEN DIV2BOZOAP)

### THE REVIEW PROCESS

- 1) It is recommended that applicants meet with the Planning and Codes Department for a pre-application conference.
- 2) Following the pre-application conference, the applicant may submit a formal application containing required materials for a variance.
- 3) In accordance with Sec. 78-57 of the Brentwood Municipal Code, the surrounding properties will be notified of the request for Variance.
- 4) The Planning and Codes Department will review the submittal, prepare a staff report, and make a recommendation to the Board of Zoning Appeals.
- 5) Following staff review and public notification, the Board of Zoning Appeals will conduct a hearing on the application.
- 6) The Board of Zoning Appeals will consider the application, relevant support materials, the staff report, and any comments given by the public, and will take one of the following actions:
  - a) Approval of the application as submitted.
  - b) Approval of the application with conditions or minor modifications; or
  - c) Denial or deferral of the application.



## Section 4.11: Appeals

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The appeal of administrative decisions (appeals) process set forth in the Brentwood Zoning Ordinance is a review procedure that allows an applicant to appeal an administrative decision if the applicant feels the decision was incorrect or that they have been otherwise aggrieved by the decision.

### THE REVIEW PROCESS

- 1) Applicants must submit a request for appeal.
- 2) In accordance with Sec. 78-59 of the Zoning Ordinance, the public will be notified of the request for the Appeal.
- 3) In conjunction with the creation of a staff report, the City staff member whose decision is being appealed will transmit to the Board of Zoning Appeals all papers constituting the record upon which the action appealed was taken.
- 4) Following public notification, the Board of Zoning Appeals will conduct a hearing.
- 5) The Board of Zoning Appeals will consider the appeal, relevant support materials, and any comments given by the public, and will take one of the following actions:
  - a) Affirm, wholly or partly, the administrative decision being appealed.
  - b) Reverse, wholly, or partly, the administrative decision being appealed; or
  - c) Modify the administrative decision being appealed.



### Sec. 78-59. - Powers; filing fees for agenda items.

- (6) The board of zoning appeals shall have the following powers:
  - (1) **Administrative review.** To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, permit, decision, determination, or refusal made by the building inspector or other administrative official in the carrying out or enforcement of any provision of this chapter.
  - (2) **Special exceptions.** To hear and decide applications for special exceptions upon which the board of zoning appeals is specifically authorized to pass.
  - (3) **Variances.** To hear and decide applications for variance from the terms of this chapter, but only where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property which at the time of the adoption of the provisions of this chapter was a lot of record; or where by reason of exceptional topographic conditions or other extraordinary or exceptional situations or condition of a piece of property the strict application of the provisions of this chapter would result in exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property, provided that such relief may be granted without detriment to the public good and the intent and purpose of this chapter. Financial disadvantage to the property owner is no proof of hardship within the purpose of zoning. In granting a variance the board may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable in furtherance of the purpose of this chapter.

Before any variance is granted it shall be shown that circumstances are attached to the property which do not generally apply to other property in the neighborhood.

- (7) At the time of filing of an appeal or a request for a special exception or variance to be considered by the board of zoning appeals, a filing fee shall be paid as set forth below, except that the fee shall be waived for any governmental agencies.
  - (1) ***Administrative review.*** filing fee: \$250.00 (to be reimbursed if administrative decision is overturned),
  - (2) ***Special exceptions.*** filing fee: \$250.00
  - (3) ***Variances.*** filing fee: \$250.00

## Section 4.12: Sign Reviews

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### (A) THE REVIEW PROCESS

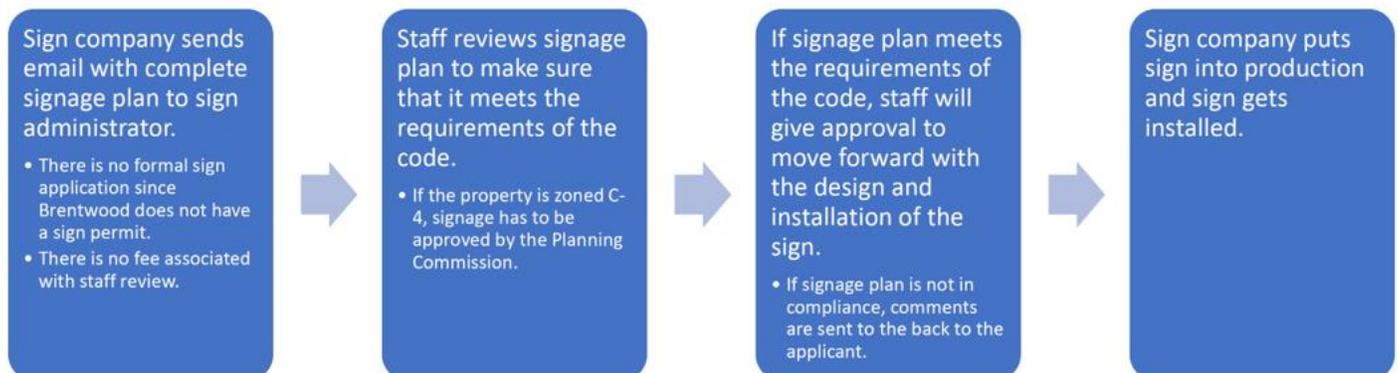
- 1) Applicants must submit an e-mail with detailed signage proposals for staff review.
- 2) Following receipt of the application, the Codes Compliance Director may distribute the application to other appropriate City departments for review and comment. Such comment may be used by the Codes Compliance Director in making the decision.
- 3) The Codes Compliance Director will review the application and take one of the following actions based on the standards in the Zoning Ordinance:
  - a) Approval of the application as submitted; or
  - b) Denial of the application.

### (B) THINGS TO KNOW ABOUT SIGN REVIEWS

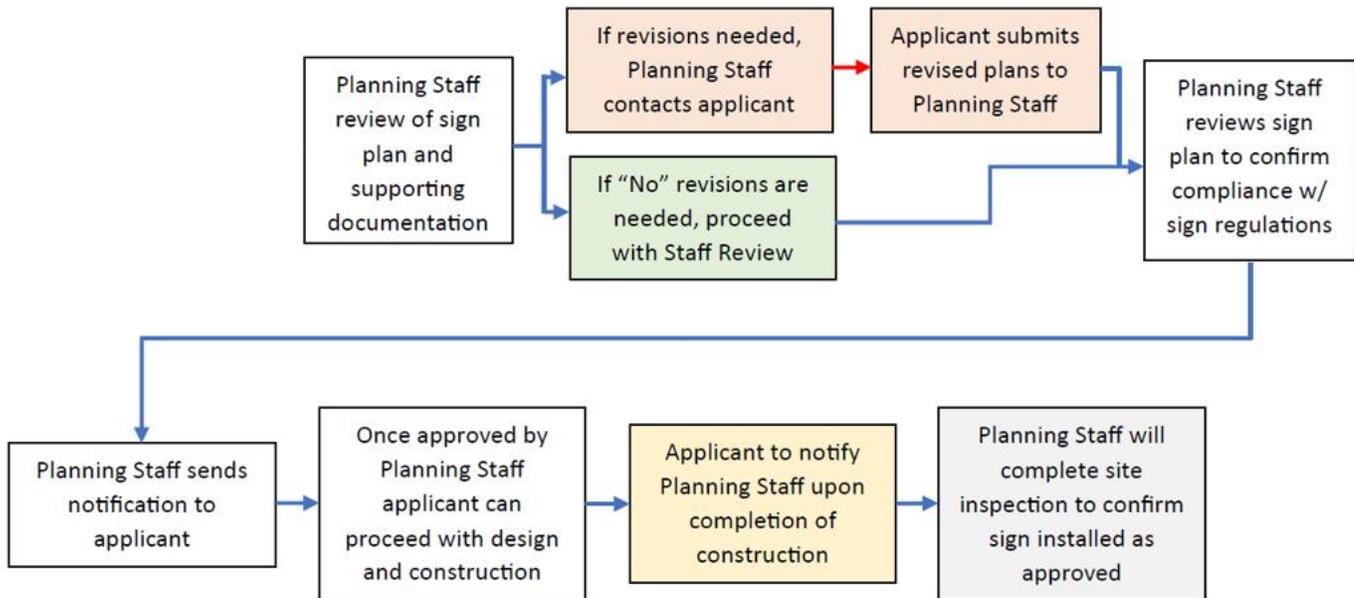
- 1) Detailed information on sign review criteria is established in the Zoning Ordinance.
- 2) A sign permit is not required for general maintenance to existing signs unless there is a structural or copy change that is more than what would be considered a minor modification.

## Sign Review Process For Commercial Signage NOT in C-4 Districts:

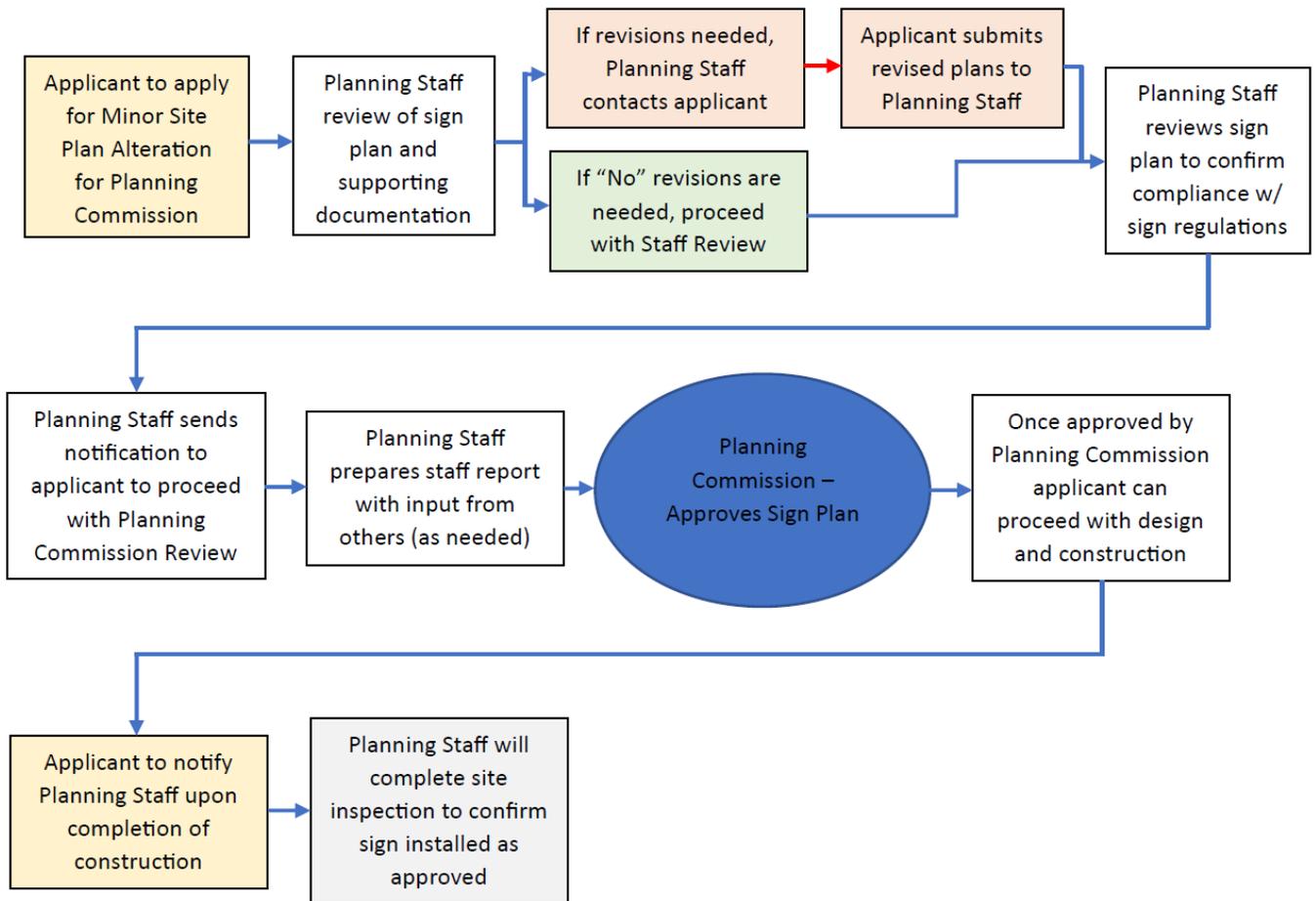
### City of Brentwood – Signage Plan



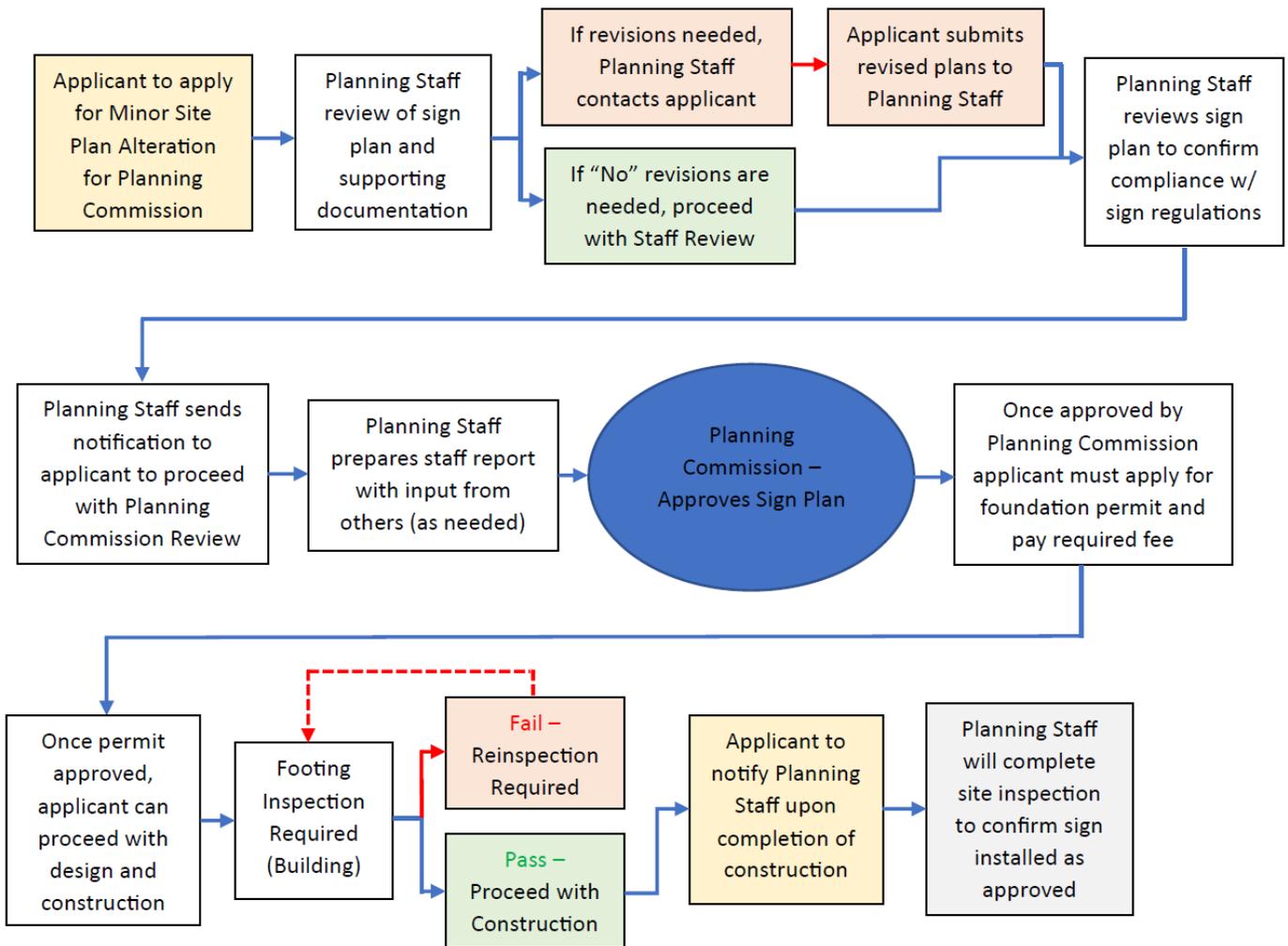
# Wall Sign in Commercial Zoning District (Except C-4)



# Wall Sign in C-4 Commercial Zoning District



# New Monument Sign



## Section 4.13: Building Permits

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### (A) THE REVIEW PROCESS

- 1) Applicants must submit a formal application.
- 2) Following receipt of the application, the Chief Building Official, or his/her designee may distribute the application to other appropriate City departments for review and comment. Such a comment may be used by the Chief Building Official, or his/he designee in making the decision.
- 3) The Chief Building Official, or his/her designee will review the application and take one of the following actions based on the standards in the Brentwood Municipal Code:
  - a) Approval of the application as submitted; or
  - b) Denial of the application.

### (B) THINGS TO KNOW ABOUT BUILDING PERMITS

- 1) The following items are required at the time of permit application:
  - a) Zoning Certificate
  - b) Building Permit Application
  - c) Storm Water Guidelines Form
  - d) Site Plan
  - e) Building Plans
- 2) A complete listing of all required documents, as well as a breakdown of the building permit application process can be found online at <https://www.brentwoodtn.gov/departments/planning-codes>
- 3) No Building Permit can be issued until:
  - a) All necessary approvals have been issued for water supply, sewer or septic systems, storm water, and driveways.
  - b) A Zoning certificate has been approved; and
  - c) All required bondable improvements have been completed or appropriate bonds have been posted.
- 4) If the Building Permit is issued with conditions, the applicant will be required to submit revised documentation demonstrating compliance with all conditions.
- 5) No work may begin prior to the issuance of a Building Permit.

## Section 4.14: Steps in Obtaining Your Permit

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### (A) STEPS IN OBTAINING A BUILDING PERMIT FOR A NEW CONSTRUCTION

- 1) Request for Services - Completion of the Zoning Certificate will identify the property's Zoning District and application requirements.
  - a) Required Documents:
    - i) Site Plan depicting all existing and proposed structures, buildings, septic field(s), setbacks from property lines, etc. If an engineered site plan is required, it must be sealed by an engineer.
    - ii) Elevations of the front, rear, and both sides; include roof pitch.

- iii) Foundation Layout includes information on perimeter footing, pier locations, crawl space vents, girder size, and floor joist sizing and spacing.
- iv) Footing and Wall Sections with type and size of footing, stem wall (concrete or CMU block), wall construction (studs, wall covering, roof, etc.), and cap block, pressure treated plate, termite plate or termite shield.
- v) Framing Details/Structural Drawings
- vi) Floor Plans depicting door and window locations, partitions, ceiling joist and rafter size, and room types.
- vii) Erosion Control Checklist available online.
- viii) Copy of Current Contractor's License, Contractors Only
- ix) Certificate of Insurance (COI) showing Worker's Compensation Insurance (WC), or WC Exemption from Dept. of Labor & Workforce Development, Contractors Only
- x) Copy of Business Tax License (BTL) or BTL Affidavit, Contractors Only

2) Septic Permit – Present a copy of the complete Zoning Certificate to the Department of Sewage Disposal Management for processing of the application for a Septic Permit.

3) Land Disturbance Permit – A Land Disturbance Permit is required for platted subdivision lots or lots which exceed one acre of total disturbance. Projects that propose more than 800 square feet of impervious surface or grading also require a grading permit to be approved by the Engineering Department.



## Section 4.15: Fee Schedule

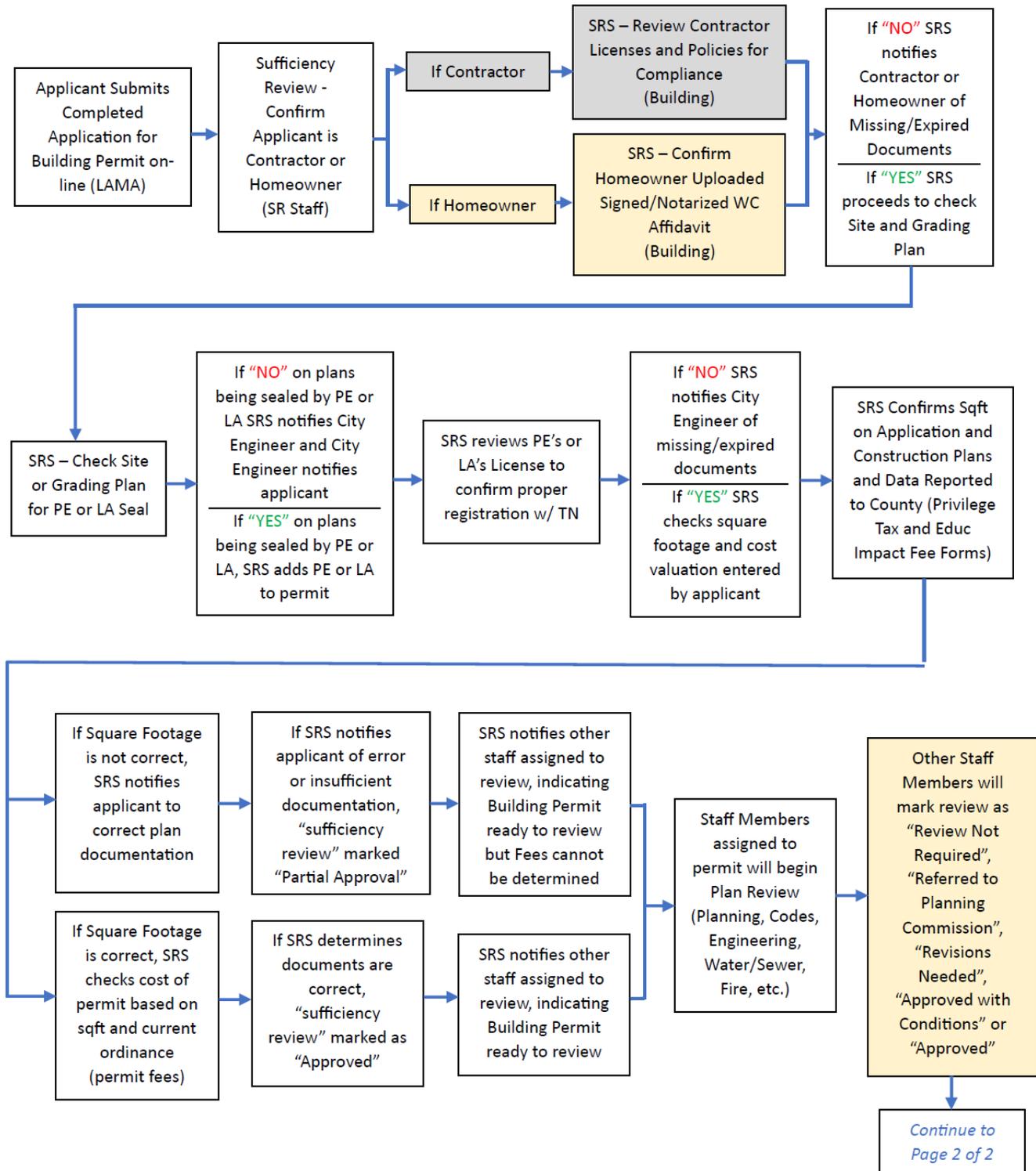
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Plan review is the process by which staff from Engineering, Building Codes, Sewage Disposal Management, Codes Compliance, and Planning review building requests. Submittals for approval may be accompanied by a filing fee.

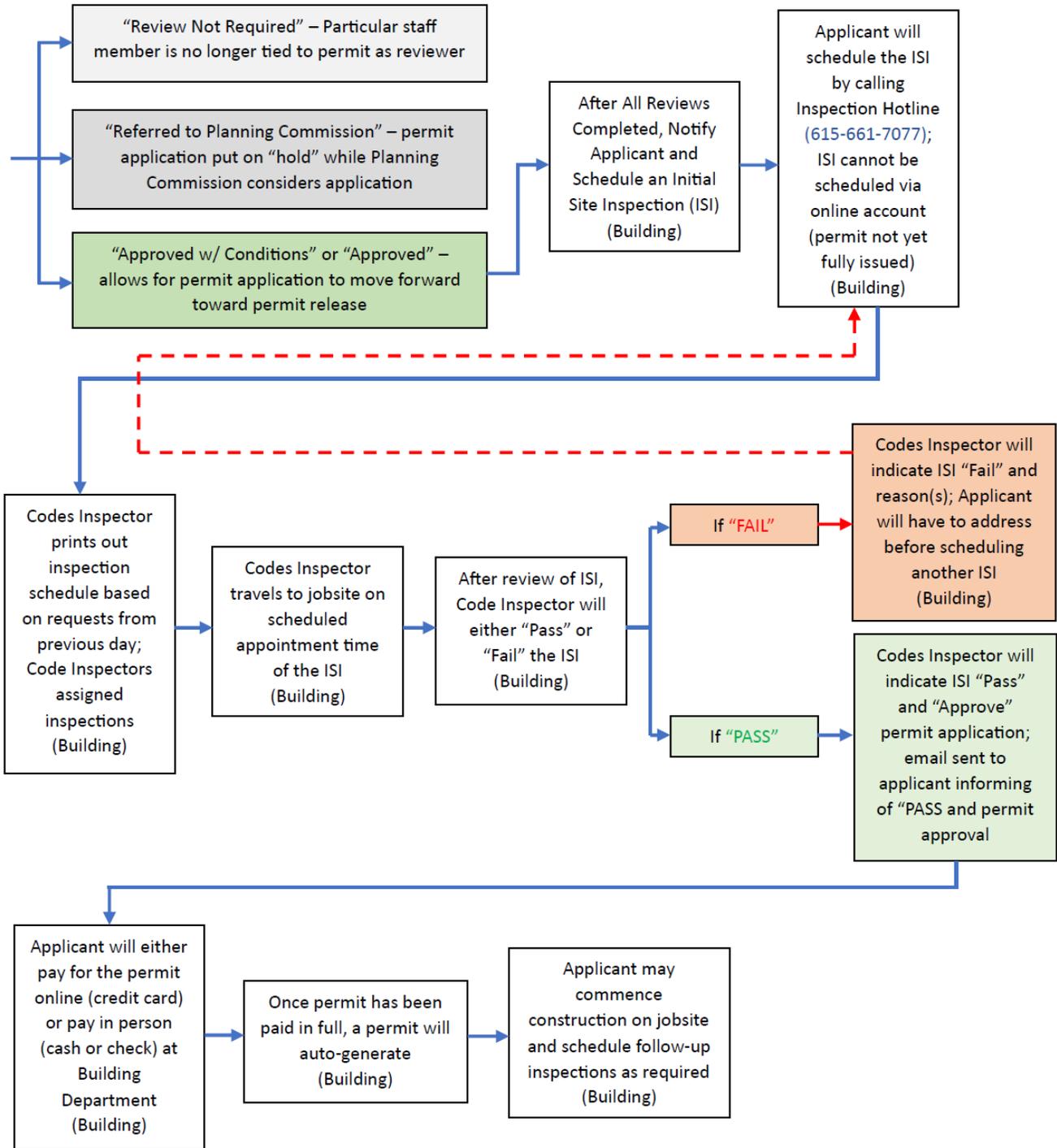
More information on Permit Fees...

[https://library.municode.com/tn/brentwood/ordinances/code\\_of\\_ordinances?nodeId=1185579](https://library.municode.com/tn/brentwood/ordinances/code_of_ordinances?nodeId=1185579)

## Building Permit Process (Page 1 of 2)



**Building Permit Process (Page 2 of 2)**



# CHAPTER 5: APPENDICES

## Appendix 5.01: Contact Information

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Todd Petrowski, <i>Planning and Codes Director</i> .....	(615) 371-2232.....	<a href="mailto:todd.petrowski@brentwoodtn.gov">todd.petrowski@brentwoodtn.gov</a>
Michael Rinehart, <i>Building Codes Official</i> .....	(615) 577-6163.....	<a href="mailto:michael.rinehart@brentwoodtn.gov">michael.rinehart@brentwoodtn.gov</a>
Allison Roberts, <i>Planner II</i> .....	(615) 371-2236.....	<a href="mailto:allison.roberts@brentwoodtn.gov">allison.roberts@brentwoodtn.gov</a>
Jackson Reid, <i>Planner II</i> .....	(615) 371-7007.....	<a href="mailto:jackson.reid@brentwoodtn.gov">jackson.reid@brentwoodtn.gov</a>
Teri Daly, <i>P &amp; C Admin. Serv. Coord.</i> .....	(615) 371-2204.....	<a href="mailto:teri.daly@brentwoodtn.gov">teri.daly@brentwoodtn.gov</a>
Darek Baskin, <i>Engineering Director</i> .....	(615) 371-2273.....	<a href="mailto:darek.baskin@brentwoodtn.gov">darek.baskin@brentwoodtn.gov</a>
Jason Deal, <i>City Engineer</i> .....	(615) 371-2271.....	<a href="mailto:jason.deal@brentwoodtn.gov">jason.deal@brentwoodtn.gov</a>
Kevin Blackburn, <i>City Engineer</i> .....	(615) 371-2284.....	<a href="mailto:kevin.blackburn@brentwoodtn.gov">kevin.blackburn@brentwoodtn.gov</a>
Chris Milton, <i>Water and Sewer Director</i> .....	(615) 371-0080.....	<a href="mailto:chris.milton@brentwoodtn.gov">chris.milton@brentwoodtn.gov</a>
Drew Muirhead, <i>Water and Sewer Assistant Director</i> .....	(615) 371-0080.....	<a href="mailto:drew.muirhead@brentwoodtn.gov">drew.muirhead@brentwoodtn.gov</a>
Jeff Pender, <i>Chief Fire Marshall</i> .....	(615) 371-0060.....	<a href="mailto:jeff.pender@brentwoodtn.gov">jeff.pender@brentwoodtn.gov</a>

## Appendix 5.02: Tree and Plant Lists

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*The Tennessee Valley Authority provides an excellent online tool to determine the native status of plants based on their scientific and common names. This tool is available online at the following web address:*

[https://tva-azr-eastus-cdn-ep-tvawcm-prd.azureedge.net/cdn-tvawcma/docs/default-source/default-document-library/site-content/environment/environmental-stewardship/land-management/plantguide.pdf?sfvrsn=289feff2\\_0](https://tva-azr-eastus-cdn-ep-tvawcm-prd.azureedge.net/cdn-tvawcma/docs/default-source/default-document-library/site-content/environment/environmental-stewardship/land-management/plantguide.pdf?sfvrsn=289feff2_0)

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## Appendix 5.03: Americans with Disabilities Act

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In cases of new construction or alterations to an existing property, it is important to recognize that certain requirements set forth by the Americans with Disabilities Act (ADA) must be met by the applicant. It is recommended that applicants familiarize themselves with the 2010 ADA Standards for Accessible Design to determine that all requirements have been met prior to submission of a formal application. Chapters 3, 4, and 5 of the documents are of particular interest as they focus primarily on building requirements, accessible routes, and parking among other important requirements.

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*A copy of the 2010 ADA Standards for Accessible Design  
is available on the ADA's web address:*

[http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)

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## Appendix 5.04: Properties of Historical Significance

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<https://www.brentwoodtn.gov/Your-Government/Volunteer-Boards-Commissions/Historic-Commission>

The full list of Historically Significant Properties, as adopted in Resolution 2000-11 can be found here:

<https://maps.brentwoodtn.gov/portal/apps/experiencebuilder/experience/?id=bafa45a6215f4bf7bfddcd338f9a9ab5>

**RESOLUTION 2000-11**

**A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE TO DESIGNATE  
CERTAIN SITES AS HISTORICALLY SIGNIFICANT SITES**

**WHEREAS**, it is the policy of the City of Brentwood to encourage the preservation and maintenance of historically significant sites; and

**WHEREAS**, the Brentwood 2020 Comprehensive Plan recommends that the City formally identify and address its historic resources through the development of a historic preservation plan; and

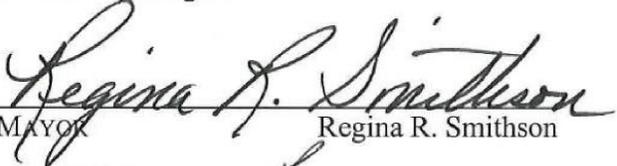
**WHEREAS**, section 2-181 of the Brentwood Municipal Code provides that sites in the City of Brentwood will be designated as historically significant sites by resolution of the Board of Commissioners upon recommendation of the Brentwood Historic Commission; and

**WHEREAS**, the Brentwood Historic Commission has recommended certain sites for such designation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BRENTWOOD,  
TENNESSEE, AS FOLLOWS:**

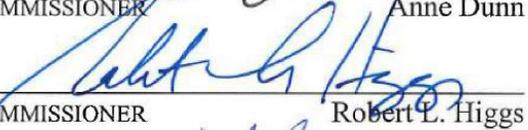
**SECTION 1.** That the sites identified on the listing which is attached hereto as Attachment A are hereby designated as historically significant sites, said listing being made a part of this resolution by reference.

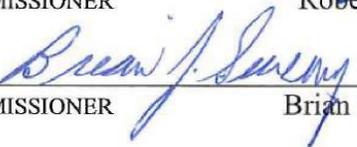
**SECTION 2.** That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

  
MAYOR Regina R. Smithson

  
VICE MAYOR Joe Reagan

  
COMMISSIONER Anne Dunn

  
COMMISSIONER Robert L. Higgs

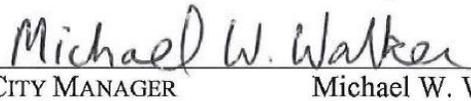
  
COMMISSIONER Brian J. Sweeney

APPROVED AS TO FORM:

  
CITY ATTORNEY Robert H. Jennings, Jr.

ADOPTED: 3/27/2000

  
RECORDER Roger A. Horner

  
CITY MANAGER Michael W. Walker

