



# Town of Walden

## DESIGN REVIEW COMMISSION

Remit application and fee to:

Town of Walden  
1836 Taft Highway  
Walden, Tennessee 37377

### APPLICANT INFORMATION

|                                  |              |
|----------------------------------|--------------|
| Name                             |              |
| Name of Business (if applicable) |              |
| Address                          |              |
| Email Address                    | Phone Number |

### PROPERTY OWNER INFORMATION

(If different from applicant)

|               |              |
|---------------|--------------|
| Name          |              |
| Address       |              |
| Email Address | Phone Number |

### ARCHITECT/ENGINEER INFORMATION

|                                  |              |
|----------------------------------|--------------|
| Name                             |              |
| Name of Business (if applicable) |              |
| Address                          |              |
| Email Address                    | Phone Number |

### PROPERTY INFORMATION

|                   |               |
|-------------------|---------------|
| Address           |               |
| Parcel Number (s) | Total Acreage |
| Zoning            | Current Use   |

### PROJECT INFORMATION

|                       |
|-----------------------|
| Proposed Property Use |
|-----------------------|



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|                                      |                                    |
|--------------------------------------|------------------------------------|
| Acres to be Developed                | Number of Proposed Lots            |
| Number of Proposed Residential Units | Square Footage of Commercial Space |

**SEE DESIGN REVIEW APPLICATION CHECKLIST FOR ALL REQUIRED ATTACHMENTS.**

### ACKNOWLEDGEMENT

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the Town of Walden and conditions imposed by the applicable Boards of the Town.

**All applications submitted by someone other than the property owner must submit a signed letter from the property owner authorizing the application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### BELOW FOR OFFICE USE ONLY

|                           |       |        |           |
|---------------------------|-------|--------|-----------|
| Staff Recommendation:     |       |        |           |
| Design Review Commission: |       | _____  | _____     |
|                           | Date  | Action |           |
| Legislative:              | _____ | _____  | _____     |
|                           | Date  | Action | Ordinance |

| Total Fees | Date Paid | Check No | Staff |
|------------|-----------|----------|-------|
|            |           |          |       |



## **Town of Walden**

### **DESIGN REVIEW COMMISSION**

## **Walden Town Center Design Review Application Checklist**

### **1. General Requirements**

- ☐ Completed application form
- ☐ Application fee
- ☐ Project narrative (brief scope, goals, intended use)
- ☐ Proof of property ownership or authorization letter
- ☐ Site location map
- ☐ Photographs of the existing site and surrounding context

### **2. Survey of Existing Conditions**

- ☐ 5-foot elevation contours
- ☐ Areas exceeding a slope of 25%
- ☐ Natural drainage areas, streams, and wetlands
- ☐ Existing structures
- ☐ Existing rights-of-way and easements of record
- ☐ Existing paved areas or roads
- ☐ Live specimen trees exceeding 12 inches in diameter at breast height
- ☐ Any features of the land that may impact development
- ☐ Geotechnical Survey of the property

### **3. Vicinity Plan**

- ☐ Site location in relation to the surrounding area within 1,000 feet of the site
- ☐ Building footprints
- ☐ Streets
- ☐ Access points
- ☐ Parking areas

### **4. Site Plan**

- ☐ Existing and proposed property lines
- ☐ Project phasing (if applicable)
- ☐ Proposed access and driveways
- ☐ Parking (including the number of spaces)
- ☐ Service areas and trash collection facilities
- ☐ Location of cluster mailbox(es) (if applicable)
- ☐ Location of wastewater treatment facilities, including drainage fields
- ☐ Location of stormwater drainage facilities
- ☐ Utility layout and proposed easements



## Town of Walden

### DESIGN REVIEW COMMISSION

- ☐ Layout of streets, alleys, sidewalks
- ☐ Location of landscaped areas, fences and retaining walls
- ☐ Proposed building footprints
- ☐ Proposed open space areas and amenities

#### 5. Grading and Drainage Plans

- ☐ Topography lines at a minimum 2 - foot contour interval for finished grade
- ☐ Areas of cut and fill
- ☐ Design of all stormwater drainage facilities
- ☐ Vertical profiles of all proposed roads and alleys.

#### 6. Calculations

- ☐ Square footage for each planned land use, including structures (residential, commercial, and mixed use), streets, sidewalks, stormwater drainage areas, septic drip fields, trails, and preserved natural areas
- ☐ Required parking
- ☐ Percentage Open Space, both Natural Open Space and Improved Open Space
- ☐ Building height
- ☐ Building setbacks any proposed setback encroachments, as permitted in Article 3
- ☐ Building separation
- ☐ Building transparency calculations
- ☐ Percentage impervious surface area
- ☐ Specifications as required by the Tree and Landscape Ordinance
- ☐ Lighting intensity calculations
- ☐ Pre- and post-construction run-off calculations
- ☐ Area in square feet of each steep slope area (exceeding 25%) within the boundary of the proposed development

#### 7. Exterior Lighting Plan

- ☐ Fixture locations and specifications
- ☐ Lighting levels at all property lines measured in foot-candles

#### 8. Architectural Submittals

- ☐ Elevations of all facades with materials and dimensions labeled
- ☐ Physical samples of proposed exterior materials
- ☐ Drawings of all proposed signs with materials and dimensions labeled
- ☐ Floor Plans, Perspectives, and Axonometric views are encouraged, but not required

#### 9. Landscape Plan (See Walden Tree Ordinance and Landscape Ordinance)



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- ☐ Date, graphic scale, north arrow, title and name of owner, and the phone number of the person or firm responsible for the planting plan
- ☐ Boundary lines and lot dimensions
- ☐ Number of trees and/or shrubs to be planted;
- ☐ Location, installation size, species, cultivar or variety of each tree and/or shrub
- ☐ Location of all proposed structures, paved surfaces, curbs and/or edge of roadway(s)
- ☐ Existing and proposed utility lines, and easements
- ☐ Existing and proposed contours at two foot intervals
- ☐ Spacing between trees and shrubs used for screening
- ☐ Existing protected trees or natural areas
- ☐ Zone of the subject property and the zone of abutting lots

#### 10. Environmental Assessment – for projects exceeding 5 acres

Environmental Assessment showing the impact on:

- ☐ Air quality
- ☐ Endangered species
- ☐ Geology
- ☐ Topography
- ☐ Topsoil
- ☐ Historic preservation
- ☐ Wildlife and wildlife habitat
- ☐ Solid waste management
- ☐ Water resources

#### 11. Traffic Impact and Access

- ☐ Traffic Impact Study meeting TDOT specifications for all projects exceeding 40 units, 5,000 square feet of commercial area, or that is accessed via Taft Highway
- ☐ Access control plan showing:
  - Connections with existing streets
  - Sight triangles at all intersections
  - Sight distances at all intersections and vertical/horizontal curves
- ☐ Documentation showing compliance with TDOT requirements for any access points along Taft Highway



## Town of Walden

### DESIGN REVIEW COMMISSION

| DESIGN REVIEW COMMISSION SCHEDULE OF FEES                                           |         |
|-------------------------------------------------------------------------------------|---------|
| Design Review of Subdivision or Major Development<br>(2 or more structures or lots) | \$1,720 |
| Design Review of Minor Development<br>(single structure or lot)                     | \$960   |
| PLANNING COMMISSION SCHEDULE OF FEES                                                |         |
| SUBDIVISION                                                                         |         |
| Preliminary Plat                                                                    | \$200   |
| Final Plat                                                                          | \$100   |
| Staff Approved Plat                                                                 | \$100   |
| Subdivision Variances                                                               | \$100   |
| ALL ZONING                                                                          |         |
| Up to 5 Acres                                                                       | \$300   |
| 5.1 to 20 Acres                                                                     | \$650   |
| 20 Acres or More                                                                    | \$775   |
| SPECIAL PERMIT                                                                      |         |
| Town Center Residential                                                             | \$500   |
| Town Center Mixed Use                                                               | \$700   |
| All Other Special Permits                                                           | \$250   |
| OTHER FEES                                                                          |         |
| Lifting or Amending Conditions on a<br>Previous Case                                | \$150   |
| Municipal St. Closure and/or Abandonment                                            | \$350   |
| Right of Way Closure and/or Abandonment                                             | \$350   |

**Fees Are Due When Application Is Submitted**