

January 11, 2006

RE: Commercial Site Development Review Process Change

To Whom It May Concern:

Please be advised that the City of Jackson, Tennessee will initiate a change to the submission process for commercial site development review and permitting beginning April 1, 2006. This change is being made in order to provide better oversight and management of the development review process. It is our intent that this change will result in a more efficient review at less cost to the applicant by reducing the need for costly revisions and re-submittals.

The new process separates permitting into two primary steps; step one: site development approval; and step two: building permit approval. Four (4) copies of the applicable site development plan package, i.e., Vegetative Impact Evaluation (VIE), site plan, landscape plan, grading plan, Erosion and Drainage Control Plan (EDCP), should be checked-in at the Building Department where a project review number will be assigned to the project in order to easily track it through our review process. The Building Department \$75 site review fee will also be assessed at this stage. The project review printout and the full set of four (4) copies of your site development plans should then be turned in to the Planning Department to initiate your site review.

The Planning staff will be responsible for the management of your project review, and will distribute copies of your plans to and consult with the project review staff from the Engineering Department and Building Department during the course of the site review. Once all comments regarding your project have been compiled, the Planning staff will send a copy of those to you in writing. If changes or corrections are requested on your site development plans, four (4) copies of the corrected development plan package will need to be submitted to the Planning Department. The Planning staff will contact you when your site development review is complete and approval can be granted. The applicable site development fees will then be paid and receipted in the Planning Department. The Planning staff will sign a site development approval form, issue a site development permit, and will stamp your set of site drawings as approved and ready to submit to the Building Department.

The stamped approved set of site development plans, the signed approval form, and two (2) full sets of building plans should be submitted to the Building Department for building review, approval, and permitting, along with your payment of the applicable review/permit fees. Once the building plans are deemed to meet the minimum applicable building codes, and the appropriate fees are obtained, a full building permit will be issued. The building phase of the project will proceed unaltered with the usual site and

building inspections throughout the course of construction until a Certificate of Occupancy for the building and site can be issued.

The City of Jackson appreciates your willingness to accommodate this review process change. It is our hope that you will find this change easy to implement. The city staff looks forward to working with you as you prepare project plans for the continued development of the City of Jackson.

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