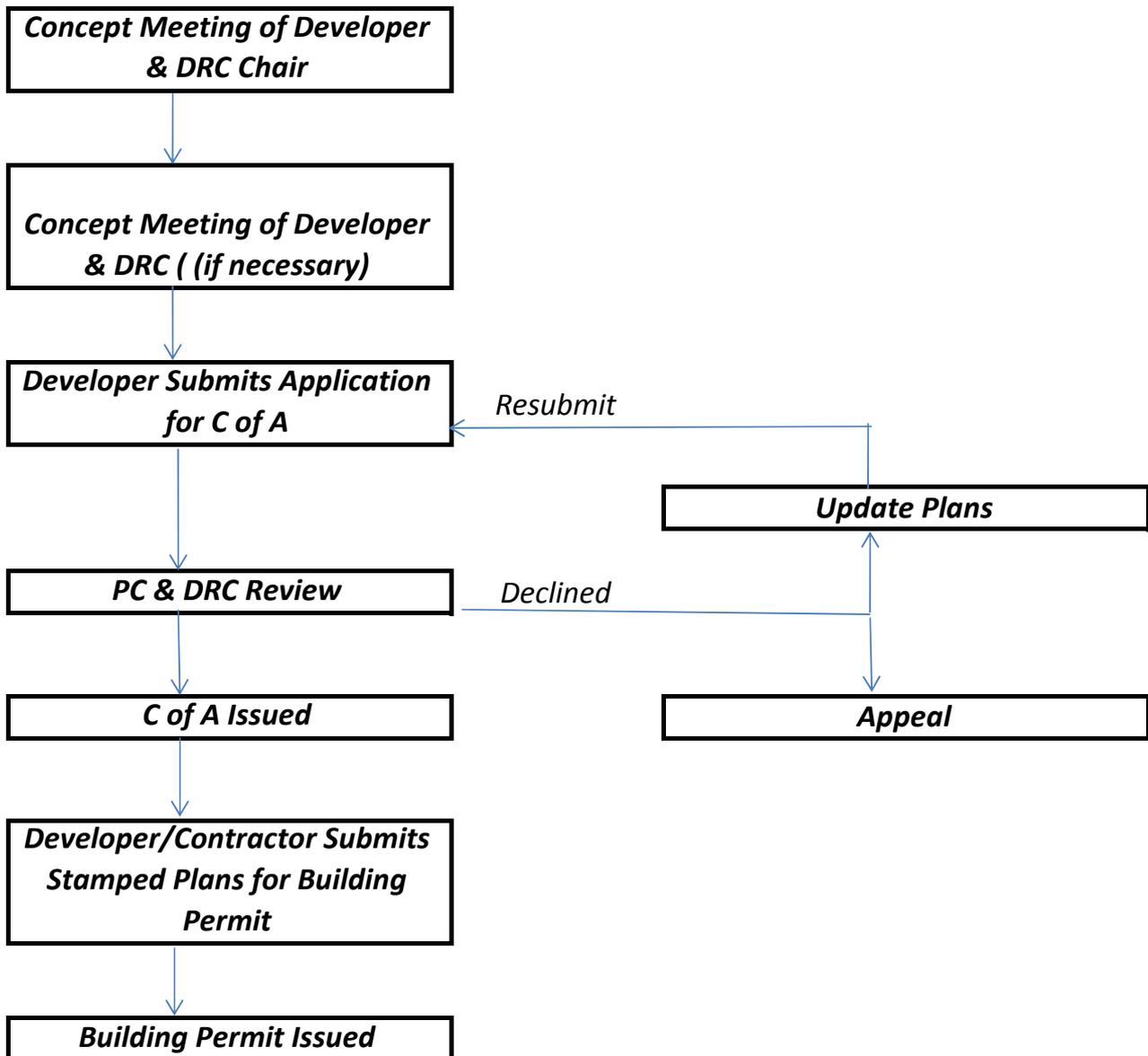


## Commerical Planning/Approval Process



Please see attached page for further explanation.

DRC - Design Review Commission  
C of A - Certificate of Appropriateness  
PC - Planning Commission  
TOL - Town of Louisville

## COMMERCIAL PLANNING/APPROVAL PROCESS

1. If a property is to be purchased/subdivided, the Developer/Owner shall submit three (3) copies of a plat prepared by a registered land surveyor in the State of Tennessee at least fourteen (14) days prior to the next scheduled PC meeting. The plat shall be submitted to the PC at the Louisville Town Hall and must follow the requirements outlined in section 5 of the Town of Louisville Subdivision Regulations.

2. Concept meeting of Developer/Owner & DRC chair.

The Developer/Owner shall meet with the DRC chair to discuss preliminary concepts of the proposed development; the DRC chair may waive this provision should they find the project to be of a minor nature (such as window, door or sign board replacement) or if the renovation is not oriented to a publicly-oriented space (such as a street, plaza or pedestrian way). Sketches, draft architectural drawings or photographs of similar projects are means which may be used to provide an understanding of the project. The DRC chair, in turn, will discuss the implications of the design guidelines relative to the proposed concept.

3. Developer/Owner submits application of a C of A to TOL. The following information shall be submitted:

- a. A site plan, including property lines, sidewalk location, building footprint, landscaping, exterior lighting, storm water detention, and parking and access points (as applicable);
- b. Preliminary building elevations, showing entrances, windows, sign(s), construction materials and parapet or other structures to avoid visual or noise problems associated with heating/cooling or other utility units (other drawings such as perspectives are encouraged, but not required by the review board); and
- c. A written description, stating the intended uses for the floors of the building(s); these may be presented as notes on the elevation(s).

Submit three (3) copies of these submittals at least nineteen (19) days prior to the next scheduled PC meeting. PC meetings are held on the third Tuesday of each month. Also, email submittals to [adminassistant@louisvilletn.gov](mailto:adminassistant@louisvilletn.gov) at the same time as hard copies are submitted. The DRC & PC will review submittals and the DRC will meet at Louisville Town Hall on the Tuesday before the scheduled PC meeting to approve or deny the C of A. This is an open meeting. If

approved, the DRC will make a recommendation for approval to the PC at the scheduled PC meeting. If denied, the Developer/Owner can make corrections and resubmit an application for a C of A. If the application is denied by the PC, the developer/owner can appeal through the court system.

#### 4. Developer/Owner submits for building permit

After approval of the application by the PC, the DRC will issue a C of A. After the issuance of C of A, the developer/owner can submit three (3) copies of stamped architectural/engineered plans for review for a building permit. After plans are approved, a building permit will be issued.