

ARTICLE 3

PROCEDURES FOR SUBDIVISION APPROVAL

SECTION

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- F. Construction Plan Procedure and Requirements
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A. GENERAL PROCEDURE

1. Plat Approval Requirements.

Before any contract is executed for the sale of any parcel of land that is proposed to be subdivided and before any permit for the erection of any building or structure in a proposed subdivision shall be granted, the subdividing owner or his authorized representative shall apply for and secure the Planning Commission's approval of the proposed subdivision in accordance with the procedures of this Article.

2. Classification of Subdivisions (Minor and Major).

The Town Engineer shall determine utilizing the following definitions whether the application is a minor or major subdivision. The applicant shall follow the procedures herein to secure plat approval.

a. Minor Subdivision.

Any division of land containing less than five (5) lots fronting on an existing public way; not involving any new or improved public way, the extension of public facilities, or the creation of any public improvements, not containing any flood prone area, and not in conflict with any provisions of the Zoning Ordinance or these regulations. A minor subdivision plat can be approved by the Town Administrator.

b. Major Subdivision.

All subdivisions not classified as minor subdivisions, including but not limited to subdivisions of five (5) or more lots, or subdivisions of any size requiring any new or

improved road, the extension of public facilities, or the creation of any public improvements.

3. Official Submission Dates and Deadlines.

All plats and plans of subdivisions shall be submitted to Town Hall no less than fifteen (15) days prior to the regularly scheduled Planning Commission meeting. Any plat or plan submitted less than fifteen (15) days prior to the regularly scheduled Planning Commission meeting shall not be considered until the subsequent meeting. The official submittal date of a plat shall be the date of the meeting in which the plat appears on the agenda in which action is requested. The statutory period required for formal approval or disapproval shall not begin to run until that date.

4. Application Fees.

The schedule of required subdivision applicant and review and inspection fees shall be as adopted and amended from time to time by the Board of Mayor and Aldermen of the Town of Cornersville.

5. Official Submission of Revisions to Plats.

A plat that is resubmitted to the Planning Commission to be on the agenda of a subsequent Planning Commission meeting shall indicate on the revised plat how revisions requested by the Planning Commission or staff have been satisfactorily resolved. The resubmitted plat and accompanying letter shall be submitted to Town Hall no less than fifteen (15) days prior to the regular Planning Commission meeting.

6. Required Submission.

a. Prior to commencing any street improvements, substantial grading, installation of utilities or any horizontal construction, the developer shall submit a set of plans to obtain the approval of the indicated agencies as follows:

- 1) A Preliminary Plat to the Planning Commission in accordance with Article 3 of these regulations.
- 2) A Construction Plan to the Town staff and the Planning Commission in accordance with Article 3 of these regulations. Also, prior to approval of the Construction Plan, all water and sewer plans will have been approved by the Tennessee Department of Environment and Conservation (TDEC).

Upon approval of the Construction Plan by the Planning Commission, the developer may commence construction to the grades and elevations required by the approved Construction Plan. No construction of any structures shall commence nor shall any building permits be issued until the Planning Commission has approved the Final Plat.

b. Prior to the sale or transfer of any lot the owner shall submit a Final Plat in accordance with Article 3 of these regulations and record said plat with the Register of Deeds.

7. Approval Procedure for Minor and Major Subdivision.

a. Approval Procedure for Minor Subdivision.

A Minor Subdivision may be reviewed and recorded in accordance with the following procedure (see also Figure 3-1).

- Step 1: Pre-Application Meeting (required)
- Step 2: File Final Plat application, fee, and Final Plat containing required information
- Step 3: Final Plat review by Town, utilities, and agencies
- Step 4: Planning Commission or Town Administrator action on Final Plat
- Step 5: Revised Final Plat (if required by Planning Commission)
- Step 6: Final Plat signed by all applicable signatories
- Step 7: Planning Commission Secretary or Town Administrator signs Final Plat
- Step 8: Final Plat is filed in County Register of Deeds Office

b. Approval Procedure for Major Subdivision.

A Major Subdivision may be reviewed and recorded in accordance with the following procedure (see also Figures 3-2.1 -- 3-2.3).

- Step 1: Pre-Application Meeting (required)
- Step 2: Sketch Plat application, fee, and plat submittal containing required information (optional)
- Step 3: Sketch Plat review (non-binding) by Town, utilities, and agencies
- Step 4: Sketch Plat review/comment (non-binding) by Planning Commission
- Step 5: Preliminary Plat application, fee, and plat submittal
- Step 6: Preliminary Plat review by Town, utilities, and agencies
- Step 7: Planning Commission action on Preliminary Plat
- Step 8: Revised Preliminary Plat (if required by Planning Commission)
- Step 9: Construction Plans, fee, and plan documents containing required information
- Step 10: Construction Plan review by Town, utilities, and agencies
- Step 11: Planning Commission action on Construction Plans
- Step 12: Revised construction Plan (if required by Planning Commission)
- Step 13: Final Plan application, fee, and final plat submittal containing required information
- Step 14: Final Plat review by Town, utilities, and agencies
- Step 15: Planning Commission action on Final Plat (including approval of performance surety, maintenance surety, etc.)
- Step 16: Completion of improvements or posting of financial surety by applicant
- Step 17: Inspection of improvements/Certificate of Completion
- Step 18: Planning Commission Secretary signs Final Plat
- Step 19: Final plat is filed in County Register of Deeds Office

Figure 3-1. Minor Subdivision Process

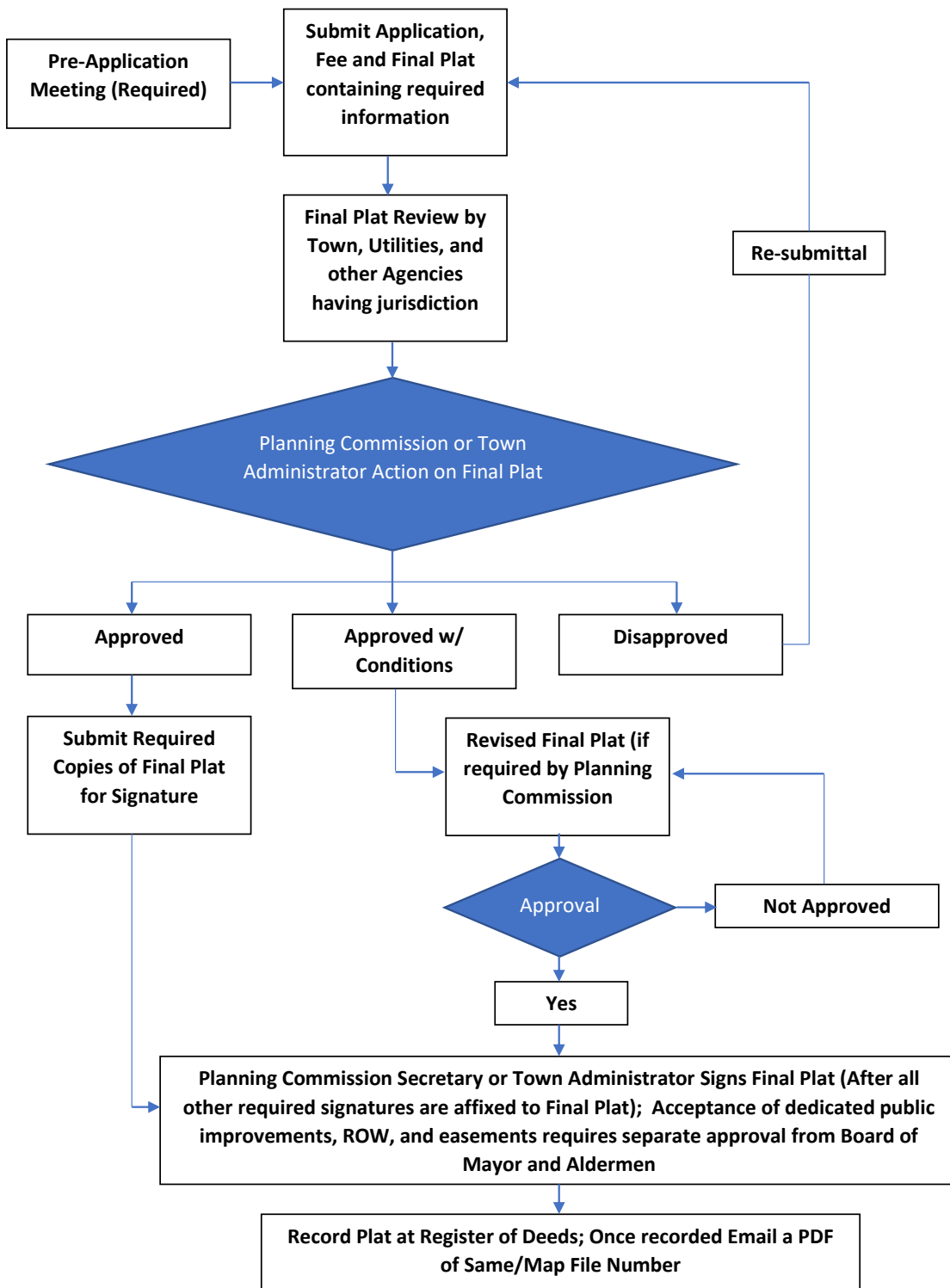


Figure 3-2.1 Major Subdivision Process (Sketch Plan and Preliminary Plat)

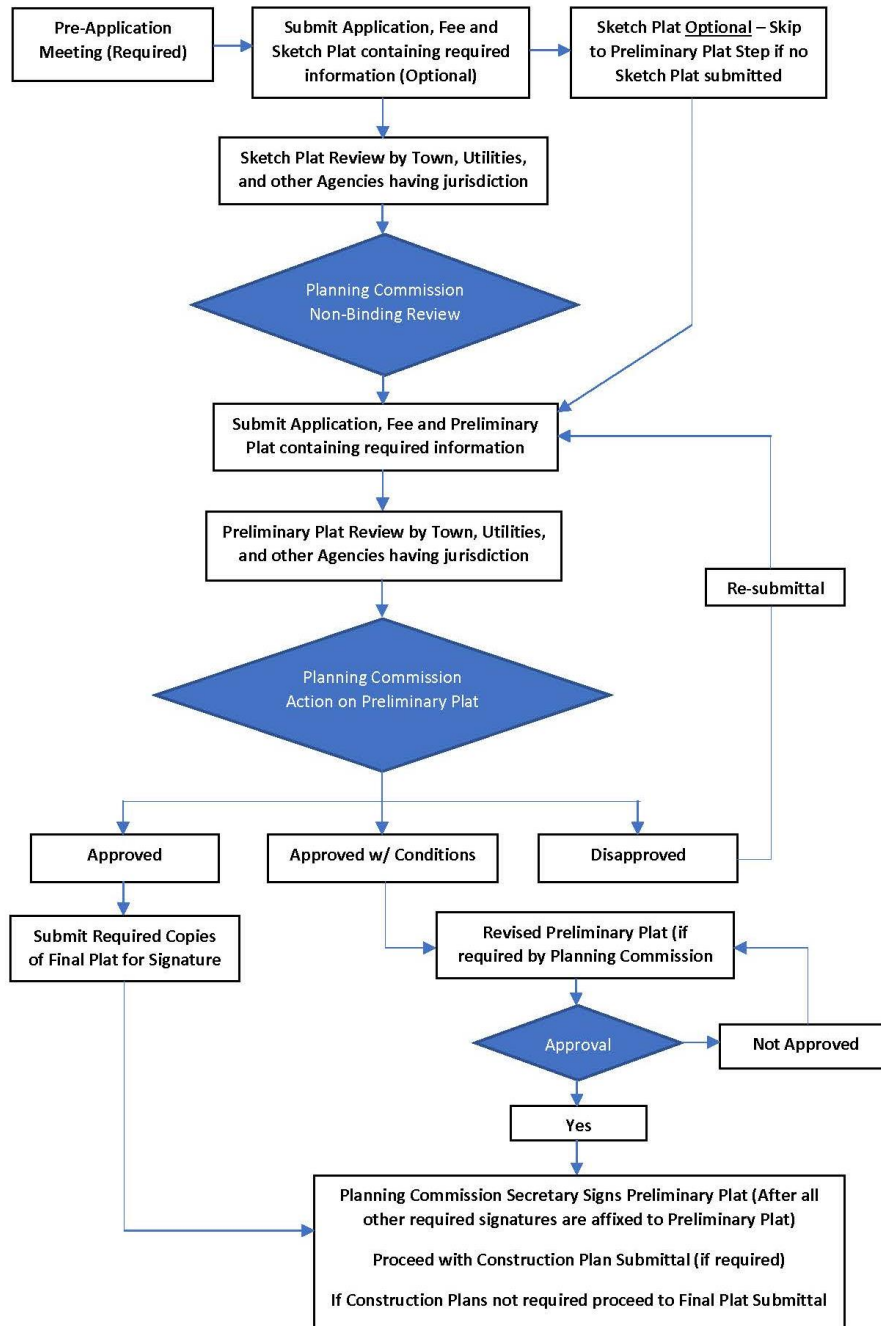


Figure 3-2.2 Major Subdivision Process (Construction Plans)

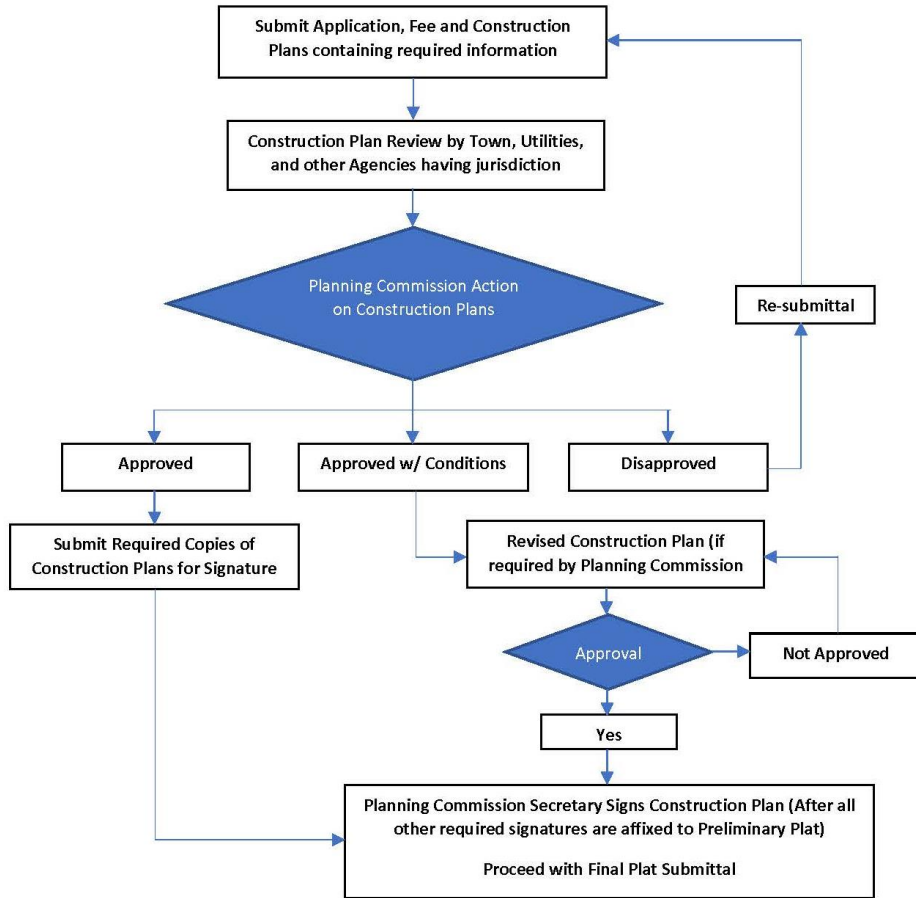
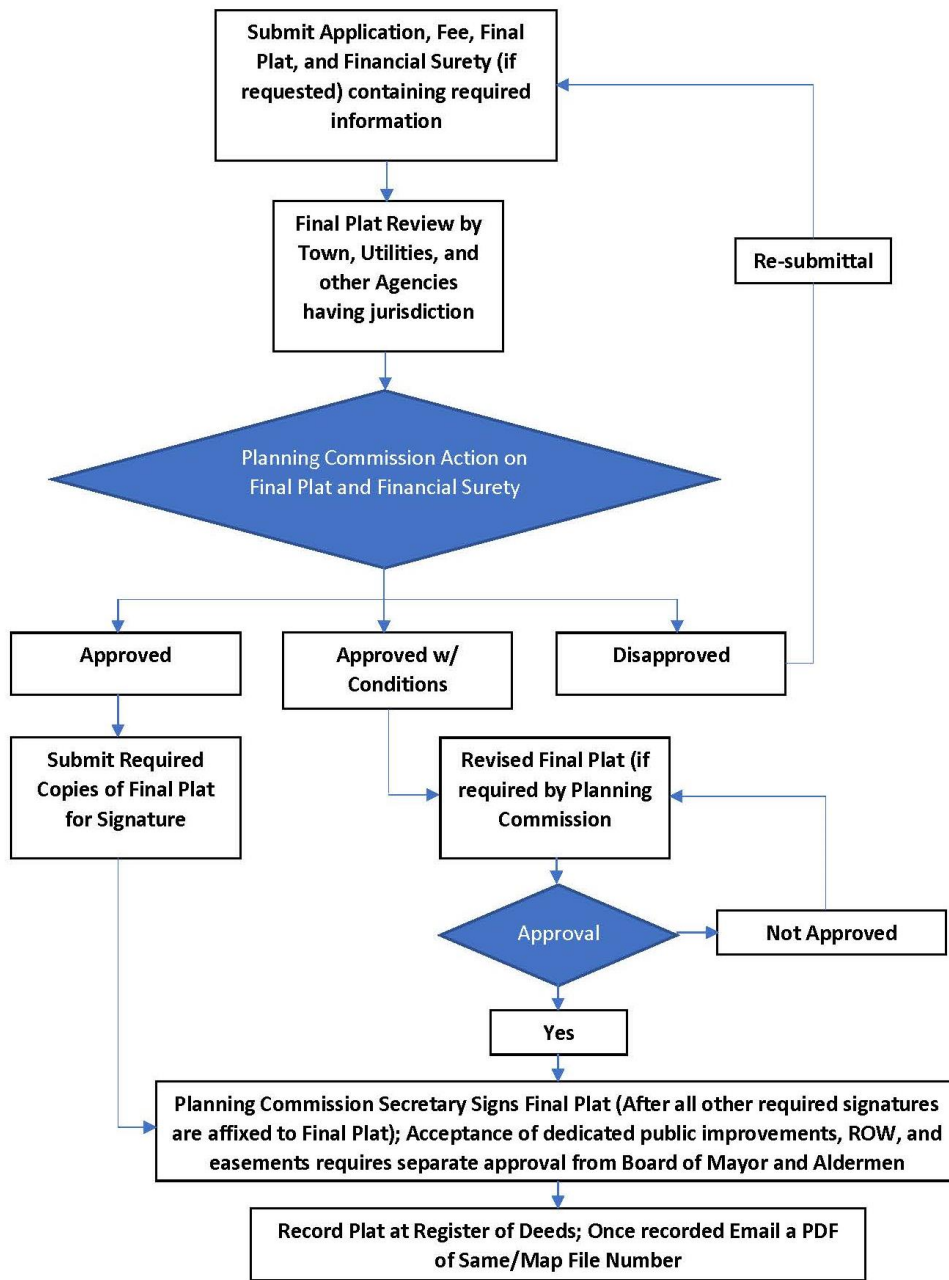


Figure 3-2.3 Major Subdivision Process (Final Plat)



B. SUBDIVISION APPLICATION REQUIREMENTS

1. Site Alterations.

During the subdivision review process no site disturbance shall take place, such as road construction or grading, except that directly related to obtaining any required approvals (e.g., surveying and the location of stakes or markers), that would alter, remove, relocate any existing features including, but not limited to, stone walls, steep slopes, rock outcroppings, trees, general vegetation, streams, or water courses and water bodies.

2. Concurrent Review by Other Agencies.

When approvals by other utilities and/or agencies of government are required, such may be achieved concurrently with the review process required by these regulations.

3. Transferability.

The applicant/developer shall not transfer the developer's responsibilities to another applicant/developer on which the proposed subdivision is to be located without first providing the City with notice of when the transfer is to occur and who the proposed transferee is, along with appropriate address and telephone number and additional information as may be required by the Town.

4. Subdivision Application Requirements.

Table 3.1 lists the requirements for subdivision applications. Plans and plats must be drawn in a legible manner, at a scale suitable to the size of the lot being developed or subdivided. All plans must be drawn at a standard engineering scale, and submitted in paper and digital form, as listed on the application form. The following information must be submitted to the Planning Commission for review, unless waived by the Planning Commission.

5. Incomplete Application.

An incomplete application for Sketch Plat, Preliminary Plat, Construction Plan, or Final Plat shall be conclusively deemed to be withdrawn if the applicant/developer does not provide the documents or other information required to comply with document requirements within sixty (60) days after the Town has notified the applicant/developer of the omitted documentation or information.

Table 3.1 Subdivision Application Submittal Requirements				
Submittals	Sketch Plan (Optional)	Preliminary Plat	Construction Plan	Final Plat
General Information				
Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project	•	•		•
Name, address, phone number of owner(s), developer(s), and representative(s)	•	•		•
North arrow, scale (between 1 inch – 10 feet and 1 inch = 50 feet), date of preparation, zoning classification, map/parcel number(s), total acreage, and proposed use	•	•	•	•
Title block located in the lower right-hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and log of revisions in chronological order	•	•	•	•
Legend containing all symbols and lines shown in the drawing	•	•	•	•
A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100-year floodplain boundary	•	•		•
The location and type of all existing structures on the property	•	•		•
Site coverage noted indicating the percentage of the site that is currently covered by impervious surface and percentage of coverage following development		•		•
A conceptual plan illustrating the design of the entire site, including lots and rights-of-way	•			
Title, name, address, stamp/seal, and signature of the design professional(s) licensed to prepare the required plans and plats	•	•	•	•
The current date of the Zoning Ordinance and Subdivision Regulation in effect at the time of submittal	•	•	•	•
By-Laws of homeowners' association, if applicable		•		•
Floodplain/Floodways/Wetlands				
Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date.	•	•	•	•
Note and delineate wetlands on the property		•	•	•
Existing and proposed topographic information with source of information noted		•	•	
Show stream buffers	•	•	•	•
Plan showing the nature, location, dimensions, and elevation of any part of the property within a flood prone area; existing or proposed structures or building sites, fill storage of materials and flood proofing measures; the relationship of the above to the location of the stream channel, floodway, floodway fringe, regulatory flood elevations, and the regulatory flood protection elevation; and specifics for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary sewer facilities.	•	•	•	•

Submittals	Sketch Plan (Optional)	Preliminary Plat	Construction Plan	Final Plat
Floodplain/Floodways/Wetlands				
A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by development in a flood prone area, and high-water information, if required by the Planning Commission		•	•	
The water elevations of adjoining lakes or streams and the approximate high- and low-water elevations of such lakes or streams shall be shown			•	
If the subdivision borders a lake, river, or stream, the distance and bearings of a meander line established not less than twenty-five (25) feet back from the ordinary high-water mark of such waterway.		•	•	
Tree Protection and Landscaping				
Delineate trees to be retained on-site and the measure(s) to be implemented for their protection	•	•	•	
Delineate and identify existing forested areas and trees over ten (10) DBH caliper inches			•	
Depict the limits of soil disturbance to include all areas to be graded both on-site and off-site	•	•	•	
Landscaping proposals for parking lots, streets, greenspaces, and required screening or buffer yards, including proposed plant size and species. Show existing and proposed utility lines and methods to be utilized to avoid utility conflicts.		•	•	
Show irrigation plan, if applicable.		•		
Utilities, Existing				
Utility flow and capacity analysis for water and sewer services must be coordinated between the developer and Lewisburg Water and Wastewater Systems.	•	•	•	
Conceptual utility layout, including connection points for water, sewer, location of stormwater detention ponds, and stormwater outfalls	•	•	•	
Preliminary service demand analysis	•	•	•	
Show, note, and dimension all known existing on- and off-site utilities and easements		•	•	•
Show invert and rim elevations of all existing sanitary sewer, stormwater drains and fire hydrants		•	•	•
Existing easements shall show the name of the easement holder and the purpose of the easement. If an easement is blanket or indeterminate in nature, a not to this effect shall be added to the plat.		•	•	•
Utilities, Proposed				
Flow & Capacity – The developer must coordinate with Lewisburg Water and Wastewater for a capacity study	•	•	•	
Show all storm sewer structures, sanitary sewer structures, and drainage structures. Provide structure locations and types. Provide pipe types and sizes.		•	•	•
Stormwater drainage plans and calculations		•	•	

Submittals	Sketch Plan (Optional)	Preliminary Plat	Construction Plan	Final Plat
Utilities, Proposed				
Sanitary sewer systems – show manhole locations and provide pipe locations, sizes, and types		•	•	•
Show invert elevations and connections of all proposed sanitary sewer, stormwater drains, and fire hydrants		•	•	•
Note the occurrence of previous water, sewer, or storm sewer overflow problems on-site or in the proximity of the site		•	•	•
If a septic system is to be utilized, provide a table of the acreage and percolation rates for each parcel		•	•	•
Water systems, on or near the site – provide pipe locations, types, and sizes; note the static pressure and flow of the nearest hydrant; show location of proposed fire hydrants, valves, and meters		•	•	
Underground or surface utility transmission lines – locations of all related structures; locations of all lines; a note shall be placed where streets will be placed under existing overhead facilities and the approximate change in grade for the proposed street		•	•	•
State the width, location and purpose of all proposed easements or rights-of-way for utilities, drainage, sanitary sewers, flood control, ingress/egress, or other public purposes within and adjacent to project		•	•	•
Streets/Rights-of-way/Easements				
Delineate, label, and dimension from centerline existing street right-of-way (ROW) lines and Major Thoroughfare Plan ROW lines (if applicable)		•	•	•
Delineate, label, and dimension from centerline any required ROW dedication		•	•	•
Show the location, widths, grades, and names of existing streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project		•	•	•
Proposed public ways, horizontal stationing shall be at fifty (50) foot intervals and cross-sectional elevations shall be to an accuracy of one-tenth foot vertical on a line at right angles to the center line of the public way at the following points: the centerline of the public way, each property line, and points twenty-five (25) feet inside each property line			•	
Where a proposed road intersects an existing public way or ways, the elevation along the centerline of the existing public way within one hundred (100) feet of the intersection		•	•	
Show general location and width of existing and proposed streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project		•	•	•
Show radii of all curves, lengths of tangents, and central angles on all public ways		•	•	•
The proposed erosion and sediment control plan			•	
Cut and fill calculations indicating amount of fill proposed to be hauled onto and/or off site			•	

Submittals	Sketch Plan (Optional)	Preliminary Plat	Construction Plan	Final Plat
Streets/Rights-of-way/Easements				
Provide layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements		•	•	•
Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage, rights-of-way, manholes, fire hydrants, and catch basins		•	•	
Show detention and water quality calculations			•	
Show drainage calculations and stormwater pipe calculations table(s)			•	
Location of public way signs, including street extension and speed limit signs		•	•	
Location of all existing and proposed streetlights		•	•	
Traffic impact study, if required		•	•	
Subdivision of Land				
Lot layout, the dimensions of each lot, number of lots, and total area in square footage or acreage to the nearest one-hundredth acre of each lot	•	•		•
Show the approximate finished grade where pads are proposed for building sites		•	•	•
Number lots consecutively	•	•	•	•
For phased developments, identify all phase lines and the phase sequence	•	•	•	•
Site Information				
Identify the location of known, existing, or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project	•	•	•	•
Natural features on site including but not limited to wetlands, streams, ponds, springs, sinkholes, wells, rock outcroppings, and slopes 10 percent and greater		•	•	
Exact location and size of all water, sewer, natural gas, electric, or other underground utilities or structures			•	
Show the location of known existing or proposed ground leases or access agreements	•	•	•	•
The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previous filled areas, and any means of mitigating hazards	•	•	•	•
For residential development, indicate the use and list in a table the number of lots and dwelling units	•	•		•
For non-residential development, indicate the gross floor area, all proposed uses, and the floor area devoted to each type of use	•	•		•
Site amenity plan, if applicable	•	•		
Pedestrian circulation plan, if applicable	•	•		•
Show location and size of existing and proposed signage, if applicable		•		•

Submittals	Sketch Plan (Optional)	Preliminary Plat	Construction Plan	Final Plat
Site Information				
Show location and width of curb cuts and driveways. Dimension driveways and curb cuts from side property lines and surrounding intersections to confirm separation requirements		•	•	•
Show location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate traffic circulation patterns and traffic flow. Include table showing required, provided and handicap accessible parking spaces.		•	•	
Show location and dimensions of buffer strips, fences, or walls, if required	•	•	•	•
Indicate location of and access to solid waste services		•	•	
Indicate location of and access to USPS mail kiosk, if required		•	•	•
Provide description of commonly held areas, if applicable	•	•		•
Show required building setbacks. Provide note (or inset diagram) of current setback requirements for property/project.	•	•		•
Show location of adjacent parks, cemeteries, structures, development, and historically significant properties	•	•		•
Show location and dimension of all property proposed to be set aside for park, playground, or other public/private use, with designation of the purpose and conditions of use	•	•		•
Show contours at vertical intervals of not more than two (2) feet		•	•	
Street names and property addresses as assigned		•	•	•
Preliminary grading and drainage plans and reports as required by Town Engineer		•	•	
Any other data or reports or analysis as deemed necessary for project review by the Town Administrator, Town Engineer, Town consultant, Planning Commission, or other approving authority	•	•	•	•
All required signature blocks		•	•	•

C. PRE-APPLICATION MEETING

The purpose of the pre-application meeting is to introduce the applicant to the zoning ordinance and subdivision regulations and procedures and requirements for development and to discuss the location, scope, and nature of the proposed subdivision; to clarify development issues; to determine whether there are any annexation or zoning issues; and to discuss other matters as may be relevant to the development review and approval process. The Developer, along with the Developer’s consultants shall review and clarify planning, engineering and development criteria with the Town staff and consultants (if applicable). The meeting is intended to introduce the Developer and the design team to the Town’s development review process, to identify timeframes for submittal and review, to determine whether the proposed development anticipates annexation, zoning changes and/or variances, or exceptions from these regulations.

At the pre-application meeting there will be discussion of the Town's Major Thoroughfare Plan and the possible need for a traffic study, the Town's flood insurance program, the Town's stormwater management program (if applicable), utility availability including capacity and availability of domestic water use, water for required fire protection, the Town's sanitary sewer capacity, and the Town's policies and expectations for off-site street improvements, drainage improvements, and traffic improvements. During the pre-application meeting the Town Administrator or his/her designee will confirm whether the development is a minor or major subdivision as defined in these regulations.

All inquiries for water shall be coordinated with the City of Lewisburg Water and Wastewater. The Town will coordinate a review of water and sewer service with the City of Lewisburg Water and Wastewater. Questions including, but not limited to, the acquisition of offsite easements, location of proposed development within utility providers service area, as well as determination of loading and capacity of any proposed development must be answered prior to any commitment to serve said development.

D. SKETCH PLAT PROCEDURE AND REQUIREMENTS (OPTIONAL)

1. Application Procedure and Requirement.

The applicant/developer shall submit not less than fifteen (15) days prior to the Planning Commission meet at which the Sketch Plat shall be considered the required number of copies of the Sketch Plat, an electronic version as required by the Town, together with all applicable fees, to Town Hall. The Sketch Plat shall contain the information required in Table 3.1 of these regulations, including the following:

- a. Be presented to the Town of Cornersville by posted deadline as determined by the Town Administrator or his/her designee prior to the scheduled and properly noticed public meeting of the Planning Commission; and
- b. Include payment in full of all required plat application fees as required by the Town; and
- c. Include the entire subdivision, or, when phasing or sectioning is being requested, section thereof, for which approval is sought and all land immediately adjacent, extending five hundred (500) feet there from, or of that directly opposite thereto, extending five hundred (500) feet from the public way frontage of each opposite land. The lot pattern of surrounding development shall be shown within the area located within five hundred (500) feet of the proposed development; and
- d. Be accompanied by the minimum number of printed copies (or as stated on the Town Subdivision Application Form) and electronic copy in suitable form as required by the Town.

2. Sketch Plat Preparation and Content.

The Sketch Plat shall be prepared by individuals who are licensed to perform the required design services in the State of Tennessee. As a minimum such plat shall contain information as provided in Table 3.1 of these regulations.

3. Site Inspection.

After the submittal of the Sketch Plat, the appropriate Town official(s) shall conduct a site inspection of the property. The purpose of the visit is to familiarize local officials with the property's existing conditions and special features, to identify potential site design considerations including the general layout of the subdivision, and potential locations for streets and the layout of parcels.

4. Non-Binding Review by Planning Commission.

The Planning Commission will review the Sketch Plat and provide such information and guidance it deems appropriate. Any opinions or advice provided by the Planning Commission is in no way binding with respect to any official action the Planning Commission may take on the subsequent formal application for Preliminary Plat or Final Plat approval. The review of the Sketch Plat is not a public hearing. No decision will be made by the Planning Commission upon the application. Therefore, no vesting is applicable.

E. PRELIMINARY PLAT PROCEDURE AND REQUIREMENTS (MAJOR SUBDIVISION)

1. Purpose of Preliminary Plat.

The purpose of the Preliminary Plat is to ensure the proposed subdivision conforms to these regulations, the zoning ordinance, the major thoroughfare plan, and other related regulations. Preliminary plats present detailed engineering information concerning design and ultimate operation of the proposed development. Such plat will reflect the results of decisions that have been made in the process of adapting the general concepts contained in the Sketch Plat (optional) and/or as discussed in the pre-application meeting to actual physical conditions of the site.

2. Application Procedure and Requirements.

The applicant/developer shall submit not less than fifteen (15) days prior to the Planning Commission meet at which the Preliminary Plat shall be considered the required number of copies of the Preliminary Plat, an electronic version as required by the Town, together with all applicable fees, to Town Hall. The Preliminary Plat shall contain the information required in Table 3.1 of these regulations, including the following:

- a. Be presented to the Town of Cornersville by posted deadline as determined by the Town prior to the scheduled and properly noticed public meeting of the Planning Commission; and
- b. Include payment in full of all required plat application fees as required by the Town; and

- c. Include the entire subdivision, or, when phasing or sectioning is being requested, section thereof, for which approval is sought and all land immediately adjacent, extending five hundred (500) feet there from, or of that directly opposite thereto, extending five hundred (500) feet from the public way frontage of each opposite land. The lot pattern of surrounding development shall be shown within the area located within five hundred (500) feet of the proposed development; and
 - d. Be accompanied by the minimum number of printed copies (or as stated on the Town Subdivision Application Form) and electronic copy in suitable form as required by the Town.
3. Plat Preparation and Content.
The Preliminary Plat shall be prepared by individuals who are licensed to perform the required design services in the State of Tennessee. As a minimum such plat shall contain information as provided in Table 3.1 of these regulations.
4. Plat Review or Optional Development Committee Review.
The Town Administrator or his/her designee shall review the application, Preliminary Plat, and other supporting documentation for completeness and compliance with these regulations. The Town Administrator or his/her designee shall provide a recommendation to the Planning Commission to approve, approve with conditions, or disapprove the application and Preliminary Plat and shall include all Town staff, Town consultant, utility, and agency comments received. The Town may utilize a development committee composed of Town staff, Town consultant, utility provider representatives, and agency representatives having jurisdiction in the review of the Preliminary Plat.
5. Planning Commission Review and Action.
Within sixty (60) days after initial consideration of the Preliminary Plat by the Planning Commission, the Planning Commission shall review the plat and indicate its approval, disapproval, or approval subject to modifications. The Planning Commission shall review the plat and any recommendations made by members of the reviewing staff, to determine conformance of the plan to these regulations, the Zoning Ordinance, and any other relevant regulations of the Town. The Planning Commission may specify conditions, changes, modifications, or additions that it deems necessary or appropriate, and may make its decision to grant approval subject to such conditions, changes, modifications, or additions. Whenever the approval of a Preliminary Plat is subject to conditions, the written action of the Planning Commission shall (1) specify each condition of approval; and (2) request the applicant's written agreement to the condition(s) within thirty (30) days of receipt of the Planning Commission's written decision. If the applicant's written agreement to the condition(s) is not received within thirty (30) days of Planning Commission's request for agreement, the Preliminary Plat shall be deemed disapproved. If the plat is not approved, the Planning Commission's decision shall specify the defects found in the plat, shall describe the requirement(s) that have not been met, and shall cite in each case the provisions of these regulations relied upon.

6. Revised Plat.

If changes or modifications are required by the Planning Commission, the applicant/developer shall submit a revised Preliminary Plat which clearly depicts the required changes no less than fifteen (15) days prior to the Planning Commission meeting at which it is to be considered.

7. Failure to Take Action.

Failure of the Planning Commission to act on the Preliminary Plat within sixty (60) days after the initial consideration of the plat by the Planning Commission shall be deemed approval of the plat, provided, however, that the applicant, with the Planning Commission's approval, may waive this requirement and consent to the extension of such period.

8. Certificate of Approval.

Upon approval of Construction Plans required by these regulations a "Certificate of Preliminary Plat Approval" may be issued by the Secretary of the Planning Commission and the applicant may proceed to apply for Final Plat approval in the manner prescribed in these regulations. If the Preliminary Plat is disapproved the Planning Commission shall state specific reasons for disapproval which shall be entered into the minutes of the meeting wherein such action was taken.

9. Plat Approval.

a. Action Upon Approval.

Upon approval of the Preliminary Plat by the Planning Commission, the applicant/subdivider shall present the required number of copies of the approved Preliminary Plan for signing by the Secretary of the Planning Commission. The applicant/subdivider shall then provide the signed copy(ies) to the Town Recorder or his/her designee for filing in Town Hall.

b. Effect of Approval.

The approval of the Preliminary Plat by the Planning Commission shall not constitute approval of Construction Plans and shall not be indicated on the Preliminary Plat. The approval of the Preliminary Plat by the Planning Commission shall not constitute acceptance of the Final Plat and shall not be indicated on the Preliminary Plat.

10. Public Improvements.

Prior to approval of the construction drawings, no clearing of trees or site grading in any form shall be undertaken. Prior to initiating tree clearing and/or site grading in any form within any major subdivision (or portion thereof) or installation of any public improvements Construction Plan approval shall have been obtained for that portion of the development. With the exception of the binder and final topcoat of paving for streets and installation of sidewalks, all public improvements shall be installed and dedicated prior to signing of the final subdivision plat by the Secretary of the Planning Commission.

11. Revision to Approved Preliminary Plat.

Revisions to a Preliminary Plat previously approved by the Planning Commission shall be forwarded to the Planning Commission for action. The Planning Commission may specify conditions, changes, modifications, or additions that it deems necessary or appropriate in response to proposed revisions, and may make its decision to grant approval subject to such conditions, changes, modifications, or additions according to the procedures set forth in Article 3, Section E, of these regulations.

F. CONSTRUCTION PLAN PROCEDURE AND REQUIREMENTS

1. Application Procedure and Requirements.

Construction Plans are to be submitted for all major subdivisions. Construction Plans shall conform to the Preliminary Plat previously submitted to and approved by the Planning Commission. Construction Plans may be submitted concurrently with the Preliminary Plat provided the Construction Plans shall not be approved until the Preliminary Plat has received approval from the Planning Commission. The applicant shall submit a sufficient number of copies of construction plans to the Town, utilities, and agencies having jurisdiction in the review of construction plans. Construction plans shall be accompanied with the required fees. Approval of plans by the appropriate utility or agency having jurisdiction must precede consideration of approval of Construction Plans by the Planning Commission. Construction including site and tree clearing and grading shall not proceed until the Construction Plans have been approved by the Planning Commission.

2. Construction Plan Preparation and Content.

Construction plans shall be prepared by persons licensed to perform the required design services in the State of Tennessee. Construction plan documents shall contain, at a minimum, the information contained in Table 3.1 of these regulations.

3. Plan Review by Town Staff, Utilities, and Agencies.

The Town Administrator or his/her designee shall review the application, Construction Plan, and other supporting documentation for completeness and compliance with these regulations. The Town Administrator or his/her designee shall provide a recommendation to the Planning Commission to approve, approve with conditions, or disapprove the application and Construction Plan and shall include all Town staff, Town consultant, utility, and agency comments received. The Town may utilize a development committee composed of Town staff, utility provider representatives, and agency representatives having jurisdiction in the review of the Construction Plan.

4. Estimated Cost of Public Improvements.

While the Town Engineer is reviewing Construction Plan, the applicant shall provide an estimate of the cost of installing all improvements in the subdivision. The cost estimate will be presented to the Planning Commission. The cost estimate should include anticipated inflation adjustments during the construction period required to complete the construction and installation of all improvements in the subdivision or specific phase/section of development.

5. Planning Commission Review and Action.

Within sixty (60) days after initial consideration of the Construction Plan by the Planning Commission, the Planning Commission shall review the plan and indicate its approval, disapproval, or approval subject to modifications. If the Construction Plan is disapproved, reasons for such disapproval shall be stated in writing. If approved, subject to modifications, the nature of the required modifications will be indicated in writing. The Planning Commission may, prior to the close of the public meeting, hold the matter under advisement or defer a decision until the next regular meeting provided there is sufficient remaining time within sixty (60) day time period following initial consideration by the Planning Commission within which the Planning Commission may defer a decision. Substantial changes made to the plan by the applicant or applicant's design professional after review by the Town staff and/or Town consultant shall be cause for the Planning Commission to defer a decision pending review of revised Construction Plan.

6. Failure to Take Action.

Failure of the Planning Commission to act on the Construction Plan within sixty (60) days after the initial consideration of the plan by the Planning Commission shall be deemed approval of the plan, provided, however, that the applicant, with the Planning Commission's approval, may waive this requirement and consent to the extension of such period.

7. Revised Construction Plan.

If changes or modifications are required by the Planning Commission, the applicant/developer shall submit a revised Preliminary Plat which clearly depicts the required changes no less than fifteen (15) days prior to the Planning Commission meeting at which it is to be considered.

8. Construction Plan Approval.

a. Action Upon Approval

Upon approval of the Construction Plans by the Planning Commission, the applicant/developer shall present sufficient copies of the approved Construction Plans for Town records. The applicant/developer shall then provide the signed copies to the Town Administrator or his/her designee for filing in Town Hall.

b. Effect of Approval

The approval of the Construction Plans by the Planning Commission will not constitute acceptance of the Final Plat and will not be indicated on the Construction Plan. After approval of the Construction Plan, the applicant/developer may commence site and tree clearing, grading, installation of utilities and streets and other improvements in accordance with the approved Construction Plans and other requirements of authorities having jurisdiction. No construction of structures and no building permit shall be issued prior to Final Plat approval.

G. FINAL PLAT PROCEDURE AND REQUIREMENTS (MINOR AND MAJOR SUBDIVISION)

1. Application Procedure and Requirements.

A Final Plat shall be required for both Major Subdivision and Minor Subdivision, as defined in these regulations. Final Plat shall conform to the Preliminary Plat previously submitted to and approved by the Planning Commission.

2. Plat Preparation and Contents.

Final plat shall be prepared by persons licensed to perform the required design services in the State of Tennessee. Final plat shall contain, at a minimum, the information contained in Table 3.1 of these regulations.

3. Endorsements of Notations.

The Secretary of the Planning Commission shall not endorse a plat until it has received approval from the Planning Commission, as required by these regulations. The final plan shall be endorsed by all other appropriate officials prior to receiving the endorsement of the Secretary of the Planning Commission. Only one Final Plat shall be endorsed by the Secretary of the Planning Commission, copies shall be obtained from the Register after recording of the Final Plat.

4. Plat Review.

The Town Administrator or his/her designee shall review the application, Final Plat, and other supporting documentation for completeness and compliance with these regulations. The Town Administrator or his/her designee shall provide a recommendation to the Planning Commission to approve, approve with conditions, or disapprove the application and Final Plat and shall include all Town staff, Town consultant, utility, and agency comments received. The Town may utilize a development committee composed of Town staff, utility provider representatives, and agency representatives having jurisdiction in the review of the Final Plat.

5. Hearing and Decision on Final Plat.

The Planning Commission shall hold a hearing as required by Section 13-4-304, Tennessee Code Annotated, on each final plat brought before it. The Planning Commission shall, within sixty (60) days after initial consideration of the plat, approve, modify, or disapprove the final plat, which shall set forth in writing any conditions to which the approval is subject, or reasons for disapproval. The reasons for disapproval shall specifically reference those parts with which the plat does not comply with the Subdivision Regulations or other regulations.

Failure of the Planning Commission to act upon the final plat as provided in this subsection within sixty (60) days after the official submission date as provided in these regulations shall be deemed approval of the final plat, and in such event, a certificate of approval, entitling the applicant/subdivider to proceed shall be issued by the Secretary of the Planning Commission upon demand by the applicant or the applicant may agree to an

extension of time for Planning Commission review. Default approval shall not exempt the subdivision from compliance with the Subdivision Regulations or other regulations.

6. Revision to Final Plat.

If changes or modifications are required by the Planning Commission, the applicant/developer shall submit a revised Final Plat which clearly depicts the required changes no less than fifteen (15) days prior to the Planning Commission meeting at which it is to be considered.

7. Plat Approval.

a. Prior to Approval.

Prior to submission of a Final Plat, Construction Plans shall have been approved by the Planning Commission in accordance with these regulations and all required improvements including, but not limited to streets, water and sewer lines, surface and subsurface drainage shall be installed, inspected, and approved by the Town, utility, or agency having jurisdiction.

b. Action upon Approval.

Upon approval of the Final Plat by the Planning Commission, the applicant/developer shall present the original and one (1) paper copy of the plat for signing by the Secretary of the Planning Commission. The applicant/developer shall then provide the signed copy(ies) to the Town Recorder or his/her designee for filing in Town Hall.

c. Effect of Approval.

The approval of the Final Plat by the Planning Commission shall not constitute acceptance by the public of the dedication of any road or street or grounds, until all water, sewer, streets, drainage, and other improvements shall have been satisfactorily installed, approved, and accepted by the Town Board of Mayor and Alderman.

8. Surety Instrument.

If a surety instrument in an amount equal to or greater than the cost of constructing all required improvements including, but not limited to streets, water and sewer lines, surface and subsurface stormwater management, and the like has not been submitted to the Town prior to approval of the Final Plat by the Planning Commission then one shall be submitted to the Town before the Final Plat is signed by the Secretary of the Planning Commission.

9. Final Community Association Documents.

In any instance where a condominium or homeowners' association is to be created, final drafts of condominium or homeowners' association documents shall accompany the Final Plat. The condominium or homeowners' association documents shall be executed and/or recorded prior to receiving the signature of the Secretary of the Planning Commission on the Final Plat.

10. Submittal of “As-Built” Improvement Drawings.

Prior to the release of the surety instrument or recording of the Final Plat, the applicant/developer shall cause to be delivered to the Town a set of original “as-built” drawings which show, at a minimum, the location by station and depth of all sanitary sewer services, water services, stormwater drainage improvements, the actual location of all other utilities and the indication of any deviations from the original plans which were approved or field engineered after construction was approved. Subdivider shall provide the Town Engineer or appropriate agency and/or utility with hard copies to scale and digital copies in PDF and .dwg file format with a projected coordinate system of North American Datum of 1983. The Final Plat shall not be released for recording or the bonds and security shall not be released until said “as-built” drawings are accepted by the Town.

H. SIGNING AND RECORDING OF SUBDIVISION PLAT

1. Signing of Plat.

- a. Installation of improvements is required prior to signing of the Final Plat. The Secretary of the Planning Commission shall endorse approval on the Final Plat after all conditions of the approval have been satisfied and all improvements satisfactorily completed. There shall be written evidence that the required public facilities have been installed in a manner satisfactory to the accepting body as shown on certifications by the appropriate governmental representative(s) and that necessary land dedications and improvements have been accomplished.
- b. When the conditions of this section are satisfied, the Secretary of the Planning Commission shall sign a minimum number of original copies of the Final Plat as required by the Town.

2. Plat Void if Revised Following Approval.

No changes, erasures, modifications, or revisions shall be made on any Final Plat after approval has been given by the Planning Commission and endorsed in writing on the plat, unless said plat is first resubmitted to the Planning Commission and the Commission approves any modifications. In the event that any such Final Plat is recorded without complying with this requirement, the same shall be considered null and void, and the Commission shall institute proceedings to have the plat stricken from the records of the County Register.

I. SECTIONING/PHASING OF MAJOR SUBDIVISION

When sectioning/phasing is approved within a Preliminary Plat, a Final Plat may be approved in two or more sections or phases. All right-of-way and/or easements for public infrastructure servicing the respective section or phase must be recorded with the first plat. Where certain improvements are in the opinion of the Planning Commission necessary to facilitate traffic movement, water distribution, sewer collection, stormwater drainage, detention, bioretention, conveyance and other infrastructure within future sections or phases of a development the Planning Commission may require that such systems be constructed as part of any section of a subdivision. Each phase of a development needs to be “stand alone” in regard to utilities, fire protection, streets, and stormwater management. Phase lines must follow reasonable and logical boundaries, such as

terminating at intersections or following topographical breaks and shown clearly on plans. Phases shall be constructed in the approved manner to ensure orderly and planned development. Phases shall be planned to ensure the efficient construction of adjacent future phases (those phases immediately next to the subject phase, sharing a common boundary line), and to ensure that phased development is contiguous.

J. REQUIREMENTS FOR IMPROVEMENTS

1. Basic Requirements.

All improvements, with the exception of the final topcoat of asphalt on streets and sidewalks, shall be installed and dedicated prior to the signing of the final plat by the Secretary of the Planning Commission.

2. Authorization to Construct Improvements.

Construction may proceed following approval of a Preliminary Plat by the Planning Commission and approval of the Construction Plans by the Planning Commission.

3. Construction Improvements.

Construction shall be completed to the approved Construction Plans, construction specifications, and construction inspection requirements of the applicable Town department, utility and/or agencies. Inspections during the construction process shall meet the requirements of Article 3, Section K, of these regulations.

K. CONSTRUCTION INSPECTION REQUIREMENTS

1. Inspection During Construction.

All infrastructure construction is to be completed as described in the approved Construction Plans and construction specifications. Infrastructure shall be inspected during construction and installation.

2. Pre-Construction Conference Required.

A pre-construction conference will be held with the Town or appropriate agency/utility prior to the start of construction on each project. At the pre-construction conference, the contractor and owner shall sign documentation acknowledging construction and inspection requirements.

3. Inspection Schedule.

The contractor shall give notification of one business day to the applicable departments, utility, and/or agencies prior to beginning work on each phase of construction. All completed work shall be inspected and approved. Failure to obtain the required inspections and approvals may require work to be removed; certification and testing by a licensed engineering firm to be provided on any future acceptance by the applicable department, utility and/or agency.

L. MODIFICATION OF IMPROVEMENT DESIGN

If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the Town Engineer that the unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Town Engineer may authorize modifications, provided these modifications are within the spirit and intent of the Planning Commission's approval and do not extend to the waiver or substantial alteration of the function of any improvements required by the Planning Commission. The Town Engineer shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Planning Commission at their next regular meeting. No change shall be implemented and no construction associated therewith shall be initiated until revised Construction Plans have been submitted to the Town Engineer and approved so as to reflect the proposed change.

1. Proper Installation of Improvements.

If Town officials shall find, upon inspection of improvements that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the subdivider, this information shall be reported to the governing body and Planning Commission. The governing body shall then notify the subdivider and take all necessary steps to preserve the Town's rights. No plat shall be approved by the Planning Commission as long as the subdivider is in default on a previously approved plat.

M. MISCELLANEOUS PLATTING SITUATIONS

1. Combination of Two or More Lots.

Any number of lots may be combined into an equal or lesser number of lots by submittal of a Final Plat, as provided in Article 3 of these regulations. The Final Plat shall show the original lot lines as dash lines and proposed lot lines as solid lines. Combining lots shall require an approval process as set forth herein based on the initial number of lots and manner of conveyance. Any lots resulting from such recombination shall meet all applicable regulations.

2. Shifting Lot Lines.

Shifting lot lines is subject to the same procedure and requirements set forth in Article 3, Section M.1. of these regulations.

N. DEDICATION OF RIGHT-OF-WAY, OPEN SPACE, PUBLIC USE LANDS, OR EASEMENTS

1. The dedication of land or use of land for public purposes may be accomplished by the following method. A reproducible plat shall be prepared depicting the area to be dedicated by lines and survey description. The location of surrounding property lines, streets and public utilities shall be show for reference. The placing of monuments and the location of such shall be shown on the plat. Signatory data shall also be included in the same manner as for a final plat. If the dedication is for a street right-of-way that, by the location of the dedication area, would divide a tract into two parcels, the plan shall be created as a final subdivision plat in conformance with this Article.

2. A written document may be used for dedications in lieu of a reproducible plat. The document shall contain the following minimum information:
 - a. Statement of purpose for the dedication.
 - b. A narrative survey description of the area(s) to be dedicated.
 - c. Conditions, if imposed.
 - d. The document shall contain the same signatory data as required for a final subdivision plat.