

**PRELIMINARY PLAT
FOR SUBDIVISION REGULATIONS**

B. Preliminary Plat

1. At least fourteen (14) days prior to the meeting at which it is to be considered, the subdivider shall deliver copies of the preliminary plat of the proposed subdivision to the following persons: planning staff (if planning staff is not located in Dandridge, the subdivider shall mail or deliver the plat), town street superintendent, and the town water and sewer department. If wastewater disposal is proposed to be provided by a means other than sanitary sewer, a copy shall also be provided to the county department of environmental health. Additional copies shall be made available for review by planning commission members at the meeting at which the plat is to be considered. Preliminary plats shall be drawn to a scale of not less than one (1) inch equals one hundred (100) feet. *A preliminary plat shall not be acceptable for submission unless it meets all the required standards of design and unless it contains all the required information or a written request for a variance from each specific deviation from the requirements with reasons therefor.*

2. The preliminary plat shall meet the minimum standards of design as set forth in Article III and the general requirements for the construction of public improvements as set forth in Article IV and shall include the following information:
 - a. The proposed subdivision's name and location, the name(s) and address(es) of the owner(s), and the name of the designer of the plat who shall be an engineer or registered surveyor.

 - b. Date, approximate north point, and graphic scale.

 - c. The location of all existing property lines, streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, and any public utility easements or lines, detention basins, the zoning classification of the land to be subdivided and of the adjoining land, and the names of adjoining property owners or subdivisions.

 - d. Plans of proposed utility layouts (sewers, water, gas, fire hydrants, street lights, and electricity) showing feasible connections to the existing or any proposed utility systems. When such connections are not practicable, the plat shall note that individual water supply and/or sewage disposal systems are proposed.

- e. Erosion control and drainage plan prepared by an engineer or landscape architect. (see Article IV, B, 3)
 - f. The proposed locations, dimensions, and names of proposed streets, easements, parks, and other open space reservations, lot lines, building setback lines, and utilities. Profiles of all streets showing the natural and finished grades drawn to a scale of not less than one inch equals twenty (20) feet vertical shall be required.
 - g. Contours at vertical intervals of not more than five (5) feet except that subdivisions containing less than five (5) acres or ten (10) lots may provide contours at a greater interval.
 - h. The total acreage of the land to be subdivided and the approximate area of each lot.
 - i. Location map showing relationship of subdivision site to the surrounding area.
 - j. If any portion of the land being subdivided is subject to flood as defined in Article III, Section F, the area subject to flood shall be shown and all applicable provisions of the Dandridge flood damage prevention ordinance met. (see also, Article III, A, 4)
3. A subdivider may omit the submission of a preliminary plat, submitting only a final plat if all the following conditions are met:
- a. The proposed subdivision does not contain more than five (5) lots and does not meet the criteria requiring preparation of an erosion control and drainage plan, as set out in Article IV, B. 1.
 - b. All public improvements as set forth in Article IV are already installed or because of the nature of the development deemed not necessary by the planning commission. Any construction, installation, or improvement of any public improvements shall require submission of a preliminary plat as prescribed by Section B above.
 - c. The subdivider has consulted informally with the planning commission and/or planning staff for advice and assistance before preparation of a final plat and its formal application for approval.

4. Within thirty (30) days after the planning commission meeting at which a preliminary plat is considered, the planning commission shall approve or deny approval of the plat or approve the plat subject to modifications. If the plat is approved subject to modifications, the nature of the required modifications shall be set out in the minutes of the commission, or if approval is denied, reasons for denial shall be similarly stated in the minutes of the commission.
5. One (1) copy of the preliminary plat shall be retained in the planning commission files, one (1) copy shall be retained by the planning staff, and one (1) copy shall be returned to the subdivider at the time of approval or denial with any notations as to required changes, if any.
6. Upon approval of the preliminary plat, the subdivider may proceed with the installation of public improvements. A revised preliminary plat shall be submitted to the planning commission for approval should any substantial changes be proposed to the subdivision following preliminary plat approval. Substantial changes shall be, but shall be not limited to, changes in location of street right-of-way, decrease or increase in waterline size, or changes in location or capacity of stormwater management facilities.
7. Approval of the preliminary plat shall not be construed as assuring approval of the final plat.
8. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within twelve (12) months from the date of such approval unless an extension of time is applied for and granted by the planning commission.

**FINAL PLAT
FOR SUBDIVISION REGULATIONS**

C. *Final Plat*

1. At least fourteen (14) days prior to the meeting at which it is to be considered, the subdivider shall deliver to the planning staff a review copy of the final plat (if planning staff is not located in Dandridge, the subdivider shall mail or deliver the plat) drawn to a scale of one (1) inch equals one hundred (100) feet on sheets no larger than 24 x 30 inches in size. When more than one sheet is required, an index sheet shall be provided. Additional copies shall be made available for review by the planning commission at the meeting at which the plat is to be considered. The final plat shall conform substantially to the preliminary plat as approved, and, if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided however, that such portion conforms to all requirements of these regulations. *A final plat shall not be acceptable for submission unless it contains all of the required information or a written request for a variance from each specific deviation from the requirements with reasons therefor.*

2. The final plat shall show:
 - a. The lines of all streets and roads, alley lines, building setback lines, lots numbered in numerical order, lot areas, reservations for easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.

 - b. Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line, and building line, whether curved or straight, and including true north point. This shall include the radius, central angle and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.

 - c. All dimensions to the nearest one hundredth (100th) of a foot and angles to the nearest minute.

 - d. Location and description of monuments. (see Article IV, A)

 - e. The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.

- f. Date plat was prepared, name of subdivision, name of owner(s), civil district, deed book and page number, graphic scale, and true north point.
 - g. Location map showing site in relation to the surrounding area.
 - h. If any portion of the land being subdivided is subject to flood, as defined in Article III, F, information shall be submitted, as outlined in that section of these regulations and the Dandridge flood damage prevention ordinance.
 - i. Street numbers, if assigned by the property numbering authority.
3. The following certificates shall be presented on the final plat: (see following page)
- a. Certification showing that applicant is the land owner and dedicates streets, right-of-ways, and other sites, as may be applicable, for public use.
 - b. Certification by surveyor or engineer as to accuracy of survey and plat and placement of monuments.
 - c. Certification by the utility provider that the water supply system meets requirements of the controlling state agency.
 - d. Certification by the county department of environmental health that the subsurface sewage disposal system(s) is approved or that the public sewerage system meets requirements of the controlling state agency.
 - e. Certification by the street superintendent that all streets and appurtenances have been installed in accordance with established standards.
 - f. Certification for recording by planning commission secretary. The signature of the planning commission secretary shall not be placed on the plat until final plat approval has been granted and all other required certifying signatures obtained.
4. Within thirty (30) days after the planning commission meeting at which the plat is considered, the planning commission shall approve or deny approval of the plat. If the plat is denied approval, the grounds for denial shall be stated in the minutes of the planning commission. If approved, one (1) copy shall be retained in the planning commission files and one (1) copy shall be provided to the planning staff.

5. Approval of the final plat by the planning commission shall not constitute the acceptance by the public of the dedication of any street or other public way or ground. *The subdivider shall be responsible for obtaining from the town's governing body its formal acceptance of any public street or other facility.*

Examples for each of the certification forms are provided below:

SUBDIVISION CERTIFICATION FORMS

1. CERTIFICATION OF OWNERSHIP AND DEDICATION

This is to certify that the owner(s) of the property shown and described hereon hereby adopt this subdivision plat and dedicate all streets, alleys, walks, parks, or other public ways and open space to public or private use as noted.

Date

Owner(s)

2. CERTIFICATION OF ACCURACY OF SURVEY

I certify that the plat shown and described hereon is a true and correct survey to the accuracy required by the Dandridge Municipal Planning Commission, and, that monuments have been placed as shown hereon in accordance with the specifications of the Dandridge Municipal Planning Commission.

Date

Surveyor/Engineer

3. CERTIFICATION OF APPROVAL OF WATER SYSTEMS

I certify that the water system installed, or proposed for installation along with the financial guarantee provided, fully meets requirements of the State of Tennessee.

Date

Authorized Representative of Utility Provider

4a. *CERTIFICATION OF SEWERAGE SYSTEM (public or community system)*

I certify that the sewage disposal system installed, or proposed for installation along with the financial guarantee provided, fully meets the requirements of the State of Tennessee and is approved as shown with all restrictions/conditions as noted. (not required if 4b is applicable)

Date _____ Authorized Signature of Utility Provider _____

4b. *CERTIFICATION OF SUBSURFACE DISPOSAL (septic system)**

Subdivision is approved for subsurface sewage disposal. Owner/developer shall obtain from the appropriate county department of environmental health a permit for each lot prior to any construction on the property. The permit shall establish the maximum size dwelling and the specific location of the primary and the secondary disposal areas. Owner/developer shall not do any construction or mutilation (cutting or filling) of the so designated primary and secondary disposal area without the prior approval of the appropriate county department of environmental health.

Date _____ Authorized Representative of County Department of Environmental Health _____

*Planning commission will accept substitute or additional language of the county department of environmental health.

5. *CERTIFICATION OF STREETS*

I certify that streets and related appurtenances installed, or proposed for installation along with the financial guarantee provided, fully meet the specifications established by the Dandridge Municipal Planning Commission.

Date

Authorized Representative of Town

6. *CERTIFICATE OF APPROVAL OF STREET NAME(S)*

I certify the street names on this plat have been reviewed and are acceptable in accordance with the policies of the Jefferson County Communications District.

Date

Authorized Representative of Jefferson
County Communications District

7. *CERTIFICATE OF APPROVAL FOR RECORDING*

I certify that this plat has been found to comply with the subdivision regulations for the Town of Dandridge, with the exception of such variances, if any, which are noted in the minutes of the Dandridge Municipal Planning Commission. All improvements have been installed or an acceptable surety posted in order to assure completion. This plat is approved for recording in the office of the county register of deeds.

Date

Secretary, Dandridge Municipal
Planning Commission