



# Major Subdivision Submittal Procedures

JUNE 2014

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Development Services

The following information serves as a reference or reminder guide of the major subdivision review submittal process and any requirements required **PRIOR** to the submittal of major subdivision plats for review. The following applies to major subdivision plats in the City of Chattanooga, unincorporated Hamilton County and all of the municipalities with the exception of the City of Collegedale and the Town of Signal Mountain.

### **What is a Major Subdivision?**

A major subdivision is defined as any division of property into three or more lots, or any division requiring the construction of new streets, or the extension of public water and/or sanitary sewer lines.

### **What is a Staff Approved Subdivision?**

A staff approved subdivision is any division of property into no more than two lots not requiring a variance, and does not require the construction of new streets, or the extension of public water and/or sanitary sewer lines.

### **Who Can Submit a Subdivision Plat?**

Subdivision plats submitted for official review **must be** drawn by a licensed surveyor, or an engineer who is a licensed surveyor in the State of Tennessee. *[Section 401 of the Chattanooga and Hamilton County Subdivision Regulations, and Chapter 082.03.02 Tennessee State Board of Examiners for Land Surveyors]*

### **Can Construction/Engineering Plans be Submitted as a Major Subdivision Plat?**

Construction/engineering plans **will not** be accepted as a preliminary or final subdivision plat. Construction/Engineering Plans are submitted to the City of Chattanooga Land Development Office, or the Hamilton County Engineering Office, Hamilton County WWTA, or Hamilton County Water Quality for review, comment, and approval prior to construction of infrastructure improvements.

### **What are the Requirements Prior to the Submittal of a Preliminary Plat?**

Prior to the submittal of a preliminary plat for review complete the following requirements. If any of the requirements below are not completed prior to submitting the preliminary plat the application will be considered incomplete and **will not** be placed on the Chattanooga-Hamilton County Regional Planning Commission agenda.

- If applicable, Hamilton County Groundwater Protection **must approve** the use of septic systems for the proposed subdivision development. *[Section 309.3.1 of the Hamilton County Subdivision Regulations, and Section 309.4.1 of the Chattanooga Subdivision Regulations].*
- The Planning Commission cannot approve any proposed subdivision until Hamilton County Groundwater Protection has approved the plans for septic system use. *[Section 309.3.1 of the Hamilton County Subdivision Regulations, and Section 309.4.1 of the Chattanooga Subdivision Regulations].*
- A preliminary plat that has not received approval from Hamilton County Groundwater Protection **will not** be added to the Planning Commission agenda.

- Centerline stake all proposed streets. Any plat submitted that does not have the street centerlines staked **will not** be reviewed or added to the Planning Commission agenda. *[Section 203.1 of the Hamilton County and Chattanooga Subdivision Regulations].*

**What are the Requirements Prior to the Submittal of a Final Plat?**

Prior to the submittal of final plat for review complete the following requirements. If any of the requirements below are not completed prior to submitting the final plat the application will be considered incomplete and **will not** be placed on the Planning Commission agenda.

- All streets must be at a minimum rough graded and centerline staked. This requirement only applies to proposed subdivision developments located within unincorporated Hamilton County. *[Section 203.1 of the Hamilton County Subdivision Regulations].*
- Submit final plat for review only **after** receiving comments and approval of Construction/Engineering Plans from the City of Chattanooga Land Development Office or the Hamilton County Engineering Office, Hamilton County WWTA, or Hamilton County Water Quality Program.

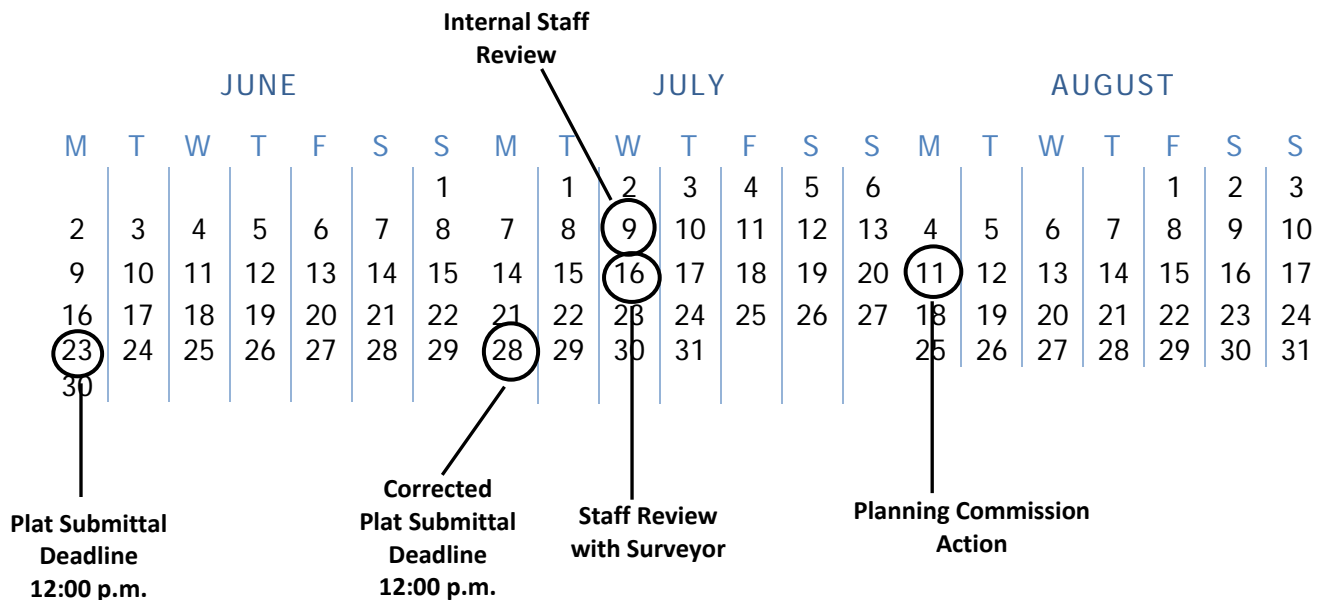
**What is the Deadline for Submitting a Major Subdivision Plat?**

The deadline for the submittal of a major subdivision plat is the fourth (4<sup>th</sup>) Monday of the month by 12:00 p.m. This same deadline applies to initial subdivision plats submitted for review and corrected/revised plats resubmitted for final review prior to placement on the Chattanooga-Hamilton County Regional Planning Commission agenda.

Plats submitted after 12:00 p.m. on the fourth (4<sup>th</sup>) Monday will not be placed on the following months Planning Commission agenda.

Plats can be and will be accepted for submittal prior to the fourth (4<sup>th</sup>) Monday of each month.

**AUGUST PLANNING COMMISSION MEETING**



### **Where are Major, Minor, and Staff Approved Subdivision Plats Submitted?**

Plats that qualify as a major subdivision are submitted to the Regional Planning Agency. The Regional Planning Agency is located on the 2<sup>nd</sup> floor of the Development Resource Center.

Plats that qualify as staff approved subdivisions are submitted electronically to Hamilton County GIS. There is no submittal deadline for staff approved plats. They can be submitted at anytime.

### **What are the Initial Subdivision Submittal Requirements?**

Subdivision plats submitted for initial review must submit the following information:

- Completed subdivision application.
- Twelve (12) paper copies of the proposed subdivision plat for initial staff review. Sheet sizes shall be at a minimum size of 24" X 30".
- Two (2) paper copies of the proposed subdivision plat that are of 11" X 17" size.
- If submitting a preliminary plat, please submit five (5) paper copies of road/street profiles with the preliminary subdivision plat.
- If submitting a preliminary plat, please submit five (5) paper copies of sanitary sewer profiles with the preliminary subdivision plat.

### **What are the Requirements for the Re-submittal of a Subdivision Plat?**

Subdivision plats that have gone through the initial subdivision review process and are being re-submitted for final review prior to placement on the Chattanooga-Hamilton County Regional Planning Commission agenda must submit the following information:

- Two (2) paper copies of the corrected or revised plat. Sheet sizes shall be a minimum size of 24" X 30".
- Two (2) paper copies of the corrected or revised subdivision plat that are of 11" X 17" size.
- Failure to address all staff comments and notes will result in the submittal not being added to the Planning Commission agenda.

### **Am I Required to Attend any Meetings?**

Prior to the placement of any subdivision plat on the Planning Commission agenda **you must attend** the subdivision review/agenda meeting. The application will be considered incomplete and **will not** be added to the Planning Commission agenda if you do not attend the subdivision review/agenda meeting.

RPA will notify the developer and/or surveyor of the date and time of the subdivision review/agenda meeting. Typically, this meeting is held the third Wednesday of each month.

Attend the Planning Commission meeting to potentially discuss the project, or to answer questions or concerns from members of the Planning Commission. Planning Commission meetings are held on the 2<sup>nd</sup> Monday of each month on the 4<sup>th</sup> floor of the Hamilton County Courthouse, 625 Georgia Avenue, Chattanooga 37402. Meetings start at 1:00 PM (Eastern).

## **What are the Basic Steps in the Subdivision Review Process?**

The subdivision process consists primarily of three basic steps (1) submit preliminary plat, (2) submit construction/engineering plans, and (3) submit final plat.

The following are the very basic steps involved in the subdivision review process from the submittal of the preliminary plat, construction plans, and the submittal and recording of the final plat.

### **Preliminary Plat Phase**

- Step 1: If applicable, obtain Hamilton County Groundwater Protection approval for septic system use. ***(Required)***
- Step 2: Centerline stake all proposed streets in the development. ***(Required)***
- Step 3: Submit preliminary plat and other required information to Regional Planning Agency by the fourth (4<sup>th</sup>) Monday of the month by 12:00 p.m.
- Step 4: RPA staff distributes copies of the subdivision plat and other related documents to other departments and utilities involved in the review process.
- Step 5: RPA and other members of the subdivision review committee visit the site.
- Step 6: Staff review of subdivision. Held on the second (2<sup>nd</sup>) Wednesday.
- Step 7: Applicant attends the subdivision/agenda review meeting, typically the third (3<sup>rd</sup>) Wednesday. Proposed development is discussed, as well as an opportunity for the applicant to answer or ask questions. RPA staff will provide applicant with a staff report of corrections and modifications required before placement of the subdivision plat on the Chattanooga-Hamilton County Regional Planning Commission meeting.
- Step 8: The surveyor makes the required corrections and modifications to the plat and re-submits corrected plat to Regional Planning Agency by the fourth (4<sup>th</sup>) Monday by 12:00 p.m.
- Step 9: RPA staff will review revised or corrected plat and if all corrections and modifications have been completed the preliminary plat is placed on the Chattanooga-Hamilton County Regional Planning Commission agenda.
- Step 10: RPA staff provides a written recommendation.
- Step 11: RPA staff notifies the applicant, by mail, no later than 5 days of the date and time of the Planning Commission meeting and a copy of the staff recommendation.
- Step 12: Planning Commission formal acts on the preliminary subdivision plat.
- Step 13: RPA prepares a Resolution of approval or denial with a copy of the preliminary plat attached to the Resolution.
- Step 14: RPA sends Resolution to developer, surveyor, property owner, and other departments in the City/County involved in the subdivision development review process.

### **Construction Phase**

- Step 1: After preliminary plat approval, applicant submits Construction/Engineering Plans to City of Chattanooga Land Development Office or the Hamilton County Engineering Office, Hamilton County WWTA, or Hamilton County Water Quality for review and comment.
- Step 2: Receive approval of Construction/Engineering Plans, obtain required permits and start required infrastructure improvements.

### Final Plat Phase

- Step 1: Submit paper copies of the final plat and other required information to Regional Planning Agency by the fourth (4<sup>th</sup>) Monday of the month by 12:00 p.m.
- Step 2: RPA staff distributes copies of the final subdivision plat to other departments and utilities involved in the review process
- Step 3: RPA and other members of the subdivision review committee visit the site.
- Step 4: Staff review of subdivision. Held on the second (2<sup>nd</sup>) Wednesday.
- Step 5: Applicant attends the subdivision/agenda review meeting, typically the third (3<sup>rd</sup>) Wednesday. Proposed development is discussed, as well as an opportunity for the applicant to answer or ask questions. RPA staff will provide applicant with a staff report of corrections and modifications required before placement of the subdivision plat on the Chattanooga-Hamilton County Regional Planning Commission meeting.
- Step 6: The surveyor makes the required corrections and modifications to the plat and re-submits the revised/corrected final plat to Regional Planning Agency by the fourth (4<sup>th</sup>) Monday by 12:00 p.m.
- Step 7: RPA staff will review the revised or corrected plat and if all corrections and modifications have been completed the final plat is placed on the Chattanooga-Hamilton County Regional Planning Commission agenda.
- Step 8: RPA staff provides a written recommendation.
- Step 9: RPA staff notifies the applicant, by mail, no later than 5 days of the date and time of the Planning Commission meeting and a copy of the staff recommendation.
- Step 10: Planning Commission formal acts on the final subdivision plat.
- Step 11: RPA prepares a Resolution of approval or denial with a copy of the final plat attached to the Resolution.
- Step 12: RPA staff sends Resolution to developer, surveyor, property owner, and other departments in the City/County involved in the review process.
- Step 13: Obtain street addresses from Hamilton County GIS. GIS will assign street addresses after the final plat has been approved by the Chattanooga-Hamilton County Regional Planning Commission. ***Just as a reminder, prior to Hamilton County GIS signing the Mylar copy of the final plat they must have a geo-referenced CAD copy of the final subdivision plat.***
- Step 14: Complete infrastructure improvements and submit required "as-builts" and other required information to the appropriate departments.
- Step 15: The applicant circulates the final plat for signatures after Planning Commission approval and all required infrastructure improvements have been installed and completed. ***Just as a reminder, prior to Hamilton County GIS signing the Mylar copy of the final plat they must have a geo-referenced CAD copy of the final subdivision plat.***
- Step 16: The applicant records the final plat in the Hamilton County Register of Deeds Office, or Hamilton County GIS Office.

# SUBDIVISION PLAT APPLICATION



Type of Plat:     Concept     Preliminary     Final

Date Filed: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Application Accepted by: \_\_\_\_\_

Application/Case Number: \_\_\_\_\_

<p style="text-align: center;"><b>PROJECT INFORMATION</b></p> <p>PLEASE PRINT Proposed Subdivision Name: _____ _____</p> <p>Unit/Phase Number: _____</p> <p>Address of Subdivision: _____ _____</p> <p>Tract Size: _____ No. of Lots: _____</p> <p>Present Zoning: _____</p> <p>Zoning Applied For (If Applicable): _____ _____</p> <p>Tax Map and Parcel Number(s): _____ _____</p> <p>Jurisdiction: _____ _____</p>	<p style="text-align: center;"><b>APPLICANT INFORMATION</b></p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Fax: _____</p>
<p style="text-align: center;"><b>AVAILABILITY OF UTILITIES</b></p> <p>List utility provider that will provide services to this proposed subdivision</p> <p>Sewer: _____</p> <p>Septic System: _____</p> <p>Water: _____</p> <p>Electricity: _____</p> <p>Gas: _____</p> <p>Telephone: _____</p>	<p style="text-align: center;"><b>SURVEYOR/ENGINEER INFORMATION</b></p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Fax: _____</p>
<p style="text-align: center;"><b>Variance(s) Requested</b></p> <p>No: <input type="checkbox"/>    Yes: <input type="checkbox"/></p> <p>If Yes, submit separate application and fee</p>	<p style="text-align: center;"><b>SUBMITTAL CHECKLIST</b></p> <p>_____ Application    _____ 2 plat copies 11"X17"</p> <p>_____ 12 plat copies 24"x30"</p> <p>_____ 5 Road/Street Profiles    _____ 5 Sewer Profiles</p> <p>_____ Drainage Calculations/Hydrology Report</p> <p>_____ Other: _____</p>