

City of Chattanooga, Tennessee

Subdivision Regulations

Procedures, Design Standards, and Requirements for Subdivision Plats

Approved by the Chattanooga-Hamilton County Regional Planning Commission
on October 13, 2014

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TABLE OF CONTENTS

ARTICLE 1. GENERAL PROVISIONS

100 Title 1
101 Intent & Purpose of Regulations..... 1
102 Authority 2
103 Jurisdiction / Applicability..... 2
104 Interpretation, Conflict and Separability 2
105 Saving Provision 3
106 Enforcement, Violations and Penalties..... 3
107 Amendments..... 4
108 Fees for Processing Plats..... 4
109 Appeal 4
110 Enactment and Repeal 4

ARTICLE 2. DEFINITONS 5-14

ARTICLE 3. SUBDIVISION PROCEDURES

300 General..... 15
301 Official Submission Date 17
302 Required Submittal Information for Major and Minor Subdivision Plats 18
303 Required Submittal Information for Staff Approved Subdivision Plats 18
304 Minor Subdivision Plat Review Procedures 19
305 Major Subdivision Plat Review Procedures 20
306 Staff Approved Subdivision Plat Review Procedures..... 22
307 Required Copies for Recording Purposes 22
308 Monumentation..... 22
309 Variance Procedures 23
310 Special Requirements 24

ARTICLE 4. SUBDIVISION DESIGN STANDARDS

400 General Principles 26
401 Infrastructure..... 26
402 Flood Hazards..... 29
403 Lots..... 30
404 Easements..... 31

ARTICLE 5. SUBDIVISION PLAT REQUIREMENTS

500 Preliminary Plat Requirements 33

501 Final Plat Requirements 36
502 Corrective Plat and Revised Plat Requirements 41

APPENDIX

1. Subdivision Plat Size Required 44

ARTICLE 1 GENERAL SUBDIVISION PROVISIONS	
100	TITLE
100.1	Regulations establishing the minimum requirements for the design standards of subdivisions; for the surveying and platting requirements thereof; providing for certain preliminary and final plat requirements; and for the submission, review, and approval of same; for the recording of the final plat; defining certain terms used herein; providing for the administrations and enforcement and the penalties for violation thereof; providing for the means of adoption and amendment; repealing all regulations, resolutions, ordinances and/or codes in conflict herewith.
100.2	Short Title These regulations shall be known as the: Subdivision Regulations of Chattanooga, Tennessee
101	INTENT & PURPOSE OF REGULATIONS
101.1	It is hereby declared to be the policy of the City of Chattanooga to consider the subdivision of land and the subsequent development of the subdivided plat as subject to the control of the City of Chattanooga pursuant to the Comprehensive Plan of Hamilton County for the orderly planned efficient and economical development of the local government.
101.2	Land to be subdivided shall be of such character that it can be used safely for building or other purposes without danger to health or peril from fire, flood, or other menace, and land shall not be subdivided until proper provision has been made for adequate water and electrical service, drainage, access, and acceptable method for sewage disposal. This section is designed to discourage the development of land that is beyond the limits of services provided by the City of Chattanooga and local utilities.
101.3	The existing and proposed public improvements shall conform to and be properly related to the proposals shown in the Comprehensive Plan, and the capital budget and program of the City of Chattanooga and it is intended that these regulations shall supplement and facilitate the enforcement of the provisions and standards contained in building and housing codes, zoning ordinances, the Comprehensive Plan, and capital budget and program of the City of Chattanooga or county.
101.4	The regulations are adopted to provide for the harmonious development of the City of Chattanooga; for the coordination of streets within the subdivided land with other existing or planned streets or with the state or regional plan or with the plans of municipalities in or near the region; to maintain consistency with the City of Chattanooga water quality permit TNS068063; for adequate open spaces for traffic, light, air and recreation; for the conservation of or production of adequate transportation, water, drainage and sanitary facilities; for the avoidance of population congestion; for the avoidance of such scattered or premature subdivision of land as would involve danger or injury to health, safety or prosperity by reason of the lack of water supply, drainage, transportation or other public services or would necessitate an excessive expenditure of public funds for the supply of such services; and for the requirements as to the extent to which and the manner in which streets shall be graded and improved and water and sewer and other utility mains, piping, connections or other facilities shall be installed or bonded as condition precedent to the approval of the plat.

102	AUTHORITY
102.1	The authority for these regulations has been established by virtue of the powers vested by the State of Tennessee in TCA Sections 13-3-401 through 13-3-441 and TCA Sections 13-4-301 through 13-4-310.
102.2	<p>In accordance with the provisions of T.C.A. Section 13-4-302* (Public Acts of Tennessee, 1935, as amended) the provisions of these regulations shall be administered by the CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING COMMISSION.</p> <p>The Planning Commission does hereby exercise the power and authority to review, approve, and disapprove plats for the subdivision of land within the limits of the local governments which show lots, blocks, or sites with or without new streets or highways.</p> <p>*The TCA Section 13-4-302 is included since it deals with Municipal Planning Regulations.</p>
102.3	Regulations of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of valid police power delegated by the State to the Regional Planning Commission and to the Municipal Planning Commissions in TCA 13-3-402 and 13-4-302. The developer has the duty of compliance with reasonable conditions laid down by the Planning Commission for design, dedication, improvement, and restrictive use of the land so as to conform to the physical and economic development of the local government therein and to the safety and general welfare of the future lots owners in the subdivision and the community at large.
103	JURISDICTION / APPLICABILITY
103.1	These subdivision regulations shall apply to all subdivisions of land, as defined herein, located within the limits of the City of Chattanooga.
103.2	Any person desiring to subdivide any lot, tract or parcel of land, or to change or rearrange any line dividing two or more lots, tracts or parcels of land within the City of Chattanooga shall comply with the procedures established in these regulations; except for those cases exempted in Section 103.3.
103.3	<p>The regulations shall not apply to:*</p> <p>a) Any subdivision, the plat of which has been recorded prior to February 14, 1935 or</p> <p>b) The subdivision of land which will produce tracts of land, all of which are greater than five (5) acres in size when no street or utility is to be constructed.</p> <p>*See T.C.A. 13-3-407, 13-3-408, 13-3-401, and 13-4-301</p>
104	INTERPRETATION, CONFLICT AND SEPARABILITY
104.1	In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety and general welfare.
104.2	<p>Conflict With Public Provisions</p> <p>The regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed by any other provision of these regulations or any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.</p>

104.3	Conflict With Private Provisions These regulations are not intended to abrogate any easement, covenant or any other private agreement or restriction.
104.4	Separability If any part or provision of these regulations or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdictions such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of these regulations or the application thereof to other persons or circumstances. The Planning Commission hereby declares that it would have enacted the remainder of these regulations even without any such part, provision, or application.
105	SAVING PROVISION
105.1	These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm or corporation, by lawful action of any local government, except as shall be expressly provided for in these regulations.
106	ENFORCEMENT, VIOLATIONS AND PENALTIES
106.1	No plat of a subdivision of land lying within the limits of the City of Chattanooga shall be filed for record, or recorded, until it shall have been approved by the Planning Commission, and such approval be endorsed in writing on the plat by the secretary of the Commission or his duly appointed representative (T.C.A. 13-4-302).
106.2	The County Register shall not receive, file, nor record a plat of a subdivision without the approval of the Planning Commission, and the County Register so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law (T.C.A. 13-3-402 and 13-4-302).
106.3	Any plat of a subdivision recorded by the County Register without the approval of the Planning Commission shall be void.
106.4	No changes, erasures, modifications, or revisions shall be made on any plat of a subdivision after the plat has been endorsed by the secretary of the Planning Commission unless said plat is first resubmitted to the Planning Commission.
106.5	Whoever, being the owner or agent of the owner of any land, transfers or sells or agrees to sell or negotiates to sell land by reference to or exhibition of or by other use of a plat of subdivision of such land without having submitted a plat of such subdivision to the Planning Commission and obtained its approval as required by these regulations and before such plat be recorded in the office of the County Register, or who falsely represents to a prospective purchaser of real estate that roads or streets will be built or constructed by the county or municipality, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law; and the description by metes and bounds in the instrument or transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. Provided, however, said owner or agent of any land may sell, transfer or agree to sell any lot or lots shown on a plat having been given preliminary approval by the Planning Commission; and provided, further, said owner or agent post bond in form and amount and with conditions and surety satisfactory to the local government and expressed in the bond. The local

	government, through its attorney, may enjoin such transfer or sale or agreement by action or injunction (T.C.A. 13-3-402 and 13-4-302).
107	AMENDMENTS
107.1	These regulations may be amended by the Chattanooga-Hamilton County Regional Planning Commission at a regular or called meeting. Before the adoption of any amendment, a public hearing shall be held by the Planning Commission, fifteen (15) days notice of the time and place of which shall be given by one (1) publication in a newspaper of general circulation in Hamilton County (T.C.A. 13-3-403 and 13-4-303).
108	FEES FOR PROCESSING PLATS
108.1	The Planning Commission may require a fee for each of the following: <ul style="list-style-type: none"> • Staff Approved Subdivision Plats • Preliminary Subdivision Plats • Final Subdivision Plats • Variance Requests • Urban Infill Lot Compatibility Option
109	APPEAL*
109.1	Any person, firm, or corporation who believes that he has been aggrieved by a decision of the Planning Commission in approving, denying, deferring, or granting a conditional approval of a plat or variance may present their petition to a court of competent jurisdiction. <p>*No action by any governmental agency should be final without some method of appeal being granted to anyone who feels that he has been aggrieved by a decision of that agency. Therefore, the method of appeal is spelled out here.</p>
110	ENACTMENT & REPEAL
110.1	ENACTMENT, EFFECTIVE DATE These regulations shall become effective from and after the date of its approval and adoption by the Chattanooga-Hamilton County Regional Planning Commission for the City of Chattanooga.
110.2	Henceforth, any other subdivision regulations previously adopted by the Chattanooga-Hamilton County Planning Commission for the City of Chattanooga shall be deemed to be repealed.
110.3	ADOPTED: October 13, 2014 Ethan Collier, Chairman Chattanooga-Hamilton County Regional Planning Commission John Bridger, Secretary Chattanooga-Hamilton County Regional Planning Commission

ARTICLE 2		DEFINITIONS	
200		WORDS AND PHRASES	
		<p>For the purposes of these regulations, certain terms, words and phrases are defined as follows:</p> <ul style="list-style-type: none"> • Words with masculine gender include the feminine gender. • Words used in the future tense include the present. • Words used in the present tense include the future. • Words used in the singular include the plural. • Words used in the plural include the singular. • The word “may” is permissive. • The words “ordinance” and “regulations” are used interchangeably. • The word “person” includes a firm, association, corporation, organization, partnership, trust, company, and an unincorporated association of persons such as a club, as well as an individual. • The words “used” or “occupied” as applied to any land or building shall be construed to include the words “intended, arranged, or designed to be used or occupied”. 	
APPLICANT:		The owner of land proposed to be subdivided, or his representative. Consent shall be required from the legal owner of the premises.	
BEST MANAGEMENT PRACTICES:		"BMPs" are the schedules of activities, prohibitions of practices, maintenance procedures, stormwater facilities and other management practices to prevent or reduce the pollution of stormwater runoff. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.	
BLOCK:		A parcel of land that is normally bounded by streets or bounded by streets and the exterior boundary of a subdivision.	
BASE FLOOD:		The flood having a one percent chance of being equaled or exceeded in any given year – commonly referred to as the “100-Year Flood”. (See also “High Water Stage”)	
BOND:		Any form of security (including a cash bond, surety bond, cashiers check, collateral, property, or instrument of credit) in an amount and form satisfactory to the governing body for the amount of the estimated construction cost guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the subdivider’s agreement.	
BUILDING INSPECTOR OR OFFICIAL:		A qualified inspector from the County Building Commissioner’s office or a municipal Inspection Department who is designed by the local government to enforce the Zoning Ordinance or Regulations.	
CAD:		Computer-aided drafting: a.k.a. computer-aided design.	
CAPITAL IMPROVEMENTS PROGRAM:		A proposed schedule of all future projects listed in order of construction priority together with cost estimates and the anticipated means of financing each project. All major projects requiring the expenditure of public funds, over and above the annual local government’s operating expenses, for the	

	purpose of construction or replacement of the physical assets for the community are included.
CITY ATTORNEY:	The licensed attorney designated by the Governing Body to furnish legal assistance to the Governing Body.
CITY ENGINEER:	The licensed engineer designated by the City Council to administer these regulations or his or her designated representative.
COLLECTOR STREET:	See Streets, Collector.
COMPREHENSIVE PLAN:	A plan, or any portion thereof, adopted by the Planning Commission, showing the general location and extent of present and proposed physical facilities, including housing, industrial and commercial uses, streets, parks, schools, and other community facilities. This plan establishes the goals, objectives and policies of the community.
CONTROL MONUMENT:	A survey marker used to position the remaining boundary survey corners on the surface of the Earth. A type of monument.
CORRECTIVE PLAT:	A plat used to record minor changes to a recorded plat.
CRONAFLEX:	A dimensionally stable material on which the final details of a proposed subdivision are affixed and recorded in the Registrar's Office.
CUL-DE-SAC:	See Streets, Cul-de-Sac
CUL-DE-SAC, SHORT:	A cul-de-sac street which meets all of the following requirements: <ul style="list-style-type: none"> a. The street provides access to 10 (ten) or less lots, including corner lots. b. All of the lots on the street will be developed for detached single family dwellings only. c. The street is not an extension of a street with a wider right-of-way. d. The street is 600' or less in length. e. The street cannot be extended due to topographic barriers or existing development.
DEVELOPMENT SERVICES:	A division of the Planning Agency that receives, processes, and administers the subdivision regulations within the jurisdiction of the Planning Commission.
DEED RESTRICTIONS:	A private covenant among the residents of a subdivision or development limiting the use or conditions within the subdivision or development.
DEVELOPER:	Any individual, subdivider, firm, association, syndicate, partnership, corporation, trust or any other legal entity commencing proceedings under these regulations to effect a subdivision of land thereunder for himself or for another.
LAND DEVELOPMENT OFFICE:	A division of the City of Chattanooga generally charged with review of subdivision proposals and subdivision road construction.
EASEMENT:	Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property.
EASEMENT, DRAINAGE:	A perpetual, unobstructed easement across property reserved to carry surface water drainage along specified routes to natural water courses. Drainage easements shall not be filled or built upon in any way that will impede the flow of surface water.
EASEMENT, OVERHEAD POWER AND COMMUNICATION:	An easement for the installation, operation, inspection, maintenance, repair or replacement of overhead electric power, telephone, cable t.v. and other communication lines, cable, poles, anchors, structures, etc. and the

	appurtenances thereto belonging.
EASEMENT, PERMANENT:	A recorded permanent easement which provide access to a publicly accepted municipal or county street. Such permanent easement shall be open to public safety access and utility access.
EASEMENT, POWER AND COMMUNICATION:	An easement for the installation, operation, inspection, maintenance, repair or replacement of underground, ground level or overhead electric power, telephone, cable t.v. and other communication lies, cables, poles, anchors, ditches, pipes, duct, structures, manholes, etc. and the appurtenances thereto belonging.
EASEMENT, UTILITY:	An easement for the installation, operation, inspection, maintenance, repair or replacement of the public utility lines, cables, poles, ditches, pipes, manholes, etc. and the appurtenances thereto belonging.
ENGINEER:	Any person registered to practice professional engineering in Tennessee by the State Board of Examiners for Architects and Engineers.
FINAL PLAT:	A subdivision plat prepared in accordance with provisions herein, in which said plat is designed to be placed on record with the County Registrar after approval by the Planning Commission.
FLOOD, 100-YEAR:	The flood having a one percent chance of being equaled or exceeded in any given year as defined by Federal Emergency Management Agency (formerly Federal Insurance Administration) in its Flood Insurance Study for the City of Chattanooga. The boundaries and general elevation of the 100 year flood are shown on the Flood Insurance Rate Maps issued by the Federal Emergency Management Agency.
FLOODWAY (VALLEY) ZONE:	The channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood (100 year flood) without increasing the water surface elevation at the High Water Stage or Base Flood. The Floodway Zone is shown on Flood Boundary and Floodway Boundary and Flood maps issued by the Federal Emergency Management Agency.
FRONTAGE:	The width of the lot measured along the dedicated street right-of-way except that lot frontages on cul-de-sac turn-arounds or curves with a radius of 500 feet or less at the lot line may be less than the lot frontage required by the Chattanooga Zoning Ordinance, provide that the lot has the required minimum lot frontage at the rear of the front yard required by the Chattanooga Zoning Ordinance.
FRONTAGE STREET:	See Street, Frontage
GEOLOGIC SURVEY:	Involves study of the bedrock, regolith, and ground water. Requires a detailed mapping of the rock strata and structural relationships of these units. Also, may include nature and significance of possible metallic and non-metallic mineral deposits.
GIS DEPARTMENT:	The agency designated by Hamilton County and the City of Chattanooga as the official source of electronic maps and related geographic information system support. The head of this agency is the Director of the GIS Department.
GOVERNING BODY:	The Chattanooga City Council
GRADE:	The slope of a street, or the ground, specified in percentage (%) terms.

HAMILTON COUNTY GIS DEPARTMENT:	See definition for GIS Department above.
HAMILTON COUNTY GROUNDWATER PROTECTION AND HAMILTON COUNTY GROUNDWATER PROTECTION OFFICER:	The Agency and person designated by the Governing Body to administer the health regulations of the local government and the state.
HAMILTON COUNTY WATER AND WASTEWATER TREATMENT AUTHORITY(HCWWTA):	An independent authority chartered by Hamilton County Government under sections of the Tennessee Code Annotated which provides sanitary sewer service to parts of Hamilton County.
HEALTH DEPARTMENT AND HEALTH OFFICER:	Hamilton County Groundwater Protection and Hamilton County Groundwater Protection Officer.
HIGH WATER STAGE	(Base flood elevation, 100 Year Flood): The high water stage as determined by either the Federal Emergency Management Agency, in a Flood Insurance Study, or by a Professional Engineer conducting a Floodplain Analysis as part of his/her development submittal to the City of Chattanooga.
IMPROVEMENTS:	Street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control and drainage facilities, utility lines, landscaping, and other related matters normally associated with the development of raw land into building sites.
LOCAL GOVERNMENT:	For the purposes of these regulations, any city or town within Hamilton County and the County, authorized by law to adopt ordinances and/or regulations.
LOCAL STREET:	See Street, Local.
LOT:	A parcel of land or any combination of several lots of record, occupied or intended to be occupied by a principal building or building group as permitted in the applicable zoning ordinance or regulation, together with their accessory building or uses and such access, yards, and other open spaces as required in these regulations and the applicable zoning ordinance or regulation. If on-site waste disposal systems are used, the lot must be capable of sustaining such a disposal system within the limits of the particular lot.
LOT AREA:	The area bounded by the lot lines of a lot.
LOT, CORNER:	A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than one hundred thirty-five (135) degrees.
LOT DEPTH:	The depth of the lot measured along a straight line(s) perpendicular to the street and measured from the street right-of-way to the rear of the lot in accordance with the most applicable of the following conditions: a) for rectangular lots; the length of the side lot line. b) for lots that are generally rectangular or trapezoidal, except where either side lot line is less than fifty (50) feet; the average of the depths to the rear lot corner.

	<p>c) lots that are generally rectangular, or trapezoidal where one side lot line is less than fifty (50) feet, or triangular; the average of the depth of the long side lot line and the length of a line perpendicular to the street but seventy-five (75) feet away from side measured above. (Note: the lot width must be at least seventy-five (75) feet to make this measurement.)</p> <p>d) lots with irregular front or rear lot lines; the average of the shortest side lot line and a line to the portion of the rear lot line and a line to the portion of the rear lot line that is closest to the street.</p> <p>e) flag lots; the depth of the major part of the lot, as measured above, but excluding the narrow portion of the lot that extends to the street.</p>
LOT FRONTAGE:	See definition of Frontage.
LOT, INFILL:	Any proposed residential lot zoned R-1, R-2 or R-3 in the Urban Overlay Zone or zoned R-1 in other areas which, also, is not a combination of existing lots.
LOT, INTERIOR:	A lot other than a corner lot with only one frontage on a street.
LOT MEASUREMENTS:	Lots shall be measured and their dimensions calculated as given below.
LOT OF RECORD:	A designated tract of land as shown on a recorded plat or tax map on record in the Registrar’s Office or the Assessor of Property’s Office prior to June 20, 1961.
LOT, REVERSED FRONTAGE:	A lot on which frontage is at right angles to the general pattern in the area. A reversed frontage lot may also be a corner lot.
LOT, THROUGH:	A lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.
LOT TYPES:	Terminology used in these regulations with reference to corner lots, interior lots, and through lots, and reversed frontage lots is as follows:
LOT WIDTH:	The width of the lot measured along a straight line between side lot lines (generally parallel to the street) and measured at: (a) the rear of the front yard required by the local zoning regulations, or (b) the building setback line as shown on the plat.
MAJOR STREET PLAN:	See General Plan.
MINOR ARTERIALS:	This system should interconnect with and augment the urban principal arterial system and provide service to trips of moderate length at a somewhat lower level of travel mobility than principal arterials. These facilities place more emphasis on land access than the higher system. Minor arterials, ideally, do not penetrate identifiable neighborhoods.
MONUMENTS:	Permanent concrete or iron markers used to establish definitely all lot corners, boundary lines, corners, and points of change in street alignment.
NON-RESIDENTIAL LOT:	A lot intended to be used for purposes other than residential and accessory uses; such as for commercial or industrial development.
NON-RESIDENTIAL SUBDIVISION:	A subdivision intended to be used other than residentially, such as for commercial or industrial development. Such subdivision shall comply with the applicable provisions of these regulations.
OFFER OF DEDICATION:	The act of granting land or streets to an entity, such as the government, association, person, etc. The offer of dedication shall not constitute the acceptance of such land or streets by the local government, association or person.

ORDINANCE:	Any legislative action, however denominated, of a local government which has the office of law, including any amendment or repeal of any ordinance.
OWNER:	Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these regulations.
PERFORMANCE BOND:	See definition for Bond.
PLANNING AGENCY:	A public agency which serves as the staff for the Chattanooga-Hamilton County Regional Planning Commission and other planning commissions in Hamilton County as requested. This agency also performs other planning service functions as requested by local government.
PLANNING AGENCY STAFF:	The staff of the Planning Agency.
PLANNING COMMISSION:	The Chattanooga-Hamilton County Regional Planning Commission, a regional Planning commission created in accordance with Tennessee Code Annotated 13-201 and also serving as the municipal planning commission for the cities and towns listed in Article I, Section 100.2 in accordance with Tennessee Code Annotated 13-204.
PLAT:	The map, plan, or drawing on which the developer's plan of a subdivision of property is presented to the Planning Commission for approval and, after such approval, to the Registrar of Hamilton County for recording. "Plat" includes plat, replat, plan, or replot.
PLAT DESIGNER:	An individual or firm that surveyed and designed the preliminary plat, final plat, and cronaflex. Only a registered surveyor may prepare the final plat and cronaflex and sign the same.
PRINCIPAL ARTERIALS:	Significant intra-area travel, such as between central business districts and outlying residential areas, between major inner city communities, or between major suburban centers should be served by this system. Principal arterials are not restricted to controlled access routes. For principal arterials, the concept of service to abutting land should be subordinate to the provision of travel service to major traffic movements.
PUBLIC RIGHT-OF-WAY:	Land owned by a government, but developed and reserved for the public's use.
PUBLIC UTILITY:	See "Utility, Public."
REGISTRAR:	The elected official responsible for recording deeds and plats.
RESERVE STRIP:	A remnant of land created by the subdivision of contiguous land.
RESIDENTIAL LOT:	A lot intended to be used for residential and accessory uses.
RESIDENTIAL SUBDIVISION:	A subdivision intended to be used for residential and accessory uses.
RESUBDIVISION:	A change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map, or area reserved thereon for public use, or any lot line; or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions.
REVISED PLAT:	A plat used to record minor changes to a recorded plat.
RIGHT-OF-WAY:	A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for another special use. The

	usage of the term “right-of-way” for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or area of such lots or parcels. Right-of-way intended for streets, storm drains, shade trees, or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the Plat on which such right-of-way is established.
R.O.H.C.:	Registrar’s Office of Hamilton County
SALE OR LEASE:	Any immediate or future transfer of ownership or any possessory interest in land, including contract of sale, lease, devise, interstate succession, or transfer, or an interest in a subdivision or part thereof, whether by metes and bounds, deed, contract, plat, map, lease, devise, interstate succession, or other written instrument.
SETBACK LINE:	A line established by the subdivision regulations and/or zoning ordinance (resolution), generally parallel with and measured from the lot line, defining the limits of a yard in which no building, other than accessory building, or structure may be located above ground, except as may be provided in said codes.
SEWER AVAILABLE:	This note on a plat means that every lot has an existing, functioning public sanitary sewer line on that lot or in a public sanitary sewer easement adjacent to the lot or in a street adjacent to the lot or in a street within 100’ of the lot and that every lot can access public sanitary sewers by gravity flow or that a bond has been submitted to install sanitary sewers that meet this standard. If only certain lots on a plat meet this sanitary sewer standard, the note can indicate the lots which meet this standard. (See Chattanooga City Code Section 31-2)
SHORT CUL-DE-SAC:	See Cul-de-sac, Short.
STAGING:	The development of tracts of land in a piecemeal fashion to avoid adhering to a longer subdivision procedure.
STREET:	Any public right-of-way designed for vehicular movement, except alleys, dedicated to and accepted by the local government. “Street” includes the full width of the right-of-way between property lines as well as the traveled portion there. “Street” includes “road,” “highway,” or any other designation of a public right-of-way designed for vehicular movement.
STREET, DEDICATED:	A street shown on a subdivision plat which has been dedicated to the local government, but which has not yet been accepted by the local government.
STREET, COLLECTOR:	This system provides both land access and traffic circulation within residential neighborhoods as well as commercial/industrial areas. It differs from the arterial system in that facilities on the collector system may penetrate through the area to the ultimate destination. In the central business district (CBD), and in other areas of like development and traffic density, the collector system may include the street grid which forms a logical entity for traffic circulation.
STREET, CUL-DE-SAC:	A local street of relatively short length with one (1) end open to traffic and the other end terminating in a vehicular turnaround.

STREET, FREEWAY:	A divided, multi-lane street with full control of access designed to move large volumes of traffic at high speeds.
STREET, FRONTAGE:	A street adjacent to a freeway or a major arterial, separated therefrom by a median, and providing ingress and egress from abutting property.
STREET, LOCAL:	The local street system comprises all facilities not on one of the higher systems. It serves primarily to provide direct access to abutting land and access to the higher order systems. It offers the lowest level of mobility and through traffic movement usually is deliberately discouraged.
STREET, SPLIT:	A street, designed to lessen road cross grades and lot grades that has two one-way levels or street segments with a median that is a part of the right-of-way. Split streets shall have a paved turnaround of at least 40 feet in diameter at each end of the median to facilitate access to property on the reverse lane of the split street. The developer may be required to install facilities to reduce maintenance and erosions at the discretion of the governmental engineer.
SUBDIVIDER:	Any person who (1), having an interest in land, causes it, directly or indirectly, to be divided into a subdivision or who (2), directly, or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel, site unit, or plat in a subdivision, or who (3) engages directly or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development a subdivision or any interest, lot, parcel, site, unit, or plat in a subdivision and who (4) is directly or indirectly controlled by, or under direct, or indirect common control with any of the foregoing. (See also Applicant, and Developer)
SUBDIVISION:	Subdivision means the division of a tract or a parcel of land into two (2) or more lots, sites, or other divisions requiring new street or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and when appropriate to the context, relates to the process of subdividing or to the land or area subdivided (See T.C.A. 13-4-301).
SUBDIVISION, CORRECTIVE/REVISED:	Classified as a staff approved subdivision. This type of subdivision plat is generally used to re-record an existing recorded subdivision plat that typically involves the following: <ol style="list-style-type: none"> 1. Minor shifting of existing lot lines on the original recorded plat 2. The addition or changing of easements on the original recorded plat 3. Changes in notations on the original recorded plat 4. Any other changes which will not increase the number of lots or add any additional new lots.
SUBDIVISION, MAJOR:	Any division of land, tract, lot, or parcel into two (2) or more lots that includes any one of the following: <ol style="list-style-type: none"> a. A new or extended public street or street right-of-way. b. The construction or extension of utilities such as main water and sewer lines. c. The dedication of a right-of-way or easement for construction of any public utility. d. Dedications, reservations, improvements or any other factors with advice

	from the subdivision review committee that require construction documents to be reviewed prior to final plat approval.
SUBDIVISION, MINOR:	<p>Any subdivision containing ten (10) or fewer lots fronting on an existing public street not involving any new, extended, or improved street, or utility extension of public water and sewer lines, or the installation of any public improvements.</p> <p>Per Section 13-4-301(B)(ii) of Tennessee Code Annotated Section the term “utility extension” does not include the extension of individual service pipes or lines for the purpose of directly connecting a single lot, site, or other division to existing utility mains.</p>
SUBDIVISION, ONE-LOT AND/OR CONSOLIDATION:	<p>The subdivision of a larger tract, parcel, or lots into two lots, in which only one new additional lot is created. Classified as a staff approved subdivision. The authority to permit staff with the ability to approve one-lot subdivision plats is obtained from Section 13-4-302, Tennessee Code Annotated.</p> <ol style="list-style-type: none"> 1. Both lots shall be platted when both lots, individually are less than five (5) acres in size. 2. The combining of two or more existing lots, which creates a single-lot, or the re-plat of two adjacent lot into one-lot is also defined as a one lot subdivision. 3. When the remainder is greater than five (5) acres, the remaining tract can be so noted on the plat without the actual boundary being shown on the final plat to be recorded.
SUBDIVISION, STAFF APPROVED:	<p>Any division of land, tract, lot, or parcel into no more than two (2) lots, and no new streets or utility infrastructure is required or planned. Any division that requires a variance from these regulations shall be deemed a major or minor subdivision plat.</p> <p>Staff approved subdivision plats may be approved by staff, after review and approval and all required corrections and modifications have been satisfactorily completed without placing the plat on the Chattanooga-Hamilton County Regional Planning Commission agenda, provided there are no variances to these regulations.</p>
SURVEYOR:	A land surveyor properly licensed and registered in the State of Tennessee.
UTILITY, PUBLIC:	A public utility is a business, organization, or government entity which is regularly supplying the public with some commodity or service to include, but not be limited to, such commodities or services as natural gas, electricity, water, telephone, sewage collection, cable television, etc., which requires the extension of lines, poles, cables, wires, pipes, etc., to individual buildings and which is being regulated for the public convenience and necessity by Federal, State, or local government.
VALLEY (FLOODWAY) ZONE:	See Floodway Zone.
VARIANCE:	A variance is a modification of the strict terms of the relevant regulation where such modification will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the regulation would result in

	unnecessary and undue hardship.
WATER QUALITY:	A program managed under the Public Works engineering division generally charged with maintaining compliance with state and federal stormwater pollution mandates and review of stormwater mandates for all proposed new and redevelopments in the City of Chattanooga.
WATERCOURSE, UNMAPPED:	Any watercourse other than Chickamauga Lake and those watercourses for which 100 year flood elevations have been mapped by the Federal Emergency Management Agency on Flood Insurance Rate Maps.

ARTICLE 3 SUBDIVISION PROCEDURES & PROCESS	
300	GENERAL
	The purpose of this section is to give a general overview of the subdivision plat review process.
300.1	<p>Concept Consultation</p> <p>This initial step will enable the staff to point out potential problems that can possibly be solved before extensive work is done. The developer or surveyor/engineer is urged to consult with the following departments and/or agencies in the earliest concept stages of development, particularly if the developer plans a large or staged subdivision.</p> <ul style="list-style-type: none"> • <u>Planning Agency</u>- overall subdivision plat process, variance process, plat requirements, and other general subdivision requirements. • <u>City of Chattanooga Transportation Department</u>- Requirements for streets, sidewalks, right-of-way, etc. as specified by Chattanooga City Code, Chapter 32- Streets and Sidewalks, and the City of Chattanooga Construction Standards. • <u>City of Chattanooga Stormwater Department</u>- Drainage-related requirements. • <u>City of Chattanooga Fire Marshall</u>- fire hydrants and fire code requirements. • <u>Hamilton County GIS Department</u>- The developer or surveyor is urged to consult with the Hamilton County GIS Department regarding proposed street names, plat drafting guidelines, and other aspects of plat production only. • <u>Hamilton County Groundwater Protection</u>- A soil study may be required for any subdivision that is not proposed to be connected to a sanitary sewer system. The developer or surveyor/engineer should consult with the Hamilton County Groundwater Protection to determine if a soil survey is needed.
300.2	<p>Plat Submittal</p> <p>All subdivision plats are submitted to Planning Agency Staff for review, consideration, and recommendation to the Planning Commission.</p>
300.3	<p>Planning Commission Action</p> <p>The Planning Commission will act to approve, deny, defer, or conditionally approve the preliminary and final plats. The developer and the subdivision surveyor or engineer/surveyor will be notified of the Planning Commission’s action. The Planning Commission cannot defer action on a subdivision plat unless the developer has requested such a deferral.</p> <p>The Planning Commission may deny a plat for any of the following reasons:</p> <ol style="list-style-type: none"> a) failure of the plat to conform to the standards set out in these regulations; b) approval of the plat would be detrimental to the public safety, health, or general welfare; c) approval of the plat would not be in the best interest of the local government.
300.4	<p>Effect of Preliminary Plat Approval and Vested Rights</p> <p>Approval of the Preliminary Plat does not constitute approval of the Final Plat, nor does it guarantee approval of the Final Plat. Approval of the preliminary plat indicates general approval of the arrangement of streets, lots, and drainage as a guide to the preparation of the final plat.</p>

	<p>Preliminary Plat approval by the Planning Commission does not constitute permission to begin any infrastructure improvements.</p> <p>After Preliminary Plat approval, the applicant submits Construction/Engineering Plans to the City of Chattanooga Land Development Office for review, comment, and approval.</p> <p>After approval of Construction/Engineering Plans by the Land Development Office, the applicant may obtain land disturbance permits and initiate required infrastructure improvements.</p> <p>Approval of Preliminary Plat as provided herein vests property rights as provided for a preliminary development plan as set forth in Tennessee Code Annotated Sections 13-3-413 and 13-4-310. Approval of Preliminary Plat shall become effective upon the date the Planning Commission votes to approve the Preliminary Plat. (Amended 12-08-2014)</p>
<p>300.5</p>	<p>Effect of Final Plat Approval and Vested Rights</p> <p>Final approval, signing of the “Mylar”, and recording of the Final Plat in the Registrar’s Office shall not be an acceptance by the public or the City of Chattanooga of the offer of dedication of any street, or other public way, or open space shown upon the Final Plat.</p> <p>Approval of Final Plat as provided herein vests property rights as provided for a final development plan as set forth in Tennessee Code Annotated Sections 13-3-413 and 13-4-310. Approval of Final Plat shall become effective upon the date the Planning Commission votes to approve the Final Plat.</p> <p>A Final Plat that meets the definition of a Staff Approved Subdivision Plat within these regulations shall vest property rights for a final development plat as set forth in Tennessee Code Annotated Section 13-3-4123 and 13-4-310 upon the date of the last signature of approval required on the plat for recording. (Amended 12-08-2014)</p>
<p>300.6</p>	<p>Vesting Periods and Expiration Date of Plat Approvals</p> <p>Preliminary Plat</p> <p>A Preliminary Plat for subdivision shall be vested for a period of three (3) years from the date of Planning Commission Approval.</p> <p>If all necessary permits are secured, site preparation commences , and Final Plat approval is obtained within the three(3) year vesting period following approval of the Preliminary Plat, then the vesting period shall be extended an additional two (2) years beyond the expiration of the initial three (3) year vesting period. During the two (2) year period the applicant shall commence construction and maintain any necessary permits to remain vested.</p> <p>If all necessary permits, commencement of site preparation and Final Plat approval is not obtained within the three (3) year vesting period then Preliminary Plat approval expires three (3) years from approval by the Planning Commission.</p>

	<p>Multi-Phase Developments In the case of developments which proceed in two (2) or more sections or phases as described on the Preliminary Plat there shall be a separate vesting period applicable to each section or phase.</p> <p>The development standards which are in effect on the date of approval of the Preliminary Plat for the first section or phase of the development shall remain the development standards applicable to all subsequent sections or phases of the development, provided the total vesting period for all phases shall not exceed fifteen (15) years from the date of the approval of the Preliminary Plat for the first section or phase, unless the City of Chattanooga grants an extension, provided further that the applicant maintains any necessary permits during the fifteen (15) year period.</p> <p>Final Plat Approval of Final Plats shall expire after two (2) years from the date of approval by the Planning Commission.</p> <p>(Amended 12-08-2014)</p>
<p>300.7</p>	<p>Effect of Final Plat Recording The effect of recording of the Final Plat is for recording purposes only. Recording enables the developer to sell lots subject to any conditions specified or referred to on the plat and subject to existing zoning, and subdivision regulations.</p>
<p>300.8</p>	<p>Issuance of Building Permits The recorded Final Plat authorizes the Land Development Office to issue building permits for structures within the recorded subdivision, subject to certain conditions shown or noted on the plat.</p>
<p>301</p>	<p>OFFICIAL SUBMISSION DATE</p>
<p>301.1</p>	<p>Major and minor subdivision plats submitted for initial review are submitted to the Chattanooga-Hamilton County Regional Planning Agency (RPA) on or before the specified deadline of each month. If the deadline is a holiday, then the submittal deadline shall be the previous available working day. For submittal deadlines, dates and meeting times please contact RPA staff or by visiting the RPA website at www.chcrpa.org.</p>
<p>301.2</p>	<p>Major and minor subdivision plats that are re-submitted for final review prior to placement on the Chattanooga-Hamilton County Regional Planning Commission agenda shall be submitted to RPA on or before the specified deadline of each month. If the deadline is a holiday, then the submittal deadline shall be the previous available working day.</p> <p>For submittal deadlines, dates and meeting times please contact RPA staff or by visiting the RPA website at www.chcrpa.org.</p>
<p>301.3</p>	<p>For purposes of these regulations for major and minor subdivision plats, the date of the regular meeting of the Chattanooga-Hamilton County Regional Planning Commission at which the public hearing on the plats occur shall constitute the official submittal date of the plat at which the statutory period required in Section 13-4-304, Tennessee Code Annotated for formal approval or disapproval of the plat shall commence.</p>

302	REQUIRED SUBMITTAL INFORMATION FOR MAJOR AND MINOR SUBDIVISION PLATS
302.1	<p>Initial Submittal Guidelines</p> <p>Major and minor subdivision plats submitted to RPA for review and consideration shall submit the following information to the Regional Planning Agency by the submittal deadline date established within these regulations:</p> <ul style="list-style-type: none"> a) Completed subdivision application. Subdivision plat applications are available for download by visiting the RPA website at www.chcrpa.org. b) Required fees. c) Twelve (12) paper copies of the proposed preliminary or final subdivision plat. Sheet sizes shall be a minimum of 24" X 30". d) Two (2) paper copies of the proposed preliminary or final subdivision plat. Sheet sizes shall be 11"X 17". e) Five (5) copies of road and sewer profiles, if applicable. f) Any other required information such as hydrology report, drainage calculations, and grading plans. <p>As a reminder, prior to final plat approval please submit to Hamilton County GIS the geo-referenced CAD drawing used to create the subdivision plat. Hamilton County GIS will not sign the Mylar copy of the final plat until they receive the CAD drawing.</p>
302.2	<p>Re-Submittal Guidelines</p> <p>The following information shall be submitted for major and minor subdivision plats that are re-submitted to RPA staff following the initial review. These plats would be corrected or revised plats that are being re-submitted for final review prior to placement on the Chattanooga-Hamilton County Regional Planning Commission agenda.</p> <ul style="list-style-type: none"> a) Submit two (2) paper copies of the corrected or revised preliminary or final subdivision plat. Sheet size shall be a minimum of 24" X 30". b) Submit two (2) paper copies of the corrected or revised preliminary or final subdivision plat. Sheet size shall be 11"X 17". <p>As a reminder, prior to final plat approval please submit to Hamilton County GIS the geo-referenced CAD drawing used to create the subdivision plat. Hamilton County GIS will not sign the Mylar copy of the final plat until they receive the CAD drawing.</p>
303	REQUIRED SUBMITTAL INFORMATION FOR STAFF APPROVED SUBDIVISION PLATS
	<p>Submit subdivision plat that qualify as a Staff Approved Subdivision Plat to Hamilton County GIS. The applicant can submit a Staff Approved Subdivision Plat in several ways.</p> <ol style="list-style-type: none"> 1. Submit two (2) paper copies if the plat was not prepared using a geo referenced auto-cad file or otherwise not available in electronic form. 2. If the plat was prepared using a geo-referenced Cad file or some other approved electronic format submit the subdivision plat as an attachment through email to Hamilton County GIS, or on a DVD formatted for use in computers utilizing Microsoft Windows operating system 2000, or newer. <p>The CAD file will be used only for purposes of creating document images and updating</p>

	<p>official maps. The electronic file will be treated as a trade secret for purposes of protecting it from disclosure to competitors. Acceptable CAD file formats are AutoCAD version 12 or later.</p> <p>3. There is no deadline for these submittals. They can be submitted to Hamilton County GIS at anytime.</p>
304	MINOR SUBDIVISION PLAT REVIEW PROCEDURES
	<p>The purpose of this section is to establish the step-by-step procedures that shall be followed by the surveyor, surveyor/engineer, or developer in submitting Minor Subdivision Plats to the Chattanooga-Hamilton County Regional Planning Commission for review.</p>
304.1	<ul style="list-style-type: none"> a) Complete pre-application conference and submittal of concept plan. (Optional) b) Submit application, required fees, final subdivision plat, and any other information on or before the submittal deadline in accordance with the submittal provisions outlined in these regulations. c) Planning Agency staff distributes copies of the final subdivision plat to other departments and utilities involved in the review process. d) Planning Agency and other members of the subdivision review committee visit the site. e) Subdivision review committee will meet to discuss the subdivision plat submitted for review. Typically, will be conducted on the second (2nd) Wednesday. f) Surveyor/ surveyor/engineer, and developer attends the subdivision/agenda review meeting, typically the third (3rd) Wednesday. Proposed development is discussed, as well as an opportunity for the applicant to answer or ask questions. Planning Agency 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. g) 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 (4th) Monday. h) Planning Agency 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. i) Planning Agency staff prepares and provides a written recommendation on the final plat. j) Planning Agency 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. k) Planning Commission formally acts on the final subdivision plat. Meeting held the 2nd Monday of each month. l) Planning Agency prepares a Resolution of approval or denial with a copy of the final plat attached to the Resolution. m) Planning Agency staff sends Resolution to developer, surveyor, property owner, and other departments involved in the review process. n) Obtain street addresses from Hamilton County GIS. Just as a reminder, prior to

	<p>Hamilton County GIS signing the Mylar copy of the final plat Hamilton County GIS must have the geo-referenced CAD drawing of the final subdivision plat. If Hamilton County GIS does not have the geo-referenced CAD drawing they will not sign the Mylar copy of the final plat.</p> <p>o) The applicant circulates the Mylar copy of final plat for signatures after Planning Commission approval. The applicant records the final plat in the Hamilton County Register of Deeds Office.</p>
305	MAJOR SUBDIVISION PLAT REVIEW PROCEDURES
	<p>The purpose of this section is to establish the step-by-step procedures that shall be followed by the surveyor, surveyor/engineer, or developer in submitting Major Subdivision Plats to the Chattanooga-Hamilton County Regional Planning Commission for review.</p>
305.1	<p>Preliminary Plat Review Phase</p> <p>a) Complete pre-application conference and submittal of concept plan. (Optional)</p> <p>b) Submit application, required fees, preliminary subdivision plat, and any other information on or before the submittal deadline in accordance with the submittal provisions outlined in these regulations.</p> <p>c) Planning Agency staff distributes copies of the subdivision plat and other related documents to other departments and utilities involved in the review process.</p> <p>d) Planning Agency staff and other members of the subdivision review committee visit the site.</p> <p>e) Subdivision review committee will meet to discuss the subdivision plat submitted for review. Typically, will be conducted on the second (2nd) Wednesday.</p> <p>f) Surveyor, surveyor/engineer, developer attends the subdivision/agenda review meeting, typically the third (3rd) Wednesday. Proposed development is discussed, as well as an opportunity for the applicant to answer or ask questions. Planning Agency 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.</p> <p>g) The surveyor makes the required corrections and modifications to the plat and re-submits corrected plat to Regional Planning Agency by the fourth (4th) Monday.</p> <p>h) Planning Agency 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.</p> <p>i) Planning Agency staff provides a written recommendation.</p> <p>j) Planning Agency 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.</p> <p>k) Planning Commission formal acts on the preliminary subdivision plat. Meeting is held the 2nd Monday of each month.</p> <p>l) Planning Agency prepares a Resolution of approval or denial with a copy of the preliminary plat attached to the Resolution.</p> <p>m) Planning Agency sends Resolution to developer, surveyor, property owner, and other departments in the City of Chattanooga involved in the subdivision development review process.</p>

305.2

Final Plat Review Phase

- a) **No Final Plat shall be submitted prior to approval of Construction Plans by the Land Development Office.**
- b) Complete pre-application conference and submittal of concept plan. (Optional)
- c) Submit application, required fees, final subdivision plat, and any other information on or before the submittal deadline in accordance with the submittal provisions outlined in these regulations.
- d) Planning Agency staff distributes copies of the final subdivision plat to other departments and utilities involved in the review process
- e) Planning Agency and other members of the subdivision review committee visit the site.
- f) Subdivision review committee will meet to discuss the subdivision plat submitted for review. Typically, will be conducted on the second (2nd) Wednesday.
- g) Surveyor, surveyor/engineer, or developer attends the subdivision/agenda review meeting, typically the third (3rd) Wednesday. Proposed development is discussed, as well as an opportunity for the applicant to answer or ask questions. Planning Agency 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.
- h) 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 (4th) Monday.
- i) Planning Agency 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.
- j) Planning Agency staff provides a written recommendation.
- k) Planning Agency 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.
- l) Planning Commission formal acts on the final subdivision plat. Meeting held the 2nd Monday of each month.
- m) Planning Agency prepares a Resolution of approval or denial with a copy of the final plat attached to the Resolution.
- n) Planning Agency staff sends Resolution to developer, surveyor, property owner, and other departments in the City/County involved in the review process.
- o) Obtain street addresses from Hamilton County GIS. Just as a reminder, prior to Hamilton County GIS signing the Mylar copy of the final plat Hamilton County GIS must have the geo-referenced CAD drawing of the final subdivision plat. If Hamilton County GIS does not have the geo-referenced CAD drawing they will not sign the Mylar copy of the final plat.
- p) Complete infrastructure improvements and submit required "as-builts" and other required information to the appropriate departments.
- q) The applicant circulates the final plat for signatures after Planning Commission approval and all required infrastructure improvements have been installed and completed.
- r) The applicant records the final plat in the Hamilton County Register of Deeds Office.

306	STAFF APPROVED SUBDIVISION PLAT REVIEW PROCEDURES
	The purpose of this section is to establish the step-by-step procedures that shall be followed by the surveyor, surveyor/engineer, or developer in submitting Staff Approved Subdivision Plats to the Chattanooga-Hamilton County Regional Planning Commission for review.
306.1	<p>Steps in the Review Process for Staff Approved Subdivision Plats</p> <p>Typical review time for staff approved subdivisions plats is ten (10) days. In some cases, depending on the situation the review process may exceed ten (10) days.</p> <ol style="list-style-type: none"> a) Submit copies of the subdivision plat to Hamilton County GIS. b) A Hamilton County GIS representative will review the submitted plat as to form, layout, street names, and addresses. c) A Hamilton County GIS representative will distribute submitted plat(s) to RPA for review and consideration. d) RPA staff will review subdivision plat for conformance with the City of Chattanooga Zoning and Subdivision Regulations. e) One paper copy of the submitted subdivision plat will kept on file at RPA and the second copy of the submitted subdivision plat with noted corrections and modifications will be returned to the surveyor, surveyor/engineer, or developer by RPA staff. f) Surveyor, surveyor/engineer, or developer makes necessary corrections and modifications to subdivision plat. g) Before printing the Mylar and copies of the final plat for signature the surveyor, surveyor/engineer, or developer may choose to contact RPA staff for a final review of the plat. h) If all necessary corrections and modifications are satisfactory, the surveyor, surveyor/engineer, or developer circulates the plat for all required signatures, pays any required fees, and records the plat at the Hamilton County Register of Deeds Office, or the Hamilton County GIS Department.
307	REQUIRED COPIES FOR RECORDING PURPOSES
	<ol style="list-style-type: none"> a) The Hamilton County Register of Deeds Office requires that plats submitted for recording have a minimum .004" thick transparent plastic film copy made by xerographic methods and printed in reverse on the back side of the material. b) The only size acceptable for recording purposes by the Hamilton County Register of Deeds Office is 24" X 30". The subdivision plat must be formatted as to the requirements of the Hamilton County Register of Deeds Office. See appendix of these regulations for example of plat format. c) In addition to this transparent plastic film copy the Hamilton County Register of Deeds Office requires that there be at least three (3) other copies of the subdivision plat. d) All copies of the subdivision plat to be recorded must be signed in black ink. Signatures on the subdivision plat in any other color will not be accepted for recording. e) All signatures on all copies of the subdivision plat to be recorded must be original signatures on all copies.
308	MONUMENTATION
	<ol style="list-style-type: none"> a) Concrete monuments four (4) inches square, two (2) feet to three (3) feet long, with a flat top, shall be set at all angular corners of the subdivision boundaries of a major

	<p>subdivision. The top of the monument shall have an indented cross to identify the location and shall be set flush with the finish grade.</p> <p>b) All other lot corners shall be marked with iron pins minimum of one half (1/2) inch in diameter and minimum of eighteen (18) inches long and driven so as to be flush with the finished grade.</p> <p>c) All monuments and iron pins shall be permanently installed prior to signing of the cronaflex by the City Engineer. Boundary monuments shall be installed on the exterior of the entire subdivision for major subdivisions but need not be installed on the boundaries of each unit in phase subdivisions. If monuments and pins are not installed prior to the time that the cronaflex is ready for signing, the developer may post a bond with the City Engineer in an amount sufficient to ensure that the monuments and pins can be installed.</p> <p>d) For residential subdivisions with more than 25 lots or any development over 25 acres, at least two of the concrete monuments required under Section 308.1 shall be designated as control monuments and located with a ratio of precision of no less than 1:20,000 in Tennessee State Plane coordinates in the North American Datum of 1983 (NAD83). The intent of these location coordinates is to position the subdivision on the surface of the earth and the final plat on the official Hamilton County property maps. The monuments shall be separated by sufficient distance to allow them to locate the entire boundary properly.</p>
309	VARIANCE PROCEDURES
	<p>The Planning Commission realizes that it cannot write regulations that would cover every conceivable circumstance that could arise in the development of a subdivision. There is a need to allow variances. However, the variances should not be granted just because the developer wants to do something contrary to the design standards established in these regulations. The procedures listed in this section will assist the Planning Commission with determining whether a variance is necessary, what choices were considered to alleviate the need for the variance, and why the granting of the variance would not have a detrimental effect on the subdivision, the environment or the community.</p>
309.1	<p>Requests for Variances</p> <p>The developer or surveyor or surveyor/engineer who wishes to request a variance from the requirements of these subdivision regulations shall submit an application with the plat to the Regional Planning Agency (RPA).</p>

<p>309.2</p>	<p>Planning Commission Action on Variance Requests</p> <p>In the Planning Commission’s actions on subdivision plats, the Planning Commission shall approve, approve with modifications, defer, or disapprove the request for variances before acting on the individual plat. The Planning Commission may grant variances from these regulations in cases where the Planning Commission determines that:</p> <ul style="list-style-type: none"> a) Unusual physical or other conditions exist which would cause practical difficulty or necessary hardship if these regulations are adhered to, and b) The granting of a variance will not be detrimental to the public interest, and c) The variance will not be in conflict with the intent and purpose of these regulations. d) The deviation from the standard is consistent with adopted plans and principles for the area. <p>Any variance that is granted, and the justification for granting the variance, shall be in writing in the minutes of the Planning Commission.</p> <p>In the event that a variance is denied, the reason(s) for denial shall be stated in writing in the minutes of the Planning Commission.</p>
<p>309.3</p>	<p>Notification for Variance and the Urban Infill Lot Compatibility Section:</p> <p>The Planning Agency staff will notify by first class mail all property owners within 300 feet of an area requested for a variance from the frontage requirements of the Chattanooga Subdivision Regulations or a variance from the lot frontage requirements for new lots in new subdivisions of the Chattanooga Zoning Ordinance (Section 38-32 of the Chattanooga Zoning Ordinance) and all property owners within 300 feet of any area included in a proposed Urban Infill Lot Compatibility Option of the Chattanooga Zoning Ordinance.</p>
<p>310 SPECIAL REQUIREMENTS</p>	
<p>310.1</p>	<p>Streets Graded and Staked</p> <p>If required by the Planning Commission in its approval of the preliminary Plat, the streets in the subdivision shall be rough graded and staked before the Final Plat is submitted. The streets shall have off-set stakes with station numbers every 100 feet, or lot corner stakes with lot numbers on every other lot corner on one side of the street. The streets will have center line, off set or lot corner stakes.</p>
<p>310.2</p>	<p>Deed Restrictions, Protective Covenants and Home Owners Association</p> <p>If applicable, the Planning Commission may require that one copy of deed restrictions, protective covenants, and/or the document setting up a home owners association that the developer proposes to impose on the subdivision be filed with the final plat.</p>
<p>310.3</p>	<p>Geologic Survey</p> <p>If applicable, the Planning Commission may require that a geologic survey be made of the subdivision and that the geologic survey be submitted to the Planning Commission staff before the Planning Commission proceeds with the review process.</p>
<p>310.4</p>	<p>Geo-Referenced CAD Drawing</p> <p>Prior to Hamilton County GIS signing the Mylar copy of the Final Subdivision Plat the geo-referenced CAD files used to prepare the subdivision plat must be submitted to Hamilton County GIS.</p> <p>If the plat was prepared using a geo-referenced Cad file or some other approved</p>

	<p>electronic format submit the subdivision plat as an attachment through email to Hamilton County GIS, or on a DVD formatted for use in computers utilizing Microsoft Windows operating system 2000, or newer.</p> <p>The CAD file will be used only for purposes of creating document images and updating official maps. The electronic file will be treated as a trade secret for purposes of protecting it from disclosure to competitors. Acceptable CAD file formats are AutoCAD version 12 or later.</p>
<p>310.5</p>	<p>Street Names and Addresses</p> <p>Hamilton County GIS is responsible for the review and approval of proposed street names and addresses. No street name shall be used unless it is approved by Hamilton County GIS. Developers should contact Hamilton County GIS to discuss potential street names within the proposed subdivision.</p> <p>Hamilton County GIS will assign street addresses after the Chattanooga-Hamilton County Regional Planning Commission has approved the final plat.</p>

ARTICLE 4 SUBDIVISION DESIGN STANDARDS	
400	GENERAL PRINCIPLES
400.1	<p>Design with the land</p> <p>Subdivision should be planned to take advantage of the natural topography of the land to economize in the construction of drainage facilities, to reduce the amount of grading, to minimize the destruction of top soil and trees, and to preserve such natural features as water course, unusual rock formations, large trees, sites of historical significance, and other assets which, if preserved, will add attractiveness and value to the subdivision and community.</p>
400.2	<p>Limiting factors of the land</p> <p>The physical characteristics of the land may, however, inhibit development. The Planning Commission shall not approve a subdivision of land if it has determined from adequate investigations that the development would be detrimental to the public welfare. Such inhibiting factors may include, but are not limited to, flooding, adverse drainage problems, unsuitable soil, excessive slope of the land, surface or sub-surface rock formations, and other features which may endanger health, life, or property, aggravate erosion, increase flooding potential, or necessitate the excessive expenditure of public funds for supply and maintenance of services.</p>
400.3	<p>Other Limiting Factors</p> <p>Other factors that might preclude development include land unsuitably located which might involve danger or injury to the health or safety of the future property owners; and uneconomical utilization of the land due to the lack of, or adverse affect on, the water supply, transportation facilities, or other public services or facilities which might necessitate an excessive expenditure of public funds.</p>
401	INFRASTRUCTURE
401.1	<p>Streets</p> <ol style="list-style-type: none"> a. The designers of the subdivision street system should consult with the City of Chattanooga Department of Transportation and shall follow the requirements found in the Chattanooga City Code, Chapter 32- Streets and Sidewalks, Article XII. Street Construction, and Article XIV. Complete Streets and the City of Chattanooga Construction Standards. b. The designers of the subdivision should consult with the City of Chattanooga Fire Department to discuss requirements of the International Fire Code. c. The Chattanooga Fire Department shall require at least two (2) separate and approved fire access roads for residential subdivisions with 200 or more dwelling units whether or not the dwelling units are to be equipped with an approved automatic sprinkler system. d. All access roads shall comply with the 2012 International Fire Code (IFC) including appendix D and amendments to appendix D as set forth by city ordinance #12618. e. Preliminary and/or final plat approval by the Chattanooga-Hamilton County Regional Planning Commission does not constitute permission to begin street or utility construction. f. Final plats cannot be submitted for review and consideration until after receiving approval of civil/construction plans and receiving a land disturbing permit.

<p>401.1.2</p>	<p>Minimum Right-of-Way Width The minimum right-of-way should be as specified below:</p> <table border="1" data-bbox="363 348 1338 661"> <thead> <tr> <th data-bbox="363 348 906 394">Classification</th> <th data-bbox="906 348 1338 394">Right-of-Way</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 394 906 436">Boulevard (Arterial)</td> <td data-bbox="906 394 1338 436">100'</td> </tr> <tr> <td data-bbox="363 436 906 478">Avenue (Collector)</td> <td data-bbox="906 436 1338 478">60'</td> </tr> <tr> <td data-bbox="363 478 906 520">Street (Local)</td> <td data-bbox="906 478 1338 520">50'</td> </tr> <tr> <td data-bbox="363 520 906 562">Frontage Street</td> <td data-bbox="906 520 1338 562">30'</td> </tr> <tr> <td data-bbox="363 562 906 615">Split Streets</td> <td data-bbox="906 562 1338 615">Varies-Minimum 60'</td> </tr> <tr> <td data-bbox="363 615 906 661">Cul-de-Sac</td> <td data-bbox="906 615 1338 661">60'</td> </tr> </tbody> </table>	Classification	Right-of-Way	Boulevard (Arterial)	100'	Avenue (Collector)	60'	Street (Local)	50'	Frontage Street	30'	Split Streets	Varies-Minimum 60'	Cul-de-Sac	60'
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Cul-de-Sac	60'														
<p>401.1.3</p>	<p>Width of Existing Street Subdivisions platted along existing accepted streets shall either dedicate additional land for right-of-way, if necessary as determined by the Chattanooga Department of Transportation to meet the minimum street right-of-way width requirements, or an easement may be substituted for required dedication.</p> <p>The Chattanooga Department of Transportation may waive the dedication requirement in cases where in their opinion there would be practical difficulty or undue hardship on the developer/property owner to dedicate additional right-of-way.</p> <p>If the proposed subdivision is located on both sides of the existing street at least the minimum right-of-way width shall be dedicated.</p> <p>If the proposed subdivision is located on only one side of the existing street, one-half (1/2) of the required right-of-way width (measured from the centerline of the existing right-of-way) shall be dedicated, or an easement provided and noted on the plat the purpose of the easement.</p>														
<p>401.1.4</p>	<p>Street Extensions or Extensions of Platted Streets The arrangement of streets in new subdivisions shall provide for the continuation of existing, proposed, or platted streets in adjoining areas, where feasible.</p> <p>Street right-of-ways may be required, as determined by the Chattanooga Department of Transportation to be shown as future connections to adjoining subdivided or un-subdivided land in a manner which will permit a feasible extension of the street and be in general conformity with the principles that would provide for the most advantageous development of the entire neighborhood.</p>														
<p>401.1.5</p>	<p>Future or Proposed Street Right-of-Ways Street right-of-ways labeled as "future street," "future right-of-way," "proposed street," or "proposed right-of-way," etc., shall not be considered to be dedicated to the City of Chattanooga as public right-of-way. Ownership of this "future" or "proposed" right-of-way is retained by the developer/property owner.</p>														

	The developer/property owner of adjacent land who wishes to gain access through a “future or proposed” right-of-way shall be responsible for the construction of this connection and not the City of Chattanooga.
401.1.6	<p>Split Streets Split streets are only permitted where extreme topographic or other conditions are present which make a standard/typical street impossible or impractical to construct. The use of split streets must be approved by the Chattanooga Department of Transportation.</p>
401.1.7	<p>Alleys/Secondary Access Streets Proposed lots whose only lot frontage or primary access is by way of an alley shall not be permitted. Alleys for access may be provided for lots if they only provide a secondary means of access and are not considered to be the legal address for the lots.</p> <p>If the developer anticipates that public service vehicles will access the alley or secondary access streets the City will require a hold-harmless agreement be executed to indemnify the City from any damage to the right-of-way and the right-of-way shall be constructed in such a manner as to accommodate the public service vehicles.</p> <p>If the alley or secondary right-of-way are to be dedicated and accepted as public right-of-ways they must be constructed to City of Chattanooga standards for public roads.</p>
401.1.8	<p>Right-of-way Islands, Median Strips, and Entrance Islands Right-of-way islands, median strips, and entrance island may be permitted within any development subject to the review and approval by the Chattanooga Department of Transportation Department.</p> <p>The design of these facilities and any structures, planting, etc within them are subject to the review and approval by the Chattanooga Department of Transportation for safety, sight distance, drainage and other considerations.</p> <p>These facilities are maintained by the home owners in the subdivision, or a Home Owners Association. The City of Chattanooga is not responsible for the construction or maintenance of any right-of-way islands, median strips, entrance islands, or for any facilities or plantings, etc within them.</p> <p>These right-of-way islands, median strips, entrance islands shall be labeled on the plat as Community Lots with a Lot Number.</p>
401.1.9	<p>Drainage The designers of the subdivision drainage system should consult with the City of Chattanooga Public Works Department and shall follow the requirements found in the Chattanooga City Code, Chapter 31, Sewers, Mains, and Drainage.</p>
401.1.10	<p>Public Sanitary Sewers The designers of the subdivision sewer system should consult with the City of Chattanooga Public Works Department and shall follow the requirements found in the Chattanooga City Code, Chapter 31, Sewers, Mains and Drainage.</p> <p>Lots must be served by an existing public sanitary sewer line, see definition of sewer available, or shown on a subdivision plat with a proposed public sewer line installations or</p>

	extensions as reviewed and approved by the City of Chattanooga Public Works Department.
401.1.11	<p>Onsite Subsurface Sewage Disposal System (Septic Tank and Field Lines) In areas where public sewer systems are not available or required and where soil conditions, geology and topography are favorable, septic tanks and field lines may be used. The design, construction and installation of the septic tanks and field lines shall be in conformance with the standards and regulations of Hamilton County Groundwater Protection and subject to their review and approval of septic tanks and field lines.</p> <p>Subdivisions using on-site subsurface sewage disposal systems shall not be approved by the Chattanooga-Hamilton County Regional Planning Commission until such time that Hamilton County Groundwater Protection has approved the use of septic tanks and field lines for the proposed subdivision.</p> <p>An acceptable soil survey for subdivisions using on-site subsurface sewage disposal systems must be submitted for review and preliminary approval of septic tank and field line use.</p>
401.1.12	<p>Waterlines and Individual Wells Where a public waterline main is accessible, the developer shall install an adequate water line, including fire hydrants, subject to the specifications and approval of the Division of Water Quality Control, Tennessee Department of Public Health, the local water company and/or utility district, and the Chattanooga Fire Marshall's Office.</p> <p>Water supply lines must be located at a minimum of ten (10) feet from septic disposal systems and sewer lines.</p> <p>If a public water system is not available, individual wells may be used, subject to the standards and approval of the Hamilton County Groundwater Protection. Wells are to be located uphill and at least fifty (50) feet from any public sanitary sewer lines or septic disposal system.</p>
401.1.13	<p>Fire Hydrants Fire hydrants shall be located no more than 1,000 feet apart (measured along the street) of any structure. The location of all proposed fire hydrants shall be reviewed and approved by the Chattanooga Fire Department.</p>
402	FLOOD HAZARDS
402.1	<p>Flood Requirements The subdivision shall conform to the flood requirements for both lots and subdivisions of the Chattanooga Zoning Ordinance.</p>
402.2	<p>Minimum Street Elevation All streets shall be at an elevation which is not lower than the base flood elevation (100 Year Flood Elevation) except that in the case of a street that is not the only access into and out of a specific area, the street may be at an elevation which is not lower than two (2) feet below the base flood elevation.</p>

402.3	<p>Sewers Sewers and manholes constructed below the 100 Year Flood Elevation shall be water tight. All manholes shall be constructed so that the manhole covers are not below the high-water stage.</p>
402.4	<p>On Site Waste Disposal Systems On site waste disposal systems shall not be allowed.</p>
402.5	<p>Setback, Elevation, and Certification Requirements on Unmapped Watercourse Any proposed subdivision that is adjacent to an unmapped watercourse that is required to provide storm elevation calculations for unmapped watercourses as required by the Rainwater Management Guide to be investigated by a professional engineer shall be required to show the elevation of adjacent structures with setbacks from the centerline of the unmapped watercourse marked on the final subdivision plat.</p> <p>If storm elevation calculations are required then the following certification by a professional engineer shall be placed on the final subdivision plat:</p> <p>I have made a flood hazard study of the subdivision and the drainage area above it. All affected lots within this subdivision area have been marked with a minimum building elevation. A bench mark of public record for reference is noted on the plat, and established on the subdivision. Any unmarked lots have been determined, by me, to not require a minimum building elevation due to their location and higher elevation as compared to the 100-year floodplain elevation established in my analysis.</p> <p>SEAL Name _____ P.E. # _____</p>
403 LOTS	
403.1	<p>Residential Lot Area</p> <p>a) The minimum lot area for residential lots shall be as specified in the Zoning Ordinance. b) The Hamilton County Groundwater Protection may require additional lot area for any residential lot which uses a septic tank and field lines for sewage disposal. c) For lots served by septic tank systems, any area separated from the building site by a drainage easement, (except the standard five (5) foot drainage easements along the side and rear lot lines), shall not be included in the minimum lot area. Areas subject to flooding, or standing water during brief periods of high rainfall, or with seasonally high water tables, as determined from a soil survey, shall not be included in the minimum lot areas. This regulation may be varied by the Hamilton County Groundwater Protection. d) Lots that do not have public water furnished must be a minimum of 25,000 square feet, and be approved by the Hamilton County Groundwater Protection.</p>
403.2	<p>Residential Lot Frontage</p> <p>a) All residential lots shall have access frontage on an existing publicly accepted and publicly maintained street. b) Lot frontage on the street for residential lots shall conform to the minimum lot frontage required by the Zoning Ordinance.</p>

403.3	Residential Lot Depth The minimum lot depth for residential lots shall be twenty-five (25) feet.
403.4	Non-Residential Lot Area There shall be no minimum lot area for non-residential lots and community lots except as required by the Hamilton County Groundwater Protection or the Planning Commission at the request of the City Engineer.
403.5	Non-Residential Lot Frontage a) All non-residential lots shall have frontage on an existing accepted and maintained street, except that the Planning Commission may permit, only after approval by the Transportation Engineer, any non-residential lot to obtain access by means of a private road or private easement, provided the notations mentioned in Section 501.5 are shown on the plat. b) There shall be no minimum lot frontage width.
403.6	Non-Residential Lot Depth There shall be no minimum lot depth.
403.7	Lot Lines a) Generally, side lot lines should be straight and perpendicular to the street, or radial to street curves or the center of cul-de-sac turnarounds. b) Side lot lines may be at an angle to the street (more nearly parallel to the contour lines on steep land) to reduce driveway and lot grades. c) Lot lines should follow drainage ways or easements (where practical) rather than leaving a portion of the lot separated from the main body of the lot by a drainage way or easement. d) Corner radii at street intersections shall be twenty-five (25) feet, unless shown on the plat.
403.8	Building Setback Lines a) All residential lots shall have a usable building site area exclusive of the building setback (yard areas) as required by the Planning Commission and shown and labeled on the lots on the plat. b) All building setback lines for Infill Lots in an R-1 zone with greater than 25' minimum building setback shall be shown and labeled on the plat.
403.9	Lots Divided by County or State Lines The division of lots by county or state lines shall be avoided, where possible.
403.10	Reserve Strips and Remnants Prohibited a) There shall be no reserve strips controlling access to streets or any parcel of land. b) No remnants of property shall be left which do not conform to lot requirements, or which are not required for a private or public utility purpose, or which are not accepted by the local government and/or any other public body, or homeowners' association for an appropriate use.
404	EASEMENTS
404.1	Utility Easements The Planning Commission may require utility easements. Generally, the Planning Commission staff will consult local utilities before requiring utility easements.
404.2	Drainage Easements a) A five (5) foot drainage easement, unless a wider or narrower easement is specifically required, shall be reserved along the inside of all side and rear lot lines, except that a

	<p>ten (10) foot drainage easement shall be reserved along the lot lines that are the exterior boundaries of the subdivision plat.</p> <p>b) A drainage easement shall be reserved for all stormwater best management practices and conveyances such that the entire surface area of the device plus a five (5) foot perimeter easement is reserved.</p> <p>c) In the event that two or more lots are combined or used as one lot, the drainage easement adjacent to the interior lot line (s) are considered to be eliminated, unless the drainage easement is shown on the plat.</p> <p>d) The drainage easement shall not apply in cases where the adjoining regulations do not require setbacks from the property lines.</p>
404.3	<p>Other Easements</p> <p>The Planning Commission may require other easements to be shown on the plat, where necessary.</p>

ARTICLE 5 SUBDIVISION PLAT REQUIREMENTS	
500	PRELIMINARY PLAT REQUIREMENTS
500.1	<p>General Plat Information</p> <p>The Preliminary Plat shall be drawn to a minimum scale of 1 inch = 100 feet and contain the following information:</p> <ul style="list-style-type: none"> a) Proposed name of the subdivision, which shall not duplicate or closely approximate, phonetically or in spelling, the name of any other subdivision in Hamilton County, or any PUD in Hamilton County. Plat labeled "Preliminary Plat". b) The full name and mailing address with zip code (telephone number requested) of the owner(s) and/or developer(s). c) The name and mailing address with zip code and telephone number of the person, firm, or organization preparing the Preliminary Plat. d) North point and scale e) A vicinity map, showing the following features, if applicable, within an area large enough to locate the subdivision: f) Outline of proposed subdivision and north point. g) Location and name of all principal roads, streets, railroads, water courses, etc. h) State, county or municipal boundaries shown and labeled. i) Name and /or show an easily identifiable landmark (store, road intersection, creek, etc.) and show the number of miles (to the nearest tenth) from the landmark to the site. j) The boundary line of the proposed subdivision drawn to scale and showing all bearings and distances, including existing road curve functions and dimensional data. k) Parcel number, including map sheet number and group identifier, for all parcels which are being subdivided or joined in the platted area. This is commonly referred to as the "Tax Map Number". (Added 10-12-98) l) The location of control monuments on the boundary line of the proposed subdivision showing the horizontal position in Tennessee State Plane coordinates (Added 6-12-2000) m) Lots drawn and numbered in a logical numerical order, showing the approximate dimensions of lots. (Where parallel lot lines exist, the distances may be dotted.) Every parcel of land within the subdivision should have a lot number. Subdivisions developed in phases or units are to continue number the lots, and not start with lot number 1 for each new unit. The use of lot numbers by block, in which lot numbers are repeated in each block, is prohibited. n) The property lines of all adjoining property shall be shown with dashed lines. For adjoining subdivisions, show the full name of the subdivision, ROHC book and page numbers, and the lot numbers (dashed). For other adjoining property, show the owner's name. o) Show the location, widths and names of all existing, proposed or recorded streets, public rights-of-way, or access easements, etc., intersecting or paralleling the subdivision, on or adjacent to the subdivision. p) Proposed street names shall not duplicate or closely approximate, phonetically or in spelling, the name of any other street in Hamilton County. The change of a street name prefix (East, North) or suffix (Road, Lane, Circle) shall not be construed as a

	<p>different street name.</p> <p>q) Show the station numbers for all proposed streets. Station numbers shall begin at a known existing and reproducible street centerline.</p> <p>r) Typical Street Cross Sections: A typical cross section of all proposed streets in the subdivision shall be shown on the preliminary plat.</p>
<p>500.2</p>	<p>Drainage Information</p> <p>a) Show the size, location, outline and direction of water flow at all high and low points of all existing and proposed drainage easements in and adjacent to the subdivision.</p> <p>b) If drainage areas and/or easements are to be relocated, show the new location; label “relocated”; and state the treatment of the new drainage area and/or easement. If drainage areas in the subdivision are to be filled, label —to be filled , and show and label existing and proposed finished contours within the area to be filled and within the area to be cut.</p> <p>c) Show size, location and number of acres drained in pipes, open conveyances and best management practices in and adjacent to the subdivision.</p> <p>d) Show direction of water flow at all high and low points on all existing and proposed roads in and adjacent to the subdivision.</p> <p>e) Show location and label any other proposed drainage improvements such as best management practices, check dams, catch basins, headwalls, endwalls, rock and mortar or concrete drainage ditches, etc.</p> <p>f) Show the location and label any proposed off-site drainage improvements which are made necessary by the construction of the proposed subdivision.</p>
<p>500.3</p>	<p>Utilities Information</p> <p>a) For all existing and proposed water lines, show size, location of lines, and outline and size of easements (if applicable) in and adjacent to the subdivision.</p> <p>b) For all existing and proposed gas lines and mains, show size, location, name of mains, and outline of easements (if applicable) in and adjacent to the subdivision.</p> <p>c) For all existing electrical and telephone lines and easements, show size, location, name of major easements, and outline of easements in and within fifteen (15) feet of the subdivision.</p> <p>d) For all existing and proposed sanitary sewers and sewer easements, show sizes, locations, direction of flow, outlines of easements, manholes, and invert elevation in and adjacent to the site.</p> <p>e) If sanitary sewers are not available on or adjacent to the site, but are required by the location by the local government, state the nearest location and size of line of nearest sanitary sewer.</p> <p>f) If a sewage treatment plant of any type is to be constructed on and/or to serve the subdivision, state whether the plant will be public or private. If the plant is to be publicly owned, operated and maintained, place the offer of dedication on the plat. If the plant is to be privately owned, operated and maintained, add a statement concerning the method of operation and maintenance to the plat.</p> <p>g) Natural contours at two (2) foot intervals or less (sea level elevations only). The plat designer shall field check for accuracy of the contour lines if he has obtained the information from sources other than his own. The surveyor or engineer shall establish a benchmark on the site.</p> <p>h) Existing and finished contours within the area to be cut or filled shall be shown on the Preliminary Plat.</p>

	<ul style="list-style-type: none"> i) Contour line or limit of 100 year flood and/or Floodway Zone (Valley Zone), if applicable. Unless the developer or the plat designer has consulted with the staff shall, prior to the submission of the Preliminary Plat, the staff shall delineate pertinent flood information on the plat during the review of the plat. j) Municipal, county, state boundaries, water courses, railroads, etc., in and adjacent to the subdivision. k) The Preliminary Plat shall be drafted so that good, clear, legible prints or copies can be made. Special attention should be given to the selection of patterned films that may interact with some reproduction methods. Dot pattern or dot shading should not be used on plats. The Hamilton County GIS Department staff may refuse to accept any plat that it deems illegible or likely to generate inadequate reproductions.
<p>500.4</p>	<p>Statements to be Included on the Plat</p> <ul style="list-style-type: none"> a) Present zoning of tract and zoning applied for, if applicable. b) Source of water supply. If public water supply is not available, state nearest location, size of line, utility company’s name and whether water supply will be from wells. c) Number of acres subdivided. d) If the topo was obtained from a source other than an actual field survey, use the following quote: “Topo was obtained from (source) and has been field verified to insure its accuracy.” Examples of (source): Interpolated TVA quadrangle, Chattanooga Quadrangle, Daisy quadrangle, etc., aerial topo map – Atlantic Aerial Survey, etc. e) If the topo was taken from an actual field survey, use the following quote: “Topo was obtained from an actual field survey dated _____ conducted by _____. Elevations were determined from benchmark or monument located at _____, elevation _____.” f) If Community Lot(s) are shown, note the following: “No building permit is to be issued for a residential, commercial or industrial building on the Community Lot. Lot to be used for recreational purposes only. Maintenance to be assumed by the developer until lot is deeded to home owners in the subdivision, or to a homeowners association.” g) A statement of the proposed use of the lots (e.g. single-family dwellings, two-family dwellings, multiple-family dwellings, commercial development, industrial development, etc.). h) Special notations and information, if required.
<p>500.5</p>	<p>Road Profiles</p> <p>Five (5) copies of the vertical road profiles of all roads to be constructed in the subdivision shall be submitted with the preliminary plat. The vertical sanitary sewer profiles shall show the identification of the sewer line, manhole locations and numbers, the existing ground liens, the proposed centerline grade, percent grades, vertical curves, street intersection, and drainage structures, all drawn to a scale not less than one inch equals one hundred feet (1” = 100’) horizontal, and one inch equals ten feet (1”= 10’) vertical. Include seal and signature of designer.</p>
<p>500.6</p>	<p>Sanitary Sewer Profiles, if required.</p> <p>Five (5) copies of the vertical sanitary sewer profiles of all sanitary sewers to be constructed in and for the subdivision shall be submitted with the preliminary plat. The vertical sanitary sewer profiles shall show the identification of the sewer line, manhole locations and numbers, invert elevations, percent grades and direction of flow,</p>

	<p>underground utilities, drainage structures and the natural and finished grades, all drawn at a scale not less than one inch equals one hundred feet (1"= 100') horizontal, and one inch equals ten feet (1"= 10') vertical.</p> <p>If the sewer line(s) go through an adjacent owner's property, include one of the following:</p> <ul style="list-style-type: none"> a) Put the deed book and page number(s) of the recorded easement that allow the developer and/or city to install and maintain a sewer line through the adjoining property and submit a copy of the recorded document to the Planning Commission staff with the rest of the information required, or b) Put a statement on the plat that allows the developer and/or city to install and maintain a sewer line through the adjacent owner's property in the location as shown on the subdivision plat, and signed by the adjacent owner. c) The sanitary sewer profiles shall have the signature and seal of an engineer licensed to practice in the State of Tennessee. d) The sanitary sewer profiles and the vertical road profiles may be shown together. If this is done, five (5) copies of the combined vertical profiles shall be submitted with the preliminary plat.
500.7	<p>House Locations and Building Setback Lines</p> <p>Suggested house locations and building setback lines may be required by the Hamilton County Groundwater Protection and should then be shown on the plat. The actual house location may, however, deviate from the area shown on the plat if the location is approved by the Hamilton County Groundwater protection. If suggested house locations are shown on the plat, a note should be added to the plat showing the symbol for the house location and wording similar to the following: "House should not be greater than _____ feet from its closest side lot line as shown (see plat for exceptions, if applicable)," and/or "Building setbacks and suggested house locations may be changed with written permission of the Hamilton County Groundwater Protection".</p>
500.8	<p>Existing Utilities and Railroads</p> <p>The Planning Commission may require that a letter be submitted with the preliminary plat from the affected utility or railroad approving the proposed crossing of the utility, utility easement, or railroad by any street, driveway, field lines, or other utility, etc.</p>
500.9	<p>Additional Flood Information Required</p> <p>Where appropriate, the Floodway Borders (Floodway line and the 100 Year Flood Line) shall be shown on the plat. Also, a note shall be added to the plat stating the base flood (100 Year Flood) elevation.</p>
501	FINAL PLAT REQUIREMENTS
501.1	<p>The Final Plat shall be drawn to a minimum scale of 1 inch = 100 feet and include the following information:</p> <ul style="list-style-type: none"> a) Proposed name of the subdivision, which shall not duplicate or closely approximate, phonetically or in spelling, the name of any other subdivision in Hamilton County, or any PUD in Hamilton County. The most recent recorded deed book number and page number for each deed constituting part of the property being platted. Plat labeled "Final Plat". b) The full name(s), mailing address(es) with zip code(s) and telephone number(s) of all property owners involved.

- c) The name, full mailing address, zip code, telephone number and seal (to include license number) of the Registered Land Surveyor (and licensed Engineer if applicable) preparing the plat. If the site surveyor and plat designer are different individuals, then each shall place his seal (to include license numbers) on the plat. In no instance will a plat be accepted that does not contain the seal of a Registered Land Surveyor (and licensed Engineer for major subdivision) licensed in the State of Tennessee.
- d) The date of plat preparation and revisions, north point, and scale---both written and graphic.
- e) A vicinity map showing the following features, if applicable, within an area large enough to locate the subdivision.
- f) Outline or proposed subdivision and north point (oriented consistent with the north point of the plat, preferable pointing to the top of the plat).
- g) Location and name of all principal roads, streets, railroads, water courses, etc.
- h) State, county, or municipal boundaries, shown and labeled.
- i) Name and/or show an easily identifiable landmark (store, road intersection, creek, etc.) and show the number of miles (to nearest tenth) from the landmark to the site.
- j) The boundary lines of the subdivision shall be determined by an accurate survey in the field, to include a closed traverse. The boundary survey shall close with an error of closure not to exceed 1:5000.
- k) Distance shall be recorded to the nearest hundredth of a foot and bearings recorded to thirty (30) seconds.
- l) Show parcel number, including map sheet number and group identifier, for all parcels which are being subdivided or joined in the platted area. This is generally referred to as the "Tax Map Number".
- m) The location of control monuments on the boundary line of the proposed subdivision showing the horizontal position in Tennessee State Plane coordinates.
- n) Lots drawn and numbered in a logical numerical order. Every parcel of land within the subdivision shall have a lot number. Subdivisions developed in phases or units are to continue numbering the lots and not start with lot number 1 for each new unit. The use of lot numbers by block in which lot numbers are repeated in each block is prohibited.
- o) Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every lot line and boundary line, whether curved or straight. This shall include the radius, central angle (delta), length of curve, and tangent distance for the curved property lines. The point of curvature and the point of tangency of all curves on all right-of-way lines shall be located by distance to the nearest lot corner. Chord bearings and dimensions may be used for irregular lines, such as creeks, shore lines, etc.
- p) Minimum building setback lines, other than those required by the local zoning regulations, shall be shown and labeled on the lot(s). Setbacks may be changed if approved in writing by the Hamilton County Groundwater Protection division. (See section 501.6)
- q) The property lines of all adjoining property shall be shown with dashed lines. For adjoining subdivisions, show the full name of the subdivision, ROHC book and page numbers, and the lot numbers (dashed). For other adjoining property, show the owner(s) name(s) and the ROHC deed book and page number in which the property is recorded.

	<ul style="list-style-type: none"> r) Show the location, widths and names of all existing, proposed or recorded streets, public rights-of-way, or access easements, etc., intersecting or paralleling the subdivision, in and adjacent to the subdivision. Show any street or street intersection within 100' of the site. s) Proposed street names shall not duplicate or closely approximate phonetically or in spelling, the name of any other street in Hamilton County. The change of a street name prefix (East, North) or suffix (Road, Lane, Circle) shall not be construed as a different street name. t) Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every street line, whether curved or straight. This shall include the radius, central angle (delta), length of curve and tangent distance for the center line of curved streets and curved property lines. The point of curvature and the point of tangency of all curves on all right-of-way lines shall be located by distance to the nearest lot corner. u) Show a measured distance to a recognizable point such as a street intersection, landmark, survey monument, ground positioning system reference, etc. v) Show the individual areas of all lots.
<p>501.2</p>	<p>Drainage Information</p> <ul style="list-style-type: none"> a) Show the size, location and outline of all existing and proposed drainage easements in and adjacent to the subdivision. b) If drainage areas and/or easements are to be relocated, show the new location, label "relocated", and state the treatment of the new drainage area and/or easement. c) Show size, location and number of acres drained in pipes, open conveyances or best management practices in the subdivision. d) Show location and label any other proposed drainage improvements such as best management practices, catch basins, headwalls, endwalls, rock and mortar or concrete drainage ditches, drainage detention areas, etc. e) Show the location and label any proposed off-site drainage improvements which are made necessary by the construction of the proposed subdivision.
<p>501.3</p>	<p>Utilities Information</p> <ul style="list-style-type: none"> a) Show location of existing wells, springs, or other natural sources of water supply within the subdivision and within fifty (50) feet of the boundaries of the subdivision. b) For all existing and proposed electrical, telephone, water gas and other utility easements, show size, location, name of major easements and outline of easements in and within fifteen (15) feet of the subdivision. c) For all existing and proposed sanitary sewers and sewer easements, show sizes, locations, outline of easements, manholes and invert elevations in and adjacent to the site. d) If sanitary sewers are not available on or adjacent to the site, but are required by the local government, state the nearest location and size of lines of nearest sanitary sewer. e) If a sewage treatment plant of any type is to be constructed on and/or to serve the subdivision, state whether the plant will be public or private. If the plat is to be publicly owned, operated and maintained, add a statement concerning the method of operation and maintenance of the plant, which may be a statement of the book and page number where the documents are recorded. f) Show the location and file number of existing sanitary sewer lines on or adjacent to

	<p>the site. If public sanitary sewers are available to all lots by gravity flow note: "Public sanitary sewers are available by gravity flow". If available sanitary sewers are maintained by the Hamilton County Water and Wastewater Treatment Authority (HCWWTA) note: "Public sanitary sewers available by HCWWTA".</p> <p>g) Contour line or limit of 100-year and/or Floodway District (Valley Zone), each labeled, if applicable.</p> <p>h) Municipal, county, state boundaries, water courses, railroads, etc., on and adjacent to the subdivision.</p> <p>i) The boundaries of all property (including access to said property) which is to be dedicated for public use, with the purpose indicated thereon.</p> <p>j) The boundaries of all property (including access to said property) which is to be reserved by deed restrictions or property owners in the subdivision, e.g. "community lot". Show the ROHC book and page numbers on the plat for all appropriate recorded documents.</p>
<p>501.4</p>	<p>Statements to be Included on the Plat</p> <p>a) Present zoning of tract</p> <p>b) Local Government does not certify that utilities or utility connections are available.</p> <p>c) Plat labeled, "Final Plat"</p> <p>d) Number of acres subdivided</p> <p>e) Certification of Ownership and Dedication of Rights-of-Way</p> <p>f) "I hereby adopt this as my plan of subdivision and certify that the rights-of-way are dedicated to the public use forever. I also certify that there are no encumbrances on the property to be dedicated and that I am owner of the property shown in fee simple".</p> <p>g) Dedication of Land, if applicable: Add to the above: ". . . and dedicate the lots so specified on the plat to (governmental jurisdiction)"</p> <p>h) "The owner/developer is to install all drainage structures and improved easements as shown. The maintenance of drainage easements is the responsibility of the property owner and not the local government".</p> <p>i) Special Setbacks, if applicable: "There is a minimum 25 ft. fieldline setback from all drainage easements shown". "There is a minimum 25 ft. fieldline and building setback from all sink hole(s) shown".</p> <p>j) Engineer's Statement of Design on plat and the first sheet of road and sewer profiles (if applicable). "I hereby certify that I have (reviewed or designed) all new roads, drainage, domestic water and sanitary sewers as shown on this plat and that the design meets proper engineering criteria". _____ (Signature)</p> <p>k) Certification of Survey: "I hereby certify that I have surveyed the property shown hereon; that this survey is correct to the best of my knowledge and belief and that the ratio of precision of the unadjusted survey is 1 per _____ as shown hereon". _____ (Signature of Surveyor)</p> <p>l) If Community Lot(s) are shown, note the following: "No building permit is to be issued for a residential, commercial or industrial building on the Community Lot'. The Community Lot' is to be used for recreational purposes only. The maintenance of the Community Lot' is to be assumed by the developer until the lot is deeded to the home owners in the subdivision, or to a homeowners association".</p> <p>m) "This plat resubdivides deeds _____ R.O.H.C."</p> <p>n) "This subdivision has been developed according to the design standards of the</p>

	<p>Subdivision Regulations of the City of Chattanooga”.</p> <p>o) “City Ordinance No. 9942 entitled “Stormwater Run-off and Erosion Control” shall apply to any discharge of same from this subdivision of property”.</p> <p>p) Special notations and information, if required.</p> <p>q) Show the Honeycutt Tax Map Number of Numbers of the site.</p> <p>r) No fill material can be placed in a constructed drainage facility in such a manner as to impede storm water runoff flow unless approved by the City Engineer.</p> <p>s) Preliminary Plat was approved on <u>(insert date of Planning Commission approval)</u>. See Resolution Number <u>(Insert Resolution Number)</u> for approval of Preliminary Plat. (Added 12-08-2014)</p>
501.5	<p>Required Notations for All Subdivisions Containing one or More Lots that Obtain Access by Means of a Private Easement of Private Drive</p> <p>The permanent Drive Easement is to be privately maintained by the owners and not by the city. The owners are responsible for providing all utilities and services to the existing public road. Present owner or owners will not convey, sell or transfer any properties as shown hereon until a covenant is signed and recorded to run with the land, which sets forth the responsibilities of access maintenance, unless it is so stated in the deed of conveyance that the new owners will be responsible for access maintenance.</p>
501.6	<p>House Locations and Building Setback Lines</p> <p>a) Suggested house locations and building setback lines may be required by the Hamilton County Groundwater Protection and should then be shown on the plat. The actual house location may, however, deviate from the area shown on the plat if the location is approved by the Hamilton County Groundwater Protection.</p> <p>b) If suggested house locations are shown on the plat, a note should be added to the plat showing the symbol for the house location, and wording similar to the following: “House should not be greater than _____ feet from its closest side lot line as shown (see plat for exceptions, if applicable).” and/or “Building setbacks and suggested house locations may be changed with written permission of the Hamilton County Groundwater Protection”.</p>
501.7	<p>Additional Information Required</p> <p>a) A letter from the Division of Water Quality Control, Tennessee Department of Public Health, approving the design of the extension of water lines, if applicable.</p> <p>b) A letter from a Division of Sanitary Engineering, Tennessee Department of Public Health, approving the design of the sewer lines, if applicable.</p> <p>NOTE: This letter must be preceded by a letter from the Division of Water Quality Control, Tennessee Department of Public Health, approving the site for the location of the sewage treatment facility and establishing effluent limits for the discharge.</p> <p>c) Documents pertaining to the operation and maintenance of privately owned sewage treatment facilities, if applicable.</p> <p>d) The surveyor shall submit closure data on the boundary of the property being subdivided to the Hamilton County GIS Department.</p>
501.8	<p>Additional Flood Information Required</p> <p>Where appropriate, the Floodway Borders (Floodway line and the 100 Year Flood Line) shall be shown on the plat. Also, a note shall be added to the plat stating the base flood (100 Year Flood) elevation.</p>

502	CORRECTIVE PLAT AND REVISED PLAT REQUIREMENTS
502.1	<p>The following are the minimum requirements for corrective plats and revised plats:</p> <ul style="list-style-type: none"> a) Subdivision Name that reflect the change, (e.g. Resubdivision of Lots 25 thru 29 and Lots 43 and 44, Highland Estates) b) Purpose statement that tells exact purposes of the plat and/or change, (e.g., Purpose of the Plat: To abandon and show new property lines between lots 25 through 29, and to abandon the drainage easement and relocate it as shown in lots 43 and 44. See ROHC Book, Page for previous recording and for other notes and restrictions.) c) Vicinity Map d) Certification of Ownership, address(es), telephone number(s) and signature(s) of all property owners involved. e) Certification of Accuracy of Survey, seal, address and signature of plat surveyor. f) Plat labeled Corrective Plat or Revised Plat. g) The property lines of all adjoining property shall be shown with dashed lines. For adjoining subdivisions, show the full name of the subdivision, ROHC book and page numbers, and the lot numbers (dashed). For other adjoining property, show the owner (s) name (s); and the ROHC deed book and page number in which the property is recorded. h) Dimensions, bearings, error of boundary closure, survey functions, source of water supply, utility easements, drainage easements, lot numbers, etc. if applicable. i) Additional information – (e.g., power, telephone, gas, water, environmental health service, etc.) may be required and/or approved prior to submittal of the Cronaflex and/or recording. j) Deed book and page number of the property subdivided. k) Graphic Scale, North Point, Date l) Show the parcel number, including map sheet number and group identifier, for all parcels which are being subdivided or joined in the platted area. This is generally referred to as the “Tax Map Number”. m) Show the location and file number of existing sanitary sewer lines on or adjacent to the site. If public sanitary sewers are available to all lots by gravity flow, note “Public sanitary sewers are available by gravity flow”. If the available sanitary sewers are maintained by the Hamilton County Water and Wastewater Treatment Authority (HCWWTA) note: “Public sanitary sewers available by HCWWTA”. n) Show a measured distance to a recognizable point such as a street intersection, landmark, survey monument, ground positioning system reference, etc. o) Show any road intersection within 100’ of the site. p) Submit closure data on the boundary of the property being subdivided to the City Engineer’s Office. q) The Corrective or Revised Plat shall be drafted so that good, clear, legible prints, copies or negatives can be made. Special attention should be given to the selection of patterned films that may interact with some reproduction methods. Dot patterns or dot shading should not be used on plats. The Planning Agency staff may refuse to accept any plat that it deems illegible or likely to generate inadequate reproductions. r) Add the following note: “City Ordinance No. 9942 entitled “Stormwater Run-off and Erosion Control” shall apply to any discharge of same from this subdivision of property. s) Show the individual areas of all lots.

	<p>t) Add the following note: “No fill material can be placed in a constructed drainage facility in such a manner as to impede storm water runoff flow unless approved by the City Engineer”</p> <p>u) Local Government does not certify that utilities or utility connections are available.</p>
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APPENDIX 1- SUBDIVISION PLAT SIZE REQUIRED

Size: 24" X 30"

Binding Edge: 1 3/4"

Border: 1/2"

Signature Block: 4" X 6"

