

# **SUBDIVISION PLAT REVIEW**

DEVELOPMENT APPLICATION



---

# SUBDIVISION PLAT REVIEW PROCEDURES PLANNING AND CODES DEPARTMENT

---



## DEVELOPMENT REVIEW TEAM

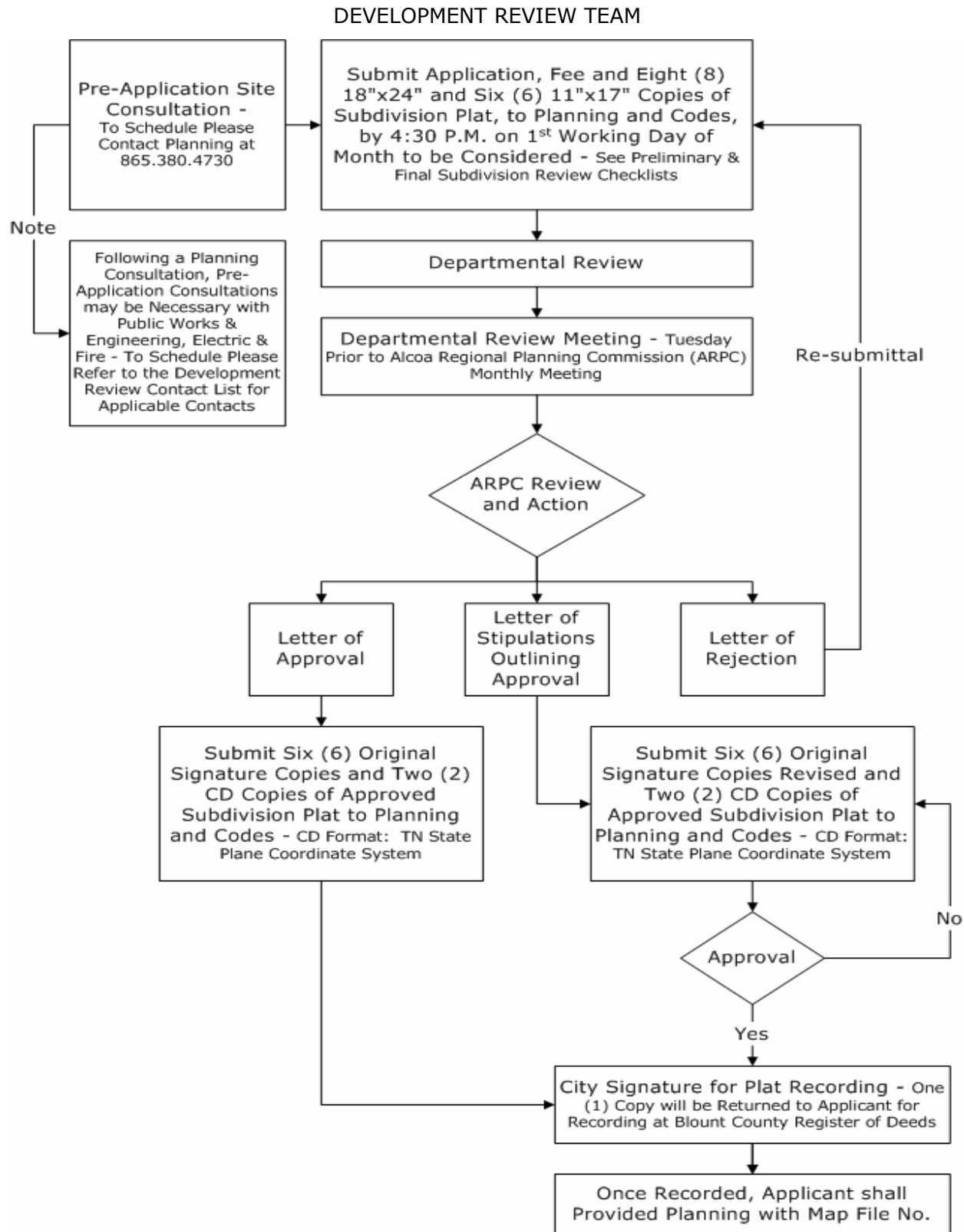
The following procedures are for all minor, preliminary and final subdivision plats submitted for review to the Alcoa Regional Planning Commission (ARPC). It should be understood that failure to follow these procedures could result in the denial of the subdivision plat by the Planning Commission. The following subdivision procedures are as follows:

1. Subdivision plats shall be prepared and certified by a licensed engineer or TN registered land surveyor;
2. Subdivision of property into two (2) or more lots, or the altering of any property line, shall be submitted for review to the Alcoa Regional Planning Commission (certain additional requirements may apply within the planning region);
3. Alcoa Regional Planning Commission's monthly meeting is held the 3<sup>rd</sup> Thursday of each month. To be placed on the official agenda, all completed subdivision plats must be submitted, to Planning and Codes Department, no later than 4:30 p.m. on the 1<sup>st</sup> business day of the month in which the meeting is scheduled;
4. Application and the appropriate fees below will be required at submittal:
  - a. **Preliminary Plat**

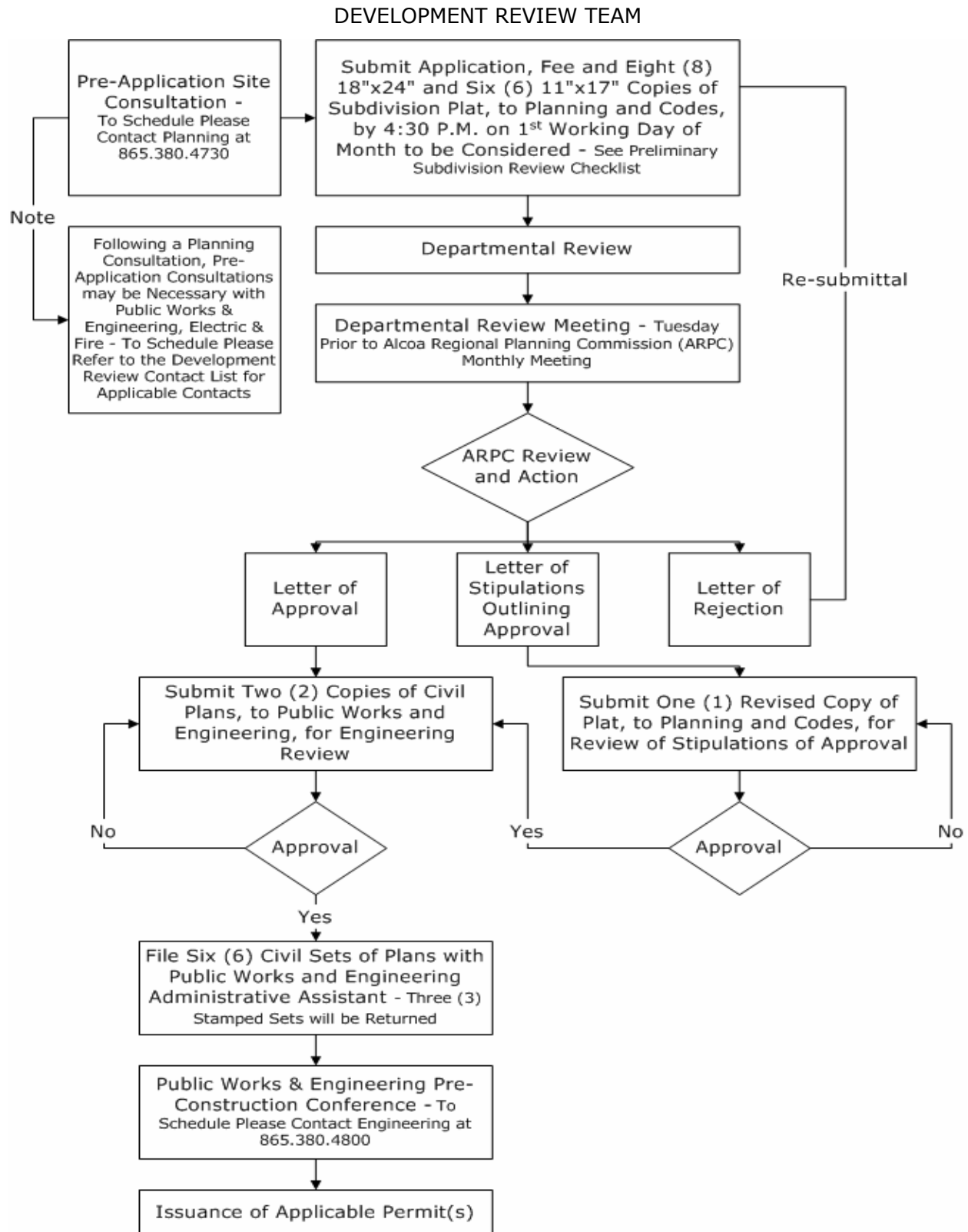
01-02 Lots.....	\$100.00
03-10 Lots.....	\$150.00
11-30 Lots.....	\$300.00
31-50 Lots.....	\$400.00
51(+) Lots.....	\$500.00
  - b. **Final Plat**

01-04 Lots.....	\$ 25.00
05-30 Lots.....	\$100.00
	(+ \$10.00 per Lot)
31(+) Lots.....	\$100.00
	(+ \$5.00 per Lot)
  - c. **Minor Plat (Preliminary/Final)**  
Combined Total of Preliminary & Final Fees;
5. Subdivision plats shall conform to the Alcoa Standards for Land Subdivision regulations, applicable sections of the Alcoa Zoning and Land Use Control regulations, Alcoa Water and Sanitary Sewer Construction Specifications, Streets and Drainage Construction Specifications and Tennessee Erosion and Sediment Control Handbook (preliminary and final checklist may be used for guidance); and,
6. Minor and final subdivision plats shall obtain approval for streets, water, sewer and utilities, prior to approval by the Planning Commission.

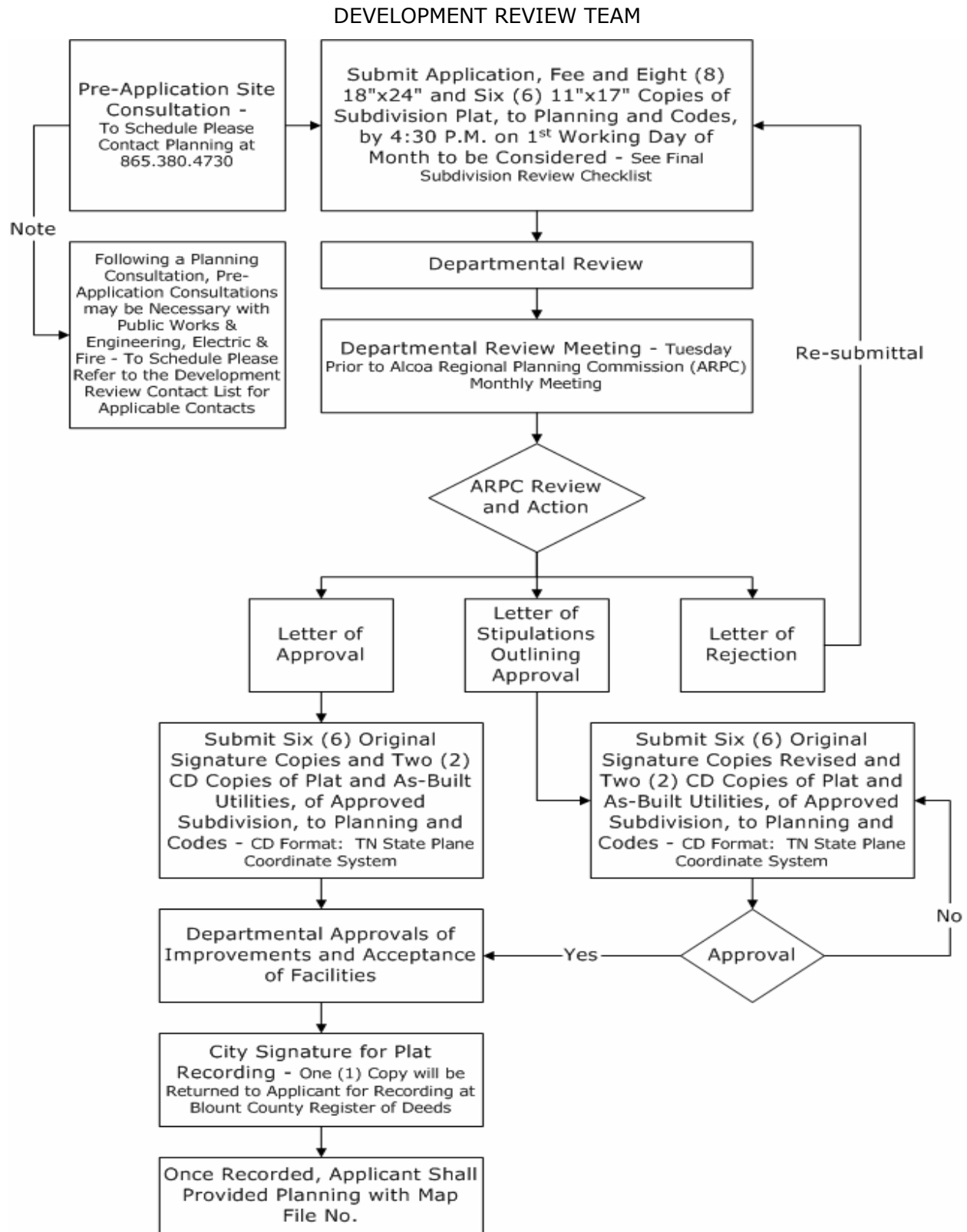
# MINOR SUBDIVISION REVIEW FLOW CHART PLANNING AND CODES DEPARTMENT



# PRELIMINARY SUBDIVISION REVIEW FLOW CHART PLANNING AND CODES DEPARTMENT



# FINAL SUBDIVISION REVIEW FLOW CHART PLANNING AND CODES DEPARTMENT



---

# PRELIMINARY SUBDIVISION PLAT REVIEW CHECKLIST PLANNING AND CODES DEPARTMENT

---



## DEVELOPMENT REVIEW TEAM

**Eight (8)** copies of preliminary subdivision plat (drawn to a required scale of **1"=100'** and **18" x 24"** in size), **six (6)** reduced copies (NTS of **11" x 17"** in size), and **one (1)** complete set of drainage calculations shall be provided.

The preliminary plat shall meet the minimum standards of design as set forth in Article III, of the Standards for Land Subdivision, and the general requirements for the construction of public improvements as set forth in Article IV shall give the following information insofar as possible.

- The proposed subdivision name and location, the name and address of the owner or owners, and the name and seal of the designer of the plat who shall be a Tennessee licensed engineer or Tennessee registered surveyor. The Emergency Management Agency (E-911) shall be responsible for approving street and subdivision names or designating names appropriate to subdivision development (see Appendix B of the Standards for Land Subdivision)
- Date, approximate north point, and graphic scale.
- The location of existing and platted property lines, streets, buildings, sink holes, water course, railroads, sewers, bridges, culverts, drain pipes, water mains, and any public utility easements, the present zoning classification, if any, on the land to be subdivided and on the adjoining land, and the names of adjoining property owners or subdivisions.
- A construction plan which shall include: (1) a complete drainage plan showing all improvements including all proposed streets, easements, storm sewers, swales, ditches, reserved areas and lot drainage; (2) a plan and profile of all streets showing typical cross sections of proposed roadways, swales and ditches as well as both existing and proposed finished grades of paved rights-of-way and special ditches, and details of all structures which are part of the physical improvements in the subdivision. All proposed drainage structures including manholes, catch basins, junction boxes, pipe storm drains, ditches, and other drainage facilities including headwalls shall be shown on the plan and profile.
- The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing streets or roads and to an original corner of the original survey of which it is part, and a key map showing relation of subdivision to well-known streets, railroads and water courses in all directions to a distance of at least one-half mile. Suggested scale: one (1) inch equals two thousand (2,000) feet.
- Plans of proposed utility layouts (including gas, CATV, sanitary and storm sewers, water, and electricity) showing feasible connections to the existing or any proposed utility system. When such connections are not practicable, any proposed individual water supply and/or sewage disposal system must be approved by the county health department.
- The names, locations, widths and other dimensions of proposed streets, alleys, easements, parks, and other open spaces, reservations, lot lines, building lines, and utilities. This shall include any open space reservation.
- Contours at vertical intervals of not more than five feet, except when specifically not required by the planning commission.
- Complete erosion control plan with details.
- Dominate ground cover.
- The acreage of the land to be subdivided.
- The actual closure computations for the boundary traverses. Such boundary traverses shall close to an accuracy of at least one (1) foot in ten thousand (10,000).
- Location map (see page 11, figure 11A of the Standards for Land Subdivision).

---

# FINAL SUBDIVISION PLAT REVIEW CHECKLIST PLANNING AND CODES DEPARTMENT

---



## DEVELOPMENT REVIEW TEAM

**Eight (8)** copies of final plat (drawn to a required scale of **1"=100'** and **18" x 24"** in size) along with **six (6)** reduced copies (NTS of **11" x 17"** in size) shall be provided.

The final plan shall conform substantially to the approved preliminary plat. If the proposed subdivision fronts upon an existing public road and conforms to all city requirements, the planning commission may waive the requirements for preliminary approval and permit the submittal of only a final plat. Below are the following items to be included for review:

- Copies of any required federal or state permits;
- Lines of all streets and roads, alley lines, lot lines, building setback lines, lot numbered in numerical order, reservations, easements and areas to be dedicated to public use or sites for other than residential use, such as community open space to be held in common ownership by a property owners organization, with notes stating their purpose and any limitations;
- Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight, and including north point. This shall include the radius, central angle and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets;
- Dimensions to the nearest one-hundredth (100<sup>th</sup>) of a foot and angles to the nearest ten seconds;
- Names and locations of adjoining subdivisions and streets and the location and ownership of adjoining un-subdivided property;
- Date, titles, name and location of subdivision, graphic scale, and north point;
- Location sketch map showing site in relation to area;
- Boundary traverses, including lot and block traverses, shall close to an accuracy of at least one (1) foot in ten thousand (10,000);
- Land being subdivided subject to flooding, as defined in Article III, Section E, Standards for Land Subdivision, shall have platted the limit of the base flood elevation (the 500 year flood boundary) and minimum floor elevation(s);
- Locations and description of monuments;
- Submitted within twelve (12) months of preliminary approval;
- Certificate of Ownership and Dedication;
- Certificate of Common Areas Dedicated (if applicable);
- Certificate of Accuracy;
- Certificate of Approval of Water and Sewerage Systems;
- Certificate of Approval of Blount County Department of Environmental Health (If not served by a public sewage system);
- Certificate of Approval of Utilities;
- Certificate of Approval of Streets;
- Certificate of Approval of Road Names and Property Numbers (E-911); and,
- Certificate of Approval for Recording.

Note: Once ARPC approval has been granted, and any stipulations met, **six (6)** additional copies (at a required scale of **1"=100'** and **18" X 24"** in size), each with original signatures, and two (2) CD copies (Auto CAD Format, TN State Plane Coordinate System), shall be submitted to the Planning and Codes Department, to receive the signature of the Secretary of Planning Commission prior to recording.

# DEVELOPMENT APPLICATION PLANNING AND CODES DEPARTMENT



City of Alcoa • 223 Associates Boulevard • Alcoa, TN 37701 • Ph#: (865)380-4730 Fax#: (865)380-4744

DEVELOPMENT REVIEW TEAM

Project Number: \_\_\_\_\_  
OFFICE USE ONLY

\*Action Requested:  Concept Plan  Site Plan  Preliminary Plat  Final Plat

Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Agent/Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Designer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Map Number(s): \_\_\_\_\_ Parcel Acreage(s): \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Parcel(s) Zoning: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_  
Number of Dwelling Units (Residential): \_\_\_\_\_  
or Building Area (S.F. of Non-Residential): \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_  
Number of Dwelling Units (Residential): \_\_\_\_\_  
or Building Area (S.F. of Non-Residential): \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
(Attached Project Overview Recommended)

**SIGNATURE OF APPLICANT:**

The undersigned hereby applies to the City of Alcoa, Tennessee for approval as indicated by action requested above. I hereby certify that I am the owner, or duly authorized agent of the property, and the information submitted in this application is true and correct to the best of my knowledge at the time of application.

Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*See Appropriate Flowchart and Complete Checklist for Action Requested – Eight (8) Copies (Concept or Site 24x36" & Plats 18x24") and Six (6) Reduced Copies (11x17") are needed for Review

OFFICE USE ONLY		
Date Application Received: _____		
Application Fee Paid: <i>Concept/Site Plan</i> _____ <i>Preliminary Plat</i> _____ <i>Final Plat</i> _____		
00.00-01 Acres.....\$100.00	01-02 Lots.....\$100.00	01-04 Lots.....\$ 25.00
01.01-10 Acres.....\$150.00	03-10 Lots.....\$150.00	05-30 Lots.....\$100.00 (+ \$10.00 per Lot)
10.01-20 Acres.....\$200.00	11-30 Lots.....\$300.00	30(+) Lots.....\$100.00 (+ \$5.00 per Lot)
20.01-50 Acres.....\$250.00	31-50 Lots.....\$400.00	<b><u>Minor Plat (Preliminary/Final)</u></b>
50.01(+) Acres.....\$300.00	50(+) Lots.....\$500.00	Combined Total of Preliminary & Final Fees
\$ _____		Receipt Number: _____
Planning Commission Date: _____		