

ARTICLE 5

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

5-101 Sketch Plat

5-101.1 General -- Sketch plats submitted to the planning commission, prepared in pen or pencil, shall be drawn to a convenient scale no smaller than two hundred (200) feet to an inch.

5-101.2 Features -- The sketch plat shall show:

- (1) a scale drawing of the property and the names of the owners of adjoining property;
- (2) size of the original tract(s) being subdivided;
- (3) notation of any existing legal rights-of-way or easements, or other encumbrances affecting the property;
- (4) approximate topography of the site, at no more than five (5) foot intervals, extended into adjacent properties;
- (5) any areas which may be affected by flooding;
- (6) general public way and lot patterns;
- (7) proposed phasing, if any;
- (8) vicinity map of the property;
- (9) date and approximate north point;
- (10) name of owner;
- (11) name of licensed surveyor;
- (12) zoning classification;
- (13) the approximate location and size of existing and proposed water lines;
- (14) the approximate size of all platted lots.

5-102 Preliminary Plat

5-102.1 General -- The preliminary plat shall be prepared by a licensed surveyor, at a convenient scale no smaller than two hundred (200) feet to an inch. The plat shall be prepared in pen or pencil, and the sheets shall be numbered in sequence if more than one sheet is used. The map prepared for the preliminary plat may be used for the final subdivision plat and should be permanently reproducible.

5-102.2 Features -- The preliminary plat shall include:

- (1) the location of the property to be subdivided with respect to surrounding property(s) and public way(s);
- (2) the names of all adjoining property owners of record, or the names of adjoining developments;
- (3) the names of adjoining public ways;
- (4) the location and dimensions of all boundary lines of the property, figured to the nearest hundredth of a foot;
- (5) the location of existing public ways, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the planning commission;
- (6) the location and width of all existing and proposed easements, alleys, and other public ways, and building setback lines;
- (7) the location, dimension, and proposed area of all proposed or existing lots;
- (8) the position of all existing or proposed buildings within proposed condominium developments;
- (9) the location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation;
- (10) the limits of floodway, the floodway elevation, and floodway fringe areas and the associated regulatory flood elevation;
- (11) the name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the licensed land surveyor preparing the plat;
- (12) the date of the plat, approximate true north point, scale, and title of the subdivision;
- (13) sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines within the area to be subdivided;
- (14) name of the subdivision and all new public ways, as approved by the planning commission;

- (15) the zoning classification of all zoned lots, as well as an indication of all uses other than residential proposed by the subdivider;
- (16) the distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing public ways and to the original corner of the original survey of which it is a part;
- (17) key map showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least one-half mile (suggested scale: one inch to one thousand (1,000) feet);
- (18) contours at vertical intervals of not more than two (2) feet where the proposed subdivision has an average slope of five percent (5) or less, or at vertical intervals of not more than five (5) feet where the average slope exceeds five (5) percent (contours to be field surveyed or taken from aerial photographs acceptable to the planning commission);
- (19) map parcels numbers as recorded on the land tax maps of the county;
- (20) the location of all water and sewer lines, as well as the location of all existing and proposed fire hydrants.
- (21) The following notations:
 - (a) explanation of drainage easements;
 - (b) Developer is solely responsible for any excess water drainage and erosion from property. **(Added by Resolution No. 01-24-02, January 24, 2002)**
 - (c) explanation of site easements; **(Amended Existing (b) to (c) by Resolution No. 01-24-02, January 24, 2002)**
 - (d) explanation of reservations; and **(Amended Existing (c) Changed to (d) by Resolution No. 01-24-02, January 24, 2002)**
 - (e) for any lot where public sewer or water systems are not available, the following: **(Amended Existing (d) Changed to (e) by Resolution No. 01-24-02, January 24, 2002)**
 - (i) areas to be used for sewage disposal and their percolation results, or if the planning commission desires, any other acceptable data to show that the site can be served effectively by septic tanks;

- (ii) water wells (existing and proposed); and
- (iii) rock outcropping, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features;
- (f) all installed grinder pumps meet city engineer specifications and written approval is on file. **(Added by Resolution No. 11-11-04, November 11, 2004)**
- (22) draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions; and
- (23) a form for endorsement of planning commission approval of the preliminary plat which shall read as follows:

Approved by the _____

 Planning Commission, with such exceptions or conditions as are indicated in the minutes of the Commission on _____.
date

Preliminary plat approval shall not constitute final approval for recording purposes.

5-103 Construction Plans

5-103.1 General -- Four (4) copies of construction plans shall be prepared for all improvements required by these regulations. Plans shall be drawn at a scale of no more than fifty (50) feet to an inch. Plans shall be in compliance with the specifications in Article 4, of these regulations. Approval of plans must precede actual construction, and no final plat shall be considered by the planning commission until the required plans have been approved. The construction plans shall be prepared by a licensed engineer engaged in the practice of civil engineering.

5-103.2 Features -- The following shall be shown on the construction plans.

- (1) Profiles showing existing and proposed elevations along center lines of all public ways.
- (2) Where a proposed road intersects an existing public way or ways, the elevation along the center line of the existing public way within one hundred (100) feet of the intersection.
- (3) Approximate radii of all curves, lengths of tangents, and central angles on all public ways.

- (4) Proposed public ways, as required by the planning commission; where such are required, horizontal stationing shall be at fifty (50) foot intervals and cross-sectional elevations shall be to an accuracy of one tenth foot vertical on a line at right angles to the center line of the public way at the following points: the center line of the public way, each property line, and points twenty-five (25) feet inside each property line.
- (5) Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins.
- (6) The location of public way signs.
- (7) The location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any existing or proposed utility system.
- (8) Exact location and size of all water, gas, or other underground utilities or structures.
- (9) Location, size, elevation, and other appropriate description of any existing facilities or utilities, including but not limited to, existing public ways, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, and features noted on the land development plan or major street or road plan.
- (10) The water elevations of adjoining lakes or streams and the approximate high- and low- water elevations of such lakes or streams shall be shown. All elevations shall be referred to the U.S.G.S. datum plane.
- (11) If the subdivision borders a lake, river, or stream, the distance and bearings of a meander line established not less than twenty (20) feet back from the ordinary high water mark of such waterways.
- (12) The developer shall prepare for any portion of a subdivision containing a flood prone area, or an area known to be subject to flooding, information necessary for the planning commission to determine the suitability of the particular site for the proposed development, as follows:
 - (a) plans in triplicate drawn to scale showing the nature, location, dimensions, and elevation of any part of the subdivision within a flood prone area; existing or proposed structures or building sites, fill, storage of materials, and flood proofing measures, as specified

in these regulations; and the relationship of the above to the location of the stream channel, floodway, floodway fringe, the regulatory flood elevation, and the regulatory flood protection elevation;

- (b) a typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high water information, if required by the planning commission;
 - (c) surface view plans showing elevations and contours of the ground;
 - (d) pertinent structures, fill or elevations of public ways;
 - (e) water supply, sanitary facilities, soil types, and other pertinent information, as required by the planning commission; and
 - (f) specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities.
- (13) A notation that all installed grinder pumps meet city engineer specifications and written approval thereof is attached herewith. **(Added by Resolution No. 11-11-04, November 11, 2004)**
- (14) Contours at the same vertical interval as on the preliminary plat. **Renumbered by Resolution No. 11-11-04, November 11, 2004)**
- (15) In addition to the other requirements of this section, construction plans for condominium subdivisions shall contain "as built" drawings of all underground utilities, regardless of proposed ownership, and the construction design of all public facilities which are proposed for dedication to the governing body. **(Renumbered by Resolution No. 11-11-04, November 11, 2004)**
- (16) A notation of construction plans approval by appropriate persons or governmental representatives. **(Renumbered by Resolution No. 11-11-04, November 11, 2004)**
- (17) Title, name, address, and signature of engineer who prepared the plans. **(Renumbered by Resolution No. 11-11-04, November 11, 2004)**
- (18) Date of plans, including any revision dates. **(Renumbered by Resolution No. 11-11-04, November 11, 2004)**

5-104 Final Subdivision Plat

5-104.1 General -- The final subdivision plat shall be prepared on transparent drafting material at a scale one hundred (100) feet to the inch, but no smaller than two hundred (200) feet to the inch on sheets of county register plat book size. The use of an appropriate smaller scale may be permitted for lots larger than two acres. When more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the sheets numbered in sequence.

Construction plans as described in Section 5-103, of these regulations, shall have been approved prior to planning commission approval of the final subdivision plat.

5-104.2 Features -- The final plat shall include:

- (1) The location of the property to be subdivided with respect to surrounding property(s) and public ways.
- (2) The names of all adjoining property owners of record or the names of adjoining developments.
- (3) The names of adjoining public ways.
- (4) The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest minute and distance to the nearest one hundredth of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the Tennessee Code Annotated, for the category of survey required by these regulations. The category of survey shall be determined according to the average size of lots (see Table below) within the proposed subdivision. The survey shall be tied into the Tennessee Grid Coordinate System.

ACCURACY OF SURVEYS

<u>Average Lot Size</u>	<u>Unadjusted Accuracy</u>
One (1) Acre or Less	Category "I" Suburban Land Survey
Greater than One (1) Acre, but Less than Ten (10) Acres	Category II" Rural Land Survey
Ten (10) Acres or More	Category "III" Farm Land Survey

A distance and bearing shall be provided which will link a point on the boundary of the subdivision to a monument in right-of-way of the nearest prominent public way intersection.

- (5) The location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries.
- (6) The limits of floodway, the floodway elevation, and floodway fringe areas and the regulatory flood elevation.
- (7) The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.
- (8) The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth of a foot and angles to the nearest second. Lot areas shall be shown to the nearest tenth of a square foot.
- (9) The location, area, and dimensions, to the accuracy set forth in Item 8, above, of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- (10) The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:
 - (a) an "as-built" building location and boundary survey, to "American Land Title Association" or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and location relative to those boundaries of the building(s) which constitute the condominium subdivision;
 - (b) some sort of datum plan or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical reference, (e.g., an appropriate permanent monument or other acceptable reference datum or fixed known point). Elaborate exterior elevations and architectural detail are not necessary to satisfy this requirement; and
 - (c) any other special information which the planning commission may require to protect the rights of future owners of the condominium or the public in general.
- (11) The name and address of the owner(s) of the land being subdivided.
- (12) The name and address of the subdivider if other than the owner.
- (13) The name of the licensed surveyor preparing the plat.

- (14) The date of the plat, approximate true north point, scale, and title of the subdivision.
- (15) Sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the center line of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat.
- (16) The names of all public ways.
- (17) The zoning classification of all lots, as well as an indication of uses other than residential proposed by the subdivider.
- (18) The total acreage within the subdivision.
- (19) Lot numbers, where required.
- (20) The line size and location of water and sewer facilities.
- (21) The location of all fire hydrants.
- (22) The diameter and width of all driveway culverts.
- (23) Developer is solely responsible for any excess water drainage and erosion from property. **(Added by Resolution No. 01-24-02, January 24, 2002)**
- (24) The lowest floor elevations of all principal structures situated within areas having elevations at or below the elevation of the 100-Year Flood. **(Amended Existing (23), Changed to (24), Resolution No. 01-24-02, January 24, 2002)**
- (25) Proposed fill elevations extending twenty-five (25) feet beyond all principal structures that are located within designated floodplain areas. **(Amended Existing (24), Changed to (25), Resolution No. 01-24-02, January 24, 2002)**
- (26) For any lot where public sewer or water system is not available, the following shall be shown: **(Amended Existing (2), Changed to (26), Resolution No. 01-24-02, January 24, 2002)**
 - (a) areas to be used for sewage disposal; and
 - (b) water wells (existing and proposed).
 - (c) water well disclaimer note if a well is utilized to service any platted lot. Such note must state that the lot in question may not be suitable for utilization by a water well.

- (b) Certification by a registered land surveyor as to the accuracy of the land survey.

CERTIFICATE OF SURVEY ACCURACY

I (we) hereby certify that to the best of my (our) knowledge and belief this is a true and accurate survey of the property shown hereon; that this is a category "_____" Land Survey as defined in Title 62, Chapter 13, Tennessee Code Annotated, and that the accuracy thereof is greater than or equal to 1:_____, and that the monuments have been placed, as shown hereon, to the specifications in these regulations, or that a surety instrument or performance bond has been filed to guarantee their installation.

Date

Registered Land Surveyor
Surveyor Number _____.

- (c) Certification by appropriate governmental or quasi-governmental official(s) that sewage disposal and/or water system(s) has/have been installed.

CERTIFICATE OF APPROVAL OF WATER SYSTEM

I hereby certify that the water system(s) outlined or indicated on the final subdivision plat entitled _____ has/have been installed in accordance with current local and state government requirements, or a sufficient bond or other surety has been filed to guarantee said installation.

Date

Public Works Director, or
Authorized Approving Agent

CERTIFICATE OF APPROVAL OF PUBLIC SEWER SYSTEM

I hereby certify that the sewer system(s) outlined or indicated on the final subdivision plat entitled _____ installed in accordance with current local and state government requirements, or a sufficient bond or other surety has been filed to guarantee said installation.

Date

Public Works Director, or
Authorized Approving Agent

CERTIFICATE OF APPROVAL OF
PRIVATE SUBSURFACE SEWAGE DISPOSAL

Certification of General Approval for installation of Subsurface Sewage Disposal Systems with Restrictions.

General approval is hereby granted for lots proposed hereon as being suited for subsurface sewage disposal with the listed and/or attached restrictions.

Before the initiation of construction, the location of the house or other structure and plans for the subsurface sewage disposal system shall be approved by the local health authority.

Date

Local Health Authority

- (d) Certification on the final plat by appropriate governmental representative that the subdivider has complied with the following.
 - (i) installation of all public way improvements in accordance with the requirements of these regulations; or
 - (ii) in lieu of compliance with subdivision improvement requirements, certification that surety instrument has been posted by the subdivider in an amount approved by appropriate governmental representative to guarantee completion of all improvements.

CERTIFICATE OF APPROVAL OF
PUBLIC WAYS FOR BOND POSTING

I hereby certify: (1) that all designated public ways on this final subdivision plat have been installed in an acceptable manner and according to the specifications of the Westmoreland, Tennessee Subdivision Regulations, or (2) that a performance bond or other surety has been posted with the planning commission to guarantee completion of all required improvements in case of default.

Date

Public Works Director

- (e) For a subdivision containing common open space or facilities, certification on the final plat of dedication of common areas in accordance with procedures established in these regulations.

CERTIFICATION OF COMMON AREAS DEDICATION

_____ in recording this plat has designated certain areas of land shown hereon as common areas intended for use by the homeowners within

(Name of Subdivision) for recreation and related activities. The above described areas are not dedicated for use by the general public, but are dedicated to the common use of the homeowners within the named subdivision.

"Declaration of Covenants and Restrictions," applicable to the above named subdivision, is hereby incorporated and made a part of this plat.

Date

Owner

- (f) Certification on the final plat of planning commission approval for recording of the plat.

CERTIFICATION OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been bound to comply with the Westmoreland, Tennessee Subdivision Regulations, with the exception of such variances, if any, as are noted in the minutes of the planning commission, and that it has been approved for recording in the Office of the County Register.

Date

Secretary, Planning Commission

- (g) Notation of Possible Flooding -- If any portion of the land being subdivided is subject to flooding as defined in these regulations, a notation shall be made on the plat that development or modification of the land within any floodway delineated within plat is prohibited and that development within floodway fringes delineated on the plat shall be done in such a manner that any structure shall be protected against flood damage to at least the regulatory flood

protection elevation, which elevation shall be stated in the notation. Any additional restrictions imposed by the planning commission upon development within flood prone areas also shall be indicated on the plat.

- (h) Notation of Health Restrictions -- Any modifications or limitations which may be imposed by the state or county health department shall be clearly indicated on the plat.
- (i) Notation of Private Restrictions -- Private restrictions and trusteehips and their periods of existence shall be indicated on the plat. Should these restrictions or trusteehips be of such length as to make their lettering impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat or, if the restrictions and trusteehips are of record, the plat shall note where they are recorded.
- (j) Notation of Geotechnical Requirements - In all cases where potentially dangerous or damaging geological conditions such as sink holes are present within the boundaries of the subdivision, or the platted lots therein as determined by the planning commission, a notation shall be placed on the associated subdivision plat requiring a geotechnical report be prepared by a licensed professional prior to the issuance of a building permit on said lots.
- (k) Notation of Traffic Study Preparation - In all cases wherein the city engineer and/or the planning commission determines that the location, and design of any proposed subdivision street accesses an existing street, and the proposed design of this intersection is inadequate to meet the increased traffic requirements generated by the proposed subdivision, or section of the subdivision in question due to the number of lots therein, and/or due to the configuration or nature of the street system, a traffic study shall be prepared by a licensed traffic engineer, and a notation shall be placed on the plat that the findings of said study be implemented and constructed prior to final plat approval, or bonded as a part of the certificate of approval of public ways.