

# Franklin County, Tennessee

## Subdivision Regulations Checklists and Certificates

Amended 11-26-13

Amended 10-29-19

Amended 1-28-20

Franklin County Regional Planning Commission

Subdivision Name:

## Checklist for Minor Division of Property Plat (Two Lot Division)

1. \_\_\_\_\_ In Franklin County Planning Region.
2. \_\_\_\_\_ Name of division (property owner's last name/name of road).
3. \_\_\_\_\_ Name and address of owner of record, sub-divider, and surveyor/engineer.
4. \_\_\_\_\_ Drawn to a scale of not less than 1" equals 100' on sheets not larger than 16½" by 22" (prefer 11" by 17" however larger sizes may be acceptable).
5. \_\_\_\_\_ North point, vicinity point, graphic scale, and date.
6. \_\_\_\_\_ Total acreage, civil district, Franklin County property map and parcel number.
7. \_\_\_\_\_ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles, and tangent distances.
8. \_\_\_\_\_ Dimensions to the nearest 10<sup>th</sup> of a foot and angles to the nearest minute.
9. \_\_\_\_\_ Lot lines, easements, alleys, building setback lines.
10. \_\_\_\_\_ Location and description of monuments.
11. \_\_\_\_\_ Area of each lot.
12. \_\_\_\_\_ Names, locations of adjacent properties.
13. \_\_\_\_\_ Zoning Classification, with delineation if multiple districts.
14. \_\_\_\_\_ Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation, if applicable.
15. \_\_\_\_\_ FEMA flood statement, (include Map Number).
16. \_\_\_\_\_ Lines, names, and widths of all streets and roads.
17. \_\_\_\_\_ Certificate of Accuracy of surveyor.
18. \_\_\_\_\_ The specific Certificate of Ownership, signed by the property owner(s).
19. \_\_\_\_\_ The specific Certificate of Recording to be signed by Planning Staff Member and Planning Commission Secretary for approval for a Minor Division.
20. \_\_\_\_\_ Show existing structures (do not create minimum setback violations).
21. \_\_\_\_\_ Are both lots conforming in size for the zoning district?
22. \_\_\_\_\_ Does each lot have either thirty (30) foot frontage on a County/State road or a thirty (30) foot wide ingress/egress easement to a County/State road?
23. \_\_\_\_\_ Is there an ingress/egress easement, utilized for access to a lot within the subdivision? If so, reference All property owners (Name/DB/Page) that are dominant tenants of the easement.
24. \_\_\_\_\_ A note shall be added to all Minor Divisions with ingress/egress easements, utilized for access to a lot within the subdivision, stating: The ingress/egress easement(s) driveway shown hereon is a private driveway and is not intended to become a Franklin County road and therefore shall not be maintained by the Franklin County Highway Department.
25. \_\_\_\_\_ A note shall be added to all Minor Divisions in regards to soils evaluation and water availability, stating: A soils evaluation has not been performed as a part of this subdivision. It is unknown whether or not the property being subdivided hereon is suitable for subsurface sewage disposal systems. No public potable waterlines are shown on this plat, therefore it is not documented whether or not there is adequate flow and pressure of public potable water available to the subject property, if any.
26. \_\_\_\_\_ Has this parcel been subdivided and approved by the Minor Division Plat Procedure in the current calendar year?
27. \_\_\_\_\_ Three original, stamped and sealed (by the surveyor) plats submitted.
28. \_\_\_\_\_ Minor Division Plat fee paid.

The following Certificates are specifically for use on Minor Division of Property Plats:

**Certificate of Ownership**

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon as evidenced in Deed Book Number \_\_\_\_\_ Page \_\_\_\_\_, in the County Register's Office, and that I (we) hereby adopt this plan of subdivision with my (our) free consent.

\_\_\_\_\_  
Property Owner Date

\_\_\_\_\_  
Property Owner Date

**Certificate Of Approval For Recording**

I hereby certify that the MINOR DIVISION OF PROPERTY shown hereon has been found to comply with the subdivision regulations for Franklin County, Tennessee, with the exception of such variances, if any, as are noted in the minutes of the Board of Zoning Appeals and/or the Franklin County Regional Planning Commission and that it has been approved for recording as a deed attachment in the office of the County Register.

\_\_\_\_\_  
Authorized Planning Staff Member Date

\_\_\_\_\_  
Planning Commission Secretary Date

## Checklist for Preliminary Subdivision Plat Review

- 3 copies submitted prior to the published deadline for the meeting at which it is to be reviewed.
- Name of subdivision.
- Drawn to scale of not less than one inch equals 100 feet.
- Name and address of owner of record, subdivider, and surveyor.
- Plat stamped by registered surveyor.
- North point, vicinity point, graphic scale and date.
- Boundary lines by bearing and distances.
- Franklin County Property Map Number and Parcel Number(s).
- Names of adjoining property owners and/or subdivisions.
- Location of all existing physical features on land and nearby properties.
- Contours (field surveyed or taken from aerial photographs acceptable to the planning commission).
- Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.
- Block numbers and lot numbers.
- Plans of proposed utility layouts showing connections to existing or proposed utility systems.
- A drainage plan which the planning commission may require profiles and typical cross-section of easements, tiles and catch basins.
- Minimum building front yard setback line.
- Delineation of flood prone areas including the floodway and floodway fringe based on the 100-year regulatory flood elevation.
- Present zoning classification, on land in subdivision and adjacent land.
- Cross-section and centerline street profiles at suitable scales as may be required by the Highway Superintendent and/or the Planning Commission.
- Conforms to general requirements and minimum standards of design.
- Soil suitability tests have been made and proposed sewage systems have been approved, if applicable.
- Show existing structures (do not create minimum setback violations).
- Are all lots conforming in size for the zoning district?
- Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road? Check Article IV, Section 2.3.

# Checklist for Final Subdivision Plat Review

- \_\_\_\_\_ Submitted within one year from date of preliminary approval.
- \_\_\_\_\_ 3 copies submitted prior to the published deadline for the meeting at which it is to be reviewed.
- \_\_\_\_\_ Name of subdivision.
- \_\_\_\_\_ Drawn to scale of \_\_\_\_\_ equals \_\_\_\_\_ on sheets not larger than 22" by 34".
- \_\_\_\_\_ Name and address of owner of record, subdivider, and surveyor.
- \_\_\_\_\_ Plat stamped by registered surveyor.
- \_\_\_\_\_ North point, graphic scale, vicinity point, and date.
- \_\_\_\_\_ Total acreage within the subdivision.
- \_\_\_\_\_ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- \_\_\_\_\_ Franklin County Property Map Number and Parcel Number(s).
- \_\_\_\_\_ Reservations, easements or other non-residential areas.
- \_\_\_\_\_ Dimensions to the nearest 100<sup>th</sup> of a foot and angles to the nearest minute.
- \_\_\_\_\_ Lot lines, alleys, building setback lines.
- \_\_\_\_\_ Location and description of monuments.
- \_\_\_\_\_ Area of each lot.
- \_\_\_\_\_ Names, locations of adjacent properties.
- \_\_\_\_\_ Zoning classification.
- \_\_\_\_\_ Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation.
- \_\_\_\_\_ FEMA flood statement, (include Map Number).
- \_\_\_\_\_ Lines, names and widths of all streets and roads.
- \_\_\_\_\_ Lots numbered in numerical order and blocks lettered alphabetically.
- \_\_\_\_\_ Location sketch map with flooded areas outlined.
- \_\_\_\_\_ Certificate of Ownership and Dedication.
- \_\_\_\_\_ Certificate of Approval of Water Systems.
- \_\_\_\_\_ Certificate of Approval of Sewerage Systems.
- \_\_\_\_\_ Certificate of Approval of Roads.
- \_\_\_\_\_ No interceptor/curtain drain.
- \_\_\_\_\_ Certificate of Documentation of Interceptor Drain design stamped by engineer.
- \_\_\_\_\_ Certificate of Accuracy by surveyor.
- \_\_\_\_\_ Certificate of Approval for Subdivision and Street Name(s).
- \_\_\_\_\_ No access easements.
- \_\_\_\_\_ On Plats with an ingress/egress easement, utilized for access to a lot within the subdivision, reference all property owners (Name/DB/Page) that are dominant tenants of the easement. A note shall be added to all plats with ingress/egress easements, utilized for access to a lot within the subdivision, stating: The ingress/egress easement(s) driveway shown hereon is a private driveway and is not intended to become a Franklin County road and therefore shall not be maintained by the Franklin County Highway Department. If applicable (Cottage Courts Only), the Certificate of Private Driveway Notation for Cottage Courts, signed by all owners taking access, if there are ingress/easements for meeting the required standards for access.
- \_\_\_\_\_ Certificate of Approval for Recording.
- \_\_\_\_\_ Proposed deed restrictions if applicable.
- \_\_\_\_\_ Conforms to general requirements and minimum standards of design.
- \_\_\_\_\_ Required physical improvements have been made or bond posted.
- \_\_\_\_\_ Show existing structures (do not create minimum setback violations).
- \_\_\_\_\_ Are all lots conforming in size for the zoning district?
- \_\_\_\_\_ Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road? Check Article IV, Section 2.3. Number of easements?

# Checklist For Preliminary/Final Subdivision Plat Review

- \_\_\_\_\_ 3 copies submitted prior to the published deadline for the meeting at which it is to be reviewed.
- \_\_\_\_\_ Name of subdivision.
- \_\_\_\_\_ Drawn to scale of \_\_\_\_\_ equals \_\_\_\_\_ on sheets not larger than 22" by 34".
- \_\_\_\_\_ Name and address of owner of record, subdivider, and surveyor.
- \_\_\_\_\_ Plat stamped by registered surveyor.
- \_\_\_\_\_ North point, graphic scale, vicinity point, and date.
- \_\_\_\_\_ Total acreage within the property subdivision.
- \_\_\_\_\_ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- \_\_\_\_\_ Franklin County Property Map Number and Parcel Number(s).
- \_\_\_\_\_ Reservations, easements or other non-residential areas.
- \_\_\_\_\_ Dimensions to the nearest 100<sup>th</sup> of a foot and angles to the nearest minute.
- \_\_\_\_\_ Lot lines, alleys, building setback lines.
- \_\_\_\_\_ Location and description of monuments.
- \_\_\_\_\_ Area of each lot.
- \_\_\_\_\_ Names, locations of adjacent properties.
- \_\_\_\_\_ Zoning classification.
- \_\_\_\_\_ Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation.
- \_\_\_\_\_ FEMA flood statement.
- \_\_\_\_\_ Lines, names and widths of all streets and roads.
- \_\_\_\_\_ Lots numbered in numerical order and blocks lettered alphabetically.
- \_\_\_\_\_ Utility lines available to the site. Include line size.
- \_\_\_\_\_ Location of nearest fire hydrant.
- \_\_\_\_\_ Location sketch map with flooded areas outlined.
- \_\_\_\_\_ Certificate of Ownership and Dedication.
- \_\_\_\_\_ Certificate of Approval of Water Systems.
- \_\_\_\_\_ Certificate of Approval of Sewerage Systems.
- \_\_\_\_\_ Certificate of Approval of Roads.
- \_\_\_\_\_ No interceptor/curtain drain.
- \_\_\_\_\_ Certificate of Documentation of Interceptor Drain design stamped by engineer.
- \_\_\_\_\_ No access easements.
- \_\_\_\_\_ On Plats with an ingress/egress easement, utilized for access to a lot within the subdivision, reference all property owners (Name/DB/Page) that are dominant tenants of the easement. A note shall be added to all plats with ingress/egress easements, utilized for access to a lot within the subdivision, stating: The ingress/egress easement(s) driveway shown hereon is a private driveway and is not intended to become a Franklin County road and therefore shall not be maintained by the Franklin County Highway Department. If applicable (Cottage Courts Only), the Certificate of Private Driveway Notation for Cottage Courts, signed by all owners taking access, if there are ingress/easements for meeting the required standards for access.
- \_\_\_\_\_ Certificate of Accuracy by surveyor.
- \_\_\_\_\_ Certificate of Approval for Recording.
- \_\_\_\_\_ Certificate of Approval for Subdivision and Street Name(s).
- \_\_\_\_\_ Proposed deed restrictions if applicable.
- \_\_\_\_\_ Conforms to general requirements and minimum standards of design.
- \_\_\_\_\_ Required physical improvements have been made or bond posted.
- \_\_\_\_\_ Show existing structures (do not create minimum setback violations).
- \_\_\_\_\_ Are all lots conforming in size for the zoning district?
- \_\_\_\_\_ Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road? Check Article IV, Section 2.3. Number of easements?

**C. Certificates:**

The following certificates shall be shown on the plat, signed and dated (where indicated and if applicable).

**Certificate of Ownership and Dedication**

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all roads, alleys, walks, parks and other open spaces to public or private use as noted.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

**Certificate of Approval for Subdivision and Road Name(s)**

I hereby certify that (1) the names of existing roads shown on this subdivision plat are correct, (2) the names of any new road do not duplicate any existing names and said names are in compliance with the adopted Franklin County Road Naming Standards.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Director of 911 Addressing

**Certificate of Documentation of Interceptor Drain**

I hereby certify that (1) the interceptor drain(s) shown hereon have been adequately sized and (2) the outflow amount(s) are calculated and affixed to the plat.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
P. E.

**Certificate of Private Driveway Notation for Cottage Courts**

The ingress/egress easement(s) driveway shown hereon is to be built and maintained jointly by all owners taking access from this private driveway, and is not intended to become a public road. The Franklin County Highway Commission may, at their discretion, agree to accept this road into the County Highway System if all property owners agree (1) to petition the Highway Commission for a public road and (2) to build and pay for upgrading to County specifications in effect at the time of the request.

Any owner(s) of lots that are dominant tenants (of the easement) currently taking access from this private driveway must sign below, thereby acknowledging awareness of the above maintenance statement and awareness that access via this private driveway is limited to between six (6) and twelve (12) lots in an approved Cottage Court.

\_\_\_\_\_  
Dominant Tenant Signature(s)

\_\_\_\_\_  
Tax Map & Parcel Number of Lot

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deed Book & Page

**Certificate for Private Road Subdivision**

I, (name), P.E. do hereby certify that the roadway and drainage improvements within (name) Subdivision are complete and meet the minimum standards for a "Private Road Subdivision" as set forth in the Subdivision Regulations.

**Certificate of Approval for Subsurface Sewage Disposal**

Of a form, format, and wording determined by the "County Environmentalist" or other TN State official.

**Certificate of Documentation for Decentralized Sewer System**

Of a form, format and wording determined by the public utility and approved by the Planning Commission.

**Certificate of Documentation for Water and Sewer System**

I hereby certify that the water supply and sewer system has been installed, or a surety has been accepted in the amount of \$ \_\_\_\_\_ for ensuring future installation; and the design and/or construction fully meet the requirements of the State of Tennessee and the public utility are hereby approved as shown.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative



Alternatively - of a form, format and wording determined by the public utility and approved by the Planning Commission.

**Certification of Approval of Water Systems**

I hereby certify that the water supply has been installed, or a surety has been accepted, in the amount of \$ \_\_\_\_\_ for ensuring future installation and the design and/or construction fully meet the requirements of the State of Tennessee and are hereby approved as shown.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative of (Public Utility Name)

Or for use on plats with no new waterlines constructed but with available water lines adjacent to the property:

**Certification of Approval of Water Systems**

I hereby certify that potable water is available to the (Subdivision Name) through an existing (Public Utility Name) water main in front of the property as shown on this plat.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative of the (Public Utility Name)

**Certification of Approval of Roads**

I hereby certify: that roads, have been installed in an acceptable manner and according to the Franklin County Road Standards or, that a surety has been posted to assure completion of all required improvements in case of default.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Franklin County Highway Superintendent

Or for use on plats with no new roadways constructed nor new Right-of-Way deed transfer from the owner/developer to the Highway Department:

**Certification of Approval of Roads**

I hereby certify that (County Road Name) is a County Road. No new County Right-of-Way has been established or accepted by the Franklin County Highway Department.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Franklin County Highway Superintendent

Or for use on plats where documentation of a new Right-of-Way deed transfer from the owner/developer to the Highway Department:

**Certification of Approval of Roads**

I hereby certify that (County Road Name) is a County Road and that additional new Right-of-Way has been established or accepted by the Franklin County Highway Department as shown on this plat. No new roadway improvements have been approved or accepted.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Franklin County Highway Superintendent

**Certificate of Accuracy**

I hereby certify that the plan shown and described hereon is true and correct survey to the accuracy required by the Franklin County, Tennessee, Regional Planning Commission and that the monuments have been placed as shown hereon, to the specifications of Planning Commission.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
TN Registered Land Surveyor

**Certificate of Approval for Recording**

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Franklin County, Tennessee, 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.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Secretary, Franklin County Regional Planning Commission