

# Franklin County, Tennessee

## Subdivision Regulations

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Franklin County Regional Planning Commission

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# **Subdivision Standards**

of the

Franklin County, TN Regional Planning Commission (Hereafter referred to as the Planning Commission).

## **Article I Purpose, Authority And Jurisdiction**

### **A. Purpose**

Land subdivision is the first step in the process of community development. Once land has been cut up into roads, lots and blocks and publicly recorded, the correction of defects is costly and difficult. Subdivision of land sooner or later becomes a public responsibility, in that roads must be maintained and various public services customary to more densely populated areas must be provided. The welfare of the entire community is thereby affected in many important respects. It is therefore to the interest of the public, the developer and the future owners that subdivisions be conceived, designed and developed in accordance with sound rules and proper minimum standards.

The following subdivision standards guiding the Planning Commission are designed to:

1. Protect the character and unique attributes of Franklin County by promoting harmonious development and encouraging the conservation of all resources.
2. Ensure the safe location, grade, and width of roads to provide adequate access for those traveling the roadways and especially for emergency vehicles.
3. Establish rules and standards for subdivision layout and design to ensure that the health, safety, and welfare of the citizenry are protected.
4. Provide for the establishment and extension of public facilities such as roads, water, sewer, and drainage systems.
5. Coordinate the subdividing of property with the zoning regulations, sanitation regulations, and other regulations that help protect the value of land and minimizing conflicts among owners of adjoining or neighboring property.
6. Provide rules that minimize the dangers of fire, flood, and other hazards.
7. Secure adequate provision for light, air, recreation and other amenities.
8. Establish fair and consistent administrative procedures for all parties that contribute to the development of Franklin County.

### **B. Authority**

These subdivision standards are adopted under the authority granted by Sections 13-3- 401 through 13-3-413, Tennessee Code Annotated. The Franklin County Regional Planning Commission (hereinafter referred to as "the Planning Commission") has fulfilled the requirements set forth in these statutes as prerequisite to the adoption of such standards, having filed a certified copy of the Major Thoroughfare Plan in the office of the Register of Franklin County, Tennessee in September 1967.

### **C. Jurisdiction**

These regulations shall govern all subdivision of land within the limits of the Franklin County Planning Region of Franklin County, Tennessee as now or hereafter established by the State of Tennessee. Within these regulations the term "subdivision" shall mean the division of a tract or parcel of land into two (2) or more lots, sites, or other divisions requiring new road 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 resubdividing or to the land or area subdivided. As used in the previous sentence "utility construction" does not include the mere extension of individual service pipes or lines for the purpose of directly connecting a single lot, site or other division

to existing utility mains. Further, in this document “subdivide” means to create lots through “subdivision” of property. The definition of “subdivision” shall be no less restrictive than as stated in Tennessee Code Annotated. Any owner of land within this area wishing to subdivide land shall submit to the Planning Commission, a plat of the subdivision according to the procedures outlined in Article II, which plat shall conform to the minimum requirements set forth in Article III. All improvements shall be installed as required by Article IV of these standards.

## **D. Conflict and Severability**

### **1. Conflict with Public and Private Provisions**

- a. Public Provisions -- These 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 ordinance, rule, regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.
- b. Private Provisions -- These regulations are not intended to abrogate any easement, covenant, or any other private agreement or restriction; provided, that where these regulations are more restrictive or impose higher standards than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern. Where any private provision exceeds the standards set forth herein, such shall be considered a private contract between the parties of interest, and as such is beyond the jurisdiction of the Planning Commission.

### **2. Severability**

If any part or provision of these regulations or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in the 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 without any such part, provision, or application.

## **E. Amendment(s)**

For the purpose of providing for the public health, safety, and general welfare the Planning Commission may from time to time amend these regulations. Before the adoption of any amendment to these regulations, a public hearing thereon shall be held by the Planning Commission, pursuant to TCA 13-3-403(c), at least thirty (30) days’ notice of the subject, time and place of which shall be given in a newspaper of general circulation.

## **F. Conditions**

These regulations may also include the attachment or imposition of reasonable conditions and the developer has the duty of compliance with conditions imposed by the Planning Commission for design, dedication, improvement, and restrictive use of the land so as to provide for the orderly development of the jurisdictional area and for the safety and general welfare of future property owners within the subdivision and of the County.

## **G. Definitions**

Words or terms not herein defined shall have their ordinary meaning in relation to the context as defined in the most current edition of Merriam Webster’s Collegiate Dictionary.

The definitions in these regulations are those of TCA 13-3-401 and the following definitions unless the context otherwise requires are:

**Alley** -- A County or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other road.

**Applicant** -- The owner of land proposed to be subdivided or his authorized representative.

**Arterial Road** -- A major public way serving major traffic movements, usually a TN State Route or US highway.

**Block** -- A tract of land bounded by public ways or by public parks, cemeteries, railroad rights-of-way, or shorelines or waterways or a combination of such.

**Bond** -- An instrument with a clause, with a sum of money fixed as a penalty, binding the parties to pay the same: conditioned, however, that the payment of the penalty may be avoided by the performance by some one or more of the parties of certain acts. The term "Bond" includes all surety instruments, performance instruments and letters of credit.

**Building** -- Any structure built for the support shelter, or enclosure of persons, animals, property of any kind; the term includes but is not limited to a mobile home, manufactured home, principal structure, etc.

**Building Setback Line or Minimum Setback Line** -- A line parallel to the property line in front of which no principal structure may be erected and which defines the minimum horizontal distance to be provided between a principal structure and a property boundary.

**Collector Road** -- A major public way intended to move traffic from minor roads to arterial routes.

**Contractor** -- An individual, firm, or corporation with whom an owner or authorized agent has executed a work agreement.

**County Environmentalist** -- An agent designated to administer local and/or TN State health Regulations, with the TN Department of Water Resources.

**Cul-de-sac** -- A minor road having only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement; definition includes: dead end, turn-around, or turn-about, and no outlet road.

**Design Specifications** -- Written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship required for a project intended for local government ownership or maintenance.

**Developer** -- The owner of land proposed to be subdivided or his authorized representative.

**Easement** -- Authorization by a property owner for the use by another, for a specified purpose, of any designated part of his property.

**Engineer** -- An engineer certified and registered by the State Board of Architectural and Engineer Examiners to practice in the State of Tennessee.

**Final Subdivision Plat** -- The final map or drawing and accompanying materials, described in these regulations, on which the subdivider's plan of the subdivision is presented to the Planning Commission for approval and which, if approved by the commission, is recorded with the County Register of Deeds.

**Flood" or "Flooding** -- means a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters;
2. The unusual and rapid accumulation or runoff of surface waters from any source.

**"Flood Elevation Determination"**-- means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

**Flood Elevation Stud** -- means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) or flood-related erosion hazards.

**Flood Hazard Boundary Map (FHBM)** -- means an official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of areas of special flood hazard have been designated as Zone A.

**Flood Insurance Rate Map (FIRM)** -- means an official map of a community, issued by the Federal Emergency Management Agency, delineating the areas of special flood hazard or the risk premium zones applicable to the community.

**Flood Insurance Study** -- is the official report provided by the Federal Emergency Management Agency, evaluating flood hazards and containing flood profiles and water surface elevation of the base flood.

**Floodplain or Flood-prone Area** -- means any land area susceptible to being inundated by water from any source (see definition of "flooding").

**Floodplain Management** -- means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

**Flood Protection System** -- means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

**Floodproofing** -- means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

**Flood-related Erosion** -- means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding.

**Flood-related Erosion Area or Flood-related Erosion Prone Area** -- means a land area adjoining the shore of a lake or other body of water, which due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.

**Flood-related Erosion Area Management** -- means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works and flood plain management regulations.

**Floodway** -- means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

**Floor** -- means the top surface of an enclosed area in a building (including basement), i.e., top of slab in concrete slab construction or top of wood flooring in wood frame construction. The term does not include the floor of a garage used solely for parking vehicles.

**Frontage** -- That side of a lot abutting a public way ordinarily regarded as the front of the lot. It shall not be considered as the ordinary side of a corner lot.

**Governmental Agency** -- Any public body other than the governing body.

**Grade** -- The slope of a public way specified in percentage terms.

**Highway, Limited Access** -- A TN State Route or US Highway providing a traffic way for through traffic, in respect to which owners or occupants of abutting property(s) or lands and other persons have no legal right of access to or from the trafficway, except at such points and in such manner as may be determined by the public authority having jurisdiction over such trafficway.

**Individual Sewage Disposal System** -- A septic tank, seepage tile sewage disposal system, or any other sewage treatment device other than a public treatment system approved by the appropriate governmental representative.

**Land Surveyor** -- A land surveyor certified and registered by the State Board of Land Survey Examiners pursuant to Title 62, Chapter 18, Tennessee Code, to practice in Tennessee.

**Lot** - A tract, plot, or portion of a subdivision or parcel of land intended as a unit for the purpose, whether immediate or future, or transfer of ownership, or for building development.

**Lot, Corner** -- A lot situated at the intersection of two (2) County roads or roads in a Private Road Subdivision.

**Lot Improvement** -- Any building, structure, place, work of art, or other object or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment.

**Major Street or Road** -- A public way which is classified as a collector or arterial public way according to these regulations or by the major street or road plan for the jurisdictional area.

**Major Subdivision** -- All subdivisions not classified as minor subdivisions including but not limited to subdivisions of five (5) or more lots or subdivisions of any size requiring any new or improved road, the extension of government facilities, or the creation of any public improvements, or containing any flood prone area.

**Minor Street or Road** -- A public way which is not classified as an arterial or collector.

**Minor Division** -- A subdivision of property with only two lots that is designed to be administratively approved by Planning Staff.

**Monument** -- An object, such as metal, fixed in the ground to mark a boundary position.

**National Flood Insurance Program** -- A program established by the U.S. Government in the National Flood Insurance Act of 1968, and expanded in the Flood Disaster Protection Act of 1973, in order to provide flood insurance at rates made affordable through a federal subsidy in local political jurisdictions which adopt and enforce floodplain management programs meeting the requirements of the National Flood Insurance Program regulations. The program regulations are found at 24 Code of Federal Regulations, Chapter X, Subchapter B.

**One Hundred-Year Flood or One-Percent Chance (of Flooding)** -- A flood having an average frequency of occurrence of once in 100 years, although it may occur in any year. It is based on statistical analysis of stream flow records available for the watershed and analysis of rainfall and runoff characteristics in the general region of the watershed.

**Out-Parcel** -- A parcel of land, generally located on the perimeter of a larger parcel of land that is subordinate in size to the larger parcel typically for access, parking and drainage purposes. An out-parcel is typically a non-buildable lot and shall be labeled as such.

**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 real property.

**Performance Bond** -- See "Bond".

**Perimeter Road** -- Any existing road to which the parcel of land to be subdivided abuts on only one side.

**Planning Commission** -- A public planning body established pursuant to Title 13, Chapters 2 or 5, Tennessee Code, to execute a partial or full planning program within authorized area limits.

**Planning Staff** -- The Planning Director and/or Building Commissioner or his/her designee.

**Plat** -- includes plat, plan, plot or replot.

**Preliminary Plat** -- The preliminary drawing or drawings, described in these regulations, indicating the proposed manner of layout of the subdivision to be submitted to the Planning Commission for approval.

**Premise(s)** -- A tract of land together with any buildings or structures that may be thereon.

**Private Road Subdivision** -- Any platted, approved, and recorded subdivision, as defined in the Franklin County Subdivision Regulations and Tennessee Code Annotated with private roads; and with all lots within the subdivision being five (5) acres or greater in area; and has on the plat the words "Private Road Subdivision".

**Public Improvement** -- Any drainage ditch, public utility, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-road parking area, lot improvement, or other facility for which the local government may ultimately assume the responsibility for maintenance and operation or which may affect an improvement for which government responsibility is established.

**Public Way** -- Any publicly owned road, alley, sidewalk, or lane right-of-way which provides for movement of pedestrians or vehicles.

**Reach** -- A hydraulic engineering term to describe longitudinal segments of a stream or river. A reach generally includes the segment of the flood hazard area where flood heights are influenced by a man-made area where flood or natural obstruction occurs. In an urban area, the segment of a stream or river between two (2) consecutive bridge crossings typically would constitute a reach.

**Regional planning commission** -- means any regional planning commission established by the department of economic and community development as provided by law, and includes any municipal planning commission designated by the department as the regional planning commission of a planning region composed of the territory of a single municipality, together with the territory adjoining but outside of such municipality, no part of which is outside the municipality's urban growth boundary or, if no such boundary exists, more than five (5) miles beyond the limits of such municipality.

**Regulatory Flood** -- The one hundred-year flood.

**Regulatory Flood Protection Elevation** -- The elevation of the regulatory flood plus one foot of freeboard to provide a safety factor.

**Reserve Strips** -- Portions of property which, in the opinion of the Planning Commission, allow a potential subdivider to control access to land intended for public or private use.

**Resubdivision** -- A change in a map of any approved or recorded subdivision plat altering the number of lots incorporated within the confines of the original plat.

**Right-of-Way** -- A strip of land occupied or intended to be occupied by a public way crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer line, 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 shall not be included within the dimensions or areas of such lots or parcels.

**Road or roads** -- means, relates to and includes roads, streets, highways, avenues, boulevards, parkways, lanes or other ways or any part thereof.

**Sale or Lease** -- Any immediate or future transfer of ownership, including contract of sale or transfer, of an interest in a subdivision or part thereof, whether by metes and bounds, deed, contract, plat, map, or other written instrument.

**Setback** -- The distance between a building foundation wall and the nearest public way right-of-way or in the case of Private Road Subdivision, the improved private road easement line(s).

**Sketch Plat** -- A sketch preparatory to the preliminary plat (or final subdivision plat, in the case of minor subdivisions).

**Special Flood Hazard Map** -- The official map designated by the Federal Insurance Administrator to identify floodplain areas having special flood hazards.

**Start of Construction** -- For purposes of subdivision control any alteration of the original surface area of the land, from and after the date of adoption of these regulations.

**Structure** -- Anything constructed above or below ground.

**Stormwater** -- Water from rainfall that accumulates on and flows from a defined area of land.

**Stormwater Runoff Analysis** -- A study using hydrologic engineering methods and principles to examine and propose changes to conveyances and structures required to handle the incremental storm water volumetric flow rate as a result of the proposed development based on a 25 year rainfall event. The analysis shall include the downstream impact on adjoining parcels, roads, culverts, bridges and other conveyances and structures and will continue to the point that incremental estimated flow rate as a result of the completed proposed development will result in no adverse impact to public or private property; the incremental flow shall be less than ten percent (10%) of predevelopment flow in any specific conveyance at the point of study termination.

**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 plot in a subdivision or who (3) engages, directly or indirectly, 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 plot in a subdivision or who (4) is directly or indirectly controlled by or under direct or indirect common control with any of the foregoing.

**Subdivision** -- The division of a tract or parcel of land into two (2) or more lots, sites, or other divisions requiring new road 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 resubdividing or to the land or area subdivided. As used in the previous sentence "utility construction" does not include the mere extension of individual service pipes or lines for the purpose of directly connecting a single lot, site or other division to existing utility mains. Further, in this document "subdivide" means to create lots through "subdivision" of property. The definition of "subdivision" shall be no less restrictive than as stated in Tennessee Code Annotated.

**Subdivision Agent** -- Any person who represents or acts for or on behalf of a subdivider or developer in selling, leasing, or developing or offering to sell, lease, or develop any interest, lot, parcel, unit, site, or plot in a subdivision, except in an instance where only legal counsel is provided.

**Surveyor** -- See Land Surveyor.

**Temporary Improvement** -- Any improvement built and maintained by a subdivider during construction of the subdivision and prior to release of the surety for completion of required improvements.

**Water Surface Elevation** -- The heights in relation to mean-sea-level expected to be reached by floods of various magnitudes and frequencies at pertinent points in the floodplain. Also the level of natural flows or collectors or water which may be expected to be found above or below surface.

**Zoning Ordinance or Resolution** -- The Franklin County, TN Zoning Resolution (Zoning Resolution).

Note: If there is a conflict of definitions between those found in TCA 13-3-401 and those definitions above, the more restrictive shall apply.

## **Article II Procedure For Plat Approval**

Before any contract is executed for the sale of any parcel of land which is proposed to be subdivided and before any permit for the construction or erection of any non- exempt structure in a proposed subdivision shall be granted, the subdividing owner or his authorized agent shall apply for and secure the Planning Commission's final plat approval of the proposed subdivision in accordance with the procedures of this article. The procedure for review and approval of a subdivision plat usually consists of two (2) separate steps. The initial step is the preparation and submission to the Planning Commission of a preliminary sketch plat of the proposed subdivision. The second step is the preparation and submission to the Planning Commission of a final plat together with required certificates. These steps may be combined, at the discretion of the Planning Commission, if no new roadways are to be constructed. If the plat of subdivision divides the tract into no more than two (2) lots, the approval may be endorsed in writing on the plat by the Planning Commission Secretary or by another designee of the Planning Commission without the approval vote of the Planning Commission, upon certification by the Planning Staff that the subdivision complies with such regulations governing a subdivision of land as have been adopted by the Planning Commission pursuant to § 13-3-403; provided further, that no request for variance from such regulations has been requested. This final plat becomes the instrument to be recorded in the Office of the County Register when duly signed by the Secretary or Vice-Secretary of the Planning Commission.

The subdivider should, for the benefit of all parties, consult early and informally with the Planning Staff for advice and assistance before the preparation of the preliminary sketch plat and its formal application for approval. This will enable him/her to familiarize himself/herself with these regulations, other local and State regulation, and other official plans which might affect the area. Such informal review should prevent unnecessary and costly revisions.

## **A. General**

1. Any owner of land lying within the area of jurisdiction of this Planning Commission who wished to subdivide such land shall submit a plan of such proposed subdivision to the Planning Commission for approval and shall obtain such approval prior to the filing of his subdivision plat for record. Any such plat of subdivision shall conform to the minimum standards of design for the subdivision of land as set forth in Article III of these standards and shall be presented in the manner specified in the following sections of this Article. According to Tennessee Code Annotated, no plat of a subdivision of land within the area of planning jurisdiction shall be filed or recorded by the County Register without the approval of the Planning Commission.
2. In order to secure review and approval by the Planning Commission of a proposed subdivision, the prospective subdivider shall, prior to the making of any road improvements or installations of utilities, submit to the Planning Commission and obtain approval for a preliminary sketch plat as provided in Section B of this Article. Only on approval of said preliminary sketch plat he may proceed with the preparation of the final plat and other documents required in connection therewith as specified in Section C of this Article and the improvements set forth in Article IV.

## **B. Preliminary Sketch Plat**

1. Prior to any formal submission, consultation with Planning Staff, the County Highway Superintendent, E-911 Addressing System, the County Environmentalist, a soil scientist, and all utilities is advisable. Prior to the published deadline for the meeting at which it is to be considered, the subdivider shall submit to the Planning Commission's Planning Staff an application on the form provided by Staff, the appropriate fee, and 3 copies of a preliminary sketch plat of the proposed subdivision drawn to a scale of not less than one inch equals 100 feet. A digital copy should be forwarded to Planning Staff.
2. The sketch plat which shall meet the minimum standards of design as set forth in Article III and the general requirements for the construction of public improvements as set forth in Article IV and shall give the following information insofar as possible:
  - a. The proposed subdivision's name and location, Franklin County Property Map Number and Parcel Number, the name(s) and address (es) of the owner or owners, and the name of the TN Registered Land Surveyor.
  - b. Date, approximate north point, and graphic scale.
  - c. The location of existing and/or platted property lines, existing roads, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, present zoning classification on the land to be subdivided and on the adjoining land; and the names of adjoining property owners or subdivisions.
  - d. Plans of proposed utility layouts (sewers, water, gas, and electricity) showing feasible connections to the existing or any proposed utility systems. When such connections are not practicable, any proposed individual water supply and/or sewage disposal system should be designed in consultation with the future approving authority.
  - e. The proposed road names, and the locations and dimensions of proposed roads, alleys, easements, parks, and other open spaces, reservations, lot lines, building setback lines, and utilities.
  - f. Contours at vertical intervals of not more than five (5) feet except when specifically not required by the Planning Commission.
  - g. The acreage of the land to be subdivided.
  - h. Location sketch map showing relationship of subdivision site to area.
  - i. The limit and designation of any Area of Special Flood Hazard and the FIRM Panel reference number.

3. Within 60 days after submission of the preliminary sketch plat, the Planning Commission will review it and indicate approval, disapproval, or approval subject to modification. If a plat is disapproved, reasons for such disapproval shall be stated in writing. If approved subject to conditions and/or modifications, the nature of the required conditions and/or modifications shall be documented in writing and mailed to the applicant.
4. One (1) copy of the preliminary sketch plat will be retained in the Planning Commission file.
5. Failure of the Planning Commission to act on the preliminary sketch plat within 60 days will be deemed approval of the plat, however the applicant may waive this requirement and consent to an extension of time.
6. The approval of the preliminary sketch plat by the Planning Commission will not constitute acceptance of the final plat and will not be indicated on the preliminary sketch plat.
7. The approval of the preliminary sketch plat shall lapse unless a final plat based thereon is submitted within 12 months from the date of such approval, unless an extension of time is applied for and granted by the Planning Commission.

### **C. Final Plat (except Minor Divisions of Property)**

1. The final plat shall conform substantially to the preliminary sketch plat as approved; and, if desired by the subdivider, it may constitute only that portion or phase of the approved preliminary sketch plat which he proposes to record and develop at the time, provided, however, that such portion or phase conforms to all requirements of these standards. The phase should be documented on the plat.
2. Prior to the published deadline for the meeting at which it is to be considered, the applicant shall submit to the Planning Commission's Planning Staff an application on the form provided by Staff, the appropriate fee, and 3 copies of the proposed Final Plat, together with any road profiles or other plans that may be required by the Planning Commission. A digital copy of all plans and profiles should be forwarded to Planning Staff. The plat shall be drawn to a scale of 1 inch equals 100 feet on sheets no larger than 22 by 34 inches. When more than one sheet is required, an index sheet of the same size will be filed showing the entire subdivision with the sheets lettered in alphabetical order as a key. When the plat has been approved by the Planning Commission one (1) copy, with the approval of the Planning Commission certified thereon, will be retained for the file. An original should be filed with the Franklin County Register of Deeds as the official plat of record. Final Plat Drawing:
3. In accordance with TCA 13-3-404(a), the Planning Commission shall approve or disapprove this final plat within sixty (60) days after its submission. Failure of the Planning Commission to act on this final plat within sixty (60) days shall be approval of it. If approved subject to conditions and/or modifications, the nature of the required conditions and/or modifications shall be documented in writing and mailed to the applicant. If the plat is disapproved the grounds of disapproval shall be stated upon the records of the Planning Commission and be documented in writing and mailed to the applicant.
4. Approval of the final plat by the Planning Commission shall not constitute the acceptance by the public or County of the dedication of any roads or other public way or ground. Acceptance shall only take place upon a vote by the Franklin County Board of Commissioners.
5. The final plat shall show:
  - a. The boundary lines of all roads, alley lines, lot lines, front (building) setback lines, lots numbered in numerical order, easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
  - b. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every road boundary line, lot line, boundary line, block line and building setback line whether curved or straight, and including true north point. This shall include the radius, central angle, and

- tangent distance for the center line of curved roads and curved property lines that are not the boundary of curved roads.
- c. All dimensions to the nearest one hundredth (100th) of a foot and angles to the nearest minute.
  - d. Location and description of monuments.
  - e. The names and locations of adjoining subdivisions and roads and the location and ownership of adjoining unsubdivided property.
  - f. Date, title, name and location of subdivision, graphic scale, and true north point.
  - g. Location sketch map showing site in relation to area.
6. The following certificates shall be presented with the final plat:
- a. The Certificate Ownership and Dedication signed by the property owner(s), certifying that the signer is the land owner and dedicates roads, rights-of-way and any sites for public use.
  - b. The Certificate of Accuracy, certifying to accuracy of the survey, plat and placement of monuments by surveyor.
  - c. A certification by the “County Environmentalist” of approval for subsurface sewage disposal, if required by TN State rules and laws.
  - d. The Certificate of Approval of Roads, signed by Franklin County Highway Superintendent, that the subdivider has complied with one of the following alternatives:
    - 1.) Installation of all improvements in accordance with the requirements of the Franklin County Road Standards, or
    - 2.) Posting of a surety, approved by the County Attorney, in sufficient amount to assure such completion of all required improvements.
  - e. If applicable, a certification by the principal of a TN Public Utility that a decentralized sewer system is installed, in operation and available to all lots shown on the plat or that there has been a posting of a surety, approved by the County Attorney, in sufficient amount to assure such completion of all required improvements.
  - f. A Certificate of Approval of Water Systems, signed by the manager of the utility district that provides the public potable water to the lots within the subdivision.
  - g. The Certificate Of Approval For Subdivision And Road Name(s) as a certification by the E-911 Addressing System that the road names are correct, do not duplicate existing road names, and comply with the Franklin County Road Naming Standards.
  - h. 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.
  - i. If applicable, the Certificate of Documentation of Interceptor Drain, signed by the Engineer of record, if an interceptor drain is required by the “County Environmentalist” or is installed by the developer for drainage purposes.
  - j. The Certificate of Approval for Recording to be signed by the Secretary of the Planning Commission.

## **D. Minor Division of Property Procedure**

Purpose: To allow for the expedited approval process of a Minor Division of Property (Minor Division), which is the administrative approval, allowed by TCA 13-3-402 (a)(1) of a two-lot subdivision of property.

1. The property owner, subdivider, or surveyor shall submit to the Franklin County Planning and Zoning Department (Planning Staff) a minimum of three (3) original, stamped and sealed (by the

- surveyor) plats of the proposed subdivision drawn to a scale of not less than one inch equals 100 feet. A digital copy should be forwarded to Planning Staff prior to submission to ensure faster processing and minimize errors.
2. The plat shall show and/or note the following information insofar as possible:
    - a. Name of division (property owners last name/name of road is preferred).
    - b. Name and address of owner of record, subdivider, and surveyor.
    - c. Plat stamped by registered surveyor.
    - d. Drawn to a scale of \_\_\_\_\_ equals \_\_\_\_\_ on sheets not larger than 16½" by 22" (prefer 11" by 17" but large sizes may be acceptable).
    - e. North point, vicinity point (to assist property assessment mapping), graphic scale, and date.
    - f. Total acreage, Civil District, Franklin County Property Map and Parcel Number.
    - g. Bearings of property lines and sufficient engineering data to locate all lines including radii, angles, and tangent distances.
    - h. Dimensions to the nearest 10<sup>th</sup> of a foot and angles to the nearest minute.
    - i. Lot lines, easements, alleys, building setback lines.
    - j. Location and description of monuments.
    - k. Area of each lot.
    - l. Names, locations of adjacent properties.
    - m. Zoning classification with delineation if multiple districts.
    - n. Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation, if applicable.
    - o. FEMA flood statement, (include FIRM panel reference).
    - p. Lines, names, and widths of all roads.
    - q. Certificate of Accuracy of surveyor.
    - r. Certificate of ownership, signed by the property owner(s).
    - s. The specific Certificate for Recording to be signed by Planning Staff Member and Planning Commission Secretary for approval for a Minor Division.
    - t. The location, width, and dominant interest of any easement.
    - u. Show existing structures
    - v. 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.
    - w. A Note shall be added to all Minor Divisions: 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.
    - x. 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.
  3. Other standards:
 

For the two lots created by a Minor Division, only one Minor Division is allowed per calendar year.

## **Article III    General Requirements And Minimum Standards Of Design**

## **A. Roads**

1. Conformity to the Major Thoroughfare Plan and Franklin County Road Standards.  
The location, width, and structure(s) of all roads shall conform to the official Major Thoroughfare Plan and the Franklin County Road Standards, unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. In cases where topography, safety conditions, or other physical conditions make a road of the required minimum standards impracticable, the Planning Commission may modify the requirements.
2. Relation to Adjoining Road System  
The proposed road system shall extend existing roads or approved projects.
3. Road Elevation  
The Planning Commission may require where necessary, profiles and elevations of roads. For areas subject to flood, fill may be used for roads provided that all road improvements/structures be designed and installed to comply with the provisions of the Zoning Resolution.
4. Alleys and One-way Roads. Only upon a special exception, granted by the Planning Commission, are alleys or one-way roads allowed. Alleys are minor public ways, with a minimum of twenty (20) foot R-O-W and otherwise built to the Franklin County Road Standards and are used primarily for service access to the back or side of properties otherwise abutting on a road. One-way roads are minor public ways, with a minimum of thirty (30) foot R-O-W and otherwise built to the Franklin County Road Standards
5. Additional Width on Existing Roads  
Subdivisions that adjoin existing roads shall dedicate additional right-of- way to meet the minimum road width requirements, unless exempted.
  - a. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing road.
  - b. When the subdivision is located on only one side of an existing road, one-half (½) of the required right-of-way, measured from the center line of the existing roadway, shall be provided.
  - c. Exemptions:
    - 1.) Minor Divisions of Property.
    - 2.) A Variance, specifically granted by the Planning Commission.
6. Restriction of Access  
When a tract fronts on an arterial road or highway, the Planning Commission may require such lots to be provided with frontage on an access road created by the developer, therefore denying direct curb cut access onto the arterial road or highway.
7. Road Grades  
Grades on roads shall meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions.
8. Curves  
Curves on roads shall meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions.
9. Intersections  
Intersections shall meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. Road intersections shall be as nearly at right angles as is possible, and no intersection shall be at an angle of less than sixty (60) degrees. Property line radii at road intersections shall not be less than twenty (20) feet, and where the angle of road intersection is less than seventy-five (75) degrees, the Planning Commission may require a greater curb radius. Wherever necessary to the construction of a curb having a desirable radius without curtailing the sidewalk at a road corner to less than normal

width, the property line at such road corner shall be rounded or otherwise set back sufficiently to permit such construction.

10. Tangents

Tangents shall meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. A tangent of at least one hundred (100) feet in length shall be introduced between reverse curves on arterial and collector roads.

11. Road Jogs

Road Jogs or offsets shall meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. Road jogs with center-line offsets of less than one hundred twenty-five (125) feet shall not be allowed.

12. Dead – End or No Outlet Roads

- a. Minor terminal roads shall meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. Those that are designed to have one end permanently closed shall be no more than five hundred (500) feet long unless necessitated by topography. They shall be provided at the closed end with a turn-around having an outside roadway diameter of at least eighty (80) feet and a road right-of-way diameter of at least one hundred (100) feet or the Planning Commission may approve an alternate design.
- b. Where, in the opinion of the Planning Commission, it is desirable to provide for road access to adjoining property, proposed roads shall be extended by dedication to the boundary of such property. Such dead-end roads shall be provided with a temporary turn-around having a roadway diameter of at least eighty (80) feet.

13. Private Roads and Reserve Strips

- a. There shall be no private roads platted in any subdivision except those roads within “Private Road Subdivisions” as defined in the Zoning Resolution or those easements not exceeding the maximum number of easements within the provisions of the Zoning Resolution.
- b. There shall be no reserve strips controlling access to roads, except where the control of such strips is definitely placed with the community under conditions approved by the Planning Commission.
- c. The private roads within “Private Road Subdivisions” shall be constructed to the following standards:

Private Road Standards:

- 1) The private road shall be identified on the plat as a 50’ minimum ingress/egress easement for lot access and as a public utility easement. The centerline of the ingress/egress easement shall be the common property line of abutting lots. All hardware such as catch basin, inlets, etc., and all drainage structures shall comply with the specifications for a County road.
- 2) The plat and declaration of covenants shall contain, in any description of the common element(s), a specific designation of the private roads as the responsibility of the Homeowners Association and not Franklin County.
- 3) A sufficient funding level and source shall be provided to offset the costs of maintaining the private road in the future.
- 4) The legal documents establishing ownership and maintenance of the easement shall be submitted with the final plat for review and approval and shall be recorded.
- 5) It is recommended that deeds for the transfer of ownership of individual lots make reference to the existence of the private subdivision covenants, a Homeowners Association, and roads being privately owned and maintained by the Homeowners Association.

- 6) A bond or other surety may be posted in lieu of completion of the private road improvements as outlined in Article IV, B.2.
- 7) The security bond or other surety amount shall be submitted to the Planning Director/Building Commissioner for review by the County Attorney prior to acceptance by the Planning Commission.
- 8) The private road development shall have operable gates.
- 9) Entry codes to open gate(s) must be given to EMS, Police Department, Fire Department, and Public Works before installation of any gates.
- 10) The developer shall provide a letter of agreement acknowledging that agencies responding to emergency conditions have the authority to use any means necessary to open the gates during the emergency situation if the automatic gates are inoperable and that the cost of repairs to the gates will be at the developers or Homeowner Association's expense.
- 11) Exit gate(s) must be automatic sensor activated with no key nor code required.
- 12) There must be enough space provided so that vehicles and delivery trucks can turn around before the gate.
- 13) Minimum stacking/queuing capacity of 3 spaces (20-feet long, 10-feet wide, per space) total per entry lane must be provided, unless more are required by the Planning Commission or less allowed by the Planning Commission depending on specific topographic or safety considerations.
- 14) Grades for private roads (or roads) may exceed 12 percent for a distance up to 500' of tangent section; but not over 15 percent. In extreme topographic conditions, grades above 15 percent may be allowed by the Planning Commission prior to construction. A letter requesting the road grade variance shall be submitted to the Planning Commission Staff with the preliminary plat. Said letter must be accompanied by written approval of the fire department having local jurisdiction.
- 15) The minimum pavement width shall be 18' with 2' gravel shoulders.
- 16) Minimum "K" value for vertical Curves:
  - a.) Crest vertical curves 8.6
  - b.) Sag vertical curves 14.7
- 17) Minimum radius for horizontal curves, at the centerline, shall not be less than 60'.
- 18) Cul-de-sacs shall have an easement diameter of 100' and a pavement diameter of 80'.
- 19) Pavement section shall be:
  - a.) 8" base stone (Class A Base, Grading D, TDOT 303-01)
  - b.) 2" asphalt surfacing (TDOT 411-E)
  - c.) The subgrade shall be prepared by scarifying to a minimum depth of 8" and compacting to a minimum of 95 percent of optimum density, in accordance with ASTM D 698 (or 92 percent of optimum density in accordance with ASTM D1557) at a moisture content of not less than 1 percent below and not more than 3 percent above optimum moisture content.
  - d.) These areas shall then be proof rolled to detect areas of insufficient compaction.
  - e.) Proof rolling shall be accomplished by making a minimum of 2 complete passes with a fully-loaded tandem axle dump truck, or approved equal, while under the supervision of the engineer.
  - f.) Areas of failure shall be excavated, filled, recompacted, and retested.
  - g.) A letter of certification shall be provided from a registered engineer stating that inspections have been performed on the subgrade and base stone and that they meet the requirements listed and that the required asphalt compacted thicknesses are provided.
- 20) Signage on roads within "Private Road Subdivisions" shall comply with the specifications for County Roads and the E-911 Board requirements.



21) The following Certification shall be affixed to the plat and sealed.

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.

22) With the exceptions noted within these “Private Road Standards” all other provisions of the Subdivision Regulations shall apply.

23) At least one road within “Private Road Subdivisions” must abut a road that has been accepted as a public thoroughfare for at least fifty (50) feet.

#### 14. Road Names

Road names shall meet the standards of the Franklin County Road Standards, and the Franklin County Road Naming Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. Proposed roads which are obviously in alignment with others already existing and named, shall bear the names of existing roads. In no case shall the name for proposed roads duplicate existing road names, irrespective of the use of the suffix road, avenue, boulevard, driveway, place or court. Through its index list of road names on file the Planning Commission can assist the subdivider in avoiding duplication.

#### 15. Alleys

Alleys may be required by the Planning Commission for additional access to the rear or side of lots used for business or industrial purposes. Alleys shall not be located within residential blocks except where the subdivider produces evidence satisfactory to the Planning Commission of the need for alleys.

## **B. Blocks**

### 1. Length

Blocks shall not be less than 800 feet nor more than 1200 feet in length, except as the Planning Commission considers necessary to secure efficient use of land or desired features of road pattern. In blocks over eight hundred (800) feet in length the Planning Commission may require one (1) or more public cross walks of not less than ten (10) feet in width to extend entirely across the block and at locations deemed necessary.

### 2. Width

Blocks shall be wide enough to allow two (2) rows of lots, except where fronting on major roads or prevented by topographical conditions or size of the property; in which case the Planning Commission may approve a single row of lots of minimum depth.

## **C. Lots**

### 1. Adequate Building Sites

Each lot shall contain a building site, adequate in size to include the principal structure, accessory structure, and area reserved for a subsurface sewage disposal system (if a decentralized or centralized sewer system is not available to the lot) not subject to flood as defined in section E of this Article and outside the limits of any existing easement or building setback lines required in Subsection 4 of this Section.. When any portion of a proposed subdivision is located within one thousand (1,000) feet of an existing public sanitary sewer line, sanitary sewers shall be installed by the developer to serve all the lots within the subdivision, unless specifically exempted by the Planning Commission based upon the evidence presented. Should the subdivision have elevations which are below those of the nearest public sanitary sewer, a lift station shall be installed by the developer. All sanitary sewer construction shall be built in accordance with the rules and regulations of the Tennessee Department of Environment and Conservation and/or those of the

applicable local utility district. Manholes shall be precast reinforced concrete, or approved equal, properly treated to prevent infiltration and located at each change in direction and/or grade and no farther apart than recommended by the Tennessee Department of Environment and Conservation and/or the local utility district.

NOTE: Exceptions to this regulation may be granted if the proposed exception meets the requirements of the Tennessee Department of Environment and Conservation.

All sewer construction plans for subdivisions shall include a house service from the main sewer line to the property line of each proposed lot in order that each proposed lot at the time of construction may be served by sewer without the installing of additional lines or cutting of road pavements.

2. Arrangement

In so far as practical, side lot lines shall be at right angles to straight road lines or radial to curved road lines.

3. Minimum Size

The size, shape and orientation of lots shall meet or exceed the standards of the Zoning Resolution.

4. Building Setback Lines

Building Setback Lines (Minimum Setback or Minimum Building Lines) shall meet the standards of the Zoning Resolution unless official Variances are granted by the Franklin County Board of Zoning Appeals.

5. Corner Lots

Corner lots shall have extra width sufficient to permit the additional yard requirements of the Zoning Resolution.

## **D. Public Use and Service Areas**

Due consideration shall be given to the allocation of areas suitably located and of adequate size for playground and parks for local or neighborhood use as well as for use as public service areas.

1. Public Open Spaces

Where a school, neighborhood park or recreation area or public access to water frontage, shown on an official map or in a plan made and adopted by the Planning Commission, is located in whole or in part in the applicant's subdivision, the Planning Commission may require the dedication or reservation of such open space within the subdivision up to a total of 10 percent of the gross area or water frontage of the plot, for park, school or recreation purposes.

2. Easements for Utilities

Except where alleys are permitted for the purpose, the Planning Commission may require easements, sufficient in width, for poles, wires, conduits, storm and sanitary sewers, gas, water and/or other utility lines along all lot lines if deemed necessary by the Planning Commission for the extension of existing or planned utilities.

3. Community Assets

In all subdivisions due regard shall be shown for all natural features such as large trees and water courses, and for historical spots and similar community assets which, if preserved, will add attractiveness and value to the property. The Planning Commission may require protection, fencing, screening, and/or dedication of additional property to protect and preserve these assets.

## **E. Suitability of the Land**

The Planning Commission shall not approve the subdivision of land if based upon evidence, it is determined that in the best interest of the public that the site is not suitable for platting and development purposes of the kind proposed. Land subject to flooding and land deemed to be topographically unsuitable shall not be platted for residential occupancy, or for any other uses that may increase flood hazard, endanger health, life or property, or aggravate erosion. Such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation

or shall not produce unsatisfactory living conditions. Fill may not be used to raise land in areas subject to flood unless the fill proposed does not restrict the flow of water and unduly increase flood heights. All development within any Area of Special Flood Hazard shown on the currently adopted Federal Insurance Rate Maps shall comply with the Floodplain District provisions of the Zoning Resolution.

1. No new lot shall be created that is bisected by a County road, State highway, Federal highway, or City street.
2. Newly created access easements shall be reasonably developable as determined by the Planning Commission, based upon the preponderance of the available evidence.

## **F. Large Tracts or Parcels**

When land is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged so as to allow for the opening of roads in the future and for logical further resubdivision.

## **G. Group Housing Developments**

A comprehensive group housing development, including the large scale construction of housing units together with necessary drives and ways of access, may be approved by the Planning Commission and shall meet the standards of the Franklin County Road Standards, unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions and shall comply with the provisions of the Zoning Resolution.

## **H. Cottage Court**

A configuration of detached and/or attached single-family dwellings, each on their own lot, with each lot abutting onto a common open space which is oriented perpendicular to the adjacent public thoroughfare, with one side of the common open space abutting the thoroughfare and three sides abutting the lots which comprise the Cottage Court. Access to each lot is provided by way of a shared perpetual access easement, in accordance with provisions set forth in Article IV, Section 2.3 of the Franklin County Zoning Resolution.

## **I. Variances**

Variances, from the Subdivision Regulations, may be granted under the following conditions:

1. Where the subdivider can show that strict adherence to these regulations would cause unnecessary hardship, or
2. Where the Planning Commission decides that there are topographical or other conditions peculiar to the site, and a departure from these regulations will not destroy their intent. Any variance thus authorized shall be stated in writing in the minutes of the Planning Commission with the reasoning on which the departure is justified set forth.

## **J. Zoning or Other Regulations**

No final plat of land shall be approved unless it conforms to the provisions of the Zoning Resolution. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in the Zoning Resolution, or other TN State regulations, the highest standard shall apply.

## **K. Vacation of Plats and Abandonment of Right-of-Way Dedications**

1. Vacation of Plats -- Any plat or any part of any plat may be vacated by the owner of the premises, at any time before the sale of any lot described therein, by a written instrument, to which a copy of such plat shall be attached, declaring the plat or part of the plat to be vacated. The Planning Commission will follow the same procedure for approval of plats. The County Commission may

reject any such instrument which abridges or destroys any public rights in any of its public uses, improvements, streets, or alleys. Such an instrument shall be executed, acknowledged, or approved and duly recorded or filed, the instrument shall operate to void the recorded plat and divest all public rights in the streets, alleys, and public grounds and all dedications laid out or described in such plat. When any lot or lots have been sold, the plat may be vacated in the manner herein provided only if all the owners of lots in such plat join in the execution of such writing.

2. Abandonment of Right-of-Way Dedications – Any dedicated right-of-way shown on a recorded subdivision plat can be abandoned only through the resubdivision of such plat, or through the resubdivision of the affected section of such plat. Thereby, the Planning Commission must approve the resubdivision of the initially recorded plat which depicts the dedicated right-of-way or future public way access area, in such a manner wherein such dedicated right-of-way is deleted from said plate. Once this revised plat is officially recorded, it acts to supersede the originally recorded plat, and accordingly abandons the respective dedicated right-of-way or future public way access area. No official action shall be made by the Planning Commission in relation to the abandonment of any dedicated right-of-way, pending the public notification of adjacent property owners by registered mail as to the time and place of the Planning Commission meeting, at which time such action is to be officially entertained. Any public way access area or dedicated right-of-way that is abandoned as per the procedures cited herein shall be deeded solely to the current owners of those lots which were in the originally platted and recorded section of the affected subdivision wherein such public way access area or dedicated right-of-way was depicted. Prior to taking any official action as pertains to the abandonment of any officially accepted dedicated right-of-way by way of the platted process, the Planning Commission shall obtain an official recommendation thereon, from the Franklin County Highway Commission. In all such cases where the County Commission has through its authority officially accepted any such dedicated right-of-way or future public way access area as shown on any recorded plat, it shall be further required that the County Commission after due consideration thereof take the appropriate actions as required by law to abandon any such platted public way right-of-way.

## **Article IV Development Prerequisite To Final Approval**

A perfectly prepared and recorded subdivision or plat means little to a prospective lot buyer until he can see actual physical transformation of raw acreage into lots suitable for building purposes and human habitation. Improvements by the subdivider spare the community of a potential tax liability. The following tangible improvements or provision for their estimated costs are required before final plat approval and recordation. The adopted County road standards are documented in the Franklin County Manual for Roads Standards as approved by the Franklin County Road Commission, the Franklin County Board of Commissioners, and officially adopted by the Franklin County Regional Planning Commission on June 27, 1995. Any revision to the Road Standards is automatically included into the Subdivision Regulations.

### **A. Required Improvements**

Every subdivision developer shall be required to grade and improve roads to meet the standards of the Franklin County Road Standards unless specifically exempted within the Subdivision Regulations by the provisions for Private Road Subdivisions. Private Road Subdivision roadways shall meet the minimum standards within the provisions of the Subdivision Regulations.

1. Monuments
  - a. Monumentation shall be set to meet or exceed the minimum standards set forth in the rules adopted by the TN Board of Examiners for Land Surveyors.

- b. Monumentation exceeding the requirements set forth in the rules adopted by the TN Board of Examiners for Land Surveyors may be required if deemed necessary by the Planning Commission.
2. Grading  
All roads, shall be graded to meet or exceed the previously mentioned Road Standards or Private Road Subdivision road standards. Due to special topographical conditions, deviation from the above will be allowed only with special approval of the Planning Commission. In the case of electric transmission lines the clearance from the pavement to the nearest conductor shall meet the requirements of the National Electrical Safety Code.
3. Storm Drainage  
An adequate drainage system, including necessary open ditches, pipes, culverts, intersectional drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water. Cross drains shall be provided to accommodate all natural water flow, and shall be of sufficient length to permit full width roadway and the required slopes. The size openings to be provided shall be determined by Talbot's formula, but in no case, shall the pipe be less than twelve (12) inches. Cross drains shall be built on straight line and grade, and shall be laid with on a firm base but not on rock. Pipes shall be laid with the spigot end pointing in the direction of the flow and with the ends fitted and matched to provide tight joints and a smooth uniform invert. They shall be placed at a sufficient depth below the road-bed to avoid dangerous pressure of impact, and in no case shall the top of the pipe be less than one (1) foot below the road-bed. Storm drainage design and structures shall meet or exceed the previously mentioned Road Standards or Private Road Subdivision road standards.
4. Pavement Base  
All pavement base, design, material, and installation shall meet or exceed the previously mentioned Road Standards or Private Road Subdivision road standards.
5. Minimum Pavement Widths and Cross Sections  
All pavement widths and cross sections shall be designed to meet or exceed the previously mentioned Road Standards or Private Road Subdivision road standards.
6. Installation of Utilities  
After grading is completed and approved and before any base is applied, all of the underground utility work -- water lines, sewer lines, gas lines, etc., shall be installed and approved by the appropriate authority. All utilities installation shall meet or exceed the previously mentioned Road Standards or Private Road Subdivision road standards.
7. Water Supply System  
Water mains properly connected with the public utility water supply system shall be designed and constructed in accordance with the rules of the public utility supplying the public potable water and as required by TN law and shall serve adequately for both domestic use and fire protection, all lots shown on the subdivision plat. Fire hydrants, constructed to TN State minimum standards, shall be installed if adequate flow and pressure exists.
8. Sanitary Sewers  
When the subdivision is located within the service area of a public utility's sewer system and reasonably connected to said system, sanitary sewers system shall be designed and constructed in accordance with the rules of the public utility and as required by TN law and shall be installed in such a manner as to serve adequately all lots with connection to the public utility's system. Where lots cannot be economically connected with a sewerage system, they shall contain adequate area for the installation of approved septic tank and disposal fields.
9. Interceptor or Curtain Drains  
When the subdivision is located on property that requires an interceptor or curtain drain, the size and outflow shall be designed by a Professional Engineer. In addition, if curtain drains are

proposed for any lot in a subdivision, then a subdivision-wide drainage plan must be submitted and approved by the Planning Commission.

**B. Guarantee in Lieu of Completed Improvements**

No final subdivision plat shall be approved by the Planning Commission or accepted for record by the County Register of Deeds until one of the following conditions has been met:

1. All required improvements have been constructed in a satisfactory manner, or
2. The Planning Commission has accepted a surety, in a form approved by the County Attorney and in an amount equal to the estimated cost of installation of the required improvements including design, materials, installation, supervision, insurance, and other associated costs; whereby the required improvements may be installed without cost to Franklin County in the event of default of the subdivider.

**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

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

**Article V Enforcement and Penalties for Violations**

The enforcement of these regulations and the penalties for violations are provided pursuant to Title 13, Chapter 3, Tennessee Code Annotated.

## **A. Enforcement**

1. Enforcing Officer -- It shall be the duty of the Planning Director and/or Building Commissioner of the County to enforce these regulations and to bring to the attention of the County Attorney any violations or lack of compliance herewith.
2. Right of Entry -- Pursuant to TCA 13-3-104 (c), the commission, its members and employees (Planning Staff), in the performance of its functions, may enter upon any land and make examinations and surveys and place and maintain necessary monuments and marks on such land.
3. No plat or plan of a subdivision of land into two or more lots located within the area of planning jurisdiction shall be admitted to the land records of Franklin County or received or recorded by the County Register of Deeds until said plat or plan has received final approval in writing by the Secretary or Vice-Secretary of the Planning Commission as provided in Section 13-3-402, Tennessee Code Annotated.
4. Acceptance of and improvements of unapproved roads or utilities-- Pursuant to TCA 13-3-406, no board, public officer, or authority shall accept, lay out, open, improve, grade, pave or light any road or lay or authorize water mains or sewers or connections or other facilities or utilities to be laid in any road located within such region and outside of the boundaries of municipal corporations, unless such road has been accepted or opened or has otherwise received the legal status of a public road prior to the attachment of the Planning Commission's jurisdiction, or unless such road corresponds in its location and lines with a road shown on a subdivision plat approved by the Planning Commission or on a road plat made and adopted by the Planning Commission; provided, that the county legislative body may accept or lay out any other road or adopt any other road location; provided further, that the resolution or other measure for such acceptance, laying out or adoption is first submitted to the Planning Commission for its approval and, if disapproved by the commission, receives the favorable vote of not less than a majority of the entire membership of the county legislative body; and a road approved by the Planning Commission upon such submission, or accepted, laid out, or adopted by the commission, shall have the status of an approved road location as fully as though it had been originally shown on a subdivision plat approved by the Planning Commission or on a plat made and adopted by the Planning Commission. In the case, however, of any state highway constructed or to be constructed in the region by the state of Tennessee with state funds as a part of the state highway system, the submission to the Planning Commission shall be by the commissioner of transportation, who shall have the power to overrule the disapproval of the Planning Commission.
5. Recording of Plats -- Pursuant to Section 13-3-402 Tennessee Code Annotated, no plat of a subdivision of land within the Planning Region shall be filed by any person or admitted to the land records of the County or received or recorded by the County Register of Deeds until the plat has received final approval of the Planning Commission, in accordance with these regulations, and such approval has been endorsed in writing on the plat by the Planning Commission in the manner prescribed by these regulations.
6. Use of Unapproved Plats -- Pursuant to Section 13-310, Tennessee Code Annotated, no owner or agent of the owner of any land shall transfer or sell or agree to sell or negotiate to sell such land by reference to or exhibition of or by other use of a plat of a subdivision of such land without first having submitted a plat of such subdivision to the Planning Commission and obtained its approval as required by these regulations and having recorded such plat in the office of the County Register of Deeds, provided, however, that the owner or agent of the owner of any land in the Planning Region may sell, transfer, or agree to sell any lot or lots shown on a plat having been approved by the Planning Commission as required by these regulations and provided, further, that the owner or agent posts bond in a form and amount and with conditions and surety satisfactory to the Planning Commission providing for and securing to the public the actual construction and installation of

required improvements and utilities within a period specified by the Planning Commission and expressed in the bond.

7. Metes and Bounds Subdivisions -- The subdivision of any lot or parcel of land by use of metes and bounds description without complying with the plat provisions of these regulations shall not be permitted. All such described subdivisions shall be subject to all of the requirements of these regulations.
8. False Statements About Roads -- Pursuant to Section 13-310, Tennessee Code Annotated, no owner or agent of the owner of any land shall falsely represent to a prospective purchaser of real estate that roads or streets will be built or constructed by any City, County, or any other political subdivision.
9. Building Permits -- No building permit shall be issued for the construction of any building or structure located on a lot or plat subdivided or sold in violation of any provision of these regulations.

## **B. Penalties**

1. No County Register of Deeds shall receive, file, or record a plat of a subdivision within the planning region without the approval of the Planning Commission as required in TCA 13-3-402 and any County Register of Deeds so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.
2. Section 13-310, Tennessee Code Annotated provides that whoever being the owner or agent of the owner of any land, transfers or sells or agrees to sell or negotiates to sell such 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 before such plat be recorded in the office of the County Register of Deeds, 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 of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties.
3. Any building or structure erected or to be erected in violation of the subdivision regulations shall be deemed an unlawful building or structure, and the building commissioner may bring action to enjoin such erection or cause it to be vacated or removed as provided in Section 13-311, Tennessee Code Annotated.

## **Article VI Adoption and Effective Date**

**A. Before adoption of these subdivision standards a public hearing as required by Section 13-303, Tennessee Code Annotated, was afforded any interested person or persons, and was held on September 11, 1967.**

**B. The rules and regulations shall be in full force and effect from and after their adoption and effective date.**

Adopted

Effective September 11, 1967

THE  
**PRELIMINARY PLAT**  
 SHALL SHOW:

Name, location, owner and designer.

Date, north point and graphic scale

Location of property lines, roads, existing utilities, etc.

Present zoning classification

Names of adjoining properties

Proposed utility system

Names of new streets

Dimensions, lot lines and building setbacks

Location of proposed culverts

Contours at 5' intervals

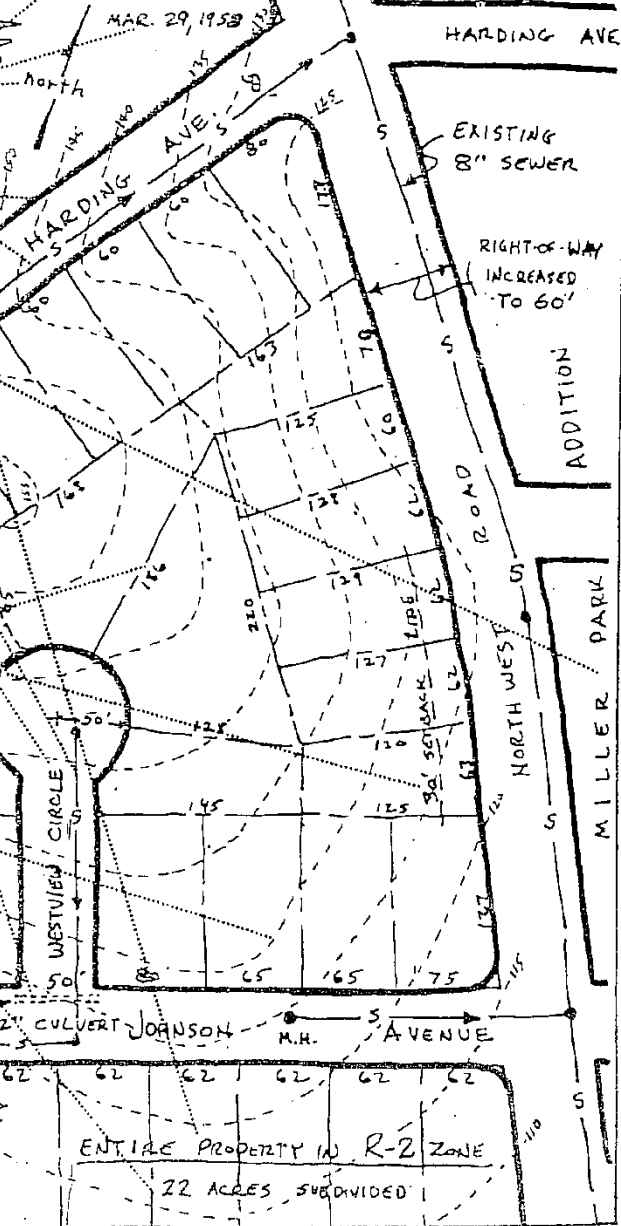
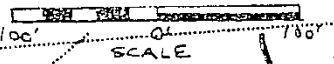
Acreage of land subdivided

Location sketch map.

PRELIMINARY SKETCH  
 WESTVIEW ADDITION SECTION "A"

TEHNA CITY, TENN. G.O. WEST, OWNER

FRANK T. SQUARE  
 ENGINEER



**THE  
FINAL PLAT**

SHALL SHOW:

Streets, lots, setback lines,  
lot numbers, etc.

Sufficient engineering data to  
reproduce any line on the  
ground.

Dimensions, angles, and  
bearings.

Monuments

Names of adjoining properties

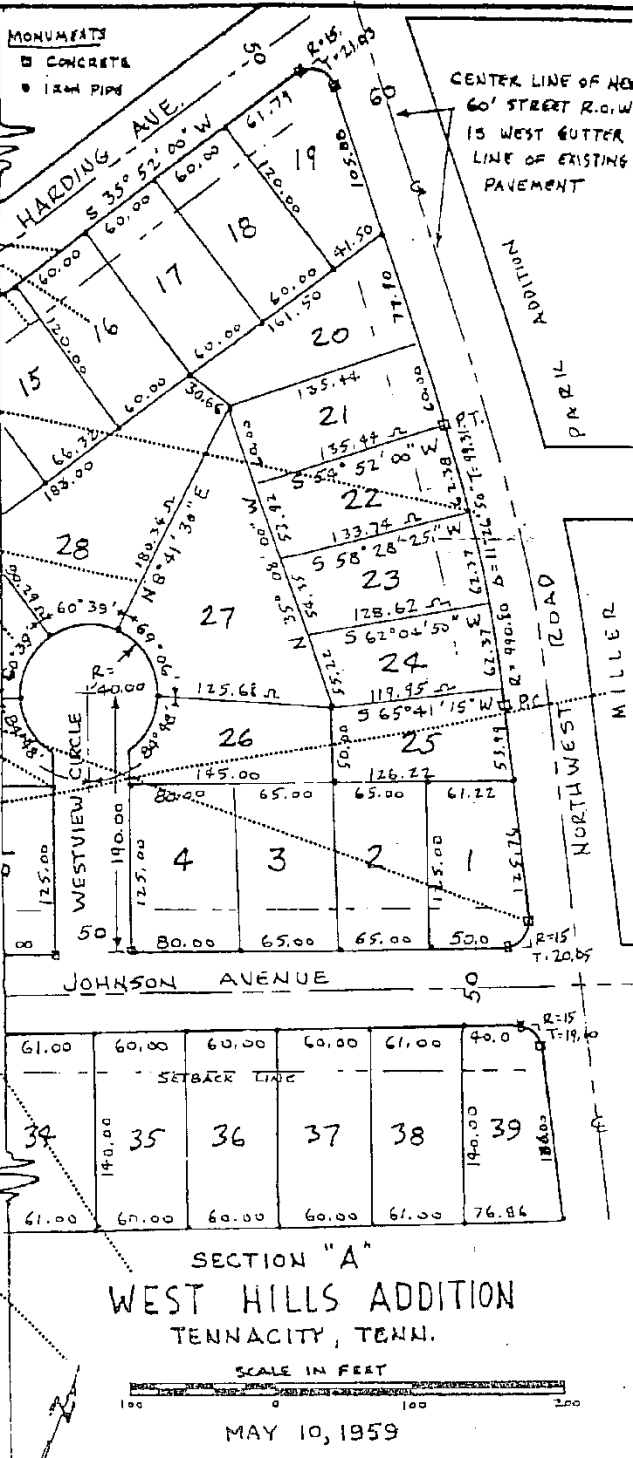
Date, title, name and location  
of subdivision

Graphic scale and true north  
point

Location sketch map and  
certificates as required

**MONUMENTS**

- CONCRETE
- 12" PIPE



**SECTION "A"  
WEST HILLS ADDITION  
TENNACITY, TENN.**

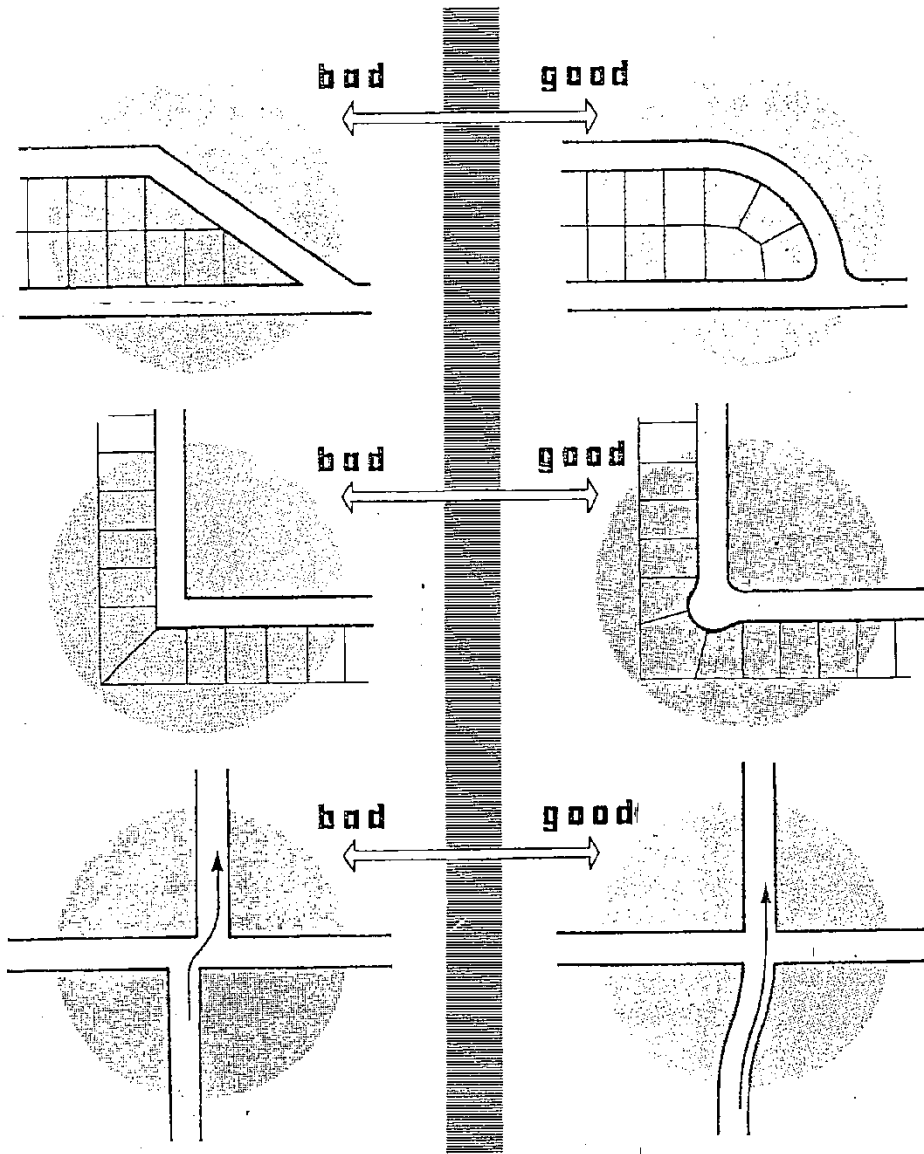


MAY 10, 1959

# DO'S AND DON'T

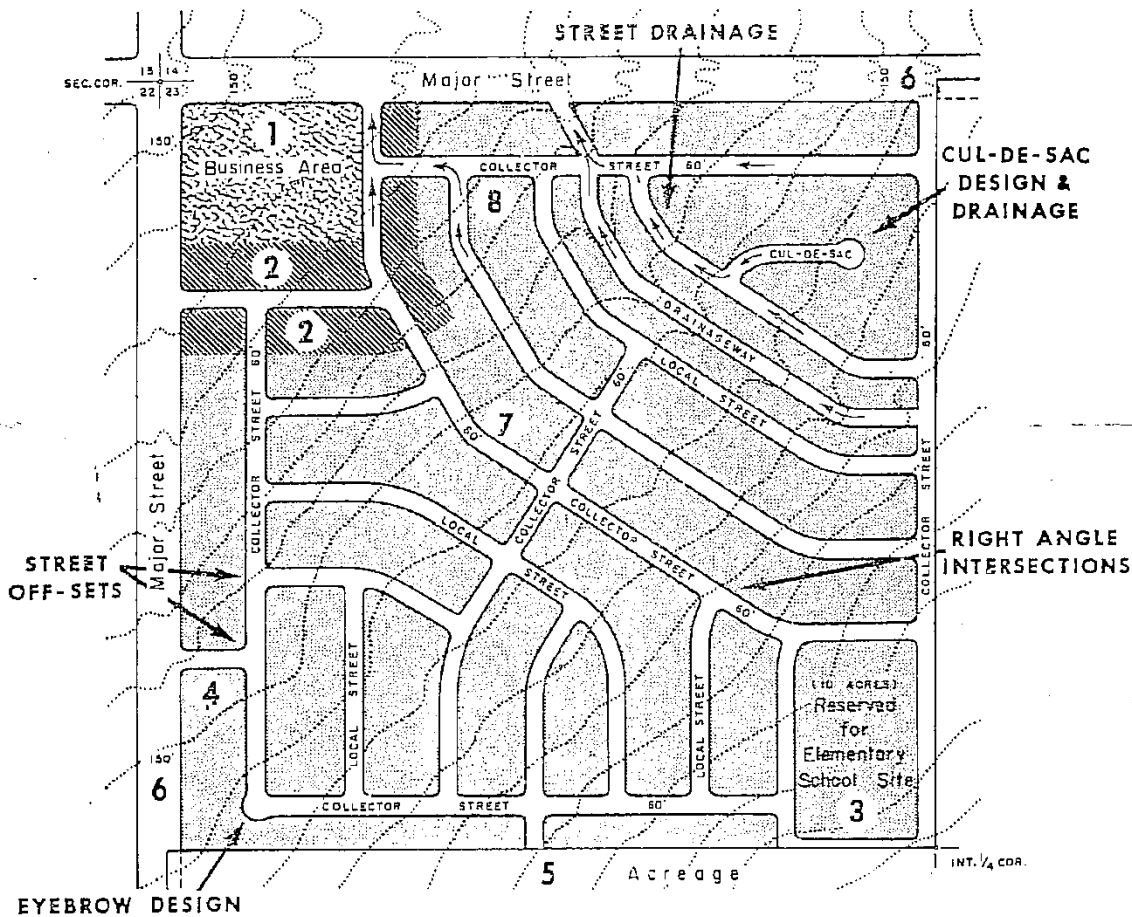
...

## In Subdivision Design





# INDEX SHEET



## key to subdivision design factors

- |  |  |
|--|--|
| <p><b>1</b> Business Area at intersection of Major Streets.</p> <p><b>2</b> Transitional Use Zone.</p> <p><b>3</b> Reserved for school site at center of section.</p> <p><b>4</b> Minimum number of streets intersecting a major street.</p> | <p><b>5</b> Stub streets for future extension providing access to future subdivision of abutting acreage.</p> <p><b>6</b> Widening provided according to adopted plan.</p> <p><b>7</b> 60' when serving more than one block.</p> <p><b>8</b> All Streets drain properly.</p> |
|--|--|

## 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?

## 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.