

FINAL PLAT REQUIREMENTS

Requirements as set forth by the Hamilton County Subdivision Regulations, Article 5, Section 501

Required Submittal Documents for Intake

1. Digital copy of final plat.
2. Digital copy of approved preliminary plat with Resolution
3. If applicable, any rezoning resolutions.
4. If applicable, any variance resolutions.

501.1 General Plat Information

The Final Plat shall be drawn to a minimum scale of one-inch equals one hundred feet and shall contain the following information:

- ☐ a) Proposed name of the subdivision, which shall not duplicate or closely approximate, phonetically or in spelling, the name of any other subdivision in Hamilton County, or any PUD in Hamilton County. The most recent recorded deed book number and page number for each deed constituting part of the property being platted. Plat labeled "Final Plat".
- ☐ b) The full name(s), mailing address(es) with zip code(s) and telephone number(s) of all property owners involved.
- ☐ c) The name, full mailing address, zip code, telephone number and seal (to include license number) of the Registered Land Surveyor (and licensed Engineer if applicable) preparing the plat. If the site surveyor and plat designer are different individuals, then each shall place his seal (to include license numbers) on the plat. In no instance will a plat be accepted that does not contain the seal of a Registered Land Surveyor (and licensed Engineer for major subdivision) licensed in the State of Tennessee.
- ☐ d) The date of plat preparation and revisions, north point, and scale---both written and graphic.
- ☐ e) A vicinity map showing the following features, if applicable, within an area large enough to locate the subdivision.
- ☐ f) Outline or proposed subdivision and north point (oriented consistent with the north point of the plat, preferable pointing to the top of the plat).
- ☐ g) Location and name of all principal roads, streets, railroads, water courses, etc.
- ☐ h) State, county, or municipal boundaries, shown and labeled.
- ☐ i) Name and/or show an easily identifiable landmark (store, road intersection, creek, etc.) and show the number of miles (to nearest tenth) from the landmark to the site.
- ☐ j) The boundary lines of the subdivision shall be determined by an accurate survey in the field, to include a closed traverse. The boundary survey shall close with an error of closure not to exceed 1:5000.
- ☐ k) Distance shall be recorded to the nearest hundredth of a foot and bearings recorded to thirty (30) seconds.
- ☐ l) Show parcel number, including map sheet number and group identifier, for all parcels which are being subdivided or joined in the platted area. This is generally referred to as the Tax Map Number.
- ☐ m) The location of control monuments on the boundary line of the proposed subdivision showing the horizontal position in Tennessee State Plane coordinates.
- ☐ n) Lots drawn and numbered in a logical numerical order. Every parcel of land within the subdivision shall have a lot number. Subdivisions developed in phases or units are to continue numbering the lots and not start with lot number 1 for each new unit. The use of lot numbers by block in which lot numbers are repeated in each block is prohibited.

- ☐ o) Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every lot line and boundary line, whether curved or straight. This shall include the radius, central angle (delta), length of curve, and tangent distance for the curved property lines. The point of curvature and the point of tangency of all curves on all right-of-way lines shall be located by distance to the nearest lot corner. Chord bearings and dimensions may be used for irregular lines, such as creeks, shore lines, etc.
- ☐ p) Minimum building setback lines, other than those required by the local zoning regulations, shall be shown and labeled on the lot(s). Setbacks may be changed if approved in writing by the Hamilton County Groundwater Protection division. (See section 501.6)
- ☐ q) The property lines of all adjoining property shall be shown with dashed lines. For adjoining subdivisions, show the full name of the subdivision, ROHC book and page numbers, and the lot numbers (dashed). For other adjoining property, show the owner(s) name(s) and the ROHC deed book and page number in which the property is recorded.
- ☐ r) Show the location, widths, and names of all existing, proposed, or recorded streets, public rights-of-way, or access easements, etc., intersecting or paralleling the subdivision, in and adjacent to the subdivision. Show any street or street intersection within 100' of the site.
- ☐ s) Proposed street names shall not duplicate or closely approximate phonetically or in spelling, the name of any other street in Hamilton County. The change of a street name prefix (East, North) or suffix (Road, Lane, Circle) shall not be construed as a different street name.
- ☐ t) Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every street line, whether curved or straight. This shall include the radius, central angle (delta), length of curve and tangent distance for the center line of curved streets and curved property lines. The point of curvature and the point of tangency of all curves on all right-of-way lines shall be located by distance to the nearest lot corner.
- ☐ u) Show a measured distance to a recognizable point such as a street intersection, landmark, survey monument, ground positioning system reference, etc.
- ☐ v) Show the individual areas of all lots.

501.2 Drainage Information

- ☐ a) Show the size, location, and outline of all existing and proposed drainage easements in and adjacent to the subdivision.
- ☐ b) If drainage areas and/or easements are to be relocated, show the new location, label "relocated", and state the treatment of the new drainage area and/or easement.
- ☐ c) Show size, location and number of acres drained in pipes or open conveyances in the subdivision.
- ☐ d) Show location and label any other proposed drainage improvements such as catch basins, headwalls, rock and mortar or concrete drainage ditches, drainage detention areas, etc.
- ☐ e) Show the location and label any proposed off-site drainage improvements which are made necessary by the construction of the proposed subdivision.

501.3 Utilities Information

- ☐ a) Show location of existing wells, springs, or other natural sources of water supply within the subdivision and within fifty (50) feet of the boundaries of the subdivision.
- ☐ b) For all existing and proposed electrical, telephone, water gas and other utility easements, show size, location, name of major easements and outline of easements in and within fifteen (15) feet of the subdivision.

- ☐ c) For all existing and proposed sanitary sewers and sewer easements, show sizes, locations, outline of easements, manholes and invert elevations in and adjacent to the site.
- ☐ d) If sanitary sewers are not available on or adjacent to the site, but are required by the local government, state the nearest location and size of lines of nearest sanitary sewer.
- ☐ e) If a sewage treatment plant of any type is to be constructed on and/or to serve the subdivision, state whether the plant will be public or private. If the plat is to be publicly owned, operated, and maintained, add a statement concerning the method of operation and maintenance of the plant, which may be a statement of the book and page number where the documents are recorded. (See Section 501.7)
- ☐ f) Show the location and file number of existing sanitary sewer lines on or adjacent to the site. If public sanitary sewers are available to all lots by gravity flow note: "Public sanitary sewers are available by gravity flow". If available sanitary sewers are maintained by the Hamilton County Water and Wastewater Treatment Authority (HCWWTA) note: "Public sanitary sewers available by HCWWTA".
- ☐ g) Contour line or limit of 100-year and/or Floodway District (Valley Zone), each labeled, if applicable.
- ☐ h) Municipal, county, state boundaries, water courses, railroads, etc., on and adjacent to the subdivision.
- ☐ i) The boundaries of all property (including access to said property) which is to be dedicated for public use, with the purpose indicated thereon.
- ☐ j) The boundaries of all property (including access to said property) which is to be reserved by deed restrictions or property owners in the subdivision, e.g., "community lot". Show the ROHC book and page numbers on the plat for all appropriate recorded documents.

501.4 Statements to be Included on the Plat

- ☐ a) Present zoning of tract
- ☐ b) Local Government does not certify that utilities or utility connections are available.
- ☐ c) Plat labeled, "Final Plat"
- ☐ d) Number of acres subdivided
- ☐ e) Certification of Ownership and Dedication of Rights-of-Way
- ☐ f) "I hereby adopt this as my plan of subdivision and certify that the rights-of-way are dedicated to the public use forever. I also certify that there are no encumbrances on the property to be dedicated and that I am owner of the property shown in fee simple".
- ☐ g) Dedication of Land, if applicable: Add to the above: ". . . and dedicate the lots so specified on the plat to (governmental jurisdiction)"
- ☐ h) "The owner/developer is to install all drainage structures and improved easements as shown. The maintenance of drainage easements is the responsibility of the property owner and not the local government".
- ☐ i) Special Setbacks, if applicable: "There is a minimum 25 ft. field line setback from all drainage easements shown". "There is a minimum 25 ft. field line and building setback from all sinkhole(s) shown".
- ☐ j) Engineer's Statement of Design on plat and the first sheet sewer profiles (if applicable). "I hereby certify that I have (reviewed or designed) all new drainage structures with stormwater flows in excess of the capacity of a 42" diameter concrete pipe or equivalent and all sanitary sewers as shown on this plat and that the design meets proper engineering criteria". _____(Signature)_____

- ☐ k) Certification of Survey: "I hereby certify that I have surveyed the property shown hereon; that this survey is correct to the best of my knowledge and belief and that the ratio of precision of the unadjusted survey is 1 per _____ as shown hereon". _____ (Signature of Surveyor)_____
- ☐ l) If Community Lot(s) are shown, note the following: "No building permit is to be issued for a residential, commercial or industrial building on the Community Lot'. The Community Lot' is to be used for recreational purposes only. The maintenance of the Community Lot' is to be assumed by the developer until the lot is deeded to the home owners in the subdivision, or to a homeowners association".
- ☐ m) "This plat resubdivides deeds _____ R.O.H.C."
- ☐ n) "This subdivision has been developed according to the design standards of the Subdivision Regulations of the Hamilton County".
- ☐ o) Special notations and information, if required.
- ☐ p) Show the Honeycutt Tax Map Number of Numbers of the site.
- ☐ q) When a plat shows future or dedicated right-of-way for the future extension of cul-de-sac add the following note: "Approval of this plat does not imply that Hamilton County will approve any subsequent development using roads, rights-of-way, or easements shown on this plat"
- ☐ r) Per Section 13-3-412 of the Tennessee Code Annotated (TCA) when any new subdivision development is located in whole or in part within one thousand (1000) feet of any portion of the outside boundary of any land on which is located a sport shooting range that was established, as determined by Section 13-3-412 of the Tennessee Code Annotated, by clear and convincing evidence, constructed or operated prior to the development of the subdivision, add the following notice: "Sport Shooting Range Area" This property is located in the vicinity of an established sport shooting range. It can be anticipated that customary uses and activities at this shooting range will be conducted now and in the future. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience that may result from these uses and activities."
- ☐ s) Preliminary Plat was approved on (insert date of Planning Commission approval). See Resolution Number (Insert Resolution Number) for approval of Preliminary Plat. (Added 12-08-2014)

501.5 Statements to be Included on the plat for Major Subdivisions located within the Water Quality Program Area

- ☐ a) Water Quality Easements and other drainage related facilities installed by the developer cannot be filled, altered, or changed in any way without permission from the Hamilton County Water Quality Program.
- ☐ b) The owners of all lots are responsible to maintain Water Quality Easements to the standards of the Hamilton County Water Quality Program Rules and Regulations.
- ☐ c) The Government of Hamilton County is not responsible to construct or maintain Water Quality Easements or any drainage related facilities.
- ☐ d) The Hamilton County Water Quality Program reserves the right at any time to access Water Quality Easements to inspect areas and facilities.
- ☐ e) The Hamilton County Water Quality Program Rules and Regulations shall apply to any discharge of storm water from this subdivision.

501.6 House Locations and Building Setback Lines

- ☐ a) Suggested house locations and building setback lines may be required by the Hamilton County Groundwater Protection and should then be shown on the plat. The actual house location may, however, deviate from the area shown on the plat if the location is approved by the Hamilton County Groundwater Protection.
- ☐ b) If suggested house locations are shown on the plat, a note should be added to the plat showing the symbol for the house location, and wording similar to the following: "House should not be greater than _____ feet from its closest side lot line as shown (see plat for exceptions, if applicable)." and/or "Building setbacks and suggested house locations may be changed with written permission of the Hamilton County Groundwater Protection".

501.7 Additional Information Required

- ☐ a) A letter from the Division of Water Quality Control, Tennessee Department of Public Health, approving the design of the extension of water lines, if applicable.
- ☐ b) A letter from a Division of Sanitary Engineering, Tennessee Department of Public Health, approving the design of the sewer lines, if applicable.

NOTE: This letter must be preceded by a letter from the Division of Water Quality Control, Tennessee Department of Public Health, approving the site for the location of the sewage treatment facility and establishing effluent limits for the discharge.

- ☐ c) Documents pertaining to the operation and maintenance of privately owned sewage treatment facilities, if applicable.
- ☐ d) The surveyor shall submit closure data on the boundary of the property being subdivided to the Hamilton County GIS Department.