

HAMILTON COUNTY SUBDIVISION SUBMITTAL CHECKLIST

Pre-application meetings are not required but can be requested by contacting the Hamilton County Planning Department (HCPD).

The following shall be submitted to the Hamilton County Planning Department by the plat submittal date to be reviewed by the Chattanooga-Hamilton County Regional Planning Commission. The subdivision submittal deadline dates can be reviewed on the HCPD website at www.hamiltontn.gov.

INCOMPLETE SUBDIVISION SUBMITTAL APPLICATIONS WILL NOT BE INCLUDED ON THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING COMMISSION AGENDA

IF THE SUBDIVISION IS ON SEPTIC. A GROUNDWATER LOT REVIEW MUST BE SUBMITTED AND APPROVED BY HAMILTON COUNTY GROUNDWATER PROTECTION PRIOR TO SUBMITTING PLAT TO HCPD FOR REVIEW

1. Submit a completed "Subdivision Application Form."
2. Pay plat review fee (OpenGov):

Type	Fee
Preliminary Plat	\$200.00
Final Plat	\$100.00 Due at Signing of Plat
Variance Request	\$100.00
3. Submit electronic copy of the proposed subdivision plat, plat application, and all other required submittal information including this checklist via OpenGov.
4. If applicable, submit letter from Hamilton County Groundwater Protection granting preliminary approval of septic tank use for the proposed subdivision. **Plats with no preliminary approval from Hamilton County Groundwater Protection will not be accepted for review (Ham. Co. Sec 407.5).**
5. If requesting a variance, submit a completed "Variance Application Form."

ADDITIONAL INFORMATION REQUIRED FOR SUBDIVISION PLAT SUBMITTALS

1. Preliminary Plat - Submit electronic copies of proposed **ROAD PROFILES**.
2. Preliminary Plat - Submit electronic copies of Preliminary **GRADING AND DRAINAGE** Plans.
3. Preliminary Plat - Proposed streets in the subdivision shall have the first five hundred (500) feet of centerline staked **BEFORE** the Preliminary Plat is submitted, with station numbers every one hundred (100) feet. If the required centerline staking is not completed, the submittal shall be deemed incomplete and will be automatically deferred.
4. Final Plat Proposed - Streets in the subdivision shall, at a minimum, have the base layer installed and the centerline staked prior to submittal of the Final Plat, unless asphalt pavement is already in place. If the required centerline staking is not completed, the submittal shall be deemed incomplete and will be automatically deferred.

		SURVEYOR/ENGINEER: SUBMITTAL CHECKLIST			
		SUBDIVISION APPLICATIONS			
\Survey\eng	\Staff	A	SUBMITTAL INFORMATION	PRELIMINARY PLAT	FINAL PLAT
			Digital Copy of Plat	•	•
			Digital Copy of Road Profiles	•	
			Digital Copy of Preliminary Grading and Drainage Plans	•	
			Preliminary Approval Letter from Hamilton County Groundwater Protection for Septic Tank Use	•	•
			Centerline stake all proposed roads every 100' for the first 500' on preliminary and every 100' for final with base only.	•	•
			If applicable, any variance application(s)	•	
\Survey\eng	\Staff	B	PLAT REQUIREMENTS	PRELIMINARY PLAT	FINAL PLAT
			Drawn at a minimum scale of 1"=100'.	•	•
			Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision, of PUD in Hamilton County.	•	•
			North point and scale (written and graphic), and plat labeled as Preliminary or Final Plat.	•	•
			Full name, address, and phone number of the property owner(s) and/or developer(s).	•	•
			Full name, address, and phone number of the person of firm preparing the plat and Engineering Plans.	•	•
			Vicinity Map.	•	•
			Tax map(s) and parcel number(s).	•	•
			Show topography lines and note source of topography	•	
			Boundary line of the proposed subdivision drawn to scale, showing all bearings and distances, including existing road curve functions and dimensional data.	•	•
			Lots drawn and numbered in logical numerical order, showing the approximate dimensions of lots.	•	•
			The Location of control monuments on the boundary line of the proposed subdivision showing the horizontal position in Tennessee State Plane Coordinates.	•	•

			The property lines of all adjoining property shall be shown with dashed lines. Adjoining subdivisions show the full name of the subdivision including ROHC plat book and page number, and lot numbers. For other adjoining property show the owner's name and ROHC deed book and page number as a reference.	.	.
			Show the size or lot area of each lot.	.	.
			Show the location, widths, and names of all existing, proposed or recorded streets, roads, public rights-of-way, or access easements as part of this subdivision or adjacent to this subdivision.	.	.
			Show proposed street names. Hamilton County GIS shall review and approve all proposed street names.	.	.
			Show the centerline station numbers for all proposed streets. Station numbers shall begin at a known existing street centerline.	.	
			If applicable, split street cross sections shall be shown on the preliminary plat.	.	
			Boundary line of the proposed subdivision shall be determined by an accurate survey to include a closed traverse. The boundary survey shall close with an error of closure not to exceed 1:5,000.		.
			Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every <u>lot line</u> and <u>boundary line</u> whether curved or straight. This shall include the radius, central angle (delta), length of curve, and tangent distance for curved property lines.		.
			Show the point of curvature and point of tangency of all curves on all right-of-way lines shall be shown and located to the nearest lot corner.		.
			Minimum building setback lines, other than those required by the local zoning regulations shall be shown and labeled on the lot(s).		.
			If applicable, show the size of each lot which is to use on-site sewage disposal		.
			Show the location, widths, and names of all existing, proposed or recorded streets, roads, public rights-of-way, or access easements as part of this subdivision or adjacent to this subdivision. Show any street intersection within 100' of this site.		.
			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 centerline of curved streets.		.
			Show a measured distance to a recognizable point such as a street intersection, landmark, survey monument, or ground positioning system.		.
√ Survey/eng	√ Staff	C	DRAINAGE INFORMATION	PRELIMINARY PLAT	FINAL PLAT
			Show existing pipe size and location along with any easements in or adjacent to the subdivision.	.	
			Show preliminary storm pipe and detention layout with easements.	.	
			If applicable, show the new location and label as such any drainage areas and/or easements to be relocated and/or filled.	.	

			Show the direction of water flow at all high and low points on all existing and proposed roads within and adjacent to this subdivision.	.	
			Show and label as such the location for any other proposed drainage improvements such as catch basins, headwalls, concrete ditches, etc.	.	
			If applicable, show the location and label as such any proposed off-site drainage improvements which are made necessary by the construction of the proposed subdivision.	.	
			Show the size, location, and outline of all existing and proposed drainage easements within and adjacent to this subdivision.		.
			If applicable, show the new location and label as such any drainage areas and/or easements to be relocated and/or filled.		.
			Show the size, location and number of acres drained for all existing and proposed drainage pipes in and within 100' of this subdivision.		.
			Show and label as such the location for any other proposed drainage improvements such as catch basins, headwalls, concrete ditches, etc.		.
			If applicable, show the location and label as such any proposed off-site drainage improvements which are made necessary by the construction of the proposed subdivision.		.
√ Survey/eng	√ Staff	D	UTILITIES and FIRE HYDRANTS	PRELIMINARY PLAT	FINAL PLAT
			For all existing and proposed waterlines, show size, location of lines, and outline and size of easements (if applicable) in and adjacent to the subdivision.	.	
			Show the location of all existing <u>fire hydrants</u> in and within five hundred (500) feet of this subdivision. Show all proposed fire hydrants in this subdivision.	.	.
			For all existing and proposed gas lines and mains, show size, location, name of mains, and outline of easements (if applicable) in and adjacent to the subdivision.	.	
			For all existing electrical and telephone lines and easements, show the size, location, name of major easements, and outline of easements in and within 15' of the proposed subdivision.	.	
			Show all existing and proposed sanitary sewermain lines and manhole locations. Show the outline of all sewer easements in and adjacent to the subdivision with the width labeled.	.	.
			If applicable, show and label as such the contour line or limit of the 100 year flood hazard area and/or floodway zone.		.
			For all existing and proposed electrical, telephone, water, gas, and other utility easements show the size, location and name of major easements and outline of easements in and within 15' of this subdivision.		.
			If sanitary sewers are available by Hamilton County Water and Wastewater Treatment Authority add the following note: "Sewer available by HCWWTA".		.

Survey/eng	Staff	E	STATEMENTS TO BE INCLUDED ON PLATS	PRELIMINARY PLAT	FINAL PLAT
			Present <u>zoning</u> of tract and/or zoning applied for, if applicable.	.	.
			Source of <u>water supply</u> . If public water is not available, state the nearest location, size of line, and utility company's name.	.	
			Number of <u>acres</u> subdivided by this subdivision.	.	.
			Note the source of the topography.	.	
			If community lot(s) are shown add the following note: "No building permit is to be issued for a residential, commercial, or industrial building on the Community Lot. Lot is to be used for recreational purposes only. Maintenance to be assumed by the developer until the lot(s) are deeded to the home owners in the subdivision, or to a home owners association".	.	.
			Statement of the proposed use of the lots (ex. single-family detached dwellings, two-family dwellings, multi-family dwellings, commercial development, etc.)	.	
			Show the following note: "Local Government does not certify that utility or utility connections are available".	.	.
			Plat labeled as Preliminary or Final Plat.	.	.
			Show the following note: "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".	.	.
			Show the Certification of Ownership and Dedication of Rights-Of-Way. "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 the owner of the property shown in fee simple".		.
			If road is to remain "Private" and is the responsibility of the HOA or property owner, Hamilton County is not available to construct or maintain the road and ROW		.
			Show the Engineer's Statement of Design on the plat with the engineer's name, address, and phone number. "I hereby certify that I have <u>reviewed or designed</u> all 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".		.
			Show the Surveyor's Certification with the name, address, and phone number of the surveyor. "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".		.
			Show the following note: "This plat resubdivides deed(s) _____ ROHC".	.	.
			This subdivision has been developed according to the design standards of the Subdivision Regulations of Hamilton County.		.

			Preliminary Plat was approved on (insert date of PC Resolution). See Resolution (insert number) for approval of Preliminary Plat.		.
			If applicable, add the following note: Sewer available by HCWWTA		.
√ Survey/eng	√ Staff	F	STATEMENTS TO BE INCLUDED ON MAJOR SUBDIVISIONS LOCATED WITHIN THE WATER QUALITY PROGRAM (HAMILTON COUNTY PLATS ONLY)	PRELIMINARY PLAT	FINAL PLAT
			If applicable, add “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”.		.
			If applicable, add “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”.		.
			If applicable, add “The Government of Hamilton County is not responsible to construct or maintain Water Quality Easements or any drainage related facilities”.		.
			If applicable, add “The Hamilton County Water Quality Program reserves the right at anytime to access Water Quality Easements to inspect areas and facilities”.		.
			If applicable, add “The Hamilton County Water Quality Program Rules and Regulations shall apply to any discharge of storm water from this subdivision”.		.
			Land disturbance is prohibited in Stream/Riparian Buffer. No clearing, grading, grubbing or tree removal allowed without approval from the Hamilton County Water Quality Program.		.
√ Survey/eng	√ Staff	G	HAMILTON COUNTY ROAD AND CURB RADIUS STANDARDS		
			Pavement Width Requirements- Sec. 401.11 – Pavement width measured from inside curb face to inside curb face. Minimum pavement width shall be as follows: <ul style="list-style-type: none"> • Min. 26’ for Local Streets. • For pavement widths of all other streets see Sec. 401.11 of Hamilton County Subdivision Regulations. • Show pavement and ROW Widths 	.	.
			Cul-de-Sac Requirements –Show pavement and ROW radius in cul-de-sac	.	.
			Show and label mail kiosk outside of ROW	.	.
			Show connection road upgrade if necessary	.	.
			Show and label sign or marque in accordance with Hamilton County Zoning Regulations Article 5, Section 202	.	.
			Show sight distance easements if necessary	.	.

			Maximum Cross Slope Grade in the Radius of Cul-De-Sac – Sec. 401.27 – Maximum cross slope in the cul-de-sac radius shall not exceed three (3) percent	.	.
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I understand that if all required subdivision plat submittal information is not submitted to the Hamilton County Planning Department by the subdivision submittal deadline, the application will be deemed incomplete. For plats located in Hamilton County, if a Drainage/Grading Plan is not submitted, the subdivision plat application will be considered an incomplete submittal and will not be placed on the Chattanooga–Hamilton County Regional Planning Commission agenda.

SUBDIVISION PLAT NAME: _____

DATE: _____ SURVEYOR SIGNATURE: _____