ARTICLE V

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

Amended by Resolution No. 2025-01

5-101 Preliminary Plat *(Amended by Resolution No. 2025-01)*

5-101.1 General Design

The preliminary plat shall be prepared by a licensed land surveyor of the State of Tennessee, at a scale of no smaller than one **(1)** inch equals one hundred (100) feet. The plat shall be prepared in a manner that can be permanently reproduced. In the event multiple pages are required, a cover sheet shall be required showing match lines and numbered in sequence.

The Preliminary Plat shall show the following:

5-101.2 Features

1. The name, record information (Deed and Tax map and Parcel ID), address, and current zoning classification of the **subject property**.
2. The name, record information, address, and current zoning classification of all adjoining property owners, or the name with the associated lot numbers and current zoning classification of any **adjoining development**.
3. The location and dimensions of all boundary lines, including proposed lots, in compliance with the Minimum Standards of Practice for Land Surveyors as set forth by the Board of Licensure.
4. The monumentation of the existing boundary and the proposed lots and rights-of-way.
5. The location of existing streets, easements, water bodies, streams, and

other pertinent features such as wetlands, railroads, buildings, cemeteries, drainage ditches and structures, sinkholes, and other topographic features deemed necessary by the planning commission and its staff.

6. Easements for perpetual access to any cemetery located on the subject property shall be shown along with bearings and distances of its course.
7. The location and width of all street rights-of-way, both existing and proposed.
8. The location of minimum building setbacks and easements on the interior of all lots.
9. The location of any offsite easements as may be required to serve the development.

10.) The location of existing and proposed utilities and any easements associated with such facilities and fire hydrants in accordance with the Robertson County Subdivision Regulations.

11. The location of sections or phases, if applicable.

12.)The approximate limits of the flood boundaries shall be shaded for clarity, if applicable. A note citing the current FIRM Panel No. and effective date, with a statement as to whether or not the subject property is affected by a Flood Boundary.

13.) Any notes as directed by planning staff or the planning commission shall be shown.

14.) The name, address and contact information of the current owner. If the developer of the property is different than the property owner, the name, address, and contact information for the developer shall be shown, as well.

15.) The name, address, and contact information shall be shown of the Licensed Surveyor that is responsible for the preparation of the plat. The surveyor shall sign and seal the documents and shall place the

proper certificate of accuracy as directed by The Minimum Standards of Practice dictates.

16. The date of the plat along with all revision dates shall be shown.
17. Magnetic, Deed, Plat or True North shall be shown, along with a graphic scale and written scale.
18. The plat shall be titled 'Preliminary Plat of' followed by the name of the subdivision with section or phase numbers, if applicable.
19. All new street names shall be shown, with previous approval of the names obtained from 911 by the owner/developer and/or the land surveyor.
20. A vicinity map shall be shown at a scale sufficient to readily determine the location of the proposed development with the surrounding area, generally within a half (1 /2) mile radius of the project.
21. Contours at a vertical interval no greater than five (5) feet shall be shown. Such contours can be derived from a field run survey or other electronic means, such as TOOT LiDAR, USCGS quadrangle maps, etc. along with a note as to the source utilized.
22. For any lot not served by public sanitary sewer, the areas to be utilized for the subsurface sewage disposal system (SSDS) shall be shown on each individual lot, along with any notes associated with such systems as directed by the Tennessee Department of Environment and Conservation.
23. A legend of all abbreviations, symbols, and line types.
24. Area of the total development, either in acres or square footage, the area of the proposed right-of-way in acres or square footage, the acreage or square footage of any area to be set aside as a park or open space, and the acreage and square footage of each lot.
25. If applicable, any area to be set aside as a park or other recreation area and/or open space shall be delineated by note and shaded.
26. All proposed lots and right-of-way layouts shall comply with the Standard Design specifications set forth in the Robertson County

Subdivision Regulations.

27. The civil district, county name, and state.

28. A form of endorsement of the planning commission approval of the preliminary plat, which shall read, as follows:

Approved by the Robertson County Regional Planning Commission, with such exceptions or conditions as are noted in the minutes of the Commission on (DATE).

_____

Planning Commission Secretary

5-102 Construction Plans

5-102.1 General

Construction plans shall be prepared for all improvements required improvements as specified by Subsection *2-103.1, (4).* Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, and map sheets shall if possible be of the same size as the preliminary plat. If deemed necessary by the planning office and Highway department copies of the construction plans in digital form will be provided These plans shall be in compliance with the specifications in *Chapter 4,* of these regulations. Construction plans approval must precede actual construction, and no final plat shall be considered by the planning commission until the required plans have been approved.

5-102.2 Features

The construction plans shall show the:

1. Profiles showing existing and proposed elevations along center lines of all streets. Where a proposed street intersects an existing street or

streets, the elevation along the center line of the existing street or streets within one hundred (100) feet of the intersection, shall be shown. Radii of all curves, lengths of tangents, and central angles on all streets, shall be shown.

2. The planning commission may require, where steep slopes exist, that cross-sections of all proposed streets at one-hundred-foot stations be shown at five (5) points as follows: on a line at right angles to the center line of the street and said elevation points shall be the center line of the street, each property line, and points twenty- five (25) feet inside each property line.

3. Plans and profiles indicating the locations and typical cross-section of street pavements, including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins; the location of street trees, street lighting standards, and street signs; The location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, water mains and fire hydrants, showing connection to any existing or proposed utility system. and exact location and size of all water, gas, or other underground utilities or structures.

4. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, and features noted on the land development plan or major street plan at the point of connection to proposed facilities and utilities within the subdivision. The water elevations of adjoining lakes or streams and the approximate high- and low-water elevations of such lakes or streams. All elevations shall be referred to the U.S.G.S. datum plan. If the subdivision borders a lake, river, or stream, the distance and bearings of a meander line shall be established not less than twenty (20) feet back from the ordinary high-water mark of such waterways.

5. In addition to the other requirements of this section, the developer shall prepare for any portion of a subdivision containing a flood prone area, or an area known to be subject to flooding, the following information necessary for the planning commission to determine the suitability of the particular site for the proposed development:

   (a) five (5) copies of the plans drawn to scale showing the nature, location, dimensions, and elevation of any part of the subdivision within a flood prone area; existing or proposed structures or building sites, fill, storage of materials and flood proofing measures, as specified in Subsection *4-101.4,* of these regulations; and the relationship of the above to the location of the stream channel, floodway, floodway fringe, the regulatory flood elevation, and the regulatory flood protection elevation;

   (b) a typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high-water information, if required by the planning commission;

   (c) surface-view plans showing elevations and contours of the ground; pertinent structures, fill, or elevations of streets, and water supply, sanitary facilities, soil types, and other pertinent information, as required by the planning commission; and

   (d) specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities.

6. Contours at the same vertical interval as on the preliminary plat. (See Subsection *5-103.2, Item 15,* of these regulations for preliminary plat contour specifications.

7. In addition to the other requirements of this section, construction plans for condominium subdivisions shall contain "as built" drawings of all

underground utilities, regardless of proposed ownership, and the construction design of all public facilities which are proposed for dedication to the Governing Body.

8. A notation of construction plans approval as follows:

These construction plans have been reviewed by me and are approved with the exception of such modifications indicated by me on the plans.

_____ _____

Designated Official/ Date **Owner/ Date**

These construction plans are approved by the Robertson County Regional Planning Commission, with such exceptions or modifications indicated in the minutes of the commission.

_____ _____

Date **Planning Commission Secretary**

9. Title, name, address, and signature of professional engineer or surveyor, and date, including any revision dates.

5-103 Final Subdivision Plat

5-103.1 General

The final subdivision plat shall be prepared on reproducible mylar at a scale no smaller than one inch equals one hundred (100) feet on sheets eighteen (18) by twenty-four (24) inches, if possible. The use of an appropriate smaller scale may be permitted for lots larger than two (2) acres. When more than one (1) sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the sheets numbered in sequence. At the

time the final plat is presented for signatures a digital copy of the plat shall be provided at the specifications required by the Robertson County Assessor of Property Office. Construction plans, if required as described in Section *5-105,* of these regulations, must have been approved prior to planning commission approval of the final subdivision plat.

5-103.2 Features

The final plat shall include the following:

1. The location of the property to be subdivided with respect to surrounding property and roads; the names of all adjoining property owners of record or the names of adjoining developments; the names of adjoining streets.
2. The exact boundary lines of the tract, determined by a field survey, giving angles to the nearest minute and distances to the nearest one hundredth (1/100) of a foot.
3. The location of all streets, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries.
4. The limits of floodway and floodway fringe areas with the area shaded for clarity and the associated regulatory flood elevation and regulatory flood protection elevation; as determined by the planning commission pursuant to Section *2-103,* of these regulations.
5. The location and width of all easements and rights-of-way for streets, alleys, and other public ways, as well as the building setback lines on all lots.
6. The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one tenth (1/10) of a foot and angles to the nearest minute.
7. The location and dimensions, to the accuracy set forth in Item 6, above, of all property to be set aside for park or playground use or other

public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation.

8. The final plat of all condominium subdivisions shall contain, in addition to the other information required by this section, the following:

   (a) an "as-built" building location and boundary survey, to "American Land Title Association" or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and locations relative to those boundaries of the building(s) which constitute the condominium subdivision;

   (b) some sort of datum plane or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical reference (e.g., an appropriate permanent monument or other acceptable reference datum or fixed known point). Elaborate exterior elevations and architectural detail are not necessary to satisfy this requirement;

   (c) Any other special information which the planning commission may find necessary to protect the rights of future owners of the condominium or the public in general.

9. The name, address and telephone number of the owner(s) of the land being subdivided (If the land is owned by a corporation a contact person shall be noted), the name, address and telephone number of the subdivider, if other than the owner, and the name, address and telephone number of the land surveyor.

10. The date of the plat, approximate true north point, scale, and title of the subdivision.

11. Sufficient data to determine readily the location, bearing, and length of

all lines, and to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the center line of the curved streets and curved property lines that are not the boundary of curved streets. The location of all monuments and pins shall be indicated on the plat.

12. The name of all existing and proposed roads (Approval from E-911 will of all new road names is required).
13. The total acreage within the subdivision.
14. Lot numbered in numerical order and blocks lettered alphabetically.
15. The line size and location of water and sewer facilities, and the location of all fire hydrants along with name of the agency providing service.
16. Notations and certifications in the form reproduced in this section shall appear upon the final plat, if applicable. All required certificates shall bear the signature of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the planning commission's approval for recording shall appear unsigned at the time of application for approval.

5-103.2 Plat Certificates

(a) Certification showing that the applicant is the landowner; that he dedicate streets; rights-of-way, and any site for public use; and that he consents to the subdivision plan:

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

building restriction lines, and that offers of irrevocable dedication for all public roads, utilities, and other facilities have been filed, as required by the Robertson County Regional Subdivision Regulations.

_____,20__ _____

Date **Owner**

_____

Title (if acting for partnership or corporation)

(b) Certification by a licensed surveyor or registered engineer to accuracy of the survey and plat and the placement of monuments:

CERTIFICATE OF ACCURACY

I (we) hereby certify that to the plan shown and described hereon is a true and correct survey to the accuracy required by the Robertson County Planning Commission and that the monuments have been or will be placed, as shown hereon, to the specifications in these regulations.

_____, 20_____

Date **Registered Licensed Surveyor**

(c) Certification by appropriate Regional representative(s) that sewage disposal and water systems have been installed as required by local and state law regulations.

CERTIFICATE OF APPROVAL OF WATER SYSTEM

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

_____

Date

Name, Title, and Agency or Authorized Approving Agent

CERTIFICATE OF APPROVAL OF SEWAGE SYSTEM

I hereby certify that the sewage disposal systems installed or proposed for final installation in the subdivision, entitled, _____, have been installed in accordance with current local and state government requirements or a surety instrument has been filed which will guarantee installation of such system(s).

_____ _____

Date

Name, Title, and Agency of Authorized Approving Agent

(d) Certification by an appropriate Regional representative that the subdivider has complied with one of the following alternatives:

(i) installation of all street improvements in accordance with the requirements of these regulations; or

(ii) in lieu of compliance with subdivision improvement requirements, certification shall be made on the final plat that a surety instrument has been posted by the subdivider in an amount approved by appropriate Regional representative to assure completion of all required improvements.

CERTIFICATE OF APPROVAL OR SURETYING OF STREETS

I hereby certify: (1) that all designated streets on this final subdivision plat have been installed in an acceptable manner and according to the specifications of the Robertson County Regional Subdivision Regulations, or (2) that a surety instrument has been posted with the Robertson County Planning Commission to assure completion of all required improvements in case of default.

_____ _____

Date **Appropriate Government Representative**

(e) For a subdivision containing common open space or facilities, certification of dedication of common areas in accordance with procedures established in these regulations:

CERTIFICATION OF COMMON AREAS DEDICATION

(Owner) in recording this plat has designated certain areas of land shown hereon as common areas intended for use by the homeowners within (Name of Subdivision) for recreation and related activities. The above-described areas are not dedicated hereby for use by the

general public but are dedicated to the common use and enjoyment of the homeowners in (Name of Subdivision), as more fully provided in Chapter _____, "Declaration of Covenants and Restrictions", applicable to the (Name of Subdivision) and recorded with this plat. Said Chapter ____is hereby incorporated and made a part of this plat.

_____ _____

Date **Owner**

(f) Certification of the Robertson County Planning Commission's approval for recording of the plat.

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Robertson County Subdivision Regulations, with the exception of such variances, if any, as are noted in the minutes of the Robertson County Planning Commission, and that it has been approved for recording in the Office of the Robertson County Register of Deeds.

_____ _____

Date **Secretary, Planning Commission**

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

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

(8) **Notation of Health Restrictions** -- Any modifications or limitations which may be imposed by the state or county health department shall be clearly indicated on the plat.

(9) **Notation of Private Restrictions** -- Private restrictions and trusteeships and their periods of existence shall be indicated. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat or, if the restrictions and trusteeships are of record, the plat note shall state where they are recorded.

5-104 Form of Dedication Offer

The form of the offer of irrevocable dedication, required by Subsection *2-104.1, Item 8,* of these regulations, shall be as Form Number 4 in *Appendix A* or in a form approved by the County Attorney. Copies of this form may be obtained at the office of the county planner.

5-105 Form of Surety Instrument

The form of the surety instrument, required by Section *2-104.1, Item 7*, and *Chapter 3,* of these regulations, shall be as *Form Number 5* reproduced in *Appendix A* and or in a form approved by the County Attorney. Copies of these forms may be obtained from the office of the county planner.