

Roane County Planning Commission
Subdivision *Final* Plat Requirements for Submittal and Approval
Of Subdivisions with More Than 2 Lots

Please email preliminary plat's for review to renee.crowe@roanecountytn.org
To eliminate a longer processing time please READ requirements carefully before submitting

Submission of Plat for Submittal and Approval

Maximum Size: 24"x36"

Minimum Size: 11"x17"

Scale: 1" =100'

Number of Copies: 1 original with all required signatures and (15 copies if going before Planning Commission)

Submitted: 15 days prior to meeting

Recording: The original of the final plat shall be filed with the Register of Deeds. The approved original shall not be altered in any manner.

Information Required

Title Block: **Name of Subdivision;** shall be preceded by "Record Plat of"
 Civil District
 Developer; name and address
 Engineer; name and address
 Surveyor; name and address
 Others directly involved; name and address
 Legend; Scale, north point, date of preparation, other pertinent information
 Zone

Certification Block: **Certificate of Ownership and Dedication (No stick-on labels allowed)**
 Certificate of Accuracy
 Certificate of Approval; water, sewage disposal, electrical, roads/streets
 Certificate of Approval; for recording
 County's Certificate of Dedication and Acceptance
 E-911 Approval; road/street names & addresses
 Surveyor's Stamp & Signature (Needs to be signed in **COLORED INK** over seal "**NO BLACK INK**)
 Engineer's Stamp & Signature

Location Sketch: General location of the subdivision at a scale small enough to show its relationship to adjoining properties.

Design Scheme: **Scale:** 1" =100'
 Accuracy: to the nearest 100th of a foot and angles to nearest minute
 Items: Shall have existing septic shown on plat if less than 5 Acres, all roads/streets, alley lines, existing buildings, area setbacks, lot numbers, easements, any areas for public or other use
 Data: location, bearing, and length of every street line, lot line, boundary line, block line and building line, whether straight or curved, and including true north point. This shall include the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets
 Property number and E911 address for each lot
 Monuments; location and description
 Adjoining: subdivisions, streets, location and ownership of properties
 Flood Plain Data

No variances allowed

Bonds: When permitted shall submit: 15 days prior
 Separate bonds for: water, sewer, drainage, and roads
 Time: for 2 years and may be extended for 1 year

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 and walks to public or private use as noted.

Date Owner

Date Owner

CERTIFICATE OF ACCURACY

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

Date Registered surveyor

(If applicable)

ACCEPTANCE BY ROANE CO. HIGHWAY DEPT.

This is to certify that the roadway improvements fronting the lots shown hereon has been completed and bond and/or surety posted to insure warranty as required by the Roane County Highway Department.

Date Road Supervisor

(If applicable)

CERTIFICATION BY ROANE CO. HIGHWAY DEPT or TDOT

This is to certify that all lots shown on plat abut an existing county or state road by at least _____ foot.

Date Road Supervisor



CERTIFICATE OF AVAILABILITY OF PUBLIC WATER SUPPLY

This is to certify that the public water supply lines have been properly installed and are available for service connections.

Date **Authorized Agent**

Utility District

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision standards for Roane 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 Register of Deeds.

Date **Secretary, Roane Co. Planning Commission**

CERTIFICATE OF ROAD NAMES AND PROPERTY NUMBERS (E-911)

I hereby certify that the names of the existing streets/roads shown on this subdivision plat are correct, and the names of any new roads do not duplicate any existing names and the property numbers of the lots shown on this plat are in conformance with the E-911 system.

Date **E-911 Authorized Representative**

CERTIFICATION OF SEWAGE SYSTEM

I hereby certify that the sewage disposal system installed or proposed for installation, fully meet the requirements of Tennessee State Health Department, and is hereby approved as shown with all restrictions/conditions as noted.

Date **Environmental Specialist**

