

The following is a general list of items to be completed prior to submitting a subdivision plat for Planning Commission or staff review. This list is not intended to be all inclusive and not all items listed are applicable to each type of subdivision plat.

### Prior to Application Submittal:

- ☐ Is the plat exempt per TCA Section 13-3-401?
  - Exempt plats do not require review by Planning
  - Recommend coordinating with utility districts to ensure available service prior to recording
- ☐ Is a concept plan or development plan required?
  - Required when creating six or more lots, or new public ROW (concept)
  - Required for property zoned PR (development plan)
- ☐ If yes to the above, and the concept and/or development plan was submitted, was it approved?
  - Review case file on Planning's website for approval date and note it on the plat
  - Required conditions must be satisfied prior to recommending plat approval
- ☐ Was the design plan approved?
- ☐ Is the property within any overlay districts (Infill housing, Hillside Protection, DK/Historic zones)?
  - Approval by the Design Review Board or Historic Zoning Commission may be required
  - Refer to the [HP Overlay COA Checklist](#)

### Application Requirements:

- ☐ Applicant's signature must be provided on page 2 of the [Development Request application](#) or the application will not be accepted.
  - Public Notice and Community Engagement form is not required for plats
- ☐ Plat size must be 18" x 24" or 24" x 36"
- ☐ Closure sheet, recommended
- ☐ Variance request form, if applicable
- ☐ Alternative design request form, if applicable

### Resources:

- Deadline, fees, and forms - <https://knoxplanning.org/applications>
- Zoning and Subdivision Regulations - <https://knoxplanning.org/zoning/regulations>
- Plans and Studies - <https://knoxplanning.org/plans>
- KGIS - <https://www.kgis.org/portal/>
- Knox County Engineering and Public Works - <https://www.knoxcounty.org/epw/>
- City of Knoxville Engineering Development Services Division - [https://www.knoxvilletn.gov/government/city\\_departments\\_offices/engineering/engineering\\_development\\_services\\_division](https://www.knoxvilletn.gov/government/city_departments_offices/engineering/engineering_development_services_division)
- TDOT Region 1 - <https://www.tn.gov/tdot/about/tdot-organizational-charts/org-chart-region.html>

**General Items:**

- ☐ Purpose statement
- ☐ North arrow and reference information
- ☐ Written and graphic scale on each sheet at no more than 100 ft to 1 inch
- ☐ GPS information or Category and Ratio of Precision
- ☐ Legend, with matching symbols
- ☐ Location map that includes site location and street names
- ☐ Subdivision name, including unit/phase (Final Plat of, Resubdivision of, Replat of, Corrected Plat of)
- ☐ Date of preparation or last revision
- ☐ Owner(s) name and address
- ☐ Surveyor name, address and phone number
- ☐ CLT map and parcel number
- ☐ City ward/block, if applicable
- ☐ Property address excluded from body of the plat and subdivision name
- ☐ Total acreage and number of lots
- ☐ Total area of each lot
- ☐ Flag lots
  - Access strip minimum 25' in width
  - Area of lot, excluding access strip labeled
- ☐ Current deed referenced by instrument number
- ☐ Owners listed on plat match deed
- ☐ Previously recorded plat reference

**Drawing Standard Items:**

- ☐ Apparent boundary lines
- ☐ Plat is legible
- ☐ Adjoining property information
  - Unplatted: Owner name and deed reference
  - Platted: Subdivision name, lot number and plat reference
- ☐ Bearings and distances on lines and curves
  - Bearing to the nearest minute or better, distances to the hundredths of a foot
  - Labeled in a clockwise direction
- ☐ Pins and materials identified (old and new)
- ☐ Property lines to be removed identified by type (lot, parcel, deed, tract)
- ☐ Old and new lot numbers (old numbers in dashed circle)
- ☐ Existing structures labeled and tied down (i.e. buildings, accessory structures, signs, walls, etc.)
- ☐ Physical features labeled (i.e. sinkholes, FEMA floodway, blue line streams, etc.)
  - Sinkholes: 50' buffer
  - Floodways: 100 and 500 years
  - Blue line streams: No Disturbance Buffer and No Build Buffer
- ☐ Encroachment note required if manmade features (i.e., fences, sheds, etc.) cross existing lot lines

### ROW and Access Easement Items:

- ☐ New and existing public ROW identified within and adjacent to the subject property
- ☐ Centerline of ROW or driving surface labeled
- ☐ Distance from centerline to property line dimensioned
- ☐ Closed ROW labeled by ordinance or deed reference
- ☐ Areas dedicated to public ROW labeled and dimensioned, with note of explanation (in rare instances where ROW dedication is required)
- ☐ Private ROW and access easement is clear and traversable
- ☐ New and existing private ROW or access easements labeled and dimensioned, with recording information
- ☐ New private ROW or access easement meets width, grade, turnaround, surface, etc. requirements
- ☐ Access provided meets standards of Section 3.03.A when 25' of frontage on a public street is unavailable
  - Property inaccessible from the street frontage may require legal access from another source
  - Variance requested when a private ROW or access easement connects to another easement
- ☐ Area of private ROW or access easement provided
- ☐ Area of lot shown with and without access easement
- ☐ Legal documentation establishing ownership and maintenance responsibilities for new private ROW and access easement approved by City/County law department
  - City – Lisa Hatfield: [ihatfield@knoxvilletn.org](mailto:ihatfield@knoxvilletn.org); 865.215.2050
  - County – Rhonda Bennett: [Rhonda.Bennett@knoxcounty.org](mailto:Rhonda.Bennett@knoxcounty.org); 865.215.3677
- ☐ Legal documentation updated when new lot added to existing agreement
- ☐ Name of private ROW or access easement matches legal documentation
- ☐ Maintenance responsibility note provided when adding lots to a previously recorded JPE
- ☐ Legal documentation recorded

### Planning and Zoning Items:

- ☐ Current zoning of the property
- ☐ Zoning boundaries annotated if multiple present
- ☐ All resulting lots surveyed
  - Unless property disjointed by ROW or remainder is 5 or more acres and considered exempt
  - Unless property under separate ownership and lot transferred by deed prior to July 8, 1971
- ☐ Lots meets minimum lot size, width, and setback requirements of zone
- ☐ No substandard lot, remnant lot or landlocked lot proposed
- ☐ Pre-existing non-confirming note, when applicable
- ☐ Setbacks labeled or noted for planned zones (PR, PC, or BP) per approved Planning Commission case
- ☐ Case number and approval date provided for associated Planning Commission cases
  - Variances noted
  - Alternative Design Standards noted
  - Concept, Development Plan, Use on Review/Special Use file numbers noted
- ☐ Board of Zoning Appeals variances and approval date noted, if applicable

**Engineering Items:**

- ☐ Survey control system tie (City plats only)
- ☐ Boundary tie down
- ☐ Permanent reference markers, monuments, or benchmarks in at least three locations for subdivisions with six or more lots

**Required Utility Items:**

- ☐ Existing utility locations labeled and dimensioned, including TVA transmission line easement
- ☐ Standard utility and drainage easement note
  - Request waiver if structure within the U&D easement
  - Waiver requires approval by engineering department and modification to standard note
- ☐ Maintenance agreement for stormwater facilities reference, with note

**Certifications:**

- ☐ Certifications required on all sheets, or provided on a single sheet with applicable note on all pages
- ☐ Certification title is included with all stamps
- ☐ Certifications Required:
  - ☐ Surveyor seal and signature
  - ☐ Certificate of Ownership and General Dedication (with owner's name typed)
  - ☐ Notary Certification (City plats only)
  - ☐ Certification of Final Plat – All Indicated Markers, Monuments and Benchmarks Set **OR** to be Set When Construction Completed
  - ☐ Certification of the Accuracy of Survey
  - ☐ Certification of Approval of Subsurface Sewage Disposal Systems (property on septic)
  - ☐ Certification of Approval of Public Sanitary Sewer System (property on sewer), select Major or Minor SD
  - ☐ Certification of Approval of Public Water System, select Major or Minor SD
    - Exclude if property on well water
  - ☐ Owner Certification for Public Sewer and Water Service – Minor SD
  - ☐ Zoning
  - ☐ Inspection of Completed Streets and Related Improvements **OR** Guarantee of Completion of Streets and Related Improvements (Major SD only)
  - ☐ Inspection of Completed Stormwater Facilities **OR** Guarantee of Completion of Stormwater Facilities (Major SD only)
  - ☐ Release of easements
    - Certification of No Recorded Easements **OR**
    - Owner Certification on Release of Easement **AND** either City **OR** County – Release of Easements
  - ☐ Addressing Department Certification
  - ☐ City of Knoxville Department of Engineering **OR** Knox County Department of Engineering & Public Works
  - ☐ Taxes and Assessments
  - ☐ Planning Commission or Planning Staff Certification of Approval for Recording