

The surveyor or their client is responsible for obtaining all required signatures on a final subdivision plat.

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Electronic signature process

- Do not print, sign and scan the plat as this reduces the quality and legibility
 - If the plat quality is low, the Register of Deeds may not record it
- Plat must remain at original scale; do not shrink to a smaller paper size
- Software such as DocuSign cannot be used due to potential security risks

Step 1: Gather electronic signatures from the owner, engineering, taxes, and utility district, and if applicable, health department and notary

- Email plat to one agency and request their signature
- Wait for agency to sign plan and return it before contacting other agencies
- Continue in this manner until all certifications are signed

Step 2: Request electronic signatures from Knoxville-Knox County Planning

- Email the plat to Knoxville-Knox County Planning at plats@knoxplanning.org
 - The subject line should read: REQUESTING SIGNATURES: PLANNING FILE #
- Planning staff will complete the Addressing, Zoning and Planning Staff Certification of Approval stamps and return the certified plat by email

Step 3: Email the Knox County Property Assessor when the plat is ready to record

- Email a PDF of the certified plat to Property.Assessor.Map@knoxcounty.org
 - The subject line of the email should read: PLAT RECORDING
- The Property Assessor will provide a copy to the Register of Deeds

Step 4: Record plat with the Knox County Register of Deeds

- Notify the Knox County Register of Deeds at maps.rod@knoxcounty.org
 - The subject line of the email should read: PLAT RECORDING
 - Include the following information in the body of the email:
 - Owner(s) name
 - Phone number to pay by credit card or
 - Escrow account to charge
 - To establish an escrow account contact Justin at 865.215.3544
- A receipt will **be returned with** the recording instrument number

Step 5: Provide a copy of the plat to City of Knoxville Technical Services (If applicable)

- *For plats containing property within the City of Knoxville only*
- Email the certified plat to bdavidson@knoxvilletn.gov; bedalton@knoxvilletn.gov; and cgoforth@knoxvilletn.gov
 - Include the instrument number assigned by the Register of Deeds

In-person signature process

- Paper copies are required for the following agencies:
 - Knoxville-Knox County Planning
 - Knox County Register of Deeds
 - Knox County Property Assessor
 - City of Knoxville Technical Services (for property within the city limits only)
 - Property owner (if desired)

Step 1: Gather signatures from utility districts and health department (if applicable)

- KUB will sign plats in-person at the 4505 Middlebrook Pike location
 - Call in advance to ensure that someone is in the office to sign
 - Mr. Lawhorn: 865-558-2392, Mr. Franklin: 865-558-2260, Mr. Cummings: 865-558-2361
- Knox County Health Department is located at 140 Dameron Avenue
 - Hours: 8:00 to 9:30 am and 3:00 to 4:30 pm only
- Comcast will sign in person at 5720 Asheville Highway location
 - Call Michelle Moore at 865-740-1793 in advance to schedule a time

Step 2: Obtain owner and notary (if applicable) signatures

Step 3: Request signatures from engineering, taxes, and Planning

- Engineering certifications
 - City Technical Services: City County Building, 400 Main Street, 4th Floor, suite 475
 - County Engineering and Public Works: 205 W Baxter Avenue
- Tax certifications
 - City Taxes: City County Building, 400 Main Street, 4th Floor, suite 450
 - County Trustee: City County Building, 400 Main Street, 4th Floor, suite 418
- Addressing, Zoning, and Planning Staff Certification of Approval
 - Knoxville-Knox County Planning: City County Building, 400 Main Street, 4th Floor, suite 403

Step 4: Provide a copy of the certified plat to the Register of Deeds and Property Assessor

- Knox County Register of Deeds: City County Building, 400 Main Street, 2nd Floor, suite 225
- Knox County Property Assessor: City County Building, 400 Main Street, 2nd Floor, suite 204

Step 5: Provide a copy of the recorded plat to City of Knoxville Technical Services

- *Note: For plats containing property within the City of Knoxville only*
- This copy must include the instrument number assigned by the Register of Deeds
- City Technical Services: City County Building, 400 Main Street, 4th Floor, suite 475

Town of Farragut Plats

- Plats are reviewed by Knoxville-Knox County Planning for addressing only
- Email the plat to addressing@knoxplanning.org for review or signature
- Town of Farragut Planning and Land Use Department (865.675.2384)

Agency Contact Information

Email plat to one agency only with the subject line – URGENT: Requesting Plat Signatures for File #
Continue in this manner until all signatures received

UTILITIES			
AT&T	james.atkins@att.com	James Atkins	865.539.8534
Charter	seth.delong@charter.com billy.click@charter.com	Seth DeLong Billy Click	865.740.1511 865.388.7524
Comcast	Joshua_Jones@comcast.com michelle_moore2@comcast.com (in-person Mon to Thurs. 8-12 by appt)	Joshua Jones Michelle Moore	865.719.7590 865.740.1793
First Utility District	edeyton@fudknox.org mgresham@fudknox.org	Edwin Deyton Michael Gresham	865.218.3690
Frontier	james.heatherly@ftr.com	Jim Heatherly	865.236.5083
Hallsdale-Powell Utility District	chumphrey@hpud.org dfrear@hpud.org	Cody Humphrey Derek Frear	865.925.3921 865.922.7547
Knox Chapman Utility District	gis@knoxchapman.org	Pete Kwaak	865.577.4497 x103
Knoxville Utilities Board	nsvplats@kub.org (call to schedule an appointment for in-person signatures)	Biswa Pokharel Jason Cummings	865.558.2728 865.558.2361
Lenoir City Utility Board	amcdaniel@lcub.com	Andrew McDaniel	865.988.0774
Luttrell Blaine Corryton Utility District	jimmylangley@comcast.net	Jimmy Langley	865.771.4160
Northeast Knox Utility District	gregg.morgan@nekud.com jamie.smith@nekud.com matt.morgan@nekud.com	Gregg Morgan Jamie Smith Matt Morgan	865.687.5345
TDS	tom.nitz@tdstelecom.com	Tom Nitz	865.671.4546
West Knox Utility District	ckidd@wkud.com jreese@wkud.com	Christian Kidd Jim Reese	865.690.2521
TAXES			
City of Knoxville	dfdyer@knoxvillekn.gov	Donna Dyer	865.215.2084
Knox County	trustee@knoxcounty.org bart.anderson@knoxcounty.org	Kristin Phillips Bart Anderson	865.215.2196 865.215.2310
ENGINEERING			
City of Knoxville (Technical Services) <i>Email all 4 contacts</i>	bdavidson@knoxvillekn.gov cgoforth@knoxvillekn.gov bedalton@knoxvillekn.gov vharrell@knoxvillekn.gov	Ben Davidson Charlotte GoForth Billy Dalton Vicky Harrell	865.215.2103
Knox County	dennis.irwin@knoxcounty.org amanda.purkey@knoxcounty.org eddy.roberts@knoxcounty.org	Dennis Irwin Amanda Purkey Eddy Roberts	865.388.5024 865.215.5800 865.215.5800
HEALTH DEPARTMENT (For septic only)			
Knox County Health Dept.	sharon.beam@knoxcounty.org darlene.gwaltney@knoxcounty.org	Sharon Beam Darlene Gwaltney	865.215.5205 865.215.5222

Party Responsible for Signing Certifications

Surveyor

Certification of Final Plat- All Indicated Markers, Monuments and Benchmarks Set
Certification of the Accuracy of Survey
Certification of No Recorded Easements

Owner

Certificate of Ownership and General Dedication
Owner Certification for Public Sewer and Water Service
Owner Certification on Release of Easement

Utility Provider

Certification of Approval of Public Sanitary Sewer System
Certification of Approval of Public Water System
City/County Release of Easement

City Tax Clerk or Knox County Trustee

Taxes and Assessments

Knoxville Technical Services

City Release of Easement
City of Knoxville Department of Engineering Certification

Knox County Engineering

County Release of Easement
Knox County Department of Engineering Certification

Knox County Health Department

Certification of Approval of Subsurface Sewage Disposal System

Knoxville-Knox County Planning

Addressing Department Certification
Zoning
Planning Staff Certification of Approval for Recording- Final Plat

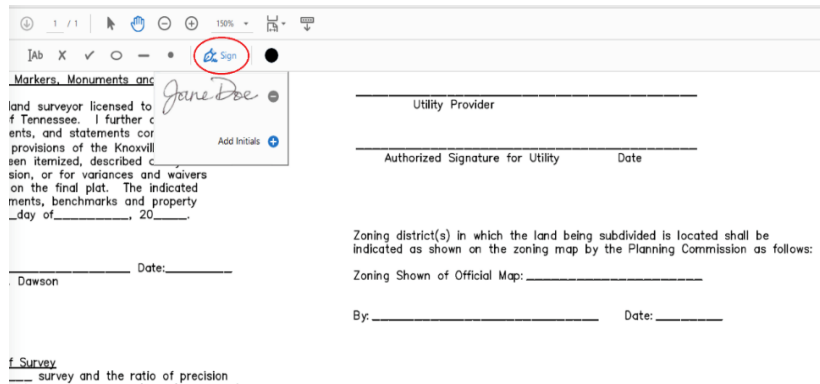
How to Add Electronic Signatures Using Adobe Acrobat Reader DC

1. Open the file in Adobe and select the pen icon. or select “Fill and Sign” from the tools



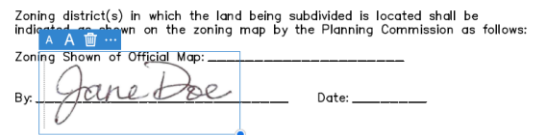
2. Zoom to signature area and then select the “Sign” button on the toolbar.

Select your signature from the drop-down.



Note: The first time you do this, click “Add Signature” and then select “Image”. Browse to your electronic signature (JPG) saved on your computer. Check the box for Save Signature and hit Apply.

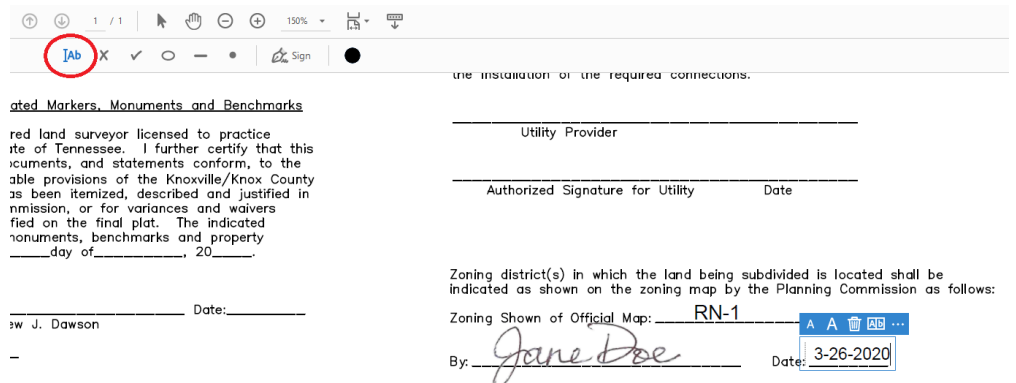
3. Click to add your signature in the desired location. Reposition the signature by using the crosshairs. Adjust the size by using the small or large A button.



4. To add the date or other text, chose the “Ab” button from the toolbar.

Click on a line on the plat to add text.

Reposition and adjust text size as needed.



5. Save the file by selecting File > Save. The file will need to be saved with a new name.
6. Close the document.