

State law requires any plat that subdivides or combines property to be reviewed by the Planning Commission. Knoxville-Knox County Planning reviews these “subdivision plats” for compliance with the [Knoxville-Knox County Subdivision Regulations](#). These regulations apply to all land in Knox County, including the incorporated City of Knoxville. The Town of Farragut Municipal Planning Commission reviews subdivision plats for property within the [Town of Farragut](#).

The steps below briefly explain how a subdivision plat is prepared, reviewed and recorded.

## 1. HIRE A SURVEYOR

A property owner or interested party is responsible for hiring a registered land surveyor who will prepare a final subdivision plat that meets the subdivision regulations. Ask the surveyor what services they provide, as these could be included in the standard fee or incur additional charges. These services could include: submitting the plat for review, preparing easement documents, obtaining certification signatures and recording the survey.

## 2. DETERMINE APPROVAL REQUIRED

- Plats exempt from review and approval include those that divide property into lots of 5 or more acres, without combining smaller lots, or those that divide property by will.
  - Recommend providing exempt plats to addressing staff for review before recording
- Plats that require approval by the Planning Commission require a variance (deviation) from the subdivision regulations as a result of a drainage, topographic, environmental, or access problem.
  - Planning staff will recommend approval or denial of the plat to the Planning Commission who will vote on the item at their monthly meeting
- Plats that are approved by Planning staff meet the following criteria:
  - Plat creates any number of lots smaller than 5 acres
  - Plat adjusts the lot line(s) between existing lots of record
  - Plat documents an easement or new information but does not adjust existing lot lines
  - Plat meets the requirement for a corrected plat

## 3. SUBMIT PLAT FOR REVIEW

Submit the plat, [application](#) and [fee](#) to Planning by email or in-person. Instructions for submitting plats electronically are described in the document “How to submit subdivision plats for review” found on Planning’s website here: <https://knoxplanning.org/plats/>.

## 4. REVIEW AND REVISE PLAT

Planning will distribute the plat for review to Planning staff, City or County engineering, utility districts and the health department as needed. Any revisions will be emailed directly to the surveyor within 30 calendar days. The surveyor is responsible for revising the plat as needed and providing a revised copy to Planning for review.

### 5. APPROVE PLAT

Once the plat meets all the requirements of the subdivision regulations, Planning will inform the surveyor that the plat is ready to certify.

- If Planning Commission approval is required, staff will make a recommendation to the Commissioners who will vote on the recommended action at their scheduled meeting.

### 6. OBTAIN SIGNATURES

The surveyor or their client is responsible for obtaining all required signatures on the plat. Signatures can be obtained in-person or electronically as described in the document “How to obtain signatures on a plat” found on Planning website here: <https://knoxplanning.org/plats/>.

### 7. SUBMIT TO PROPERTY ASSESSOR

The surveyor or their client is responsible for providing the plat to the Knox County Property Assessor.

### 8. RECORD WITH THE REGISTER OF DEEDS

The surveyor or their client is responsible for providing the plat to the Knox County Register of Deeds, who will charge a fee to record the plat. The subdivision plat now becomes a legal document.