

ARTICLE V

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

5-101 Preliminary Plat

5-101.1 General

The preliminary plat shall be prepared by a licensed surveyor engaged in the practice of land surveying at a scale not less than one hundred (100) feet to one (1) inch. The plat may be prepared in pen, and the sheets shall be numbered in sequence if more than one sheet is used. The map prepared for the preliminary plat may be used for the final subdivision plat and should be permanently reproducible.

5-101.2 Features

The preliminary plat shall include:

1. the location of the property to be subdivided with respect to surrounding property(s) and public way(s);
2. the names of all adjoining property owners of record, or the names of adjoining developments;
3. the names of adjoining public ways;
4. the location and dimensions of all boundary lines of the property, figured to the nearest hundredth (100th) of a foot;
5. the location of existing public ways, easements, water bodies, streams, and other pertinent features, such as swamps, potential wetlands, railroads, buildings, parks, cemeteries, drainage ditches, and bridges;
6. the location and width of all existing and proposed easements, alleys, and other public ways, and building setback lines;
7. the location, dimension, and area of all proposed or existing lots;
8. associated drainage structures sized along with necessary easements; electrical and telephone easements;
9. the position of all existing or proposed buildings within proposed condominium developments;
10. the location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation;

11. flood map reference number and date; the limits of floodway and floodway fringe areas shall be hatched or shaded, and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required;
12. the name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor or other person preparing the plat;
13. the date of the plat, approximate true north point, scale, and title of the subdivision;
14. sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground;
15. name of the subdivision and all new public ways, as approved by the Planning Commission;
16. the zoning classification of all zoned lots, as well as an indication of all uses other than residential proposed by the subdivider;
17. the approximate distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing public ways and to the original corner of the original survey of which it is a part;
18. key map showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to two thousand (2,000) feet);
19. contours at vertical intervals of not more than two (2) feet where the proposed subdivision has an average slope of five (5) percent or less, or at vertical intervals of not more than five (5) feet where the average slope exceeds five (5) percent (contours to be field surveyed or taken from aerial photographs acceptable to the Planning Commission) where new road and drainage construction is involved;
3. map and parcel numbers as recorded on the land tax maps of the county;
4. chart depicting lot or tract number, square footage, and acreage;
22. The following notations:
 - (a) explanation of drainage easements;
 - (b) explanation of site easements;
 - (c) explanation of reservations; and

- (d) for any lot where public sewer or water systems are not available, the following:
 - (i) areas to be used for sewage disposal and their percolation results, or if the Planning Commission desires, any other acceptable data to show that the site can be served effectively by septic tanks;
 - (ii) water wells (existing and proposed); and
 - (iii) rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features;
- 23. the line size and approximate location of gas, water and sewer facilities along with the approximate location of hydrants.
- 24. a form for endorsement of Planning Commission approval of the preliminary plat which shall read as follows:

Approved by the Tipton County Regional Planning Commission, with such exceptions or conditions as are indicated in the minutes of the Commission on _____.
date

Preliminary plat approval shall not constitute final approval for recording purposes.

5-102 Construction Plans

5-102.1 General

Construction plans shall be prepared for all improvements required by these regulations. Plans shall be drawn at a scale of no more than fifty (50) feet to an inch. Plans shall be in compliance with the specifications in Article IV, of these regulations. Approval of plans must precede actual construction, and no final plat shall be considered by the Planning Commission until the required plans have been approved. The construction plans shall be prepared and stamped by a licensed engineer engaged in the practice of civil engineering. Design calculations for drainage, structures, and special construction items will be submitted for review.

5-102.2 Features

The following shall be shown on the construction plans.

- 1. Profiles showing existing and proposed elevations along center lines of all public ways.
- 2. Where a proposed road intersects an existing public way or ways, the elevation along the center line of the existing public way within one hundred (100) feet of the intersection.

3. Approximate radii of all curves, lengths of tangents, and central angles on all public ways.
4. Proposed public ways, as required by the Planning Commission; where such are required, horizontal stationing shall be at fifty (50) foot intervals and cross-sectional elevations shall be to an accuracy of one tenth (1/10) foot vertical on a line at right angles to the center line of the public way at the following points: the center line of the public way, each property line, and points twenty-five (25) feet inside each property line.
5. Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins.
6. The location of public way signs.
7. The location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing or proposed utility system.
8. Exact location and size of all water, gas, or other underground utilities or structures.
9. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including but not limited to, existing public ways, 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 or road plan.
10. The water elevations of adjoining lakes or streams and the approximate high- and low-water elevations of such lakes or streams shall be shown. All elevations shall be referred to the U.S.G.S. datum plane.
11. If the subdivision borders a lake, river, or stream, the distance and bearings of a meander line established not less than twenty (20) feet back from the ordinary high-water mark of such waterways.
12. The developer shall prepare for any portion of a subdivision containing a flood prone area, or an area known to be subject to flooding, information necessary for the Planning Commission to determine the suitability of the particular site for the proposed development, as follows:
 - (a) plans in duplicate 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 floodproofing measures, as specified in 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;
 - (d) pertinent structures, fill, or elevations of public ways;
 - (e) water supply, sanitary facilities, soil types, and other pertinent information, as required by the Planning Commission; and
 - (f) specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities.
13. Contours at the same vertical interval as on the preliminary plat.
 14. 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.
 15. A notation of construction plans approval by appropriate persons or governmental representatives.
 16. Title, name, address, stamp and signature of engineer who prepared the plans.
 17. Date of plans, including any revision dates.
 18. An erosion and sediment control plan shall be prepared for each development required to submit construction plans. Such plan shall demonstrate the manner in which the general principals for erosion and sediment control set out in Subsection 4-102.603 are to be implemented on the site covered by the construction plans.
 19. Stormwater runoff analysis, which includes a study using hydrologic engineering methods and principles to examine and propose changes to conveyances and structures required to handle the incremental storm water volumetric flow rate as a result of the proposed development based on a 25 year rainfall event. The analysis shall include the downstream impact on adjoining parcels, roads, culverts, bridges and other conveyances and structures and will continue to the point that incremental estimated flow rate as a result of the completed proposed development will result in no adverse impact to public or private property; the incremental flow shall be less than ten percent (10%) of predevelopment flow in any specific conveyance at the point of study termination.

A stormwater runoff analysis will be required on all major plats where the density of the subdivision is greater than one (1) dwelling unit per three (3) acres.

5-103 Final Subdivision Plat

5-103.1 General

The final subdivision plat shall be prepared on drafting material at a scale of no less than one hundred (100) feet to one (1) inch. 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.

Construction plans, if required as described in Section 5-102, of these regulations, shall have been approved prior to Planning Commission approval of the final subdivision plat.

5-103.2 Features

The final plat shall include:

1. The location of the property to be subdivided with respect to surrounding property(s) and public ways. The map and parcel number of the property being subdivided.
2. The names of all adjoining property owners of record or the names of adjoining developments.
3. The names of all public ways and adjoining public ways.
4. The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest minute and distance to the nearest one hundredth (1/100) of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the Tennessee Code, for a Category II (Suburban Subdivision). The survey shall be tied into the Tennessee Grid Coordinate System if a controlled monument is located within one-fourth (1/4) mile to any point of the property.
5. The location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, cemeteries, and potential wetlands.
6. Flood map reference number and date; the limits of floodway and floodway fringe areas shall be hatched or shaded and the regulatory flood elevation and regulatory flood protection elevation.
7. The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.
8. The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth of a foot and angles to the nearest minute. Lot areas shall be shown to the nearest tenth of a square foot. Also, chart depicting lot or tract number, square footage, and acreage.

9. The location, area, and dimensions, to the accuracy set forth in Item 8, 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.
10. The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:
 - (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; and
 - (c) copies of the charter and By-Laws of any Homeowners' Association established; and special information which the Planning Commission may require to protect the rights of future owners of the condominium or the public in general, where any common areas exist on the development.
11. The name and address of the owner(s) of the land being subdivided.
12. The name and address of the subdivider if other than the owner.
13. The name and stamp of the land surveyor or other person preparing the plat.
14. The date of the plat, approximate true north point, scale, and title of the subdivision.
15. Sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the center line of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat.
16. Location sketch map showing site in relation to area.
17. The zoning classification of all lots, as well as an indication of uses other than residential proposed by the subdivider.

18. The total acreage within the subdivision, and the remaining acreage of the parent tract from which the subject property is being subdivided, if applicable.
19. The most recent recorded deed book and page numbers for each deed constituting part of the property being platted.
20. A legal description of the total property included in the recorded subdivision prepared by a licensed surveyor or a registered professional engineer, shall accompany the plat, but not necessarily be shown on the plat.
21. The distance at the right-of-way line from a corner of the subdivided property to the nearest public cross-road or cross-street, rounded to the nearest foot. Show total area of road dedication.
22. Lot numbers, where required.
23. The line size and location of gas, water and sewer facilities (either shown on the final plat or stated in a note on the final plat), including the location of all required fire hydrants.
24. The diameter and width of all driveway culverts.
25. For any lot where public sewer or water system is not available, the following shall be shown:
 - (a) areas to be used for sewage disposal (when required); and
 - (b) water wells (existing and proposed).
26. Applicable certifications in the form reproduced in this section shall appear upon the final plat. 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.
27. State Department of Environment and Conservation, public water and sewer design layout and approval stamps, if applicable; also, actual design plans for filing in appropriate governmental representative's office.
28. Commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the Planning Commission.
29. Any required security instruments.

5-103.3 Plat Certificates

1. Certification showing that the applicant is the landowner; that he offers for dedication public ways, 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 _____, Tipton County Registers 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 ways, utilities, and other facilities have been filed.

_____, 20____
Date

Owner

Title (if acting for partnership or corporation)

2. Certification by a licensed land surveyor as to the accuracy of the land survey.

CERTIFICATE OF SURVEY ACCURACY

I (we) hereby certify that to the best of my (our) knowledge and belief this is a true and accurate survey to the specifications of the Gilt Edge Subdivision Regulations of the property shown hereon; that this is a Class "_____" Land Survey as defined in Title 62, Chapter 18, Tennessee Code, and that the ratio of precision is greater than or equal to 1:_____.

_____, 20____
Date

Licensed Land Surveyor Number _____.

3. Certification by appropriate governmental or quasi-governmental official(s) that sewage disposal and/or water system(s) has/have been installed.

CERTIFICATE OF APPROVAL OF WATER SYSTEM (or option below)

I, _____, do hereby certify that the District has reviewed the plans for the water system(s) and that those plans meet the requirements of (the utility district) and/or Subdivision Regulations are hereby approved or (2) that a performance bond or other surety instrument has been provided to the Planning Commission to guarantee completion of all required improvements for this subdivision, in case of default.

_____, 20____
Date

Name, Title and Agency of Authorized
Approving Agent

CERTIFICATE OF APPROVAL OF AVAILABILITY OF WATER
(Minor Plat only, if applicable)

I, _____, do hereby certify that I have reviewed the proposed minor subdivision and certify that public water is available.

_____, 20____
Date

Name, Title and Agency of Authorized
Approving Agent

**CERTIFICATE OF APPROVAL OF
SUBSURFACE SEWAGE DISPOSAL SYSTEMS**
(Major Subdivisions Only, Unless Otherwise Required)

Approval is hereby granted for lots _____ defined as _____, _____ County, Tennessee, as being suitable for subsurface sewage disposal (SSD) with the listed or attached restrictions.

Prior to any construction of a structure, mobile or permanent, the plans for the exact house/structure location shall be approved and an SSD system permit issued by the Division of Ground Water Protection. Water taps, water lines, underground utilities and driveways should be located at side property lines unless otherwise noted. Any cutting, filling or alterations of the soil conditions may void this approval.

_____, 20____
Date

Environmental Specialist
Division of Ground Water Protection

4. Certification on the final plat by appropriate governmental representative that the subdivider has complied with one of the following:
 - (a) installation of all public way improvements in accordance with the requirements of these regulations; or
 - (b) in lieu of compliance with subdivision improvement requirements, certification that surety has been posted by the subdivider in an amount approved by appropriate governmental representative to guarantee completion of all improvements.

**CERTIFICATE OF APPROVAL
OF ROADS AND ROADWAY DRAINAGE**
(Major Plats Only, Unless Otherwise Applicable)

I, _____, hereby certify: (a) that all improvements, including but not limited to **road, roadway drainage improvements and stormwater drainage** have been installed in accordance with these regulations and/or the other specifications adopted by Gilt Edge or (b) that a performance bond or other surety instrument in the amount of \$_____ has been provided to the Planning Commission to guarantee completion of all required improvements for this subdivision, in case of default.

_____, 20____
Date Director of Public Works

5. Certification on the final plat of Planning Commission approval for recording on the plat showing that the applicant is in accordance with subdivision and street names.

CERTIFICATE OF APPROVAL FOR SUBDIVISION AND STREET NAME(S)

I, _____, do hereby certify that I have reviewed the proposed subdivision and certify that the name of the subdivision and/or name(s) of the street(s) within this proposed subdivision do not conflict with other subdivisions and street names for emergency service purposes.

_____, 20____
Date Director of 911 Addressing

6. For a subdivision containing common open space or facilities, certification on the final plat of dedication of common areas in accordance with procedures established in these regulations.

CERTIFICATION OF COMMON AREAS DEDICATION

_____ 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 for use by the general public, but are dedicated to the common use of the homeowners within the named subdivision.

"Declaration of Restrictions," applicable to the above named subdivision, is hereby incorporated and made a part of this plat.

_____, 20____
Date Owner

7. Certification on the final plat of Planning Commission approval for recording of the plat.

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivisions plat shown hereon has been found to comply with the Gilt Edge Subdivision Regulations, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission; that the Planning Commission hereby accepts the dedication of the road right-of-way for the benefit and use of Gilt Edge, and that this plat has been approved for recording in the Office of the County Register.

_____, 20____
Date Secretary, Planning Commission

8. Certification on the final plat of Planning Commission approval for recording on the plat.

CERTIFICATE OF JOINDER AND CONSENT TO DEDICATION

The undersigned here certifies that (he, she, they, it) is/are the holder of a mortgage, lien or other encumbrance upon the above described property and that the undersigned hereby joins in and consents to the dedication of the lands described above by the owner thereof and agrees that its mortgage, lien or other encumbrance which is recorded in Trust Deed Book _____, Page _____, Registers Office, Tipton County, Tennessee, shall be subordinated to the above dedication.

_____, 20____
Date Signed

9. 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 within plat is prohibited and that development within floodway fringes 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.
10. Notation of Health Restrictions -- Any modifications or limitations that may be imposed by any federal, state or county agencies shall be clearly indicated on the plat.
11. Notation of Private Restrictions -- Private restrictions and trusteeships and their periods of existence shall be indicated on the plat. Should these restrictions or trusteeships be of such length as to make their lettering 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 shall note where they are recorded. The Planning Commission **does not** enforce private restrictions. Private restrictions are only enforced by owners and/or adjoining property owners.

5-104 Form of Dedication Offer

The form of the offer of irrevocable dedication, required by Subsection 2-103.1, Item 5, of these regulations, shall be as reproduced in this section and approved by the town attorney. The form may be modified as required by the town attorney.

Copies of this form may be obtained at the office of the enforcing officer.

FORM FOR OFFER OF IRREVOCABLE DEDICATION

AGREEMENT made this ____ day of _____, 20__, by and between _____, a _____, having its office and place of business at _____, Tennessee, hereinafter designated as the "local government".

WHEREAS, the Tipton County Regional Planning Commission is in the process of approving a subdivision plat entitled, _____, dated, _____, and made by _____; and

WHEREAS, said map designates certain public improvements consisting of _____ to be dedicated to the Town of Gilt Edge, free and clear of all encumbrances and liens, pursuant to the requirements of the Planning Commission and the local government; and

WHEREAS, the developer, simultaneously herewith, shall post a performance bond with the Planning Commission for the construction, maintenance, and dedication of said improvements, if required;

WHEREAS, the developer is desirous of offering for dedication the said improvements and land to the Town of Gilt Edge more particularly described in Schedule _____, attached hereto;

WHEREAS, the developer has delivered deeds of conveyance to the Town of Gilt Edge for the said land and improvements as described herein;

NOW, THEREFORE, in consideration of the sum of one dollar (\$1.00) lawful money of the United States paid by the Town of Gilt Edge to the developer and other good and valuable consideration, it is mutually **AGREED** as follows:

- A. The developer herewith delivers to the Town of Gilt Edge deeds of conveyance for the premises described in Schedule _____, attached hereto, said delivery being a formal offer of dedication to the Town of Gilt Edge until the acceptance or rejection of such offer of dedication by the Board of Commissioners.
- B. The developer agrees that said formal offer of dedication is irrevocable and can be accepted by the Town of Gilt Edge at the time.
- C. The developer agrees to complete the construction and maintenance of the land and improvements pursuant to the performance bond and the requirements of the _____ Planning Commission and any ordinances, regulations, requirements, covenants, and agreements that may be imposed by the Town of Gilt Edge with respect thereto and, upon acceptance by the Town of Gilt Edge of the offer of dedication, furnish to the Town of Gilt Edge a sworn statement certifying that the premises are free and clear of all liens and encumbrances and shall furnish to the Town of Gilt Edge a check for all necessary fees and taxes to record the deeds heretofore delivered.

D. That this irrevocable offer of dedication shall run with land and shall be binding on all assigns, guarantees, successors, or heirs of the developer.

_____, 20____
Date Developer

(CORPORATE SEAL)

ATTEST: FOR THE TOWN OF GILT EDGE BY

_____, 20____

**ACKNOWLEDGEMENT:
COPARTNERSHIP**

STATE OF TENNESSEE

(COUNTY OF _____) **SS.:** _____

On this ____ day of _____, 20____, before me personally appeared _____, to me known and known to me to be one of the firm _____, described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed such instrument as and for the act and deed of said firm.

CORPORATE

STATE OF TENNESSEE

(COUNTY OF _____) **SS.:** _____

On this ____ day of _____, 20____, before me personally appeared _____, to me known, who, being by me first duly sworn, did depose and said that he resides in _____; that he is the _____ of _____, the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he signed his name thereto by like order and authority.

INDIVIDUAL