

# **APPLICATION PROCEDURES FOR THE SUBDIVISION OF PROPERTY**

## **I. WHAT IS A SUBDIVISION?**

A subdivision represents the division of a tract or parcel of land into two or more lots, sites or divisions for the purpose, whether immediate or future, of sale or building development and includes the subdivision of land or the area subdivided. A subdivision also includes the combining of one or more lots into one parcel. Any owner/applicant subdividing land within the Town of Farragut must submit a subdivision plat to the Farragut Municipal Planning Commission (FMPC). Such application is typically a three-step process:

- A. Filing a concept plan, which upon approval allows the commencement of the preparation of the preliminary plat;
- B. Filing a preliminary plat, which upon approval allows the commencement of site preparation activities (i.e., grading, installation of utilities, roads, walking trails) and having successfully completed such improvements; and
- C. A final plat must be filed, which upon approval allows individual lots to be sold and/or building construction to begin.

Certain scenarios may constitute a “minor subdivision” (i.e., one lot into two, two lots into one, or a movement of an interior lot line) and may simply require a final plat. Such “minor subdivision” plats may not require FMPC approval and may be reviewed by staff and signed by the secretary of the planning commission.

## **II. APPLICATION AND APPROVAL PROCESS**

Subdivision requests that are presented to the FMPC must be submitted on or before the Monday, 31 days prior to the FMPC meeting. The FMPC meets on the 3rd Thursday of each month at 7:00 pm. The FMPC may request additional discussion if the information presented is incomplete or inadequate.

A grading permit will not be issued until the preliminary plat has been approved and all fees have been paid and irrevocable letters of credit have been posted.

- \*\*\* This summary and outline presented here is intended as a general guide and does not represent an inclusive set of details or requirements. Applicants should consult early and informally with the planning commission staff for advice and assistance. This will enable the applicant to become thoroughly familiar with the Farragut Subdivision Regulations and all other applicable regulations and requirements.

# APPLICATION PROCEDURES FOR THE SUBDIVISION OF PROPERTY

## PRELIMINARY PLATS

Consult with planning commission staff

The FMPC meets the 3rd Thursday of each month at 7:00 pm. Applicants must submit complete application packet on or before the Monday, 31 days prior to the meeting

Complete yellow application/pay fee/submit 4 complete sets of plat (24" x 36") and one reduced copy (8 1/2" x 11") to Town Hall

Staff reviews plat and meets with applicant the Tuesday, two weeks after plat submitted (Staff/Developer Meeting)

Applicant incorporates changes discussed at Staff/Developer meeting and submits 4 sets of revised plat, the following Monday at 9:00 am

FMPC reviews plat at the following meeting if all requirements/changes have been completed

If buffer strip or detention basin is required, see application procedures for Landscape Plan Approval

Grading permit issued when fees and irrevocable letters of credit (drainage/erosion) are paid/posted

Approximately 45 day process

## FINAL PLATS, RESUBDIVISIONS, PLATS OF CORRECTION

Consult with planning commission staff

The FMPC meets the 3rd Thursday of each month at 7:00 pm. Applicants must submit complete application packet on or before the Monday, 31 days prior to the meeting

Complete green application/pay fee/submit 4 copies of plat (18" x 24") and one reduced copy (8 1/2" x 11") to Town Hall

Staff reviews plat and meets with applicant the Tuesday, two weeks after plat submitted (Staff/Developer Meeting)

Applicant incorporates changes discussed at Staff/Developer meeting and submits 4 copies of revised plats the following Monday at 9:00 am

FMPC reviews plat at the following meeting if all requirements/changes have been completed

Approximately 35 day process

**APPLICATION FOR CONSIDERATION OF SUBDIVISION  
RESUBDIVISIONS, FINAL PLATS AND PLATS OF CORRECTION  
TOWN OF FARRAGUT, TENNESSEE**

FOR OFFICE USE ONLY Fee Paid: _____
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APPLICANT NAME: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
Lot(s)/Parcel(s) No.: \_\_\_\_\_ Tax Map No.: \_\_\_\_\_  
Number Of Acres: \_\_\_\_\_ Number Of Lots: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

NAME OF SURVEYOR: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

VARIANCE(S) OF THE FARRAGUT SUBDIVISION REGULATIONS REQUESTED (continue on back):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I execute the waiver of the requirement in Tennessee Code Annotated, 13-4-304, for approval of such plat(s) within thirty (30) days after submission.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE AND I AM THE APPLICANT OR THE LEGAL REPRESENTATIVE OF THE APPLICANT.

\_\_\_\_\_  
NAME (SIGNATURE)

\_\_\_\_\_  
DATE

# CERTIFICATION

I hereby certify that the submitted final/resubdivision plat includes and addresses all items identified in the application checklist.

\_\_\_\_\_  
Name and address of plan

\_\_\_\_\_  
Name of plan preparer (please print)

\_\_\_\_\_  
Signature of plan preparer

\_\_\_\_\_  
Date

**Town of Farragut  
Checklist For Applicants  
Resubdivisions, Final Plats and Plats of Correction**

Project: \_\_\_\_\_

Planning Division	Applicant Yes-No-N/A	Town Staff Comments
1. Submit four (4) 18" x 24" copies of the plat and one (1) 8 ½" x 11" reduced copy		
2. Title block information: a. Map and parcel information b. Subdivision name & phase number c. Purpose of the plat d. Preparation date & revision dates		
3. Name and address of owner(s)		
4. Name, address, telephone no., seal, and signature of surveyor		
5. Names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property		
6. Date		
7. Approximate north point		
8. Location map		
9. Scale: Not less than 1"=100' (verbal and graphic)		
10. Legend		
11. Street or road names		
12. Present zoning classification including Floodplain		

Project: \_\_\_\_\_

Planning Division	Applicant Yes-No-N/A	Town Staff Comments
13. Setback requirements in a plat note		
14. Lots numbered in numerical order (there shall be no duplicate lot numbers within any subdivision, including multi-phased subdivisions) Lot numbers should be the same as preliminary plat		
15. Acreage of each lot being created		
16. Show old acreages and lot #'s in parentheses		
17. Show former lot lines (dashed)		
18. Show right-of-ways widths		
19. Show all access and pedestrian easements		
20. Show all land to be reserved or dedicated for public use and/or open space (10% /35%) with plat notes stating their purpose, any limitations, and responsibility for future maintenance		
21. Show all existing buildings and structures (including billboards) and note any demolitions or removals		
22. Add plat note – “A five (5) foot utility, drainage, and construction easement on each side of interior lot lines, a ten (10) foot utility, drainage, and construction easement on inside of road rights-of-way and exterior lot lines”		

Project: \_\_\_\_\_

Planning Division	Applicant Yes-No-N/A	Town Staff Comments
23. The lines of all streets, roads, alley lines, lot lines, reservations, and easements		
24. If any portion of the land being subdivided is subject to flood, the limit of the base flood elevation ( Floodway, 100 and 500 year Flood Fringe Boundaries, and 50% Flood Fringe no fill line) shall be platted		
25. Minimum floor elevations (M.F.E.) [3 feet above base flood elevation]		
26. Show all streams (not mapped by FEMA) and indicate location and elevation of the top of bank. MFE is 3' above top of bank		
27. No substandard remnant lots created		
28. Submit copy of private restrictions or covenants (must be recorded prior to building permits being issued)		
29. Include appropriate certifications: <ul style="list-style-type: none"> <li>a. Cert. of Ownership &amp; Dedication</li> <li>b. Cert. of Common Areas Dedication</li> <li>c. Cert. of Survey Accuracy</li> <li>d. Cert. of Approval of Water System and Cert. of approval of Sewer System OR Cert. of Water and Sewer Availability and/or Cert. of Approval of Private Subsurface Sewage Disposal</li> <li>e. Cert. of Electric, Gas and Telephone Availability</li> <li>f. Cert. for Street Approval OR Cert. Of Bonding for Required Improvements</li> <li>g. Cert. Of Approval of Street Names</li> <li>h. Release of Easement(s) Cert.</li> <li>i. Cert. Of Approval for Recording</li> </ul>		

Project: \_\_\_\_\_

Planning Division	Applicant Yes-No-N/A	Town Staff Comments
30. Landscape completion and maintenance irrevocable letter of credit required (Calculated by staff)		
31. Show and label the extent of any aquatic buffer (required adjacent to all streams, wetlands, and springs)		
32. If an aquatic buffer, add the following note: “ There shall be no clearing, grading, construction, or disturbance of soil and/or native vegetation within the aquatic buffer except as permitted by the Town of Farragut”		

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Project:** \_\_\_\_\_

ENGINEERING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
34. Show grid lines and at least one grid tie		
35. Distance and bearing tie down information of every street line, lot line, boundary line, block line, reservation, and easement whether curved or straight. This shall include the radius, central angle, and tangent distance for the center line of curves.		
36. All dimensions to the nearest one-hundredth (100th ) of a foot and angles to the nearest minute		
37. Actual closure computations for all boundary traverses, including lot and block traverses [One (1) foot in ten thousand (10,000)]		
38. Submit as-built certifications		
39. Has construction been completed for the following: a. Streets b. Sidewalks and other pedestrian ways c. Utilities d. All other required improvements		
40. Irrevocable letter of credit for completion of required improvements(calculated by staff)		
41. Irrevocable letter of credit for two- year maintenance requirements (calculated by staff)		
42. Submit detention basin location and volume verification		

**Project:** \_\_\_\_\_

Additional comments: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_