

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
PRELIMINARY PLATS
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: _____ Phase 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 concept plan 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
PRELIMINARY PLAT**

PROJECT: _____

PLANNING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
1. Submit four (4) complete sets of 24"x 36" plat and one (1) 8½"x11" reduced copy		
2. Scale: Not less than 1"=100'		
3. Proposed subdivision name & location		
4. Name and address of owner(s)		
5. Lot(s)/Parcel(s) no. & Tax Map no.		
6. Name, address, telephone no., and seal of surveyor/engineer		
7. Dates of preparation and revisions		
8. Approximate north point & graphic scale		
9. Location Map		
10. Legend		
11. Acreage of the land to be subdivided and of each lot being created		
12. Names of adjoining property owners or subdivisions		
13. The present zoning classification on the land to be subdivided and on the adjoining land.		
14. Setback requirements in a plat note		

PROJECT: _____

PLANNING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
15. Total number of lots		
16. Location of existing and platted property lines, streets, access easements, buildings, sink holes, water courses, railroads, sewers, bridges, culverts, drainpipes, water mains, and any public utility easements		
17. Show all existing buildings and structures (including billboards)		
18. Show all land to be reserved or dedicated for public use and/or open space (10%/35%)		
19. Show open space calculations in plat note		
20. 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		
21. Show all streams (not mapped by FEMA) and indicate location and elevation of the top of bank		
22. Minimum floor elevation (M.F.E.)[4 feet above base flood elevation]		
23. Location of existing and proposed sidewalks, greenways and walkways/bikepaths (include existing tie-ins from adjacent properties)		
24. Traffic calming measures		
25. Street lighting (detail and locations)		
26. Show sinkholes and associated building setback, wetlands, springs, wet weather conveyances, steep slopes, rock formations, etc.		
27. Show and label the extent of any aquatic buffer [required adjacent to all streams, wetlands, and springs]		

PROJECT: _____

PLANNING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
28. 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”		
29. A copy of this plat shall be submitted to the United States Post Office, Local Customer Relations Coordinator		

Additional comments: _____

REVIEWED BY: _____ DATE: _____

PROJECT: _____

TREE PRESERVATION REMOVAL PLAN	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
30. Plan prepared by an approved professional		
31. Name and location of project		
32. A north arrow and a written and graphic scale		
33. Name, address, telephone no., seal and signature of preparer		
34. Location and identification of proposed improvements and area of disturbance		
35. Outline of the general location and an identification of the predominant species within all tree covered areas		
36. Outline of the exact location and a species and size identification of individual trees listed as being protected in the ordinance		
37. The outline of all trees or, where applicable, tree covered areas is drawn based on the approximate extent of the existing canopy(s)		
38. An identification of those protected trees which are considered to be hazardous		
39. An identification of those trees which are to be saved and those which are to be removed		
40. A table which corresponds to the trees shown on the drawing and which summarizes the total number of required replacement trees and the total number of trees which may be credited toward fulfilling landscaping requirements		
41. The location and identification of all environmentally sensitive areas		

PROJECT: _____

TREE PRESERVATION REMOVAL PLAN	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
42. The location and identification of required buffer strips		
43. A detail of tree protection fencing showing the height, material to be used, and installation method		
44. The location and identification of tree protection fencing		
45. The location and a description, including a typical detail, of any other tree protection measures, such as dry wells, retaining walls, mulched aisle ways, etc.		
46. The location and identification of temporary construction activities, such as the storage of equipment, worker parking, burn holes, topsoil stockpiles, etc.		
47. An identification of trees where special treatments, pruning, or other measures are proposed		
48. A description of any proposed special treatments, pruning, or other measures		
49. Evidence that the plan is consistent with other site development elements (e.g. grading, utility provisions, etc.)		

Additional comments: _____

REVIEWED BY: _____ DATE: _____

PROJECT: _____

ENGINEERING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
50. Dominant ground cover/soil type		
51. A complete drainage plan showing all improvements (streets, sidewalks, greenways, bikepaths/walkways, easements, detention areas, storm sewers, swales(water quality easements), ditches, reserved areas, and lot drainage)		
52. Proposed drainage structures including manholes, catch basins, junction boxes, pipe storm drains, ditches, and other drainage facilities, including head walls		
53. Are detention basins, greenways, and bikepaths/walkways located outside buffer strips?		
54. A plan and profile showing typical cross sections of proposed streets, roadways, sidewalks, greenways, bikepaths/walkways, swales and ditches		
55. A plan and profile showing typical cross section of entire right-of-way of all proposed roads		
56. Are sidewalks, greenways, bikepaths/walkways handicap accessible?		
57. Greenways and bikepaths/ walkways are to be constructed to Town standards in effect at time of construction		
58. Existing and proposed finished grades of paved rights-of way and special ditches		
59. Details of all structures which are part of the physical improvements in the subdivision		
60. Proposed utility layouts and connections (sanitary and storm sewers, water, electricity, gas, cable, telephone)[Prior to issuance of grading permit, the utility sheets must be signed by the applicable utility provider]		

PROJECT: _____

ENGINEERING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
61. Distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing streets or roads and to an original corner of the original survey of which it is a part		
62. Locations, widths, and other dimensions of proposed streets, alleys, sidewalks, greenways, bikepaths, walkways, easements, parks, other open spaces, reservations, lot lines, building lines, and utilities		
63. Calculations for all drainage designs per Farragut Stormwater Ordinance		
64. Contours at vertical intervals of not more than two feet		
65. Actual closure computations for the boundary traverses [One (1) foot in ten thousand (10,000)]		
66. Erosion control plan		
67. Bank stabilization plans		
68. Access information, including distances to nearest intersections, other driveways, alignment of existing drives, sight distance analysis, etc.		
69. Traffic Impact Study, if applicable		
70. Copies of federal and state construction permits, if applicable		
71. Irrevocable letter of credit for erosion control (calculated by staff)		
72. Drainage fee (calculated by staff)		
73. Residential - Identify any lots with unique or problematic drainage patterns that could occur at time of development		

PROJECT: _____

ENGINEERING DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
74. Traffic control plan which includes stop sign locations		
75. Detail for street name signs		
76. Utilities shall be installed with adequate cover so future driveway cuts do not disturb the lines.		
77. Traffic calming measures		

Additional comments: _____

REVIEWED BY: _____ Date: _____

PROJECT: _____

FIRE DIVISION	APPLICANT YES-NO-N/A	TOWN STAFF COMMENTS
78. Location of all fire hydrants		

Additional Comments: _____

REVIEWED BY: _____ DATE: _____