

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 resubdivision of land or the area subdivided. A subdivision also includes the combining of one or more lots into one parcel. Any subdivider of land within the Town of Farragut must submit a subdivision plat to the Farragut Municipal Planning Commission (FMPC). Such application is typically a two-step process:

- A. Filing a preliminary plat, which upon approval allows the commencement of site preparation activities (i.e., grading, installation of utilities, roads) and having successfully completed such improvements; and
- B. 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 as opposed to both a preliminary and 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.

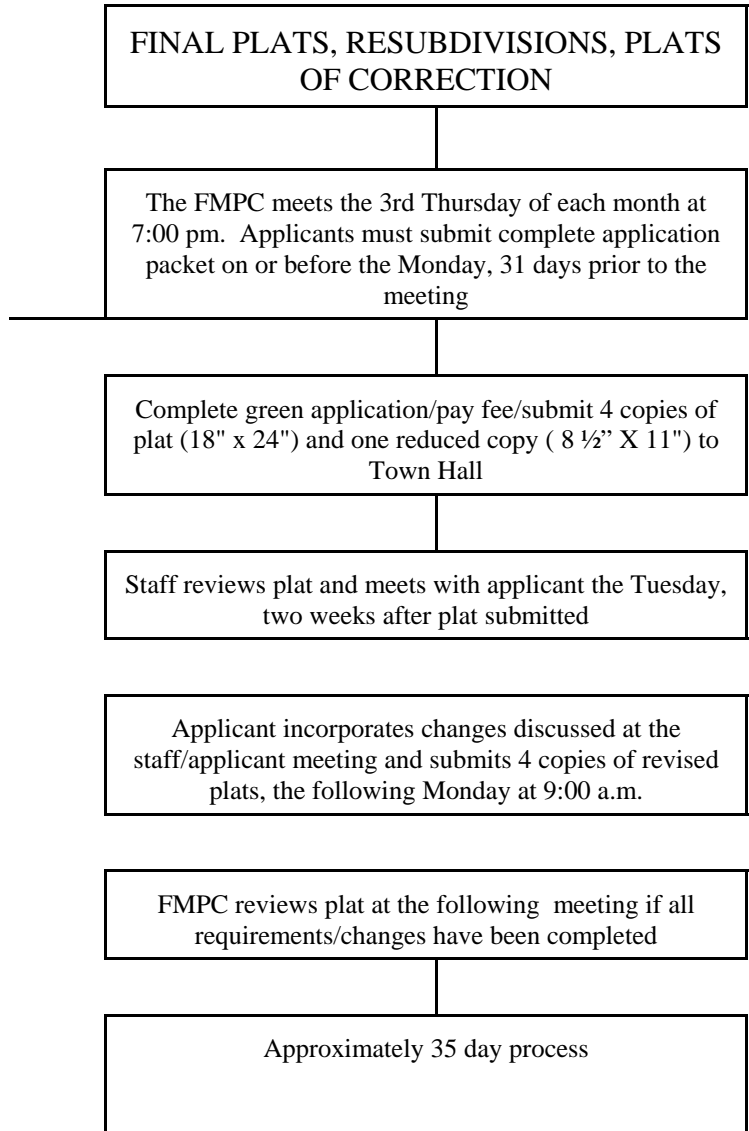
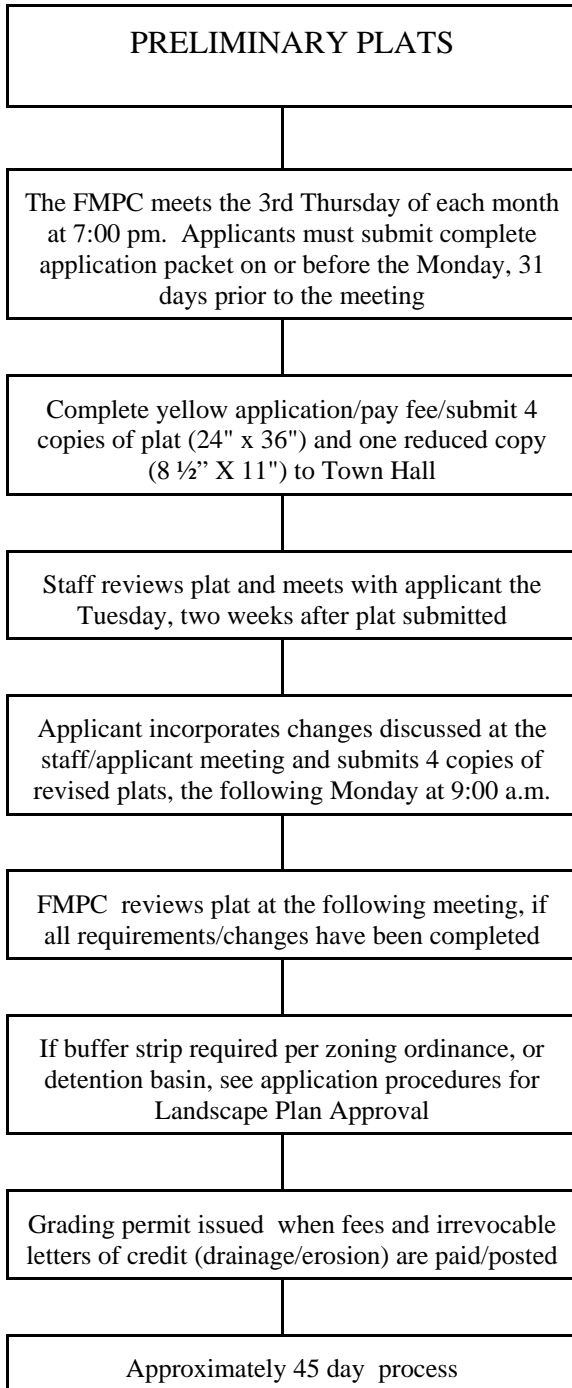
II. APPLICATION AND APPROVAL PROCESS

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 review detailed requirements as set forth in the Farragut Subdivision Regulations.

APPLICATION PROCEDURES FOR THE SUBDIVISION OF PROPERTY



**APPLICATION FOR CONSIDERATION OF SUBDIVISION
PRELIMINARY PLATS
TOWN OF FARRAGUT, TENNESSEE**

| |
|--|
| FOR OFFICE USE ONLY Fee Paid: _____ |
|--|

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: _____

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

**TOWN OF FARRAGUT
CHECKLIST FOR APPLICANTS
PRELIMINARY PLAT**

PROJECT: _____

| PLANNING DIVISION | APPLCANT YES-NO-N/A | TOWN STAFF VERIFICATION | TOWN STAFF COMMENTS |
|---|------------------------|----------------------------|------------------------|
| 1. Submit four (4) complete sets of 24"x36" plats and one(1) 8 ½" x 11" 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 | | | |
| 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) | | | |

| PLANNING DIVISION | APPLCANT YES-NO-N/A | TOWN STAFF VERIFICATION | TOWN STAFF COMMENTS |
|--|------------------------|----------------------------|------------------------|
| 18. Show all land to be reserved or dedicated for public use and/or open space (10%) | | | |
| 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 (100 Year Floodway, 100 and 500 Year Flood Fringe Boundaries and 50% Flood Fringe 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.) [3 feet above base flood elevation] | | | |
| 23. Location of existing and proposed sidewalks, greenways and walkways/bikepaths (include existing tie-ins from adjacent properties) | | | |
| 24. Location of all fire hydrants | | | |
| 25. Traffic calming measures | | | |
| 26. Street lighting (detail and locations) | | | |
| 27. Reference any protective covenants governing all aquatic buffers | | | |
| 28. Show and label the extent of any aquatic buffer [required adjacent to all streams (perennial and intermittent), wetlands, and springs] | | | |
| 29. 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: _____

| TREE PRESERVATION REMOVAL PLAN | APPLCANT YES-NO-N/A | TOWN STAFF VERIFICATION | TOWN STAFF COMMENTS |
|--|--------------------------------|------------------------------------|--------------------------------|
| 30. Plan prepared by an approved professional | | | |
| 31. Four (4) complete sets of plans 24" x 36" and one (1) 8 1/2" x 11" reduced set submitted | | | |
| 32. Name and location of project | | | |
| 33. A north arrow and a written and graphic scale | | | |
| 34. Name, address, telephone no., seal and signature of preparer | | | |
| 35. Location and identification of proposed | | | |
| 36. Outline of the general location and an identification of the predominant species within all tree covered areas | | | |
| 37. Outline of the exact location and a species and size identification of individual tree listed as being protected in the ordinance | | | |
| 38. The outline of all trees or, where applicable, tree covered areas is drawn based on the approximate extent of the existing canopy(s) | | | |
| 39. An identification of those protected trees which are considered to be hazardous | | | |
| 40. An identification of those trees which are to be saved and those which are to be removed | | | |
| 41. 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 | | | |

Preliminary plat (Rev. 3/08)

| TREE PRESERVATION REMOVAL PLAN | APPLCANT YES-NO-N/A | TOWN STAFF VERIFICATION | TOWN STAFF COMMENTS |
|---|--------------------------------|------------------------------------|--------------------------------|
| 42. The location and identification of all environmentally sensitive areas | | | |
| 43. The location and identification of required buffer strips | | | |
| 44. A detail of tree protection fencing showing the height, material to be used, and installation method | | | |
| 45. The location and identification of tree protection fencing | | | |
| 46. 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. | | | |
| 47. The location and identification of temporary construction activities, such as the storage of equipment, worker parking, burn holes, etc. | | | |
| 48. An identification of trees where special treatments, pruning, or other measures are proposed | | | |
| 49. A description of any proposed special treatments, pruning, or other measures | | | |
| 50. Evidence that the plan is consistent with other site development elements (e.g. grading, utility, provisions, etc.) | | | |

Additional comments: _____

REVIEWED BY: _____ DATE: _____

Preliminary Plat (Rev. 3/08)

PROJECT: _____

| ENGINEERING DIVISION | APPLCANT YES-NO-N/A | TOWN STAFF VERIFICATION | TOWN STAFF COMMENTS |
|---|------------------------|----------------------------|------------------------|
| 51. Dominant ground cover/soil type | | | |
| 52. A complete drainage plan showing all improvements (streets, sidewalks, greenways, bikepaths/walkways, easements, detention areas, storm sewers, swales, ditches, reserved areas, and lot drainage) | | | |
| 53. Proposed drainage structures including manholes, catch basins, junction boxes, pipe storm drains, ditches, and other drainage facilities, including head walls | | | |
| 54. Are detention basins, greenways, and bikepaths/walkways located outside the buffer strips? | | | |
| 55. A plan and profile of all streets showing typical cross sections of proposed roadways, sidewalks, greenways, bikepaths/walkways, swales and ditches | | | |
| 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 | APPLCANT YES-NO-N/A | TOWN STAFF VERIFICATION | 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 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) for in then 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 at time of development | | | |

Preliminary plat (5/07)

| | | | |
|---|--|--|--|
| 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: _____

Preliminary Plat (Rev. 3/08)