

PRELIMINARY PLAT REQUIREMENTS

Requirements as set forth by the Hamilton County Subdivision Regulations, Article 5, Section 500

Required Submittal Documents for Intake

1. Digital copy of plat.
2. Digital copy of Road Profiles.
3. Digital copy of Preliminary Grading and Drainage Plans.
4. If applicable, any variance application(s).

500.1 Preliminary Plat Contents

- ☐ Proposed name of the subdivision, which shall not duplicate or closely approximate, phonetically or in spelling, the name of any other subdivision in Hamilton County, or any PUD in Hamilton County. Plat labeled "Preliminary Plat".
- ☐ The full name and mailing address with zip code (telephone number requested) of the owner(s) and/or developer(s).
- ☐ The name and mailing address with zip code and telephone number of the person, firm, or organization preparing the Preliminary Plat.
- ☐ North point and scale.
- ☐ A vicinity map, showing the following features, if applicable, within an area large enough to locate the subdivision.
- ☐ Outline of proposed subdivision and north point.
- ☐ Location and name of all principal roads, streets, railroads, water courses, etc.
- ☐ State, county, or municipal boundaries shown and labeled.
- ☐ Name and/or show an easily identifiable landmark (store, road intersection, creek, etc.) and show the number of miles (to the nearest tenth) from the landmark to the site.
- ☐ The boundary line of the proposed subdivision drawn to scale and showing all bearings and distances, including existing road curve functions and dimensional data.
- ☐ Parcel number, including map sheet number and group identifier, for all parcels which are being subdivided or joined in the platted area (Tax Map Number).
- ☐ The location of control monuments on the boundary line of the proposed subdivision showing the horizontal position in Tennessee State Plane coordinates.
- ☐ Lots drawn and numbered in a logical numerical order, showing the approximate dimensions of lots. Subdivisions developed in phases or units are to continue numbering the lots, and not start with lot number 1 for each new unit. The use of lot numbers by block, in which lot numbers are repeated in each block, is prohibited.
- ☐ The property lines of all adjoining property shall be shown with dashed lines. For adjoining subdivisions, show the full name of the subdivision, ROHC book and page numbers, and the lot numbers (dashed). For other adjoining property, show the owner's name.
- ☐ Show the location, widths and names of all existing, proposed or recorded streets, public rights-of-way, or access easements, etc., intersecting or paralleling the subdivision, on or adjacent to the subdivision.
- ☐ Proposed street names shall not duplicate or closely approximate, phonetically or in spelling, the name of any other street in Hamilton County. The change of a street name prefix (East, North) or suffix (Road, Lane, Circle) shall not be construed as a different street name.

- ☐ Show the station numbers for all proposed streets. Station numbers shall begin at a known existing and reproducible street centerline.
- ☐ Split Road Cross Sections: A typical cross section of all split roads in the subdivision shall be shown on the preliminary plat, if applicable.

500.2 Drainage Information

- ☐ Show the size, location, outline and direction of water flow at all high and low points of all existing and proposed drainage easements in and adjacent to the subdivision.
- ☐ If drainage areas and/or easements are to be relocated, show the new location; label "relocated"; and state the treatment of the new drainage area and/or easement. If drainage areas in the subdivision are to be filled, label "to be filled", and show and label existing and proposed finished contours within the area to be filled and within the area to be cut.
- ☐ Show size, location and number of acres drained in pipes or open conveyances in and adjacent to the subdivision.
- ☐ Show direction of water flow at all high and low points on all existing and proposed roads in and adjacent to the subdivision.
- ☐ Show location and label any other proposed drainage improvements such as catch basins, headwalls, rock and mortar or concrete drainage ditches, etc.
- ☐ Show the location and label any proposed off-site drainage improvements which are made necessary by the construction of the proposed subdivision.

500.3 Utilities Information

- ☐ For all existing and proposed water lines, show size, location of lines, and outline and size of easements (if applicable) in and adjacent to the subdivision.
- ☐ For all existing and proposed gas lines and mains, show size, location, name of mains, and outline of easements (if applicable) in and adjacent to the subdivision.
- ☐ For all existing electrical and telephone lines and easements, show size, location, name of major easements, and outline of easements in and within fifteen (15) feet of the subdivision.
- ☐ For all existing and proposed sanitary sewers and sewer easements, show sizes, locations, direction of flow, outlines of easements, manholes, and invert elevation in and adjacent to the site.
- ☐ If sanitary sewers are not available on or adjacent to the site, but are required by the location by the local government, state the nearest location and size of line of nearest sanitary sewer.
- ☐ If a sewage treatment plant of any type is to be constructed on and/or to serve the subdivision, state whether the plant will be public or private. If public, place the offer of dedication on the plat. If private, add a statement concerning the method of operation and maintenance to the plat.
- ☐ Natural contours at five (5) foot intervals or less (sea level elevations only). The plat designer shall field check for accuracy of the contour lines if obtained from sources other than his own. The surveyor or engineer shall establish a benchmark on the site.
- ☐ Existing and finished contours within the area to be cut or filled shall be shown on the Preliminary Plat.
- ☐ Contour line or limit of 100 year flood and/or Floodway Zone (Valley Zone), if applicable.
- ☐ Municipal, county, state boundaries, water courses, railroads, etc., in and adjacent to the subdivision.
- ☐ The Preliminary Plat shall be drafted so that good, clear, legible prints and copies can be made. Special attention should be given to the selection of patterned films. Dot pattern or dot shading should not be used on plats.

500.4 Statements to be Included on the Plat

- ☐ Present zoning of tract and zoning applied for, if applicable.

- ☐ Any rezoning cases associated with this project shall list the zoning change, case number and date of approval.
- ☐ Any variance cases associated with this project shall list the case number and date of approval.
- ☐ Source of water supply. If public water supply is not available, state nearest location, size of line, utility company's name and whether water supply will be from wells.
- ☐ Number of acres subdivided.
- ☐ If the topo was obtained from a source other than an actual field survey, use the following quote: "Topo was obtained from (source) and has been field verified to insure its accuracy."
- ☐ If the topo was taken from an actual field survey, use the following quote: "Topo was obtained from an actual field survey dated _____ conducted by _____. Elevations were determined from benchmark or monument located at _____, elevation _____."
- ☐ If Community Lot(s) are shown, note the following: "No building permit is to be issued for a residential, commercial or industrial building on the Community Lot. Lot to be used for recreational purposes only. Maintenance to be assumed by the developer until lot is deeded to home owners in the subdivision, or to a homeowners association."
- ☐ A statement of the proposed use of the lots (e.g. single-family dwellings, two-family dwellings, multiple-family dwellings, commercial development, industrial development, etc.).
- ☐ Special notations and information, if required.
- ☐ OpenGov permit number.

500.5 Road Profiles

(Separate document - submit with preliminary plat)

- ☐ Vertical road profiles of all roads to be constructed in the subdivision shall be submitted with the preliminary plat.
- ☐ Show the identification of the sewer line, manhole locations and numbers, the existing ground lines.
- ☐ Show the proposed centerline grade, percent grades, vertical curves, street intersections, and drainage structures.
- ☐ All drawn to a scale not less than one inch equals one hundred feet (1" = 100') horizontal, and one inch equals ten feet (1"= 10') vertical.
- ☐ Include seal and signature of designer.

500.6 Sanitary Sewer Profiles

(Separate document - submit with preliminary plat)

- ☐ Vertical sanitary sewer profiles of all sanitary sewers to be constructed in and for the subdivision shall be submitted with the preliminary plat.
- ☐ Show the identification of the sewer line, manhole locations and numbers, invert elevations, percent grades and direction of flow.
- ☐ Show underground utilities, drainage structures and the natural and finished grades.
- ☐ All drawn at a scale not less than one inch equals one hundred feet (1" = 100') horizontal, and one inch equals ten feet (1"= 10') vertical.

If the sewer line(s) go through an adjacent owner's property, include one of the following:

- ☐ Put the deed book and page number(s) of the recorded easement that allow the developer and/or city to install and maintain a sewer line through the adjoining property and submit a copy of the recorded document to the Planning Commission staff with the rest of the information required, or

- ☐ Put a statement on the plat that allows the developer and/or WWTa to install and maintain a sewer line through the adjacent owner's property in the location as shown on the subdivision plat, and signed by the adjacent owner.
- ☐ The sanitary sewer profiles shall have the signature and seal of an engineer licensed to practice in the State of Tennessee.
- ☐ The sanitary sewer profiles and the vertical road profiles may be shown together. If this is done, submit a digital copy of the combined vertical profiles with the submittal of the preliminary plat.

500.7 House Locations & Building Setback Lines

Suggested house locations and building setback lines may be required by the Hamilton County Groundwater Protection and should then be shown on the plat.

- ☐ Building setback lines shown on plat.
- ☐ If suggested house locations are shown on the plat, a note should be added showing the symbol for the house location and wording similar to the following: "House should not be greater than _____ feet from its closest side lot line as shown." and/or "Building setbacks and suggested house locations may be changed with written permission of the Hamilton County Groundwater Protection."

500.8 Existing Utilities and Railroads

The Planning Commission may require that a letter be submitted with the preliminary plat from the affected utility or railroad approving the proposed crossing of the utility, utility easement, or railroad by any street, driveway, field lines, or other utility, etc.

500.9 Drainage Calculations

- ☐ Calculations for drainage pipes in excess of 15 inches to be installed by the developer shall be submitted with the preliminary plat. .

When necessary, the County Engineer may also require drainage calculations for any 15 inch pipe.

500.10 Grading & Drainage Plans, and Hydrology Report

- ☐ Submit a digital copy of the proposed grading and drainage plans with the proposed preliminary plat.
- ☐ Submit the hydrology report with the proposed preliminary plat.