



Main Office: 423-209-7950
Address: 1250 Market Street, Suite
3046, Chattanooga, TN 37402
Hours of Operation: 8:00 A.M. to
4:00 P.M.
Except for these [holidays](#)



STAFF APPROVAL SUBDIVISION PLAT CHECKLIST

Staff approved plats are for subdivisions seeking five (5) or fewer new lots, along existing roads/streets, where there is no need for variances, and no new utilities or infrastructure being installed/extended.

Applicants must submit online applications and digital plat maps to the [Hamilton Staff Approved Plats](#) for properties in Unincorporated Hamilton County.

GIS will verify addresses, street names, and tax map/parcel ID numbers, then release the digital document in the respective portal for subsequent reviews. Once a review is completed, the portal will show the task in green font. Check the portal for status updates and use it to communicate any questions. The following items are required on staff-level plat maps.

All Plats

- ☐ Vicinity Map
- ☐ North Arrow
- ☐ Graphic Scale
- ☐ Bearings
- ☐ Easements & Buffers
- ☐ Search for the property in Hamilton County GIS by tax map number or street address.
[https://gismaps.hamiltontn.gov/Html5Viewer/index.html?viewer=GISMO5`.GIS\\_HTML51](https://gismaps.hamiltontn.gov/Html5Viewer/index.html?viewer=GISMO5`.GIS_HTML51)
- ☐ **Check prior plat and HCPD for zoning conditions and active recorded lots/notes to carry forward**
- ☐ Owner Certification statement on plat: "I hereby adopt this as my plan of subdivision and certify that I am the owner of the property shown in fee simple" **OR** If roadway is being dedicated: "I hereby adopt this as my plan of subdivision and certify that the rights-of-way are dedicated to the public use forever. I also certify that there are no encumbrances on the property to be dedicated and that I am the owner of the property shown in fee simple"
- ☐ Owner of the property name listed on plat and matches what is shown on property card and deed (**All owners listed on the plat**)

Note: If the owner is deceased the Registrar requires the owner name to be listed as owner with (deceased) behind their name. The executor of the estate will sign the plat.

Owner full mailing address on the plat

Owner phone number on the plat

NOTES & MAPPING

- ☐ Tax map number noted

Noted: "This plat resubdivides deed(s)/page(s) _____ ROHC"

Zoning of property noted (matches zone of record)

Each lot meets the size requirements for the zone

Each lot meets the frontage requirements for the zone (all lots front a public street)

Each lot has a unique lot number in the mapping area (can use a combination of numbers and letters.

For example: 1A, 1B)

Lot numbers included in mapping area (matches lot numbers in title block)

ROW of all streets labeled

Each lot is addressed

Noted: Number of acres subdivided (matches acres showing in mapping area)

Noted: Subdivision has been developed according to the Subdivision Regulations of Hamilton County .

Plat has required waste management service listed. Either septic or sewer.

For plat maps in the County and East Ridge, the sewer authority is WWTa. Review

- ☐ comments will come from WWTa. WWTa requires the sewer line and easement to be shown in the plat mapping area. Manholes should be labeled, but the manhole IDs are not necessary.

- ☐ WWTa Note: Sewer is provided by WWTa (WWTa is also added to recording block)

- ☐ GWP has checked all septic related plat notes and SSDS easement areas. For properties that are on septic there is a separate review from the Groundwater Protection office.

OpenGov permit number noted

- ☐ FEMA map reference and date noted. If property is in the flood zone, the below/above line is shown in mapping area of the plat with base flood elevation noted
- ☐ If the property has received a variance to lot size, frontage, or set backs, resolution number and date of approval is added to plat notes
- ☐ Purpose statement noted. If proposed use dictates setback, easements, refuse, etc, statement of proposed use noted
- ☐ Noted: The owner/developer is to install all drainage structures and improved easements as required. The maintenance of drainage easements is the responsibility of the property owner and not the local government.
- ☐ Noted: Local Government does not certify that utilities or utility connections are available
- ☐ Noted: "No building permit is to be issued for a residential, commercial, or industrial building on the Community Lot. The community lot is to be used for recreational purposes only. Maintenance to be assumed by the developer until the lot is deeded to the home owners in the subdivision, or to a home owners association" (This note only necessary where plat involves an associated community lot)

- ☐ If plat involves part of a major subdivision being built out, citations for preliminary and final plat approval are noted
- ☐ Distance to the nearest intersection added (may be referenced as tie in or cross street)
- ☐ Fire hydrant within 500 feet or proposed hydrant location mapped
- ☐ 501.5 Statements Included on the plat for all plats located within the Water Quality Program Area
 - ☐ a) Water Quality Easements and other drainage related facilities installed by the developer cannot be filled, altered, or changed in any way without permission from the Hamilton County Water Quality Program.
 - ☐ b) The owners of all lots are responsible to maintain Water Quality Easements to the standards of the Hamilton County Water Quality Program Rules and Regulations.
 - ☐ c) The Government of Hamilton County is not responsible to construct or maintain Water Quality Easements or any drainage related facilities.
 - ☐ d) The Hamilton County Water Quality Program reserves the right at any time to access Water Quality Easements to inspect areas and facilities.
 - ☐ e) The Hamilton County Water Quality Program Rules and Regulations shall apply to any discharge of storm water from this subdivision.
 - ☐ Land disturbance is prohibited in Stream/Riparian Buffer. No clearing, grading, grubbing or tree removal allowed without approval from the Hamilton County Water Quality Program.

If new driveway tiles are required, a permit through Hamilton County Highway Department shall be obtained. Any damage done to public roadway due to construction on the lots shall be repaired by the developer according to the Hamilton County Highway Department's Road & ROW Restoration

Standards. Private driveways shall be built to standards shown in Hamilton County Standard Drawing "HCSD-200.03 Private Driveway Entrance".

Title Block

Plat has a distinguishable title block with subdivision name, plat type, lot numbers, jurisdiction of the property, deed book/page and/or plat book/page references.

Signature Blocks

- ☐ Owner certification at signature block with owner full name address & phone number
- ☐ Surveyor contact information on plat
- ☐ Surveyor certification statement and signature block
- ☐ Engineer's statement of design and signature block (if desired or required)

Recording Signature Blocks

Approved for Recording

- ☐ Hamilton County Geospatial Technology (Can not use any abbreviations)
- ☐ Jurisdictional Authority:
- ☐ Hamilton County Water Quality:
- ☐ Hamilton County Groundwater if on septic or Hamilton County WWTA if on sewer
- ☐ Chattanooga/ Hamilton County Regional Planning Commission:
- ☐ ***Hamilton County Fire Marshal's Office if a major plat or if a hydrant install is required (hydrants generally required within 500 ft of new construction)

Post Submission

Initial Digital Submission and Geospatial Review:

1. Submit a digital plat to the Hamilton County Geospatial Technology Department (GIS) as noted above
2. GIS verifies street names, addresses, and tax map/parcel IDs.
3. GIS updates it with markups and completes it for subsequent reviews.
4. GIS has up to 10 working days to complete this review and send comments

Review Panel Assessment:

1. The review panel (Jurisdiction, Stormwater/Water Quality, Wastewater/Groundwater Protection, HCPD & EPB) reviews the plat for compliance with regulations.
2. The review panel has approximately 14 days from receipt from GIS to return markups to the applicant (surveyor/engineer).
3. HCPD compiles all review panel comments and emails them to the applicant. HCPD has approximately 14 days from the date of final comment to provide comments/markups to the applicant

Applicant Revisions and Hard Copy Submission:

1. The surveyor/engineer addresses all noted items and prints the finished plat for signatures.
2. Handwritten signatures from all owners and surveyors are required for recording.
3. Submit signed plat maps with review and recording payments to the designated drop-off locations at Development Resource Center 1250 Market Street, Chattanooga, TN 37402.
Use the black bin labeled "Hamilton County"
4. Minimum hard copy requirements:
Up to 6 copies may be submitted.
Minimum 4 copies for plats involving septic systems.
Minimum 3 copies for Hamilton County projects served by WWTa.

Fees

HCPD Review Fee: \$100 through OpenGovcheck Checks (payable to Hamilton County Planning Department) and credit card payments are accepted in office but may delay processing.

Register of Deeds Recording Fee:

- \$17 for one-page plats (up to 6 copies)
- Multi-page plats require a \$17 fee for the first page, plus \$15 for each additional page (up to 6 copies of the document), payable to the Hamilton County Register of Deeds. Credit card payments are accepted but will delay processing.

and the hard copy plat is delivered to the Land Development Office, the hard copy plat is reviewed

- Payment Method: Check or credit card via OpenGov link

Recording Geospatial Technology

Hamilton County Geospatial Technology processes plats submitted for recording weekly on Thursdays. If you wish to record a reviewed and signed plat before following Thursday, you may pick up the signed plat, take it to Geospatial Technology for review/signature and take the signed plat to the Hamilton County Register of Deeds office to record weekdays between the hours of 8:30 a.m. and 3:30 p.m.

Post-Recording Information:

- Recorded plats are available for pickup in the plat sorter in the Development Resource Center first-floor lobby (next to the drop-off bin), *unless* the minimum number of copies was submitted for recording
- Pick up hard copies within 3 weeks of recording
- The link to digital copies of recorded plats is emailed within 5 days of recording. Digital copies are also available for a fee on the Hamilton County Register of Deeds website:
<https://www.hamiltontn.gov/RegisterOfDeeds.aspx>