

Franklin County, Tennessee

Subdivision Regulations Checklists

Amended 11-26-13

Franklin County Regional Planning Commission

C. Certificates:

The following certificates shall be shown on the plat, signed and dated (where indicated and if applicable).

Certificate of Ownership and Dedication

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all roads, alleys, walks, parks and other open spaces to public or private use as noted.

_____, 20____
Date

Owner

Owner

Certificate of Approval for Subdivision and Road Name(s)

I hereby certify that (1) the names of existing roads shown on this subdivision plat are correct, (2) the names of any new road do not duplicate any existing names and said names are in compliance with the adopted Franklin County Road Naming Standards.

_____, 20____
Date

Director of 911 Addressing

Certificate of Documentation of Interceptor Drain

I hereby certify that (1) the interceptor drain(s) shown hereon have been adequately sized and (2) the outflow amount(s) are calculated and affixed to the plat.

_____, 20____
Date

P. E.

Certificate of Private Driveway Notation

The ingress/egress easement(s) driveway shown hereon is to be built and maintained jointly by all owners taking access from this private driveway, and is not intended to become a public road. The Franklin County Highway Commission may, at their discretion, agree to accept this road into the County Highway System if all property owners agree (1) to petition the Highway Commission for a public road and (2) to build and pay for upgrading to County specifications in effect at the time of the request.

Any owner(s) of lots that are dominant tenants (of the easement) currently taking access from this private driveway must sign below, thereby acknowledging awareness of the above maintenance statement and awareness that access via this private driveway is limited to four (4) lots (the parent parcel and three lots).

Dominant Tenant Signature(s)

Tax Map & Parcel Number of Lot

Date

Deed Book & Page

Certificate for Private Road Subdivision

I, (name), P.E. do hereby certify that the roadway and drainage improvements within (name) Subdivision are complete and meet the minimum standards for a "Private Road Subdivision" as set forth in the Subdivision Regulations.

Certificate of Approval for Subsurface Sewage Disposal

Of a form, format, and wording determined by the "County Environmentalist" or other TN State official.

Certificate of Documentation for Decentralized Sewer System

Of a form, format and wording determined by the public utility and approved by the Planning Commission.

Certificate of Documentation for Water and Sewer System

I hereby certify that the water supply and sewer system has been installed, or a surety has been accepted in the amount of \$ _____ for ensuring future installation; and the design and/or construction fully meet the requirements of the State of Tennessee and the public utility are hereby approved as shown.

_____, 20____
Date

Authorized Representative

Alternatively - of a form, format and wording determined by the public utility and approved by the Planning Commission.

Certification of Approval of Water Systems

I hereby certify that the water supply has been installed, or a surety has been accepted, in the amount of \$ _____ for ensuring future installation and the design and/or construction fully meet the requirements of the State of Tennessee and are hereby approved as shown.

_____, 20____
Date

Authorized Representative of (Public Utility Name)

Or for use on plats with no new waterlines constructed but with available water lines adjacent to the property:

Certification of Approval of Water Systems

I hereby certify that potable water is available to the (Subdivision Name) through an existing (Public Utility Name) water main in front of the property as shown on this plat.

_____, 20____

Date

Authorized Representative of the (Public Utility Name)

Certification of Approval of Roads

I hereby certify: that roads, have been installed in an acceptable manner and according to the Franklin County Road Standards or, that a surety has been posted to assure completion of all required improvements in case of default.

_____, 20__

Date

Franklin County Highway Superintendent

Or for use on plats with no new roadways constructed nor new Right-of-Way deed transfer from the owner/developer to the Highway Department:

Certification of Approval of Roads

I hereby certify that (County Road Name) is a County Road. No new County Right-of-Way has been established or accepted by the Franklin County Highway Department.

_____, 20__

Date

Franklin County Highway Superintendent

Or for use on plats where documentation of a new Right-of-Way deed transfer from the owner/developer to the Highway Department:

Certification of Approval of Roads

I hereby certify that (County Road Name) is a County Road and that additional new Right-of-Way has been established or accepted by the Franklin County Highway Department as shown on this plat. No new roadway improvements have been approved or accepted.

_____, 20__

Date

Franklin County Highway Superintendent

Certificate of Accuracy

I hereby certify that the plan shown and described hereon is true and correct survey to the accuracy required by the Franklin County, Tennessee, Regional Planning Commission and that the monuments have been placed as shown hereon, to the specifications of Planning Commission.

_____, 20__

Date

Subdivision Name:

**Checklist for
Minor Division of Property Plat
(Two Lot Division)**

- _____ 1. Name of division (property owners last name/name of road).
- _____ 2. Name and address of owner of record, subdivider, and surveyor/engineer.
- _____ 3. Plat stamped by registered surveyor.
- _____ 4. Drawn to a scale of _____ equals _____ on sheets not larger than 16½" by 22" (prefer 11" by 17" but large sizes may be acceptable).
- _____ 5. North point, vicinity point, graphic scale, and date.
- _____ 6. Total acreage, civil district, Franklin County Property Map and Parcel Number.
- _____ 7. Bearings of property lines and sufficient engineering data to locate all lines including radii, angles, and tangent distances.
- _____ 8. Dimensions to the nearest 10th of a foot and angles to the nearest minute.
- _____ 9. Lot lines, easements, alleys, building setback lines.
- _____ 10. Location and description of monuments.
- _____ 11. Area of each lot.
- _____ 12. Names, locations of adjacent properties.
- _____ 13. Zoning classification.
- _____ 14. Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation.
- _____ 15. FEMA flood statement, (include Map Number).
- _____ 16. Lines, names, and widths of all streets and roads.
- _____ 17. Certificate of surveyor.
- _____ 18. Certificate for Recording to be signed by Planning Staff Member and Planning Commission Secretary for lot approval.
- _____ 19. Show existing structures (do not create minimum setback violations).
- _____ 20. Are both lots conforming in size for the zoning district?
- _____ 21. Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road?
- _____ 22. Are there **any** access easements? Is there a Certificate of Private Driveway Notation signed by all driveway users? three (3) is the upper limit of access easements.
- _____ 23. A Note shall be added to all Minor Divisions: A soils evaluation has not been performed & No public potable waterlines are shown on this plat.
- _____ 24. Has this parcel been subdivided and approved by the Minor Division Plat Procedure in this calendar year.
- _____ 25. Three originals submitted.
- _____ 26. (Minor Division Plat fee: \$25.00)

Notes: _____

Subdivision Name:

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that this MINOR DIVISION OF PROPERTY shown hereon has been found to comply with the subdivision regulations for Franklin County, Tennessee, with the exception of such variances, if any, as are noted in the minutes of the Board of Zoning Appeals and/or the Franklin County Regional Planning Commission and that it has been approved for recording as a deed attachment in the office of the County Register.

Authorized Planning Staff Member Planning Commission Secretary Date

9-27-11 h. To add a certificate to subdivision plats if there are easements:

Certificate of Private Driveway Notation

The ingress/egress easement(s) driveway shown hereon is to be built and maintained jointly by all owners taking access from this private driveway, and is not intended to become a public road. The Franklin County Highway Commission may, at their discretion, agree to accept this road into the County Highway System if all property owners agree (1) to petition the Highway Commission for a public road and (2) to build and pay for upgrading to County specifications in effect at the time of the request.

Any owner(s) of lots that are dominant tenants (of the easement) currently taking access from this private driveway must sign below, thereby acknowledging awareness of the above maintenance statement and awareness that access via this private driveway is limited to four (4) lots (the parent parcel and three lots).

Dominant Tenant Signature(s) Tax Map & Parcel Number of Lot

Date Deed Book & Page

Checklist for Preliminary Subdivision Plat Review

- _____ 3 copies submitted 10 days prior to meeting.
- _____ Name of subdivision.
- _____ Drawn to scale of not less than one inch equals 100 feet.
- _____ Name and address of owner of record, subdivider, and surveyor.
- _____ Plat stamped by registered surveyor.
- _____ North point, vicinity point, graphic scale and date.
- _____ Boundary lines by bearing and distances.
- _____ Franklin County Property Map Number and Parcel Number(s).
- _____ Names of adjoining property owners and/or subdivisions.
- _____ Location of all existing physical features on land and nearby properties.
- _____ Contours (field surveyed or taken from aerial photographs acceptable to the planning commission).
- _____ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.
- _____ Block numbers and lot numbers.
- _____ Plans of proposed utility layouts showing connections to existing or proposed utility systems.
- _____ A drainage plan which the planning commission may require profiles and typical cross-section of easements, tiles and catch basins.
- _____ Minimum building front yard setback line.
- _____ Delineation of flood prone areas including the floodway and floodway fringe based on the 100-year regulatory flood elevation.
- _____ Present zoning classification, on land in subdivision and adjacent land.
- _____ Cross-section and centerline street profiles at suitable scales as may be required by the Highway Superintendent and/or the Planning Commission.
- _____ Conforms to general requirements and minimum standards of design.
- _____ Soil suitability tests have been made and proposed sewage systems have been approved, if applicable.
- _____ Show existing structures (do not create minimum setback violations).
- _____ Are all lots conforming in size for the zoning district?
- _____ Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road? Check Article IV, Section 2.3.

Checklist for Final Subdivision Plat Review

- _____ Submitted within one year from date of preliminary approval.
- _____ 3 copies submitted 10 days prior to meeting.
- _____ Name of subdivision.
- _____ Drawn to scale of ____ equals ____ on sheets not larger than 22" by 34".
- _____ Name and address of owner of record, subdivider, and surveyor.
- _____ Plat stamped by registered surveyor.
- _____ North point, graphic scale, vicinity point, and date.
- _____ Total acreage within the subdivision.
- _____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- _____ Franklin County Property Map Number and Parcel Number(s).
- _____ Reservations, easements or other non-residential areas.
- _____ Dimensions to the nearest 10th of a foot and angles to the nearest minute.
- _____ Lot lines, alleys, building setback lines.
- _____ Location and description of monuments.
- _____ Area of each lot.
- _____ Names, locations of adjacent properties.
- _____ Zoning classification.
- _____ Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation.
- _____ FEMA flood statement, (include Map Number).
- _____ Lines, names and widths of all streets and roads.
- _____ Lots numbered in numerical order and blocks lettered alphabetically.
- _____ Location sketch map with flooded areas outlined.
- _____ Certificate of Ownership and Dedication.
- _____ Certificate of Approval of Water and Sewerage Systems and Streets.
- _____ No interceptor/curtain drain.
- _____ Certificate of Documentation of Interceptor Drain design stamped by engineer.
- _____ Certificate of Accuracy by surveyor.
- _____ Certificate of Approval for Subdivision and Street Name(s).
- _____ No access easements.
- _____ Certificate of Private Driveway Notation.
- _____ Certificate of Approval for Recording.
- _____ Proposed deed restrictions if applicable.
- _____ Conforms to general requirements and minimum standards of design.
- _____ Required physical improvements have been made or bond posted.
- _____ Show existing structures (do not create minimum setback violations).
- _____ Are all lots conforming in size for the zoning district?
- _____ Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road? Check Article IV, Section 2.3. Number of easements?

Checklist For Preliminary/Final Subdivision Plat Review

- _____ 3 copies submitted 10 days prior to meeting.
- _____ Name of subdivision.
- _____ Drawn to scale of _____ equals _____ on sheets not larger than 22" by 34".
- _____ Name and address of owner of record, subdivider, and surveyor.
- _____ Plat stamped by registered surveyor.
- _____ North point, graphic scale, vicinity point, and date.
- _____ Total acreage within the property subdivision.
- _____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- _____ Franklin County Property Map Number and Parcel Number(s).
- _____ Reservations, easements or other non-residential areas.
- _____ Dimensions to the nearest 100th of a foot and angles to the nearest minute.
- _____ Lot lines, alleys, building setback lines.
- _____ Location and description of monuments.
- _____ Area of each lot.
- _____ Names, locations of adjacent properties.
- _____ Zoning classification.
- _____ Delineation of floodway and floodway fringe areas and the regulatory 100-year flood elevation.
- _____ FEMA flood statement.
- _____ Lines, names and widths of all streets and roads.
- _____ Lots numbered in numerical order and blocks lettered alphabetically.
- _____ Utility lines available to the site. Include line size.
- _____ Location of nearest fire hydrant.
- _____ Location sketch map with flooded areas outlined.
- _____ Certificate of Ownership and Dedication.
- _____ Certificate of Approval of Water and Sewerage Systems and Streets.
- _____ No interceptor/curtain drain.
- _____ Certificate of Documentation of Interceptor Drain design stamped by engineer.
- _____ No access easements.
- _____ Certificate of Private Driveway Notation.
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- _____ Conforms to general requirements and minimum standards of design.
- _____ Required physical improvements have been made or bond posted.
- _____ Show existing structures (do not create minimum setback violations).
- _____ Are all lots conforming in size for the zoning district?
- _____ Does each lot either have thirty (30) foot frontage on a public road or have a thirty (30) foot easement to a public road? Check Article IV, Section 2.3. Number of easements?

C. Certificates:

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_____, 20____
Date

Owner

Owner

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_____, 20____
Date

Director of 911 Addressing

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Tax Map & Parcel Number of Lot

Date

Deed Book & Page

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Of a form, format and wording determined by the public utility and approved by the Planning Commission.

Certificate of Documentation for Water and Sewer System

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_____, 20____
Date

Authorized Representative

Alternatively - of a form, format and wording determined by the public utility and approved by the Planning Commission.

Certification of Approval of Water Systems

I hereby certify that the water supply has been installed, or a surety has been accepted, in the amount of \$ _____ for ensuring future installation and the design and/or construction fully meet the requirements of the State of Tennessee and are hereby approved as shown.

_____, 20____
Date

Authorized Representative of (Public Utility Name)

Or for use on plats with no new waterlines constructed but with available water lines adjacent to the property:

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_____, 20____
Date

Authorized Representative of the (Public Utility Name)

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_____, 20__

Date

Franklin County Highway Superintendent

Or for use on plats with no new roadways constructed nor new Right-of-Way deed transfer from the owner/developer to the Highway Department:

Certification of Approval of Roads

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_____, 20__

Date

Franklin County Highway Superintendent

Or for use on plats where documentation of a new Right-of-Way deed transfer from the owner/developer to the Highway Department:

Certification of Approval of Roads

I hereby certify that (County Road Name) is a County Road and that additional new Right-of-Way has been established or accepted by the Franklin County Highway Department as shown on this plat. No new roadway improvements have been approved or accepted.

_____, 20__

Date

Franklin County Highway Superintendent

Certificate of Accuracy

I hereby certify that the plan shown and described hereon is true and correct survey to the accuracy required by the Franklin County, Tennessee, Regional Planning Commission and that the monuments have been placed as shown hereon, to the specifications of Planning Commission.

_____, 20__

Date

TN Registered Land Surveyor

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Franklin County, Tennessee, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission and that it has been approved for recording in the Office of the County Register.

_____, 20__

Secretary, Franklin County Regional Planning Commission