

ARTICLE IV
SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

4-101 Sketch Plat

4-101.1 **General**

Sketch plats submitted to the planning commission, prepared in pen or pencil, shall be drawn to a convenient scale no smaller than two hundred (200) feet to an inch.

4-101.2 **Features**

The sketch plat shall show:

1. a scale drawing of the property and the names of the owners of adjoining property;
2. size of the original tract(s) being subdivided;
3. notation of any existing legal rights-of-way or easements, or other encumbrances affecting the property;
4. approximate topography of the site, at no more than five (5) foot intervals, extended into adjacent properties;
5. any areas which may be affected by flooding;
6. general public way and lot patterns;
7. proposed phasing, if any;
8. vicinity map of property;
9. date and approximate north point;
10. name of owner;
11. name of plat designer;
12. zoning classification; and
13. location of all streets, intersections and driveway openings within two Hundred-fifty (250) feet of each of the boundaries of the proposed subdivision.

4-102 Preliminary Plat

4-102.1 Site Analysis

Preliminary plans submitted to the planning commission are intended to provide an analysis of each site's special features and the designer's response to those features. Such plans are required for all major subdivisions as these plans form the basis of the design process for greenway lands, house locations, street alignments, and lots lines.

A site analysis shall accompany each preliminary plan. As a minimum, the site analysis shall include

1. A contour base map at least upon topographical maps published by the U.S. Geological Survey;
2. The location of severely constraining elements such as steep slopes (over fifteen (15) percent) wetlands, watercourses, intermittent streams and 100-year floodplains, and all existing rights-of-way and easements;
3. The location of significant features such as woodlands, tree lines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, fences or stone walls, rock outcrops, and existing structures, roads, tracks and trails.

4-102.2 Features of Preliminary Plats

The preliminary plat shall be prepared at a convenient scale no smaller than one hundred (100) feet to an inch. The scale shall be no smaller than fifty (50) feet to an inch for developments with lots 15,000 square feet or smaller. The plat shall be prepared by electronic means and submitted as printed copies. The sheets shall be numbered in sequence if more than one sheet is used, and the first sheet shall be an index sheet showing how all other sheets fit together. The plat shall be prepared and certified by a Licensed Land Surveyor licensed to practice land surveying in the State of Tennessee. The preliminary plat shall include:

1. The location of the property to be subdivided with respect to surrounding property(s) and public way(s). Include the entire subdivision, or, when phasing is being requested, section thereof, for which the preliminary approval is sought and all land immediately adjacent, extending two hundred (200) feet therefrom, or of that directly opposite thereto, extending two hundred (200) feet from the public way frontage of such opposite land. The lot pattern of surrounding development shall be shown within that area located within two hundred (200) feet of the proposed development.
2. The plat shall show the topographic contours with an interval of not more than two (2) feet apart.
3. The names of all adjoining property owners of record, with the deed or record book and page reference or the names of adjoining developments.

4. The names of adjoining public ways.
5. The bearing, shown to the nearest second and length of all tangent boundary lines of the property, figured to the nearest hundredth (100th) of a foot; and complete curve data for all curved boundary lines.
6. Bearings shall be referenced to true north or add adequate notes as to the reference.
7. The location of existing public ways, easements, water bodies, streams, and other prominent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges and other features as determined by the planning commission.
8. The width of all existing easements, alleys, and other public ways, and building setback lines.
9. The location, dimension, and area (to the nearest square foot) of all proposed or existing lots.
10. Within proposed condominium developments, the position of all existing or proposed buildings.
11. Preliminary storm drainage design noting approximate volumes, direction of flows and location of proposed detention or retention areas.
12. Proposed extension(s) of water and/or sanitary sewer service to the property along with the proposed routing of such within the subdivision including fire hydrants.
13. Culverts and associated drainage structures located and sized along with necessary drainage easements; all other required utility easements.
14. The location of all "Land Unsuitable for Development" as specified in Subsection 3-101.301, of these regulations.
15. The location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
16. The location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation and maintenance.
17. The limits of floodway and floodway fringe areas and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required.
18. The minimum finished floor elevation of houses to be constructed on lots within the floodway fringe areas.
19. The date of the plat, approximate true north arrow, scale, and title flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required.

20. Sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground.
21. Name of subdivision and all new public ways, as approved by the planning commission.
22. The zoning classification of all zoned lots, as well as an indication of all uses other than residential, proposed by the subdivider.
23. The distance and bearing of one of the corners of the boundary of the subdivision, to the boundary of the existing public ways and to the original corner of the original survey of parcel of which it is a part.
24. Key map showing relation of the subdivision to all public ways, railroads and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet).
25. Property tax map parcel numbers as recorded on the land tax maps of the county.
26. The following notations:
 - a. Classification of easement: (public use; access, drainage, utility, etc.);
 - b. Explanation of site easements;
 - c. Explanation of reservations;
 - d. For any lot where public sewer or water systems are not available, the following:
 - i. Areas designated for use as septic fields by the Sumner County Department of Health and environment;
 - ii. Water wells (existing and proposed); and
 - iii. Rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features.
27. The name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor or other person preparing the plat.

4-103 Construction Plans

Construction plans shall conform to the City of Hendersonville Public Works' Department Constuction Manual.

4-104 Development Agreement

The development agreement required by Subsection 2-106, shall be substantially as shown in Appendix "A" and shall be sufficient to assure construction of the following:

1. All off-site improvements required to serve the development.

2. All on-site improvements located within the section of the project contained within the construction plans, including improvements that are required to serve future portions of the development not contained within such plans.
3. All improvements required to serve the lots shown on the plan that are not constructed and offered for public acceptance prior to or concurrently with submittal of final plats covering such lots.

4-105 Final Subdivision Plat

4-105.1 General

The final subdivision plat shall be prepared on transparent drafting material at a scale no smaller than one hundred (100) feet to the inch on sheets of county register plat book size. The use of an appropriate smaller scale may be permitted for lots larger than two (2) acres. The scale shall be no smaller than fifty (50) feet to the inch for developments with lots of 15,000 square feet or smaller. When more than one (1) sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the sheets numbered in sequence. Provide to the City, after approval by the Planning Commission, an electronic copy of the Final Plat.

4-105.2 Features (Revised by Resolution 2008-05 Adopted November 18, 2008)

The final plat shall include:

1. The location of the property to be subdivided with respect to surrounding property(s) and public ways.
2. The names of all adjoining property owners of record or the names of adjoining developments.
3. The names of adjoining public ways.
4. The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest second and distance to the nearest one hundredth (1/100) of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the Tennessee Code, for the category of survey required by these regulations. The category of survey shall be determined according to the average size of lots (see Table below) within the proposed subdivision. The survey shall be tied into the Tennessee Grid Coordinate System.

ACCURACY OF SURVEYS

<u>Average Lot Size</u>	<u>Unadjusted Accuracy</u>
One (1) Acre or Less	Category 1 Urban & Subdivision
Greater than One (1) Acre but Less than Ten (10) Acres	Category 2 Suburban & Subdivision
Ten (1) Acres or More	Category 3 All other Land Surveys

A distance and bearing shall be provided which will link a point on the boundary of the subdivision to a reference point in the right-of-way of the nearest prominent public way intersection.

5. The location of all public ways, easements, water bodies, streams or rivers, railroads, parks, and cemeteries.
6. The limits of floodway and floodway fringe areas and the regulatory flood elevation and regulatory flood protection elevation; as determined by the Planning commission.
7. The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.
8. The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth (1/100) of a foot and angles to the nearest second. Lot areas shall be shown to the nearest square foot. Provide three (3) monuments within the subdivision.
9. The location, area, and dimensions, to the accuracy set forth in Item 8, above, of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
10. The name and address of the owner(s) of the land being subdivided.
11. The name and address of the subdivider if other than the owner.
12. The name and stamp of the land surveyor or other person preparing the plat.
13. The date of the plat, approximate true north point, scale, and title of the subdivision.
14. Sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the centerline of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat.
15. The names of all public ways.

16. The zoning classification of all lots as well as an indication of uses other than residential proposed by the subdivider.
17. The total acreage within the subdivision.
18. Lot numbers and street numbers.
19. The line size and location of water and sewer facilities.
20. The location of all fire hydrants.
21. The diameter and width of all driveway culverts.
22. For any lot where public sewer or water system is not available, the following shall be shown:
 - (a) Areas to be used for sewage disposal; by the Sumner County Health department; as approved.
 - (b) Water wells, existing and proposed.
23. Applicable certifications in the form reproduced in this section shall appear upon the final plat. All required certificates shall bear the signature of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the planning commission's approval for recording shall appear unsigned at the time of application for approval.
24. Commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the planning commission.
25. For stormwater detention facilities:
 - (a) Show as a permanent drainage easement, and
 - (b) Provide a note of reference to the deed book and page reference in which the Stormwater Detention Maintenance Agreement is recorded.

4-105.3 Plat Certificates (Amended by Resolution 2010-04, August 2, 2010)

1. Certification showing that the applicant is the landowner; that he offers for dedication public ways, rights-of-way, and any site for public use; and that he consents to the subdivision plan.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owners of the property shown and described hereon as evidenced in Book Number _____, Page _____, Sumner County Register's Office and that I (we) adopt this plan of subdivision with my (our) free consent, establish the minimum building setback lines, and dedicate all easements and right-of-way, streets, alleys, walks, parks and other open spaces to public and private use as noted.

Date

Owner

Title (if acting for partnership or corporation)

- 2. Certification by a registered land surveyor as to the accuracy of the land survey.

CERTIFICATE OF ACCURACY

I (we) certify to the best of my (our) knowledge and belief that this is a true and accurate survey of the property shown hereon; that this is a Class ____ land survey as defined in Title 62, Chapter 18, Tennessee Code Annotated, and that the ratio of precision is greater than or equal to 1:_____.

Date

Registered Surveyor

- 3. Certification by appropriate governmental or quasi-governmental official(s) that sewage disposal and/or water system(s) has/have been installed.

CERTIFICATE OF APPROVAL OF UTILITY SYSTEMS

I hereby certify: (1) that the following utility system(s) outlined or indicated on the Final Plat entitled (insert plat name) has(have) been installed in accordance with local and/or state government requirements; or (2) that a surety bond has been posted with the Hendersonville Regional Planning Commission to assure completion of the following improvements in case of default.

Water System

Date

Authorized Signature

Sewer System (if applicable)

Date

Authorized Signature

CERTIFICATE OF GENERAL APPROVAL FOR INSTALLATION OF SUBSURFACE SEWAGE DISPOSAL WITH RESTRICTIONS

General approval is hereby granted for the proposed subdivision hereon as being suitable for subsurface sewage disposal with the listed and/or attached restrictions. Before the initiation of construction, the local health authority shall approve the location of the house or other structure and plans for the subsurface sewage disposal system.

Date

Local Health Authority

Lot(s) # _____, shall not have a residence with more than _____ bedrooms, unless otherwise approved by the local health authority.

- 4. Certification on the final plat by the appropriate governmental representative that the subdivider has complied with one of the following:
 - (a) installation of all public way improvements in accordance with the requirements of these regulations; or
 - (b) in lieu of compliance with subdivision improvement requirements, certification that surety has been posted by the subdivider in an amount approved by the appropriate governmental representative to guarantee completion of all improvements.

CERTIFICATE OF APPROVAL OF PUBLIC WAYS FOR SURETY POSTING

I hereby certify: (1) that all designated public ways on this final subdivision plat have been installed in an acceptable manner and according to the specifications of the Hendersonville Subdivision Regulations; or (2) that a surety has been posted with the Planning Commission to guarantee completion of all required improvements in case of default.

Date

Appropriate Governmental Representative

- 5. For a subdivision containing common open space or facilities, certification on the final plat of dedication of common areas in accordance with procedures established in these regulations.

CERTIFICATION OF COMMON AREAS DEDICATION

_____ in recording this plat has designated certain areas of land shown hereon as common areas intended for use by the homeowners within _____ (Name of Subdivision), for recreation and related activities. The above-described areas are not dedicated for use by the general public, but are dedicated to the common use of the homeowners within the named subdivision.

"Declaration of Covenants and Restrictions", applicable to the above named subdivision, is hereby incorporated and made a part of this plat.

Date

Owner

- 6. Certification on the final plat of Planning Commission approval for recording of the plat.

CERTIFICATE FOR APPROVAL FOR RECORDING

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

Date

Secretary, Planning Commission

Void, unless recorded by:

Date

7. **Notation of Possible Flooding** -- If any portion of the land being subdivided is subject to flooding as defined in these regulations, a notation shall be made on the plat that development or modification of the land within any one-hundred year floodplain boundary delineated within the plat is prohibited. Development within known flood areas delineated on the plat shall be done in such a manner that any structure shall be protected against flood damage to at least two (2) feet above the known flood elevation, which elevation shall be stated in the notation. Any additional restrictions imposed by the planning commission upon development within flood prone areas also shall be indicated on the plat.

8. **Notation of Health Restrictions** -- Any modifications or limitations that may be imposed by the state or county health department shall be clearly indicated on the plat.

9. **Notation of Private Restrictions** -- Private restrictions and trusteehips and their periods of existence shall be indicated on the plat. Should these restrictions or trusteehips be of such length as to make their lettering impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat or, if the restrictions and trusteehips are of record, the plat shall note where they are recorded.