

# REGIONAL SUBDIVISION REGULATIONS



## ATOKA, TENNESSEE

Updated November, 2017

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**PREPARED**  
**FOR THE**  
**ATOKA MUNICIPAL/REGIONAL PLANNING COMMISSION**

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# ARTICLE I

## PURPOSE, AUTHORITY AND JURISDICTION

**A. Purpose**

Land subdivision is the first step in the process of community and county development. Once land has been cut up into streets, lots, and blocks and publicly recorded, the correction of defects is costly and difficult. Subdivision of land sooner or later becomes a public responsibility, in that roads and streets must be maintained and various public services customary to urban areas must be provided. The welfare of the entire community is thereby affected in many important respects. It is therefore to the interest of the public that the developer, and the future owners that subdivisions be conceived, designed and developed in accordance with sound rules and proper minimum regulations.

**B. Authority**

These subdivision regulations are adopted under the authority granted by Sections 13-301 through 13-311, Tennessee Code Annotated. The planning commission has fulfilled the requirements set forth in these statutes as prerequisite to the adoption of such regulations, having filed a certified copy of the Major Road Plan for the Atoka Planning Region in the office of the County Register of Tipton County, Tennessee.

**C. Jurisdiction**

These regulations shall govern all subdivisions of land within the Atoka Planning Region as established by resolution of the Local Government Planning Advisory Committee as recommended by the Tennessee State Planning Office.

Within these regulations the term "subdivision" shall mean the division of a tract or parcel of land into two (2) or more lots, sites, or other divisions for the purpose, whether immediate or future, of sale or building development, and includes re-subdivisions and, when appropriate to the context, relates to the process of subdividing or to the land or area subdivided, provided, however, that "subdivision" does not include a division of any tract or parcel of land into two (2) or more tracts or parcels when such parts or parcels are five (5) acres or larger in size.

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## **ARTICLE II**

### **PROCEDURE FOR PLAT APPROVAL**

The procedure for review and approval of a subdivision plat consists of two (2) separate steps. The initial step is the preparation and submission to the planning commission of a preliminary sketch plat of the proposed subdivision. The second step is the preparation and submission to the planning commission of a final plat together with required certificates. This final plat becomes the instrument to be recorded in the office of the county register when duly signed by the secretary of the planning commission.

The subdivider shall consult early and informally with the planning commission and its technical staff for advice and assistance before the preparation of the preliminary sketch plat and its formal application for approval. This will enable him to become thoroughly familiar with these regulations, the Major Road Plan, and other official plans or public improvements which might affect the area. Such informal review should prevent unnecessary and costly revisions.

#### **A. General**

1. Any owner of land laying within the area of jurisdiction of the planning commission who wishes to divide such land into two (2) or more lots, sites, or divisions for the purpose, whether immediate or future, of sale or building development, or who wishes to resubdivide for this purpose, shall submit a plat of such proposed subdivision to the planning commission for approval and shall obtain such approval prior to the filing of his subdivision plat for recordation. Any such plat of subdivision shall conform to the minimum standards of design for the subdivision of land as set forth in Article III of these regulations and shall be presented in the manner specified in the following sections of this article. No plat of a subdivision of land within the area of planning jurisdiction shall be filed or recorded by the county registrar without the approval of the planning commission as specified herein.
2. In order to secure review and approval by the planning commission of a proposed subdivision, the prospective subdivider shall, prior to the making of any street improvements or installations of utilities submit to the planning commission a preliminary sketch plat as provided in Section B of this Article. On approval of said preliminary sketch plat he may proceed with the preparation of the final plat and other documents required in connection therewith as specified in Section C of this Article and the improvements set forth in Article IV.

#### **B. Preliminary Sketch Plat**

1. At least fifteen (15) days prior to the meeting at which it is to be considered, the subdivider shall submit to the planning commission five (5) copies of a preliminary sketch plat and an electronic version as required by the Town of the proposed subdivision drawn to a scale of not less than one inch equals 100 feet.
2. The sketch plat which shall meet the minimum standards of design as set forth in Article III and the general requirements for the construction of public improvements as set forth in Article IV shall give the following information insofar as possible:

- a. The proposed subdivision's name and location, the names(s) and address(es) of the owner or owners, and the name of the designer of the plat who shall be an engineer or surveyor approved by the planning commission.
  - b. Date, approximate north point, and graphic scale.
  - c. The location of existing and platted property lines, existing streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, and any public utility easements or lines, the present zoning classification, if any, on the land to be subdivided and on the adjoining land; and the names of adjoining property owners or subdivisions.
  - d. Plans of proposed utility layouts (sewers, water, gas, telephone and electricity) showing feasible connections to the existing or any proposed utility systems. When such connections are not practical, any proposed individual water supply and/or sewage disposal system must be approved by the county health department.
  - e. The proposed street names, and the locations and dimensions of proposed streets, alleys, easements, parks, and other open spaces, reservations, lot lines, building setback lines and utilities.
  - f. Contours at vertical intervals of not more than five (5) feet except when specifically not required by the planning commission.
  - g. The acreage of the land to be subdivided.
  - h. Location sketch map showing the relationship of subdivision site to the area.
  - i. Certification of Tipton County 911 stating that there is not duplication in the street name of the subdivision or the name of the street.
  - j. The approximate distance and bearing at the right-of-way line from a corner of the subdivided property to the nearest public cross road, including the name of the road, rounded to the nearest foot.
3. Within sixty (60) days after submission of the preliminary sketch plat, the planning commission will review it and indicate approval, disapproval, or approval subject to modification. If a plat is disapproved, reasons for such disapproval shall be stated in writing, if approved subject to modification the nature of the required modifications shall be indicated.
  4. One (1) copy of the preliminary sketch plat will be retained in the planning commission files; one (1) copy shall be returned to the subdivider with any notations at the time of approval or disapproval and the specific changes, if any, required.
  5. Failure of the planning commission to act on the preliminary sketch plat within sixty (60) days will be deemed approval of this plat.
  6. The approval of the preliminary sketch plat by the planning commission will not be indicated on the preliminary sketch plat.

7. The approval of the preliminary sketch plat shall lapse unless a final plat based thereon is submitted within twelve (12) months from the date of such approval unless an extension of time is applied for and granted by the planning commission.

**C. CONSTRUCTION PLANS**

The Construction Plans are a fully engineered design of all or part of the proposed subdivision in sufficient detail for the review agencies to determine that the improvements to be installed or constructed for said subdivision meet the required standards, provide adequate protection of the public's health and safety, and do not create or aggravate potential hazards to life or property.

1. Plan Submission

- a. After the Preliminary Plat has been approved the developer shall submit five (5) copies of the Construction Plans, an electronic copy, together with applicable fees, to Town Hall. All plans must be drawn to a scale of not less than one inch equals one hundred feet (1" = 100').
- b. If in the process of completing the Construction Plans, it becomes necessary to make major design changes to the Subdivision, the developer shall submit a revised Preliminary Plat to the Planning Commission for their review and approval. If minor changes to the approved Preliminary Plat are necessary, they will be identified in writing and on the presented Construction Plans. The Town Planning Staff will determine if the proposed changes are minor or major in nature.

2. Construction Plan Content

- a. The Construction Plans shall meet at least the minimum design standards and general requirements of Article III, meet the prerequisites and standards for construction of improvements set forth in the Technical Specifications, conform substantially to the approved Preliminary Plat, and shall, at least contain the following information even when the subdivision is to be developed in phases or sections.
- b. The Construction Plans shall include all of the information required for the Preliminary Plat and shall meet the following additional requirements:
  - (1) The plans shall carry the signature and seal of an engineer who shall be registered in the State of Tennessee.
  - (2) A grading plan showing the existing contours in dashed lines and the finished contours in solid lines plotted at vertical intervals of not more than five feet (5'). Contours shall be extended fifty feet (50') beyond property boundary. The location size and variety of all trees to be removed that are eight inches (8") in caliper or greater measured five feet (5') above the surrounding ground surface and the general location of all tree covered areas within the proposed subdivision.
  - (3) If any portion of the land to be subdivided is below the one-hundred (100) year flood elevation, the limit and actual elevation of the said flood shall be shown.
  - (4) Shall include detailed plans of proposed utility layouts (sewer, water,) showing feasible connections to adequate existing or proposed utility systems. Where such connections are not feasible, the plans shall include the designs for any proposed individual water supply and/or sewerage disposal systems which shall have been approved by the Tennessee Department of Conservation and Environment and the County Health Department.
  - (5) Shall include plan and profile sheets showing all engineering data necessary for construction of proposed streets, storm drainage, controls for surface and ground water, and utility layout (water and sewer) and showing all connections to existing and/or

proposed streets, storm drainage, and utility systems. The street profiles shall be plotted along the centerline showing the existing and finished grades, and sewer locations, drawn to a scale of not less than one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical. Typical street cross sections shall be shown.

- (6) Shall submit a landscaping plan and planting schedule including use of existing suitable trees; temporary and permanent erosion controls for drainage channels, runoff ponding areas, common open space or other areas subject to erosion, and the planting screens and fences between differing land uses and along the rear of double frontage lots.
  - (7) A comprehensive drainage plan which shall include, but not be limited to, an analysis of the drainage area, a storm water routing plan showing maximum quantities of flow and maximum rates of flow before and after development. Post development peak flows shall not be appreciably greater than pre-development peak flows. A map of the drainage area in which the subdivision is located shall be included with the drainage plan and shall include the drainage structures leading to and from the subdivision with their sizes. The scale of the map shall be drawn to scale no less than one inch equals two hundred feet (1"=200').
- c. Certificates required to be included on the Construction Plans are Certificates of Accuracy of Engineering and Design, a Certificate of Adequacy of Storm Drainage, a signature block noting the review of the plans by the City Engineer. Examples of these certificates are shown in the Appendix of this document. The authorized signatures for the engineering and design and storm drainage certificates shall be obtained by the developer prior to submission of the Construction Plans.
  - d. Concurrent with the presentation of the Construction Plans, the Town Engineer shall recommend to the Planning Commission the amount and terms of a construction surety instrument / performance bond in accordance with Article IV of these regulations.
  - e. If the Construction Plans are presented and approved for the entire development, even if phased, the construction standards existing at that time shall apply throughout the project, provided the development schedule approved is met.
  - f. If the schedule is delayed, the regulations of the Town enforced at the time the Construction Plans were presented shall apply.
  - g. Within six (6) months of Construction Plan approval, the developer must submit a surety instrument / performance bond as required by Article IV of the Subdivision Regulations or approval is void.

#### 4. Construction Plans Review

##### a. Town Planning Staff

- (1) The Town Planning Staff shall recommend to the Planning Commission the approval, approval with conditions or disapproval of the application and shall include all department / agency comments received.
- (2) During review of the Construction Plans, the Town Engineer and Town Staff shall consider the orderly phasing of the subdivision development. In particular, the Town Engineer and Town Staff shall consider the following:
  - (a) Proper access to the requested area of development.
  - (b) The feasibility of developing any severed tracts of land.

- (c) The implication of proposed drainage improvements, diversions or retentions on existing and future upstream and downstream developments.
- (d) The adherence of each phase to the design standards in Article 4 of these regulations.

5. Construction Plan Approval

a. Action Upon Approval

Upon approval of the Construction Plans by the Town Planning Staff, the developer shall present five (5) copies of the approved Construction Plans for Town Records. The developer shall then provide the signed copies to the Town Administrator or his designated representative for filing in Town Hall.

b. Effect of Approval

(1) The approval of the Construction Plat by the Town Planning Staff will not constitute acceptance of the Final Plat and will not be indicated on the Construction Plat.

(2) After approval of the Construction Plat, the contractor may commence the grading, installation of utilities and streets in accordance with the public works standards subject to inspection by the Public Works Director and the Town Administrator. No construction of structures and no building permit shall be issued prior to Final Plat approval.

c. Expiration of Approval and Renewal

The approval of the Construction Plans shall lapse unless a Final Plat, based thereon, is submitted within five (5) years from the date of Preliminary Plat approval or a surety instrument / performance bond, as required by Article IV of these Subdivision Regulations, has been posted unless an extension of time is applied for and granted by the Planning Commission. Failure of the developer to act within the specified time or denial of a time extension shall require new application for Construction Plat approval including the application fee.

**D. Final Plat**

1. The final plat shall conform substantially to the preliminary sketch plat as approved; and, if desired by the subdivider, it may constitute only that portion of the approved preliminary sketch plat which he proposes to record and develop at the time, provided however, that such portion conforms to all requirements of these regulations.
2. At least fifteen (15) days prior to the meeting at which it is to be considered the subdivider shall submit five (5) copies and an electronic copy as required by the Town together with any street profiles or other plans that may be required by the planning commission.

The plat shall be drawn to a scale of one (1) inch equals 100 feet on sheets not larger than 24 x 30 inches. When more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the sheets lettered in alphabetical order as a key.

When the plat has been approved by the planning commission, one (1) copy will be returned to the subdivider, with the approval of the planning commission certified thereon, for filing with the county register as the official plat of record.

3. The planning commission shall approve or disapprove this final plat within sixty (60) days after its submission. Failure of the planning commission to act on this final plat within these sixty (60) days shall be deemed approval of it. If the plat is disapproved the grounds for disapproval shall be stated upon the records of the planning commission.
4. Approval of the final plat by the planning commission shall not constitute the acceptance by the public of the dedication of any streets or other public way or ground.
5. The final plat shall show:
  - a. The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, house numbers, reservations for easements, and any areas to be dedicated for public use or sites for other than residential use with notes stating their purpose and any limitations.
  - b. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight, and including true north point. This shall include the radius, central angle, and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets.
  - c. All dimensions to the nearest one tenth (10th) of a foot and angles to the nearest minutes.
  - d. Location and description of monuments.
  - e. The names and locations of adjoining subdivisions and street and the location and ownership of adjoining unsubdivided property.
  - f. Date, title, name and location of subdivision, graphic scale, and magnetic north point.
  - g. Location sketch map showing site in relation to area.
  - h. The most recent recorded deed book number and page number for each deed constituting part of the property being platted.
  - i. The approximate distance and bearing at the right-of-way line from a corner of the subdivided property to the nearest public cross road, including the name of the road, rounded to the nearest foot.
6. The following certificates shall be presented with the final plat:
  - a. Certification showing that the applicant is the land owner and dedicates streets, rights-of-way and any sites for public use.
  - b. Certification by s surveyor or engineer as to the accuracy of the survey and the plat and placement of the monuments.
  - c. Certification by the county health officer when individual sewage disposal or water systems are to be installed.
  - d. Certification by County Engineer or his equivalent or the appropriate city officer that the subdivider has complied with one of the following alternatives:
    - 1) The installation of all improvements in accordance with the requirements of the standards, or

- 2) Certificate of a corporate performance bond or an instrument of credit in sufficient amount to assure such completion of all required improvements.
- e. Certification of approval to be signed by the secretary of the planning commission.
- f. Certificate of Sport Shooting Range Area. Pursuant to Public Act 2004 Chapter 494, any new subdivision that is located in whole or in part within one thousand (1,000) feet of any portion of the outside boundary of any land on which is contained a sport shooting range (defined as an area designated and operated for the use of rifles, pistols, silhouettes, skeet, trap, black powder, or other similar sport shooting), the owner shall provide a certificate (See Appendix).<sup>i</sup>

**E. Minor Plat**

When a proposed subdivision contains four (4) or less lots and does not require the construction of and/or installation of any new streets, utilities or other improvements, this procedure for review and approval of the subdivision may apply.

Whenever a parcel of land is subdivided more than once every two years into a total of three (3) lots or more, the Planning Commission shall require the subdivision to comply with the requirements of a Major Subdivision.<sup>ii</sup>

Whenever subdivision meets the criteria described below, the Secretary of the Atoka Municipal-Regional Planning Commission may approve a subdivided plat without the approval of the planning commission.

- a. The divided tract involves no more than two (2) lots;
- b. The planning staff of the planning commission certifies that the subdivision meets all the regulations adopted by the planning commission, and;
- c. No request for variance from the adopted regulations of the planning commission has been made.
- d. Re-subdivision involving no more than two (2) lots or establishing new or additional utility easements.

The subdivider may, if he desires, submit only a final plat in securing plat approval provided that the plat submitted compiles with all the requirements of the final plat. However, if any corrections or modifications are needed, the Planning Commission shall disapprove the plat and require that it be resubmitted for approval.

- 1. The subdivider shall submit the original tracing and five (5) copies of the survey (hereafter called the "plat") and an electronic version as required by the Town of the proposed minor subdivision prepared by an approved land surveyor or registered engineer. The plat shall be submitted at least fifteen (15) days prior to the next regular meeting of the Planning Commission.
- 2. The plat shall be drawn to a scale of one (1) inch equals one hundred (100) feet.

When the plat has been approved by the Planning Commission, one (1) copy will be returned to the subdivider, with the approval of the Planning Commission certified thereon, for filing with the county register as the official plat of record.

3. The Planning Commission shall approve or disapprove this final plat within the sixty (60) days after its submission. Failure of the Planning commission to act on this final plat within these sixty (60) days shall be deemed approval of it. If the plat is disapproved, the grounds for disapproval shall be stated within the official minutes of the Planning Commission.
4. The plat shall present zoning classification on the land to be subdivided and on the adjoining land for the major subdivision plats and other certificates deemed necessary by the Planning Commission.
5. The final plat shall show:
  - a. The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, house numbers, reservations for easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
  - b. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight, and including true north point. This shall include the radius, central angle, and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets.
  - c. All dimensions to the nearest one tenth (10th) of a foot and angles to the nearest minute.
  - d. Location and description of monuments.
  - e. The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.
  - f. Date, title, name and location of subdivision, graphic scale, and magnetic north point.
  - g. Location sketch map showing site in relation to area.
  - h. The most recent recorded deed book number and page number for each deed constituting part of the property being platted.
  - i. The approximate distance and bearing at the right-of-way line from a corner of the subdivided property to the nearest public cross road, including the name of the road, rounded to the nearest foot.
6. The following certificates shall be presented with the minor final plat:
  - a. Certification showing that applicant is the land owner and dedicates the streets, rights-of-way and any sites for public use.
  - b. Certification by a surveyor or engineer to the accuracy of the survey and the plat and placement of the monuments.
  - c. Certification by the county health officer when individual sewage disposal or water systems are to be installed.



- d. Certification by the County Engineer or his equivalent that the subdivider has complied with one of the following alternatives:
  - 1.) The installation of all improvements in accordance with the requirements of the standards, or
  - 2.) Certification of a corporate performance bond or an instrument of credit in sufficient amount to assure such completion of all required improvements.
- e. Certification of approval to be signed by the secretary of the Planning Commission.
- f. Certificate of Sport Shooting Range Area. Pursuant to Public Act 2004 Chapter 494, any new subdivision that is located in whole or in part within one thousand (1,000) feet of any portion of the outside boundary of any land on which is contained a sport shooting range (defined as an area designated and operated for the use of rifles, pistols, silhouettes, skeet, trap, black powder, or other similar sport shooting), the owner shall provide a certificate (See Appendix).<sup>iii</sup>

# ARTICLE III

## GENERAL REQUIREMENTS AND MINIMUM STANDARDS OF DESIGN

### A. Streets

1. Conformity to the Major Road Plan

The location and width of all street and roads shall conform to the official Major Road Plan.

2. Relation to Adjoining Street System

The proposed street system shall extend existing streets or projects. They shall be extended at a width of no less than the required minimum width.

3. Street Widths

The minimum width of the right-of-way, measured from lot line to lot line, shall be as follows:

- a. Super Arterial Streets..... AS required by TDOT
- b. Major Arterial Streets ..... 84 to 220 feet
- c. Minor Arterial Streets .....84 feet  
Arterial streets are those to be used primarily for fast or heavy traffic and will be located on the Major Road Plan.
- d. Major Collector Streets.....68 feet
- e. Minor Collector Streets.....60 feet  
Collector streets are those which carry traffic from minor streets to the major system of arterial streets and highways and include the principal entrance streets of a residential development and streets for major circulation within such a development.
- f. Minor/Residential Streets.....50 feet  
Minor streets are those which are used primarily for access to the abutting properties and designed to discourage their use by through traffic.
- d. Marginal Access Streets.....50 feet  
Marginal access streets are minor streets which are parallel to and adjacent to arterial streets and highways; and which provide access to abutting properties and protection from through traffic.
- e. Dead-end Streets (cul-de-sac).....50 feet  
Cul-de-sacs are permanent dead-end streets or courts designed so that they cannot be extended in the future. 100 foot diameter turn around (40 feet with 100-foot diameter turn around with sidewalk if required)
- f. Alleys .....20 feet  
Alleys are minor public ways used primarily for service access to the back or side of properties otherwise abutting on a street.
- g. Permanent easements, Vehicular .....50 feet

In cases where topography or other physical conditions make a street of the required minimum width impracticable, the planning commission may modify the above requirements. Through proposed neighborhood or local business areas the street widths shall be increased ten (10) feet on each side to provide for movement of vehicles into and out of necessary off-street parking areas without interference to traffic.

4. Additional Width on Existing Street

Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet the above minimum street width requirements.

- a. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.
- b. When the subdivision is located on only one side of an existing street, one-half (1/2) on the required right-of-way, measured from the center line of the existing roadway, shall be provided.

5. Restriction of Access

When a tract fronts on an arterial street or highway, the planning commission may require such lots to be provided with frontage on a marginal access street.

6. Street Grades

Grades on major streets and roads shall not exceed ten (10) percent. Grades on other streets may exceed ten (10) percent but not fourteen (14) percent.

7. Horizontal Curves

Where a deflection angle of more than ten (10) degrees in the alignment of a street occurs, a curve of reasonable long radius shall be introduced. On streets sixty (60) feet or more in width, the centerline radius of curvature shall be not less than three hundred (300) feet, and on other streets no less than one hundred (100) feet.

8. Vertical Curves

Every change in grade shall be connected by a vertical curve constructed so as to afford a minimum sight distance of two hundred (200) feet, said sight distance being measured from the driver's eyes, which are assumed to be four and one-half (4 1/2) feet above the pavement surface, to an object four (4) inches high on the pavement. Profiles of all streets showing natural and finished grades drawn to a scale of not less than one (1) inch equal one hundred (100) feet horizontal, and one (1) inch equals twenty (20) feet vertical, may be required by the planning commission.

9. Intersections

Street intersections shall be as nearly at right angles as is possible, and no intersection shall be at an angle of less than sixty (60) degrees.

Property line radii at street intersections shall not be less than twenty (20) feet, and when the angle of street intersection is less than seventy-five (75) degrees, the planning commission may require a greater curb radius. Whenever necessary to permit the construction of a curb having a desirable radius without curtailing the sidewalk at a street corner to less than normal width, the property line at such street corner shall be rounded or otherwise set back sufficiently to permit such construction.

10. Tangents

A tangent of at least one hundred (100) feet in length shall be introduced between reverse curves on arterial and collector streets.

11. Street Jogs

Street jogs with centerline offsets of less than one-hundred twenty-five (125) feet shall not be allowed.

12. Dead-End Streets

a. Minor terminal streets or courts designed to have one end permanently closed shall be no more than five hundred (500) feet long unless necessitated by topography. They shall be provided at the closed end with a turn-a-round having an outside roadway diameter of at least eight (80) feet and a street right-of-way diameter of a least one hundred (100) feet or the planning commission may approve an alternate design.

b. Where, in the opinion of the planning commission, it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property. Such dead-end street shall be provided with a temporary turn-a-round having a roadway diameter of at least eighty (80) feet.

13. Reserve Strips

There shall be no reserve strips controlling access to streets or utilities.

14. Street Names

Proposed streets which are obviously in alignment with other already existing and named streets, shall bear the names of existing streets. In no case shall the name for proposed streets duplicate existing street names, irrespective of the use of the suffix street, avenue, boulevard, driveway, place, or court. Through its index list of street names on file, the planning commission can assist the subdivider in avoiding duplication.

15. Alleys

Alleys shall be provided to the rear of all lots used for business purposes, and shall not be provided in residential blocks except where the subdivider produces evidence satisfactory to the planning commission of the need for alleys.

16. Street Construction and Width - The subdivider/developer shall construct all streets, roads, and alleys at his expense to the approved alignments, grades and cross-sections. Subdivisions in all commercial or industrial districts shall require the subdivider/developer to improve the existing road adjoining said development. Improvements shall be provided for the entire width of the street where any part of the subdivision is on both sides of the existing street.

All subdivisions of three (3) or more, including the parent tract in Residential Districts, shall require the subdivider/developer to improve the existing road adjoining said development.

When a subdivision is located on only one side of an existing street, the side of the street abutting the subdivision shall be improved. Improvements to existing streets shall include, but not be limited to, the widening of the base and pavement to meet existing subdivision regulation criteria and the placement of a required shoulder. In

addition, if required, the relocation of the drainage ditch/ditches to accommodate the street improvements.<sup>iv</sup>

## **B. Blocks**

### **1. Length**

Blocks shall not be less than four hundred (400) feet nor more than eighteen hundred (1800) feet in length, except as the planning commission considers necessary to secure efficient use of land or desired features of street pattern. In blocks over eight hundred (800) feet in length the planning commission may require one (1) or more public crosswalks of not less than ten (10) feet in width to extend entirely across the block and at locations deemed necessary.

### **2. Width**

Blocks shall be wide enough to allow two (2) rows of lots, except where reverse frontage on major streets and roads is provided or where prevented by topographical conditions or size of the property; in which case the planning commission will approve a single row or lots of minimum depth.

## **C. Lots**

### **1. Adequate Building Sites**

Each lot shall contain a building site not subject to flood as defined in Section E of this Article and outside the limits of any existing easement or building setback lines required in Subsection 4 of this Section.

### **2. Arrangement**

In so far as practical, side lot lines shall be at right angles to straight street lines or radial to curved street lines. Each lot must front upon a public street or road which is not less than fifty (50) feet in width.

### **3. Minimum Size**

The size, shape and orientation of lots shall be such as the planning commission deems appropriate for the type of development and use contemplated. Where public water and sanitary sewer systems are reasonably accessible, the subdivider shall connect with such systems and provide a connection or connections to each lot. Where a public sewer is not accessible, an alternate method of sewage disposal may be used, if it meets all applicable public health regulations. Where a public water supply is not accessible, a water well or other source may be used upon approval by the planning commission.

- a. Residential lots served by public water and sanitary sewer systems shall not be less than seventy-five (75) feet wide at the building setback line nor less than ten thousand (10,000) square feet in area.
- b. Residential lots not served by public water and sanitary sewer systems shall not be less than 100 feet wide at the building setback line nor less than 20,000 square feet in area. Provided, however, greater area may be required by the planning commission as indicated by data from percolation tests and investigations or as determined by the county health officer.
- c. Size of properties reserved or laid out for commercial or industrial properties shall be adequate to provide for the off-street service and parking facilities required by

the type of use and development contemplated. Platting of individual lots should be avoided in favor of an overall design of the land to be used for such purposes.

4. **Building Setback Lines**

- a. The minimum depth of building setback lines from the street shall not be less than 35 feet, and in the case of corner lots, 35 feet from the side street.
- b. In the case of electric transmission lines where easement widths are not definitely established there shall be a minimum building setback line from the center of the transmission line as follows:

<u>Voltage of line</u>	<u>Minimum building setback</u>
13KV	12 feet
46KV	37 1/2 feet
69KV	50 feet
161KV and over	75 feet

5. **Corner Lots**

Corner lots shall have extra width sufficient to permit the additional side yard requirements of the building setback lines outlined above or Zoning Ordinance requirements that may apply.

6. **Sodding of Front and Side Yards**

- a. **General Requirements.** It is required that the builder shall sod the front and side yard in all lots equal to and less than ¾ acre. All slopes 3:1 or greater shall be sodded. Slopes greater than 3:1 should be pegged to hold sod in place. All drainage swales shall be sodded. Sod should be a minimum of ¾” thick.
- b. Guidelines for Erosion Control list recommendations regarding soil preparation and installation of sod.<sup>v</sup>

- 7. **Planting of New Trees** In all new Major Residential Subdivisions, the subdivider is required to plant at least two (2) suitable broad-leaved deciduous shade tree per approved lot, one of which shall be located in the front yard, unless specifically exempted by the Planning Commission. All trees shall be the equivalent of well-rooted nursery-grown stock free of injury, harmful insects, and diseases. They shall be well-branched, and the branching structure should be sound. Unless waived by the Planning Commission, the required tree shall not measure less than two (2) inches in girth at the time of planting. Acceptable types of street trees may be selected from a list available from the Town of Atoka. Conditions for waiver of this requirement may include a detailed plan to retain mature trees within the development.

**D. Public Use and Service Area**

Due consideration shall be given to the allocation of areas suitably located and of adequate size for public service areas.

1. **Easements for Utilities**

Except where alleys are permitted for the purpose, the planning commission shall require a 5' easement and may require an easement not exceeding 15 feet in width, for poles, wires, conduits, cables, storm and sanitary sewers, gas, water and heat mains or other utility lines along all rear lot lines, along side lot lines and, within required front yards, a 5' easement shall be required adjacent to the required road right-of-ways. In instances where it is deemed necessary by the planning commission, easements not exceeding 15

feet in width may be required across lots or land parcels for the extension of existing or planned utilities or to meet drainage requirements.

## 2. Community Assets

In all subdivisions due regard shall be shown for all natural features such as large trees and water courses, and for historical spots and similar community assets which, if preserved, will add attractiveness and value to the property.

### **E. Suitability of Land**

The planning commission shall not approve the subdivision of land if from adequate investigations conducted by all public agencies concerned, it has been determined that in the best interest of the public the site is not suitable for platting and development purposes of the kind proposed.

Land subject to flooding and land deemed to be topographically unsuitable shall not be platted for residential occupancy, or for such other uses as may increase danger to health, life or property or aggravate erosion or flood hazard. Such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation or shall not produce unsatisfactory living conditions.

### **F. Large Tracts or Parcels**

When land is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged so as to allow for the opening of streets in the future and for logical further subdivision.

### **G. Group Housing Developments**

A comprehensive group housing development, including the large scale construction of housing units together with necessary drives and ways of access, may be approved by the planning commission although the design of the project does not include standard streets, lots and subdivision arrangements, if departure from the foregoing standards can be made without destroying their intent.

### **H. Variances**

Variances may be granted under the following conditions:

1. Where the subdivider can show that strict adherence to these regulations would cause unnecessary hardship, or
2. Where the planning commission decides that there are topographical or other conditions peculiar to the site, and a departure from these regulations will not destroy their intent. Any variance thus authorized shall be stated in writing in the minutes of the planning commission with the reasoning on which the departure is justified set forth.

### **I. Zoning or other Regulations**

No final plat of land within the force and effect of an existing zoning ordinance shall be approved unless it conforms to such ordinance.

Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in zoning regulations, building codes, or other official regulations, the highest standard shall apply.

## ARTICLE IV

### DEVELOPMENT PREREQUISITE TO FINAL APPROVAL

A perfectly prepared and recorded subdivision or plat means little to a prospective lot buyer until he can see actual physical transformation of raw acreage into lots suitable for building purposes and human habitation. Improvements by the subdivider spare the community of a potential tax liability. The following tangible improvements or provision for their estimated cost are required before final plat approval in order to assure the physical reality of a subdivision, which approval and recordation will establish legally.

#### **A. Required Improvements**

Every subdivision developer shall be required to grade and improve streets and alleys, and to install monuments, sewers, storm water inlets, and water mains in accordance with specifications established in the Atoka Regional Planning Commission. The subdivider shall be required to have installed the following improvements.

##### 1. Monuments

- a. Concrete monuments four (4) inches in diameter or four (4) inches square, three (3) feet long, with a flat top, shall be set at all street corners, at all points where the street lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street. The top of the monument shall have an indented cross to identify properly the location and shall be set flush with the finished grade.
- b. All other lot corners shall be marked with iron pipe not less than three-fourth (3/4) of an inch in diameter and twenty-four (24) inches long and driven so as to be flush with the finished grade.

##### 2. Grading – All streets, roads and alleys shall be graded by the subdivider so that pavements and sidewalks can be constructed to the required cross section. Deviation from the above due to special topographical conditions will be allowed only with special approval of the planning commission. Where streets are constructed under or adjacent to existing electric transmission lines, or over gas transmission lines, the nearest edge of the pavement shall be a minimum of fifteen (15) feet from any transmission line structure, and all grading for the street shall be done in a manner which will not disturb the structure or result in erosion endangering the structure. In the case of electric transmission lines, the clearance from the pavement to the nearest conductor shall meet the requirements of the National Electrical Safety Code.

- a. Preparation: Before grading is started the entire right-of-way area shall be first cleared of all stumps, roots, brush, and other objectionable materials and all trees not intended for preservation.
- b. Cuts: All tree stumps, boulders, and other obstructions shall be removed. Rock, when encountered, shall be scarified to a depth of twelve (12) inches below the subgrade.
- c. Fill: All suitable material from roadway cuts may be used in the construction of fills, approaches, or at other places as needed. Excess materials, including organic materials, soft clays, etc., shall be removed from the development site. The fill shall be spread in layers not be exceed six (6) inches loose and compacted by a sheep's foot roller or other method that will provide some degree of compaction. The filling of



utility trenches and other places not accessible to a roller shall be mechanically stamped.

3. Ditching, Concrete Paving, Culverts and Storm Drains – The design and construction details of drainage facilities shall be in accordance with the provisions of these regulations. The town and/or county engineer, public works director or other appropriate governmental representative shall approve the design and construction details of all proposals. All culverts shall be installed by the builder according to the design criteria and approved by the Department of Public Works before the building official issues a certificate of occupancy.
4. Shoulders – Shoulder construction shall be completed by blading, moistening or drying as necessary to achieve compaction. The shoulders shall be four (4) feet on all roads except arterial status roads, which will require a six (6)-foot shoulder.
5. Ditching and Channelization – This shall consist of the construction of ditches adjacent to roadway shoulders and feeding to and from culverts under or adjacent to the roadway. All drainage ditches shall be graded in their entirety and the required ditch stabilization installed during the time the roadways are being graded; such grading and stabilization shall be completed prior to final inspection of the roadways.
6. Stabilization of Ditches with Concrete – All open channel ditches which are required to be stabilized with concrete paving. Shall have a minimum according to the following requirements:

**Minimum Concrete Swale Dimensions**

<b>Size of Nearest Culvert (upstream)</b>	<b>Bottom Width Required (2 ft. minimum)</b>	<b>Slope Length</b>
15"	1 ft.	1.0
18" thru 24"	2 ft.	1.0
30" thru 36"	2 ft.	2.0
42" thru 72"	3 ft.	3.5

The design engineer shall be responsible for establishing the bottom width and the slope length to contain the design flow.

The side slope shall be sodded between top of bank and concrete swale where concrete swale is required.

Concrete Detail –

Thickness of 4 inches  
mix

Consist of a 4,000-psi air entrained

7. Design and Construction Criteria for Open Channel Ditches

An adequate drainage system, including necessary open ditches, pipes, culverts, intersection drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water so that there is no impact on adjacent properties.

Where curbs and gutters are not required or provided, the developer shall provide open drainage ditches on each side of the proposed roadbed. Where a subdivision is proposed with open channel ditches, the open channel ditches shall comply with the following design and construction criteria.

#### A. Design

Construction Drawings shall show all proposed side ditch flow line in plan and profile. The minimum depth shall be eighteen (18) inches from the shoulder of roadway. The shoulder adjacent to pavement shall have a minimum width of four feet with the first three feet having an eight (8) inch gravel section. Side slopes on open channel ditches shall have a maximum slope of three feet horizontal to one foot vertical (3.1). The Developer shall submit signed and sealed calculations, prepared by an engineer certified to perform work in the State of Tennessee, that include the following:

- a. Drainage area in acres
- b. Total post development flow from the site in cubic feet second (CFS).
- c. Flow calculations for each ditch section and culvert that include:
  - I. Design flow in cubic feet per second (CFS)
  - II. Channel or culvert capacity in cubic feet per second (CFS)
  - III. Average slope in feet per feet (ft/ft)
  - IV. Design velocity in feet per second (fps)
- d. Flow calculations for all ditch sections and culverts shall be based on a 25-year, 24 hour storm.
- e. Concrete channel design where velocity in the side ditch exceeds 6.5 fps.  
All newly constructed channels shall have the invert and banks sodden to the design flow elevation. In cases where velocities exceed 4 feet per second (FPS), the Designer shall provide an acceptable method for stabilization of the flow area.

Construction drawings for individual driveways shall have the minimum drive culvert indicated on the grading plan and the final plat for each lot. All drive culverts shall have a headwall with wing wall at each end of the pipe.

#### B. Construction

To insure that the flow line of the proposed open channel as shown on construction drawings is not significantly changed, the following shall be a requirement of the final plat.

Prior to the issuance of a building permit, a letter shall be provided to code enforcement stating that the installation of the drive culvert on the lot conforms to the size and slope as indicated on the final plat and the construction drawings. This letter shall be provided an engineer or surveyor licensed by the State of Tennessee.

In subdivisions where curbs and gutters are required or provided, the developer shall provide inlets every 600 feet which empty into storm sewer facilities. Storm sewer facilities will be required when existing public storm sewer is accessible. When easements are required for drainage facilities outside the road right-of-way the easement shall be at least 15 feet in width. Drainage easements shall be carried from the road to a natural watercourse or to other drainage facilities.

### 8. Pavements Base

A compacted base course six (6) inches deep and three (3) feet wider than the width of the pavement on each side of the street shall be installed on all streets, including cul-de-sacs, temporary turn-a-rounds, an access streets, to adjoining properties, according to the method specified in Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction, dated March 1, 1981.

The general requirements for the hot-mix design are contained in Section 307-03.03 and 307-03.04 in the above referenced manual.

All purposed subdivisions will be required to install or to post a cash bond with the Public Works Dept. to install a hot-mix CW surface on all roads within the developed project. The cash bond shall be computed on the basis of the Public Works existing bid price for a hot-mix CW type surface is \$2.05 per square yard.

The Public Works Dept. will recommend the hot-mix surface be installed within one year after the acceptance of the gravel or aggregate sub-base. It shall be the responsibility of the developer to insure the stability of the sub-base before the hot-mix is applied.

The final cost of any project under a cash bond will be determined by the amount of tons of hot-mix that is applied in the field. Therefore if the cash bond is overestimated, and no additional mix is required in the opinion of the County to stabilize an area within the subdivision, any remaining surplus will be refunded to the developer.

9. Curbs and Gutters

Within the corporate limits of the Atoka the subdivider shall provide permanent six (6) inch concrete curbs with a minimum of eighteen (18) inch integral concrete gutters. Backfill shall slope towards the curb and be higher than the curb to ensure drainage of surface water into the drainage system.

10. Prime Coat and Wearing Surface

After a thoroughly compacted base has been established, a prime coat shall be applied as specified in Section 402, Standard Specifications for Road and Bridge Construction, Tennessee Department of Highways and Public Works - January 1, 1968, and latest revisions thereto. The wearing surface shall consist of a bituminous mat composed of between 50 and 60 pounds per square yard of mineral aggregate bonded with bituminous material as specified under Section 404, Standard Specifications for Road and Bridge and Construction, Tennessee Department of Highways and Public Works - January 1, 1968, and latest revisions thereto. Any equivalent or higher standard surface treatment approved by the County Road Commissioner may also be accepted by the planning commission.

11. Minimum Pavement Widths

Minimum pavement widths shall be as follows:

	<u>With Curb &amp; Gutter</u>	<u>Without Curb &amp; Gutter</u>
a. Minor Streets	27 feet	22 feet
b. Marginal Access Streets	27 feet	22 feet
c. Dead-end Streets (cul-de-sac)	27 feet	22 feet
d. Collector streets	32 feet	24 feet
e. Arterial streets and Highway (as may be required, but not usually paved by developer.)		

Where curb and gutter are provided, required pavement widths are measured from face of curb to face of curb. Where curb and gutter are not provided, pavement widths are measured from edge of pavement to edge of pavement.

Where curb and gutter are not provided a three (3) foot gravel shoulder shall be provided on each side of the pavement.

\*Note: 50 to 60 pounds per square yard of mineral aggregate is considered 2 inches of bituminous mat.

For definitions and functions of the various types of streets listed above, refer to Article III, Section A, Subsection 3.

The subdivider/developer shall construct all streets, roads, and alleys at his expense to the approved alignments, grades and cross-sections. As of July 1, 2004, any subdivision connecting to an arterial or collector status road, as defined by Atoka's Municipal Major Road Plan, the subdivider/developer will improve the existing road adjoining said development. Improvements shall be provided for the entire width of the street where any part of the subdivision is on both sides of the existing street. When the subdivision is located on only one side of an existing street, that side of the existing street shall be improved.

Improvements to existing streets shall include, but not be limited to, the widening of the base and pavement to meet existing subdivision regulation criteria and the placement of a required shoulder. In addition, if required, the relocation of ditches to accommodate the street improvements.

Deviations due to site peculiar conditions may be allowed only with prior approval of the Planning Commission. The Planning Commission also reserves the right to waive such improvements when adequate space is not available.<sup>vi</sup>

12. Permanent Easements, Vehicular

A permanent easement, as established in TCA 13-4-308, may be permitted under certain conditions. These easements shall meet the following minimum requirements and any special conditions attached by the Planning Commission, and the requirements and special conditions for the easement shall be placed on the Final Plat for recording.

- a. A permanent easement shall be of a required width of no less than fifty (50) feet. However, the Planning Commission may require greater widths if necessary to meet special conditions present on a plat.

- b. A permanent easement providing legal access to more than one lot shall be improved to meet the road construction standards established in Articles II, and IV of these regulations.
- c. Permanent easement improvements shall be maintained by the developer/owner or by a legally established home owners association or other similar group approved by the Planning Commission. The legal documents establishing the easement shall be submitted with the final plat for review and approval and shall be recorded with the final plat.
- d. If, at any future date, a permanent easement is submitted for acceptance as a public street or road, it shall be submitted to the Planning Commission for approval. In considering the easement for approval as a public street or road, the planning Commission shall require the improvements to the easement to meet the minimum street construction standards in effect at the time the request for public acceptance is made.
- e. A building permit may be issued for a building to be located on a recorded lot of record as of 4-21-87, which lot fronts on a permanent easement with access to an existing public street or road; provided, however, that any future subdivision of said lot shall be subject to these provisions.

13. Water Supply System

Water mains properly connected with the community water supply system or with an alternate supply approved by the county health officer shall be constructed in such a manner as to adequately serve all lots shown on the subdivision plat for domestic use.

The size of water mains, the location and types of valves and hydrants, the amount of soil cover over the pipes, and other features of the installation shall be approved by the planning commission and shall conform to accepted standards of good practice for municipal water systems.

14. Sanitary Sewer

When the subdivision is located within the service area of a public sewerage system, sanitary sewers shall be installed in such a manner as to serve adequately all lots with connection to the public system.

Where lots cannot be economically connected with a sewerage system, they must contain adequate area for the installation of approved septic tank and disposal fields and must be approved in writing by the County Health officer.

14. Handicap Ramps

Within the corporate limits of Atoka handicap ramps shall be installed as follows:

In both residential and commercial subdivisions where sidewalks, curbs, or gutters are required or provided, the subdivider shall install handicap ramps at all crosswalks so as to make the transition from street to sidewalk easily negotiable for physically handicapped persons in wheelchairs and for other persons who may have difficulty in making the required step up or down from curb level to street level.

All such ramps shall be constructed or installed in accordance with the design specifications on the accompanying diagram entitled Handicap Ramp.

**B. Guarantee in Lieu of Completed Improvement**

No final subdivision plat shall be approved by the planning commission or accepted for record by the county register of deeds until all required improvements have been constructed in a satisfactory manner and approved by county engineer.

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## **ARTICLE V**

### **ENFORCEMENT AND PENALTIES FOR VIOLATIONS**

The enforcement of these regulations and penalties for the unapproved recordation or transfer of land is provided by state law in the authority granted by public acts of the State of Tennessee.

#### **A. Enforcement**

1. No plat or plan of a subdivision of land in two or more lots located within the area of planning jurisdiction shall be admitted to the land records of the county or received or recorded in the county register of deeds until said plat or plan has received final approval in writing by the planning commission as provided in Section 13-302, Tennessee Code Annotated.
2. No board, public officer, or authority shall light any street, lay or authorize the laying of water mains or sewers, or the construction of other facilities or utilities in any street located within the area of planning jurisdiction unless such street shall have been accepted, opened or otherwise received the legal status of a public street prior to the adoption of these regulations, or unless such street corresponds in its location and lines to a street shown on a subdivision plat approved by the planning commission, or on a street plan made and adopted by the commission as provided in Section 13-3-6, Tennessee Code Annotated.

#### **B. Penalties**

1. No county register shall receive, file, or record a plat of a subdivision within the planning region without the approval of the planning commission as required in Section 13-302, Tennessee Code Annotated, and any county register so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.
2. Section 13-31-, Tennessee Code Annotated provides that whoever is the owner or agent of the owner of any land, transfers or sells or agrees to sell or negotiates to sell such land by reference to or exhibition of or by other use of a plat of subdivision of such land without having submitted a plat of such subdivision to the planning commission and obtained its approval as required by this Act and before such plat be recorded in the office of the county register, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. In the case of the regional planning commission, T.C.A. Section 13-310 provides that the county through its county attorney, or other official designated by the quarterly county court may enjoin such transfer or sale or sale or agreement by action or injunction.
3. Any building or structure erected or to be erected in violation of the subdivision regulations shall be deemed an unlawful building or structure, and the building inspector or the solicitor of the municipality or other official designated by the chief legislative body and/or the county attorney or other official designated by the quarterly county court may bring action to enjoin such erection or cause it to be vacated or removed as provided in Section 13-31l, Tennessee Code Annotated.



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**ARTICLE VI**  
**ADOPTION AND EFFECTIVE DATE**

- A. Before adoption of these subdivision standards a public hearing as required by Section 13-303, Tennessee Code Annotated, was afforded any interested person or persons and was held on \_\_\_\_\_.
- B. These rules and regulations shall be in full force and effective from the date of its adoption, the public welfare demanding it.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Chairman, Atoka Regional Planning Commission

\_\_\_\_\_  
Secretary, Atoka Regional Planning Commission

Amended \_\_\_\_\_

\_\_\_\_\_  
Chairman, Atoka Municipal/Regional Planning Commission

\_\_\_\_\_  
Secretary, Atoka Municipal/Regional Planning Commission

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## **APPENDICES**

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# PERFORMANCE BOND FORM

KNOWN ALL MEN by these presents:

WHEREAS \_\_\_\_\_ Principal herein is the owner and developer of the \_\_\_\_\_ Subdivision located in Tipton County, Tennessee and \_\_\_\_\_, a surety company authorized to do business in the State of Tennessee (hereafter called the "surety"), and

WHEREAS, the plans and specifications of said subdivision showing the location, construction and installation of streets, roads, curbs and utilities and other improvements therein have been filed with the Atoka Regional Planning Commission for final approval which are referred to and made a part of this instrument, as if fully copies and set forth herein, and

WHEREAS, the Principal herein does here by obligate itself and does agree to complete the construction and installation of all streets, roads, sidewalks, curbs, and utilities, and all other improvements in the said subdivision in accordance with the said plans and specifications now on file, pending final approval by the said planning commission.

NOW THEREFORE, THE \_\_\_\_\_, AS Principal and \_\_\_\_\_, AS Surety do hereby firmly bind the Atoka Regional Planning Commission for and on behalf of (Atoka or Tipton County) in the sum of \$\_\_\_\_\_ conditioned upon the performance by the Principal of its undertaking herein, and its completion of said \_\_\_\_\_ Subdivision in the construction of all the streets, sidewalks, roads, curbs, and all other improvements therein called for by the plans thereon and same to be completed on or before the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_, 19\_\_\_\_, and upon the completion thereof this obligation to be null and void, otherwise, to remain in full force and effect. If the Principal fails to complete the construction, and the improvements of said subdivision as shown and provided for by said plans and specifications herein referred to within the time herein specified, the Commission may in its discretion extend the time for the completion of said work by order duly made and entered by the said Commission for a period of from 30 to 90 days.

WITNESS our hands this \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_.

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

**CHECK LIST FOR  
FINAL PLAT CONSIDERATION**

Name of Subdivision \_\_\_\_\_

Location \_\_\_\_\_ Civil District \_\_\_\_\_ Zoning District \_\_\_\_\_

Owner of Record \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Preliminary approval granted: \_\_\_\_\_ Submitted for FINAL approval \_\_\_\_\_  
Date Date

**CHECK LIST**

- \_\_\_\_\_ Submitted within one year from date of preliminary approval.
- \_\_\_\_\_ 5 copies submitted 15 days prior to meeting.
- \_\_\_\_\_ Name of subdivision.
- \_\_\_\_\_ Drawn to a scale of 1" equals 100' on sheets not larger than 24" X 30".
- \_\_\_\_\_ Name and address of owner of record, subdivider and surveyor.
- \_\_\_\_\_ North point, graphic scale and date.
- \_\_\_\_\_ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Names and locations of adjacent properties.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Location sketch map with flooded areas outlined.
- \_\_\_\_\_ Certificate of ownership and dedication.
- \_\_\_\_\_ Certificate of approval of water and sewerage systems and streets.
- \_\_\_\_\_ Certificate of engineer or surveyor.
- \_\_\_\_\_ Proposed deed restrictions if not a zoned area.
- \_\_\_\_\_ Conforms to general requirements and minimum standards of design.
- \_\_\_\_\_ Required physical improvements have been made or bond posted in the amount of \$ \_\_\_\_\_.

**FORMS FOR FINAL PLAT CERTIFICATION**

OWNER'S CERTIFICATE

I, \_\_\_\_\_ (printed name of signer) \_\_\_\_\_, the undersigned owner of the property shown hereon, hereby adopt this as my plan of subdivision and dedicate the streets, easements, rights-of-way, rights of access as shown and all utilities to Tipton County forever, and hereby certify that I am the owner in fee simple, duly authorized so to act, and that said property is unencumbered by any taxes that have become due and payable.

\_\_\_\_\_  
Owner

STATE OF TENNESSEE  
COUNTY OF TIPTON

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared \_\_\_\_\_(printed name of signer)\_\_\_\_\_, with whom I am personally acquainted and who, upon oath, acknowledge himself to be owner of the (printed name of subdivision) Subdivision, and he as such owner, executed the foregoing instrument for the purpose therein contained by signing his name as owner.

In witness whereof, I hereunto set out my hand and affix my seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



MORTGAGEE CERTIFICATE

We, the undersigned, \_\_\_\_\_ (printed name of Mortgagee) \_\_\_\_\_, Mortgagee of the property shown hereon, hereby adopt this plat as our plan of subdivision and dedicate the streets, rights-of-way, utilities, easements, and rights of access as shown to Tipton County forever, and hereby certify that we are the mortgagee duly authorized so to act and that said property is unencumbered by any taxes which have become due and payable.

\_\_\_\_\_  
Mortgagee

STATE OF TENNESSEE  
COUNTY OF TIPTON

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared \_\_\_\_\_ (printed name) \_\_\_\_\_ of \_\_\_\_\_ (printed name of subdivision) \_\_\_\_\_ Subdivision, and he as such representative executed the foregoing instrument for the purpose therein contained by signing his name as representative of the mortgagee.

In witness whereof, I hereunto set out my hand and affix my seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

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-

CERTIFICATE OF SURVEY

I, \_\_\_\_\_ (printed name of signer) \_\_\_\_\_, do hereby certify that I am a registered Land Surveyor, and that I have surveyed the lands, embraced within the plat or map designed as the (name of subdivision) \_\_\_\_\_ Subdivision, a subdivision lying within the Planning Region of the City of Atoka, Tennessee; said plat or map is a true and correct plat or map of the lands embraced therein, showing the subdivision thereof in accordance with the Subdivision Regulations of Atoka Planning Region; I further certify that the survey of the lands embraced within said plat or map have been correctly monument in accordance with the subdivision Regulations of the Atoka Planning Region.

In witness where of, I, \_\_\_\_\_ (printed name of signer) \_\_\_\_\_, the said Registered Land Surveyor, hereunto set out my hand and affix my seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, 20\_\_\_\_

Registered Land Surveyor

State of Tennessee

Certificate No. \_\_\_\_\_

(SEAL)

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-  
CERTIFICATE OF ACCURACY OF ENGINEERING AND DESIGN

I, \_\_\_\_\_(printed name of signer)\_\_\_\_\_, a professional Civil Engineer, do hereby certify that the plans, engineering and designs governing the construction of this subdivision are true and correct, and conform to the requirements set forth in the Subdivision Regulations and Technical Specifications for the Atoka Planning Region.

In witness where of, I, \_\_\_\_\_(printed name of signer)\_\_\_\_\_, the said Professional Civil Engineer, hereunto set out my hand and affix my seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Professional Civil Engineer

State of Tennessee

Certificate No. \_\_\_\_\_

(SEAL)

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-  
CERTIFICATE OF GENERAL APPROVAL OF INSTALLATION OF SUBSURFACE SEWAGE DISPOSAL SYSTEM

General approval is hereby granted for lots proposed hereon as being suitable for subsurface sewage disposal.

Before the initiation of construction, the location of the house or other structure and plans for the subsurface sewage disposal system shall be approved by the local health authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Health Officer or his authorized representative

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-  
CERTIFICATE OF RECEIPT OF APPROVED WATER AND SEWAGE SYSTEMS PLANS

I, (printed name of signer) do hereby certify that a set of construction plans regarding the water supply and/or sanitary sewers for this subdivision bearing the seal of the Tennessee Department of Environment and Conservation which indicates said plans meet the Department's requirements, have been received.

\_\_\_\_\_, 20 \_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer or  
Director of Public Works

CERTIFICATE OF APPROVAL OF STREETS

I, hereby certify: (1) that the streets have been installed in an acceptable manner and according to specifications, or (2) that a security bond in the amount of \$\_\_\_\_\_ has been posted with the Planning Commission to assure completion of all required improvements for this subdivision, in case of default.

\_\_\_\_\_, 20 \_\_\_\_\_  
Date

\_\_\_\_\_  
City or County Road Engineer or  
other approving agent

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-  
CERTIFICATE OF APPROVAL OF UTILITIES

I, hereby certify: (1) that the streets have been installed in an acceptable manner and according to specifications, or (2) that a security bond in the amount of \$\_\_\_\_\_ has been posted with the Planning Commission to assure completion of all required improvements for this subdivision, in case of default.

\_\_\_\_\_, 20 \_\_\_\_\_  
Date

\_\_\_\_\_  
City or County Engineer or  
other approving agent

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-  
PLANNING COMMISSIONS CERTIFICATE OF APPROVAL OF THE FINAL PLAT

I, (printed name of signer) do hereby certify that the City of Atoka's Regional Planning Commission has approved this Final Plat of Subdivision for recording.

\_\_\_\_\_, 20 \_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Commission Secretary,  
City of Atoka

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-  
SURETY INSTRUMENT IN LIEU OF COMPLETED IMPROVMENTS

A Bond or Surety Instrument in the amount of \$\_\_\_\_\_ required prior to the Planning Commission Final Approval, for Road Construction Certificate received on \_\_\_\_\_ for this plat.

\_\_\_\_\_, 20 \_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Commission, Atoka Tennessee

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-  
CERTIFICATE OF APPROVAL FOR SUBDIVISION AND STREET NAMES

I, (printed name of signer) do hereby certify that I have reviewed the proposed subdivision and certify that the name of the subdivision and/or name(s) of the street(s) within this proposed subdivision do not conflict with other subdivisions and street names for emergency service purposes.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Director of 911 Addressing

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CERTIFICATE OF SPORT SHOOTING RANGE AREA <sup>vii</sup>

I, printed name of signer certify that this property is located in the vicinity of an established sport shooting range. It can be anticipated that customary uses and activities at this shooting range will be conducted now and in the future. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience, which may result from these uses.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

# *Town of Atoka*

Checklists for Site Plans and Subdivisions

Applicable Fees

General Guidelines for Erosion Control

Design Requirements for Drainage Ditches

(included in Subdivision Regulations)



**THE TOWN OF ATOKA**  
**334 Atoka Munford Avenue**  
**Atoka, Tennessee 38004**  
**(901) 837-5300 fax: (901) 837-0028**

**Due 15 days prior to Planning Commission Meeting**

CHECK LIST FOR SITE PLAN SUBMITTAL<sup>viii</sup>

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_ Zoning \_\_\_\_\_  
 District: \_\_\_\_\_

Name and Address of Owner of Record  
 \_\_\_\_\_

\_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number (     )  
 \_\_\_\_\_

DATE FOR APPROVAL: \_\_\_\_\_ FEE DUE: \$ \_\_\_\_\_

**CHECK LIST      (FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED)**

- \_\_\_\_\_ Preliminary meeting with Staff for review prior to submittal date
- \_\_\_\_\_ 5 copies of plans and check list
- \_\_\_\_\_ Name and address of the development
- \_\_\_\_\_ Name and address of the applicant and owner of record
- \_\_\_\_\_ Present zoning of the site and abutting properties
- \_\_\_\_\_ Date, graphic scale and north point with reference to source of meridian,
- \_\_\_\_\_ Courses and distances of center of all streets and all property lines, setback lines, property restricting lines, easements, covenants reservations and right of way
- \_\_\_\_\_ Total land area
- \_\_\_\_\_ Topography of the existing ground and paved areas and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers and building and structures topography to be shown by dashed line illustrations 2-foot contours and by spot elevation where necessary to indicate flat areas
- \_\_\_\_\_ Signed certification as to the accuracy of the plan by a licensed architect or engineer

\_\_\_\_\_ A certificate with a space for a signature and date, which states that the site plan has been approved by either the municipal planning commission or the board of zoning appeals which ever is applicable to the type of use that is requested.

\_\_\_\_\_ A detailed landscaping, screening, fencing and lighting plan if applicable

\_\_\_\_\_ A detailed signage plan if applicable

The location, dimensions, site and height of the following when existing:

\_\_\_\_\_ Sidewalks, streets, alleys, easements and utilities

\_\_\_\_\_ Buildings and structures

\_\_\_\_\_ Public waste water systems

\_\_\_\_\_ Slopes, terraces and retaining walls

\_\_\_\_\_ Driveways, entrances, exits, parking areas and sidewalks

\_\_\_\_\_ Water mains and fire hydrants

\_\_\_\_\_ Trees and scrubs

\_\_\_\_\_ Recreational areas and swimming pools

\_\_\_\_\_ Natural and artificial water courses

\_\_\_\_\_ Limits of flood plains

\_\_\_\_\_ Landscaping, screen and fencing

\_\_\_\_\_ Signage

The location dimensions, site and height of the following when proposed:

\_\_\_\_\_ Sidewalks, streets, alleys, easements and utilities

\_\_\_\_\_ Buildings and structures including the front (street) elevation of proposed buildings

\_\_\_\_\_ Public waste water systems

\_\_\_\_\_ Slopes and terraces, and retaining walls

\_\_\_\_\_ Driveways, entrances, exits, parking areas and sidewalks

\_\_\_\_\_ Water mains and fire hydrants

\_\_\_\_\_ Trees and shrubs

\_\_\_\_\_ Recreational areas

\_\_\_\_\_ Distances between buildings

\_\_\_\_\_ Landscaping, screen and fencing

\_\_\_\_\_ Signage

Estimates of the following when applicable

\_\_\_\_\_ Number of dwelling units



- \_\_\_\_\_ Number of parking spaces, provide sic code to help determine
- \_\_\_\_\_ Number of loading spaces
- \_\_\_\_\_ Number of commercial or industrial tenants and employees
- \_\_\_\_\_ Number of commercial or industrial tenants and employees
- \_\_\_\_\_ Plans for collecting storm water and methods of treatment of natural and artificial water courses including a delineation of limits or flood plains, if any
- \_\_\_\_\_ Proposed grading, surface drainage terraces, retaining wall heights, grades on paving area, and ground flood elevations of proposed building structures, proposed topography of the site shall be shown by 2 foot contours

Note: If approved, a site plan approved by the Planning Commission or the Board of Zoning Appeals shall lapse unless a building permit, based thereon, is issued within 1 year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

\_\_\_\_\_  
Signature Date

**Signature signifies all requirements have been met and are on the plan submittal where applicable and all fees have been obtained.**

Staff's review completed \_\_\_\_\_  
Date

**THE TOWN OF ATOKA**  
**334 Atoka Munford Avenue**  
**Atoka, Tennessee 38004**  
**(901) 837-5300 fax: (901) 837-0028**  
**Due 15 days prior to Planning Commission Meeting**

**Check list**  
**Final Plat submittal**

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_

Name and Address of Owner of Record \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number (     ) \_\_\_\_\_

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Date submitted for approval \_\_\_\_\_ Fee due\* \_\_\_\_\_

**\*See Atoka Municipal/Regional Subdivision Regulations for all applicable fees.**

Check list: (failure to check or indicate N/A shall result in application being rejected)

- \_\_\_\_\_ Final staff review prior to submittal deadline provide 5 copies for Staff  
Final review date \_\_\_\_\_
- \_\_\_\_\_ Submitted 15 days prior to Planning Commission meeting 5 copies for  
planning commission signature
- \_\_\_\_\_ The subdivision's name and location
- \_\_\_\_\_ The name(s), address(es) and phone numbers(s) of owner or owners of  
record
- \_\_\_\_\_ Name, address and phone number of designer and/or engineer
- \_\_\_\_\_ Date, approximate north point, and graphic scale
- \_\_\_\_\_ Sufficient information to determine location and bearings (to nearest  
minute) dimensions (to nearest hundredth of feet), widths of all streets  
(and names), alleys and lots

- \_\_\_\_\_ Location of proposed easements and/or land reserved or dedicated for public use.
- \_\_\_\_\_ All building set back lines
- \_\_\_\_\_ Reservations for easements and other areas dedicated to the public
- \_\_\_\_\_ Lots numbered in numerical order
- \_\_\_\_\_ Location map showing the relationship of the subdivision site to the town
- \_\_\_\_\_ Ownership of adjoining unsubdivided property
- \_\_\_\_\_ Any restrictive covenants which apply to lots and parcels in the subdivision
- \_\_\_\_\_ Signed certification showing the applicant is the landowner and dedicates streets, right-of-way, utilities and any site for public use to the Town of Atoka with corresponding notary certificate
- \_\_\_\_\_ Signed certification by mortgagee if applicable with corresponding notary certificate
- \_\_\_\_\_ Signed certification by the public works superintendent of either (1) water and/or sanitary sewer construction plans bearing the seal of the Tennessee department of health which indicate plans meet the department's requirements or (2) a letter from Tennessee department of health certifying their approval of water and/or sanitary sewer construction plan
- \_\_\_\_\_ Certification to be signed by the Town Engineer or either (1) approval of installation of street, water and drainage or (2) a guarantee has been posted assuring completion of all required improvements
- \_\_\_\_\_ Certificate of approval to be signed by the secretary of the planning commission

Date Staff Review Complete: \_\_\_\_\_, 20\_\_\_\_\_

**Signature signifies all requirements have been met and are on the plan submittal.**

**THE TOWN OF ATOKA**  
**334 Atoka Munford Avenue**  
**Atoka, Tennessee 38004**  
**(901) 837-5300 fax: (901) 837-0028**  
**Due 15 days prior to Planning Commission Meeting**

Check list  
Minor plat submittal

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_

Zoning District: \_\_\_\_\_

Name and Address of Owner of Record \_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number (     ) \_\_\_\_\_

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Date submitted for approval \_\_\_\_\_

**Fee due \$150.00**

Check list: (failure to check or indicate N/A shall result in application being rejected)

- \_\_\_\_\_ Final staff review prior to submittal deadline provides 5 copies for staff final review date
- \_\_\_\_\_ Submitted 15 days prior to planning commission meeting and the original mylar plus; 5 copies for planning commission signature
- \_\_\_\_\_ The subdivision's name and location
- \_\_\_\_\_ The name(s), address(es) and phone numbers (s) or owner or owners of record
- \_\_\_\_\_ Name, address and phone number of designer and/or engineer
- \_\_\_\_\_ Date, approximate north point, and graphic scale
- \_\_\_\_\_ Sufficient information to determine location and bearings (nearest minute), dimensions to nearest hundredth of feet), widths of all streets and names, alleys and lots

- \_\_\_\_\_ Location of proposed easements and/or land reserved or dedicated for public use
- \_\_\_\_\_ All building setback lines
- \_\_\_\_\_ Reservations for easements and other areas dedicated to the public
- \_\_\_\_\_ Lots numbered in numerical order
- \_\_\_\_\_ Location map showing the relationship of the subdivision site to the town
- \_\_\_\_\_ Ownership of adjoining unsubdivided property
- \_\_\_\_\_ Any restrictive covenants which apply to lots and parcels in the subdivision
- \_\_\_\_\_ Signed certificate showing the applicant is the landowner and dedicates streets, right-of-way, utilities and any site for public use
- \_\_\_\_\_ Signed certification by mortgagee if applicable with corresponding notary certificate
- \_\_\_\_\_ Signed certification by surveyor or engineer to accuracy of survey and plat and placement of monuments
- \_\_\_\_\_ Certificate of approval to be signed by the secretary of the planning commission

Note: certificates not valid unless signed where applicable

\_\_\_\_\_  
Signature Date

**\*Signature signifies all requirements have been met and are on the plan submittal where applicable and all proper fees were paid**

Staff's review completed \_\_\_\_\_ Date \_\_\_\_\_

**SUBDIVISION FEES**

**Schedule of Fees**

**THE DEVELOPER WILL PAY THE TOWN OF ATOKA THE FEES SET FORTH BY  
THE TOWN BOARD**



## **Erosion Control General Guidelines**

**The erosion control general guidelines are provided to developers by the Atoka Municipal-Regional Planning Commission in an effort to encourage proper control of sediment.**

Protect inlets during construction, keep sediment out of the storm drainage system, use half-circle behind curb inlets during street construction, and modify protection as construction progresses.

Circular shape is not essential-vary shape to fit drainage area & terrain, observe to check trap efficiency and modify as necessary to ensure satisfactory trapping of sediment.

1. Straw bale barriers should be inspected immediately after each rainfall and at least daily during prolonged rainfall.
2. Close attention should be paid to the repair of damaged bales, end runs and undercutting beneath bales.
3. Necessary repairs to barriers or replacement of bales should be accomplished promptly.
4. Sediment deposits should be removed when the level of deposition reaches approximately one-half the height of the barrier.
5. Any sediment deposits remaining in place after the straw bale barrier is no longer required should be dressed to conform to the existing grade, prepared and seeded.
6. Hay bales should be placed around inlets as shown for temporary erosion control to be placed when pipe leads are first laid and maintained until roadway surface is installed.

Any erosion control measures shown hereon are intended as a minimum guide. The contractor shall be responsible for maintaining erosion control necessary to comply with all applicable local, state and federal laws.

### **Sod:**

It is recommended that all areas affected by development be sodded and slopes 3:1 or greater with hybrid Bermuda sod. Slopes greater than 3:1 should be pegged to hold sod in place. All drainage swales should be sodded.

The soil should be thoroughly tilled to a depth of four (4) inches with one six cubic foot bale of peat moss, twenty-five (25) pounds of a complete fertilizer and one (1) cubic yard of sand per one thousand (1,000) square feet of lawn area, following this, the sod area shall be finely graded to removed all ridges and depressions and the surface cleared of all stone and debris.

Sod should be rolled and watered at the time of installation.

Sod panels should be laid tightly together and end joints staggered so as to make a solid sodded area.

Sod should be laid as soon as it is delivered to planting areas only healthy moist green sod is to be laid.

Sod should be a minimum of ¾" thick, free of weeds and pests and cut no more than 24 hours prior to planting.



**Mulch**

Mulch should consist of partially decomposed hardwood or approved substitute and shall be of sufficient character as not to be displaced by wind or water runoff.

**Seed**

Seed: Common Bermuda grass- 3 lb./1,000 square feet hulled

Preparation of all areas to be seeded should consist of thoroughly loosening or scarifying the soil to a depth of two (2) to four (4) inches using a tractor disc or other approved method. Areas to be seeded should be cleared of any weeds, sticks, or other debris. Seeding may be done immediately thereafter provided the bed has remained in good friable condition and has not become wet. Water all seeded soil immediately after seeding using spray nozzles or another acceptable method which does not cause soil or seed to wash away.

Apply mulching material to retain moisture and minimize erosion. Rate for straw ½ - 1" thick layer or 60-80 bales per acre. Rate for straw: ½ - 1" thick layer or 60-80 bales per acre. Rate for cellulose fiber: 1,500 pounds per area.

Any areas, which wash or blow away or do not germinate, are to be re-graded and re-seeded until area is covered adequately.

Areas to receive seed are to be fertilized with a complete fertilizer (13-13-13) 25 lbs. per 1,000 square feet.

Contractor should sequence seeding to provide a healthy stand of grass at the time of possession.

If the project completion date prohibits in-season planning the contractor should prepare for temporary out of season seeding so that all laws should be completed and ready for acceptance at time of project completion, without additional cost to the owner. Temporary seed species should be approved by the landscape architect prior to installation. Permanent seeding as specified above should be completed as soon as practical when proper season occurs.

Clearing and grubbing should be the minimum necessary for grading and equipment operation.

Sequence construction to minimize exposure time of cleared area.

Avoid grading activities during months of highly erosive rainfall.

Stabilize cleared area before proceeding to clear another by temporarily or permanently protecting the disturbed soil surface from rainfall impacts and runoff.

Erosion and sediment control measures must be in place and functional before earth moving operations begin.

All control measures must be properly constructed and maintained throughout the construction period.

Check all erosion and sediment control measures weekly and after each rainfall. Daily checking is required during prolonged rainfall. Maintain a permanent log of checks and maintenance measures.

Keep construction debris from entering the ditch channel.

Promptly backfill and stabilize trenches and/or pits.

Designate a specific individual to be responsible for erosion and sediment controls and to keep the permanent job log.

Stabilize disturbed ditch banks at all crossings within five (5) calendar days of completion of the crossing.

Erosion controls are not limited to the specified practices, however, alternative measures must be at least as effective in controlling erosion and sedimentation.

Do not place excavation material from the pipe trench between the trench and the ditch. Place material on the upslope-side of the excavation so that any erosion from the upslope side is caught by the trench.

Leave a buffer strip of vegetation at least as wide as the ditch along the ditch bank whenever possible. On ditches less than 15 feet wide, the buffer zone should extend at least 15 feet back from the water's edge.

Do not destroy, remove, or disturb vegetative ground cover more than 15 calendar days prior to grading

Do not unnecessarily remove canopy: however, when necessary, trees and shrubs should be cut so that they fall away from the ditch.

Apply as soon as possible after final grading permanent soil stabilization with perennial vegetation.

Install staked and entrenched straw bales and/or silt fence along the base of all backfills and cuts, on the downhill side of stockpiled soil, and along ditch banks in cleared areas to prevent erosion into ditches. Do not place silt fence in flowing ditch.

Divert all surface water flowing toward the construction area around the construction area by the use of dikes, berms, channels, or sediment traps, as necessary.

Place cofferdams constructed with sandbags, plastic or non-erodible sheeting on either side of the proposed line crossing and extended from bank to bank to prevent the flow of water into the construction area. Hold water pumped from cofferdams or excavations in properly designed settling basins, dewatering pits, or filter basins until it is at least as clear as upstream water before discharging into surface water. Discharge does not cause erosion and sedimentation.

Do not use ditch for the transport of equipment. Use a stabilized pad of clean and properly sized rock for access road construction. Utilize erosion and sediment control measures as indicated on the plans and in the current edition of the ditch bank is disturbed.



## **SUGGESTED STEPS FOR A DEVELOPER OF A SUBDIVISION**

Confer with the planning commission and its staff representative to become thoroughly familiar with the subdivision requirements, major street plan and other public improvements that might affect the area to be subdivided.

Have preliminary sketch plat prepared by a reputable engineer or surveyor.

Discuss preliminary plat with staff representative. This pre-application review by a trained land planner may save the subdivider time and costly revisions as well as possible savings through better design.

Submit required copies of the sketch plat to the planning commission for preliminary approval in advance of its regular monthly meeting.

### **WHEN PRELIMINARY APPROVAL HAS BEEN GRANTED:**

1. See city engineer or designated approving agent(s) for street and utility specifications. Contact city or county health officials for septic tank specifications if public sewers are not available.
2. Develop subdivision according to preliminary plat and required modifications, if any. Install improvements.
3. Obtain certificates from street and health officials certifying that improvements have been made or that a performance bond has been posted.
4. Prepare final plat.
5. Submit final plat to the planning commission for approval. When approved, the planning commission secretary will sign the certificate of approval for recording.
6. The subdivider now records the plat with the county register's office. He is now ready to sell his lots.



End notes:

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- <sup>i</sup> Added 9/16/04 Per State of Tennessee Legislation
- <sup>ii</sup> Added 8-17-06 Resolution 06-06-01
- <sup>iii</sup> Added 9/16/04 Per State of Tennessee Legislation
- <sup>iv</sup> Added 8-17-06 Resolution 06-06-01
- <sup>v</sup> Added 6-17-04 Resolution 04-06-02
- <sup>vi</sup> Amended 6-17-04 Resolution 04-06-01
- <sup>vii</sup> Added 9/16/04 Per State of Tennessee Legislation
- <sup>viii</sup> Added March 6, 2001 – Ordinance 01-02-02.