

PRELIMINARY PLAT & CONSTRUCTION PLANS CHECKLIST

The subdivider shall submit to the planning staff three (3) copies of the Preliminary Plat and two (2) copies of the construction plans, all signed and stamped by the design professionals, for distribution to reviewing agencies as determined by the location of the site.

The Preliminary Plat and Construction Documents must receive approval from all reviewing agencies before being considered by the Regional Planning Commission. Once all approvals are verified, the Preliminary Plat will be considered by the Regional Planning Commission at the next available meeting. To be eligible for that meeting, all approvals must be complete and verified by the planning staff a minimum of ten (10) business days prior to the meeting date.

The Preliminary Plat and Construction Plans shall be prepared and stamped by a licensed design professional, licensed to practice in the State of Tennessee per Tennessee Code Annotated.

The Preliminary Plat shall be drawn on Arch C (24" x 18") size paper at a scale of not less than one-inch equals one hundred feet (1" = 100'). Several sheets may be submitted if the entire boundary cannot fit onto one sheet. Construction plans may be submitted on larger size sheets.

Multiple pages with appropriate match lines may be considered for large subdivisions that cannot meet these parameters. An index sheet that gives detailed page numbering shall be required for multi-page subdivisions.

SUBMITTED	APPROVED	NOT APPLICABLE	
			PRELIMINARY PLAT
			Subdivision name
			Total acreage
			Acreage of each individual lot
			Location map
			Tax map, group and parcel number
			The name and address of the property owner
			Surveyor's name, address, stamp, signature, and contact info
			Date of preparation
			Revision block
			Graphic scale
			North arrow
			Certification blocks
			Location of existing physical features such as storm drains, sanitary sewers, power lines, gas lines, water lines, buildings and water bodies
			Existing names, location, widths, and other dimensions of streets, alleys, easements and lot lines on adjoining property
			Current zoning of parent parcel and all adjoining properties
			Building setback lines drawn and defined
			Contours at not more than 2' intervals and note stating where the contours were derived

			The boundary of all flood hazard areas established by the Federal Emergency Management Agency if they exist on the property being subdivided or a notation to the effect that none of the property lies within such a hazard area.
			The proposed location of all survey control monuments and iron pins
			Location of any planting strips, signage, street plantings, sidewalks and/or greenways, or other features proposed as part of the public right-of-way
			Proposed names of all new streets
			Proposed utility lines and easements
			The total number of new lots proposed and their areas noted
			The total length of proposed new streets
			A note acknowledging the required ten (10) feet utility easement along the interior of all lot lines
			Closure error of 1/10,000 or better
			Additional right of way granted if required
			CONSTRUCTION PLANS
			Street Construction Plan(s)
			Plan and profile(s) of proposed streets and utilities
			Detail plans plotted on plan and profile sheets to a minimum scale of one inch (1") = fifty feet (50') horizontal, and one inch (1") = five feet (5') vertical
			Plan section including the street and right of way plotted to the proper scale with stationing shown, which should match that of the profile as nearly as possible
			Where conventional sections are used, the stabilization required for the roadside ditches, including the linear extent and type of stabilization required
			Typical roadway sections, as appropriate
			Profile section plotted to the same scale as identified above and including the proposed center line finish grade profile, in addition to the existing center line profile
			All vertical control points on or pertaining to the proposed center line profile such as P.V.C., P.V.I., P.V.T., all low points, street intersections, all percent grade and vertical curve data
			All horizontal control points on or pertaining to the proposed center line alignment, such as P.C., P.I., P.T., radii, and angle of intersections
			Storm Drainage Plan(s)
			A complete plan of the proposed development at a scale no less than one inch equals fifty feet (1" = 50'). This plan is to include existing and proposed contours at intervals no greater than 2' (two feet) (SCM to be used exclusively). Contours shall extend to the centerline of all roads bordering the site and fifty feet (50') beyond property boundaries. Where drainage ultimately enters the groundwater via a sinkhole or drainage well, the drainage area tributary to the sinkhole or drainage well shall be delineated.

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			Existing and proposed buildings on the property.
			Existing and proposed impervious surfaces.
			Proposed and existing drainage structures, including inlets, catch basins, junction boxes, driveway pipes, culverts, cross drains, headwalls, and outlet facilities, with size, type, slope, invert elevations, and quantity indicated.
			Hydrologic and hydraulic calculations for appropriate design conditions and facilities.
			Detention pond control outlet structure details.
			Any proposed swale ditches, channel changes, or improvements, with typical section and length of change indicated.
			Any high water or flood lines, either calculated or observed in the vicinity of the proposed development, and the source of said line or elevation indicated.
			All fill areas indicated as such, with the limits and elevation indicated.
			At least one benchmark located, with the proper elevation indicated (SCM to be used exclusively).
			The location and size of the two drainage structures immediately downstream of the proposed development. This may be shown on a vicinity map with a scale no less than one inch equals two thousand feet (1" = 2000').
			Drainage arrows indicating the existing and proposed direction of runoff throughout the plan.
			Invert and top of grate elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grades of all cross drains and pipe between inlets and catch basins.
			Flood plain areas require the following information: existing and proposed flood plain and floodway boundaries along with flood plain elevations, cut and fill cross sections and calculations, and lowest floor elevations for buildings in the flood plain. Hydraulic calculations should be submitted, as appropriate.
			Temporary erosion and sediment control measures to be implemented during construction (straw bales, silt fence, etc.).
			Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes 2:1 or greater shall be stabilized with sod, soil erosion control blanket, riprap per manufacturer's specifications, or by other methods approved by the City. The plan shall show stabilization measures for each ditch.
			Where special structures such as box culverts, bridges, or junction boxes are proposed, detail plans showing dimensions, reinforcement, spacing, sections, elevations, and other pertinent information shall be submitted.
			Plans and calculations shall be designed and sealed by a registered engineer, and/or land surveyor, if application is for a grading permit. All plans requiring engineering calculations shall be signed and sealed by a registered engineer.

			Grading and Erosion Control Plan(s): The Grading and Erosion Control Plan shall meet the Land Disturbance Ordinance of the City of Morristown.
			Sinkhole and Injection Well Plan(s)
			Proposed onsite and offsite drainage channels that are tributary to a sinkhole throat or injection well inlet shall be delineated, along with appropriate hydraulic calculations to define the existing and altered (if appropriate) 100-year flood plain and to confirm that offsite flooding will not be increased.
			Detailed contours are to be shown for all sinkholes that are to receive storm water runoff from the site. These contours are to have a maximum interval of 2 feet and are to be verified by field surveys.
			A geologic investigation of all sinkholes receiving storm water runoff from the site shall be performed. The report from this investigation shall be signed and sealed by a registered professional, licensed in the State of Tennessee and experienced in geology and groundwater hydrology and shall contain the following:
			Location and nature of aquifers.
			Potential for siltation problems.
			Foundation problems that may be expected around sinkholes.
			Details of drainage structures to be built in sinkholes.
			Any other factors relevant to the design of drainage from sinkholes.
			Plans showing the 100-year flood plain.
			This flood plain shall be designated as a drainage easement on final subdivision plat.
			Details of plan for grading and clearing of vegetation within the 100-year flood plain.
			Compliance with any and all conditions that may be required by the federal government or the State of Tennessee shall be documented.
			The Tennessee Division of Ground Water is the primary regulatory agency for sinkholes and injection wells. Drainage into a sinkhole may require a permit for a Class V well under rules for Underground Injection Control (UIC).
			Demonstration that development will not occur within the area flooded by the 100-year flood. The 100-year elevation may be lowered by construction of a detention pond. Calculations that document a lowering of the 100-year flood elevation shall be based on the 100-year, 24-hour storm using an appropriate safety factor for discharge into the sinkhole.
			Plan and Profile(s) of Water Utilities and Calculations
			When the subdivision is located within the service area of the City's public water system, potable water mains shall be designed and constructed by the subdivider and connected to the City's public water system, or other appropriate utility agency's system. The design and construction shall be in accordance with the adopted design standards of the Morristown Water Systems, or other appropriate utility agency's system.

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			<p>It is the responsibility of the developer to contact the appropriate water service provider as part of the submittal process. A set of plans shall be provided by the developer indicating the location of streets, rights of way, lot lines and on grade utilities. This will enable the utility to provide the developer with all service options and information on any aid- to-construction while allowing the utility to begin a system evaluation and service study.</p>
			<p>Plan and Profile(s) of Sewer Utilities and Calculations</p>
			<p>Public Sewerage Systems: When the proposed subdivision or development is located within the service area of the City's public sewerage system, sanitary sewers shall be designed and constructed by the subdivider and connected to the City's public sewerage system. The design and construction shall be in accordance with the City of Morristown's adopted design standards.</p>
			<p>Individual Sewerage Systems: When the proposed subdivision or development is not located within two thousand (2,000) feet of a public sewerage system, the subdivider may utilize private subsurface sewage treatment systems (septic tanks) provided the systems meet the standards of the Tennessee Department of Environment and Conservation, Division of Ground Water Protection, Chapter 1200-1-6. The private subsurface sewage treatment system must be located on the lot it serves.</p> <p>In the event that individual sewerage systems are approved, and that a City public sewerage system extension is later constructed making connection reasonable, the subdivider agrees that future connections to the public sewerage system shall be made at the property owners' sole expense, including any connection fees. This agreement shall be placed on the recorded Final Plat.</p>
			<p>Low Pressure, or Vacuum Sewage Collection Systems</p>
			<p>Plan for underground street lighting system, if applicable, prepared by the appropriate power company.</p>
			<p>Plan for natural gas utilities: The natural gas utility agency carries out the design and/or construction of the natural gas distribution system .</p>
			<p>Plan for electrical utilities: The Morristown Power System, or other appropriate utility agency, carries out the design and construction of electric distribution facilities in accordance with the National Electric Safety Code (NESC). All subdivider installed electric utilities shall be constructed in accordance with the National Electric Code (NEC). <i>The developer may be assessed a fee from the electric department for materials and labor.</i></p>

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			It is the responsibility of the developer to contact the appropriate electric service provider as part of the submittal process. A set of plans shall be provided by the developer indicating the location of streets, rights of way, lot lines and on grade utilities. This will enable the utility to provide the developer with all service options and information on any aid- to-construction while allowing the utility to begin a system evaluation and service study.
			Additional Information Requested
			If any aspect of the development site may engage in the sale of alcohol, the developer should indicate this possible eventuality to city staff in order to ensure city code regulations are met regarding the sale of alcohol.
			Utility Providers:
			Electric Service:
			Water:
			Sanitary Sewer:
			Cable:

City staff may require standards above the minimum contained herein whenever it feels the public health, safety, and welfare justifies such increases.