

**Subdivision Regulations**  
**for**  
**Johnson County**  
**Tennessee**

**DATE FIRST ADOPTION**  
**April 18, 1977**

**DATE SECOND ADOPTION**  
**JANUARY 14, 2007**

**AS AMENDED THROUGH**  
**October 18, 2012**

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## ARTICLE II. PROCEDURE FOR PLAT APPROVAL

The procedure for review and approval for a subdivision plat consists of three steps. The initial step is the early informal consultation with the planning commission technical staff for advice and assistance. The second step is the preparation and submission to the planning commission of a design (preliminary) plat of the proposed subdivision. The third 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 Registrar when duly signed by the secretary of the planning commission.

### A. General

1. Any owner of land lying within the Johnson County Planning Region wishing to divide such land into two or more lots, sites, or divisions, for the purpose, either immediate or future for sale or building development, or wishing to resubdivide for this purpose, shall submit a plan of such proposed subdivision to the Johnson County Regional Planning Commission for approval and shall obtain such approval prior to the filing of his subdivision plat for record. Any such subdivision plat shall conform to any and all of the requirements of the subdivision regulations. No plat of a subdivision of land within the Johnson County Planning Region shall be filed or recorded by the Registrar of Johnson County without the approval of the planning commission except for the exemptions specified below. All exemptions, that are to be recorded in the plat cabinets, must be exempted by the planning commission or other approved method. The plat will then be stamped with the following: "This plat is exempt from the subdivision regulations, and has not been reviewed by the planning commission". The following items are exempt from the subdivision requirements of this resolution:

- a. Any plat of clarification, minor change or correction if such plat does not create any new lots.
- b. Selling property to an adjoining property owner if the following conditions are met: The property being sold is incorporated into the new owners property with no new lot or tract being created, and that the two lots or tracts of land (after the sale of the property has been completed) meet all the lot requirements of this regulation, and the intent of this regulation is maintained.
- c. The division of land among members of the same family, including all lineal descendants of the parents plus brothers, sisters, aunts, uncles plus heirs per a Will or by state law if there is no Will. Any generally accepted method of transfer is okay. The purpose of the family exemption is to benefit each family member deeded a lot, and not for the benefit of a person or partners for a contemplated development for resale. Any lot accessed by an easement must have the centerline surveyed by cords.
- d. (Repealed 1/10/11.)
- e. Lots over five acres that have at least forty feet of road frontage on a county road that will be used to access their property, will be exempt per TCA 13-3-401. However, lots over five acres that need new roads or utilities are not exempt.
- f. Plats recorded before the subdivision regulations were adopted at 12:00 noon on April 18, 1977 will be exempt (grandfathered), but all the requirements of the subdivision regulations must be met if any lots are changed except for plats of clarification, minor change or correction as detailed in this section.
- g. The division of land ordered or approved by a court is exempt.
- h. Location plats that meet all the requirements of the Horizontal Property Regime are exempt from the subdivision regulations. A letter from the attorney, licensed to practice in Tennessee, responsible for writing the horizontal property regime shall be submitted as follows: "This plat

3. The design (preliminary) 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, and shall give the following information insofar as possible:

a. The proposed subdivision name and location, the name and address of the owner or owners, and the name of the designer of the plat who shall be a surveyor licensed by the State of Tennessee.

b. Date, approximate north point, and graphic scale.

c. The location of existing and platted property lines, streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, and any public utility easements, the present zoning classification, if any, both on the land to be subdivided and on the adjoining land; and the names of adjoining property owners or subdivisions.

d. A construction plan which shall include: (1) a complete drainage plan showing all improvements including all proposed streets, easements, storm sewers, swales, ditches, reserved areas and lot drainage; (2) a plan and profile of all streets showing typical cross sections of proposed roadways, swales and ditches as well as both existing and proposed finished grades of paved right-of-way and special ditches, and details of all structures which are part of the physical improvements in the subdivision. Also proposed drainage structures including manholes, catch basins, junction boxes, pipe storm drains, ditches and other drainage facilities including headwalls shall be shown on the plan and profile.

e. The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing streets or roads and to an original corner of the original survey of which it is a part -- or a key map showing relation of subdivision to well-known streets, railroads, and water courses in all directions to a distance of at least one-half mile. Suggested scale: one inch equals 2,000 feet.

f. Plans of proposed utility layouts (sanitary and storm sewers, and water) showing feasible connections to the existing or any proposed utility systems. When such connections are not practicable, any proposed individual sewage disposal system must be approved by the Tennessee Department of Environment and Conservation.

g. The names, locations, widths, and other dimensions of proposed streets, alleys, easements, parks, and other open spaces, reservations, lot lines, building lines and utilities.

h. The acreage of the land to be subdivided.

i. Actual closure computations for the boundary traverses. Such boundary traverses shall close to an accuracy of at least one (1) part in five thousand (5,000)

4. Within sixty (60) days after submission of the design (preliminary) plat, the planning commission will review it and indicate its approval, disapproval, or approval subject to modifications, the nature of the required modifications will be indicated.

5. The approval of the design (preliminary) plat by the planning commission will not constitute acceptance of the final plat and will not be indicated on the design (preliminary) plat.

6. Failure of the planning commission to act on the design (preliminary) plat within sixty (60) days after being presented at a planning commission meeting in accordance with subsections C.1 and C.2 of this Article will be deemed approval of this plat, and a certificate to that effect shall be issued by the commission on demand, provided, however, that the applicant may waive this requirement and consent to the extension of such period.

9. 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, reservations, 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 lines, block line and building line whether curved or straight, and including 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 hundredth (100th) 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 north point.
  - g. Location sketch map showing site in relation to area.
  - h. All boundary traverses including lot and block traverses shall close to an accuracy of at least one (1) part in five thousand (5,000).
10. The following certificates shall be presented with the final plat:
  - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way and any sites for public use (See Appendix A).
  - b. Certification by surveyor licensed by the State of Tennessee to accuracy of survey and plat and placement of monuments (see Appendix A).
  - c. Certification by the Tennessee Department of Environment and Conservation when individual sewage disposal systems are to be installed (see appendix A).
  - d. Certification by the road superintendent or other county designated person that the subdivider has installed all improvements in accordance with the requirements of the subdivision regulations
  - e. Certification of approval to be signed by the secretary of the planning commission (See Appendix A)
  - f. Certification of approval to be signed by the Director of the E-911 Center or his/her authorized representative.

5. Additional Width on Existing Streets

Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet the above minimum street width requirements. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.

6. Restriction of Access

Where a subdivision abuts or contains an existing or proposed major street, the planning commission may require marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, or such other treatment as may be necessary for adequate protection of residential properties to afford separation of through and local traffic.

7. Street Grades

Grades on major streets shall not exceed seven (7) percent, grades on other streets may exceed seven (7) percent but shall not exceed fifteen (15) percent.

8. Horizontal Curves

On streets sixty (60) feet or more in width, the centerline radius of curvature shall not be less than three hundred (300) feet, on other streets, not less than one hundred (100) feet.

9. Vertical Curves

All changes in grade shall be connected by vertical curves of minimum length in feet equal to fifteen (15) times the algebraic difference in rates of grade for major streets and one half this minimum length for other streets. Profiles of all streets showing natural and finished grades drawn to a scale of not less than one inch equal one hundred (100) feet horizontal, and one inch equals ten (10) feet vertical, may be required by the planning commission.

10. Intersection

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.

To permit the construction of a curb having a desirable radius, property line radii at all street intersections shall not be less than twenty (20) feet. Where the angle of the street intersection is less than ninety (90) degrees, the planning commission may require a greater radius.

11. Tangents

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

12. Street Jogs

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

13. Dead End Streets

- a. They shall be provided with a turn-around having an outside roadway diameter of at least seventy (70) feet (outside right of way diameter of at least ninety feet) or the planning commission may approve an alternate design as the shown on the illustration T or Y backaround.

e. The size and widths of lots shall in no case be less than the minimum requirements of any zoning ordinance in effect.

3. Building Setback Lines

The minimum depth of building setback lines from the street right-of-way line shall not be less than thirty (30) feet from minor residential and collector streets and forty (40) feet from all others. Corner lots shall be twenty (20) feet from the side street right-of-way line unless a lower standard is allowed by an existing zoning ordinance. A minimum side yard setback of ten (10) feet is required, and a rear setback of twenty feet is required unless a lower standard is allowed by an existing zoning ordinance.

C. Public Open Spaces

Due consideration shall be given to the allocation of areas suitably located and of adequate size for playgrounds and parks for local or neighborhood use as well as public service areas.

D. Easements for Utilities

Drainage and utility easements shall be provided on each side and rear lot line where deemed necessary by the planning commission. The easements shall be designed to adequately provide utilities and drainage for all lots in the proposed subdivision. Easements of the same or a greater width may be required along the lines of or across lots where necessary for the extension of existing or planned utilities.

E. Suitability of the Land

The planning commission shall not approve the subdivision of property, if adequate investigation has been conducted by all public agencies concerned, and it has been determined that the site is not suitable for the proposed development.

F. Water Supply and Sewerage Connection

Where a public water supply or public sewerage system is reasonably accessible, the subdivider shall indicate a connection with such water supply or sewerage system and a water or sewerage connection for each lot with such material and to such size and length as shall be approved by the planning commission.

G. Planned Unit Developments

Planned Unit Developments (PUD) are an alternative to the single lot development standards of the Johnson County Subdivision Resolution. PUDs allow different housing types (condominiums, townhouses, etc) that are not provided for in any other section of the subdivision regulations. PUDs are intended to provide opportunities for the more efficient utilization of land by setting up permanent open spaces that provide a high standard of protection and preservation of environmentally sensitive lands as well as planned living, working, and shopping environments that include the provision of essential utilities and streets. Most PUDs incorporate community facilities such as meeting rooms, recreation areas, walking trails, open spaces, etc into their facilities that are not provided within the standard single lot subdivision. Where actions, designs, or solutions proposed by the applicant are not literally in accordance with the subdivision resolution, the planning commission may make a finding, in the particular case, that public purposes are satisfied to an equivalent or greater degree. If such a finding has been made, the planning commission may make specific modifications of the regulations.

All PUD improvements must be completed or have appropriate financial guarantees approved by the planning commission per Article IV Development Prerequisite To Final Approval, Subsection B Guarantee in Lieu of Completed Improvements. Large community facilities shown on concept plans, that may be included in future development phases, will not be subject to financial guarantees.

**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 from a potential tax liability. The following tangible improvements are required before final plat approval in order to assure the physical reality of a subdivision which approval and recordation will establish legally.

There are specific required improvements for all subdivisions as detailed in Section A, Required Improvements. The County has public and private road standards that are based on lot size and the number of lots served by each road. Public road standards are detailed in Section B, and private road standards are detailed in Section C.

**A. REQUIRED IMPROVEMENTS**

Every subdivision developer shall be required to grade and improve streets, and to install monuments, to install utilities, and a storm water management system in accordance with specifications established by the Johnson County Regional Planning Commission. Where specifications adopted by local authorities conflict with standards as set forth in these subdivision regulations, the higher set of standards, as determined by the planning commission, shall govern.

1. Monuments

a. Concrete monuments four (4) inches in diameter or 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 monuments shall have an indented cross to identify properly the location and shall be set flush with the finished grade.

b. All other corners and points shall be marked with iron pipe or solid steel rod not less than one-half (1/2) inches in diameter and twenty-four (24) inches long and driven so as to be flush with the finished grade.

2. Grading

a. Preparation. Before grading is started, the entire right-of-way area shall be cleared of all trees, stumps, roots, brush and other objectionable materials.

b. Cuts. All tree stumps, boulders and other obstructions shall be removed to a depth of two (2) feet below the subgrade. Rock, when encountered, shall be scarified to a depth of twelve (12) inches below 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 to exceed six (6) inches loose and compacted by a sheeps foot roller. Unless another method of preparation of the subgrade is approved by planning commission, the subgrade shall be constructed as specified in Section 23, Standard Specifications for Road and Bridge Construction, Tennessee Department of Highways and Public Works, January 1, 1968, and latest revision thereto. The filling of utility trenches and other places not accessible to a roller shall be mechanically tamped, and where water is used to assist compaction, the water content shall not exceed the optimum of moisture, or the trenches may be filled with a fine gravel such as "Pug Mill".



6. Water Supply System

Water mains properly connected with the community water supply system shall be constructed in such a manner as to adequately serve all lots shown on the subdivision plat for both domestic use and fire protection. The size of water mains and location of hydrants shall be approved by the planning commission upon the recommendation of the applicable inspection agencies, and shall conform to accepted standards of good practice for public water systems.

7. Individual Septic Systems

Where lots cannot be economically connected with a sewerage system, they must contain adequate area for the installation of approved subsurface drainage systems that must be approved in writing by the Tennessee Department of Environment and Conservation.

8. Street Name Signs

Appropriate street signs also add sales value to subdivisions and enable strangers, delivery concerns and even potential lot buyers to find their way around. Street names should appear at all intersections. Street signs must be installed by the developer, or money deposited with the road superintendent for the installation of the required signs.

**B. PUBLIC ROAD STANDARDS**

Any subdivision with streets developed to public standards may choose to have a private street if all the requirements are met for private streets.

1. Minimum Pavement Widths: Due to the diversity of development in the Johnson County Planning Region ranging from sparsely populated agricultural areas to the densely populated urban areas, required widths for the pavement of roadways (by the developer) will necessarily vary with the character of building development and the amount of traffic encountered. Minimum widths for the pavement of roads and streets shall be those indicated below.

- a. Arterial Streets: (as required by engineering design and traffic volume)
- b. Collector Streets: (as required by engineering design and traffic volume)
- c. Marginal Access: 20 feet
- d. Minor Residential Streets: 20 feet
- e. Dead-end Streets (maximum length 600 feet): 18 feet
- f. Loop Streets (maximum length of 1,200 feet): 18 feet

2. Roadway Improvements For Small Lot Subdivisions: (Subdivisions with a minimum lot size of 15,000 square feet with septic systems, and 7,500 feet on state approved sewer systems.)

- a. Must meet all the requirements in these subdivision regulations.

3. Roadway Improvements For Medium Lot Subdivisions: (Subdivisions with a minimum lot size of one acre and 100 feet of road frontage per lot except for forty (40) feet on a cul-de-sac.)

- a. Must meet all the requirements in these subdivision regulations except that the wearing surface must consist of a tar and chip bituminous mat (or higher asphalt standard) of between 50 and 65 pounds per square yard of mineral aggregate bonded with bituminous material. It shall be constructed on a designated surface in accordance with Section 505, Standard Specifications for Road and Bridge Construction, (Tennessee Department of Highways and Public Works, January 1, 1968) and the latest revisions thereto.

c. The following statement must be added to the plat approved by the Planning Commission: "No further subdivision of lots without planning commission approval except for a minor change, correction, or clarification."

4 Roadway Improvements For Large Lot Subdivisions: (Subdivisions with a minimum lot size of one acre with an average lot size of two acres with 100 feet of road frontage per lot except for 50 feet on a cul-de-sac.)

a. Must meet all the requirements in these subdivision regulations for road improvements except that no paving is required, but the six inch compacted gravel base is required.

b. Must meet all the other requirements of the subdivision regulations except that the maximum required road width is 16 feet, the maximum road grade is 20 percent, and the required road right of way is 50 feet.

c. The following statement must be added to the plat approved by the Planning Commission: "No further subdivision of lots without planning commission approval except for a minor change, correction, or clarification."

5 Roadway Improvements For Subdivisions With Only Five Lots: (Subdivisions with only five lots with a minimum lot size of one acre with 100 feet of road frontage per lot except for 50 feet on a cul-de-sac.)

a. Must meet all the requirements of the subdivision regulations for plats and lots only. There are no road improvements required. The required road right of way is forty (40) feet.

b. The following statement must be added to the plat approved by the Planning Commission: "No further subdivision of lots without planning commission approval except for a minor change, correction, or clarification."

#### D. GUARANTEE IN LIEU OF COMPLETED IMPROVEMENTS

No subdivision plat shall be approved by the Johnson County Planning Commission until all required improvements have been constructed in a satisfactory manner and approved by the Planning Commission with such approval endorsed in writing on the plat by the secretary of the Planning Commission. The county register shall not receive, file or record a plat of a subdivision without the prior approval of the Planning Commission with such approval endorsed on the plat. In lieu of requiring the construction and completion of all improvements prior to final plat approval, the Planning Commission may, at its sole discretion, enter into a contract (see Appendix B for the required contract forms) with the subdivider to complete all required improvements. The required improvements, as set forth in the contract, shall be the construction plans approved by the Planning commission, the requirements of the subdivision resolution, and any other improvements required by the Planning Commission. The contract shall also contain a time period within which all improvements shall be completed. The Planning Commission may accept in form and amount and with conditions, surety and security for the actual construction and installation of improvements by approving the use of one of the following forms of performance guarantees in a manner satisfactory to the Planning Commission.

1. Performance Bond Guarantee

The subdivider shall obtain and deposit with the Planning Commission a surety bond from a surety bonding company authorized to do business in the State of Tennessee. The executed Performance Bond Agreement (see Appendix B) shall be attached to the surety bond. These documents shall be kept by the County Clerk of Johnson County. The bond shall be payable to the Planning Commission and shall be in an amount set at the sole discretion of the Planning Commission sufficient to cover the entire cost of the improvements. The bond shall have no termination date and may be terminated or released only by the Planning Commission upon full and satisfactory completion of all required improvements. The bond shall secure to the Planning Commission the actual construction and installation of all required improvements by subdivider within the

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 into two or more lots located within the Johnson County Planning Region shall be recorded by the County Registrar of Deeds until said plat or plan has received final approval in writing by the planning commission as provided in Section 13-3-402, Tennessee Code Annotated except for exemptions from the regulations verified by the planning commission. The exemptions are detailed in Article II, Section A, General, Number 1.

B. Penalties

1. No county registrar shall receive, file, or record a plat of a subdivision within the planning region without the approval of the planning commission as required in Sections 13-3-402 and 13-4-302, Tennessee Code Annotated, and any county registrar so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.

2. Sections 13-3-410 and 13-3-406, Tennessee Code Annotated provides that "Whoever being the owner or agent or 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 registrar, 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 documents used in the process of selling or transferring shall not exempt the transaction from such penalties." In the case of the regional planning commission, section 13-3-410 provides that the county through its county attorney, or other official designated by the county commission may enjoin such transfer 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 commissioner or the solicitor of the municipality or another official designated by the chief legislative body and/or the county attorney or other official designated by the county commission may bring action to enjoin such erection or cause it to be vacated or removed as provided in section 13-3-411, Tennessee Code Annotated.

**APPENDIX A**

**FORMS FOR FINAL PLAT CERTIFICATIONS**

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown here has been found to comply with the subdivision regulations for Johnson County, Tennessee, with the exception of such variances, if any, as are noted in the minutes of the planning commission and that it has been approved for recording in the office of the County Registrar.

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

\_\_\_\_\_  
Secretary, Planning Commission

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

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

Date

\_\_\_\_\_  
Owner

CERTIFICATE OF ACCURACY

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

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

Date

\_\_\_\_\_  
Surveyor licensed by the State of Tennessee

CERTIFICATION OF THE APPROVAL OF STREETS

I hereby certify that streets have been installed in an acceptable manner and according to specifications.

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

Date

\_\_\_\_\_  
Road superintendent or other designated person

CERTIFICATION OF THE APPROVAL FOR 911-ADDRESSING ASSIGNMENT

I hereby certify that the addresses, as noted on the final plat, are approved as assigned.

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

Date

\_\_\_\_\_  
Johnson County E-911 Director or Authorized Representative

WITNESS our hands this the \_\_\_\_\_, day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
FINANCIAL INSTITUTION

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that \_\_\_\_\_  
(Agent of the Financial Institution) (Name of Financial Institution)

is a local federally insured financial institution authorized to do business in the State of Tennessee, with an office in Johnson County, Tennessee, as of the date hereinabove set out.

\_\_\_\_\_  
(Agent of the Financial Institution)

WITNESS our hands this the \_\_\_\_\_, day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
JOHNSON COUNTY TRUSTEE

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS \_\_\_\_\_

WITNESS our hands this the \_\_\_\_\_, day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
FINANCIAL INSTITUTION

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that \_\_\_\_\_  
(Agent of the Financial Institution) (Name of Financial Institution)

is a local federally insured financial institution authorized to do business in the State of Tennessee, with an office in Tennessee, as of the date hereinabove set out.

\_\_\_\_\_  
(Agent of the Financial Institution)

WITNESS our hands this the \_\_\_\_\_, day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
SURETY

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that \_\_\_\_\_  
(Agent of the Surety Company) (Name of Surety Company)

is authorized to do business in the State of Tennessee, as of the date hereinabove set out.

\_\_\_\_\_  
(Agent of the Surety Company)



**APPENDIX C  
DEVELOPMENT PACKET**

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
REQUIRED PERMITS FOR GENERAL CONSTRUCTION

**EROSION CONTROL PERMITTING** - ANY development, subdivision, or project that proposes to disturb (including clearing, grading, filling, and excavating) greater than one (1) acre of land area, requires a Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) be submitted to Tennessee Department of Environment and Conservation (TDEC). State law exempts normal agricultural and logging operations from this permit requirement. Once the plan is approved, TDEC will issue a Notice of Coverage (NOC). Projects or developments that propose **less than one (1) acre of land disturbance**, that are part of a larger common plan of development or sale, that is at least one (1) acre in size, are also required to submit a SWPPP and NOI to TDEC. **A TDEC Notice of Coverage (NOC) is required before** any clearing, grading, filling or excavating is started. Please contact Andrew Tolley, Water Pollution Control, as shown below.

**AQUATIC RESOURCES PERMITTING** - ANY individual (landowner, developer, etc.) that proposes ANY impacts to a stream, river or wetland, must apply to Tennessee Department of Environment and Conservation AND the US Army Corps of Engineers for such permits prior to beginning ground disturbing activities.

- a. **Including but not limited to STREAM, RIVER, or WETLAND:**
  - i. Pipe or Culvert Crossings
  - ii. Bridge Crossings
  - iii. French Drain Crossings
  - iv. Minor grading, etc.

Any landowner permits, applications, or questions related to the definition of a “stream” or “wetland” in this instance, please contact Andrew Tolley, Water Pollution Control, as shown below.

**PLAT APPROVAL FOR SEPTIC SYSTEMS** - State law states that any property divided into two (2) or more lots for development, where subsurface sewage disposal systems are to be used, is a subdivision that must be approved by Tennessee Department of Environment and Conservation. All subdivisions approved by the planning commission must be approved first by TDEC. This process will require soil mapping by an approved Soil Scientist, possible perk tests, and TDEC approval of the plat. Please contact John Parks, Groundwater Protection, as shown below.

**Contact Information:**

Andrew Tolley  
Manager, Water Pollution Control  
TN Dept. of Environment & Conservation  
Eastern Regulatory Field Office  
2305 Silverdale Road  
Johnson City, Tennessee 37601  
(423) 854-5446

John Park  
Groundwater Protection  
TN Dept. of Environment & Conservation Eastern  
Regulatory Field Office  
2305 Silverdale Road  
Johnson City, Tennessee 37601  
(423) 854-5419

Kathy Elliott  
U.S. Army Corps of Engineers  
P. O. Box 456  
Lenoir City, Tennessee 37771  
(865) 986-7296

**APPENDIX C  
DEVELOPMENT PACKET**

**FINAL SUBDIVISION CHECKLIST FOR JOHNSON COUNTY**

Name of Subdivision: \_\_\_\_\_ Date submitted: \_\_\_\_\_  
 Owners name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Agents name: \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Surveyor name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Engineers name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

- One copy of the final plat must be in the County Mayor's office by 9:00 AM on Tuesday morning before the planning commission meeting.
- Three additional copies of the final plat must be presented at the planning commission meeting.

**FINAL PLAT REQUIREMENTS**

___ Location map	___ Adjoining owners	___ Width of ROW
___ Subdivision name	___ Building Setbacks	___ lot numbers
___ Owners name	___ Total acreage	
___ Surveyors stamp	___ Square foot each lot	
___ Closure error	___ Existing easements	
___ Date of plat	___ Existing buildings	
___ Graphic scale	___ Radii of intersections	

- \_\_\_ Bearings for streets, easements, lot lines, etc.
- \_\_\_ Setback easements for streams required by Johnson County's flood plain management resolution.
- \_\_\_ Certificate of ownership and dedication
- \_\_\_ Certificate of accuracy
- \_\_\_ TDEC approval of subsurface drainage system
- \_\_\_ Certificate of approval of the streets
- \_\_\_ Certificate of approval for recording
- \_\_\_ Approval of public water (if needed)
- \_\_\_ Approval of public sewers (if needed)
- \_\_\_ Approval of 911 addressing and names
- \_\_\_ Approval of Right of way by Mountain Electric
- \_\_\_ Approval of installed signs or check for signs submitted to the road superintendent.
- \_\_\_ Statement on plat that all further subdivision of property must be approved by planning commission for all public or private roads not built to the highest standard.
- \_\_\_ Private subdivisions: Homeowners association drafted by an attorney and recorded with the plat.
- \_\_\_ Private subdivisions: Statement on plat that: *"It is the intent that these roads will always remain private and be maintained by the homeowners through their association, and that they will not become public county maintained roads."*

**APPENDIX D.**  
**ADMINISTRATIVE PROCEDURES AND POLICY**

Staff Approval Of Exemptions To The Subdivision Regulations Per Article II, Section A General, Number 1

- Exemptions may be approved at the regular commission meetings
- Licensed surveyor in the State of Tennessee AND a practicing Attorney, Licensed to Practice in the State of Tennessee may approve exemptions to the subdivision regulations. **BOTH SIGNATURES ARE REQUIRED.**
- The plat must be stamped with the following, filled out correctly and signed before being recorded.

"I certify this plat is exempt from the subdivision regulations according to Article II, Section A, Subsection 1, \_\_\_\_\_ of the Johnson County TN Subdivision Regulations, and may be legally recorded."

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

\_\_\_\_\_  
Surveyor licensed by the State of Tennessee

AND

\_\_\_\_\_  
Attorney

- The plat then can be stamped by the Register of Deeds with the following then recorded.

"This plat is exempt from the subdivision regulations, and has not been reviewed by the planning commission".

Staff Review Of Agenda Items

- The agenda will be E mailed to the County Mayor's Office on the Monday one week before the commission meeting.
- All items for the agenda need to be delivered to the County Mayor's Office by 9:00 AM on the Tuesday before the meeting.
- Staff will review agenda items primarily on the Wednesday before the meeting. The weather and conflicts may require this date to be changed. Staff will notify the contact person if there are any questions or problems after the site check.