ARTICLE V

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

5-101 Sketch Plat

5-101.1 General

Sketch plats submitted to the Planning Commission, prepared in pen or pencil, shall be drawn to a convenient scale no smaller than one hundred (100) feet to an inch. Sixteen (16) copies shall be submitted as required in Section 2-102.1.

5-101.2 Features

The sketch plat shall show:

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

5-102 Preliminary Plat

5-102.1 General

The preliminary plat shall be prepared by a surveyor, landscape architect, architect, land planner, or engineer engaged in the practice of civil engineering, at a convenient scale no smaller than one hundred (100) feet to an inch. The plat shall be prepared in pen, and the sheets shall be numbered in sequence if more thanone sheet is used. The map prepared for the preliminary plat may be modified as required and be used for the final subdivision plat and should be permanently reproducible. Sixteen (16) copies shall be submitted as required in Subsection 2-103.1.

5-102.2 Features

The preliminary plat shall include:

1. the location of the property to be subdivided with respect to surrounding property(s) and public way(s);

2. the names of all adjoining property owners of record, or the names of adjoining developments;

3. the names of adjoining public ways;

4. the location and dimensions of all boundary lines of the property, figured to the nearest one hundredth (1/100)of a foot;

5. the location of existing public ways, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the Planning Commission;

6. the location and width of all existing and/or proposed easements. alleys, and other public ways, and building setback lines;

7. the location, dimension, and area of all proposed or existing lots;

8. the position of all existing and/or proposed buildings within proposed condominium developments;

9. the location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation;

10. the limits of floodway and floodway fringe areas (100 year flood area(s)) and the associated floodway elevation and regulatory flood protection elevation;

11. the name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor or other person preparing the plat;

12. the date of the plat, approximate true north point, scale, and title of the subdivision;

13. sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines within the area to be subdivided;

14. name of the subdivision and all new public ways, as approved by the Planning Commission;

15. the zoning classification of all zoned lots within the subject subdivision, as well as of all adjoining properties, as well as an indication of all uses other than residential proposed by the subdivider;

16. the distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing public ways and to the original corner of the original survey of which it is a part;

17. key map showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet);

18. contours at vertical intervals of 1 foot where the proposed subdivision has an average slope of less than two (2) percent. Contours at vertical intervals of not more than two (2) feet where the proposed subdivision has an average slope of between five (5) percent and two (2) percent. Vertical intervals of not more than five (5) feet are required where the average slope exceeds five (5) percent (contours to be field surveyed or taken from aerial photographs acceptable to the Planning Commission);

19. map parcel numbers as recorded on the land tax maps of the county;

20. the location and size of all water and sewer lines, as well as the location of all existing and proposed fire hydrants;

21. The following notations:

    (a) explanation of drainage easements;

    (b) explanation of site easements;

    (c) explanation of reservations; and

    (d) for any lot where public sewer or water systems are not available, the following:

(i) areas to be used for sewage disposal and their percolation results, or if the Planning Commission desires, any other acceptable data to show that the entire site can be served effectively by septic tanks;

(ii) water wells (existing and proposed); and

(iii) rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features;

22. draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions; and

23. Submission of traffic impact study as required in Subsection 4-103.206.

24. A designation of any lot containing topographic slopes of fifteen (15) percent or greater (see Subsection 4-102.103).

25. a form for endorsement of Planning Commission approval of the preliminary plat which shall read as follows:

Approved by White House Regional Planning Commission, with such exceptions or conditions as are indicated in the minutes of the commission on _____.
(date)

Preliminary plat approval shall not constitute final approval for recording purposes.

5-103 Construction Plans

5-103.1 General

Construction plans shall be prepared for all improvements required by these regulations. Plans shall be drawn at a scale of no more than fifty (50) feet to an inch. Plans shall be in compliance with the specifications in Article IV, of these regulations. Approval of plans must precede actual construction, and no final plat shall be considered by the Planning Commission until the required plans have been approved. The construction plans shall be prepared and stamped by a licensed engineer engaged in the practice of civil engineering. Five (5) copies of the construction plans shall be submitted to the City Engineer. Other than the clearing of brush, absolutely, no construction shall take place until the construction plans have been approved.

5-103.2 Features

The following shall be shown on the construction plans.

1. Profiles showing existing and proposed elevations along center lines of all public ways.

2. Where a proposed road intersects an existing public way or ways, the elevation along the center line of the existing public way within one hundred (100) feet of the intersection.

3. Approximate radii of all curves, lengths of tangents, and central angles on all public ways.

4. Proposed public ways, as required by the Planning Commission; where such are required, horizontal stationing shall be at fifty (50) foot intervals and cross-sectional elevations shall be to an accuracy of one tenth (1/10) foot vertical on a line at right angles to the center line of the public way at the following points: the center line of the public way, each property line, and points twenty-five (25) feet inside each property line.

5. Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins.

6. The location of public way signs.

7. The location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing or proposed utility system.

8. Exact location and size of all water, gas, or other underground utilities or structures.

9. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including but not limited to, existing public ways, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, and features noted on the land development plan or major street or road plan.

10. The water elevations of adjoining lakes or streams and the approximate high- and low-water elevations of such lakes or streams shall be shown. All elevations shall be referred to the U.S.G.S. datum plane.

11. If the subdivision borders a lake, river, or stream, the distance and bearings of a meander line established not less than twenty (20) feet back form the ordinary high-water mark of such waterways.

12. The developer shall prepare for any portion of a subdivision containing a flood prone area, or an area known to be subject to flooding, information necessary for the Planning Commission to determine the suitability of the particular site for the proposed development, as follows:

    (a) plans in triplicate drawn to scale showing the nature, location, dimensions, and elevation of any part of the subdivision within a flood prone area; existing or proposed structures or building sites,

fill, storage of materials and floodproofing measures, as specified in these regulations; and the relationship of the above to the location of the stream channel, floodway, floodway fringe, the regulatory flood elevation, and the regulatory flood protection elevation;

(b) a typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high-water information, if required by the Planning Commission;

(c) surface-view plans showing elevations and contours of the ground;

(d) pertinent structures, fill, or elevations of public ways;

(e) water supply, sanitary facilities, soil types, and other pertinent information, as required by the Planning Commission; and

(f) specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities.

13. Contours at the same vertical interval as on the preliminary plat.

14. In addition to the other requirements of this section, construction plans for condominium subdivisions shall contain "as built" drawings of all underground utilities, regardless of proposed ownership, and the construction design of all public facilities which are proposed for dedication to the governing body.

15. A notation of construction plans approval by appropriate persons or governmental representatives.

16. Title, name, address, stamp and signature of engineer who prepared the plans.

17. Date of plans, including any revision dates.

18. An erosion and sediment control plan shall be prepared for each development required to submit construction plans. Such plan shall demonstrate the manner in which the general principals for erosion and sediment control set out in Subsection 4-102.603, are to be implemented on the site covered by the construction plans.

19. A notation of construction plans approval by the City Engineer.

5-104 Final Subdivision Plat

5-104.1 General

The final subdivision plat shall be prepared on transparent drafting material at a scale no smaller than fifty (50) feet to the inch on sheets of county register plat

book size. The use of an appropriate smaller scale may be permitted for lots larger than two (2) acres. When more than one (1) sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the sheets numbered in sequence.

Construction plans, if required as described in Section 5-103, of these regulations, shall have been approved prior to Planning Commission approval of the final subdivision plat.

5-104.2 Features

The final plat shall include:

1. The location of the property to be subdivided with respect to surrounding property(s) and public ways.

2. The names of all adjoining property owners of record or the names of adjoining developments.

3. The names of adjoining public ways.

4. The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest minute and distance to the nearest one hundredth (1/100) of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the Tennessee Code, for a Category II (Suburban Subdivision). The survey shall be tied into the Tennessee Grid Coordinate System.

ACCURACY OF SURVEYS

Average Lot Size	Unadjusted Accuracy
One (1) Acre or Less	**Category I, Suburban Land Survey**
Greater than One (1) Acre, but Less than Ten (10) Acres	**Category II, Rural Land Survey**
Ten (10) Acres or More	**Category III, Farm Land Survey**

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

5. The location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries.

6. The limits of floodway, the floodway elevation, and floodway fringe areas (100-year flood line(s)) and the regulatory flood elevation; as well as the location and elevation of any required fill lines.

7. The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.

8. The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth (1/100) of a foot and angles to the nearest minute. Lot areas shall be shown to the nearest tenth (1/10) of a square foot.

9. The location, area, and dimensions, to the accuracy set forth in Item 8, above, of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation.

10. The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:

    (a) an "as-built" building location and boundary survey, to "American Land Title Association" or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and locations relative to those boundaries of the building(s) which constitute the condominium subdivision;

    (b) some sort of datum plane or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical reference, (e.g., an appropriate permanent monument or other acceptable reference datum or fixed known point). Elaborate exterior elevations and architectural detail are not necessary to satisfy this requirement; and

    (c) copies of deed covenants, the charter and by-laws of any homeowners' association established; and special information which the Planning Commission may require to protect the rights of future owners of the condominium or the public in general.

11. The name and address of the owner(s) of the land being subdivided.

12. The name and address of the subdivider if other than the owner.

13. The name and stamp of the land surveyor or other person preparing the plat.

14. The date of the plat, approximate true north point, scale, and title of the subdivision.

15. Sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the center line of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat.

16. The names of all public ways; and designation of all residential collector and community collector streets.

17. The zoning classification of all lots within the subdivision, as well as of all adjacent properties, as well as an indication of uses other than residential proposed by the subdivider.

18. The total acreage within the subdivision.

19. Lot numbers.

20. The line size and location of all existing and proposed water and sewer facilities.

21. The location of all fire hydrants.

22. The diameter and width of all driveway culverts.

23. The designation of any lot containing topographic slopes of fifteen (15) percent or greater (see Subsection 4-102.103).

24. For any lot where public sewer or water system is not available, the following shall be shown:

    (a) areas to be used for sewage disposal; and

    (b) water wells (existing and proposed).

25. Notation of required “as-built” plans for streets and associated stormwater drainage structures and improvements (see Subsection 2-105.1, 2) and all other required notations as subsequently cited, herein, in Subsection 5-104.2.

26. Applicable certifications in the form reproduced in this section shall appear upon the final plat. All required certificates shall bear the signature of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the Planning Commission's approval for recording shall appear unsigned at the time of application for approval.

26. State Department of Environment and Conservation, public water and sewer design layout and approval stamps, if applicable; also, actual design plans for filing in appropriate governmental representative's office.

27. Commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the Planning Commission.

5-104.3 Plat Certificates and Notations

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

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owners of the property shown and described hereon and that I (we) 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 spaces to public and private use as noted, along with all necessary easements for the construction of cut and fill slopes, cut and fill ramps, inlet and outlet ditches or channel changes beyond the right-of-way limits of the road.

_____ _____

Date **Owner**

_____

Title (if acting for partnership or corporation)

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

CERTIFICATE OF ACCURACY

I hereby certify that the plan shown and described hereon is a true and correct survey to the accuracy required by White House, Tennessee, Regional Planning Commission and that the monuments have been placed as shown hereon to the specifications of the State Board of Examiners for Land Surveyors.

_____ _____

Date **Registered Surveyor**

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

CERTIFICATE OF APPROVAL OF UTILITY SYSTEMS

I hereby certify that the following utility systems outlined or indicated hereon have been installed or bonded in accordance with current local and/or state government requirements.

Water System

Date	**Authorized Signature**

Sewer System (if applicable)

Date	**Authorized Signature**

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

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

Date	**Local Health Authority**

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

CERTIFICATE OF ACKNOWLEDGMENT OF UTILITY BOND

I hereby certify: (1) that utilities 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 City of White House, Tennessee, to assure completion of all required utility improvements in case of default.

Date	**Name & Title**

4. Certification on the final plat by appropriate governmental representative that the subdivider has complied with one of the following:

   (a) installation of all public way improvements in accordance with the requirements of these regulations; or

   (b) in lieu of compliance with subdivision improvement requirements, certification that surety has been posted by the subdivider in an amount approved by appropriate governmental representative to guarantee completion of all improvements.

CERTIFICATE OF APPROVAL OF PUBLIC WAYS FOR BOND POSTING

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

_____ _____

Date **Appropriate Governmental Representative**

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

CERTIFICATION OF COMMON AREAS DEDICATION

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

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

_____ _____

Date **Owner**

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

CERTIFICATE FOR APPROVAL FOR RECORDING

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

_____	_____
Date	**Secretary, Planning Commission**
Void, unless recorded by:	_____
	Date

7. Notation of Possible Flooding -- If any portion of the land being subdivided is subject to flooding as defined in these regulations, a notation shall be made on the plat that development or modification of the land within any floodway delineated within plat is prohibited and that development within floodway fringes delineated on the plat shall be done in such a manner that any structure shall be protected against flood damage to at least the regulatory flood protection elevation, which elevation shall be stated in the notation. Any additional restrictions imposed by the Planning Commission upon development within flood prone areas also shall be indicated on the plat.

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

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

10. Notation of Geotechnical Requirements - In all cases where potentially dangerous or damaging geological conditions such as sink holes are present within the boundaries of the subdivision or the platted lots therein, a notation shall be placed on the associated subdivision plat requiring a geotechnical report be prepared by a licensed professional prior to the issuance of a building permit on said lots.

11. Notation of Traffic Study Preparation - In all cases wherein the location and design of any proposed subdivision street accesses an existing city street, and the proposed design of this intersection is inadequate to meet the increased traffic requirements generated by the proposed subdivision or section of the subdivision in question, due to the number of lots therein, and/or due to the configuration or nature of the street system, a traffic study shall be prepared by a licensed traffic engineer, when required by the Planning Commission and a notation shall be placed on the final plat requiring the improvements and findings of said traffic study be implemented and constructed prior to final plat approval, or bonded as a part of the certificate of approval of public ways.

12. Notation of Engineered Footings - In all cases wherein the Planning Commission determines that based on the presence of overly steep slopes and/or relatively unsuitable geological characteristics as pertain to the property being subdivided, engineered footings shall be required in such areas (on such lots) prior to the issuance of building permits thereon, and a notion shall be placed on the plat thereof. All such engineered footings shall be stamped and sealed by a registered engineer.

13. Notation of Regulatory and Warning Signs – A notation shall be placed on all final plats stating that "no building permit shall be issued for any lot until all street names, and regulatory and warning signs are installed and verified by the Superintendent of Public Works."

14. Notation of "As-Built" Plans for Street Improvements and Stormwater Drainage Structures and Improvements – Streets and stormwater management facilities and improvements within this subdivision will not be officially accepted by the Mayor and Board of Aldermen, until "as-built" plans thereof have been prepared and submitted by the project engineer, and subsequently approved by the City Engineer.

15. Notation of Drainage Easements – "Public utility and drainage easements where shown hereon are intended to indicate an easement for construction, operation and maintenance of public utilities and drainage structures; including but not limited to sanitary sewers, water lines, telephone signal conduits, electric conductors, drainage pipes, and natural gas lines:.

5-105 Form of Dedication Offer

The form of the offer of irrevocable dedication, required by Subsection 2-104.1, Item 5, of these regulations, shall be as reproduced in this section and approved by the city attorney. The form may be modified as required by the city attorney.

Copies of this form may be obtained at the office of the enforcing officer.

FORM FOR OFFER OF IRREVOCABLE DEDICATION

AGREEMENT made this _____ day of _____, 20____, by and between _____, a _____, having its office and place of business at White House, Tennessee, hereinafter designated as the "local government."

WHEREAS, the White House Regional Planning Commission is in the process of approving a subdivision plat entitled, _____, dated _____, and made by _____; and

WHEREAS, said map designates certain public improvements consisting of _____ to be dedicated to White House, free and clear of all encumbrances and liens, pursuant to the requirements of the planning commission and the local government; and

WHEREAS, the developer, simultaneously herewith, shall post a performance bond with White House for the construction, maintenance, and dedication of said improvements, if required;

WHEREAS, the developer is desirous of offering for dedication the said improvements and land to White House more particularly described in Schedule _____ attached hereto;

WHEREAS, the developer has delivered deeds of conveyance to White House for the said land and improvements as described herein;

NOW, THEREFORE, in consideration of the sum of one dollar ($1.00) lawful money of the United States paid by the city to the developer and other good and valuable consideration, it is mutually **AGREED** as follows:

A. The developer herewith delivers to White House Deeds of Conveyance for the premises described in Schedule _____ attached hereto, said delivery being a formal offer of dedication to White House until the acceptance or rejection of such offer of dedication by White House.

B. The developer agrees that said formal offer of dedication is irrevocable and can be accepted by White House at the time.

C. The developer agrees to complete the construction and maintenance of the land and improvements pursuant to the performance bond and the requirements of White House Planning Commission and any ordinances, regulations, requirements, covenants, and agreements that may be imposed by White House with respect thereto and, upon acceptance by White House of the offer of dedication, furnish to White House a sworn statement certifying that the premises are free and clear of all liens and encumbrances and shall furnish to White House a check for all necessary fees and taxes to record the deeds heretofore delivered.

D. That this irrevocable offer of dedication shall run with land and shall be binding on all assigns, guarantees, successors, or heirs of the developer.

_____, 20____ _____
Date Developer

(CORPORATE SEAL)

ATTEST: FOR THE CITY OF: _____

BY: _____

_____, 20____ _____

ACKNOWLEDGEMENT:
COPARTNERSHIP

STATE OF TENNESSEE

(COUNTY OF _____) **SS: _____**

On this _____ day of _____, 20____, before me personally appeared _____, to me known and known to me to be one of the firm _____, described in and who executed the foregoing instrument, and he/she thereupon acknowledged to me that he/she executed such instrument as and for the act and deed of said firm.

_____
CORPORATE

STATE OF TENNESSEE

(COUNTY OF _____) **SS: _____**

On this _____ day of _____, 20____, before me personally appeared _____, to me known, who, being by me first duly sworn, did depose and said that he/she resides in _____; that he/she is the _____ of _____, the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order and authority.

_____
INDIVIDUAL