

JEFFERSON CITY MUNICIPAL  
AND  
REGIONAL SUBDIVISION  
REGULATIONS

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Jefferson City  
Municipal and Regional Subdivision Regulations

Prepared for the  
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SUBDIVISION REGULATIONS FOR THE  
CITY OF JEFFERSON CITY, TENNESSEE  
AND THE  
JEFFERSON CITY PLANNING REGION

ARTICLE I. PURPOSE, AUTHORITY, AND JURISDICTION

A. Purpose

The subdivision of land is the first step in the process of community development. It involves the establishment of lots, and often involves the development of roads, utilities, and other facilities. It is extremely important that new subdivisions be properly designed and constructed because the lots eventually become the property of individual landowners, and the roads, utilities, and other facilities become part of the public infrastructure. Once a subdivision has been developed, defects and deficiencies are extremely difficult and expensive to correct.

These regulations require that subdivisions proposed for Jefferson City and its planning region meet specified platting, design, and construction standards. They are designed to provide for the safe, efficient, and harmonious development of the city and its planning region and to protect the public by ensuring that subdivisions are well designed and constructed and will not become a burden to taxpayers.

B. Authority

These subdivision regulations are adopted under the authority of Sections 13-3-401 through 13-3-409 and 13-4-301 through 13-4-309 of the Tennessee Code Annotated. The planning commission has fulfilled the requirements set forth in these statutes as prerequisite to the adoption of such regulations. A certified copy of the Major Road Plan of Jefferson City, Tennessee has been filed in the office of the County Registrar of Jefferson County, Tennessee.

C. Jurisdiction

These regulations shall govern all subdivision of land within the City of Jefferson City and its established planning region. Subdivision, as defined by Sections 13-3-401 and 13-4-301 of the Tennessee Code Annotated, means: “the division of a tract or parcel of land into two (2) or more lots, sites, or other divisions requiring new street or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and when appropriate to the context, relates to the process of resubdividing or to the land area subdivided.”

Any proposed subdivision shall be platted in accordance with Article II and is subject to all other requirements of these regulations. The subdivision of land solely by deed and metes and bounds description is prohibited.

## ARTICLE II. PROCEDURE FOR PLAT APPROVAL

The procedure for plat approval is a two step process. The first step is the preparation of a preliminary sketch plat of the proposed subdivision. The preliminary plat allows the planning commission to evaluate a proposed subdivision to ensure that it conforms to the design standards of these regulations. Construction of the subdivision may begin after the preliminary plat has been approved.

The second step is the preparation of a final plat. The final plat shall conform substantially in design to the preliminary plat. The final plat shall be reviewed by the planning commission, but shall not be approved until it meets the engineering, design, construction, and other requirements of these regulations.

### A. Preliminary Plat Requirements

1. Two (2) copies of the preliminary plat shall be submitted for staff review at least fourteen (14) days prior to the meeting. After staff review, twelve (12) copies of the preliminary plat shall be submitted to the City Planner at least seven (7) days prior to the meeting.
2. The preliminary plat shall be drawn at a scale of not less than one (1) inch equals one hundred (100) and meet the minimum design standards of Article III.
3. The preliminary plat shall contain the following information so that it can be adequately reviewed by the planning commission.
  - a. Name, location, and acreage of the subdivision
  - b. Location sketch map
  - c. Date, north point, and graphic scale
  - d. Name(s) and address(es) of the property owner(s)
  - e. Name and address of the surveyor
  - f. Names of adjacent property owners, streets, and subdivisions
  - g. Locations and dimensions of existing and proposed property lines, utilities, easements, and drainage facilities
  - h. Proposed names of new streets
  - i. Contour lines at five (5) foot intervals
  - j. Identification of zoning district for the land to be subdivided, and for the adjoining land
  - k. Acreage of the land to be subdivided
  - l. Drainage plan completed by a licensed engineer and certified that the proposed division of land has drainage structures designed to meet 2,5,and 10 year storm events and pre/post development is the same at the outer boundaries of the subdivision property line.
4. The commission shall approve or disapprove a preliminary plat within

sixty (60) days after its submission if it is located in the regional planning area, and within thirty (30) days after its submission if it is located in the city. Failure of the commission to take action on a plat within the specified time period shall be deemed approval of the plat.

5. One (1) copy of the preliminary plat shall be retained for the planning commission's files, one (1) copy shall be retained by the city planner, one (1) copy shall be retained by the building official, and one (1) copy shall be returned to the subdivider with any notations, conditions, or specific changes appropriately identified.
6. Approval of the preliminary plat shall not constitute acceptance of the final plat and it shall not be signed by the planning commission secretary nor filed at the courthouse.
7. The approval of the preliminary plat shall lapse after twelve (12) months unless a final plat is submitted to the planning commission within said time period, unless the subdivider requests and is granted an extension by the planning commission.

B. Final Plat Requirements

1. The final plat shall substantially conform to the approved preliminary plat. If preferred, the subdivision may be developed in phases, with a final plat being prepared for each phase of the development.
2. Two (2) copies of the final plat shall be submitted for staff review at least fourteen (14) days prior to the meeting. After staff review, twelve (12) copies of the final plat shall be submitted to the city planner at least seven (7) days prior to the meeting at which it is to be reviewed by the Planning Commission.
3. The final plat shall be drawn at a scale not greater than one (1) inch equals one hundred (100) feet on sheets not larger than twenty-four (24) inches by thirty (30) inches. When more than one sheet is required, the sheets shall be numbered and an index sheet of the same size shall be provided as a key for the plats.
4. The final plat shall be a class A survey, having an unadjusted precision ratio of at least 1:7, 500. Where possible, the required survey information shall conform to the Tennessee State Coordinate Grid system and shall be noted on the plat.
5. The final plat shall meet the minimum design standards of Article III and shall contain the following information:
  - a. Name, location, acreage, and title of the subdivision

- b. Location sketch map
  - c. Date, north arrow, and graphic scale
  - d. Locations and descriptions of all monuments, iron pins, drainage facilities, and utilities
  - e. Locations and dimensions of all property lines, easements, building setback lines, and road rights-of-way
  - f. Names of adjacent property owners, streets, and subdivisions
  - g. All subdivision lots numbered in order
  - h. certificate of ownership and dedication
  - i. Certificate of accuracy
  - j. Certificate of approval of water and sewerage systems
  - k. Certificate of approval of streets and utilities
  - l. Certificate of approval for recording
  - m. E-911 Certificate of approval for street names
6. All property lines shall have sufficient engineering data so that they can be accurately reproduced on the ground, including dimensions, bearings, radii, and angles. All dimensions shall be to the nearest one hundredth (100<sup>th</sup>) of a foot and angles to the nearest minute.
  7. The planning commission shall approve or disapprove a final plat within sixty (60) days after its submission if it is located in the regional planning area and within thirty (30) days after its submission if it is located in the city. Failure of the commission to take action on a plat within the specified time period shall be deemed approval of the plat.
  8. One (1) copy of the approved final plat shall be retained for the planning commission's files, one (1) copy shall be retained by the city planner, one (1) copy shall be retained by the building official, and one (1) copy shall be certified by the secretary for recording purposes.
  9. Approval of the final plat by the planning commission shall not constitute public acceptance of any street or other way.

C. Platting Requirements for Minor Subdivisions

1. Minor subdivisions are those subdivisions which contain five (5) or fewer lots which are platted along an existing public road and do not require the extension of public utilities.
2. A preliminary plat is not required for minor subdivisions.
3. The final plat shall conform to Section II.B except that:
  - a. Engineering, drainage and other data may be required if the planning commission so requires.



- b. The scale may exceed one (1) inch equals one hundred (100) feet provided that all engineering and other data can be clearly depicted on the plat.

ARTICLE III. GENERAL REQUIREMENTS AND MINIMUM STANDARDS OF DESIGN

A. Conformity to the Zoning Ordinance

All subdivisions located within Jefferson City shall conform to these regulations and the requirements of the Jefferson City Zoning Ordinance and the Jefferson County Zoning Resolution. Where there is a conflict between the subdivision regulations and the zoning ordinance, the more restrictive shall apply.

B. Suitability of the Land

Land that is topographically unsuitable, or that is subject to flooding, or that is otherwise unsuitable for development, shall not be approved for subdivision by the planning commission. Lands deemed unsuitable for development may include: sink holes, rock outcroppings, unstable soils, disturbed soils and fill, lots with greater than thirty percent (30%) slope in the building area and similar topographical conditions.

C. Streets -- General

1. Conformity to the Major Road Plan

The locations and widths of all proposed streets and their rights-of-way shall conform to the Major Road Plan, as filed at the Jefferson County Courthouse.

2. Relation to Adjoining Street System

Where possible, the proposed street system shall extend existing streets at a width no less than the width required in this article or the width of the existing street, whichever is greater.

3. Access to Adjoining Streets

Proposed streets shall provide sufficient access to adjoining properties to provide for the harmonious development of the area.

4. Restriction of Access

Where a subdivision abuts or contains an existing or proposed major street, the planning commission may require the construction of marginal access streets and/or require a planting screen to protect adjacent properties from the effects of through traffic.

5. Private Streets and Reserve Strips

Reserve strips are prohibited. Private streets may be permitted only in approved planned unit developments which includes condominiums, apartments, mobile home parks.

6. Alleys

Alleys may be required by the planning commission to provide access to the rear portion of lots to be used for commercial purposes.

D. Streets -- Design Criteria

1. Rights-of-way Widths

The minimum width of any right-of-way shall be based on the functional classification of the proposed street, and shall not be less than those depicted below.

- a. Arterial Streets 80-150 feet

Arterial streets are used primarily for travel between major towns and cities and are designed to accommodate fast and heavy traffic.

- b. Major Collector Streets 60 feet

Major collector streets generally connect arterial streets with minor collector streets. They provide for the major movement of traffic within a county. They are designed for moderately fast and heavy traffic.

- c. Minor Collector Streets 50 feet

Minor collector streets generally connect major collector streets with local access streets. They are designed to carry a moderate amount of traffic at moderate speeds.

- d. Local Access Streets 50 feet

Cul-de-sacs (max. length 2,000 ft.) 50 feet  
(with an approved turnaround every 1,000 feet)

Local access streets are primarily designed to provide direct access to adjoining properties. They are designed to carry a low amount of traffic at low speeds. Local access streets include loop streets, cul-de-sacs, and similar streets designed for low speeds and direct access to residential properties.

e. Alleys 20 feet

2. Additional Width on Existing Streets

Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet the requirements of Article III, Section C.1. Said right-of-way shall be measured twenty-five feet from the center-line of the street.

- a. Where any part of a subdivision adjoins both sides of an existing street, the entire right-of-way shall be dedicated.
- b. Where a subdivision adjoins only one side of an existing street, one half of the required right-of-way shall be dedicated, as measured twenty-five (25) feet from the centerline of the street.

3. Street Grades

Grades on local access streets shall not exceed twelve (12) percent, minor collectors ten (10) percent, and major collectors eight (8) percent. A variance may be given to allow a fifteen (15) percent grade on local access streets, with unusual and very limited circumstances and very specific limited distances. Engineering and surveying data shall be provided to justify the request. Consideration shall be given on impact to drainage, emergency services, and general public services. The request may be denied at the planning commission's discretion.

Grades of streets at intersections shall not exceed five (5) percent within one hundred (100) feet of an intersection.

4. 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 for local access streets, two hundred fifty (250) feet for minor collector streets, and three hundred (300) feet for major collector streets. Sight distance shall be considered as four and one-half (4 1/2) feet above the road surface to an object four (4) inches high on the road surface. Profiles

of the existing and proposed road grade may be required by the planning commission.

5. Horizontal Curves

Where a deflection angle of more than ten (10) degrees in the alignment of a street occurs, the center line curvature of the roadway shall have a radius of not less than three hundred fifty (350) feet for major collectors, two hundred fifty (250) feet for minor collectors, and one hundred fifty (150) feet for local access streets.

6. Street Elevations

The final elevations of all streets shall be no less than one (1) foot above the elevation of the 100-year flood.

7. Tangents

A tangent of at least one hundred (100) feet shall be provided between reverse curves on all streets except local access streets.

8. Street Intersections

Street Intersections shall be as nearly at right angles as possible, and in no case be less than sixty (60) degrees. Property line radii at all street intersections shall be no less than twenty (20) feet, and where the intersection is less than ninety (90) degrees, the planning commission may require a larger radius.

Required sight distances at intersections shall be based on the following formula:

$$\text{Minimum sight distance} = \text{Speed limit of the road which is being accessed} \\ \times 10$$

Sight distance at intersections shall be measured vertically from a point three and one-half (3.5) feet above the road surface to a point four and one-half (4.5) feet above the road surface.

Sight distance at intersections shall be measured horizontally from a point fifteen (15) feet from the edge of the pavement of the road being accessed to the points providing the minimum intersection sight distance in each direction. The “sight triangles” formed by these points are illustrated in Figure 4.

Within these sight triangles, the area between two and one-half (2.5) feet

and ten (10) feet high must be kept clear of vegetation, walls, signs, or other structures which would block the view of traffic.

9. Street Jogs

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

10. Blocks

a. Length: Blocks shall not be less than four hundred (400) feet nor more than twelve hundred (1200) feet in length, except as the planning commission considers necessary to secure the efficient use of the land or desired features of street pattern.

b. Width: Blocks shall be wide enough to allow two tiers of lots except where fronting on major streets or prevented by topographical features or size of the property.

11. Dead-End Streets

a. Cul-de-sacs and other dead-end streets shall have one end permanently closed. No cul-de-sac shall be longer than one thousand (2,000) feet, unless intermediate turnarounds are provided at intervals of one thousand (1,000) feet. The diameter of the turnaround right-of-way shall be not less than one hundred (100) feet unless the "T" turnaround design is used. Acceptable designs for turnarounds are illustrated in Figure 5.

b. Where the planning commission finds it is desirable to provide street access to adjoining property, streets shall be extended to the boundary of such property. Such streets shall be provided with a temporary turnaround having a diameter of at least eighty (80) feet.

12. Drainage

All streets shall be designed to discharge surface water. Culverts, rip-raps, storm sewers, and other drainage facilities shall be required by the planning commission as deemed necessary. No swales, curb cuts, open swales along lot lines are permitted.

13. Street Names

Proposed streets which are obviously in alignment with existing named streets shall bear the name(s) of the existing streets. No proposed street names shall duplicate those of existing streets, regardless of the suffix

proposed.

E. Lots

1. Arrangement

Insofar as practical, side lot lines shall be perpendicular to straight street lines and radial to curved street lines. Where possible, lot lines shall follow natural drainage and/or other features.

2. Building Sites

All lots shall have adequate building sites that are free from flooding and which are not affected by drainage ways, sinkholes, and easements.

3. Street Frontage

All lots shall have a minimum of fifty (50) feet of usable frontage on a public street. Lots fronting on the turnaround portion of a permanently closed cul-de-sac may have road frontages of forty (40) feet.

4. Minimum Size

a. Residential lots which are served by public water and sewer systems, owned by the City of Jefferson City, New Market, Alpha Talbot or Shady Grove Utilities shall not be less than seven thousand five hundred (7,500) square feet in area nor less than seventy-five (75) feet wide at the building setback line.

b. Residential lots which are served by a public water system but are not served by a public sewerage system shall not be less than twenty thousand (20,000) square feet in area nor less than eighty (80) feet wide at the building setback line.

c. Residential lots which are not served by a public water and sewer system shall not be less than forty (40,000) thousand square feet in area nor less than one hundred (100) feet wide at the building setback line.

d. All residential lots shall be sufficiently large to accommodate dwellings with at least three bedrooms, as determined by the Tennessee Department of Environment and Conservation.

5. Building Setback Lines

- a. The minimum depth of building setback lines from the street right-of-way shall be no less than fifty (50) feet for arterials, forty (40) feet for major collectors, and thirty (30) feet for minor collectors and local access streets.
- b. In the case of electric transmission lines where easement widths are not established, the building setback lines from the center of the transmission lines shall be as follows:

Voltage of Line	Minimum Building Setback
46 KV	37.5 feet
69 KV	50.0 feet
161 KV	75.0 feet

6. Drainage / Utility Easements

Permanent easements for drainage and utilities shall be provided along all side and rear lot lines. Said easements shall be no less than seven and one half (7 and ½) feet wide on each side of the lot lines. If deemed necessary, additional easements shall be required by the planning commission.

F. Utilities

1. Water

Where a public water system is reasonably accessible, the system shall be extended by the developer so that all lots are served by the system. No waterline shall be less than six (6) inches in diameter. The planning commission may require that collector lines be larger than six (6) inches.

Fire hydrants shall be installed at intervals of one thousand (1,000) feet.

2. Sewerage

Where a public sewerage system is reasonably accessible, the system shall be extended by the developer so that all lots are served by the system. No line shall be less than six (6) inches in diameter. Collector lines shall be eight (8) inches or larger, as determined by the planning commission.

G. Public Assets

1. Open Spaces

Where a school, public park or recreation area, or public water body is located in part of the proposed subdivision, the planning commission may require the dedication or reservation of up to ten (10) percent of the subdivided property for public access, recreation, or other purposes.

2. Community Assets

Due regard shall be shown for all natural features such as large trees, water courses, historic spots, and similar community assets which will enhance the attractiveness and value of the property.

H. Planned Unit Developments (PUDs)

Planned Unit Developments (PUDs) are professionally designed residential, commercial, or industrial developments which are planned and developed as a unit such as condominiums. This also includes properties developed under the Horizontal Property Regime. Planned unit developments shall comply with the standards established in these regulations; however, the planning commission may consider deviations from the strict application of these regulations to achieve appropriate or desired design, provided the intent of these regulations is not violated.

1. Platting/Site Plan Requirements

All PUDs shall meet the preliminary and final plat requirements, as established in Article II, Sections A and B. The plats shall also depict the locations of all existing and proposed structures, open space, pedestrian walkways, drives, parking facilities, drainage facilities, landscaping, and other information deemed necessary by the planning commission.

2. Building Location

No building shall be located closer than twenty-five (25) feet from any outer property line nor closer than twenty (20) feet to any other building.

3. Pedestrian Circulation

Each PUD shall have an approved pedestrian circulation system unless specifically not required by the planning commission. Wherever possible, greenways and bike trails shall connect with biking/walking trails or sidewalks within other developments. The planning commission reserves the right to mandate bike trails/greenways and connections.

4. Landscaping

Each PUD shall be landscaped to lessen noise, improve visual appearance,



and create a pleasing environment.

5. Water and Sewerage

Water and sewerage systems shall be approved by the appropriate utility district or department and the Health Department prior to final plat approval.

6. Common Property

Commonly owned property such as drives, open space, and recreational facilities, shall be held by a legally established association. The legal documents regarding the ownership and maintenance of commonly held property shall be submitted to the planning commission with the site plan. Commonly held drives and parking facilities shall be constructed to the minimum standards of these regulations.

7. Changes and Modifications

Changes and modifications in the final PUD plan shall be submitted to the planning commission as a revisions request of the PUD.

8. Mobile Home Parks

A proposed mobile home park shall be considered as a PUD.

I. Variances

Variances may be granted by the planning commission where the subdivider can show that strict adherence to these regulations would cause unnecessary hardship due to topography or other conditions peculiar to the property. No variance shall be granted that will go against the intent of these regulations, and no variance shall be granted for the construction standards of any subdivision.

ARTICLE IV. CONSTRUCTION STANDARDS

All subdivisions shall be constructed to the standards established below prior to final plat approval.

A. Streets

1. Surface Widths

a.	Arterial Streets (arterial streets are not paved by the developer)	N/A
b.	Major Collector Streets	32 feet
c.	Minor Collector Streets	26 feet
d.	Local Access Streets	22 feet
e.	Cul-de-sacs (max. length 2,000 ft)	22 feet
	turnaround diameter	80 feet
	lane width for doughnut turnaround	16 feet
f.	Loop Streets	22 feet
g.	Alleys	10 feet

2. Preparation of Rights-of-Way

The rights-of-way of all streets and alleys shall be cleared of all dead trees, stumps, roots, brush, and other objectionable materials. Where necessary, the rights-of-way shall be graded to provide driveway access to all proposed lots. Major trees lying within the rights-of-way shall be preserved provided they will not hinder the construction or installation of streets, drainage facilities, or utilities.

3. Preparation of Street Subgrade

The street subgrade shall be considered as the area beneath the proposed street base and shall extend five (5) feet beyond the edges of the proposed street surface. All top soil shall be removed from the subgrade prior to grubbing and grading.

- a. Grubbing. All tree stumps, roots, 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 one (1) foot below the subgrade.
- b. Grading. The subgrade shall be graded to meet the design standards of these regulations. All suitable excavation materials may be used as fill. The fill shall be spread in layers not to exceed six (6) inches loose and shall be compacted by a sheep's foot roller. Unless otherwise specified, the subgrade shall be

constructed in accordance with Section 207 of the most recent edition of the Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation).

The filling and compacting of utility trenches and other places not accessible by a roller shall be mechanically tamped using water. The water content shall as closely as possible meet the optimum of moisture.

Organic materials, soft clays, and other unsuitable materials shall not be used as fill and shall be removed from the site.

4. Preparation of Street Base

All streets shall have a type A compacted mineral aggregate base a minimum of six (6) inches thick. The base shall be two (2) feet wider than the street surface, including curbs. The base shall be constructed in accordance with Section 303 of the most recent edition of Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation). Wetting of the stone before compaction may be done at the point of origin or on the job site, at the option of the contractor.

Streets within the Jefferson City limits shall have a type A compacted mineral aggregate base a minimum of six (6) inches thick. The base shall be two (2) feet wider than the street surface, including curbs. The base shall be constructed in accordance with Section 303 of the most recent edition of Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation). Wetting of the stone before compaction may be done at the point of origin or on the job site, at the option of the contractor.

Streets within the Jefferson City limits shall have a type A compacted mineral aggregate base a minimum of six (6) inches thick. Streets within the Jefferson City Regional Planning Area shall have a type A compacted mineral aggregate base a minimum of five (5) inches thick for residential streets, eight (8) inches thick for commercial streets, and ten (10) inches thick for industrial streets.

All streets shall have a type B mineral aggregate/asphalt base for strength. The mineral aggregate base shall be at least 2 inches thick and be constructed to the specifications of Section 307 of the most recent edition of the Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation).

Streets within the Jefferson City limits shall have a Type B mineral aggregate base at least two (2) inches thick. Streets in the Jefferson City

Regional Planning Area shall have a type B mineral aggregate base at least two (2) inches thick for residential streets and at least three (3) inches thick for commercial and industrial streets.

5. Prime Coat

After a thoroughly compacted base has been established, a prime coat shall be applied in accordance with Section 402 of the most recent edition of Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation).

6. Surface Course

The surface course shall be constructed of asphaltic concrete (hot mix).

For streets within the Jefferson City limits, it shall be constructed in one layer not less than two (2) inches in thickness for major collector streets and streets used for industrial or similar purposes, and not less than one (1) inch in thickness for all other streets in accordance with Section 411 of the most recent edition of Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation).

For streets in the Jefferson City Regional Planning Area, it shall be constructed in one layer not less than one and one-half (1.5) inches for residential streets and not less than two (2) inches for commercial and industrial streets.

7. Curbing

The subdivider shall provide curbing unless an acceptable alternative is approved by the planning commission. The installed curbs shall be of no lower classification than machine formed concrete extruded curb, nine (9) inches wide at the base and seven and one-half (7-1/2) inches high. The curb shall be installed after the prime coat is applied to the base. Backfill shall be sloped towards the curb to ensure drainage of surface water into the drainage system. The backfilled area and all disturbed areas in the right-of-way shall be seeded to ensure adequate vegetative cover to prevent erosion. One-half (1/2) inch to three-fourth (3/4) inch expansion and contraction joints for the curbs and gutters shall be placed at intervals not exceeding forty (40) feet; however, no expansion joints shall be located closer than ten (10) feet to any catch basin.

8. Inspections During Street Construction

If the developer intends for the subdivision roads to be accepted as public streets by Jefferson City or Jefferson County, the roads must be inspected

during the following stages of construction:

- a. After clearing and stripping.
- b. After grading and drainage are completed.
- c. After the stone base is in place.
- d. During and after application of all asphaltic materials.

Roads for a subdivision which is in Jefferson City shall be inspected by the Jefferson City Public Works Director. Roads for a subdivision in the Jefferson City Regional Planning Area shall be inspected by the Jefferson County Road Superintendent. The developer and his representative shall be responsible for notifying either the City Public Works Director or the County Road Superintendent for each inspection.

## B. Storm Drainage

An adequate drainage system is one that is designed to meet a 2,5, and 10 year storm event. The drainage system shall utilize culverts, storm sewers, curbs and gutters, bridges, and associated facilities shall be provided to properly drain all surface water. Underground drainage facilities shall be constructed after grading has been approved and prior to the preparation of the street base. Unless otherwise specified, all storm drainage facilities shall be constructed to the standards of the most recent edition of Standard Specifications for Road and Bridge Construction (Tennessee Department of Transportation). The plat, individual deeds and covenants shall indicate the lot responsible for drainage structures and conveyances. Or a homeowner's boards may be designated as the responsible authority for maintenance and repair of all drainage conveyances noted on the plat. Easements shall be required for homeowner's boards to maintain drainage structures.

### 1. Culverts

Culverts shall be provided to accommodate all natural water flow. Culverts shall be of sufficient length to traverse the roadway, its base, and the required bank slopes. The diameters of all culverts shall be sized according to Talbot's Formula, but in no case shall be less than fifteen (15) inches. They shall be installed on straight line and grade, and be laid on a firm base but not on rock. The spigot ends shall point in the direction of the flow and the ends shall be fitted and matched to provide tight joints and a smooth uniform invert. All culverts shall be placed at sufficient depth below the roadbed and in no case shall the top of the culvert be less than one (1) foot below the roadbed.

2. Headwalls

Concrete headwalls shall be required at the ends of all culverts.

C. Utilities

All underground utilities shall be installed after the grading of the right-of-way has been completed and prior to the preparation of the road base. The sizes and locations of utilities shall be in accordance with the policies and requirements of the utility board having authority in the jurisdiction of the proposed subdivision. The approval of utilities shall be noted in the appropriate certificate on the final plat.

D. Monuments

1. All lot corners shall be marked with a minimum of ½ inch diameter rebar or pipe with a surveyor's cap.
2. All other corners and points shall be marked with iron pins.

E. Guarantee in Lieu of Completed Improvements

Bond requirements are listed below:

No final subdivision shall be approved by the planning commission or accepted for recording by the county registrar of deeds unless one of the following conditions has been met:

1. All requirements have been met and the improvements have been made in a satisfactory manner and approved by the planning commission.
2. The planning commission has accepted a performance bond, escrow account, certificate of deposit, letter of credit or other acceptable security in the amount of 120 percent of required improvements. The bond shall be for two years. The 120 percent of required improvements shall include utilities, roads, and drainage. Upon approval by the appropriate utility stating that water and/or sewer has been approved and adopted into their system, the portion of the bond for utilities shall be released by the planning commission. Upon approval by the road department that the road has been installed in an acceptable manner, that portion of the bond relating to road construction may be released by the planning commission or upon dedication of the road to the appropriate governmental entity, all of the construction cost of the road shall be released by the planning commission.

If the planning commission shall decide at any time during the time period covered by the performance bond that the extent of building development that has taken place is not sufficient to warrant all improvements covered by the performance bond, or that required improvements have been installed as provided in this section in sufficient amount as to warrant a reduction in the face amount of said bond, or that the character and the extent of such developments require an additional bond, then the face value of said bond shall be increased or decreased by an appropriate amount so that the new face amount will cover the costs in full of the amended list of improvements. However, no bond shall be released or reduced until the improvements have been installed in a satisfactory manner as certified by the highway department (or utility company), and the planning commission.

3. The bond, escrow, certified check, or performance bond shall be made out to the Jefferson City Regional Planning Commission and shall also contain the name of the designated representative of the planning commission who shall have the power to demand the bond, release of the bond, or cash the check upon the written orders of the planning commission.
4. If the developer does not complete the required improvements within 24 months from the date the bond was posted, then the planning commission will release the bond monies to the appropriate utility board or road department to complete the required improvements.
5. A complete list of all the outstanding bonds and the beginning and ending dates of those bonds will be kept by the planning commission and its staff. Six months before the 24 month period is over, a letter will be sent to the developer informing him that the required improvements have not been made and the planning commission will utilize the bond monies for completing the required improvements unless the developer can present facts to the commission's satisfaction as to why this action should not be taken.
6. Bonds must be submitted within thirty (30) days of final plat approval by the planning commission. If bond has not been posted within thirty (30) days, final plat approval will automatically be considered to be rescinded.
7. Bonds must be posted separately for roads and utilities.
8. An agreement must be signed with the city. (For agreement form, see Appendix D.)

## 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 (2) or more lots located within the City of Jefferson City or its regional planning area shall be admitted to the land records of the county or received or 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 Sections 13-3-402 and 13-4-302 of the Tennessee Code Annotated.
2. No board, public officer, or authority shall light any road, lay or authorize the laying of water mains or sewers, or the construction of other facilities or utilities in any road located within the municipality or regional planning area unless such road shall have been accepted, opened or otherwise received the legal status of a public road prior to the adoption of these regulations, or unless such road corresponds in its location and lines to a road shown on a subdivision plat approved by the planning commission, or on a road plan made and adopted by the commission as provided in Sections 13-3-406 and 13-3-307 Tennessee Code Annotated.

### B. Penalties

1. No county registrar shall receive, file, or record a plat of a subdivision within the regional planning area without the approval of the planning commission as required in Sections 13-4-301 through 13-4-309 and Sections 13-3-401 through 13-3-411, and 13-3-402, 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 13-4-306, Tennessee Code Annotated, provide that “Whoever being 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 registrar, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by the 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.” Sections 13-4-306 and 13-3-410 respectively provide that the city or county may enjoin the transfer or sale or agreement by action of 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 official 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 county commission, may bring action to enjoin such erection or cause it to be vacated or removed as provided in Sections 13-4-308 and 13-3-411 of the Tennessee Code Annotated.

ARTICLE VI. ADOPTION AND EFFECTIVE DATE

Before adoption of these subdivision regulations or any amendment thereof, a public hearing thereon shall be held by the planning commission; thirty (30) days notice of the time and place of which shall be given by one (1) publication in a newspaper of general circulation in each county lying wholly or partly in the planning region.

These rules and regulations shall be in full force and effect from and after their adoption and effective date.

Public Hearing Held: \_\_\_\_\_

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

Signed: \_\_\_\_\_

(Secretary, Jefferson City Planning Commission)

## APPENDICES

APPENDIX A  
PRELIMINARY PLAT CHECKLIST

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

Location \_\_\_\_\_ Civil Dist. \_\_\_\_\_ Zoning Dist. \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Agent \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Surveyor \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Plat Checklist

- Twelve (12) copies of plat submitted to City Hall (Date) \_\_\_\_\_
- Plat drawn to 1" - 100'
- Name, ( ) location, and ( ) acreage of property
- Location sketch map
- Date, ( ) approximate north point, and ( ) graphic scale
- Names and ( ) addresses of property owners
- Names and ( ) address of surveyor
- Names of adjacent prop. owners, ( ) streets, & ( ) Subdivisions
- Locations and dimensions of existing & proposed property lines, utilities, easements, and drainage facilities
- Proposed names of new streets
- Contour lines at five (5) feet intervals
- Identification of zoning district
- \$10.00 filing fee paid

Variances Requested:

- (1) \_\_\_\_\_ Approved? \_\_\_\_\_
- (2) \_\_\_\_\_ Approved? \_\_\_\_\_
- (3) \_\_\_\_\_ Approved? \_\_\_\_\_

This plat was approved on \_\_\_\_\_ subject to the following conditions:  
(Date)

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

This plat was denied approval on \_\_\_\_\_ subject to the following conditions:  
(Date)

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

APPENDIX B  
FINAL PLAT CHECKLIST

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

Location \_\_\_\_\_ Civil Dist. \_\_\_\_\_ Zoning Dist. \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Agent \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Surveyor \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Plat Checklist

- Twelve (12) copies of plat submitted to City Planner (Date) \_\_\_\_\_
- Plat drawn to 1" = 100'
- Name, ( ) location, and ( ) acreage of property
- Location sketch map
- Date, ( ) approximate north point, and ( ) graphic scale
- Locations and descriptions of property lines, easements, building setback lines, and road rights-of-way
- Names of adjacent prop. owners, ( ) streets, & ( ) subdivisions
- All subdivision lots numbered in order
- Certificate of ownership and dedication
- Certificate of accuracy
- Certificate of water and sewerage systems (state)
- Certificate of approval of streets & utilities (local boards)
- Certificate of approval for recording
- \$10.00 filing fee paid

Variances requested:

- (1) \_\_\_\_\_ Approved? \_\_\_\_\_
- (2) \_\_\_\_\_ Approved? \_\_\_\_\_
- (3) \_\_\_\_\_ Approved? \_\_\_\_\_

This plat was approved on \_\_\_\_\_ subject to the following conditions:  
(Date)

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

This plat was denied approval on \_\_\_\_\_ subject to the following conditions:  
(Date)

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

APPENDIX C  
FORMS FOR FINAL PLAT CERTIFICATIONS

CERTIFICATION OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owner(s) of this 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.

Date: \_\_\_\_\_, 20\_\_\_\_ (Owner) \_\_\_\_\_

(Owner) \_\_\_\_\_

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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 Jefferson City Regional Planning Commission and that the monuments have been placed as shown hereon, to the specifications of the Subdivision Regulations.

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

Registered Engineer or Surveyor

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CERTIFICATION OF THE APPROVAL OF WATER AND SEWERAGE SYSTEMS

I hereby certify that the private water supply and/or sewage disposal utility system or systems installed, or proposed for installation, fully meet the requirements of the Tennessee State Department of Environment and Conservation, and are hereby approved as shown.

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

County Health Officer or  
Authorized Representative Thereof

APPENDIX C  
FORMS FOR FINAL PLAT CERTIFICATIONS  
(continued)

CERTIFICATION OF THE APPROVAL OF STREETS AND UTILITIES

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

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

\_\_\_\_\_  
Public Works Director

and / or

\_\_\_\_\_  
County Road Superintendent

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CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown here has been found to comply with the Subdivision Regulations for Jefferson City, Tennessee, and its regional planning area, with the exception of such variances, if any, as are noted in the minutes of the Jefferson City Regional Planning Commission and that it has been approved for recording in the Office of the County Registrar.

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

\_\_\_\_\_  
Secretary, Jefferson City  
Regional Planning Commission

CERTIFICATE OF APPROVAL FOR STREET NAMES AND NUMBERS

I hereby certify that the subdivision plat shown herein has been found to comply with the requirements of E-911 and contains no duplication in road names.

Date: \_\_\_\_\_, 20\_\_\_\_ Name: \_\_\_\_\_