

ARTICLE 2

PROCEDURES FOR PLAT APPROVAL

2-1 General

In order to secure review and approval of proposed subdivisions by the Planning Commission, any owner of land lying within the City of Springfield, Tennessee, or its Planning Region, wishing to subdivide such land, shall prior to making any improvements or installations follow certain procedures as described below.

The review and approval of a Subdivision Plat consists of three separate steps:

2-1.1 The initial step is optional and allows for submittal of a Concept Plan or sketch plat and informational consultations with the planning staff.

2-1.2 The second step involves the preparation and submission to the Planning Commission of a Preliminary Plat of the proposed subdivision.

2-1.3 Step three is the preparation and submission to the Planning Commission of a Final Plat and Construction Plans together with required certificates. This Final Plat becomes the instrument to be recorded in the County Register's Office when duly signed by the Secretary of the Planning Commission.

The only exceptions to these steps are minor subdivisions of five (5) or fewer lots that do not involve the construction or opening of new streets, water or sewer facilities, or other utilities. These subdivisions may be reviewed for approval by the Planning Commission in the form of a Final Plat.

For the purpose of these regulations, the date of the regular meeting of the Planning Commission at which consideration of approval for a subdivision plat shall constitute the date of official submittal. The statutory period of sixty (60) days as stipulated in Tennessee Code Annotated required for formal approval or disapproval of the plat shall commence at this meeting.

2-1.4 The Subdivider shall, at time of submission of the preliminary plat, pay a review fee as set by the Board of Mayor and Aldermen. Additional fees may be charged to cover the expenses, if required, for making prints of the original plat for distribution to the appropriate official for review.

2-2 Classification of Subdivision Review

The Planning Commission shall classify each subdivision proposal as either major or minor as defined herein.

2-2.1 Review Procedure

The subdivider shall follow the procedure described below in order to secure plat approval.

2-2.1 A Minor Subdivision

- (1) Preapplication conference with the enforcement officer including submittal of a scale drawing or survey of the proposed subdivision for preliminary discussion and review.
- (2) Submittal of a final plat prepared in accordance with the specifications in Section 2-3.5, herein, for approval by the Planning Commission.

2-2.1 B Major Subdivision

- (1) Preapplication conference with the enforcement officer and/or staff assistant to the Planning Commission, generally including a sketch plat, and discussion of the proposed area to be subdivided.
- (2) Submittal of the preliminary plat, prepared in accordance with Section 2-3.3, herein for Planning Commission approval.
- (3) Securing of approval from other public agencies.
- (4) Submittal of the final subdivision plat, prepared in accordance with Section 2-3.5, herein for Planning Commission approval.

2-2.2 Policy on Flood-Prone Areas

In determining the appropriateness of land subdivision at any site containing a flood-prone area, the Planning Commission or appropriate Department of the City, in reviewing any plat, shall consider the policy and purpose set forth in Section 1- 4 of these regulations and, additionally consider:

- 2-2.2 A the danger to life and property due to the increased flood heights or velocities, either potential or actual, caused by subdivision fill, roads, and intended uses;
- 2-2.2 B the danger that intended uses or improvements may be swept onto other lands or downstream to the injury of others;
- 2-2.2 C the adequacy of proposed water supply, sanitation, and drainage systems, and the ability of these systems to function under flood conditions;
- 2-2.2 D the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage upon the individual owner;

- 2-2.2 E the importance of the services provided by the proposed facility to the community at large;
- 2-2.2 F the requirements of the subdivision for a waterfront location;
- 2-2.2 G the availability of alternative locations not subject to flooding for the proposed subdivision and land uses;
- 2-2.2 H the compatibility of the proposed uses with existing development or development anticipated in the foreseeable future;
- 2-2.2 I the relationship of the proposed subdivision to the land development plan and the floodplain management program for the area;
- 2-2.2 J the safety of access to the property for emergency vehicles in times of flood;
- 2-2.2 K the expected heights, duration velocity, rate of rise, and sediment transport of the floodwaters expected at the site;
- 2-2.2 L the costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, public ways, and bridges; and
- 2-2.2 M the effect of the proposed subdivision upon the governing body's participation in the National Flood Insurance Program, if such governing body is, or elects to be, in the program.

No subdivision or part thereof shall be approved by the Planning Commission if proposed subdivision levees, fills, structures, or other features will individually or collectively, increase flood flows, heights, duration, or damages. The regulatory limits (the one hundred-year flood level) shall be determined from the latest approved flood study for the jurisdictional area, and any subsequent revisions thereto. Specific engineering studies are to be formulated by the developer in those areas in which flood data are not currently available, if deemed necessary by the Planning Commission.

In any instance in which the Planning Commission determines that a proposed subdivision may affect the flood height, velocity, or duration in any flood-prone area outside its jurisdiction, the commission shall take all actions necessary and proper to ensure the coordinated review of the development with the appropriate governmental agencies of the affected area.

In approving plans for subdivision of land containing flood-prone areas, the Planning Commission shall ensure that development will proceed in such a way that property lying within any floodway, as defined by these regulations, will be maintained in a manner as

prescribed by any zoning ordinance. The Planning Commission shall also ensure that development within any floodway fringe area (within the one hundred-year flood level) will be protected adequately against potential flood hazards by the methods prescribed in Article IV of these regulations.

The Planning Commission shall disapprove the subdivision of any land containing a flood-prone area when the Commission determines that subdivision plans are not consistent with the policy stated in this section.

2-3 Plan Submissions

2-3.1 Concept Plan Submission –(Optional)

The subdivider may visit the planning offices and discuss the effects of the official planning literature as well as general design standards, zoning and other related matters that might affect the proposed subdivision. In addition, the subdivider may submit pre-application plans and data for review, advice and assistance by the Planning Commission, City staff, County Highway Superintendent, Health Department or appropriate utility agency. Such professional assistance at this early stage may save time and prevent costly revisions in making formal application for plat approval. After discussing the options for development with the City staff, the subdivider shall submit eight (8) paper copies of the plat to the Planning Department for departmental distribution. The concept plan may also be submitted to the Planning Commission for approval. A preliminary plat and set of construction plans can be prepared and approved based on the concept plan within two years of its approval.

2-3.2 Concept Plan Content

The Concept Plan should show the entire tract and contain the following:

- 2-3.2 A The location of the proposed subdivision in relation to the neighborhood in which it is located;
- 2-3.2 B A simple plan showing general layout of lots and streets, major drainage-ways and other features relevant to existing conditions on the site and adjoining street system;
- 2-3.2 C General subdivision data including land characteristics, proposed community facilities, existing utilities, proposed subdivider-installed utilities, typical building sites, street widths, and contours where necessary.

2-3.3 Preliminary Plat Submission

The purpose of the Preliminary Plat is to safeguard the subdivider from unnecessary loss of time and expense of preparing a Subdivision Plat, which does not conform to the specifications of the minimum standards for subdivision development. Public agencies having jurisdiction will review the Preliminary Plat regarding matters within their

jurisdiction.

2-3.3. A The subdivider shall submit to the Planning staff eight (8) copies of the Preliminary Plat, signed, dated and stamped by the design professionals for distribution to reviewing agencies as determined by the location of the site. The appropriate copies must be stamped by the design professional responsible for the work.

2-3.3. B Submission shall be at least thirty (30) days prior to the date on which the Planning Commission shall schedule a meeting to consider the plat.

2-3.3. C Preliminary plats and construction plans shall be reviewed by the appropriate agency or the Planning Commission.

2-3.3. D The following agencies shall review the preliminary plat:

City Agencies

Community Development & Planning Department

Public Works Department

Engineering Department

Fire Department

Police Department

Water and Wastewater Department

Gas Department

Electric Department

2-3.3. E The following agencies may review the preliminary plat:

County and/or State Agencies

Emergency Communications Department (911)

Health Department

Highway Department

Tennessee Department of Transportation

Tennessee Department of Environment and Conservation

Public Utilities

Power Company

Telephone Company

Utility District
Natural Gas Company
Cable Television Company

2-3.4 Preliminary Plat

The Preliminary Plat shall be prepared by a land surveyor, licensed to practice in the State of Tennessee. Construction Plans shall be prepared by a civil engineer licensed to practice in the State of Tennessee. All submittals for preliminary approval shall be stamped by the design professional(s) preparing the plat and construction plans. Plats and/or plans that do not clearly display the surveyor's stamp, signature, and date or engineer's stamp, signature, or date shall immediately be deemed incomplete and reviewed by the staff and Planning Commission no further in accordance with the established deadlines for plat submittal defined in these Regulations. In this event, the surveyor or engineer shall be notified in writing by the Director of Community Development and Planning and the documents returned without comment.

- (1) The Preliminary Plat shall be drawn on a minimum 18" x 24" paper and not to exceed 36" x 48" paper, at a scale of not less than one-inch (1") equals one hundred feet (100').
- (2) Multiple pages with appropriate match lines may be considered for large subdivisions that cannot meet these parameters.

2-3.4 A Required Data – Preliminary Plat:

- (1) Subdivision name, location map and total acreage of tract or parcel;
- (2) Subdivider's name and address;
- (3) Surveyor's name, address, stamp, signature and date;
- (4) Date, graphic scale, and north arrow;
- (5) Location of existing physical features such as storm drains, sanitary sewers, power lines, gas lines, water lines, buildings and water bodies;
- (6) Names, location, widths, and other dimensions of streets, alleys, easements and lot lines on adjoining property;
- (7) Current zoning classification and building setback lines;
- (8) Names of adjoining property owners of unplatted property;
- (9) Contours at not more than 2' intervals and note stating where the contours were derived;

- (10) Boundary of Flood Fringe and Floodway as established by City Zoning, County Zoning or the most current FEMA Flood Map;
- (11) Location of any planting strips, signage, street plantings, sidewalks, or other features proposed as part of the public right-of-way;
- (12) Proposed utility lines and easements.
- (13) Proposed location of all boundary monuments.

2-3.4 B Notice of Hearing

The Planning Commission shall hold a hearing as required by Chapter 3 or 4 of Title 13, Tennessee Code Annotated, on each plat brought before it.

2-3.4 C Preliminary Approval

After the Planning Commission has reviewed the preliminary plat, construction plans, exhibits, and the results of administrative review, the applicant shall be advised of any required changes. The Planning Commission shall approve, conditionally approve, or disapprove the preliminary plat within sixty (60) days after the date of the regular meeting of the Planning Commission at which the hearing on the preliminary approval, including adjourned date thereof is closed.

A certificate of preliminary approval shall be issued by the secretary of the Planning Commission, upon demand, and the applicant may proceed to apply for final subdivision plat approval in the manner prescribed by Section 2-3.5 of these regulations.

After the Planning Commission approves, conditionally approves, or disapproves the preliminary plat, one copy of the proposed preliminary plat shall be returned to the developer with the date of approval, conditional approval, or disapproval thereon. If a preliminary plat is disapproved, the Planning Commission shall state specified reasons for disapproval, which shall be entered into the minutes of the meeting.

Before the Planning Commission approves a preliminary plat showing land for any public use, the Planning Commission shall obtain approval for the land reservation from the governing body or appropriate governmental agency.

2-3.4 D Public Improvements

The Planning Commission may require that all public improvements be installed and dedicated prior to the signing of the final subdivision plat by the secretary of the Planning Commission. If the Planning Commission does not require that all

public improvements be installed and dedicated prior to signing of the final subdivision plat, an adequate performance bond shall be approved. The amount of such bond shall be established by the Planning Commission based upon the recommendation of the appropriate governmental representative or by receipt of cost bids from two (2) or more independent contracting firms equal to the cost of all necessary improvements; an additional ten-percent (10%) to cover inflation shall be added. It is the subdivider's responsibility to furnish these estimates to the Planning Commission.

Such bond shall be submitted by the applicant prior to final plat being recorded. The Planning Commission shall require the applicant to indicate on the plat all public ways and improvements to be dedicated, and any other special requirements deemed necessary by the Planning Commission in order for the subdivision plat to conform to the major street or road plan and the land development plan for the jurisdictional area.

2-3.4 E Zoning Regulations

Every plat shall conform to any existing zoning regulations and subdivision regulations applicable at the time of proposed final approval, except that any plat which has received preliminary approval shall be exempt from any subsequent amendments to such zoning ordinance or these regulations rendering the plat nonconforming as to bulk, use, or development standards; provided, that final approval is obtained within the effective period of preliminary approval set forth in Section 2-3.4 F., herein

2-3.4 F Elapsed Time:

Unless a time extension has been requested by the subdivider in writing and granted by the Planning Commission, all final plats shall be submitted within twenty-four (24) months of the approval date of the preliminary plat. Expired preliminary plats and construction plans shall be deemed obsolete upon a twenty-four (24) month period and the developer shall be required to resubmit the preliminary plat and construction plans in accordance with the time requirements set forth in these Regulations prior to final plat submittal.

2-3.5. Final Plat and Construction Plans Content

2-3.5 A Submission

A Final Plat shows all property lines and other dimensions important for the accurate and legal transfer of property, and records the location of street rights-of-

way, property lines, utility easements, and drainage easements.

- (1) Subsequent to Final Plat approval and installation of improvements or their instrument of surety, the subdivider shall submit to the planning department staff seven (7) paper copies of the Final Plat and Construction Plans for distribution to reviewing agencies as determined by the location of the site.
- (2) Submission shall be not less than thirty (30) days prior to the Planning Commission meeting at which the plat shall be considered for approval.
- (3) Within ten (10) days of the scheduled Planning Commission meeting at which the plat is to be considered for final approval, the subdivider shall submit one (1) mylar or vellum copy of the plat, the completed application for surety (if required) and a digital copy on diskette compatible with the latest City version of AutoCAD of the final plat.
- (4) The following agencies shall review the final plat and construction plans:

City Agencies

Community Development & Planning Department

Public Works Department

Engineering Department

Fire Department

Police Department

Water and Wastewater Department

Gas Department

Electric Department

- (5) The following agencies may review the final plat and construction plans:

County and/or State Agencies

Emergency Communications Department (911)

Health Department

Highway Department

Tennessee Department of Transportation

Tennessee Department of Environment and Conservation

Public Utilities

Power Company

Telephone Company

Utility District

Natural Gas Company

Cable Television Company

2-3.5 B Content

The Final Subdivision Plat should be drawn to a scale no smaller than one inch (1") equals one hundred feet (100') on a sheet 18 by 24 inches with at least a 1/2 inch border on all four sides. Multiple pages with appropriate match lines may be considered for large subdivisions that cannot meet these parameters. The following data and certifications shall be shown on all final plats.

(1) Required Data:

- a. Subdivision name, acreage of site, location map, north arrow, and Subdivider's name;
- b. A graphic scale and numerical scale;
- c. Surveyor's stamp, name, date, signature and registration number;
- d. Streets on adjoining land;
- e. Name and locations of adjoining properties;
- f. Boundary lines of tract distinguished from adjacent property and length of courses to the nearest hundredth of a foot. In all cases where the tract being subdivided, either in whole or in part thereof, consists of less than five acres, the entire boundary of the tract, including all exterior lot lines as well as new interior subdivision lines, shall be shown on the plat to the nearest hundredth of a foot.
- g. Street names, bearings, angles of intersection, and width;
- h. Arc-length, radius, chord, bearing and distances;
- i. Locations, widths, name and purpose of all easements;
- j. All lot line distances expressed to the nearest one-hundredth of a foot and all lot line bearings expressed to the nearest second of arc. The survey shall be tied into the Tennessee Grid Coordinate System with two or more points within

the subdivision. The elevations of these points shall be provided. The elevations shall be referred to the USGS Datum Plane.

- k. A licensed surveyor will establish the Tennessee Grid Coordinates and USGS elevations on the points for the proposed subdivision using global positioning or surveying standards of practice in accordance with the current policy of the City of Springfield. (See j. above)
- l. Reservations and dedications indicated as to purpose on tract;
- m. Lot numbers and block numbers, set-back lines with dimensions or notation that all lots conform to the existing zoning ordinance;
- n. Closure error of 1/7500 or better;
- o. When applicable, the one-hundred-year flood elevation and floodway and flood fringe boundaries as defined by the Federal Emergency Management Agency (FEMA). These must be established by a licensed engineer or surveyor. When applicable, the plat shall identify in what FEMA control panel the subject property is located.
- p. In the event, the subject property does not lie within a designated flood area; the surveyor shall clearly state such with a notation on the plat.

(2) Certifications:

- a. Certificate of ownership and dedication;
- b. Certificate of accuracy;
- c. Certification of the approval of public ways;
- d. Certification of the approval of water and sewerage system; and
- e. Certificate of approval for recording.

All certifications shall emulate the language utilized for certification as follows and shall be situated on the final plat as shown:

CERTIFICATE OF SURVEY ACCURACY

I (we) hereby certify that to the best of my knowledge and belief this is a true and accurate survey of the property shown hereon; that this is a category "II" land survey as defined in Title 62, Chapter 18, Tennessee Code Annotated, and that the ratio of precision is greater than or equal to 1:7500 plus or minus.

20

Date Registered Land Surveyor
Number

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (We) hereby certify that I am (we are) the Owner(s) of the property shown and described hereon as evidenced in book number ____, Page ____, Robertson County Register's Office and that I (We) hereby adopt this plan of subdivision with My (Our) free consent, establish the minimum building restriction lines and that of irrevocable dedication for all Public Ways, Utilities and other facilities have been filed.

20

Date Owner

Title (If action for Partnership or Corporation)

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Springfield Municipal - Regional Subdivision Regulations, 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 Robertson County Register.

20

Date Secretary, Planning Commission

CERTIFICATE OF APPROVAL OF PUBLIC WAYS OR 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 Springfield Municipal 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.

20

Date Appropriate Governmental Representative

CERTIFICATE OF APPROVAL OF WATER SYSTEM

I hereby certify that the Water System(s) outlined or indicated on the Final Subdivision Plat entitled, Name of Final Subdivision Plat has/have been installed in accordance with current local and State Government requirements, or a sufficient Bond or other Surety has been filed to guarantee said installation.

_____ 20 _____
Date Appropriate Governmental Representative

CERTIFICATE OF APPROVAL OF PUBLIC SEWER

I hereby certify that the sewer system(s) outlined or indicated on the Final Subdivision Plat Entitled, Name of Final Subdivision Plat has/have been installed in accordance with current Local and State Government Requirements or a sufficient bond or other surety has been filed to guarantee said installation.

_____ 20 _____
Date Appropriate Governmental Representative

CERTIFICATE OF COMMON AREA DEDICATION

I (We), in recording this plat has designated certain areas of land shown hereon as common areas intended for use by the homeowners within Name of Subdivision, subdivision for recreation and related activities. 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.

_____ 20 _____
Date Owner

Sample Template:

						Vicinity Map	
						North Arrow	Surveyors Name Address Telephone Number
						Notes:	Title Box – Name of Plat, Date, Total Lots, Total Acres Miles of New Road Property Owner Owners Address Tax Map Civil District. Deed Book Scale
	Surveyor Stamp						
Certificate of Ownership & Dedication	Certificate of Accuracy	Certificate of Public Ways / Bond Posting	Certificate of Water System	Certificate of Sewer or Septic	Certificate of Approval for Recording		

2-3.5 C Final plat of a condominium subdivision

Shall contain, in addition to the other information required by this Section:

- (1) an “as-built” building location and boundary survey, to “American Land Title Association” or other comparable 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 location relative to those boundaries of the building(s) which constitute the condominium subdivision;
- (2) a benchmark tied to the SGRN 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
- (3) any other special information which the Planning Commission may require to protect the rights of future owners of the condominium or the public in general.

2-3.5 D Additional information

May be required by the Planning Commission where necessary.

2-3.5 E Recording the Final Plat

Upon final approval, a staff representative of the City of Springfield shall record the plat in the Robertson County Office of the Register of Deeds upon the payment by the subdivider of any and all fees associated with the plat that are established in these regulations. Recording of the final plat shall occur within 270 calendar days of final approval by the Planning Commission unless a time extension has been requested by the subdivider in writing and granted by the Planning Commission. Failure to record the final plat within this time period shall result in said plat being deemed obsolete and the owner shall be required to resubmit the final plat for approval and in accord with ordinances and regulations in effect at the time of re-submittal. Any existing subdivisions that have received final approval and have not been recorded have 270 days from the time of passage of this amendment to be recorded or be subject to the provisions of this section.
(Amended February 1,2007)

2-3.5 F Sectionalizing Major Subdivision Plats

Prior to granting final approval of a major subdivision plat, the Planning Commission may permit the plat to be divided into two (2) or more phases and may impose such conditions upon the filing of each phase as it may deem necessary to assure the orderly development of the subdivision. The Planning Commission may require that a performance bond be in such amount as is commensurate with the phase or phases of the plat to be filed and may defer the remaining required performance bond principal amount until the remaining phases of the plat are offered for filing. The developer also may file irrevocable offers to dedicate public ways and improvements in the phase offered to be filed and defer filing offers of dedication for the remaining phases until such phases, subject to any conditions imposed by the Planning Commission, shall be granted concurrently with final approval of the plat. Such authorized phases must contain at least ten-percent (10%) of the total number of lots contained in the proposed plat, unless, a specific waiver of this requirement is granted by the Planning Commission.

2-3.5 G Changes

After final approval; there shall be no changes by any governing body, agency, department, or private party. Any changes require re-approval by means of a replat approved by the Planning Commission.

2-3.5 H Vested Rights

No vested rights shall accrue to any plat by reason of preliminary or final approval until the actual signing of the plat by the secretary of the Planning Commission. All requirements, conditions, or regulations adopted by the Planning Commission, applicable to the particular subdivision or to all subdivisions generally, shall be deemed a condition of approval for any subdivision prior to the time of the signing of the final plat by the secretary of the Planning Commission. Where the Planning Commission has required the installation of improvements prior to the signing of the final plat, the Planning Commission shall not modify unreasonably the conditions set forth in the resolution of final approval.

2-3.5 I Required Data for Construction Plans

In the event of phased construction, plans for the full development shall be presented with the preliminary plat. Detailed construction plans may be submitted in phases prior to final plat submission in the event of a phased development schedule. All design information should be based on true topographic field data. All construction plans shall be required to make use of the "revision" section of

plan sheet showing date and general nature of the revision. If a staff review results in written comments, all resubmitted construction plans shall be required to provide a narrative of how each comment was addressed.

Construction plans should include the following:

(1) Street Construction Plan including the following:

- a. Plan and profile(s) of proposed streets with elevations derived from field surveys.
- b. Detail plans plotted on plan and profile sheets to a minimum scale of one inch (1") = fifty feet (50') horizontal, and one inch (1") = five feet (5') vertical.
- c. Cross sections including the street and right of way plotted to the proper scale with stationing shown as requested by Staff.
- d. Traffic control devices.
- e. Where conventional sections are used, the stabilization required for the roadside ditches, including the linear extent and type of stabilization required.
- f. Typical roadway sections, as appropriate.
- g. Profile section plotted to the same scale as identified above and including the proposed center line finish grade profile, in addition to the existing center line profile.
- h. All vertical control points on or pertaining to the proposed center line profile such as P.V.C., P.V.I., P.V.T., all low points, street intersections, all percent grade and vertical curve data.
- i. All horizontal control points on or pertaining to the proposed center line alignment, such as P.C., P.I., P.T., radii, and angle of intersections.

(2) Storm Drainage Plan including the following:

The drainage control plan shall be of quality suitable for reproduction by microfilm, and shall include as a minimum all of the following: A complete plan of the proposed development at a scale no less than 1" (one inch) = 100' (one hundred feet). This plan is to include existing and proposed contours at intervals no greater than 2' (two feet) (SGRN to be used exclusively). These contours will be based upon actual field survey. Contours shall extend to the centerline of all roads bordering the site. Where

drainage ultimately enters the groundwater via a sinkhole or drainage well, the drainage area tributary to the sinkhole or drainage well shall be delineated.

- a. Existing buildings on the property.
- b. Existing impervious surfaces.
- c. Proposed and existing drainage structures, including inlets, catch basins, junction boxes, drive pipes, culverts, cross drains, headwalls, and outlet facilities, with size, type, slope, invert elevations, and quantity indicated.
- d. Hydrologic and hydraulic calculations for the appropriate design conditions and facilities. Detention facilities shall be designed so that the post-developed stormwater runoff is equal to or less than the pre-developed condition. (See Appendix "A" for design requirements)
- e. Detention area and control structures details. Cross-section through the detention area and control structure indicating important elevations. If pond is overtopped by 100-year storm, include the emergency spillway.
- f. Any proposed swale ditches, channel changes, or improvements, with typical section and length of change indicated.
- g. Any high water or flood lines in the vicinity of the proposed development, and the source of said line or elevation indicated.
- h. All fill areas indicated as such, with the limits and elevation indicated.
- i. At least one benchmark located, with the proper elevation indicated (USGS datum plane to be used).
- j. The location and size of the two drainage structures immediately downstream of the proposed development. This may be shown on a vicinity map with a scale no less than 1" (one inch) = 2000' (two thousand feet).
- k. Drainage arrows indicating the existing and proposed direction of runoff throughout the plan.
- l. Invert and top of grate elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grades of all cross drains and pipe between inlets and catch basins.
- m. Flood plain areas require the following information: existing and proposed flood plain and floodway boundaries along with flood plain elevations, cut

and fill cross sections and calculations, and lowest floor elevations for buildings in the flood plain. Hydraulic calculations should be submitted, as appropriate. (See Appendix A)

- n. Temporary erosion and sediment control measures to be implemented during construction (straw bales, silt fence, etc.).
- o. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes 2:1 or greater shall be stabilized with riprap or by other methods approved by the City. The plan shall show stabilization measures for each ditch.
- p. Where special structures such as box culverts, bridges, or junction boxes are proposed, detail plans showing dimensions, reinforcement, spacing, sections, elevations, and other pertinent information shall be submitted.
- q. Plans and calculations shall be designed and sealed by a registered engineer, and/or land surveyor, if application is for a grading permit. All plans requiring engineering calculations (e.g., subsurface drainage design) shall be signed and sealed by a registered engineer.
- r. The following note shall be included on the construction plans:

“Upon completion of site grading and drainage construction, the Owner shall be responsible to provide to the City of Springfield, a written certification that the detention and drainage requirements for the subdivision/site plan (as approved in the construction plans) have been met. Written certification shall include record drawings and various analysis as may be required by the Public Works Department and must be certified by the Design Engineer of Record.”

Omission of any of the above requirements for detailed plans and calculations shall render the plans incomplete. Incomplete plans may be returned to the applicant, or his engineer, for additional information. Final plans and Construction plans shall be reviewed on their own merit.

(3) Grading and Erosion Control Plans including the following:

- a. All cut and fill areas indicated as such, with the limits.
- b. Temporary erosion and sediment control measures (straw bales, silt fences, and sediment ponds) in accordance with the Zoning Ordinance of the City of Springfield to be implemented before and during construction.

- c. Any proposed swale ditches, channel changes, or improvements, with typical section and length of change indicated.
 - d. Any proposed organic debris fill areas.
 - e. Grading and Erosion Control Plans must meet the requirements for a Tennessee Construction General Permit as required by the Tennessee Department of Environment and Conservation according to EPA regulation 40 CFR 122.26 (b) (14), category (x). Proof of compliance must be submitted to the Community Development Department and verified by the Engineering Department before start of construction can begin and before a grading permit or any building permit can be issued.
- (4) The following Sinkhole and Drainage Well Plan information or approval from the appropriate regulating agency must be provided prior to the alteration or increase of the natural drainage for watershed discharging to such features as sinkholes and drainage wells.
- a. Proposed onsite and offsite drainage channels that are tributary to a sinkhole throat or drainage well inlet shall be delineated, along with appropriate hydraulic calculations to define the existing and altered (if appropriate) 100-year flood plain and to confirm that offsite flooding will not be increased.
 - b. Detailed contours are to be shown for all sinkholes that are to receive storm water runoff from the site. These contours are to have a maximum interval of 2 feet and are to be verified by field surveys.
 - c. A geologic investigation of all sinkholes receiving storm water runoff from the site shall be performed. The report from this investigation shall be signed and sealed by a registered professional, licensed in the State of Tennessee and experienced in geology and groundwater hydrology and shall contain the following:
 - 1. Location and nature of aquifers.
 - 2. Potential for siltation problems.
 - 3. Foundation problems that may be expected around sinkholes.
 - 4. Details of drainage structures to be built in sinkholes.
 - 5. Any other factors relevant to the design of drainage from sinkholes.
 - 6. Plans showing the 100-year flood plain.

7. This flood plain shall be designated as a drainage easement on final subdivision plat.
 8. Details of plan for grading and clearing of vegetation within the 100-year flood plain.
- d. Compliance with any and all conditions that may be required by the federal government or the State of Tennessee shall be documented.
 - e. The Tennessee Division of Ground Water is the primary regulatory agency for sinkholes and drainage wells. Drainage into a sinkhole may require a permit for a Class V well under rules for Underground Injection Control (UIC).
 - f. Demonstration that development will not occur within the area flooded by the 100-year flood. The 100-year elevation may be lowered by construction of a detention pond. Calculations that document a lowering of the 100-year flood elevation shall be based on the 100-year, 24-hour storm using an appropriate safety factor for discharge into the sinkhole.
- (5) Plan and Profile(s) of water utilities and calculations
- (6) Plan and Profile(s) of sewer utilities and calculations
- (7) Plan for underground street lighting system, if applicable, prepared by the appropriate power company. Underground street lighting conduit plan shall be developed by the Springfield Electric Department in conjunction with electric conduit plan and designed per Springfield Electric Department specifications prior to construction.
- a. Decorative streetlights may be installed at developer's expense as per City of Springfield Condition of Service Manual.
- (8) Plan for natural gas utilities: The City of Springfield carries out the design and construction of the natural gas distribution system.
- a. The developer may be assessed a fee from the gas department for materials and labor as defined by the City of Springfield's Conditions of Service Manual.
 - b. It shall be the responsibility of the subdivider to inform the Director of the Gas Department if he wishes the proposed subdivision to be considered for natural gas service. The provision of the requested service and the

fees to be assessed for the service shall be determined by the current operating policies of the gas utility.

- c. Any and all easements, whether existing or proposed, shall be shown on the preliminary plat of the proposed subdivision and, through the final platting process, be dedicated to the public. All such easements shall be noted on said plat as a “utility easement” and be available for the installation of any public utility.
- (9) Plan for electrical utilities: The City of Springfield carries out the design and construction of electric distribution facilities in accordance with the National Electric Safety Code (NESC). All subdivider installed electric utilities shall be constructed in accordance with the National Electric Code (NEC).
- a. The developer may be assessed a fee from the electric department for materials and labor as defined by the City of Springfield’s Conditions of Service Manual.
 - b. It shall be the responsibility of the subdivider to inform the Director of the Electric Department if he wishes the proposed subdivision to be considered for underground electrical service. If underground electric is desired, the electric department shall specify and design the conduit plan with the subdivider prior to construction. The provision of the requested service and the fees to be assessed for the service shall be determined by the current operating policies of the electric utility.
 - c. Any and all easements, whether existing or proposed, shall be shown on the preliminary plat of the proposed subdivision and, through the final platting process, be dedicated to the public. All such easements shall be noted on said plat as a “utility easement” and be available for the installation of any public utility.

2-3.5 J Review by Individual Agencies:

No final plat shall be submitted to the Planning Commission without the final plat and construction plans being reviewed by the City Engineering Department, the Department of Public Works, Community Development Department, Health Department, County Highway Department, Water and Wastewater Department and other utility providers, as appropriate. These agencies shall review the final plat and construction plans. If rejected, the agency shall provide the Planning Commission and the developer with a written statement specifying all reasons for rejection prior to the Planning Commission meeting date.

2-3.5 K Administrative Review

An administrative review meeting shall be conducted on the final plat, construction plans and any exhibits submitted in conformance with these regulations. This review shall include the staff assistant to the Planning Commission and any other appropriate governmental representative(s). The review shall be held prior to the regularly scheduled Planning Commission meeting at which the plat is to be reviewed. The findings of the review committee shall be presented to the Planning Commission.

With expert assistance, as necessary, the subdivider shall prepare a report, on any proposed subdivision containing or abutting a flood-prone area. Such report shall estimate the discharge of the regulatory flood; determine the specific flooding threat at the site of the proposed subdivision; and indicate whether the subdivision is located in a floodway or floodway fringe area by:

- (1) calculation of water surface elevations and regulatory flood protections based upon a hydraulic analysis of the capacity of the stream channel and over-bank areas to convey the regulatory flood;
- (2) computation of the floodway required to convey the regulatory flood without increasing natural flood heights of the regulatory flood more than one (1) foot at any point; and
- (3) unless otherwise established, computation of increases in flood heights caused by any encroachment shall be based upon the reasonable assumption that there will be an equal degree of encroachment on both sides of the stream within that reach. No increase in flood storage attributable to encroachments on the floodplain of any river or stream shall be permitted in any one reach or for the cumulative effect of several reaches.

2-4 Minor Subdivision Procedure

The procedure for submitting Minor Subdivision plats is as follows:

2-4.1 Submission

- 2-4.1 A The subdivider shall submit the final plat to the Department of Community Development and Planning at least thirty (30) days prior to the Planning Commission meeting at which it is to be considered for approval.
- 2-4.1 B Final submission shall consist of one (1) mylar, seven (7) paper copies and a digital copy on diskette, CD ROM, or EMAIL compatible with the latest City of Springfield version of AutoCAD, prior to final approval.

2-4.2 Review

The platting information shall be the same as required for final plat approval. Under special circumstances, where unusual topographic problems exist the staff may require topographic information, a drainage plan, or a map showing existing utilities. If the staff determines that the Subdivision complies with such regulations governing a subdivision of land as adopted by the Planning Commission, the plat will be presented for approval.

2-4.3 Two Lot Subdivision

The staff shall review plats for subdivisions consisting of two or fewer lots within thirty (30) days of submittal. Platting information for subdivisions consisting of two lots shall be the same as required for Minor Subdivisions. If the staff determines the subdivision complies with these regulations, it will certify the plat in writing to the Planning Commission for approval.

Iron pins are permissible as boundary markers in subdivisions of two lots or less.

2-4.4 Replat Subdivisions

The staff shall review plats for subdivisions that are replats of previously approved subdivision plats within thirty (30) days of submittal. Platting information for replat subdivisions shall be the same as required for Minor Subdivisions. If the staff determines the subdivision complies with these regulations, it will certify the plat in writing to the Planning Commission for approval.

2-5 Special Provisions Governing Unit Ownership (Condominium) Subdivisions

2-5.1. General Provisions

2-5.1 A Intent

This section is intended to augment the general legislation of Sections 66-27-101 through 67-27-122, Tennessee Code Annotated, entitled "Horizontal Property Act," by providing supplemental rules and regulations for the implementation of the act, as specifically authorized in Section 66-27-121, Tennessee Code Annotated.

2-5.1 B Applicability

Whenever a developer, the sole owner, or the co-owners of a building or buildings expressly declare through the submission of a master deed, lease, or plat their desire to submit their property to a regime, as established and provided by Sections 66-27-101 through 66-27-122, Tennessee Code Annotated, wherein there is established a horizontal property regime, each such condominium or

horizontal property regime created under the authority of these provisions for the purpose of sale or transfer of real property is subject to the provisions of these regulations.

2-5.2 Submission of Plat Required

Prior to the sale or transfer of any real property incorporated in the property regime, the developer, sole owner, or co-owners of such property shall submit to the Planning Commission a subdivision plat of such property in the manner prescribed by this article; such plat, if approved, shall be filed with the county register in the manner prescribed by this article.

2-5.3 Determination of Subdivision Type

Condominium subdivisions shall be classified by the Planning Commission during the plat review process as either horizontal condominiums or vertical condominiums.

2-5.4 Procedure

An applicant seeking approval of a condominium subdivision shall proceed through the normal procedure for subdivision approval, as set forth in this article.

2-5.5 Contents of Plans and Documents

The plats, plans, and documents submitted by an applicant seeking approval of condominium subdivision shall conform with the specifications set forth in these regulations

2-6 Field Trips

The staff shall arrange for and conduct conferences with developers and field trips necessary for proper investigation of the Preliminary and Final Plats by affected City departments or area agencies and the Planning Commission.

2-7 Notifications

The staff shall notify the subdivider or his authorized agent by mail of the time and place of the public meeting to consider approval of the Preliminary and Final Plats. Notification shall take place at least five (5) days prior to the meeting of the Planning Commission. The subdivider, or his representative, shall attend the meeting at which the plat is to be considered. The Commission may deny approval if the subdivider is not represented.

2-8 Approval or Disapproval

The Planning Commission shall receive the recommendations of its staff and approve or disapprove the plat. In the event that the Planning Commission fails to either approve or

disapprove a plat within sixty (60) days of its presentation to the Planning Commission, such plat shall be deemed approved. If a plat is disapproved, reasons for such disapproval shall be stated in the records of the Planning Commission.

The Planning Commission may, at the subdivider's request, review all plats that are in arbitration between the City staff and the developer/surveyor to render a final decision.

2-9 Fees

The subdivider shall, at the time of submission of the preliminary plat, pay a Review Fee, as set by the Board of Mayor and Aldermen. Additional fees may be charged to cover the expense, if required, of making prints of the original plat and for distribution to the appropriate officials and agencies.

2-10 Records

The staff shall keep a record of all plats and Planning Commission actions pertaining thereto.