

SUBDIVISION REGULATIONS

of

The Crossville Regional Planning Commission Crossville, Tennessee

Article I GENERAL PROVISIONS

A. PURPOSE

Land subdivision is the first step in the process of community development. Once land has been divided into streets, lots, and blocks and publicly recorded, the correction of defects is costly and difficult. Subdivision of land sooner or later becomes a public responsibility, in that roads and streets may be turned over to the governing body for maintenance and various public services customary to urban areas must be provided. The welfare of the entire community is thereby affected in many important respects. It is, therefore, in the interest of the public, the developer, and the future owners that subdivisions be conceived, designed, and developed in accordance with sound rules and proper minimum standards, while at the same time encouraging investment and growth in the community.

The following subdivision regulations guiding the Crossville, Tennessee, Regional Planning Commission (hereafter referred to as the Planning Commission) are intended to provide for the harmonious development of the regional area; to secure a coordinated layout and adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewer, and other sanitary facilities.

B. AUTHORITY

These subdivision regulations are adopted under the authority granted by Section 13-3-401 through Section 13-3-411 and Section 13-4-301 through Section 13-4-309 of the *Tennessee Code Annotated*. The Planning Commission has fulfilled the requirements set forth in these statutes as a prerequisite to the adoption of such regulations, having filed a certified copy of the Major Road Plan in the office of the Register of Deeds of Cumberland County, Tennessee.

C. JURISDICTION

These regulations shall govern all subdivisions of land, not only within the corporate limits of Crossville, Tennessee, as now or hereafter established, but also within the Crossville Planning Region, the boundaries of which are shown on the enclosed map, as established by 1998 Tennessee Public Acts 1101. According to *Tennessee Code Annotated*, Sections 13-3-401 and 13-4-301, the term "*subdivision*" means

"...the division of a tract or parcel of land into two (2) or more lots, sites, or other division requiring new street or utility construction, or any division of five (5) acres or less 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 or area subdivided."

Any owner of land within the City of Crossville or within the Planning Region wishing to subdivide land shall submit to the Planning Commission a plat of the subdivision according to the procedures outlined in Article II, which plat shall conform to the minimum requirements set forth in Article III. Improvements shall be installed as required by Article III.

D. DEFINITIONS

Except as specifically defined within this section, all words used in these regulations have their customary dictionary definitions when not inconsistent with the context. The terms **"shall"**, **"will"** OR **"must"** are mandatory. When not inconsistent with the context, words used in the singular number include the plural and those used in the plural number include the singular. Words used in the present tense include the future.

1. **Subdivision:** The division of any tract or parcel of land into two (2) or more lots, sites, tracts, parcels or other divisions of any size requiring new street or utility construction, OR the division of any tract or parcel of land into two (2) or more lots, sites, tracts, parcels, or other divisions that are five (5) acres or less in size for the purpose, whether immediate or future, of sale or building development, and includes resubdivision of existing or previously platted subdivided lots, parcels, etc.
2. **Re-subdivision:** Re-platting existing recorded subdivision lot(s) that have changed in size or shape.
3. **Plat:** The map, drawing, or chart on which the subdivider's plan of subdivision is presented and which he submits for preliminary or final approval, and intends in final form to record; plat includes plat, plan, plot, and re-plot.
4. **Major Road Plan:** The map on which the planned locations of present and future city and county arterial and collector roads are indicated.
5. **Street:** A public or private way provided for the accommodation of vehicular traffic or as a means of access to property and includes streets, avenues, boulevards, roads, lanes, alleys or other ways.
 - **Arterial:** Streets and highways used primarily for movement of fast or heavy traffic within and through the town; a secondary function is land access. These are usually shown on the Major Road Plan.
 - **Collector:** Streets which carry traffic from minor streets to the arterial streets and highways. This usually includes the principal entrance street(s) or streets of major circulation of a residential development. Collectors serve the internal traffic movement within a section of the town and connect this section with the arterial system.
 - **Local:** A street designated to accommodate local traffic, the major portion of which originates along the street itself. The major function of a local street is land access. May also be called minor residential or minor commercial streets.

- **Marginal Access:** Minor streets which are parallel and adjacent to arterial streets and highways and which provide access to the abutting properties and protection from the through traffic.
 - **Cul-de-sac:** A permanent dead-end street or court with a paved turnaround, usually circular in shape, designed so that it cannot be extended in the future.
6. **Lot Width:** The distance between side lot lines measured at the building setback line.
 7. **Lot Frontage:** The part of the lot abutting the street right-of-way. All lots must abut a city-maintained street or county-maintained road.

E. **AMENDMENTS TO THE SUBDIVISION REGULATIONS**

Before adoption of any amendments to this document, a public hearing thereon shall be held by the Planning Commission. Thirty (30) days notice of the time and place of the hearing shall be given as provided in Section 13-3-403 and 13-4-303, *Tennessee Code Annotated*.

F. **VARIANCES**

A developer, who finds that there is substantial cause to need relief from part of the regulations herein, may submit a request for a **Variance(s)** in writing, stating fully the grounds for the variance, along with a Variance Review Fee of \$50.00 per submission, NOT per variance. This should be submitted when the preliminary plat is filed for consideration OR before presentation of the final plat if at all possible.

When the Planning Commission finds that a developer will encounter extraordinary hardships or practical difficulties resulting from strict compliance with these regulations and/or the purposes of the regulations may be served to a greater extent by an alternative proposal, the Planning Commission may approve variances to these Subdivision Regulations so that substantial justice may be done and the public interest is secured.

When reviewing and approving variances, the Planning Commission shall consider the following factors:

- The property involved has special conditions (such as the shape or topographical conditions or the property or the particular physical surroundings) and/or the design of the proposed development are such that the owner/developer would experience hardship (rather than inconvenience) from adhering strictly to the regulations.
- The conditions upon which the request for a variance is based are unique to the property to the design of the proposed development, and not generally applicable to other properties.
- The granting of the variance will not be detrimental to public safety, health or welfare or injurious to other property.

- The granting of the variance shall not have the effect of nullifying the intent and purpose of the regulations and if granted, shall be on a case by case, non-precedent setting basis.

Conditional Approval: In approving a variance(s), the Planning Commission may place such conditions as necessary to secure substantially the objectives of the standards or requirements of the Subdivision Regulations.

G. Compliance with Deed Restrictions and Covenants

It is the responsibility of the property owner to assure that no current deed restrictions or covenants prohibit the subdivision or resubdivision of the property.

H. Severability

Should any section, subsection, paragraph or provision of these regulations be held invalid or unenforceable by a court of competent jurisdiction, such decision shall in no way affect the validity of any other provision of these regulations, it being the intention of the Crossville Regional Planning Commission to adopt each and every provision of these regulations separately.

I. Fee Schedule

- Preliminary Plat Review (\$200.00)
- Concept Plan (\$200.00)
- Final Plat Review (\$100.00)
- Small (\$100.00)
- Simple 3 to 5 lot (\$100)
- Simple 1 to 2 lot (\$50.00)
- Preliminary Plat Extension (\$50.00)
- Variance Request (\$50.00)
- Subdivision Inspection (\$200.00)
 - Any subdivision that requires the installation of infrastructure (streets, stormwater/drainage, water lines, or sewer lines)
- Special Call Meeting, when requested by the Developer ~~(\$100.00)~~(\$500.00)

Must be paid upon official submission of the Plat

Checks payable to “Crossville Regional Planning Commission”

Article II **General Procedures for Plat Selection, Submission, Review, and Approval**

The procedure for land subdivision or development generally consists of just a few basic steps, the pre-development meeting, plat type section and preparation, submission of the plat for review, and then approval.

1. Pre-Development Conference

The developer or his/her representative shall have an informal meeting with City planning staff to discuss their proposed subdivision or development for advice and assistance to all types of subdivision plats and to ensure compliance with these regulations.

2. Plat Type Selection and Preparation

a. Plat Type Selection:

i. Re-Subdivision:

1. Any rearrangement of lot lines in a previously recorded plat.

ii. Simple Subdivision:

1. A quick review process for 1 or 2 to 5 lot subdivisions that is located on an existing City street or county maintained road, have an adequate supply of public water, and have sanitary sewer available or approval by the Tennessee Department of Environment and Conservation for individual sewage disposal systems. Contains no variance requests.

2. Examples:

- If 1 lot being cut off and remaining portion of original property is less than 5 acres, the remaining portion must be shown as a 2nd lot.
- If 1 lot being cut off original property, with portion remaining over 5 acres, a notation must be shown with remaining acreage.
- If 2 lots being cut off with any remaining portion this Plat type can not be used. A Small Subdivision would be required.

iii. Small Subdivision

1. A 3 to 5 lot subdivision that is located on an existing City Street or County maintained road, with an adequate supply of public water, and has sanitary sewer available or approval by the Tennessee Department of Environment and Conservation for individual sewage disposal systems.

2. Examples:

- If 2 to 4 lots are cut off a much larger original property and the remainder is less than 5 acres, the remaining piece must be considered another lot and shown on the plat as such, therefore making it a 3 lot subdivision and applicable to Small Subdivision
- If 2-5 lots are cut off much larger original property and remaining un-subdivided piece is over 5 acres, put a notation on the plat about the size of the remaining piece.

iv. Regular Preliminary

1. A preliminary plat is a proposal to legally subdivide a parcel (or parcels) of land into separate lots, each properly designed for a certain type of development. A preliminary plat acts as an agreement between the City and the subdivider as to the development's layout. Specific subdivision considerations include but not limited to lot size, open space, density, street layout, access, floodplains, utilities, easements, drainage, storm-water structures, and public improvements. The preliminary plat process is for subdividing property into 6 or more lots or for subdivisions that require the dedication of public street or easement.

v. Concept Plan

1. In lieu of a preliminary plat, a developer may submit a concept plan (the purpose of which is to help the assist the developer in not having to submit multiple preliminary plats or keep requesting extensions for large developments that he/she knows will exceed more than 12 months), if it meets the following criteria:
 - Is a large subdivision and will be constructed in more than 1 phase.
 - Is expected to take longer than 1 year to do multiple phases.

ie., Phase 1 to be completed within 12 months of approval, phase 2 within 24 months, phase 3 within 36 months.

vi. Regular Final

1. The finalization of a preliminary plat or phase of a concept plan.

Plat Preparation and Requirements:

General Plat Requirements:

Plats must meet all applicable items listed in this section.

1. All plats submitted to the Crossville Regional Planning Commission for consideration shall meet the accuracy standards for an Urban and Subdivision Survey (Category1) as established by the Tennessee Board of Examiners for Land Surveyors. All plats shall include a statement by the surveyor regarding the methods used in making the survey and its relative accuracy, as well as the surveyor's seal and signature.
2. All plats shall be drawn to a standard "engineering" scale (1"=100' / 1" = 50" / 1"=40' / 1"=30' / 1"=20') on sheets no larger than 24 inches by 36 inches in size. Smaller plats may be on 11x17. **Concept Plans may be a larger scale, but each phase must be broken out on a separate page at a standard "engineering" scale.** Large scale developments may be shown with a larger scale, but each phase must be broken out on a separate page at the standard "engineering scale".
3. North point arrow and Date.
4. Subdivision Name, with phase or section of the development, if applicable.
5. General Location Map to tie property to nearby major thoroughfares.
6. Owner's name, mailing address and phone number.
7. Developer's name, mailing address and phone number, if different from owner.
8. Surveyor's name, mailing address and phone number.
9. Total Acreage being subdivided; acreage or square footage of each lot.
10. Tax map and parcel identification of property, and County Civil District.
11. Deed book and page of most recent conveyance of property.
12. Plat book and page information if plat is a re-subdivision of recorded subdivision.
13. Name of owners for all adjoining properties, tax map & parcel information, last conveyance information and lot numbers, if part of a subdivision.
14. Show any existing structures or features of the property, such as house, garage, barn, pond, creek, river, lake, floodplain, wetlands, etc.
15. Show any existing utility transmission line crossing property, with easement width. (Example - sewer line, TVA power line or natural gas pipeline)
16. Existing and proposed street rights-of-way and drainage tiles, existing road centerline and existing street names, and proposed street names approved by E911.
17. Location and size of existing and proposed water lines (and sewer lines, if applicable).
18. Location of nearest existing fire hydrant and distance; location of proposed fire hydrant(s).
19. 100 year Floodplain line and base flood elevation, if available.
20. Any storm-water stream buffer or required permanent storm-water structures or facilities. On Preliminary Plats, the common ground / open space
21. Measurements of perimeter of property on *Preliminary* and *Final Plats*.
22. Dimensions of lots on *Preliminary* Plat; Surveyed measurements of lots on *Final Plat*.
23. Numbering of lots in consecutive order.
24. Required front, side and rear setbacks, and size and location of utility-drainage easements on all lots. Also drainage easements along any existing creek, stream, etc.

25. Topographic contours at 2 foot or 5 foot intervals on *Preliminary Plat* for a Regular Subdivision, and also on *Combined Preliminary/Final Plat* for Small Subdivision.
26. If any remaining property (including future development or reserved property) will be less than 5 acres, it must be shown on plat as a lot of the subdivision. If remaining property is over 5 acres, there must be a notation on the plat about the size and ownership of the remaining portion.
27. Any *Final Plat* involving lots not on city sewer must include Environmentalists' signature, restrictions and any shading, denoting lot area reserved for subsurface systems. Contact the State Environmentalists at Ground Water Protection Tennessee Department of Environment and Conservation for more information about the process of having soils mapped and evaluated for subsurface sewerage disposal systems. If the proposed lot is getting larger by the subdivision and has an existing house and working septic system, a note may be added stating, "This lot has not been evaluated for new soils or a backup system. The owner accepts full responsibility and acknowledges the city is not liable for any future failure of the existing system that could render the lot unbuildable or the structure uninhabitable."
28. All Final Plats must be prepared in Tennessee State Plane NAD 83 and at least two points shall be given on the plat with proper northing and easting data.
29. It is encouraged for all Final Plats to include a written legal description of the subdivision boundary on all plats.
30. Any *Final Plat* must have owners/developers signatures, the surveyor's seal and signature, as well as all proper certifications.

IMPORTANT: Any proposed street or driveway intersecting onto a state highway must be reviewed and approved by State Dept. of Transportation Regional Engineer in Chattanooga. The City may require a copy of the TDOT Driveway permit prior to approval of a final plat.

Specific Requirements by Subdivision Type

1. Resubdivision

- a. Must meet all General Plat Requirements that are applicable.
- b. Plat requirements will depend on the type of resubdivision is being performed
 - Simple Resubdivision – Example: 3 lots being combined into 2 lots, resulting in a number of 2 final lots. Must follow all requirements of a Simple Subdivision.
 - Small Resubdivision – Example: 2 lots being divided into 3 to 5 lots, resulting in a number of 3 to 5 final lots. Must follow all requirements of a Small Subdivision.
 - Regular Resubdivision – Example: Lot lines being rearranged, roads being moved or created or destroyed, resulting in a substantial change to a recorded final plat, resulting in 6 or more final lots / or the creation or destruction of public Right of Way or easements. A preliminary plat may be required.

2. Simple Subdivision

- a. Must meet all General Plat Requirements that are applicable.
- b. Any man made structures (i.e., houses, buildings, overhead utilities, with proper easements) and any natural features (i.e., ponds, streams, ditches, or existing stormwater features) must be shown with proper setbacks and easements.
- c. Water line location and size (with proper easements) must be shown and nearest fire hydrant, if available. **The City may require the installation of a fire hydrant if deemed necessary to ensure proper fire protection.**
- d. Sewer lines (gravity and/or low pressure and manholes) and size must be shown (with proper easements) If no sewer is available, soils must be evaluated, approved and & plat signed off by Environmentalist.
- e. The following Certifications shall be used (see Certification Reference List, page 12) 1, 2, 3A or 3C, 4B, 5B, 7, **8**.
- f. If a variance is required, the plat cannot be approved "in-house" and will be placed on the next regularly scheduled Planning Commission meeting and the variance require fee must be paid.

3. Small Subdivision

- a. Must meet all General Plat Requirements that are applicable.
- b. Any man made structures (i.e., houses, buildings, overhead utilities, with proper easements) and any natural features (i.e., ponds, streams, ditches, or existing stormwater features) must be shown with proper setbacks and easements.
- c. 2 foot or 5 foot contours must be shown.
- d. Water line location and size (with proper easements) must be shown and nearest fire hydrant. Installation of a new hydrant may be required.
- e. Sewer lines (gravity and/or low pressure and manholes) and size must be shown (with proper easements) If no sewer is available, soils must be evaluated, approved and & plat signed off by Environmentalist.
- f. The following Certifications shall be used (see Certification Reference List, page 12) 1, 2, 3A or 3C, 4B, 5B, 7, 8.
- g. Variance requests may be made and fee paid. See section on variance requests for more information (Page 3)

4. Regular Preliminary

- a. Must meet all General Plat Requirements that are applicable.
- b. The location of all existing and proposed property lines, streets, water courses, sewer lines, water lines, drain pipes, bridges, culverts and easements for existing utilities (water, sewer, gas, electricity, etc.) or other features, as required. Existing features shall be distinguished graphically from those that are proposed.
- c. Plans of proposed sewer and water systems showing connections to the existing or any proposed utility systems, including sizes, location of hydrants and manholes or other required features. When sewer connections are not available, an individual sewage disposal system is proposed and must be reviewed by the Tennessee Department of Environment and Conservation.

- d. The proposed street names, and the location, width, and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines, building setback lines, and stream buffers.
- e. Topographical contours at vertical intervals of not more than 5 feet.
- f. Center line profiles for all proposed streets and, where required by the City Planning Staff, cross-sections of proposed streets.
- g. All plats shall contain flood hazard statement referencing the current FIRM panel number and effective map date. Any areas that are affected by the 100 year flood plane may be required to show elevation detail of proposed building sites to ensure they are outside of the flood hazard area.
- h. Variance requests may be made and fee paid. See section on Variance Requests for more information. (Page 3)

5. Concept Plan

- a. The requirements are the same as listed for a preliminary plat with the following additions:
 - An estimated time frame for phase completion must be provided to the Planning Commission to be included in the official records, if the time frame presented is not followed, the concept plan will be considered null and void and a new preliminary plat or concept plan must be submitted before the beginning of an additional phase.
 - Each phase of the overall development must be graphically identified on the concept plan and properly labeled as such.

6. Regular Final

- a. Must meet all General Plat Requirements that are applicable.
- b. The final plat shall conform substantially to the approved preliminary plat or phase of the concept plan. Any alterations or deviation from the preliminary plat should be discussed with the City Planning Staff to determine if the changes require a new preliminary plat or concept plan re-submission.
- c. If the subdivision has been developed in phases as submitted in a preliminary plat or concept plan, the sections must be identified by numerical characters, following the name of the subdivision as initially submitted and as approved in the preliminary plat or concept plan.
- d. Prior to submission of the Final plat for approval, the following improvements are to be installed within the subdivision in accordance with all requirements in this document, inspected and approved by City Staff, the County Road Supervisor and/or the applicable utility district manager, and inspection sheets submitted to City Planning Staff. The required improvements include water supply system lines and laterals, fire hydrants, sewage collection lines and laterals (if applicable), storm drainage system, and street grading, base and paving. In lieu of completion of construction of all improvements, the developer may provide the Planning Commission with a financial guarantee in order to assure completion of construction and obtain final plat approval. A developer should submit information concerning the planned schedule for completion of utilities and road work, and a copy of contracts for construction.

- e. As-Built drawings shall be submitted to City Planning Staff at the completion of all utility work. The final plat will not be considered for approval until the as-built drawings are submitted, with the exception that a financial guarantee has been submitted for the utilities. The financial guarantee(s) will not be released until the work has been completed, inspected and approved by City Staff (or Utility District or County personnel), and As-Built drawings submitted to the City Planning Staff. The requirement of separate As-Built drawings may be waived if adequate information is provided on the Final Plat itself for all infrastructures.
- f. Each final plat shall contain the following information as may be appropriate:
- The right-of-way and pavement lines of all streets and roads; ROW widths noted; street names; the size and location of installed and/or preexisting water and sewer mains; alley lines, if any; hydrant locations; lot lines; building setback lines; any easements provided for public services, utilities, and the disposal of surface water; the limitation and/or dimensions of all easements; lots numbered in numerical order; any areas to be dedicated to public use; and any sites for other than residential/commercial/industrial use, with notes stating their purpose and limitations.
 - The Final plat shall contain sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line, and building line whether curved or straight, and including the radius, central angle, and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets. In addition, the Final plat shall show all lots lines have been properly marked with iron pins.
 - All dimensions to the nearest one-hundredth (1/100 or 0.01) of a foot.
 - All plats shall contain flood hazard statement referencing the current FIRM panel number and effective map date. Any areas that are affected by the flood plane may be required to show elevation detail of proposed building sites to ensure they are outside of the flood hazard area.
 - Certificates # 1 - 78 as needed. See Certification Reference List, page 12
 - If sewer is not available and an individual sewage disposal system is proposed, it must be reviewed by the Tennessee Department of Environment and Conservation and a certification provided with the signature of the state Environmentalist must be included on the plat.

Certification Reference List

The Final Plat will contain some or all of the following certificates, all of which shall be signed before Planning Commission Secretary signs the Final Plat. See Appendix for specific wording of Forms:

Form 1 Certificate of Ownership and Dedication

Signed by the owner(s) of the subdivision and includes wording about dedication of streets, rights-of-way and any sites for public use.

Form 2 Certificate of Accuracy & Precision

Signed by state-licensed surveyor certifying accuracy of survey and plat, and placement of iron pins.

Form 3A Certificate of General Approval of Lots for Installation of Subsurface Sewage Disposal Systems

All lots that are not or will not be on city sewer have to be evaluated and approved for septic tank systems by State Environmentalist. Obtain specific wording for this since the State has its own special certificates and restrictions to be used on plats. Special wording for lots with a house and existing system. Must be signed by Environmentalist before the Final Plat is presented to Planning Commission.

Form 3B Certificate of New Sewage Collection Facilities

Used for any lots connected to (or proposed to be connected) to Crossville sewer system. Part (1) pertains to new sewer facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. Signed by City Public Works Director. Signed after receipt of financial guarantee documents.

Form 3C Certificate of Existing Sewer Facilities

Used if any lots are served by existing city sewer collection lines. Signed by the City Public Works Director.

Form 4A Certificate of New Water Lines and Hydrants

Used for any lots where new water lines or hydrants have been (or will be) installed. Part (1) pertains to new water facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. Signed by the City Public Works Director or an official of the applicable water service utility district. Signed after receipt of financial guarantee documents.

Form 4B Certification of Existing Water Lines and/or Hydrants

Used for any lots served by and connected to previously existing water lines. Signed by the City Public Works Director or an official of the applicable water district.

Form 5A Certificate of Streets and Drainage System

Used for any lots served by new streets, drainage system, etc., recently installed or to be installed, in conformance to Planning Commission regulations. Signed by the City Public Works Director or County Road Supervisor.

Form 5B Certificate of Existing Road(s)

Used for a subdivision which does not involve new road construction but which fronts on an existing road or highway. In some cases the present condition of the existing road may not meet Planning Commission requirements. Signed by City Public Works Director or County Road Supervisor.

Form 6 Certificate of Approval of New Street Names by E911

Signed by Director of E911 to indicate that new street names have been reviewed and approved by E911, so as not to conflict with existing street names in the city or county.

Form 7 Certificate of Approval for Recording

Signed by Planning Commission Secretary only after all other certificates have been signed and after final approval has been granted by the Planning Commission.

Form 8 Certificate of Storm Water Detention Structures

Used for plats where new storm water structures are required and have been (or will be) installed. Part (1) pertains to new storm water facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. Signed by the City Public Works Director or City Engineer. Signed after receipt of financial guarantee documents.

3. Plat Submission

Official Submission of the plat to City Planning Staff

- A. Plats submitted to Planning Staff do not constitute official submission to the Crossville Regional Planning Commission. Official submission is when the plat is presented before the Planning Commission at their regular scheduled or special called meeting.
- B. Plats that require presentation to the Planning Commission must be submitted 14 working days prior to the Planning Commission meeting on the third Thursday, by 4pm, of the previous month, which is approximately one month prior to the next regularly scheduled Planning Commission meeting.
- C. All required fees must be paid at this time.
- D. An unsigned plat created by a state licensed surveyor, that meets all requirements for the type of subdivision that it is, shall be presented to the City Planning Staff for review. 7 copies must be provided. It is requested, but not required, that a digital copy of the plat be provided as well (PDF or TIFF format). If submitting by hard copy, a minimum of 3 copies must be submitted. Digital PDF is preferred and accepted. Digital copies must be emailed to City Planning Staff.

Plat Review

- A. Please see Subdivision Type section for detailed information regarding the proper type of plat required.
- B. City Planning Staff will have **5 10** working days to fully review the plat and respond to the developer or his/her representative. Required changes or corrections will be given to the developer or his/her representative in writing.
- C. City Planning Staff will provide a copy of the plat to the proper review agency for Roads (Street Dept. and E911) / Water Utility District / Sewer Utility District. It will be up to the developer or his/her representative to provide copies of the plat to the Electric / Gas / Cable / Telephone agencies and upon request, be able to provide proof of plat presentation.
- D. Any changes or corrections required to the plat must be completed and resubmitted to the City Planning Staff within 4 working days of being returned for corrections. Any corrections or changes required by staff must be submitted in hard copy (minimum of 5) by noon on the second Thursday of the month, which is one week prior to the regularly scheduled meeting.

Plat Approval

- A. For Simple subdivisions, an "in-house" approval is all that is required.

City Planning Staff may waive the requirement for a subdivision plat and can approve in-house property exchanges without platting between 2 adjoining property owners, where the property being exchanged is narrow, less than 5000 square feet and the purpose to rearrange boundary lines or add to one's yard and not creating new building site(s), unless it involves a previously platted subdivision lot(s). Any rearrangement of lot lines in a previously recorded subdivision must be platted and recorded again. A report on all such exchanges will be presented to the Planning Commission at their next meeting.

- After the re-submittal of a corrected plat, City Planning Staff will approve the plat and obtain proper signatures (with the exception of Owner signatures and surveyor) and record the plat with the Cumberland County Register of Deeds.
- All copies of the recorded plat (except for two, one for the Register's office and one for the City) will be available to be picked up in the City's Planning Office.

- B. For Small subdivisions, Planning Commission approval is required.

- After the re-submittal of the corrected plat, City Planning Staff will place the plat on the next regularly scheduled meeting of the Planning Commission.
- The developer or his/her representative is required to be in attendance at the Planning Commission meeting. The developer or his/her representative will be notified of the meeting date and time.
- Upon approval of the plat by the Planning Commission, City Planning Staff will obtain proper signatures (with the exception of Owner signatures and surveyor) and record the plat with the Cumberland County Register of Deeds.
- All copies of the recorded plat (except for two, one for the Register's office and one for the City) will be available to be picked up in the City's Planning Office.

C. For Regular Preliminary subdivisions (or Concept Plans), Planning Commission approval is required.

- Developer has the option to submit a Concept plan in lieu of a Preliminary plat. See Subdivision Type section for more information on a Concept Plan.
- After the re-submittal of the corrected plat, City Planning Staff will place the plat on the next regularly scheduled meeting of the Planning Commission.
- The developer or his/her representative is required to be in attendance at the Planning Commission meeting. The developer or his/her representative will be notified of the meeting date and time.
- The City will retain at least 5 copies of the preliminary plat, to be used in the required pre-construction meeting and a copy will be kept on file until final plat approval or expiration of the preliminary plat.
- Upon approval of the plat by the Planning Commission, the developer or his/her representative is required to schedule a Pre-Construction Meeting
 - i. Prior to beginning construction of any required improvements the developer and/or his contractor or contractors shall meet with appropriate representatives of all applicable reviewer agencies to review the required standards and procedures for the completion of the required improvements. The improvements for which a pre-construction meeting is required include, but not limited to, water, sewer, streets, and drainage. Additional infrastructure such as, gas, electric, cable, or telephone may be required upon the request of City Staff.
- Notice to Proceed
 - i. After review and approval of the preliminary plat, completion of the pre-construction meetings, and receipt of the state approved utility plans and approval letters, the City Planning Staff will issue a Notice to Proceed. Said notice will include the conditions of approval specified by the Planning Commission and any correction and/or modifications to the preliminary plat required by the commission. The Notice to Proceed will not

become effective nor shall construction of the subdivision begin until a revised plat depicting the corrections and/or modifications required by the Planning Commission has been submitted to the City Planning Staff.

- Inspections
 - i. The developer or his/her representative and/or contractor shall notify City Planning Staff when work on streets and/or utilities is to begin and the anticipated schedule of work. For more information please see section on Inspection Procedures.
- Expiration of Preliminary Plat
 - i. The approval of the preliminary plat shall terminate unless a final plat based thereon is submitted within **one (1) year three (3) years** from the date of such approval; provided, however than an extension of time can be applied for by the developer and granted by the Planning Commission. A fee of \$50.00 is required for all extension requests. A written request for extension must be received by City Planning Staff before the expiration date and fee paid. The request for extension will then be placed on the next regularly scheduled Planning Commission meeting.

D. For Regular Final subdivisions

- **Regular Final Plats with more than 25 lots or requires financial guarantees.** Planning Commission approval is required.
 - i. After the re-submittal of the corrected plat, City Planning Staff will place the plat on the next regularly scheduled meeting of the Planning Commission.
 - ii. The developer or his/her representative is required to be in attendance at the Planning Commission meeting. The developer or his/her representative will be notified of the meeting date and time.
 - iii. If all infrastructure work has been completed, a set of As-Built drawings must be submitted to the City Planning Staff. These drawings must include, but not limited to, all drainage and permanent stormwater facilities, water lines, valves, fire hydrants, sewer lines and appurtenances. The requirement for separate As-Built plans may be waived if adequate information is shown on the Final Plat.
 - iv. If all infrastructure has not been completed upon submission of plat, proper financial guarantees must be provided. Financial guarantees will not be released until all work has been completed, inspected, and a set of As-Built drawings have been provided to City Planning Staff. For more information see section on Financial Guarantees.

- v. All improvements are to be installed in accordance with the Articles of these regulations.
 - vi. Upon approval of the plat by the Planning Commission and any financial guarantees have been provided, City Planning Staff will obtain proper signatures (with the exception of Owner signatures and surveyor owners signatures, TDEC state environmentalist, and surveyor's stamp and signature) and record the plat with the Cumberland County Register of Deeds.
 - vii. All copies of the recorded plat (except for two, one for the Register's office and one for the city) will be available to be picked up in the City's Planning Office.
 - viii. Acceptance and recording of the Final Plat does not constitute the acceptance by the public (city or county) of the dedication of any streets or other public way or ground. Acceptance of streets by the local government is a separate process. Upon approval of the plat City Planning Staff will present the acceptance of all approved streets (planned as public streets) to the City Council for acceptance. Per Tennessee Code Annotated 13-3-405 and 13-4-305.
- Regular Final Plats with 25 lots or less
 - i. The Crossville Regional Planning Commission grants city Planning Staff the right to approve Regular Final Plats that meet the following requirements:
 - 1. Must be 25 lots or less
 - 2. Must have been included on and have no significant changes from a preliminary plat that has been approved by the Planning Commission
 - 3. Must not require any financial guarantees. All required infrastructure has been installed or is existing before development.
 - 4. Requires no variances.
 - ii. If the Regular plat does not meet all the above requirements, then it must be submitted to the Planning Commission for approval.
 - iii. After any required corrections have been made and the corrected plat submitted, Planning Staff will approve the plat and obtain proper signatures (with the exception of Owner signatures and surveyor owner's signatures, TDEC state environmentalist, and surveyor's stamp and signature) and record the plat with the Cumberland County Register of Deeds.
 - iv. All copies of the recorded plat (except for two, one for the Register's office and one for the city) will be available to be picked up in the City's Planning Office.
 - Acceptance and recording of the Final Plat does not constitute the acceptance by the public (city or county) of the dedication of any streets or other public way or ground. Acceptance of streets by the local government is a separate process. Upon approval of the plat City Planning Staff will present the acceptance of all approved streets (planned as public streets) to the City Council for acceptance. Per Tennessee Code Annotated 13-3-405 and 13-4-305.

E. Plat Denial

- The Planning Commission may deny approval of any plat submitted to it for review that does not meet or exceed the minimum requirements set forth in these regulations. In addition, the Planning Commission may deny approval of a plat for the subdivision of land which:
 - i. The available water supply is inadequate to serve the anticipated development or the available water supply is inadequate to provide fire protection.
 - ii. The means of ingress and egress is inadequate to carry the vehicular traffic projected to be generated by the proposed subdivision or the means of ingress and egress is inadequate for use by garbage trucks, fire trucks, school buses, or other city-owned equipment.
 - iii. The approval of said plat will in the opinion of the Planning Commission be detrimental to the health and safety of the public.
- Any and all reasons for denial will be provided the developer or his/her representative in writing.

Financial Guarantee

Financial Guarantee in Lieu of Completed Improvements

Conditions may exist whereby a developer may be unable to install all improvements before requesting Final Plat approval. The Planning Commission may accept one of several forms of financial guarantees whereby, in the event of default by the developer, improvements and utilities can be made without cost to the city or county. The following forms of financial guarantees shall be from a financial institution in the state of Tennessee.

1. Cash in an **Escrow Account** in the full amount of the estimated cost of required improvements plus 10% yearly inflation factor. An Agreement must be executed by developer, bank and planning commission.
2. **Irrevocable Letter of Credit**, issued by a Bank or Savings and Loan, signed by one officer, to cover the full amount of the estimated cost of improvements plus 10% yearly inflation factor. An Agreement must be executed by developer, bank and planning commission.
3. **Certified Check** or bank's cashiers check in the full amount of the estimated cost of required improvements, plus 10% yearly inflation factor. An Agreement must be executed by developer and planning commission.

In determining the cost of the guarantee, the Planning Commission may use a formula using a base cost per linear foot for each required improvement, that being a cost standard in the construction industry that particular year, or receive bids

and/or information from recognized contractors, at the option of the Developer. The developer may submit a copy of his signed contract for construction with a specific cost that is also guaranteed to the Planning Commission for at least the term of the guarantee plus three (3) months. An estimate or bid cannot be used. The maximum time for completion of construction cannot exceed two (2) years.

Inspection Procedures

The developer must notify the City Planning Staff concerning the schedule for construction of streets and/or installation of utilities. Since the inspections need to be made periodically throughout the entire process, it is essential that the developer continually communicate with the City Planning Staff concerning progress of construction in order to make the process move as smooth as possible.

Inspection notification should be made at least 24 hours in advance of when an inspection is needed by contacting the appropriate person or office. Inspections should be made of (1) Street grading & preparation of subgrade, (2) Installation of the drainage system, (3) Installation, backfill and pressure/chemical testing of water mains, water stubs, sewer lines, and any other underground utility lines, (4) Pavement base including checking thickness of gravel every 500 feet at random points across width, and (5) Final/Binder paving and drainage system.

Throughout the construction period, the City Staff, the County Road Supervisor and/or the applicable utility district manager will keep a log of findings and periodically report the status to the Planning Commission. Problems should be brought to the attention of the Planning Commission immediately. Upon completion of construction, the inspector(s) will submit a written report to the Planning Commission. These inspection reports will become part of the official records of the Planning Commission. If a Financial Guarantee was posted by the developer in lieu of required improvements, funds shall not be released until all roads and utilities meet all required standards, and the Planning Commission has received reports to that effect and voted to release the funds.

Article III Design and Specifications

A perfectly prepared and recorded subdivision or plat means little to a prospective lot buyer until he can see actual physical transformation of raw acreage into lots suitable for building purposes and human habitation. Improvements by the subdivider spare the community a potential tax liability.

A. Suitability of the Land

Land Physically Unsuitable for Subdivision includes land where flooding, bad drainage, steep slopes, rock formations and other such features which may endanger health, life, or property, aggravate erosion, increase public funds for supply and maintenance of services. Also included is land which other public agencies have investigated and found in the best interest of the public not suitable for the type of platting and development proposed shall not be approved for subdivision unless adequate methods are formulated by the developer for meeting the problems created by subdivision of such land. Such land within any plat shall be set aside for such uses as shall not produce unsatisfactory living conditions.

Land Unsuitably Located for Subdivision

The Planning Commission shall not approve what it considers to be scattered or premature subdivision of land which would endanger health, safety, or property because of lack of or adverse effect on water supply, schools, proper drainage, good transportation, or other public services or which would necessitate an excessive expenditure of public funds for the supply or maintenance of such services. Also included is land that is located in close proximity to potentially hazardous commercial operations which may endanger health, life, or property of the residents of the proposed subdivision.

B. Special Requirements for Floodable Areas

Definition of Land Subject to Flooding:

- For the purpose of these regulations, land subject to flooding shall be defined as those areas within the Crossville Planning Region shown as Special Flood Hazard Areas on the Crossville Flood Insurance Rate Maps (FIRM) dated November 16, 2007, or any subsequent amendment or revision to said maps.
- On all other streams and water courses not shown as floodable on the Flood Maps, all land within thirty feet (30') of the top of the bank is considered to be subject to flooding.

Regulations for Land Subject to Flooding:

1. All subdivision proposals shall meet the requirements of Floodplain Regulations adopted by Crossville or Cumberland County.
2. All subdivision proposals shall be consistent with the need to minimize flood damage.
3. Every lot platted shall have a flood-free building site.
4. Base flood elevation data shall be provided for all subdivision proposals containing land subject to flooding.

5. If on-site subsurface waste disposal septic systems are to be used, a flood-free site shall be provided on each lot in order to avoid impairment to them or contamination from them during flooding.
 - All creeks, lakes, ponds, sinkholes, or other drainage areas shall be shown on the preliminary and final subdivision plat.
 - All bridges, culverts, and other drainage openings shall be designed so as not to restrict the flow of water and unduly increase flood heights upstream.
 - All new and replacement water supply systems and/or sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
 - All public utilities and facilities such as water, sewer, gas, and electrical systems shall be located and constructed to minimize or eliminate flood damage.
 - All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
 - Filled land subject to flooding may be platted for residential use only if filled to such a height as will secure a flood-free site based on data submitted by the subdivider and prepared by registered professional engineer, provided such use of fill does not endanger health, life or property, or restrict the flow of water or increase flood heights.
 - No fill shall be placed in the floodway of the stream and if no floodway has been determined, fill shall be no closer than thirty (30) feet from the top of the bank of any stream or water course unless the subdivider can demonstrate that a lesser distance (not less than 15 feet) is adequate based on watershed area, probable runoff, and other topographic and hydraulic data prepared by registered professional engineer.

C. Iron Pins

All lot corners, all street corners, all points where the street lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street shall be marked with standard iron pins minimum one-half (1/2) inches in diameter and eighteen (18) inches long and driven so as to be flush with the finished grade, unless rock is present. It is recommended that metal fence stakes also installed above ground that cannot easily be removed.

D. Streets

1. General Information

Arrangement

The arrangement of streets in the subdivision shall provide for the continuation of principal streets of adjoining subdivision and for proper projection of principal streets into adjoining properties which are not yet subdivided in order to make possible necessary fire protection, movement of traffic, and the construction or extension, presently or when later required, of needed utilities and public services such as sewers, water and

drainage facilities. Local streets shall be so laid out that their use by through traffic will be discouraged. Where, in the opinion of the Planning Commission, topographic or other conditions make such continuance undesirable or impracticable, the above conditions may be modified. The curvilinear street layout will be encouraged by the Planning Commission.

Conformity to the Major Road Plan

The location and width of all streets and roads shall conform to the official Major Street Plan.

Relation to Adjoining Street System

The proposed street system shall extend any adjoining existing streets at the same or greater width but, in no case, less than the required minimum width.

Relation to Topography

The street plan of a proposed subdivision shall bear a logical relationship to the topography of the property and all streets shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the streets. Grades of streets shall conform as closely as practicable to the original topography.

Flood Prevention

Streets which will be subject to inundation or flooding shall not be approved. All streets must be located at elevations which will make them flood free in order that portions of the subdivision will not be isolated by floods. Where flood conditions are anticipated, profiles and elevations of streets will be required in order to determine the advisability of permitting the proposed street layout.

2. Street Right-of-Way Widths

- *Minor Residential and Rural Streets* 50 ft.
- *Circle at end of Cul-de-sac* Radius 50 ft./Diameter 100 ft.
- *Collector Streets*..... 60 ft.
- *Arterial Streets and Highways* 80-150 ft.
- *Marginal Access Streets*..... 50 ft.

3. Additional Width on Existing Streets

Subdivisions that abut existing streets shall dedicate additional right-of-way to meet the minimum street right-of-way width requirements.

Subdivisions that abut existing street may be required to dedicate additional right-of-way to meet the minimum or proposed street right-of-way for a future road project, if an essential nexus exists between the dedication and a legitimate local governmental interest and the dedication is roughly proportional both in nature and extent to the impact of the proposed use or development of the property.

- When the subdivision is located on only one side of an existing street, one-half (1/2) of the required right-of-way, measured from the center line of the existing roadway, shall be provided.
- The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.

- Trees, brush, other vegetation and fences within the expanded right-of-way shall be removed, and ditching or additional surfacing may be required.

4. Minimum Surfacing Widths

- *Minor Residential and Rural Streets* 20 ft.
- *Circle at end of Cul-de-sac* Radius 40 ft./Diameter 80 ft.
- *Collector Streets*..... 24 ft.
- *Arterial Streets and Highways* 44 ft.
- *Marginal Access Streets*..... 20 ft.

Due to the diversity of the development in the Planning Region, ranging from sparsely populated agricultural areas to densely populated urban areas, required surfacing widths may necessarily vary with the character of building development, the amount of traffic encountered, and the need to provide space for on-street parking. In general, streets through proposed business/commercial areas shall be considered either collector streets or arterial streets and the street widths of streets so located shall be increased six (6) feet on each side if needed to provide parking without interference to normal passing traffic.

5. Street Grades

- Grades on major streets shall not exceed seven (7) percent; grades on all other streets shall not exceed ten (10) percent. (See *Illustration* in Appendix.)
- No more than three (3%) percent grade within fifty (50) feet of any intersection **with a collector or arterial street.**
- Upon preliminary plat review if the street grade appears questionable, a street grade profile map may be required for the questionable area as a condition of preliminary plat approval.
- 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, said sight distance being measured from the driver's eyes, which are assumed to be four and one-half (4 1/2) feet above the pavement surface.
- A combination of steep grades and curves shall be avoided.
- Profiles of all streets showing natural and finished grades drawn to a scale of not less than 1 inch = 100 ft. horizontal and 1 inch = 20 ft. vertical may be required by the Planning Commission.

6. Curves

Horizontal Curves

Where a deflection angle of more than ten (10) degrees in the alignment of a street occurs, a curve of reasonably long radius shall be introduced. On streets sixty (60) feet or more in width, the center line radius of curvature

shall be not less than three hundred (300) feet; on other streets center line radius of curvature shall be not less than one hundred (100) feet.

Tangents

A tangent of at least one hundred (100) feet in length shall be introduced between reverse curves on all streets.

Curve radii at street intersections shall not be less than twenty (20) feet and where the angle of street intersection is less than seventy-five (75) degrees, the Planning Commission may require a greater curb radius. To permit the construction of a curb having a desirable radius without curtailing the sidewalk at a street corner to less than normal width, the property line at such street corner shall be rounded or otherwise set back sufficiently to permit such construction. (See *Illustration* in Appendix.)

7. Intersections

IMPORTANT: Any proposed street or driveway intersecting onto a state highway must be reviewed and approved by State Dept. of Transportation Region II Engineer in Chattanooga. **The City may require a copy of the TDOT Driveway or access permit prior to approval of a final plat.**

Angle of Intersection

Street intersections shall be as nearly at right angles as is possible and no intersection shall be at the angle of less than 60 degrees. (See *Illustration* in the Appendix.)

Street Jogs

Street jogs on minor residential streets with centerline offsets of less than 125 feet shall not be allowed. Street jogs with centerline offsets of less than 150 feet shall not be allowed if the proposed street is an arterial or collector street or will connect with one. (See *Illustration* in the Appendix.)

Visibility of Intersections

In order to provide visibility for traffic safety, **the maximum grade approaching an intersection shall not exceed 3% for a minimum of 50 feet.** **that portion of any** Any corner lot (whether at an intersection of new streets or existing streets) shall be leveled and cleared of brush (except isolated trees) and obstructions above the level of three feet (3 ft.) higher than the centerline of the street. If directed, the ground shall be excavated to achieve visibility.

8. Dead-end Streets or Cul-de-sacs

Permanent

Minor terminal streets or courts designed to have one (1) end permanently closed shall be no more than 1200 feet long, unless a variance is granted and is necessitated by topography or design of the property.

At the closed end there shall be a turnaround space that may be “**circular**” or “**hammer**” in shape. (See *Illustration* in Appendix)

- The circular shape should have an outside pavement diameter of at least 80 feet or radius of 40 feet, and a street right-of-way diameter of at least 100 feet or radius of 50 feet.
- The hammer shape pavement must be 20 feet by 100 ft., with a Right-of-Way of 50 feet by 130 feet.

Temporary

Where, in the opinion of the Planning Commission, it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property. Such dead-end streets shall be provided with a temporary paved turnaround having a roadway surface diameter of at least eighty (80) feet.

If the subdivision is being developed in stages or phases, a street that may soon be extended in the next section of development may have an unpaved temporary circular turnaround, provided that the developer provides the Planning Commission with a financial guarantee to ensure paving of the turnaround if the development does not continue.

9. Private Streets, Permanent Vehicular Easement Standards and Reserve Strips

Private Streets and Permanent Vehicular Easements

The Planning Commission discourages the platting of private roads or permanent easements since every subdivided property should be served from a publicly dedicated road. However, private roads may be developed in a subdivision providing the construction meets the minimum street standards in this document, as well as any special conditions attached by the Planning Commission and noted on the final plat, and also meets the following standards below.

- A private road or permanent easement shall be of a required width of not less than fifty (50) feet. The Planning Commission may require greater widths if necessary to meet special conditions of the development.
- A private road or permanent easement inside the corporate limits of Crossville or in the Crossville Planning Region shall be built to meet the road construction standards established in this document.
- A private road or permanent easement shall be maintained by the developer/owner or by a legally established homeowners association or other similar group approved by the Planning Commission. The legal documents establishing maintenance of the private road or permanent easement shall be submitted with the final plat for review and approval, and shall be recorded with the final plat.
- If at any future date a private road or permanent easement is submitted for acceptance as a public city or county maintained road, it shall be submitted first to the Crossville Regional Planning Commission for approval. In considering the private road or permanent easement for approval, the Commission shall require that the condition of the road

meet the minimum road construction standards in effect at the time the request for public acceptance is made. Section 13-3-406 of Tennessee Code Annotated and all procedures required by City of Crossville or Cumberland County Road Acceptance Procedures shall be followed.

Reserve strips controlling access to streets are not permitted, except where the control of such strips is definitely placed with the community under conditions approved by the Planning Commission.

10. Special Treatment Along Major Arterial Streets

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

11. Streets in Commercial and Industrial Subdivision Developments

Service Streets or Loading Space in Commercial Developments

Paved rear service streets or alleys of not less than 20 feet in surface width (and 30 feet of right-of-way width) or adequate off-street loading space with a suitable paved surface shall be provided in connection with lots designed for commercial use.

Free Flow of Vehicular Traffic Abutting Commercial Developments

In front of areas designed for commercial and industrial use, the width of the street shall be increased by such amount on each side as may be deemed necessary by the Planning Commission to assure the free flow of through traffic without interference by parked or parking vehicles, and to provide adequate and safe parking space for such commercial, business or industrial district.

12. Sidewalks (Optional)

For the safety of pedestrians and of children going to school, installations of sidewalks on one side or both sides of the street may be required on certain collector and arterial streets, in the vicinity of schools, and in other locations where the Planning Commission considers sidewalks to be needed. Sidewalks shall be located in the street right-of-way not less than one foot from the property line to prevent interference or encroachment by fencing, walls, hedges, or other planting or structures placed on the property line at a later date.

Size of Sidewalks: In a single family residential area, concrete sidewalks shall be 4 feet wide and 4 inches thick. In multi-family or group housing developments, sidewalks shall be 5 feet wide and 4 inches thick. In commercial areas, sidewalks shall be 10 feet wide and 4 inches thick. Must comply with ADA design standards.

13. Street Names and Street Signs

Street Names

- All street names for non-existing streets shown on a subdivision plat must be submitted to and approved by the Director of E911.
- In general, proposed streets which are obviously in alignment with others already existing and named shall bear the name of existing streets. Generally, no street should change direction by more than 90 degrees without a change in street name
- New street names shall be substantially different so as not to be confused in sound or spelling with present street names as shown on the Crossville Planning Region maps, the Official Street Map for Crossville, and the Official Road Map for Cumberland County.

Street Name and Other Required Signs

The developer will pay the City to create and install all required signs.

14. Street Construction Procedures and Specifications

a. Road Dimensions

	Local (no curb)	Local (curbs)	Collector	Circle
Right-of-Way	50 ft.	50 ft.	60 ft.	100 ft. diameter
Gravel Base Width	26 ft.	22 26 ft.	32 ft.	88 ft. diameter
Thickness	5 in.	5 in.	6 in.	5 in.
Asphalt Surface Width	20 ft.	22 ft.	24 ft.	80 ft. diameter
Thickness	1.5 in.	1.5 in.	1.5 in.	1.5 in.
Asphalt Binder Width	20 ft.	22 ft.	24 ft.	80 ft. diameter
Thickness	2.5 in.	2.5 in.	2.5 in.	2.5 in
Rock Shoulder	2 ft.	2 ft.	4 ft	2 ft.

Inspections: Street construction must be inspected at various stages of construction by personnel of the City of Crossville or the County Highway Department, depending on where the subdivision is located. It is essential that the developer or his contractor notify the City Planning Staff concerning schedules for construction so that all inspections can properly be made. See *Section on Inspections Procedures*.

b. Subgrade or Roadbed Preparation

Clearing: Before grading is started, the areas within the limits of construction shall be cleared of all objectionable matter, such as trees, stumps, roots, weeds, heavy vegetation, etc. Top soil shall be removed and stockpiled for later use as a topping out material for seeding and sodden. Large rock, if encountered, shall be removed or scarified only to extent of providing adequate roadway drainage. The cleared right-of-way shall be inspected and approved by the City Engineer or County Road Superintendent.

Sub-grade: Constructed according to Section 207 of the *"Standard Specifications for Road and Bridge Construction"* by the Tennessee Department of Highways (and all subsequent revisions) and approved by the City Engineer or County Road Superintendent.

The finished sub-grade shall provide for the super-elevation and crown of the roadway.

Grading Standards:

<u>Cut and Fill Slopes</u>	<u>Differences Between Elevation of Grade and Ground</u>
4:1	0' to 2'
3:1	2' to 6'
2:1	6' to 9'
1 1/2:1	9' and over
1/2:1	rock slopes

Underground Utilities: After grading is completed, and before any base is applied, all of the underground utility and drainage work (water and sewer lines, other underground utilities, service connections, and drainage culverts) shall be installed completely throughout the length and width of the road.

Where the subgrade is cut for the installation of underground utilities, the backfill shall be thoroughly compacted in layers not to exceed eight (8) inches in thickness, by hand or by pneumatic tamping equipment. Backfills shall be compacted to a density not less than that of the original compacted fill.

Inspections to be made by the City Engineer or County Road Superintendent.

c. Road Bank Seeding and Erosion Control

Areas disturbed in clearing right-of-way or installing utilities or by cut/fill along roadways shall be shaped and seeded with permanent vegetation. This work should be accomplished as soon as possible and in conjunction with roadway construction in order to reduce erosion and prevent the siltation and clogging of culverts and drainage ways. In areas with slopes over 3% grade, excluding rock conditions, sodding of drainage ways, concrete waterways and/or ditch checks may be required.

d. Street Drainage

All streets and roads shall be designed and constructed so as to provide for the discharge of surface water from the pavement and from the right-of-way by grading and drainage measures.

An adequate drainage system, including necessary open ditches, pipes, culverts, intersectional drains, drip inlets, curbs and swale openings, bridges, etc. shall be provided for the property drainage of all surface water, with proper protection from erosion by seeding and other methods.

Sizes of drainage ditches in the right-of-way and culvert tiles under roads will be determined according to topographical conditions and appropriate drainage design methods by the City Engineer or County Road Superintendent, and will be inspected and approved by these officials.

e. Pavement Base

Upon completion of the subgrade, the roadbed shall be covered with crushed rock, limestone, gravel or "pug mix" to form the pavement base, and compacted to the required thickness. (The size of the crushed limestone shall be that generally known as "crusher run stone" from two and one-half (2 1/2) inches down including dust.)

Base stone shall be **spread uniformly** over the entire roadbed area by means of appropriate spreading devices and shall not be dumped in piles. After spreading, the stone shall be rolled until **thoroughly compacted**. The compacted thickness of the stone roadway shall be no less than **five (5) inches**. Inspection should be made every 500 ft. at random points across road.

The subgrade and base can be allowed a settling/wearing period of four (4) to six (6) months under normal traffic conditions prior to application of the all-weather, hard asphalt surfacing. [If the developer chooses this option, and wants final plat approval before applying the final surfacing, he must set up a financial guarantee to cover the cost of the surfacing.]

Construction shall be as specified in Section 303 "*Standard Specifications for Road and Bridge Construction*", Tennessee Department of Highways (and all subsequent revisions) and the City of Crossville Policy on Street and Utility Standards.

Before final asphalt surfacing is installed and after any settling period, the pavement base shall be re-inspected by the City Engineer or County Road Superintendent to determine whether additional base rock will be required.

f. Binder Course and Final Wearing Surface

Before final asphalt surfacing is installed and after any settling period, the pavement base shall be re-inspected by the City Engineer or County Road Superintendent and an inspection report submitted to determine whether additional base rock will be required.

The minimum required width and thickness of final hot mix asphalt surfacing shall comply with Article III Section 14, "Street Construction Procedures and Specifications" Subsection a, "Road Dimensions" of these regulations. Final surfacing shall consist of a binder course and a wearing surface of asphalted concrete, commonly known as "hot mix" and the binder course shall be completed within two (2) years after receiving preliminary approval for a street. The specific Tennessee Department of Transportation design mix of the before mentioned components can be found in the City of Crossville Policy on Street and Utility Standards.

Inside the Crossville City Limits the developer shall be responsible for installing the binder course and the City of Crossville will install the wearing surface whichever is sooner 70 percent build out, 6 years of age, or sooner if deemed necessary. The developer must submit a payment for the estimated cost of the final surface to the City of Crossville. The city will use that money for final top coat surfacing. The cost estimate will be calculated by the city engineering department or street department supervisor. This payment must be received prior to the acceptance of the road as an official city street. Outside the Crossville City Limits the Developer shall install the binder course and the Cumberland County Road Department will install the wearing surface when deemed necessary.

Street Acceptance Procedures:

Once a street has been constructed, inspected, and approved by the City or County Road departments, the City Planning Staff will begin the proper procedures for having the road accepted by the City or County, unless notified in writing by the developer to have the streets remain private.

E. Utilities

1. Easements

The Planning Commission requires utility-drainage easements along all lot lines:

- twelve (12) feet along all street front property lines
- six (6) feet along all side and rear lot lines of abutting lots within the subdivision
- twelve (12) feet along any side or rear lot line that is along the perimeter of the subdivision.

Upon recommendation of or request from any utility company, the Planning Commission will require wider easements for poles, wires, conduits, storm and sanitary sewers, gas, water and heat mains, or other utility lines.

2. Installation

After road grading is completed and approved, and before any base gravel or surfacing is applied, all of the underground work [water mains, sewer lines, other underground utilities such as gas or electric, and all service connections] shall be installed completely and approved throughout the length of the road and across the flat section.

3. Water Supply System

a. General Standards of Design & Engineering Plans

- In general, the water systems designed in or for subdivisions located in the Crossville Regional Planning Region shall conform to the Rules of Tennessee Dept. of Environment and Conservation, Division of Water Quality Supply, Minimum Design Criteria for Public Water Systems.
- Engineering plans and calculations showing system design, function, flow and pressure must be prepared by a licensed engineer and approved by applicable water utility system and by the Safe Drinking Water Division of Tenn. Dept. of Environment and Conservation.
- Engineering plans, calculations and/or state-stamped approved plans shall also be submitted as requested for review by the Planning Commission.
- After construction is complete, developer must furnish applicable water utility system with “as-built plans” in form and numbers as required.

b. Accessibility.

- The provision of a public water supply is deemed by the Crossville Regional Planning Commission to be essential to the public welfare in developments where homes will be in close proximity to each other.
- When a proposed subdivision is not directly adjacent to an area served by a public water supply system, the Planning Commission shall determine the accessibility of the nearest system and determine whether the subdivider must make connections.
- Lands without accessibility to public water supply systems or developments not capable of the provision of an adequate supply of water through an approved system of production,

storage, and distribution, capable of providing adequate flow for domestic use and fire protection shall be deemed unsuitable for development as a subdivision until such time as this system can be provided. Exception may be considered on an individual basis for good cause.

c. Construction Standards and Pipe Sizes:

- Water mains connected to Crossville's water supply system or to the applicable water utility district's system shall meet required flow and pressure specifications and shall be constructed to serve all lots shown on the subdivision plat for both domestic use and fire protection.
- Materials and construction procedures for water mains and connections shall be in accordance with basic requirements of the City of Crossville as found in the City of Crossville Policy on Street and Utility Standards or the applicable water utility district.
- Within subdivisions all water mains shall be of minimum six (6) inches in diameter unless approved otherwise by the planning Commission upon the Utility Company's recommendation.
- Every attempt shall be made to establish a grid layout, preferably "looped", with a minimum of dead-end lines. All lines shall meet the specifications of the applicable water service district.
- **Lateral service connections** across streets shall be installed for every lot in a subdivision so that future connections will not require digging up or tunneling under streets or interrupting to service to other customers on the system. These connections can be placed on the corner of 2 lots.

d. Fire Protection

- To provide fire protection, fire hydrants shall be **spaced approximately 700 feet apart in residential areas and no less no more than 350 feet apart in commercial-industrial areas, with all measurements made along road frontage** or fire Hydrants shall be installed in accordance with Table I-3 of the National Fire Protection Association Codes and Standards ANNEX I (Appendix). Placement of fire hydrants shall be such that building sites are within 500 feet of a hydrant. Hydrants shall be so located that they will be accessible and near road level, protected from traffic hazards, and will not obstruct walks, roadways, or parking facilities.

- If fire hydrants are not deemed necessary by the Planning Commission at time of platting, then "T's" with caps shall be placed at hydrant locations as specified above.
- All fire hydrants shall have two (2) 2 1/2 inch outlets and one (1) outlet to fit large fire department suction hoses.
- There shall be a valve in the lateral between the street main and hydrant.

4. Sanitary Sewers and Septic Tanks

a. Accessibility to the Existing Sewer System

When a proposed subdivision is not directly adjacent to an existing public sewer system, the Planning Commission shall determine the accessibility of the nearest system and determine whether the subdivider must make connections. The Planning Commission may seek the advice of other government officials and/or qualified consultants prior to making this determination. In all cases where the subdivision is within 500 feet of an existing sewer line, connection will be made by the subdivider and a sewer system installed within the subdivision.

b. Subsurface Sewerage Disposal System:

If a subdivision does not have to connect to the existing public sewerage system, lots must contain adequate area for the installation of approved septic tank(s) and disposal fields as determined by and **approved in writing by the State Environmentalist** prior to the submission of the final plat. **This requirement may be waived for Simple Subdivision lots where the area of the lot is getting larger and has an existing working septic system and existing structure. If this requirement is waived, then the following note must be added to the plat. "This lot has not been evaluated for new soils or a backup system. The owner accepts full responsibility and acknowledges the city is not liable for any future failure of the existing system that could render the lot unbuildable or the structure uninhabitable."**

- Greater area may be required for private sewerage disposal if there are factors of drainage, soils conditions (such as wet, rocky or shallow), or other conditions.
- The Planning Commission requires that a copy of the soils map be submitted with the preliminary plat or soon thereafter, or at least before the final plat is submitted.

c. Public Sanitary Gravity Collection Systems:

- **Design Period.** In general, sanitary sewerage systems shall be designed for the estimated ultimate development of the proposed subdivision and for the potential future development of adjoining land.

- **Design Standards:** In general, the sewer system designed in or for subdivisions located in the City of Crossville shall conform to the Rules of Tennessee Dept. of Environment and Conservation, Division of Water Pollution Control, Design of Waste Water Collection Lines and Pumping Stations.
- **Engineering Plans:** Engineering plans and calculations for any extensions of sanitary sewer collection lines must be prepared by a licensed engineer with design and hydraulics submitted to and approved by the City of Crossville prior to submission to Tenn. Dept. of Environment and Conservation. Engineering plans, calculations and/or state-stamped approved plans shall also be submitted as requested for review by the Planning Commission.
- **Minimum Size and Construction Standards:** Gravity sanitary sewer lines shall be at least 8" in size and in accordance with the instructions and specifications of the City of Crossville and the Tennessee Dept. of Environment and Conservation, and installed to serve adequately all lots with a connection to the public system. Service connections shall be installed for every lot in the subdivision as required by the City of Crossville.
- **Inspections:** All sewer system construction is to be inspected by the City of Crossville's Public Works Director or City Engineer. Prior to the start of construction, the developer shall contact the proper city official in order to develop an inspection schedule.
- **Testing and Material Certifications:** At a minimum, all sewer systems shall be subjected to visual, leakage and (where flexible pipe is permitted) deflection testing as required by the City, which may also require other testing, including compaction tests prepared by an independent testing lab for backfilled utility trenches. The contractor and/or supplier furnishing pipe, manholes, and other appurtenances shall furnish to the City of Crossville, written certifications that the materials used in construction of water systems meet or exceed appropriate specifications.
- **As-Builts Drawings:** Prior to acceptance of the sanitary sewer collection system shown on all plats and prior to release of any financial guarantee, the developer shall submit to the City "as-built plans" in form and numbers as required by the City of Crossville.

d. Other Sewerage Systems:

Proposed use of any other type of sewage collection or disposal system, whether inside the City or outside the City, such as low pressure, "STEP", or package sewer collection-treatment systems must be approved by City of Crossville as a condition of preliminary plat approval, and meet all requirements and specifications of, and

be approved by, the City of Crossville and Tenn. Dept. of Environment and Conservation.

5. Other Utilities (gas, electric, telephone, cable TV, etc.)

a. Below Ground

- The Planning Commission shall encourage the complete use of underground utilities wherever practical.
- Whenever possible, underground utilities should be installed in the street right-of-way between the paved roadway and street line to simplify location and repair of lines.
- If necessary, an underground utility may have to be installed within the 12 foot utility easement found along all lot lines.
- After road grading work is completed and approved and before any pavement base is applied, all of the in-street underground work (water, sewer, gas and electric lines, and all service connections) shall be completely installed and approved throughout the length of the street and across the flat section.
- The subdivider should install underground service connections to the property line of each lot within the subdivision for such required utilities before the street is paved.
- The final plat should include a cross-section to show the location of and distances between of all underground utility lines and street.

b. Above Ground

Where electric, telephone and/or cable TV utilities are to be installed above ground, they should be provided for in rear lot easements whenever practicable. These easements shall be perpetual, unobstructed, a minimum of twenty (20) feet in width and, provided with satisfactory street access. Whenever possible, easements shall be cleared and graded where required.

F. Lots

1. Lots to be Buildable

The lot arrangement shall be such that in constructing a building there will be no foreseeable difficulties for reasons of topography or other natural conditions. Lots should not be of such depth as to encourage the later creation of a second building lot at the front or rear. If the subdivision is to be served by public gravity sewer, lots should be designed so that none will be "*below grade*" and be rendered unservable by sewer.

2. Side Lines

All side property lines of lots shall be at right angles to straight street lines and radial to curved street lines, unless a variance will give a better street or lot plan.

3. Minimum Lot Size

The size, shape, and orientation of lots shall be such as the Planning Commission deems appropriate for the type of development and use contemplated. Where a public sanitary sewer and/or a public water supply system are reasonably accessible, the subdivider shall connect with such system(s) and provide connections to each lot. Where the sewer system is not available nor accessible, an alternate method of sewage disposal may be used.

a. Residential lots served by public water and public sanitary sewer:

Minimum area for single-family lots = 6000 10,000 sq. ft.

Additional lot area is required for multi-family lots.

Minimum width at building setback line = 60 ft.

This applies to single-family detached lots, zero-lot line lots and two-family/duplex attached lots. No minimum lot width required for multiple attached units.

Minimum width at road frontage = 50 ft., except on circle where min. is 30 ft.

Smaller lots can be approved under the Article IV Special Developments

b. Residential lots served by public water and private sewage disposal:

Minimum area = 20,000 sq. ft. OR as required by State Environmentalist, since greater area for private sewage disposal may be necessary due to drainage, rock, soil types or other conditions. The Planning Commission requires that soils maps or test results be submitted on subdivisions dependent upon septic tanks as a means of sewage disposal.

Minimum width at building setback line = 80 ft.

Minimum width at road frontage = 50 ft., except on circle where min. is 30 ft.

c. Flag lots

- A "Flag Lot" consists of one single-family residential building site and a minimum 25 foot wide driveway-utility strip connecting the building site with a city-maintained, county maintained or state-maintained road.
- The driveway-utility strip must be deeded with the building site and cannot be used for primary access/frontage for any other building site.

- The length of driveway-utility strip should not exceed 1000 ft.
- The driveway-utility strip is to be used for the driveway, utilities (water, sewer, gas, electric, cable) and drainage.
- If property not on sewer, the building site must be a minimum 20,000 sq. ft. (greater if required by the Environmentalist); if on city sewer, the building site must be a minimum 12,000 sq. ft.
- A Flag Lot must be restricted by the developer from any further division unless it is combined with another lot or unless the strip is build to road standards.
- No more than 2 driveway-utility strips may be adjoining.
- No more that 2 single-family residential building sites and w 25 ft. (minimum width) driveway-utility strips may be located side-by-side.
- One 25 ft. (Minimum width) driveway-utility strip cannot be used/shared by 2 single-family residential building sites.
- Occasional “Flag Lots” may be permitted in new larger subdivision, generally not to exceed 10% of all lots.
- Flag lots re NOT to be used to avoid constructing a road to Planning Commission standards
- Driveway/utility strips serving Commercial or Industrial uses and Multi-family Residential must be minimum 50 ft. wide. (Commercial/industrial lots often have several businesses within one building or have more than one building on a single lot. Apartment developments generate so much traffic and require larger and more utility lines.)

d. Non-Residential (Commercial or Industrial) Lots

Minimum lot width of 60 feet.

No minimum lot size, since the size of lots reserved or laid out for commercial or industrial purposes should be adequate to provide for the off-street services and parking facilities required by the type of use and development contemplated. Platting of individual lots should be designed so as to provide insulation and prevent adverse effects on adjacent existing and future residential development.

Note: Spacing of fire hydrants different for residential and non-residential.

4. Building Setback Lines

- a.** The minimum building setback lines for residential and non-residential lots along or abutting all street rights-of-way shall be:

Local Streets	30 ft.
Collector Streets	40 ft.
Arterial Streets	50 ft.

- b.** The side and rear building setback line shall be ten (10) feet for all residential single-family lots, commercial and industrial lots. For “**zero lot line**” residential and commercial lots and two-family/duplex attached units, the side setback for one interior lot line is 0 ft. and the other interior side lot line is 15 ft. Similarly, for multiple attached units,

side setbacks are waived for interior units, but side setback for end units is 15 feet.

- c. The following applicable notation shall be placed on the plat when existing buildings encroach on the required setback prior to land being subdivided.

A. ONE LOT

The existing structure on lot ___ of this plat-dated _____, 20__ is exempt from the existing ___-foot _____ setback requirement of the Crossville Regional Planning Commission Subdivision Regulations. If the before-mentioned structure, shown within the required setback at the time of plat approval, is subsequently destroyed, torn down or moved, then any new structure must comply with setbacks required in the notes. No structural additions may be made to the before-mentioned structure outside the required setback shown in the notes.

B. TWO LOTS

The existing structures on lot ___ and lot ___ of this plat dated _____, 20__ are exempt from the existing ___-foot _____ setback requirement and the ___-foot _____ setback requirement of the Crossville Regional Planning Commission Subdivision Regulations. The before-mentioned structure on lot ___ is within the _____ setback requirement and the before-mentioned structure on lot ___ is within the _____ setback requirement. If the before-mentioned structures, shown within the required setback at the time of plat approval, are subsequently destroyed, torn down or moved, then any new structure(s) must comply with setbacks required in the notes. No structural additions may be made to the before-mentioned structures outside the required setback shown in the notes.

5. Off-street Parking

All residential subdivision lots shall provide sufficient off-street parking space for at least two (2) vehicles per dwelling unit. Nonresidential subdivisions shall provide sufficient off-street parking and loading space for all types of uses.

G. Drainage

1. An **adequate drainage system**, including necessary open ditches, pipes, culverts, intersectional drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water, including concrete headwalls, if necessary.

2. Easements.

Adequate drainage easements must be provided to remove surface water from the buildable portion of lots. Every effort should be made to locate existing or future drainage areas along or near lot lines.

The Planning Commission requires utility-drainage easements along all lot lines:

- minimum twelve (12) feet along all front property lines

- minimum six (6) feet along all side and rear lot lines of abutting lots within the subdivision.
- minimum twelve (12) feet along any side or rear lot line that is along the perimeter of the subdivision.

Wider drainage easements of 20 ft. to 40 ft. (measured from the center of the stream) will be required along any creek, stream or drainway running through or along a lot. (See also the section of Floodable Land.)

3. **Buffers**

City of Crossville Stormwater ordinance (Title 14 Chapter 8), requires a buffer along all streams, creeks, and rivers. A sixty (60) foot buffer is required along all waterways listed as 303D impaired, a direct tributary to a 303D impaired listed stream, or waters deemed high quality and a twenty-five (25) foot buffer for any other waterways.

Storm water buffers are required along all streams, creeks, and rivers. The width of the buffer shall be set by the Crossville Storm Water Ordinance.

4. **Removal of Spring and Surface Water.** The subdivider may be required by the Planning Commission to carry away pipe or open ditch any spring or surface water that may exist either previous to or as a result of the subdivision. Such drainage facilities shall be located in the street right-of-way where feasible, or in perpetual unobstructed easements of appropriate width.
5. **Other Watercourses.** Where a watercourse separates a proposed street from abutting property, provision shall be made for access to all lots by means of culverts or other structures of design approved by the Road Supervisor. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way as required and it shall, in no case, be less than 20 feet in width.
6. **Storm Drainage under Roads.** Cross drains shall be provided to accommodate all-natural water flow and shall be of sufficient length to permit full width roadway and the required slopes. The size openings to be provided shall be determined by Talbot's formula, but in no case shall the pipe be less than eighteen (18) inches in diameter. Cross drains shall be built on straight line and grade and shall be laid on a firm base but not on rock. Pipes shall be laid with the spigot end pointing in the direction of the flow and with the ends fitted and matched to provide tight joints and a smooth uniform invert. They shall be placed at a sufficient depth below the roadbed to avoid dangerous pressure of impact with the top of the pipe at least six (6) inches below roadbed. Concrete headwalls may be required to prevent erosion.
7. **Driveway culverts** shall be a minimum of fifteen (15) inches in diameter.
8. **Drainage Structure to Accommodate Potential Development Upstream.** A culvert or other drainage facility shall, in each case, be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision.

9. **Responsibility from Drainage Downstream.** The subdivider's engineer shall also study the effect of each subdivision on the existing downstream drainage facilities outside the area of the subdivision. Where it is anticipated that the additional run-off incident to the development of the subdivision will overload an existing downstream drainage, provision shall be made for the improvement of said condition.
10. **Land Subject of Flooding** - See Section B of this Article for Special Requirements for Floodable Areas.
11. **Erosion Reduction.** The developer may be required to utilize grading techniques, subdivision design, landscaping, sedimentation basins, special vegetation cover, and other measures to reduce erosion and sedimentation during and after development.

H. **Parks, Open Spaces, and Natural Features**

1. **Recreation Areas Shown on City or County Plan.** Where a proposed park, playground, or open space shown on the city or county plan is located in whole or in part within a subdivision, the Commission shall require that such area or areas be shown on the plat in accordance with the requirements specified below. Such area or areas may be dedicated to the city or county by the subdivider if the applicable governing body approves such dedication.
2. **Parks and Playgrounds not Shown on City or County Plan** If a developer wants to set aside lot(s) or acreage for public open space or a public park, he should discuss his ideas and/or plans with the Planning Commission, the City Manager/County Executive and the applicable Parks and Recreation Board to determine if the appropriate governing body would consider accepting any such dedications, and if the city/county would require improvements by the developer. The Planning Commission will review the proposal and recommend for or against approval to the appropriate governing body. The developer is reminded that the city/county has the right to accept or reject any dedication and can impose any of additional requirements.
3. **Preservation of Natural Features.** The Planning Commission shall, wherever possible, attempt to preserve all natural features which add value to residential developments and to the community, such as large trees or groves, water courses and falls, beaches, historic spots, vistas, and similar irreplaceable assets. Any natural features that are to be preserved either by request of the Planning Commission or by decision of the developer shall be deeded to the City of Crossville. An easement not less than ten (10) feet in width shall be provided for access to and circulation around any common natural features.

I Cluster Mailboxes

Residential subdivisions may be required to install cluster mailboxes by the US Postal Service. The developer shall contact the local post office to see if they will be required to include a cluster mailbox.

Should they be required they must meet the following:

- Cluster Mailboxes cannot be installed on the right-of-way
- There must be a hard surface (asphalt or concrete) from the paved surface of the road to the cluster mailbox. This is to allow a mail delivery vehicle to access the cluster mailbox and not block the flow of traffic as well as a safe area for local pedestrians to access their mailbox.

Article IV Special Developments

A. Open Space Subdivision Standards

In general, recently developed residential lands consist largely of traditional one family private homes in residential subdivisions centered on individual lots. The Planning Commission encourages the innovation of new ideas and concepts in land development. Under certain circumstances the Commission will approve and encourage new design techniques in subdivision developments -- designs that will provide more open space preservation within the developed area.

Other common terms for open space development are "*cluster development*", "*Low Impact Design*", and "*Planned Unit Development*". These are ways of designing predominantly residential or commercial subdivisions so as to include built-in common space in addition to individual building lots. Some houses may still have small separate lawns and yards, but all of them, including town houses and multi-family dwellings, have common access to expanses of open land.

1. In general, open space subdivision standards will only apply for tracts of five (5) acres or more, but the Planning Commission may waive this requirement at their discretion.
2. In general, all requirements and minimum standards of design required in Article III, will be required, except Section on Lots.
3. Approval of the Final Plat will be subject to approval of:
 - a. Provision for maintenance of open space by one of the following:
 - Dedication of all open space land to the city or county for maintenance, with the city or county having the option to refuse dedication.
 - Establishment of a mandatory nonprofit homeowner's association or Property Owners Association made up of the residents or owners to maintain the common open spaces and facilities. Each owner will retain an undivided interest in the common land. This interest to be written in the deed of each individual property owner in perpetuity.

- Whenever a home or property owner association is proposed, the Planning Commission and the City Attorney shall retain the right to review and approve the articles of incorporation and charter of said association, and to require whatever conditions deemed necessary to ensure that the intent and purpose of these regulations are carried out.
- b. A landscape and architectural drawing of the final developed site.
 - c. Satisfactory provision for solid waste and sewerage disposal and adequate water supply and pressure for personal use and fire protection.
4. There shall be no more than a ten percent (10%) increase in population density over the density of regulated subdivision developments.
 5. Depending on the design of the development and/or types of residential units within, some or all of the development may be required to conform to *Tennessee Code Annotated* 66-27-101 through 123, entitled *Horizontal Property Act*.

B. Large Scale Development

The requirements of these regulations may be modified in the case of large scale community or neighborhood residential or commercial developments, such as an apartment development, housing project, mobile home park, shopping center, industrial park, etc. which is not subdivided into customary lots, blocks, and streets if the development is approved by the Planning Commission and if it is in conformity with the purpose and intent of these regulations.

Mobile home parks inside the City of Crossville must meet the requirements set forth in the Crossville Municipal Code, Title 14.

C. Condominium Developments

This section is intended to augment the general legislation of Sections 66-27-101 through 66-27-123 of the Tennessee Code entitled "Horizontal Property Act." This section establishes supplementary rules and regulations for the implementation of this act whenever a developer, the sole owner, or the co-owners of a building or buildings expressly declare their desire to submit their property to a regime, as established and provided in Sections 66-27-101 through 66-27-123 of the Tennessee Code, 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. In order to determine compliance with the "Horizontal Property Act," as cited above, the legal attorney representative of the city shall submit a legal opinion to the effect that all legal documents have been submitted and a horizontal property regime has been properly organized and constituted under Tennessee law.

1. Mandatory Plat Submission: Prior to the sale or transfer of any property incorporated in the property regime, the developer, sole owner or co-owners of such property shall submit to the Crossville Regional Planning Commission a subdivision plat of such property, in accordance with the procedures for plat approval contained in Article II, and all such regulations governing utilities and streets set forth in these regulations. Such plat, if approved, shall be filed with the county register in the manner prescribed by these regulations.
2. Plat and Documents Requirements: The plats, plans and documents submitted by an applicant seeking approval of a condominium subdivisions shall conform with all of the specifications as set forth in these regulations.

D. Zero Lot Line Developments

Due to the unique nature of zero lot line developments, greater attention to planning and design is warranted. The following performance standards for these types of developments is applicable for all lots containing a zero lot line, regardless of the proposed housing type to be constructed on an individual lot. These housing types include single-family detached residential, single-family attached, two-family dwellings (duplexes) and multi-family dwellings (apartments) that are proposed to be located on a lot containing a zero lot line.

1. The minimum lot size for zero lot lines shall be 5,000 square feet.
2. The minimum width at required building setback shall be 40 feet.
3. The minimum side setbacks shall be 15 feet.
4. Interior side setbacks may be waived for multiple units that require zero lot lines on both sides, not to exceed ten (10) multiple units.
5. The types of proposed buildings shall be stated on the plat with the building footprints depicted.
6. No zero lot shall be adjacent to any public or private right-of-way.
7. The required utility-drainage easements for zero lot line lots may be reduced by the Crossville Regional Planning Commission.
8. No portion of a dwelling unit shall project over any lot (property) line.
9. All access and maintenance shared easements shall be noted on the plat.
10. Lots containing zero lot lines with frontage upon collectors shall be prohibited, unless a minimal number of shared-access easements are established that will serve multiple lots.
11. Zero lot lines may require re-platting of individual lots prior to the issuance of a Certificate of Occupancy following the construction of common walls.
12. All agreements covering the status of the common wall separating the units such as ownership agreements, maintenance agreements and any other pertinent document the planning commission may request on a case-by-case basis.

1. 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 area of planning jurisdiction shall be admitted to the land records of the county or received or recorded by the County Register of Deeds until said plat or plan has received final approval in writing by the Planning Commission as provided in Section 13-3-402, *Tennessee Code Annotated*.
2. No board, public officer, or authority shall light any street, lay or authorize the laying of water mains or sewers or the construction of other facilities or utilities in any street located within the area of planning jurisdiction unless such street shall have been accepted, opened, or otherwise received the legal status of a public street prior to the adoption of these regulations, or unless such street corresponds in its location and lines to a street shown on a subdivision plat approved by the Planning Commission, or on a thoroughfare plan made and adopted by the Commission as provided in Sections 13-3-406 and 13-3-407, *Tennessee Code Annotated*.

B. Penalties

1. No county register shall receive, file, or record a plat of a subdivision within the Planning Region without the approval of the Planning Commission as required in Section 13-3-402, *Tennessee Code Annotated*, and any county register so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.
2. Section 13-3-410, *Tennessee Code Annotated*, provides 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 before such plat be recorded in the office of the appropriate county register, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The county, through its attorney or other official designated by the Board of County Commissioners, may enjoin such transfer or sale or agreement by action or injunction.
3. Any building or structure erected or to be erected in violation of the subdivision regulations shall be deemed an unlawful building or structure; and the building inspector or the county attorney or other official designated by the chief legislative body may bring action to enjoin such erection or cause it to be vacated or removed, as provided in Section 13-3-411, *Tennessee Code Annotated*.

2. Article VI Adoption, Amendments and Effective Dates

- A.** Before adoption of the Original Edition of the Crossville Subdivision Regulations, a public hearing as required by Section 13-4-303 and Section 13-3-403, *Tennessee Code Annotated*, was afforded any interested person or persons and was held on April 24, 1986.
- B.** Revisions to the Subdivision Regulations were studied by the Crossville Regional Planning Commission at length in 1995. Public hearings were held on February 16, 1995, March 16, 1995, and May 18, 1995, with notices thereof having met all requirements of Section 13-4-303 and Section 13-3-403, *Tennessee Code Annotated*. The amendments and changes were adopted on February 16, 1995, March 16, 1995, and May 18, 1995, and have been in full force and effect since those dates. This document is a compilation and reprinting of all changes and is effective immediately.
- C.** Revisions, additions, subtractions to the Subdivision Regulations were studied by the Crossville Regional Planning Commission at length in 2011 and 2012. . Public hearings were held on October 1, 2012, with notices thereof having met all requirements of Section 13-4-303 and Section 13-3-403, *Tennessee Code Annotated*. The amendments and changes were adopted on November 15, 2012, and have been in full force and effect since March 1, 2013. This document is a compilation and reprinting of all changes and is effective immediately.

Chairman

Secretary

Signatures on file in the city's Planning Office

APPENDIX

I hereby certify that the existing sewer lines shown hereon are in place and that lots in this subdivision are connected to city sewer (OR can be connected upon approval of city & payment of required fees).

Date Signed

Signature of City Director of Public Works or Designee

Form 4A CERTIFICATE OF NEW WATER LINES AND HYDRANTS

I hereby certify that: **(Check whichever applicable)**
_____**(1)** water lines and fire hydrants, if necessary, have been constructed and installed in an acceptable manner, according to specifications of Crossville Planning Commission, and City of Crossville or _____ Utility District, which will maintain the water lines.
_____**(2)** a Financial Guarantee (Letter of Credit/Escrow Account/Check) acceptable to the Crossville Planning Commission in the amount of \$_____ has been given to the Planning Commission to assure completion of improvements in the case of default.

Date Signed

Signature of City Director of Public Works or Manager of Water Distr.

Form 4B CERTIFICATION OF EXISTING WATER LINES AND/OR EXISTING HYDRANTS

I hereby certify that the existing water lines and/or existing hydrants shown hereon are in place and maintained by the City of Crossville.

Date Signed

Signature of City Director of Public Works

Form 5A CERTIFICATE OF STREETS AND DRAINAGE SYSTEM

I hereby certify that:
(Check whichever are applicable)
_____**(1)** streets, drainage system (easements, culverts, etc.) and other improvements (curbs, sidewalks, etc.) as required by the Crossville Planning Commission are installed in an acceptable manner and according to required specifications of Crossville Planning Commission and City of Crossville or Cumberland County Highway Department,
_____**(2)** a Financial Guarantee (Letter of Credit/Escrow Account/Check) acceptable to the Crossville Planning Commission in the amount of \$_____ has been given to the Planning Commission to assure completion of improvements in the case of default.

Date Signed

Signature of Director of Public Works or County Road Supervisor

Form 5B CERTIFICATION OF EXISTING ROAD(S)

I hereby certify that the road(s) shown on this plat has the status of an accepted city or county maintained public road regardless of current condition, or is a state-maintained highway.

Date Signed

Signature of Director of Public Works or County Road Supervisor

Form 6 CERTIFICATE OF APPROVAL OF NEW STREET NAMES BY E911

I hereby certify that new street name(s) shown on this plat have been approved by E911 in order to avoid duplication of current names of existing city or county roads.

Date Signed

Signature of Director of E911

Form 7 CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Crossville Regional Planning Commission with the exception of such variances, if any, as are noted in the Official Minutes of the Crossville Planning Commission, and that said plat has been Approved for Recording in the Office of the Register of Cumberland County, Tennessee.

Date Signed

Secretary of the Crossville Regional Planning Commission

Form 8 CERTIFICATE OF STORM WATER DETENTION

I hereby certify that (1)_____ the storm water detention structure(s) have been found to comply with the City of Crossville Storm Water Regulations, (2)_____ a financial guarantee (Letter of Credit/Escrow Account/Certified Check) acceptable to the City of Crossville in the amount of \$_____ has been given to the Planning Commission to assure completion of storm water detention structures in case of default.

Date Signed

Public Works Director / City Engineer

*****Insert UGB Map Here*****

AFFIDAVITS

As of this date, _____, I am the owner(s) of record of property identified on Cumberland County Tax Map _____ Parcel _____, which is to be subdivided. I authorize _____ to represent my property in matters before Crossville Regional Planning Commission and to act on my behalf as my authorized agent. I will be responsible for all actions required by the Planning Commission and/or promised by my authorized agent in order to secure approval of subdivision of this property.

Owner's Signature

Address & Phone No.

ACKNOWLEDGMENT

State of Tennessee)
Cumberland County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, the within named person, with whom I am personally acquainted and who acknowledges that he executed the within and foregoing instrument for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

As the authorized agent for the owner(s), I certify that I have been appointed to represent the owner(s) throughout the process of the matter currently before the Crossville Regional Planning Commission concerning the above referenced real property. I further certify that I have familiarized myself with the property and the Crossville Subdivision Regulations, and can adequately and completely act in the owner(s) behalf before said commission. This _____ day of _____, 20____.

Agent's signature

Address & Phone No.

ACKNOWLEDGMENT

State of Tennessee)
Cumberland County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, the within named person, with whom I am personally acquainted and who acknowledges that he executed the within and foregoing instrument for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

CROSSVILLE REGIONAL PLANNING COMMISSION

INSPECTION REPORT

NAME OF SUBDIVISION: _____ Date _____

ACTIVITY: _____

Road Name(s): _____

(subgrade, stone base, final paving).

Approved _____ Unapproved _____ (See remarks)

Water Line Construction:

Approved _____ Unapproved _____ (See remarks)

Water Line Testing:

Approved _____ Unapproved _____ (See remarks)

Hydrant Installation:

Approved _____ Unapproved _____ (See remarks)

Sewer Line Construction: (if applicable)

Approved _____ Unapproved _____ (See remarks)

Remarks:

City Engineer or Authorized Representative
County Road Supervisor or Authorized Representative
Manager of Utility District or Authorized Representative

**CROSSVILLE REGIONAL PLANNING COMMISSION
IRREVOCABLE LETTER OF CREDIT AGREEMENT**

This **Irrevocable Letter of Credit Agreement** made and entered into on this ____ day of _____, 20____, by and between _____, (hereinafter referred to as Developer), the Crossville Regional Planning Commission (hereinafter referred to as the Commission), and the _____ (hereinafter referred to as the Bank).

WHEREAS, Developer is subdividing a tract of land located in the City of Crossville or in the Crossville Planning Region of Cumberland County, Tennessee, in the ____ Civil District, containing ____ acres more or less, into ____ residential lots, known as _____; and

WHEREAS, in accordance with the requirements of the Commission, Developer is required to insure the completion of certain improvements required by the Crossville Subdivision Regulations, and

WHEREAS, Sections 13-3-403 and 13-4-303 of the Tennessee Code Annotated provides that, in lieu of completion of such improvements, the Commission may accept a bond in form and amount, and with conditions and surety satisfactory to it, and providing for and securing to the public the actual construction and installation of such improvements within a period specified by the Commission and expressed in said bond.

WHEREAS, Section 13-3-403 and 13-4-303 of *Tennessee Code Annotated* states that the construction District Attorney for the judicial circuit in which said subdivision is located is hereby granted the power and duty to enforce any such bond by all appropriate legal and equitable remedies. And upon the order of the Planning Commission, the District Attorney shall apply monies collected on such bonds to the construction and installation of said improvements. Similarly Section 13-4-303 of *Tennessee Code Annotated* states that the municipality is granted the power to enforce the bonds by all appropriate legal and equitable remedies through its City Attorney.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants, agreements, and considerations herein set out, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1) In consideration of the Commission giving final approval to the final plat of _____ Subdivision, the Developer has obtained from the Bank and the Bank covenants and warrants to the Commission an Irrevocable Letter of Credit # _____ in the amount of \$ _____, having been signed by one officer of said Bank. Said Irrevocable Letter of Credit is to be attached to this agreement.

- 2) The Developer covenants with and warrants to the Commission that said amount shall cover the full amount of the estimated cost of improvement(s), plus an inflationary contingency of 10% per year (or 5% for 6 months), as determined by _____, and approved by the Commission. A copy of said contractor's bid or City Engineer's estimate shall be attached to this Agreement. Installation of the following improvements are required by the Planning Commission: _____

- 3) The specified period of this Agreement shall be _____ days prior to the date of expiration of the Irrevocable Letter of Credit.
 Expiration Date of Letter of Credit: _____
 Expiration Date of Agreement: _____
- 4) When construction of all improvements required by the Crossville Subdivision Regulations and the Commission are completed and approved during the period covered by this Agreement, the Commission shall receive approval reports, and vote to terminate their interest in the Irrevocable Letter of Credit Agreement. The Commission will notify the Bank in writing that the Commission no longer has an interest in the Irrevocable Letter of Credit. Completion of improvements shall be determined by the Crossville City Manager or his designated representative, the applicable Utility District Manager and/or the County Road Supervisor, and such determination reported to the Commission in writing.
- 5) At such time of expiration of this Agreement, the Commission shall undertake one of the following courses of action:
- a) If it is determined by the City Manager or his designated representative, the applicable Utility District Manager and/or the County Road Supervisor that required improvements have not been made or completed, the Commission shall direct the City Attorney/District Attorney General to enforce this Irrevocable Letter of Credit Agreement, obtain said funds assured by said Irrevocable Letter of Credit, and forward said funds to the appropriate jurisdiction for the construction of said improvements.
 - b) An extension will be considered if Developer requests one in writing 15 days prior to expiration of the Letter of Credit and can prove that unusual circumstances have prevented the completion of required improvements. The Developer must present another Letter of Credit. Commission may review the case and, if the situation warrants, may grant an extension, providing that Developer presents another Irrevocable Letter of Credit. All parties will execute an addendum to this agreement, and Developer will arrange with Bank to extend or reissue said Letter of Credit.
- 6) It is understood and agreed, however, that nothing herein contained shall relieve the Developer from completing the improvements required by the Commission, but said Irrevocable Letter of Credit shall be construed as being merely an assurance of creating a fund from which said improvements can be constructed and completed. It is further understood that there can be no withdrawal and expenditures of funds from said Irrevocable Letter of Credit until the Planning Commission issues a Release of Interest in said letter or until the expiration of the period covered by this Agreement.
- 7) The Bank agrees that it shall not allow the withdrawal of funds or release of said Irrevocable Letter of Credit except upon the conditions herein above set out in the preceding paragraphs.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this day and date first above written.

 Developer's Signature

 Developer's Signature

 (Name of Financial Institution)

By: _____
 Officer's Signature

Crossville Regional Planning Commission,
(Secretary)

By: _____

ACKNOWLEDGMENTS

State of Tennessee)
Cumberland County)

[Developer's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, the within named Developer(s) with whom I am personally acquainted and who acknowledged that he/they executed the within and foregoing instrument as his/their free act and deed for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20__.

My Commission Expires: _____

Notary Public

State of Tennessee)
Cumberland County)

[Banker's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be (Officer) _____ of the _____ (bank) located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself/himself as such Officer.

Witness my hand and seal of office on this the _____ day of _____, 20__.

My Commission Expires: _____

Notary Public

State of Tennessee)
Cumberland County)

[P.C. Secretary's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be the Secretary of the Crossville Regional Planning Commission, and that as Secretary, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Planning Commission by herself/himself as Secretary.

Witness my hand and seal of office on this the _____ day of _____, 20__.

My Commission Expires: _____

Notary Public

State of Tennessee)
Cumberland County)

[Corporate Developer's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____ with whom I am personally acquainted, and who, upon oath, acknowledged himself/herself to be _____ (Officer) of the _____ (Corporation), located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by himself/herself as said Officer.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

CROSSVILLE REGIONAL PLANNING COMMISSION

ESCROW AGREEMENT

This Escrow Agreement made and entered into on this ____ day of _____ 20____, by and between _____, (hereinafter referred to as Developer), the Crossville Regional Planning Commission (hereinafter referred to as Commission), and the _____ of Tennessee (hereinafter referred to as Bank).

WHEREAS, Developer is subdividing a tract of land located in the City of Crossville or the Crossville Planning Region of Cumberland County, Tennessee, in the ____ Civil District containing ____ acres more or less, into __ residential lots which subdivision is known as _____; and

WHEREAS, in accordance with the requirements of the Commission, Developer is required to insure the completion of certain improvements specified in the Subdivision Regulations, and

WHEREAS, Sections 13-3-403, 13-3-410 and 13-4-303 of the *Tennessee Code Annotated* states that the construction and installation of such improvements and utilities shall take place within a period specified by the Commission and be expressed in the bonding agreement (See paragraph 5, page 2); and

WHEREAS, Sections 13-3-403 and 13-4-303 of the *Tennessee Code Annotated* provides that in lieu of completion of such improvements, Commission may accept a bond, in form and amount and with conditions and surety satisfactory to it and providing for and securing to the public the actual construction and installation of such improvements within a period specified by Commission and expressed in said bond, and

WHEREAS, Section 13-3-403 and 13-4-303 of *Tennessee Code Annotated* states that the construction District Attorney for the judicial circuit in which said subdivision is located is hereby granted the power and duty to enforce any such bond by all appropriate legal and equitable remedies. And upon the order of the Planning Commission, the District Attorney shall apply monies collected on such bonds to the construction and installation of said improvements. Similarly Section 13-4-303 of *Tennessee Code Annotated* states that the municipality is granted the power to enforce the bonds by all appropriate legal and equitable remedies through its City Attorney.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants, agreements and considerations herein set out, the parties hereto agree as follows:

- 1) In consideration of Commission giving final approval to the final plat of _____ Subdivision, Developer covenants and warrants to Commission that he has placed in an Escrow Account with Bank the amount of \$_____. The Bank acknowledges that the Account Number is _____, in the name of _____ Subdivision, Developer and Secretary of Commission being the only signatures on the Account. (A copy of the Account documents are attached hereon.)
- 2) Developer and Commission have mutually agreed as to the type of savings account to be used for escrowed funds. Should the developer prefer some type of Certificate of Deposit, the term of the C.D. must be within 30 days following expiration of this Agreement.
- 3) The funds placed in said escrow account shall be used solely for labor, materials, and other costs related directly to the installation of the following improvements:

- 4) This Escrow Agreement shall expire on _____(date).
- 5) Developer covenants with and warrants to Commission that said amount has been deposited with Bank consists of the full amount of the estimated cost of improvements, plus an inflationary contingency of ten (10) percent per year, as determined and approved by the Crossville Planning Commission. If this approval was based on a contractor's bid, that bid shall be attached to this document.
- 6) Interest accumulated on the escrow account will be managed as follows:
 - a. There will be no withdrawal of accumulated interest during the escrow period, unless the escrow agreement and account are released by the Planning Commission upon completion of and approval of improvements, at which time such funds belong to the developer.
 - b. Prior to expiration of the agreement and/or a declaration of default due to non completion of improvements, accumulated interest belongs to the Developer.
 - c. Upon expiration of the agreement and/or upon declaration of default due to non completion of improvements, accumulated interest belongs to the Planning Commission.
 - d. If the Commission votes to permit extension of Escrow Account and Agreement, pursuant to #9 below, interest will continue to accumulate and distributed according to 6a, 6b or 6c.
- 7) Any withdrawal and/or reduction of funds from said escrow account shall require a majority vote of approval of the full Commission and the joint written approval of Developer and Commission (Commission may authorize an officer to sign) until the expiration of said period specified by Commission, at which time only the approval of Commission shall be required.
- 8) If all improvements required by said Subdivision Regulations are completed before expiration of this Agreement, Commission shall review reports of approval of improvements, vote to terminate this Agreement and notify Bank in writing that the Commission desires to remove its name from Escrow Account. Completion of improvements shall be determined by Crossville City Manager or his designated representative, the applicable Utility District Manager and/or the County Road Supervisor, and such determination reported to Commission in writing.
- 9) At such time of expiration of this Agreement, Commission shall undertake one of the two following courses of action:
 - a. If said Developer can prove in writing that unusual circumstances have precluded the completion of required improvements by the expiration of the specified period, the Commission may review the case and, if the situation warrants, may grant an extension of the specified time period.
 - b. If upon the expiration of specified period, it is determined (as above) that required improvements have not been made, Commission shall direct the City Attorney or District Attorney to enforce this escrow agreement, to withdraw the said funds from

said escrow account and forward said funds to the appropriate jurisdiction for the construction of said improvements.

- 10) It is understood and agreed, however, that nothing herein contained shall relieve Developer from completing the improvements required by Commission, but said agreement shall be construed as being merely an assurance of creating a fund from which said improvements can be constructed and completed.
- 11) Bank agrees that it shall not allow the withdrawal of funds from said account except upon the conditions herein above set out in the preceding paragraphs.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this day and date first above written.

Developer's Signature

Developer's Signature

(Name of Financial Institution)

By: _____
(Officer's Signature)

Crossville Regional Planning Commission

By: _____
(Secretary's Signature)

ACKNOWLEDGMENTS

State of Tennessee) [Developer's Form]
Cumberland County)

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, the within named Developer(s) with whom I am personally acquainted and who acknowledged that he/they executed the within and foregoing instrument as his/their free act and deed for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20__.

My Commission Expires: _____
Notary Public

State of Tennessee) [Banker's Form]
Cumberland County)

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be (Officer) of the _____ (bank) located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself/himself as such Officer.

Witness my hand and seal of office on this the _____ day of _____, 20__.

My Commission Expires: _____

Notary Public

State of Tennessee)
Cumberland County)

[P.C. Secretary's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be the Secretary of the Crossville Regional Planning Commission, and that as Secretary, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Planning Commission by herself/himself as Secretary.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

CROSSVILLE REGIONAL PLANNING COMMISSION

AGREEMENT FOR CERTIFIED CHECK IN LIEU OF COMPLETED IMPROVEMENTS

In order to obtain final approval from the Crossville Regional Planning Commission of Final Plat of _____ SUBDIVISION for recording and sale of parcels before completion of the required improvements listed below, _____ (DEVELOPER) has provided a Certified Check, payable to the CROSSVILLE PLANNING COMMISSION, in the amount of \$_____ to guarantee construction of the following required improvements: _____

_____ in accordance with terms approved by the Crossville Planning Commission at their meeting on _____ (date). The check will be held in safekeeping in the safe of _____ deposited by the City of Crossville by the Secretary of the Planning Commission (_____) until:

1. All improvements required by the Crossville Planning Commission are completed by _____ (date) and approved, at which time the check will be returned to the Developer. Completion of improvements will be determined by Crossville City Manager, County Road Superintendent and/or Water Utility District Manager (whichever applicable) and reported in writing to the Planning Commission at their next meeting, at which time approval and release of the check can be made. The Planning Commission shall then direct _____ the Secretary of the Planning Commission, City Staff to return said certified check to issue a check to the Developer in the amount of the certified check OR
2. Upon _____ (date), as specified by the Crossville Planning Commission, if work has not been completed, the Planning Commission shall direct the City/County Attorney to negotiate said check for purpose of forwarding funds to withdraw funds in the amount of the certified check and forward those funds to the applicable city/county and/or utility district for the construction of said improvements. If Developer can prove in writing that unusual circumstances have precluded completion of required improvements by the expiration of specified period, the Crossville Planning Commission may review the case and, if the situation warrants, may grant an extension.

IN WITNESS THEREOF, the parties hereto have executed this agreement on this date:

_____.

SIGNATURES: _____
Developer

Crossville Planning Commission
By: _____
Secretary

ACKNOWLEDGMENTS
State of Tennessee)
Cumberland County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, the within named DEVELOPER, with whom I am personally acquainted and who acknowledges that he executed the within and foregoing instrument for the purposes therein expressed and contained. Witness my hand and seal of office on this the __ day of _____, 20__.

My Commission Expires: _____
Date

Notary Public

State of Tennessee)
Cumberland County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledges herself to be the SECRETARY of the Crossville Regional Planning Commission, and being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Commission by himself/herself as Secretary. Witness my hand and seal of office on this the __ day of _____, 20__.

My Commission Expires: _____
Date

Notary Public

CHECK LIST FOR PRELIMINARY PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____

Owner of Record _____ Address _____ Tel. _____

Date submitted for preliminary approval _____

CHECK LIST

- _____ 7 copies submitted no later than 14 working days prior to meeting.
- _____ Name of subdivision, tax map and parcel identification, deed book & page of most recent conveyance of property (For re-subdivisions of recorded plat, plat book & page number.)
- _____ Drawn to a standard "engineering" scale (1"=100' / 1" = 50" / 1"=40' / 1"=30' / 1"=20') on sheets no larger than 24 inches by 36 inches in size. Smaller plats may be on 11x17.
- _____ Name, address and phone number of owner of record, subdivider and surveyor.
- _____ North point, graphic scale and date.
- _____ General Vicinity Map showing location and acreage of subdivision.
- _____ Lot dimensions and perimeter property measurements.
- _____ Names of adjoining property owners and/or subdivisions with tax map and parcel identification and last conveyance information (if part of a subdivision include lot no.)
- _____ Location of all existing man-made and natural physical features on land and nearby properties.
- _____ Names, locations, and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.
- _____ Existing and proposed street rights-of-way and drainage tiles, existing road centerline(s), existing street names and proposed street names approved by E911.
- _____ Block numbers, lot numbers and lot acreage or square footage of each lot.
- _____ Plans of existing and proposed utility layouts showing connections to existing or proposed utility systems (including existing utility lines {electric, gas, or any other utility crossing the property} with easement).
- _____ Location (or distance) of nearest existing fire hydrant and all proposed fire hydrants shown.
- _____ Minimum building setback lines and utility-drainage easements (drainage easements required along existing streams and creeks.
- _____ Any stormwater stream buffer or required permanent stormwater structures or facilities.

- _____ Topographic contours at 2-foot or 5-foot shown.
- _____ Special Flood Hazard Areas with base flood elevations (BFE) must be shown on plat with a flood-free site.
- _____ Any remaining land that is under 5 acres must be shown as a subdivision lot or notation on plat for remaining acreage over 5 acres regarding the size and ownership.
- _____ Cross-section and centerline street profiles at suitable scales, as may be required by street superintendent and/or Planning Commission.
- _____ Conforms to general requirements and minimum standards of design.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

Conditions of approval granted on _____, 20____, as stated:

Signature: _____ City Planning Staff

- _____ Minimum building setback lines and utility-drainage easements (drainage easements required along existing streams and creeks.
- _____ Any stormwater stream buffer or required permanent stormwater structures or facilities.
- _____ Topographic contours at 2-foot or 5-foot shown for Combined Preliminary/Final Plats.
- _____ Special Flood Hazard Areas with base flood elevations (BFE) must be shown on plat with a flood-free site.
- _____ Any remaining land that is under 5 acres must be shown as a subdivision lot or notation on plat for remaining acreage over 5 acres regarding the size and ownership.
- _____ Cross-section and centerline street profiles at suitable scales, as may be required by street superintendent and/or Planning Commission.
- _____ Conforms to general requirements and minimum standards of design.
- _____ Percolation tests have been completed and the proposed sewerage systems have been approved and reserve areas for septic system delineated on plat.
- _____ All required applicable certifications with signatures included on plat.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

Conditions of approval granted on _____, 20____, as stated:

Signature: _____ City Planning Staff

List of Collector and Arterial Roads

City of Crossville Collector /Arterial Streets list

Collectors		Arterials	
4th ST	Collector	ELMORE ROAD	Principal Arterial
CRESTON RD	Collector	HWY 127 N	Principal Arterial
DEEP DRAW RD	Collector	HWY 127 S	Principal Arterial
DUNBAR RD	Collector	HWY 68	Principal Arterial
E FIRST ST	Collector	HWY 70 E	Principal Arterial
FRED FORD RD	Collector	LANTANA RD	Principal Arterial
FREDONIA RD	Collector	N. MAIN ST	Principal Arterial
HOLIDAY DR	Collector	S MAIN ST	Principal Arterial
LAWSON RD	Collector	SPARTA HWY	Principal Arterial
MOCKINGBIRD DR	Collector	WEST AV	Principal Arterial
MULBERRY CIR	Collector	GENESIS RD. / ST. HWY. 298	Minor Arterial
MYRTLE AVE	Collector	HWY 70 E	Minor Arterial
N WEBB AVE	Collector	HWY 70 N	Minor Arterial
OLD JAMESTOWN HWY	Collector	INDUSTRIAL BLVD	Minor Arterial
OLD ROCKWOOD RD	Collector	INTERSTATE DR	Minor Arterial
PIGEON RIDGE RD	Collector	LANTANA RD	Minor Arterial
POMONA RD	Collector	MILLER AVE	Minor Arterial
POW CAMP RD	Collector	PEAVINE RD. / ST. HWY. 101	Minor Arterial
SPRUCE LP	Collector		
STANLEY ST	Collector		
TAYLOR CHAPEL RD	Collector		
W. CRESTON RD	Collector	Proposed Collectors / Arterials	
MILLER AVE / MILO LEMERT PKWY	Collector	Industrial Blvd. Ext. to Cook Rd	Proposed Minor Arterial
COOK RD	Minor Collector	NW Connector Sect. 1	Proposed Collector
CUMBERLAND LAKES DR	Minor Collector	NW Connector Sect. 2	Proposed Collector
E. COVE RD	Minor Collector	NW Connector Sect. 3	Proposed Collector
HALSTEAD DR	Minor Collector	I-40 Frontage North	Proposed Collector
OAK DR	Minor Collector	I-40 Frontage South Sect. 1	Proposed Collector
WAYNE AVE	Minor Collector	I-40 Frontage South Sect. 2	Proposed Collector
WOODLAWN RD	Minor Collector	Kings Row Ext. to NW Connector	Proposed Minor Collector

Approved by the Crossville Regional Planning Commission August 27, 2004

Annex I Fire Hydrant Locations and Distribution

This annex is not a part of the requirements of this NFPA document unless specifically adopted by the jurisdiction.

I.1 Scope.

Fire hydrants shall be provided in accordance with Annex J for the protection of buildings, or portions of buildings, hereafter constructed.

I.2 Location.

Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets.

I.3 Number of Fire Hydrants.

The minimum number of fire hydrants available to a building shall not be less than that listed in Table I.3. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements listed in Table I.3 when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

Table I.3 Number and Distribution of Fire Hydrants

Fire Flow Requirements (gpm)	Number and Distribution of Fire Hydrants		
	Minimum Number of Hydrants	Average Spacing Between Hydrants ^{1,2,3} (ft)	Maximum Distance from any Point on Street or Road Frontage to a Hydrant ⁴ (ft)
1750 or less	1	500	250
2000 – 2250	2	450	225
2500	3	450	225
3000	3	400	225
3500 – 4000	4	350	210
4500 – 5000	5	300	180
5500	6	300	180
6000	6	250	150
6500 – 7000	7	250	150
7500 or more	8 or more ⁵	200	120

a) NFPA CODES AND STANDARDS 2003

Table I.3 Number and Distribution of Fire Hydrants

Fire Flow Requirements (gpm)	Number and Distribution of Fire Hydrants		Maximum Distance from any Point on Street or Road Frontage to a Hydrant ⁴ (ft)
	Minimum Number of Hydrants	Average Spacing Between Hydrants ^{1,2,3} (ft)	

Note: 1 gpm = 3.8 L/min; 1 ft = 0.3 m.

¹ Reduce by 100 ft (30.5 m) for dead-end streets or roads.

² Where street are provided with median dividers which can be crossed by fire fighters pulling hose lines, or arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 ft (152.4 m) on each side of the street and be arranged on an alternating basis up to a fire flow requirement of 7000 gpm (26,500 L/min) and 400 ft (122 m) or higher fire flow requirements.

³ Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1000 ft (305 m) to provide for transportation hazards.

⁴ Reduce by 50 ft (15.2 m) for dead-end streets or roads.

⁵ One hydrant for each 1000 gpm (3785 L/min) or fraction thereof.

I.4 Consideration of Existing Fire Hydrants.

Existing fire hydrants on public streets are allowed to be considered as available. Existing fire hydrants on adjacent properties shall not be considered available unless fire apparatus access roads extend between properties and easements are established to prevent obstruction of such roads.

I.5 Distribution of Fire Hydrants.

The average spacing between fire hydrants shall not exceed that listed in Table I.3.

Exception: The AHJ shall be permitted to accept a deficiency of up to 10 percent where existing fire hydrants provide all or a portion of the required fire hydrant service. Regardless of the average spacing, fire hydrants shall be located such that all points on streets and access roads adjacent to a building are within the distances listed in Table I.3.