

ARTICLE II
PROCEDURE FOR PLAT APPROVAL

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Section A. Plan Review Procedures - Any owner of land lying within the area of jurisdiction of the Planning Commission wishing to divide such land into two (2) or more lots, sites, or divisions, each being five (5) acres or less in size, for the purpose, either immediate or future, of sale or building shall submit a plan of such proposed subdivision to the Paris Regional Planning Commission for approval and shall obtain such approval prior to the filing of his subdivision plat for record. Any such plat of subdivision shall conform to the minimum standards of design for the subdivision of land as set forth in Article IV of these regulations and shall be presented in the manner specified in the following sections of this article. No plat of a subdivision of land within Paris Planning Region shall be filed or recorded by the Registrar of Henry County without the approval of the Planning Commission as specified herein. The filing or recording of a plat of a subdivision without the approval of the Planning Commission, as required by these regulations, is declared to be a misdemeanor punishable by law.

The procedure for review and approval of a subdivision plat consists of three (3) steps: the first step is meeting with the Planning Commission and/or the technical staff and review of the proposed sketch plan. The next step is the submission to the Planning Commission of a construction plan of the proposed subdivision. The third step is the preparation and submission to the Planning Commission of a final plat together with required certificates. This final plat becomes the instrument to be recorded in the office of the county register when duly signed by the secretary of the Planning Commission.

Section B. Sketch Plan The sub-divider may consult early and informally with the Planning Commission and its technical staff for advice and assistance before the preparation of the preliminary sketch plat and its formal application for approval. This will enable him to become thoroughly familiar with these regulations, the Major Thoroughfare Plan and other official plans for public improvements which might affect the area. Such informal review should prevent unnecessary and costly revisions.

Section C. Construction Plan In order to secure review and approval by the Planning Commission of a proposed subdivision, the prospective sub-divider shall, prior to the making of any street improvements or installations of utilities, submit to the Planning Commission a construction plan. He may also proceed with the preparation of the final plat and other documents required in connection therewith as specified in Section C of this article and the improvements set forth in Article IV.

1. At least fifteen (15) days prior to the meeting at which it is to be considered, the sub-divider shall submit to the Planning Commission an electronic pdf file. Following the meeting at which approval is granted the sub-divider shall provide one (1) complete copy of the Construction Plan of the proposed subdivision for final signatures.
2. The construction plan, which shall meet the minimum standards of design and the general requirements for the construction of public improvements as set forth in Article III, shall give the following information insofar as possible:
 - a. The proposed subdivision's name and location, the name and address(es) of the owner or owners, and the name of the designer of the plat who shall be an engineer and/or surveyor approved by the Planning Commission.
 - b. Date, approximate north point, and graphic scale.
 - c. The location of existing and platted property line, existing streets, buildings, water courses, sewers, bridges, culverts, drain pipes, water mains, and any public utility easements, or line, the present classification, if any, both on the land to be subdivided and on the adjoining land; and the names of adjoining property owners or subdivisions.
 - d. Plans and profiles of proposed utility layouts (sewers, water, and electricity) showing feasible connections to the existing utility systems. Within the Planning Region when such connections are not practicable as determined by the Board of Public Utilities, any proposed individual water supply and/or disposal system must be approved by the county health department.
 - e. The proposed street names and the locations and dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines, building setback lines and utilities.
 - f. Contours at vertical intervals of not more than five (5) feet except when specifically not required by the Planning Commission. All new developments shall include base flood elevation data.
 - g. The acreage of the land to be sub-divided.
 - h. Location sketch map showing relationship of subdivision site to area.
 - i. Plans of proposed drainage systems showing connections to existing systems. Plans should include pipe size, slope and invert elevations as appropriate. Drainage areas should be provided to ensure proper calculations.
 - j. Plans and profiles of proposed streets.

3. Within thirty (30) days after submission of the construction plan, the Planning Commission will review it and indicate its approval, disapproval, or approval subject to modifications. If a plat is disapproved, reasons for such disapproval shall be stated in writing. If approved subject to modifications, the nature of the required modifications will be indicated.
4. The approval of the construction plan by the Planning Commission will not constitute acceptance of the final plat and will not be indicated on the sketch plan.
5. Failure of the Planning Commission to act on the construction plan within thirty (30) days will be deemed approval of this plat.
6. The approval of the construction plan shall lapse unless a final plat based thereon is submitted within one (1) year from the date of such approval unless an extension of time is applied for and granted by the Planning Commission.

Section D. Final Plat

1. The final plat shall conform substantially to the construction plan as approved; and, if desired by the sub-divider, it may constitute only that portion of the approved construction plan which he proposed to record and develop at the time, provided; however, that such portion conforms to all requirements of these regulations.
2. At least fifteen (15) days prior to the meeting at which it is to be considered the sub-divider shall submit to the Planning Commission an electronic pdf file complete with any street profiles or other plans that may be required by the Planning Commission. Following the meeting at which approval is granted the sub-divider shall provide one (1) complete copy of the proposed subdivision plat for final signatures.

When more than one (1) page is required, an index page shall be filed showing the entire subdivision with the sheets lettered in alphabetical order as a key.

2. The Planning Commission shall approve or disapprove. Approval shall be indicated on the final plat through the signature of the Planning Commission Secretary. A certification of action shall be issued by the Planning Commission noting approval or disapproval, modifications to which the approval is subject, and if disapproved, a list of reasons for disapproval.
3. Approval of the final plat shall require:

- a. The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, reservations for easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
 - b. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight, and including true north point.
 - c. All dimensions to the nearest one tenth (10th) of a foot and angles to the nearest minute.
 - d. Location and description of monuments.
 - e. The names and locations of adjoining subdivision and streets and the location and ownership of adjoining unsub-divided property.
 - f. Date, title, name and location of subdivision, graphic scale, and true north point.
 - g. Location sketch map showing site in relation to area.
 - h. Payment at the time the final plat is submitted for approval of a fee of seventeen dollars (\$17.00) per page for the plat to be recorded by the Planning Commission in the Register's Office of Henry County, Tennessee. In the event that the recording fee per page for recording of a subdivision plat shall increase, the fee required by this section shall automatically increase in an amount equal to the plat recording fee per page, as certified by the Register's Office of Henry County, Tennessee, without the necessity of further amendments to this section. (Ord. # 1010, 03/06/03).
4. The following certificates* shall be presented with the final plat:
- a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way and any sites for public use.
 - b. Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.
 - c. Within the Planning Region, certification by the county health officer when individual sewage disposal or water systems are to be installed.
 - d. Certification by county road supervisor and/or the city engineer that the sub-divider has complied with one of the following alternatives:
 - 1) All improvements have been installed in accord with the requirements of the regulations, or
 - 2) An escrow account has been established or a security bond has been posted in sufficient amount to assure such completion of all required improvements.
 - e. Certification of approval to be signed by the secretary of the Planning Commission.

6. No building permit shall be issued until the final plat is approved by the Planning Commission.
7. No occupancy permit shall be issued until the building inspector has determined that the development as constructed meets all of the requirements of the approved final plat.
8. The applicant may submit a final plat without first submitting a construction plan if all information required on the construction plan is included in the final plat.

*See the appendix for forms for final plat certification.

Section E. Improvements Bond Prior to final plat approval and/or release of improvements bond, an inspection sheet showing appropriate inspections and dates they were performed of improvements installed by the developer must be submitted to the Planning Commission.