

**CITY OF OAK RIDGE**  
**CHECKLIST FOR APPLICANTS**  
**RESUBDIVISIONS/FINAL PLATS AND PLATS OF CORRECTION**  
**SUBDIVISION DOCUMENT**

This checklist is utilized for the review and approval of subdivisions, resubdivisions, final plats and plats of correction. These documents are recorded in the office of the County Register and provide a record of the location of property lines, utilities, easements, roadways, and other information pertinent to the property.

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Company Name & Mailing Address: \_\_\_\_\_

Name of Applicant (Agent/Engineer/Surveyor): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Fax: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

General Description of Project: \_\_\_\_\_

Are any variances requested as part of this proposal?

NO

YES (Attach letter detailing each, and its justification)

Seven (7) copies (stapled & bound) are required for initial review by staff. If applicable, 10 copies (FOLDED) for Planning Commission will be required. NOTE: If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before being distributed for review.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated. All revisions are to be submitted to the Community Development Department ONLY.

I authorize \_\_\_\_\_ to serve as my agent.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

Registrant's signed (in blue ink) and dated professional seal shall be affixed on all appropriate sheets for each area of competency for all new construction in strict accordance with the Laws and Rules issued by the applicable State Board of Licenser unless otherwise approved by the City prior to submission of the site plan.

I hereby certify this submission is complete and ready for city staff review.

SIGNATURE OF AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Project Name: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Fees Paid:** \_\_\_\_\_ **\$50 - Plat of Correction**  
\_\_\_\_\_ **\$50 - Resubdivision**  
\_\_\_\_\_ **\$100 + \$10.00/lot (less than 30 lots total) - Final Plat**  
\_\_\_\_\_ **\$100 + \$5.00/lot (31+ lots) - Final Plat**  
\_\_\_\_\_ **\$25 - Administrative Fee for filing plat**  
**(Check made out to City of Oak Ridge)**

\_\_\_\_\_ **\$17/page - Register of Deeds Fee for filing plat**  
**(Check made out to Anderson/Roane Register of Deeds Office)**

Lot/Block(s) & PIN(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

City of Oak Ridge Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING DIVISION**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
1. Size: 18" x 24" or 24" x 36"		
2. Scale: 1"=20', 30', 40', 50'		
3. Name, address, & phone of surveyor/engineer & owner.		
4. Date of preparation or last revision.		
5. True north and Oak Ridge grid north arrows.		
6. Location map		
7. Legend		
8. New lot lines as a solid line. Old lot lines as a dashed line.		
9. Existing zoning on all sheets.		
10. Setback lines on all sheets.		
11. Lot/block and parcel number being subdivided for both City of Oak Ridge and County.		
12. List total number of new lots.		
13. List number of acres in tract for each parcel.		
14. Describe old tract boundary, including old acreages, dimensions, bearings, and lot numbers in parentheses.		
15. Describe new tract boundary, including acreages, dimensions, bearings and lot numbers.		
16. No substandard remnant lots to be proposed.		
17. Name, address, & parcel number of adjoining property owners.		
18. Names of all streets. Limits of right-of-way and width.		
19. Show location of sidewalks.		
20. Location, width and purpose of all easements. Note: An Easement Encroachment Form may be required for work near existing utilities or easements.		
21. Footprint of existing structures.		
22. The location and dimensions of all property proposed to be set aside for open space, public or private reservation, with designation or stated purpose, and method of maintenance and ownership, including final draft of deed restrictions establishing a home owners association. If applicable, include a dedication of open or public space.		
23. Provide deed reference.		
24. Include the statement: "This plat vacates and supersedes the previously filed plat and provide plat book and page number for previously filed plat, if applicable."		
25. Show any Floodway and Floodway Fringe boundaries. Boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures. If outside a floodway, include a note stating such and referencing the FIRM panel number.		
26. If applicable include the statement: "The following lots required fill during grading for _____: Lots _____. A certified geotechnical evaluation will be required prior to footing inspections.		
27. Include the statement: "An easement of five feet inside all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. All easements shown on this plat are in favor of the City of Oak Ridge unless noted otherwise."		

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
28. Include the statement: "Directional bearings used on this map are based on the Oak Ridge coordinate system and do not refer to either true or magnetic north."		
29. Include information on ownership and placement of subdivision entry sign and method of maintenance. Note: a separate sign permit application is required (See Zoning Ordinance, Article XIV).		
<b>Include the following certificates on all sheets. All signatures should be in blue ink.</b>		
<p>30. <u>Certificate of Ownership and Dedication</u></p> <p>"I (we) herby certify that I am (we are) the owner (s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all roads, alleys and walks to public use; and dedicate all parks and other open spaces to public or private use as noted."</p> <p style="text-align: center;">_____                      _____ DATE                                      OWNER</p>		
<p>31. <u>Certificate of Accuracy</u></p> <p>"I hereby certify that the plan shown and described hereon is a true and correct survey to the accuracy required by the Oak Ridge Subdivision Regulations and that the monuments have been placed as shown hereon, to the specifications of the said Regulations."</p> <p style="text-align: center;">_____                      _____ DATE                                      REGISTERED SURVEYOR</p> <p style="text-align: center;">_____                      _____ DATE                                      STATE IN WHICH REGISTERED</p> <p style="text-align: center;">_____                      _____ REGISTRATION NUMBER</p>		
<p>32. <u>Certification of the Approval of Water and Sewage Systems</u></p> <p>"I hereby certify that the water supply and sewage disposal utility system installed or proposed for installation fully meets the requirements of the Tennessee Department of Environment and Conservation and locally established standards, and are hereby approved as shown."</p> <p style="text-align: center;">_____                      _____ DATE                                      HEALTH OFFICER DESIGNATED BY PLANNING COMMISSION</p>		
<p>33. <u>Certification of the Approval of of Utilities and Required Improvements</u></p> <p>I hereby certify that:</p> <p>(1) ___ All required improvements have been completed satisfactorily, or</p> <p>(2) ___ No required improvements are included in this project. this project.</p> <p>(3) ___ A security bond in the amount of \$ _____ has been posted to assure completion of all required improvements in case of default.</p> <p style="text-align: center;">_____                      _____ DATE                                      APPROVING AGENT</p>		



**PUBLIC WORKS**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
1. Registrant’s signed and dated professional seal affixed to each sheet prior to plat submission to the City.		
2. Show grid lines and grid ties with grid coordinates.		
3. Show location of monuments, monument spikes and property corner pins.		
4. Show centerline or the edges of all easements defined by bearings and distances, and tied to a property corner marker.		
5. Delineate and describe all existing and proposed street rights-of-way adjacent to or within the tract boundary.		
6. Label existing and proposed easements for all utilities.		
7. Show location of public water and sanitary sewer to each platted lot.		
8. Show final designation of existing or remediated sinkholes/land depressions, wetlands, waterways, natural drainage streams, springs, floodplains, etc.		
9. Show all FEMA Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number.		

Any questions regarding Public Works items can be directed to the City Engineer at (865) 425-1816

Public Works/Reviewed By & Date: \_\_\_\_\_

**ELECTRICAL DEPARTMENT**

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION AND/OR COMMENTS
1. Existing and proposed electric utility easements have been shown. <b>(required for approval)</b>		
2. Existing and proposed electrical plant facilities, i.e. poles, anchors, pad mount transformers, street lights, etc. have been shown. <b>(required for approval)</b>		
3. Are you requesting relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ _____ <b>(information only)</b>		
4. All public roads must provide lighting. CORED provides two options for street lights on City streets. If the roads are private, these lights are not available. If the development has private roads or if the Developer desires to install a different type of lighting, please advise and indicate the type and spacing of street lights on the drawing. The spacing must meet or exceed City standards		
<p>5. The following standard notes are <b>on</b> the drawing:</p> <p>a. An easement of 5 feet inside of all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. All easements shown on this plat are in favor of the City of Oak Ridge unless noted otherwise.</p> <p>b. Any request to relocate existing electrical facilities shall be paid by the requesting party. The party will also be responsible for surveying and recording any easements required for relocated facilities.</p> <p>c. No construction of buildings or signs or installation of landscaping shall take place within easements without the City of Oak Ridge's written approval. Landscaping must comply with CORED Standard 650 (latest revision). Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City.</p> <p>d. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement.</p> <p>e. Place the following signature block on the document prior to recording:</p> <p><u>Certificate of Approval of Electric Utilities and Required Improvements</u> I Hereby Certify That:</p> <p>(1) ___ All requirements have been completed satisfactorily, or                  (2) ___ There are no electrical infrastructure requirements for this project.                  (3) ___ A bond in the amount of \$_____ has been posted by the Developer for the unfinished portions of electrical infrastructure (as of ___/___/___) for which he is responsible.                  (4) ___ A Developer's Agreement has been executed.                  ___ Yes ___ No                  (5) ___ The Developer has paid the City of Oak Ridge for costs agreed to in the Developer's Agreement?                  ___ Yes ___ No</p> <p>_____ Date                      _____ Electric Department Engineer or Designee</p> <p><b>(The notes and signature block are required for approval. The Developer's Agreement must be executed and payment must be received before the Final Plat is recorded.)</b></p>		

