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SUBDIVISION REGULATIONS  
FOR  
THE TOWN OF BAXTER  
BAXTER, TENNESSEE

BAXTER MUNICIPAL PLANNING COMMISSION

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## TABLE OF CONTENTS

	<u>PAGE</u>
Suggested Steps for a Developer .....	v
Major Road Plan and Planning Region Map .....	vi
ARTICLE I GENERAL PROVISIONS .....	1
A. Purpose .....	1
B. Authority .....	1
C. Jurisdiction .....	1
D. Definitions .....	2
E. Variances .....	5
F. Relationship to Zoning Code and other Regulations.....	6
G. Separability .....	6
H. Repeal of Previous Regulations.....	6
I. Amendments.....	6
ARTICLE II PROCEDURE FOR PLAT APPROVAL .....	7
A. General .....	7
B. Filing Fee .....	8
C. Plat Standards .....	8
D. Preliminary Plat Requirements .....	9
E. Procedure for Preliminary Plat Review.....	10
F. Final Plat Requirements .....	12
G. Procedure for Final Plat Review.....	13
Financial Guarantees in Lieu of Improvements .....	15
Certifications .....	18
H. Inspections Procedures .....	19
I. Recording of Final Plat.....	20
J. Grounds for Denying Plat Approval.....	20
ARTICLE III DESIGN AND SPECIFICATIONS .....	21
A. Suitability of the Land .....	21
B. Special Requirements for Floodable Areas .....	22
C. Monuments .....	23
D. Streets - Design Standards .....	24
General Standards of Design .....	24
Minimum Street Right-of-Way Widths .....	25
Minimum Street Surfacing Widths .....	26
Additional Right-of-Way on Existing Streets .....	26
Substandard Existing Streets .....	27
Street Grades .....	27
Curves .....	27
Intersections .....	28
Dead-End Streets (Cul-de-sacs) .....	29
Private Streets or Permanent Vehicular Easements .....	29
Reserve Strips .....	29
Special Treatment .....	30
Sidewalks .....	30

	Streets in Commercial Developments .....	30
	Street Names .....	31
	Warning and Regulatory Signs.....	31
E.	Streets - Construction Procedures and Specifications .....	32
	Street Construction Cross-Sections .....	32
	Subgrade Preparation .....	33
	Street Drainage .....	33
	Pavement Base Preparation .....	34
	Prime Coat .....	35
	Foundation/Binder Course .....	35
	Final Pavement/Wearing Surface.....	36
	Curb and Gutter.....	36
	Road Bank Seeding and Erosion Control.....	36
	Inspections, Testing and Material Certifications .....	36
F.	Utilities - General Standards .....	37
	Easements .....	37
	Installation .....	37
G.	Water Distribution System .....	37
	General Standards of Design .....	38
	Accessibility.....	38
	Construction Standards.....	38
	Minimum Pipe Sizes .....	38
	Service Connections.....	39
	Fire Protection .....	39
	Inspections, Testing and Material Certifications .....	39
	As-Built Drawings .....	40
H.	Waste Water Systems .....	40
	General Standards of Design .....	40
	Accessibility.....	40
	Design Period.....	40
	Minimum Size and Construction Standards .....	40
	Service Connections.....	41
	Protection of Water Supplies.....	41
	Inspections, Testing and Material Certifications .....	41
	As-Built Drawings .....	41
	Subsurface Sewerage Disposal Systems.....	41
I.	Other Utilities .....	42
J.	Lots .....	42
	To be Buildable .....	42
	Lot Lines .....	42
	Minimum Lot Size .....	43
	Building Setback Lines .....	43
	Minimum Street Frontage.....	44
	Off-Street Parking .....	44
K.	Drainage .....	44
	Drainage Plan Required .....	44
	Removal of Spring and Surface Water.....	44
	Other Watercourses .....	44
	Storm Drainage Under Streets .....	44
	Accommodation of Potential Upstream Development .....	45
	Responsibility for Downstream Drainage.....	45
	Storm Water Retention.....	45
	Erosion Reduction .....	46
L.	Preservation of Natural Features .....	46

ARTICLE IV SPECIAL DEVELOPMENTS.....	47
A. Planned Unit Development Subdivision Standards .....	47
B. Large-Scale Developments .....	47
C. Condominium Developments .....	47
ARTICLE V ENFORCEMENT AND PENALTIES FOR VIOLATION .....	49
ARTICLE VI ADOPTION .....	51
APPENDIX A <u>ILLUSTRATIONS</u> .....	52
1. Standard Plat Format.....	53
2. Standard Title Blocks .....	54
3. Curve Radii .....	55
4. Angle of Intersection .....	56
5. Minimum Spacing of Street Jogs .....	57
6. Cul-de-sac Designs.....	58
7. Minimum Local Street Widths .....	59
8. Minimum Collector Streets Widths.....	60
9. Local and Minor-Collector Streets Thickness Cross-Sections .....	61
10. Major-Collector Street Thickness Cross-Section.....	62
11. Curb and Gutter Details .....	63
APPENDIX B <u>FINAL PLAT CERTIFICATIONS</u> .....	64
APPENDIX C <u>CHECKLIST FOR PRELIMINARY PLAT</u> .....	68
APPENDIX D <u>CHECKLIST FOR FINAL PLAT</u> .....	70
APPENDIX E <u>SUBDIVISION INSPECTION FORM</u> .....	72
APPENDIX F <u>IRREVOCABLE STANDBY LETTER OF CREDIT</u> .....	73

## SUGGESTED STEPS FOR A DEVELOPER OF A SUBDIVISION

Throughout the following process, the owner/developer is strongly encouraged to personally participate in consultations and meetings regarding the development.

1. Confer with the Planning Commission and its Staff Planner to become thoroughly familiar with the subdivision requirements, the major road plan and other public improvements which might affect the area to be subdivided.
2. Have preliminary sketch plat prepared by a reputable state-licensed surveyor.
3. Discuss preliminary plat with staff representative. This pre-application review by a trained land planner may save the subdivider time and costly revisions as well as possible savings through better design.
4. If development will use individual septic tanks, submit plat to Tennessee Department of Environment and Conservation, which may place restrictions on number, size, and use of lots. The timing of approval by the Baxter Municipal Planning Commission is dependent on the Tennessee Department of Environment and Conservation results.
5. Submit required copies of the preliminary plat to the Planning Commission in advance of its regular monthly meeting.
6. See City Engineer, County Road Supervisor, Utility District or designated approving agent(s) for street and utility specifications. Obtain Tennessee Department of Environment and Conservation approval of water and sewer plans and submit signed plans to the Baxter Municipal Planning Commission.
7. After preliminary plat approval has been granted, develop subdivision according to preliminary plat and the required modifications, if any. Install improvements.
8. Prepare final plat.
9. Obtain signatures on certificates from street and utility officials certifying that improvements have been made (or that a financial guarantee has been established).
10. Submit final plat to the Planning Commission for approval. When approved, the Planning Commission secretary will sign the certificate of approval for recording.
11. The subdivider records the plat with the county Register of Deeds' office and is now ready to sell the lots.



SUBDIVISION REGULATIONS  
of  
The Baxter Municipal Planning Commission  
Baxter, Tennessee

**ARTICLE I      GENERAL PROVISIONS**

A.    Purpose

Land subdivision is the first step in the process of community development. Once land has been cut up 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 must be maintained 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.

The following subdivision regulations guiding the Baxter, Tennessee, Municipal Planning Commission (hereafter referred to as the Planning Commission) are designed to provide for the harmonious development of the 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 13-4-301 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 on November 2, 1995 a certified copy of the Major Street Plan in Cabinet C-4 in the office of the Register of Deeds of Putnam County, Tennessee.

C.    Jurisdiction

These regulations shall govern all subdivisions of land within the corporate limits of Baxter, Tennessee, and its planning region, as now or hereafter established.

Any owner of land within the Town of Baxter 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 herein, all words used in these regulations have their customary dictionary definitions where not inconsistent with the context. For the purpose of these regulations, certain words or terms are defined as follows:

The term "shall" or "will" is mandatory. When not inconsistent with the context, words used in the singular number shall include the plural and those used in the plural number include the singular. Words used in the present tense include the future.

1. Building permit: (Zoning Compliance Permit) A written permit issued by the Town of Baxter authorizing construction, renovation, or repairs to a structure.
2. Building setback line: A line, as required by the Baxter Zoning Ordinance, beyond which a building cannot extend. Said Ordinance establishes front, side and rear setback lines.
3. Dedication: The setting aside of land by the owner for acceptance by the public for some public use.
4. Developer: An individual, partnership, corporation, or other legal entity or agent thereof which undertakes the activities covered by these regulations. The term "developer" includes "subdivider", "owner", or "builder".
5. Easement: The right to use another person's property, but only for a limited and specifically named purpose; the owner generally continues to make use of such land since he has given up only certain, and not all, ownership rights.
6. Engineer: A qualified Civil Engineer registered and currently licensed to practice engineering in the State of Tennessee.
7. Financial guarantee for improvements: A guarantee in the form of an escrow account, letter of credit, certified check, or other method approved by the Planning Commission to ensure completion of required subdivision improvements.
8. Improvements: Physical changes made to raw land and structures on or under the land surface in order to make the land more usable for the activities of man. Typical improvements in these regulations would include but not be limited to grading, street construction, drainage, and utilities.
9. Inspection: A physical examination of an improvement, or phase of an improvement, required under the provisions of these regulations by an appropriate official to ensure that said improvement meets the required standards. Inspections must be completed on all street, drainage and utility (water and sewer) improvements.

10. Lot: A tract, plot or portion of a subdivision or other parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership or for building development.
  - a. Lot area: The computed ground area inside the lot lines.
  - b. Lot frontage: The side of the lot nearest the public street. All sides of a lot adjacent to streets shall be considered frontage.
  - b. Lot lines: Boundaries of a lot; includes front, rear, and side lot lines.
  - d. Lot width: The distance between side lot lines measured at the building setback line.
11. Major Street Plan: The official map, as adopted by the Baxter Municipal Planning Commission, on which the planned locations of present and future municipal arterial and collector streets are indicated.
12. Permanent vehicular easement: A right-of-way for vehicular traffic which is not intended to be dedicated to the local government. All permanent vehicular easements shall meet all construction requirements of a public street.
13. Planning Commission: The Baxter Municipal Planning Commission, its commissioners, officers, and staff.
14. Plat: The map, drawing, or chart on which the subdivider's plan of subdivision is presented and which he submits for approval and intends in final form to record; it includes plat, plan, plot and replot.
15. Right-of-way: A strip of land occupied or intended to be occupied by any or all of the following: a street, road, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Right-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the preparer of the plat on which such right-of-way is established and shall be covered by any necessary easements.
16. Staff Planner: The representative of the Local Planning Assistance Office serving as technical advisor for the Planning Commission.
17. Street: A public 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 public ways. Streets shall be classified as follows:

- a. Arterial: Street and highways used primarily for movement of fast or heavy traffic within and through the municipality; a secondary function is land access. These are usually shown on the Major Road Plan.
  - b. 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 municipality and connect this section with the arterial system.
  - c. Cul-de-sac: Permanent dead-end streets or courts with a paved turnaround designed so that they cannot be extended in the future.
  - d. 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.
  - e. 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.
18. STREAMS AND WATERCOURSES: FOR THE PURPOSES OF ADMINISTERING THE REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE PROGRAM, STREAMS AND WATERCOURSES SHALL CONSIST OF ALL STREAMS DEPICTED ON ANY FEMA FLOOD MAP PANEL, AS WELL AS ALL "BLUE LINE" STREAMS DEPICTED ON ANY USGS TOPOGRAPHIC QUADRANGLE SHEET.
19. Subdivision: 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 less than five (5) acres for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and when appropriate to the context, relates to the process of resubdividing or to the land or area subdivided. Section 13-4-301 and 13-3-401 of Tennessee Code Annotated.
20. SURETY INSTRUMENT: AN INSTRUMENT WITH SUM OF MONEY FIXED AS A PENALTY, BINDING THE PARTY(S) TO PAY THE SAME; CONDITIONED HOWEVER, THAT THE PAYMENT OF THE PENALTY MAY BE AVOIDED BY THE PERFORMANCE BY SOMEONE OR MORE PARTIES OF CERTAIN ACTS. THE TERM SURETY INSTRUMENT FOR THE PURPOSES OF THESE REGULATIONS INCLUDES: CASH IN A

BANK ESCROW ACCOUNT, AN IRREVOCABLE LETTER OF CREDIT, OR A CERTIFIED CHECK. THE AMOUNT OF SUCH SURETY INSTRUMENTS SHALL BE MORE THAN SUFFICIENT TO GUARANTEE TO THE GOVERNING BODY, THE SATISFACTORY CONSTRUCTION, INSTALLATION, AND DEDICATION, FREE AND CLEAR OF ALL ENCUMBRANCES, OF THE INCOMPLETE PORTION OF REQUIRED IMPROVEMENTS. SUCH SURETY INSTRUMENT SHALL COMPLY WITH ALL STATUTORY REQUIREMENTS AS ARE SET FORTH WITHIN THESE REGULATIONS.

20. Surveyor: A qualified surveyor registered and currently licensed to practice surveying in the State of Tennessee.
21. Utility: A service to the public; including, but not limited to, sanitary and storm sewers, water, electric power, gas, telephone and other communication means, police and fire protection, garbage collection, mail, and street lighting.
22. Warranty of Improvements: A surety in the form of an escrow account, letter of credit, certified check, or other method approved by the Planning Commission to warranty improvements made under the provisions of these regulations for a specified period of time.
23. Zoning Ordinance: The zoning regulations adopted by the Town of Baxter, Tennessee.

E. Variances

1. General: Where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to these Subdivision Regulations so that substantial justice may be done and the public interest secured, provided that such variance shall not have the effect of nullifying the intent and purpose of these regulations; and further provided the Planning Commission shall not approve variances unless it shall make findings based upon the evidence presented to it in each specific case that:
  - a. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property;
  - b. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property;
  - c. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out;

- d. The variances will not in any manner vary the provisions of the Zoning Ordinance.
2. Conditions: In approving variances, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.
3. Procedures: A petition for any variance shall be submitted in writing by the subdivider at the time when the preliminary plat is filed for consideration by the Planning Commission. Said petition shall state fully the grounds for the application. Each request for a variance shall be specifically applied for in the numerical order of the subdivision regulations.

F. Relationship to Zoning Ordinance and other Regulations

1. No final plat of land within the force and effect of the Baxter Zoning Ordinance shall be approved unless it conforms to such ordinance.
2. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in the zoning regulations, building code, or other official regulations, the highest standard shall apply.

G. Separability

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 Baxter Municipal Planning Commission to adopt each and every provision of these regulations separately.

H. Repeal of Previous Regulations

All subdivision regulations previously adopted by the Baxter Municipal Planning Commission are hereby repealed as of the adoption and effective date of these regulations.

I. Amendments

Before adoption of any amendments to this document, a public hearing shall be held by the Planning Commission as provided in Section 13-4-303, Tennessee Code Annotated.

## ARTICLE II      PROCEDURE FOR PLAT APPROVAL

The procedure for review and approval of a subdivision plat consists of four (4) basic steps. (1) The initial step is the pre-development conference with the Staff Planner for the Planning Commission for advice and assistance. (2) The second step is the preparation and submission to the Planning Commission of a Preliminary Plat of the proposed subdivision. (3) The third step is to construct or install improvements such as streets, fire hydrants and utility lines. (4) The fourth 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 Putnam County Register of Deeds when duly signed by the secretary of the Planning Commission.

### A.      General

1.      Any owner of land lying within the area of jurisdiction of the Planning Commission who wishes to divide land into two (2) or more lots, sites, or other divisions requiring any new street or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, or who wishes to resubdivide an existing subdivision lot(s) for this purpose, shall submit a plan of such proposed subdivision to the Planning Commission for approval and shall obtain such approval prior to the filing of his subdivision plat for record and prior to selling or giving a deed for any lot.

Any such plat of subdivision shall conform to the minimum standards of design for the subdivision of land as set forth in Article III of these standards and shall be presented in the manner specified in the following sections of this Article. No plat of a subdivision of land within the area of planning jurisdiction shall be filed or recorded by the Register of Deeds without the approval of the Planning Commission as specified herein.

2.      In order to secure review and approval by the Planning Commission of a proposed subdivision, the prospective subdivider shall, prior to the making of any street improvements or installations of utilities, meet informally with the Staff Planner for a pre-development conference. The developer shall then submit to the Planning Commission a preliminary plat, and other required information, as provided in Sections C and D of this Article. On approval of said preliminary plat, the developer may proceed with the construction of improvements as set forth in Article III, and with the preparation of the final plat and other documents required in connection therewith as specified in Sections E and F of this Article. In no case shall a preliminary plat be presented in sections.
3.      Omission of Preliminary Plat

The preliminary plat may be omitted and only a final plat submitted, IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

- a.      The proposed subdivision does not contain more than five (5) lots, sites, tracts, or divisions.

- c. All public improvements as set forth in Article III are already installed. (Any construction, installation, or improvement of public improvements shall require the submission of a preliminary plat.) The Tennessee Department of Environment and Conservation has approved the lots for septic systems, if applicable.
  - c. The subdivider has consulted informally with the Staff Planner for advice and assistance, and it is agreed upon by the Planning Commission that a preliminary plat is unnecessary prior to submission of the final plat and its formal application for approval.
4. The owner or his authorized representative must be present at preliminary plat review and approval and final plat review and approval. In his absence, the property owner may be represented by his agent or representative who shall present written authorization.
  5. No final subdivision plat shall be approved by the Planning Commission or accepted for record by the Putnam County Register of Deeds until the required improvements listed shall be constructed in a satisfactory manner and approved by the local approving agent. In lieu of such prior construction, the Planning Commission may accept certain forms of financial guarantees (See Section G-9 of this Article) in amounts equal to the estimated cost of installation of the required improvements, whereby improvements may be made and utilities installed without cost to the Town of Baxter in the event of default by the subdivider.

B. Filing Fee

(Reserved)

C. Plat Standards

1. State Standards Shall Apply

All plats submitted to the Baxter Municipal Planning Commission for consideration shall meet the accuracy standards for an Urban and Subdivision Survey (Category 1) as established by the Tennessee Board of Examiners for Land Surveyors (January, 1992 Revised). Said regulations state:

"For Category 1 surveys in Tennessee, the angular error of closure shall not exceed 15 seconds times the square root of the number of angles turned. The linear error of closure shall not exceed 1 foot per 10,000 feet of perimeter of the lot of the land (1 : 10,000). When very small lots are encountered, the allowable error shall not exceed 1/10 of a foot of positional accuracy per corner."

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. Sheet Format

All preliminary and final plats submitted to the Baxter Municipal Planning Commission for consideration shall be in a format consistent with the example of the acceptable sheet format depicted on Illustration 1 in Appendix A and shall:

- a. Be generally drawn to a scale of not less than 1" = 50', with any plat scaling less than 1" = 100' not being acceptable. When more than one sheet is required, an index sheet of the same size drawn at an easily read scale shall be filed showing the entire subdivision with the sheets lettered in alphabetical order as a key.
- b. Be either 18" x 24" or 24" x 36" in size.
- c. Contain in the lower right-hand corner a standard title block, (See Illustration 2 in Appendix A), which includes:
  - (1) Name of subdivision
  - (2) Names, addresses, and phone numbers of developer, surveyor, and engineer (if applicable)
  - (3) Scale of drawing
  - (4) Acreage to be subdivided
  - (5) Number of lots to be created
  - (6) Appropriate reference(s) to the Putnam County Tax Maps
  - (7) Date plat was prepared
- d. Contain in the upper right-hand corner a location map, a graphic scale and an approximate north arrow.

## D. Preliminary Plat Requirements

In addition to being prepared to the prescribed format, each Preliminary Plat shall contain the following information as may be appropriate:

1. The location of all existing and proposed property lines, streets, water courses, railroads, sewer lines, water lines, drain pipes, bridges, culverts, and easements for existing utilities (water, sewer, gas, electricity, etc.) or other features. Existing features shall be distinguished graphically from those which are proposed.
2. The present zoning classification (if any) both of the land to be subdivided and of adjoining lands, the names of adjoining property owners or subdivisions, the name of the applicable water district, and the size of existing water and sewer lines.
3. Plans, prepared by the developer's engineer, of proposed sewer and water systems showing connections to the existing or any



proposed utility systems, including line sizes, location of hydrants and manholes. When sewer connections are not accessible, as discussed in Article III, Section H, any land on which an individual sewage disposal system is proposed must be reviewed and approved by the COUNTY ENVIRONMENTALIST.

4. The proposed street names, and the location, width, and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines, and building setback lines.
5. Topographical contours at vertical intervals of not more than five (5) feet, AS WELL AS THE LOCATION OF SINK HOLES AND OTHER PREDOMINANT GEOLOGICAL AND SUBSURFACE CHARACTERISTICS.
6. Center line profiles for all proposed streets and, where required by the city or its engineer, cross-sections of proposed streets based on 50 foot stations.
7. If required by the Planning Commission: location and results of tests made to ascertain subsurface soil, rock, and ground water conditions; depth of ground water unless test pits are dry at a depth of five (5) feet; and location and results of soil percolation tests, if individual sewage disposal systems are proposed.
8. If any portion of the land proposed for subdivision lies within a floodable area, as determined by an official Flood Hazard Boundary Map or Flood Insurance Rate Map, that portion shall be so indicated ALONG WITH THE APPLICABLE 100 YEAR FLOOD ELEVATION.
9. A GENERALIZED drainage plan showing proposed modifications to the flow of water across the site or to and from adjoining properties. The City or its engineer may require the submission of more detailed information including, but not limited to, a final grading plan for all or a portion of the site, and calculations describing the existing and proposed volumes of water to be discharged from the site.

E. Procedure for Preliminary Plat Review

The following procedure shall apply for the review of all Preliminary Plats:

1. At least 7 days prior to the meeting at which it is to be considered, the subdivider shall submit to the Baxter City Hall or to the Staff Planner five (5) copies of any required preliminary plat of a proposed subdivision. If necessary the developer should provide copies to the Tennessee Department of Environment and Conservation. The Office of Codes Enforcement will give copies of the plat to the Staff Planner for review and distribute copies to all applicable utilities and departments (water, sewer, fire, telephone, street, electric, or gas, as necessary).

2. The Staff Planner for the Planning Commission shall review the preliminary plat for conformance with the specifications and standards of these regulations.
3. The preliminary plat shall be presented by the developer or his designated representative to the Planning Commission at its next meeting for a review period not to exceed 30 days. The developer should be physically present at the meeting(s) to answer questions and hear suggestions about his proposed development or be represented by an authorized agent as discussed in Article II, Section A(4).
4. Within 30 days after submission of the preliminary plat to the Planning Commission for consideration, the Planning Commission shall approve or disapprove said plat. Failure of the Planning Commission to act on the preliminary plat within the 30-day period will be deemed approval of this plat. 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 shall be indicated.
5. If a plat has been disapproved, a new plat may be presented as though no previous plat had been submitted. If a plat has been approved, or approved subject to modifications, and the subdivider desires to make substantial modifications other than those already required by the Planning Commission, a new preliminary plat must be submitted, which is subject to the same regulations and procedures as though no previous plat had been submitted, except that a certification to the effect that the previous plat has been withdrawn must be submitted. If the Tennessee Department of Environment and Conservation rejects any lot(s) or recommends any alteration of lot size or shape, the Planning Commission may require the plat to be resubmitted for preliminary plat review.
6. Two (2) copies of the preliminary plat will be retained in the Planning Commission files, copies shall be retained by the applicable utility departments, and one copy shall be returned to the subdivider with any notations at the time of approval or disapproval and the specific changes, if any, required.
7. The approval of the preliminary plat by the Planning Commission shall not constitute acceptance of any final plat.
8. The approval of the preliminary plat shall terminate unless a final plat based thereon is submitted within one (1) year from the date of such approval; provided, however, that an extension of time can be applied for by the developer and granted by the Planning Commission. If no work has begun to install improvements and if an approved final plat has not been financially guaranteed, and the Baxter Municipal Subdivision Regulations have changed, the subdivision must meet the new regulations.

F. Final Plat Requirements

1. The final plat shall conform substantially to the approved preliminary plat. Any alterations or deviation from the preliminary plat should be discussed with the Staff Planner to determine if the changes require new preliminary plat review.
2. If the subdivision is to be developed in phases and the final plats submitted as portions or sections of the preliminary plat, the sections must be identified by alphabetical characters, following the name of the subdivision as initially submitted or as approved on preliminary.
3. A final plat will not be acceptable for submission unless it meets all required standards of design, and contains all required information, or contains a written request for a variance for each specific deviation from requirements.
4. In addition to being prepared in the prescribed format, each Final Plat shall contain the following information:
  - a. The right-of-way and pavement lines of all streets and roads; the size and location of installed and/or preexisting water and sewer mains; alley lines; hydrant locations; lot lines; building setback lines; any easements for rights-of-way 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 use, with notes stating their purpose and limitations, AS WELL AS THE APPLICABLE 911 PROPERTY NUMBER(s).
  - b. A statement of the restrictions for all easements and right-of-ways indicating the following:
    - (1) No permanent structure such as a deck, patio, garage, carport or other building shall be erected within the limits of any easement shown on this plat.
    - (2) No excavation, filling, landscaping or other construction shall be permitted in any drainage easement shown on this plat if such excavation, filling, landscaping or other construction will alter or diminish the flow of water through said easement.
    - (3) All driveways, entrances, curb cuts or other points of ingress or egress to the lots shown on this plat shall be in accordance WITH ANY OTHER ADOPTED ZONING REGULATIONS AND/OR rules and regulations of the Town of Baxter; contact the City or its engineer for information.
    - (4) The placing of pipe within or otherwise filling of ditches within the right-of-way shown on this plat is

prohibited without the approval of the Town of Baxter;  
contact the City or its engineer for information.

- 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. This shall include 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.
- c. All dimensions to the nearest one-hundredth (100th) of a foot and angles to the nearest 20 seconds.
- d. Location and description of all bench marks, monuments and corner markers.
- e. The names and locations of adjoining subdivisions and streets and the location, ownership of adjoining unsubdivided property, AND DEED BOOK AND PAGE NUMBERS.
- f. If any portion of the land being subdivided is subject to flooding or is in a FEMA identified flood hazard area, it shall be indicated on the final plat, ALONG WITH THE ELEVATION OF THE 100 YEAR FLOOD, AND THE MINIMUM FINISHED FLOOR ELEVATIONS OF ALL LOTS LOCATED WITHIN THE 100 YEAR FLOODPLAIN.
- g. TRAFFIC STUDY IMPROVEMENTS, IF A TRAFFIC STUDY IS REQUIRED.
- h. GEOTECHNICAL REQUIREMENTS, WHEN APPLICABLE.
- i. SPECIAL REQUIREMENTS OF THE COUNTY ENVIRONMENTALIST AND/OR THE STATE GEOLOGIST, WHEN APPLICABLE.
- j. If this is a resubdivision of a previously recorded subdivision, provide plat book and page of last subdivision plat being amended.
- k. Standard plat certifications as may be appropriate to the context of the subdivision (See Article II, Section G (10) below).

G. Procedure for Final Plat Review

The following procedure shall apply for the review of all Final Plats:

1. Final plats should be submitted at least 7 days prior to the Planning Commission meeting. If the developer has obtained the signatures of utility and road officials because improvements have been completed or were not required, he should provide those officials with a copy of the plat, and submit four (4) copies to the Town Hall or Staff Planner. The submission of the final plat to OTHER CITY DEPARTMENTS AND UTILITIES AGENCIES shall not constitute submission of the final plat for consideration by the Planning Commission.
2. The Staff Planner for the Planning Commission shall review the final plat for conformance with the specifications and standards of these regulations.
3. The official submission of the final plat to the Planning Commission is considered to be the first Planning Commission meeting at which the plat is presented for consideration, with the developer or his authorized representative present to answer questions and provide information. The Planning Commission may review the plat for a 30-day period.
4. The Planning Commission shall approve or disapprove the final plat within 30 days after its submission for consideration. Failure of the Planning Commission to act on the final plat within this 30-day period shall be deemed approval of it. If the plat is disapproved, the grounds for disapproval shall be stated upon the records of the Planning Commission.
5. When the plat has been approved by the Planning Commission, the original will be returned to the subdivider with the approval of the Planning Commission certified thereon, for filing with the county register of deeds as the official plat of record; two (2) copies will be retained in the records of the Baxter Municipal Planning Commission and one (1) copy will be returned to the developer for his records.
6. Approval of the final plat by the Planning Commission shall not constitute the acceptance by the public of the dedication of any streets or other public way or ground.
7. The Planning Commission shall require that an accurate map ("as-built" drawings) of all water lines, valves, fire hydrants, sewer lines and appurtenances be supplied by the developer to the Town of Baxter as a condition for final approval of any plat. WHEN AN ACCEPTABLE SURETY INSTRUMENT HAS BEEN POSTED WITH THE TOWN, TO ENSURE THE SUBSEQUENT INSTALLATION OF ALL REQUIRED IMPROVEMENTS, SUCH INSTRUMENT SHALL NOT BE RELEASED UNTIL STAMPED AND SIGNED "AS-BUILT" ENGINEERING PLANS ARE SUPPLIED TO THE TOWN.

8. Approval of the final plat can not be given until completion and approval of all required improvements, OR UNTIL A SURETY INSTRUMENT IS POSTED WITH THE TOWN TO ENSURE THAT ALL NECESSARY IMPROVEMENTS ARE INSTALLED. SUCH SURETY INSTRUMENT SHALL BE POSTED WITH THE TOWN PRIOR TO THE APPROVAL OF THE FINAL PLAT. These improvements are to be installed in accordance with Article III. The required improvements must be approved by the person(s) designated by the City and/or a representative of the appropriate utility or road department, and then be reported to the Planning Commission. The required improvements include:
- a. Iron pins
  - b. Storm drainage system
  - c. Street grading and paving\*
  - d. Sidewalks (if required)
  - e. Water supply system lines and laterals
  - f. Sewage collection lines and laterals (if applicable)
  - g. Driveway cuts with culverts (homes to be built by developer)
  - h. Fire hydrants
  - i. Any other improvements that may be required by the Planning Commission

\*PLEASE NOTE THAT UNDER NO CIRCUMSTANCES SHALL STREETS BE PAVED, PRIOR TO THE INSTALLATION OF ALL REQUIRED UTILITIES TO BE LOCATED WITHIN THE ROADBED.

9. Financial Guarantees in Lieu of Improvements

- a. Conditions may exist whereby a developer may be unable to install all improvements before requesting final plat approval. In lieu of the installation of all improvements, the Planning Commission may accept one of the following forms of financial guarantees, whereby in the event of default by the developer, improvements and utilities can be made without cost to the city:
  - (1) The establishment of cash in a bank escrow account WITHIN A BANK SITUATED IN PUTNAM COUNTY in the full amount of the estimated cost of required improvements plus 10% yearly inflation factor.
  - (2) An Irrevocable Letter of Credit, issued by a LOCAL Bank or Savings and Loan, LOCATED IN PUTNAM COUNTY signed by two officers, to cover the full amount of the estimated cost of improvements plus 10% yearly inflation factor. SUCH LETTER OF CREDIT SHALL BE SATISFACTORY TO THE CITY ATTORNEY AS TO FORM, SUFFICIENCY, AND MANNER OF EXECUTION, AND SHALL BE ISSUED SOLELY BY COMMERCIAL BANKS AND FEDERALLY CHARTERED SAVINGS AND LOAN

ASSOCIATIONS LOCATED IN PUTNAM COUNTY, TENNESSEE. (SEE APPENDIX F FOR RECOMMENDED FORMAT).

- (3) A certified check DEPOSITED WITHIN A BANK OR SAVINGS AND LOAN AGENCY LOCATED IN PUTNAM COUNTY in the full amount of the estimated cost of required improvements, plus 10% to cover the yearly inflation factor.
- c. In determining the basic cost of improvements 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. The Planning Commission may determine the base cost by receiving information and/or bids from recognized contractors. If the developer provides the bid or estimated cost of improvements, the Planning Commission must determine that the contractor will guarantee the cost for at least the term of the guarantee plus two months.
- c. At the time of acceptance of a guarantee, the Planning Commission shall specify the specific length of time WHICH SHALL BE NO LESS THAN A ONE (1) YEAR PERIOD OF TIME before the city would take legal steps to cash it. IN NO INSTANCE SHALL THIS PERIOD EXCEED A TWO (2) YEAR PERIOD.
- d. No financial guarantee shall be partially withdrawn by the developer during the construction period to pay for development costs except in the case of a final payment made after final inspection and approval by the Planning Commission, or except in the case where a developer is postponing binder surface paving on a street until after a winter settling period for the completed and approved gravel base. IN THIS CASE, AS A COROLLARY TO THE RELEASE OF THE SURETY INSTRUMENT, MONEY MAY BE SET ASIDE IN AN ESCROW ACCOUNT TO ACCOMMODATE ANY SEASONAL DELAY.

10. MAINTENANCE OF IMPROVEMENTS

THE APPLICANT SHALL BE REQUIRED TO MAINTAIN ALL IMPROVEMENTS INCLUDING ALL LOT IMPROVEMENTS, UNTIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS BY THE GOVERNMENTAL BODY.

IF THERE ARE INADEQUATE CONSTRUCTION ACCESS WAY ROUTES SERVING THE SUBDIVISION, AS DISCUSSED IN SUBSECTION 17 OF SECTION D WITHIN ARTICLE III HEREIN, THE APPLICANT MAY BE REQUIRED TO FILE A MAINTENANCE BOND WITH THE GOVERNING BODY IN AN AMOUNT CONSIDERED ADEQUATE BY THE CITY ENGINEER OR APPROPRIATE GOVERNMENTAL REPRESENTATIVE AND

IN A FORM SATISFACTORY TO LEGAL COUNSEL, IN ORDER TO ASSURE THE SATISFACTORY CONDITION OF THE REQUIRED IMPROVEMENTS, INCLUDING ALL LOT IMPROVEMENTS, FOR A PERIOD OF ONE YEAR FOLLOWING THE RELEASE OF THE SURETY INSTRUMENT GUARANTEEING THE INITIAL INSTALLATION OF ALL REQUIRED PUBLIC IMPROVEMENTS. THE MINIMUM AMOUNT OF A MAINTENANCE BOND PERTAINING TO PUBLIC WAYS SHALL NOT BE LESS THAN TWENTY (20%) OF THE AMOUNT OF THE PREVIOUSLY FILED SURETY INSTRUMENT DEVOTED TO THE CONSTRUCTION OF ALL REQUIRED PUBLIC WAYS. FINAL INSPECTION, DEDICATION, AND OFFICIAL ACCEPTANCE OF ALL PUBLIC IMPROVEMENTS SHALL OCCUR NO SOONER THAN TWELVE (12) MONTHS OF THE DATE OF ISSUANCE OF SAID MAINTENANCE BOND.

11. ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

WHERE SURETY INSTRUMENTS HAVE BEEN REQUIRED FOR A SUBDIVISION, OR ANY SECTION OF A SUBDIVISION AND SUCH ARE DETERMINED TO BE IN DEFAULT, THE ENFORCING OFFICER SHALL NOT ISSUE A BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY FOR ANY BUILDING IN THE SUBDIVISION OR ANY AFFECTED SECTION THEREOF, PRIOR TO THE COMPLETION AND DEDICATION OF THE IMPROVEMENTS TO THE APPROPRIATE GOVERNMENTAL UNIT, AS REQUIRED IN THE PLANNING COMMISSION'S RESOLUTION OF FINAL APPROVAL OF THE SUBDIVISION PLAT.

THE EXTENT OF PUBLIC WAY IMPROVEMENTS SHALL BE ADEQUATE FOR VEHICULAR ACCESS BY THE PROSPECTIVE OCCUPANCY AND BY POLICE AND FIRE EQUIPMENT, PRIOR TO THE ISSUANCE OF ANY OCCUPANCY CERTIFICATE. THUS, NO OCCUPANCY PERMIT SHALL BE ISSUED WITHIN THE SUBDIVISION, OR ANY SECTION OF SUBDIVISION UNTIL AN ACCEPTABLE GRAVEL ROADWAY BASE HAS BEEN INSTALLED. MOREOVER, NO OCCUPANCY PERMIT SHALL BE ISSUED TO ANY DWELLING UNIT THAT IS NOT DIRECTLY TIED ONTO A PUBLIC WATER SYSTEM.

NO BUILDING PERMIT SHALL BE ISSUED FOR THE FINAL TEN (10) PERCENT OF LOTS IN A SUBDIVISION, OR WITHIN ANY SECTION OF SAID SUBDIVISION, OR IF TEN (10) PERCENT BE LESS THAN TWO (2) LOTS, FOR THE FINAL TWO (2) LOTS OF A SUBDIVISION, UNTIL ALL PUBLIC IMPROVEMENTS REQUIRED BY THE PLANNING COMMISSION'S RESOLUTION OF FINAL PLAT APPROVAL HAVE BEEN FULLY COMPLETED,



DEDICATED, AND ACCEPTED BY THE GOVERNMENTAL BODY. MOREOVER, THE ASPHALTIC BASE OR BINDER SHOULD BE COMPLETELY INSTALLED BY THE TIME FIFTY (50) PERCENT OF THE BUILDING PERMITS IN THE APPLICABLE SECTION OF THE SUBDIVISION ARE ISSUED. THE PLANNING COMMISSION HAS THE DISCRETION, HOWEVER, TO REQUIRE THAT THE BINDER BE INSTALLED BEFORE FIFTY (50) PERCENT OF SAID BUILDING PERMITS ARE ISSUED, IN ORDER TO ALLOW THE BINDER TO PROPERLY SETTLE PRIOR TO THE APPLICATION OF THE ASPHALTIC SURFACE COAT.

12. Certifications (See Appendix B for Forms)

IN ALL CASES, CERTIFICATES 1, 2, 6 AND 7 SHALL BE PRESENT AND SIGNED ON THE ORIGINAL FINAL PLAT, BEFORE THE PLANNING COMMISSION SECRETARY SIGNS THE PLAT FOR THE RECORDING OF THE PLAT AT THE REGISTER OF DEED'S OFFICE. IN ADDITION, EITHER CERTIFICATE 3A OR 3B, 4A OR 4B, AND 5A OR 5B MUST BE SHOWN ON THE PLAT. IF THERE ARE ANY QUESTIONS IN THIS REGARD, the developer shall check with the Staff Planner as to which certificates shall be depicted on the final plat.

Form 1) Certificate of Ownership and Dedication-Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use.

Form 2) Certificate of Accuracy & Precision-Certification by surveyor of accuracy of survey and plat and placement of monuments.

Form 3A) Certificate of General Approval for Installation of Subsurface Sewage Disposal Systems-This certification to be used if any lots will use septic tanks, and must be signed by an appropriate representative of the Tennessee Department of Environment and Conservation before presentation to Planning Commission for final approval.

Form 3B) Certificate of Approval of Sewage Collection Facilities-This certification is to be used for any lots connected to or proposed to be connected to Baxter sewer system. Part (1) pertains to sewer facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements.

Form 4A) Certificate of Approval of Water Lines-This certification is to be used for any lots where new water lines or hydrants have been (or will be) installed. Part (1) pertains to water facilities installed whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. This would be signed by an official of the applicable water service district.

Form 4B) Certification of Existing Water Lines and/or other Utilities-This certification is to be used for any lots served by and connected to previously existing water and/or sewer lines. This would be signed by an official of the applicable utility.

Form 5A) Certificate of Streets and Drainage System-This certification is to be used for any lots served by new streets, drainage system, etc., recently installed or to be installed, in conformance to Planning Commission regulations, with signature by applicable official.

Form 5B) Certificate of Existing Road(s)-This certification is to be used for a subdivision which does not involve new road construction but which fronts on an existing road. That road may not meet Planning Commission requirements.

Form 6) Certificate of Approval for Recording-Certification by Planning Commission Secretary that plat has been approved by the commission. In all cases this certification will be signed only after all other certificates have been signed and after final approval has been granted by the Planning Commission.

#### H. Inspections Procedures

1. The developer shall notify the City or its engineer when work on streets and/or utilities is to begin and the anticipated schedule for the preparation of subgrade and road base, installation of drainage and underground utilities, and binder surfacing of the road. Since the inspections need to be made periodically during the entire process, communication with the City is essential to make the process move as smooth as possible.
2. The developer shall notify the City or its engineer at least 24 hours in advance of the needed inspection on:
  - a. Street grading, preparation of subgrade, and installation of the drainage system.
  - b. Installation and pressure testing of water mains, water stubs, sewer lines, and any other underground utility lines.
  - c. Pavement base. Inspection includes checking thickness of gravel every 500 feet at random points across width.
  - d. Prime coat, binder course and drainage system.
3. Throughout the construction period, the City or its engineer will keep a log of findings and periodically report the status to the Planning Commission and Staff Planner. Problems should be brought to the attention of the Planning Commission immediately.
4. Upon completion of steps a-d listed above, 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.

5. If a guarantee is 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 written reports to that effect.
6. No improvements will be accepted by the Town of Baxter that have not been inspected and deemed acceptable by the appropriate representatives of the City.

I. Recording of Final Plat

Upon approval of the final plat and the signing of the appropriate certificates affixed thereto, it shall be the responsibility of the developer to ensure that said plat is placed upon the records of Register of Deed's Office of Putnam County, Tennessee.

J. Grounds for Denying Plat Approval

The Baxter Municipal Planning Commission shall 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 for which:

1. Has an inadequate supply of water available to provide adequate fire protection;
2. 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 school buses, garbage trucks, fire trucks or other equipment; or
3. The approval of said plat will in the opinion of the Planning Commission be detrimental to the health and safety of the public.

## **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

#### 1.      Land Physically Unsuited for Subdivision

- a.      Land where flooding, bad drainage, steep slopes, rock formations, SINKHOLES and other such features which may endanger health, life, or property, aggravate erosion, increase public funds for supply and maintenance of services. IN ALL CASES WHERE POTENTIALLY DANGEROUS OR DAMAGING GEOLOGICAL CONDITIONS SUCH AS SINK HOLES ARE PRESENT WITHIN THE BOUNDARIES OF PLATTED LOTS, A NOTATION SHALL BE PLACED ON THE FINAL SUBDIVISION PLAT REQUIRING A GEOTECHNICAL REPORT BE PREPARED BY A LICENSED PROFESSIONAL, PRIOR TO THE ISSUANCE OF BUILDING PERMITS ON SAID LOTS.
- b.      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.

#### 2.      Land Unsuited Located for Subdivision

- a.      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. IN ALL CASES WHEREIN THE PLANNING COMMISSION DETERMINES THAT THE LOCATION AND DESIGN OF ANY STREETS(S) TRAVERSING AND/OR ACCESSING THE PROPOSED SUBDIVISION OR SECTION THEREOF AND/OR THE NUMBER OF LOTS THEREIN REQUIRES A TRAFFIC STUDY TO BE PREPARED BY A LICENSED TRAFFIC ENGINEER, A NOTATION SHALL BE PLACED ON THE FINAL PLAT REQUIRING THE IMPROVEMENTS AND FINDINGS OF SAID TRAFFIC STUDY TO BE IMPLEMENTED AND CONSTRUCTED, PRIOR TO FINAL

PLAT APPROVAL, OR BONDED AS A PART OF THE  
CERTIFICATE OF APPROVAL OF PUBLIC WAYS.

- b. Land unsuitable for subdividing is also that 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

1. The purpose of this section is for the review of subdivision proposals to determine whether such proposals will be reasonably safe from flooding. In order to accomplish this, the following regulations shall apply:
2. Definition of Land Subject to Flooding
  - a. For the purpose of these regulations, land subject to flooding shall be defined as those areas within Baxter shown as Special Flood Hazard Areas (Zone A, AE or X) on the Flood Insurance Rate Maps for Putnam County dated October 21, 1977, or any subsequent amendment or revision to said maps.
  - b. In addition, along all other streams and water courses not shown as floodable by the Flood Hazard Boundary Maps or Flood Insurance Rate Maps, all land within 30 feet of the top of the bank is considered to be subject to flooding.
3. Regulations for Subdivisions Containing Land Subject to Flooding
  - a. All subdivision proposals shall be consistent with the need to minimize flood damage.
  - b. All creeks, lakes, ponds, sinkholes or other drainage areas shall be shown on the preliminary and final subdivision plat.
  - c. Every lot platted shall have a flood-free building site.
  - d. All subdivision proposals shall have public utilities and facilities, such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.
  - e. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
  - f. Base flood elevation data shall be provided for all subdivision proposals containing land subject to flooding.

g. Utilities

- (1) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- (2) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration.
- (3) If on-site 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.

h. Fill

- (1) 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 engineers, (NO LESS THAN THE 100 YEAR FLOOD ELEVATION), provided such use of fill does not endanger health, life, or property or restrict the flow of water or increase flood heights. AT A MINIMUM, FILL SHALL BE EXTENDED FOR A DISTANCE OF NO LESS THAN TWENTY-FIVE (25) FEET BEYOND THE LIMITS OF ALL PRINCIPAL STRUCTURES, LOCATED ON SUBDIVIDED FLOODPRONE LOTS. Lots on fill will not usually be approved for septic tank drain fields. In order to be considered for development such lots must be served by a public sewer system.
- (2) No fill shall be placed in the floodway of the stream and if undetermined no closer than 30 feet from the top of the bank of any stream or water course unless the subdivider demonstrates that a lesser distance (but not less than 15 feet) is adequate based on watershed area, the probable runoff, and other topographic and hydraulic data prepared by engineers.
- (3) 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.

C. MONUMENTS

A MINIMUM OF THREE (3) PERMANENT CONTROL MONUMENTS, CONTAINING BOTH VERTICAL AND HORIZONTAL DATA, SHALL BE LOCATED WITHIN EACH SUBDIVISION WHERE NEW ROADS ARE TO BE CONSTRUCTED. SUCH MONUMENTS SHALL BE CONSTRUCTED

OF STONE OR CONCRETE NOT LESS THAN THIRTY (30) INCHES IN LENGTH; NOR LESS THAN FOUR (4) INCHES SQUARE OR FIVE (5) INCHES IN DIAMETER; AND MARKED ON TOP WITH A CROSS, BRASS PLUG, IRON ROD, OR OTHER DURABLE MATERIAL SECURELY EMBEDDED, AND SHALL HAVE HORIZONTAL COORDINATES AND VERTICAL ELEVATIONS SHOWN ON THE FINAL PLAT. REFERENCE NOTES (field ties) DEFINING MAGNETIC BEARINGS AND DISTANCES TO THE NEAREST ESTABLISHED STREET LINE OR OFFICIAL BENCHMARK SHALL BE ACCURATELY DESCRIBED ON THE PLAT. ALL CONTROL MONUMENTS SHALL BE LOCATED WITHIN DEDICATED RIGHT-OF-WAY ALONG CURVE POINTS OR LOT LINES AND WITHIN LINE OF SIGHT OF ONE ANOTHER. ALL VERTICAL DATA SHALL BE REFERENCED TO THE 1929, DATUM ESTABLISHED BY U.S.G.S. THESE MONUMENTS ARE TO BE PLACED NEAR THE ENTRANCE TO THE SUBDIVISION AND, IF POSSIBLE WITHIN A NON-FILL AREA OR BE AFFIXED TO NATURAL ROCK OUTCROPS. THE LOCATION OF ALL CONTROL MONUMENTS SHALL BE DESCRIBED ON THE FINAL PLAT WITH WORDS AND SYMBOLS THAT FACILITATE LOCATING THEM AT THE SITE. All lot corners shall be marked with iron pins or pipe not less than three-fourth (3/4) inches in diameter and 24 inches long and driven so as to be flush with the finished grade.

D. Streets - Design Standards

The following standards shall apply for the design of all streets in subdivisions located in the Baxter Planning Region.

1. General Standards of Design

a. 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 curvi-linear street layout will be encouraged by the Planning Commission.

b. Conformity to the Major Street Plan

The location and width of all streets and roads shall conform to the official Major Street Plan. The latest Major Street Plan Map is on file in the Office of the Putnam County Register of Deeds.

Where a street designated by the Major Road Plan as a "Proposed Road" crosses the proposed site of subdivision, right-of-way sufficient to meet the design standards for the functional classification of said street shall be dedicated to the public and shown on said plat.

c. 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.

d. 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.

e. 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. Minimum Street Right-of-Way Widths

The minimum width of the street right-of-way, measured from lot line to lot line, shall be as shown on the Major Street Plan, or if not shown on such plan, shall be not less than as listed below.

- a. Local Streets.....50 feet
- b. Cul-de-sacs (diameter) ..... 100 feet (110)\*
- c. Collector Streets .....50-60 feet
- d. Industrial Streets.....60 feet
- e. Arterial Streets and Highways.....80-150 feet



\*ON ALL DEAD-END SINGLE OUTLET STREETS LONGER THAN SEVEN-HUNDRED AND FIFTY (750) FEET, THE RIGHT-OF-WAY DIAMETER OF CUL-DE-SAC SHALL BE INCREASED TO ONE-HUNDRED AND TEN (110) FEET.

3. Minimum Street Surfacing Widths

The minimum street surfacing widths shall be as follows:

- a. Local Streets.....20 feet
- b. Cul-de-sacs (diameter) .....80 feet (90 feet)\*
- c. Collector Streets  
Minor.....24 feet
- d. Industrial .....24 feet
- e. Arterial Streets and Highways.....48 feet  
(Not usually installed by the developer)

\*ON ALL SINGLE OUTLET, DEAD-END STREETS LONGER THAN SEVEN-HUNDRED AND FIFTY FEET (750), THE PAVED DIAMETER OF THE CUL-DE-SAC SHALL BE INCREASED TO NINETY (90) FEET.

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 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.

4. Additional Right-of-Way on Existing Streets

Plats for subdivisions that abut existing streets shall show the dedication of additional right-of-way to meet the minimum right-of-way width requirements.

- a. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.
- b. 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.

5. Substandard Existing Streets

The subdivision of property abutting existing streets that do not meet the minimum construction standards of these regulations shall generally be prohibited. Should improvements to the existing street be required in order to meet the demands of the proposed subdivision, the cost of said improvements shall be borne by the developer unless determined otherwise by the Town of Baxter.

6. Street Grades

- a. Grades on major streets shall not exceed seven (7) percent; grades on other streets shall not exceed 12 percent. No more than three (3) percent grade within 100 feet of any intersection with a collector or arterial street will be allowed and no more than 50 feet of any intersection with a minor residential or rural street.
- b. Upon preliminary plat approval, if the street grade appears questionable, a street grade profile map may be required for the questionable area before approval of final plat.
- c. Every change in grade shall be connected by a vertical curve constructed so as to afford a minimum sight distance of 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.
- d. Profiles of all streets showing natural and finished grades drawn to a scale of not less than one (1) inch equals 100 feet horizontal, and one (1) inch equals 20 feet vertical, may be required by the Planning Commission.

7. Curves

a. 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 60 feet or more in width, the center line radius of curvature shall be not less than 300 feet; on other streets it shall be not less than 100 feet.

b. Tangents

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

- c. Curve radii at street intersections shall not be less than 20 feet. (See Illustration 3 in Appendix A). Where the angle of street intersection is less than 75 degrees the Planning

Commission may require a greater curb radius. ON COLLECTOR, ARTERIAL, AND INDUSTRIAL STREETS, THE RETURN RADIUS OF CURBS SHALL BE AT LEAST TWENTY-FIVE (25) FEET. 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.

8. Intersections

- a. 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 4 in Appendix A).

No street intersection shall have more than four streets entering it, and the "T" or three-way intersection shall be used whenever possible. Additional street right-of-way on local streets may be required at intersections with collector or arterial streets to permit proper intersection design for traffic flow.

Local streets intersecting with collector roads shall, in general, be at least 500 feet apart and at least 1000 feet apart when opening into an arterial street. Local streets intersecting with other local streets shall, in general, be at least 200 feet apart.

b. Street Jogs

Street jogs with centerline off-sets of less than 150 feet shall not be allowed if the proposed street is to connect with or is an arterial or collector street. Street jogs on local streets with centerline off-sets of less than 125 feet shall not be allowed. (See Illustration 5 in Appendix A).

c. Visibility of Intersections; Steep Grades and Curves

A combination of steep grades and curves shall be avoided. THERE SHALL BE NO VISUAL BLOCKAGE BETWEEN THREE (3) FEET AND TEN (10) FEET IN HEIGHT WITHIN A SEVENTY-FIVE (75) FOOT CIRCUMFERENCE OF THE CENTER OF ANY STREET INTERSECTION. In order to provide visibility for traffic safety, that portion of any corner lot (whether at an intersection entirely within the subdivision or of a new street with an existing street) shall be leveled and cleared of brush (except isolated trees) and obstructions above the level three feet higher than the centerline of the street. If directed, the ground shall be excavated to achieve visibility.

9. Dead-End Streets (Cul-de-sacs)

a. Permanent

Minor terminal streets or courts designed to have one (1) end permanently closed shall be no more than 1200 feet long unless necessitated by topography. They shall be provided at the closed end with a circular turnaround having an outside pavement diameter of at least 80 feet and a street right-of-way diameter of at least 100 feet. ALL SINGLE ACCESS MINOR STREETS LONGER THAN SEVEN HUNDRED AND FIFTY (750) FEET SHALL CONTAIN CUL-DE-SACS HAVING PAVEMENT DIAMETERS OF AT LEAST NINETY (90) FEET, AND RIGHTS-OF-WAY DIAMETERS OF AT LEAST ONE-HUNDRED AND TEN (110) FEET. The circular turnaround may be centered on the main body of the street or off-set to either side. When approved by the Planning Commission, alternate designs, including a "T" or "hammer head" configuration, may be used in lieu of the circular cul-de-sac. (See Illustration 6 in Appendix A).

b. 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 80 feet.

10. Private Streets or Permanent Vehicular Easements

a. The Planning Commission discourages the platting of private streets or permanent vehicular easements as every subdivided property should be served from a publicly dedicated street.

b. Private streets and permanent vehicular easements shall be developed to meet all standards required for municipal streets as provided in these regulations. These include, but are not limited to, all requirements for street right-of-way widths, minimum surfacing widths, street grades, curves, intersections, street names, and street construction procedures and specifications.

11. Reserve Strips

There shall be no reserve strips controlling access to streets, except where the control of such strips is definitely placed with the municipality under conditions approved by the Planning Commission.

12. Special Treatment Along Major Arterial Streets

When a subdivision abuts or contains an existing or proposed major arterial street, the commission may require either FRONTAGE ROADS, 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.

13. 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.

In a single family residential area concrete sidewalks shall be five (5) feet wide and four (4) inches thick. In multi-family or group housing developments sidewalks shall be five (5) feet wide and four (4) inches thick. In commercial areas sidewalks shall be ten (10) feet wide and four (4) inches thick.

14. Streets in Commercial Subdivision Developments

a. Service Streets or Loading Space in Commercial Developments

Paved rear service streets or alleys of not less than 24 feet in 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. Service streets, alleys, and off-street loading spaces shall generally not be dedicated to, nor accepted by the Town of Baxter.

b. Free Flow of Vehicular Traffic Abutting Commercial Developments

In front of areas designed for commercial use, the street's width 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 or business district.

15. Street Names

- a. Proposed streets, which are obviously in alignment with others already existing and named, shall bear the name of existing streets.
- b. 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 Baxter or Putnam County Official Street/Road Name Maps. The only exception to this policy is where a proposed street is an extension of (or is in alignment with) an existing street. Generally, no street should change direction by more than 90 degrees without a change in street name. Road names selected should be approved by the Putnam County E-911 Authority.
- c. The developer is required to erect street name signs in subdivisions within The Town of Baxter and its planning region. These add value to land subdivision and enable strangers, delivery concerns, emergency vehicles, and even potential buyers to find their way around. The subdivider should consult with the City or Putnam County Road Supervisor for installation standards.

16. Warning and Regulatory Signs

The developer is required to install warning and regulatory signs at appropriate locations in the subdivision (stop signs, etc.). The Town of Baxter or Putnam County Road Supervisor should be consulted for proper location and installation standards.

17. CONSTRUCTION ACCESS WAYS

EVERY EFFORT SHALL BE MADE BY SUBDIVISION DEVELOPERS AND CONTRACTORS TO UTILIZE TEMPORARY, ALTERNATIVE CONSTRUCTION ENTRANCES DURING THE CONSTRUCTION PHASE(S). SUCH ACCESS WAYS SHALL BE EXCLUSIVE OF ANY PUBLIC WAY(S) SERVING SUCH SUBDIVISION(S). ALL VEHICLES INVOLVED IN THE DEVELOPMENT AND CONSTRUCTION OF THE RESPECTIVE SUBDIVISION(S) SHALL ENTER AND EXIT SUCH SUBDIVISION(S) STRICTLY BY WAY OF THE DESIGNATED CONSTRUCTION ENTRANCE(S). IT SHALL BE THE RESPONSIBILITY OF THE PLANNING COMMISSION TO DESIGNATE THE LOCATION AND NUMBER OF SUCH CONSTRUCTION ACCESS ROUTE(S) SERVICING SAID SUBDIVISION(S). FURTHERMORE, IT SHALL BE THE PREROGATIVE OF THE PLANNING COMMISSION TO DECIDE WHICH SUBDIVISION(S) WILL BE REQUIRED TO UTILIZE SEPARATE CONSTRUCTION ENTRANCES. SUCH ENTRANCE(S) SHALL BE SPECIFICALLY LOCATED ON ALL PRELIMINARY PLATS AND IDENTIFIED AS SUCH. THE ESTABLISHMENT AND UTILIZATION OF CONSTRUCTION ACCESS WAYS DOES NOT IN ANY WAY EXEMPT THE

SUBDIVISION OWNER/DEVELOPER FROM THE POSTING OF SURETY INSTRUMENTS.

WHEREVER ACCESS WAYS FOR CONSTRUCTION VEHICLES INTERSECT PAVED PUBLIC ROADS, PROVISIONS MUST BE MADE TO MINIMIZE THE TRANSPORT OF SEDIMENT (MUD) BY RUNOFF OR VEHICLES TRACKING ONTO THE PAVED SURFACE BY CLEARING THE AREA AT THE ENTRANCE OF ALL VEGETATION, ROOTS, AND OTHER OBJECTIONABLE MATERIAL AND PLACING A GRAVEL LAYER AT LEAST 6 INCHES THICK FOR A MINIMUM OF FIFTY (50) FEET FROM THE EDGE OF THE PUBLIC ROAD. WHERE SEDIMENT IS TRANSPORTED ONTO A PUBLIC ROAD SURFACE, THE ROADS SHALL BE CLEANED THOROUGHLY AT THE END OF EACH DAY OR MORE OFTEN IF DEEMED NECESSARY. SEDIMENT SHALL BE REMOVED FROM ROADS BY SHOVELING OR SWEEPING AND BE TRANSPORTED TO A SEDIMENT-CONTROLLED DISPOSAL AREA. STREET WASHING SHALL BE ALLOWED ONLY AFTER SEDIMENT IS REMOVED IN THIS MANNER.

E. Streets - Construction Procedures and Specifications

The following procedures and specifications shall apply for the construction of all streets in subdivisions located in Baxter Planning Region.

1. Street Construction Cross-Sections

- a. The minimum street construction cross-section for each functional classification of a street shall be as follows:

<u>Cross-Section</u>	<u>Local</u>	<u>Collector</u>	<u>Industrial</u>
Right-of Way	50'	50'	60'
Base Width	26'	30'	30'
Base Thickness	06"	06"	08"
Binder Width	20'	24'	24'
Surface Width	20'	24'	24'
Binder Thickness	02"	02"	03"
Surface Thickness	02"	02"	02"

- b. Accepted right-of-way, base and surface width cross-sections for the various street classifications are depicted in Illustrations 7, 8 and 9 in Appendix A.
- c. Accepted base, binder and surface thickness cross-sections for the various street classifications are depicted in Illustrations 10 and 11 in Appendix A.

## 2. Subgrade Preparation

- a. 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 sodding.
- b. If rock is encountered, it shall be removed or scarified to provide adequate roadway drainage.
- c. The subgrade shall be constructed according to Section 207 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition. Cut and fill slopes shall not exceed a grade of 2:1.
- d. After grading is completed, and before any base is applied, all of the underground work (water and sewer lines, any other utilities, service connections, and drainage culverts) shall be installed completely throughout the length and width of the road.
- e. Where the subgrade is cut for the installation of underground utilities, the trench shall be backfilled with crushed stone 1 1/2 inches and down in size with fines and the utilities shall be properly bedded in suitable material, depending on subgrade. 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.
- f. The finished subgrade shall provide for the superelevation and crown of the roadway.

## 3. Street Drainage

- a. 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.
- b. All streetside ditches shall be built to a grade that will provide good drainage. The maximum side slope permitted on ditches is 3:1. The minimum bottom grade on ditches shall be one (1) percent. All drainage ditches shall be stabilized to prevent erosion.
- c. 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.
- d. All cross drains that are to be laid under the roadway shall be of concrete construction.



- e. The size openings to be provided shall be determined by the Rational Formula, but in no case shall the pipe be less than 18 inches.
- f. Cross drains shall be built on straight line and grade, and shall be laid on a firm base but not on rock.
- g. 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.
- h. Concrete head walls shall be provided at each end of all cross drains.
- i. All drain pipes and culverts shall be placed at a sufficient depth below the roadbed to avoid dangerous pressure of impact, and in no case shall the top of the pipe be less than one (1) foot below the roadbed.
- j. The drainage system should be designed based on a storm frequency of 25 years. However, if the 25 year design flow is greater than 100 cubic feet per second, the system shall be capable of accommodating the 100-year design flow within the drainage easement.
- k. In those cases where the drainage system relies on sinkholes for discharge, it should be capable of accepting the 100-year design flow within the dedicated easement. APPROVAL FROM THE STATE GEOLOGIST MUST BE OBTAINED IN RELATION TO THE USE AND MANAGEMENT OF ANY SUBSTANTIAL SINKHOLE THAT IS SITUATED WITHIN THE BOUNDARIES OF SUBDIVISION.
- l. The drainage conduits shall maintain a minimum velocity of 2 1/2 feet per second at full flow but shall not exceed 20 feet per second.

#### 4. Pavement Base Preparation

- a. After preparation of the subgrade, the roadbed shall be surfaced with crushed rock, stone or gravel.
- b. The size of the crushed rock or stone shall be that generally known as "crusher run stone" from two and one-half (2 1/2) inches down including dust.
- c. Spreading of the stone shall be done uniformly over the area to be covered by means of appropriate spreading devices and shall not be dumped in piles.
- d. After spreading, the stone shall be rolled until thoroughly compacted. The compacted thickness of the stone roadway

shall be no less than six (6) inches for local and collector streets and eight (8) inches for industrial streets. Inspection should be made every 500 feet at random points across road.

- e. Construction shall be as specified in Section 303 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction", 1981 edition (or later version).

5. Prime Coat

- a. The base, prepared as outlined above, shall be sprinkled lightly with water to settle any loose dust.
- b. A bituminous prime coat shall then be applied uniformly over the surface to the base by the use of an approved bituminous distributor.
- c. This prime coat shall be applied at the rate of three-tenths (3/10) gallon per square yard, using the bituminous materials specified in Section 402 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition (or later version.)
- d. Maintenance and protection of the prime coat shall be as specified in Section 402 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition.

6. Foundation/Binder Course (Industrial Only)

- a. Upon completion of the prime coat, a foundation/binder course shall be applied. The foundation/binder course shall be composed of a hot mixture of aggregate and asphalt (hot mix) which shall be no lesser than Grade B-M as specified in Section 307 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition.
- b. Materials, construction equipment and construction procedures shall be as specified in Section 411 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition.
- c. The compacted thickness of the foundation/binder course shall be no less than two (2) inches.

7. Final Pavement/Wearing Surface

- a. Upon completion of the foundation/binder course, the developer shall install the final pavement/wearing surface.

- b. The final pavement/wearing surface shall consist of an asphaltic concrete pavement (hot mix) composed of a mixture no less than Grade E as specified in Section 411 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition (or later version.)
  - c. The compacted thickness of the final pavement/wearing surface shall be no less than two (2) inches.
8. Curb and Gutter (Optional)
- a. Should the developer choose to install curbing and/or curb and gutter, side drains (along with necessary curb inlets and/or catchbasins) shall be installed as directed by the Road Supervisor or City Engineer.
  - b. Materials, equipment, and construction requirements shall be as specified in Section 702 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1981 edition.
  - c. Illustration 12 in Appendix A depicts the accepted forms of curbing.
9. Road Bank Seeding and Erosion Control
- a. Areas disturbed by cut or fill along roadways shall be shaped and seeded with permanent vegetation. This work should be accomplished in conjunction with roadway construction in order to reduce erosion and prevent the siltation and clogging of culverts and drainage ways.
  - b. In areas with slopes over three percent (3%) grade excluding rock conditions, sodding of drainage ways, concrete waterways and/or ditch checks may be required.
10. Inspections, Testing, and Material Certifications
- a. All street and road construction shall be inspected by representatives of the Town of Baxter and/or Putnam County. Prior to the start of construction, the developer or his representative shall contact the Road Supervisor in order to develop an inspection schedule.
  - b. The Road Supervisor may request that the developer provide compaction tests prepared by an independent testing laboratory.
  - c. Written approval must be made by the inspector at each stage prior to proceeding. See Article II, Section G for additional information on Inspections Procedures.

- d. The contractor(s) and/or supplier(s) furnishing base material, prime coat, binder surface, and/or pavement surface shall furnish to the Road Supervisor written certification that the materials used in the construction of streets developed under these regulations meet or exceed the appropriate specifications.

F. Utilities - General Standards

The following general standards shall apply for the construction of utilities and/or drainage ways and structures in or for subdivisions located in the Baxter Planning Region:

1. Easements

The Planning Commission may require easements, not less than 10 feet and not more than 20 feet in width for poles, wires, conduits, gas, and heat mains, or other utility lines, AND DRAINAGE PURPOSES along all rear lot lines, along side lot lines if necessary, or if, in the opinion of the Planning Commission, advisable. All easements for water, storm and sanitary sewers shall be 20 feet in width. Easements of the same or greater width may be required along lot lines, where necessary for the extension of existing or planned DRAINAGE FACILITIES AND utilities.

All easements intended for the location of utilities OR THE CONVEYANCE OF STORM WATER shall be shown on the final plat of a proposed subdivision and shall be noted on said plat as a "PUBLIC UTILITY AND DRAINAGE EASEMENT".

2. Installation

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

G. Water Distribution System

The following standards and specifications shall apply for the design and installation of water distribution systems in or for subdivisions located in the Baxter Planning Region:

1. General Standards of Design

In general, the water systems designed in or for subdivisions located in the Baxter Planning Region shall conform to the Rules of the Tennessee Department of Environment and Conservation - Division of Water Quality Supply, Chapter 1200-5-7, Minimum Design Criteria for Public Water Systems.

## 2. Accessibility

- a. The provision of a public water supply is deemed by the Planning Commission to be essential to the public welfare in developments where homes will be in close proximity to each other.
- b. When a proposed subdivision is not directly adjacent to an area served by a public water supply system, or should improvements to the source of water supply be required in order to meet the demands of the proposed subdivision, the cost of said improvements shall be borne by the developer unless determined otherwise by the Town of Baxter.
- c. 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.

## 3. Construction Standards

- a. Water mains properly connected with Baxter's water supply system or to the applicable water utility district system shall be constructed in such a manner as to serve all lots shown on the subdivision plat for both domestic use and fire protection.
- b. Materials and construction procedures for water mains and connections shall be in accordance with basic requirements of the Town of Baxter or the applicable water utility district.

## 4. Minimum Pipe Sizes

Mains of a minimum six (6) inches in diameter shall be installed throughout the subdivision and shall connect to existing water mains; except along cross streets of 1000 feet or less and in the last 500 feet of permanent cul-de-sacs, where no less than four (4) inch mains may be installed. Every attempt shall be made to establish a gridiron layout, preferably "looped", with a minimum of dead-end lines. All lines shall meet the specifications of the Baxter Water Department or applicable water utility district.

## 5. Service Connections

- a. Connections to the water system shall be installed for every lot in a subdivision so that future connections will not require digging up or tunneling under streets or interruption to service to other connections on the system.
- b. Connections to every lot shall include a three-fourths (3/4) inch service line extending at least ten (10) feet onto the

property line with a backflow device meter yoke within a meter box as approved by the Baxter Water Department or applicable water utility district.

6. Fire Protection

- a. FIRE HYDRANTS SHALL BE REQUIRED IN ALL SUBDIVISION, IN ORDER THAT ADEQUATE FIRE PROTECTION BE AFFORDED THEREIN. Fire hydrants shall be spaced not more than 1000 feet apart as measured along a street in residential areas, and no more than 600 feet apart as measured along a street in commercial areas. IN RESIDENTIAL AREAS, A FIRE HYDRANT MUST BE LOCATED WITHIN FIVE HUNDRED (500) FEET OF ANY MINIMUM BUILDING SETBACK LINE ON EACH PLATTED LOT. They shall be so located that they will be accessible, protected from traffic hazards, and will not obstruct walks, roadways, or parking facilities.
- b. A minimum fire flow requirement of 500 gallons per minute and 20 pounds per square inch residual pressure FOR A ONE (1) HOUR PERIOD OF TIME must be available in all distribution systems. More stringent standards may be required by the Baxter Fire Department, the Insurance Services Office or other related agency.
- c. All fire hydrants shall be Mueller traffic model type-5 1/4 inch barrel with one (1) 4 1/2 inch outlet and two (2) 2 1/2 inch outlets or equivalent. The type and location of all fire hydrants shall be approved by the appropriate water department and the Fire Chief for the Town of Baxter.
- d. There shall be a valve in the lateral between the street main and fire hydrant.

7. Inspections, Testing and Material Certifications

- a. All water system construction is to be inspected by representatives of the Town of Baxter or its engineer. Prior to the start of construction, the developer or his representative shall contact the city in order to develop an inspection schedule.
- b. As a minimum, all water systems shall be subjected to pressure and leakage testing. Pressure tests shall be performed at a pressure of fifty percent (50%) above the working pressure at the test point and shall be maintained for two (2) hours. The leakage test shall be conducted concurrently with pressure test. The Town of Baxter or its engineer may require other testing, including compaction tests prepared by an independent testing laboratory for back-filled utility trenches.

- c. The contractor(s) and/or suppliers(s) furnishing pipe, valves, fire hydrants and other appurtenances shall furnish to the Town of Baxter or its engineer written certification that the materials used in the construction of water systems meet or exceed the appropriate specifications.

8. As-Built Drawings

Prior to the acceptance of all water distribution systems shown on all plats presented to the Baxter Municipal Planning Commission and prior to the release of any financial guarantee as required by these regulations, the developer shall submit to the Town of Baxter or its engineer a complete set of "as-built" drawings for said system.

H. Waste Water Systems

The following standards and specifications shall apply for the design and installation of waste water systems in or for subdivisions located in the Town of Baxter:

1. General Standards of Design

In general, the waste water systems designed in or for subdivisions located in the Baxter Planning Region shall conform to the Rules of the Tennessee Department of Environment and Conservation - Division of Water Pollution Control, Chapter 2, Design of Waste Water Collection Lines and Pumping Stations.

2. Accessibility

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.

3. Design Period

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

4. Minimum Size and Construction Standards

The sanitary sewer lines shall be at least eight (8) inches in size and in accordance with the instructions and specifications of the Town of Baxter and the Tennessee Department of Environment and Conservation, and in such a manner as to serve adequately all lots with connection to the public system.

5. Service Connections

Connections to the sewer system shall be installed for every lot in the subdivision and shall include a four (4) inch lateral extending at least ten (10) feet onto the property line with a clean-cut installed extending to grade and properly capped to prevent infiltration.

6. Protection of Water Supplies

There shall be no physical connection between a sewer system and a public or private potable water system which would permit the passage of any wastewater or polluted water into the potable water supply. The vertical and horizontal separation of sanitary sewers and water mains shall be as required by the city's engineer.

7. Inspections, Testing and Material Certifications

- a. All sanitary sewers and appurtenances are to be inspected by representatives of the City or its engineer. Prior to the start of construction, the developer or his representative shall contact the City in order to develop an inspection schedule.
- b. As a minimum, all sanitary sewer construction shall be subjected to visual, leakage, and where flexible pipe is permitted, deflection testing. The Town of Baxter may require other testing, including compaction tests prepared by an independent testing laboratory for back-filled utility trenches.
- c. The contractor(s) and/or supplier(s) furnishing pipe, manholes, and other appurtenances shall furnish to the City written certification that the materials used in the construction of sanitary sewer improvements developed under these regulations meet or exceed the appropriate specifications,

8. As-Built Drawings

Prior to the acceptance of all sanitary sewer collection systems shown on all plats presented to the Baxter Municipal Planning Commission and prior to the release of any financial guarantee as required by these regulations, the developer shall submit to the City a complete set of "as-built" drawings for said system.

9. Subsurface Sewerage Disposal Systems

Where the Planning Commission determines that a subdivision does not have to connect to the existing 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 Tennessee Department of Environment and Conservation prior to the plat receiving final approval.



I. Other Utilities (Gas, Electric, Telephone, Cable TV, etc.)

1. Below Ground

The Planning Commission shall encourage the complete use of underground utilities wherever practical. These are to be installed in the street right-of-way between the paved roadway and property line to simplify location and repair of lines. After grading is completed and approved, and before any pavement base is applied, all of the instreet underground utility work shall be completely installed and approved throughout the length of the street and across the flat section.

2. 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 20 feet in width and provided with satisfactory street access. Whenever possible easements shall be cleared and graded.

3. Service Connections

Underground service connections for all utilities (including gas, electric, telephone and cable TV) shall be installed to the property line of each lot within the subdivision.

J. 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 sewer, lots should be designed so that none will be "below grade" and be rendered unservable by sewer.

2. Lot Lines

Side lot lines shall generally be at right angles to straight street centerline, and radial to curved street centerline. Rear lot lines should consist of straight lines with a minimum number of deflections.

3. Minimum Lot Size (Amended 2014)

The size, shape and orientation of lots shall be such as the Planning Commission deems appropriate for the type of development and use contemplated.

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

Minimum area as required by the Baxter Zoning Ordinance\*. Minimum width at building setback line as required by Baxter Zoning Ordinance.

**Minimum street frontage for lots (except on cul-de-sac) = 50 ft.**

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

Minimum area as required by the Baxter Zoning Ordinance.\* Minimum width at building setback line as required by the Baxter Zoning Ordinance.

**Minimum street frontage for lots (except on cul-de-sac) = 50 ft.**

\*Or as determined by State Environmentalist.

Greater area may be required for private sewage disposal if there are factors of drainage, soil condition or other conditions to cause potential health problems. The Planning Commission requires that results from soils tests be submitted in order to approve subdivisions dependent upon septic tanks as a means of sewage disposal.

- c. Non-residential Lots

The size of lots reserved or laid out for commercial or industrial properties shall conform with provisions of the Baxter Zoning Ordinance and shall 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 avoided in favor of an overall design of the land, so as to provide insulation against adverse effects on present or future adjacent residential development.

4. Building Setback Lines

The minimum depth of building setback lines from the abutting street right-of-way shall be in accordance with requirements in the current Baxter Zoning Ordinance or as follows:

Front.....	40'
Rear .....	15'
Side.....	15'
Side Setback (corner lot) ..	30'

5. Minimum Street Frontage

All lots shall have a minimum of 100 feet of frontage on a public street, except on a permanent dead-end street (cul-de-sac) where the minimum frontage may be 30 feet.

6. Off-Street Parking

All residential subdivision lots shall provide sufficient off-street parking space for at least two (2) vehicles. Non-residential subdivisions shall provide off-street parking and loading space in accordance with provisions of the Baxter Zoning Ordinance.

K. Drainage

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. This will include adequate easements to remove surface water from the buildable portion of lots.

1. Drainage Plan Required

A drainage plan showing proposed modifications to the flow of water across the site of the proposed subdivision or to and from adjoining properties shall be prepared and submitted with the preliminary plat of the subdivision.

2. Removal of Spring and Surface Water

The subdivider may be required by the Planning Commission to carry away by 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, AS DEFINED IN SUBSECTION 1 OF SECTION F WITHIN ARTICLE III HEREIN.

3. 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 Public Works Director or County Road Superintendent. 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.

4. Storm Drainage Under Streets

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. All cross drains that are to be laid under the roadway shall be of concrete construction. The size openings to be provided shall be determined by the Rational Formula, but in no case shall the pipe be less than 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. Head walls shall be provided at each end of all cross drains. Drains shall be placed at a sufficient depth below the roadbed to avoid dangerous pressure of impact with the top of the pipe at least one (1) foot below roadbed.

5. Driveway culverts shall be of concrete or steel construction and a minimum of 18 inches in diameter.

6. Accommodation of Potential Upstream Development

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.

7. Responsibility for Downstream Drainage

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.

8. Storm Water Retention

The Planning Commission may require storm water retention facilities for subdivisions where the presence of Sinkhole Retention Areas, Flood Hazard Areas or water courses of limited capacity are the recipients of storm water discharge from the site of said subdivision. In general, this requirement will apply only to those subdivisions planned to contain five (5) or more dwelling units or commercial and/or other structures which will consists of a total of 10,000 or more square feet of impermeable surface (roof and parking area).

When it is determined by the Planning Commission that storm water retention facilities are required, no plat for such subdivision from which storm water run-off is discharged into public rights-of-way, public drainage structures or natural water-courses at a rate greater than the rate which water is being discharged from the site prior to the proposed development taking place.

The drainage plan accompanying the plat for all subdivisions meeting this criteria shall show all proposed discharge structures and points of storm water discharge from the site. Said plans shall be accompanied by a set of calculations which illustrate the flow of storm water from each existing and proposed discharge point expressed as cubic feet per second (cfs) and gallons per minute (gpm). Said calculations shall show this discharge of water under existing and proposed conditions.

9. Land Subject of Flooding-See Section B of this Article for Special Requirements for Floodable Areas.
10. Erosion Reduction

The developer shall utilize grading techniques, subdivision design, landscaping, sedimentation basins, special vegetation cover, and other measures to reduce erosion and sedimentation during and after development.

L. Preservation of Natural Features

The developer 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, historic spots, vistas and similar irreplaceable assets.

## ARTICLE IV SPECIAL DEVELOPMENTS

### A. Planned Unit Development Subdivision Standards

The purpose of the Planned Unit Development (PUD) is to allow flexibility and innovation in land development and land use. This form of development, which is also referred to as "cluster development" or "open space development," usually involves the clustering of dwelling units on certain portions of the site and generally includes common open space property owned and maintained by a property owners association. It is an environmentally sound concept, because it can allow for development in the most suitable areas while preventing development in unsuitable areas such as flood plains or areas with steep slopes. Also it is an economically sound concept, because it can reduce the costs for infrastructure (the length of street and utility lines can be significantly decreased).

These developments may be for residential, commercial or industrial use. Mixed use developments are also allowed for the mixture of land uses such as traditional single-family houses, town houses, apartments, and some commercial and public uses. Generally, the intent of Planned Developments is to permit varied lot sizes and clustered development while at the same time preserving open space without increasing overall density and without increasing the effective impact on the community.

All Planned Unit Developments or similar such developments shall meet the following standards:

1. The developer shall meet with City officials, the Planning Commission, and Staff Planner to become familiar with all applicable requirements.
2. Shall be in compliance with all provisions of the Baxter Zoning Ordinance.
3. In general, shall meet all requirements and minimum standards of design required in these regulations.

### B. Large Scale Development

The requirements of these regulations may be modified in the case of large scale community or neighborhood units, such as a housing project, trailer court or shopping center 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.

### C. Condominium Developments

Proposed residential or commercial projects which will offer individual attached units for sale without ADDITIONAL land, and with certain elements in common to all units are required to conform with requirements of TCA 66-27-101 to 123, entitled the Horizontal Property Act. ALL CONDOMINIUM SUBDIVISIONS CONTAINING LAND SHALL BE

SUBJECT TO THE PROVISIONS CONTAINED IN THESE REGULATIONS, AS WELL AS ANY ZONING PROVISIONS THAT HAVE BEEN LOCALLY ADOPTED.

## ARTICLE V      ENFORCEMENT AND PENALTIES FOR VIOLATIONS

The enforcement of these regulations and penalties for the unapproved recordation or transfer of land are provided by state law in the authority granted by public acts of the State of Tennessee.

- A.     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 Baxter Municipal Planning Commission and obtained its approval and before such plat be recorded in the office of the county register, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law, as provided in Sections 13-4-306 and 13-3-410 Tennessee Code Annotated.
- B.     The description by metes and bounds in an instrument of transfer or other document used in the process of selling or transferring a lot in an unapproved subdivision shall not exempt the transaction from being a subdivision if two (2) or more lots are being created and does not exempt such transaction from misdemeanor penalties as provided in Sections 13-4-306 and 13-3-410 Tennessee Code Annotated.
- C.     No building permit shall be issued and no building or structure shall be erected on any lot within the area of jurisdiction of the Planning Commission unless the street giving access to the lot shall have been accepted or opened as a public street in accordance with these regulations, or otherwise had received the legal status of a public street, or unless such street corresponds to a street shown on an approved plat, etc., as provided in Sections 13-4-308 and 13-3-411 Tennessee Code Annotated.
- D.     Any building or structure erected or to be erected in violation of Section 13-4-308, Tennessee Code Annotated, shall be deemed an unlawful building or structure, and the building inspector or the city attorney or other official designated by the Baxter Board of Mayor and Aldermen may bring action to enjoin such erection or cause it to be vacated or removed.
- E.     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 with a street shown on a subdivision plat approved by the Planning Commission, or a thoroughfare plan made and adopted by the commission as provided in Section 13-4-307, Tennessee Code Annotated.



- F. No county register of deeds shall file or record a plat of a subdivision of land within the Town of Baxter without the approval of the Baxter Planning Commission as required by Section 13-4-302, Tennessee Code Annotated, and any county register so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.

**ARTICLE VI      ADOPTION**

- A. Before adoption of these subdivision standards, a public hearing as required by Section 13-4-303, Tennessee Code Annotated, was afforded any interested person or persons and was held on November 15, 1995. Notice of such hearing was announced in the Herald Citizen, being of general circulation within the area of planning jurisdiction on November 3, 1995 stating the time and place for the hearing.
  
- B. These regulations shall be in full force and effect from and after their adoption.

Adopted: November 15, 1995

\_\_\_\_\_  
Chairman, Baxter Municipal  
Planning Commission

\_\_\_\_\_  
Secretary, Baxter Municipal  
Planning Commission

**APPENDIX A**

**ILLUSTRATIONS**

ILLUSTRATION 1

ILLUSTRATION 2

ILLUSTRATION 3

ILLUSTRATION 4

ILLUSTRATION 5



ILLUSTRATION 6

ILLUSTRATION 7

ILLUSTRATION 8

ILLUSTRATION 9

ILLUSTRATION 10

ILLUSTRATION 11

**APPENDIX B**

**FINAL PLAT CERTIFICATIONS**

Form 1      CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby 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 streets, alleys, walks, and parks as shown to the public or private use noted. I (we) further acknowledge that any change to this subdivision constitutes a resubdivision and requires the approval of the Planning Commission.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

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Form 2      CERTIFICATE OF ACCURACY AND PRECISION

I hereby certify that the plan shown and described hereon is a true and correct survey to the level of accuracy required by the Baxter Planning Commission. I further certify that the degree of precision (linear and angular) meets the standards required of an Urban and Subdivision as established by the Tennessee Board of Examiners for Land Surveyors. I also hereby certify that the monuments and pins have been placed as shown hereon, to the specifications of the Baxter Planning Commission.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Surveyor's Signature

\*\*\*\*\*

Form 3A      CERTIFICATE OF GENERAL APPROVAL FOR INSTALLATION OF SUBSURFACE SEWAGE DISPOSAL SYSTEMS WITH RESTRICTIONS

General approval is hereby granted for lots shown hereon as being suitable for subsurface sewage disposal with the listed and/or attached restrictions. Before the initiation of construction, the location of the house or other structure and the plans for the subsurface sewage disposal system shall be approved by the Tennessee Department of Environment and Conservation.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Representative of  
Tennessee Department of  
Environment and Conservation



Form 3B\*      CERTIFICATE OF APPROVAL OF SEWAGE COLLECTION FACILITIES

I hereby certify that (1) public sewage collection facilities are installed in an acceptable manner and according to Town of Baxter's specifications; or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$\_\_\_\_\_ has been posted to assure completion of all required improvements in the case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Sewer Department/City Engineer

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Form 4A      CERTIFICATE OF APPROVAL OF WATER LINES

I hereby certify that (1) water lines and fire hydrants, if necessary, are installed in an acceptable manner and according to the specifications of the Baxter Planning Commission (or\_\_\_\_\_); or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$\_\_\_\_\_ has been posted to assure completion of all required improvements in the case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Water Department/City Engineer

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Form 4B      CERTIFICATION OF EXISTING WATER LINES AND/OR OTHER UTILITIES

I hereby certify that the water lines, sewer lines and/or other utilities shown hereon are in place.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Water Department

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\*If no new sewer lines are to be installed because existing lines are used, put Certificate #4B on the final plat instead of 3A or 3B.

Form 5A      CERTIFICATE OF APPROVAL OF STREETS AND DRAINAGE SYSTEM

I hereby certify that (1) streets, drainage system (easements, culverts, etc.) and other improvements (curbs, sidewalks, etc.) as required by the Baxter Planning Commission are installed in an acceptable manner and according to required specifications; or (2) a Financial Guarantee

acceptable to the Baxter Planning Commission in the amount of \$\_\_\_\_\_ has been posted to assure completion of all required improvements in the case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Baxter Street Dept. Repr.

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Form 5B      CERTIFICATION OF EXISTING STREET

I hereby certify that the street shown on this plat has the status of an accepted public street regardless of current condition.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Mayor or Street Dept. Representative

\*\*\*\*\*

Form 6      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 Baxter Municipal Planning Commission with the exception of such variances, if any, as are noted in the Official Minutes of the Baxter Planning Commission, and that said plat has been approved for recording in the Office of the Register of Deeds of Putnam County, Tennessee.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Secretary, Baxter Municipal  
Planning Commission

Form 7      CERTIFICATION OF PROPERTY ADDRESS

I hereby certify that the subdivision as shown hereon and properties therein have been assigned addresses as per the Putnam County Street Naming and Property Numbering System, and that hereafter properties shall be addressed as shown hereon.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director, Putnam County E-911

**APPENDIX C****CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION**

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

Location\_\_\_\_\_ Civil District\_\_\_\_\_ Zoning District\_\_\_\_\_

Owner of Record\_\_\_\_\_ Address\_\_\_\_\_ Tel.\_\_\_\_\_

Subdivider\_\_\_\_\_ Address\_\_\_\_\_ Tel.\_\_\_\_\_

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

Date Submitted for Preliminary Approval\_\_\_\_\_

**CHECKLIST**

\_\_\_\_\_ Five (5) copies submitted to the City Hall or Staff Planner fifteen (15) days prior to meeting.

\_\_\_\_\_ Name of subdivision.

\_\_\_\_\_ Drawn to a scale of not less than one inch equals 100 feet.

\_\_\_\_\_ Name and address of owner of record, subdivider and surveyor.

\_\_\_\_\_ North point, graphic scale and date.

\_\_\_\_\_ Vicinity map showing location and acreage of subdivision.

\_\_\_\_\_ Boundary lines by bearing and distances.

\_\_\_\_\_ Names of adjoining property owners and/or subdivision.

\_\_\_\_\_ Location of all existing physical features including any identified floodable areas on land and nearby properties.

\_\_\_\_\_ Contour lines, unless not specifically required.

\_\_\_\_\_ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.

\_\_\_\_\_ Block numbers and lot numbers.

\_\_\_\_\_ Plans (locations and sizes) of proposed utility layouts showing connections to existing or proposed utility systems.

\_\_\_\_\_ Minimum building setback lines on all lots.

\_\_\_\_\_ Present zoning classification, if any, on land in subdivision and adjacent land.

\_\_\_\_\_ 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.

\_\_\_\_\_ Tennessee Department of Environment and Conservation has been notified of proposed subdivision.

Disapproved \_\_\_\_\_, 19\_\_\_\_, because of incompleting items above or other reasons as stated:

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Signed:

\_\_\_\_\_  
Secretary, Baxter Municipal  
Planning Commission

Notes and Comments:

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**APPENDIX D****CHECKLIST FOR FINAL PLAT CONSIDERATION**

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

Location \_\_\_\_\_ Civil District \_\_\_\_\_

Zoning District \_\_\_\_\_

Owner of Record \_\_\_\_\_ Address \_\_\_\_\_

Tel. \_\_\_\_\_

Preliminary Approval Granted: \_\_\_\_\_  
DateSubmitted for FINAL Approval: \_\_\_\_\_  
Date**CHECKLIST**

\_\_\_\_\_ Submitted within one (1) year from date of preliminary approval.

\_\_\_\_\_ Four (4) copies to the City Hall or Staff Planner fifteen (15) days prior to meeting plus one (1) copy to each appropriate utility.

\_\_\_\_\_ Name of subdivision.

\_\_\_\_\_ Drawn to a scale of 1":100' on sheets not larger than 24" x 30".

\_\_\_\_\_ Name and address of owner of record, subdivider and surveyor.

\_\_\_\_\_ North point, graphic scale, and date.

\_\_\_\_\_ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.

\_\_\_\_\_ Reservations, easements or other non-residential areas with notes stating their purpose and limitations.

\_\_\_\_\_ Dimensions to the nearest 100th of a foot and angles to the nearest 20 seconds.

\_\_\_\_\_ Lot lines, alleys, building setback lines.

\_\_\_\_\_ Location and description of monuments.

\_\_\_\_\_ Names of all adjoining property owners, names of adjoining developments, and names of adjoining streets.

\_\_\_\_\_ Lines, names and widths (including right-of-way and pavement) of all streets.

- \_\_\_\_\_ Lots numbered in numerical order.
- \_\_\_\_\_ Location sketch map.
- \_\_\_\_\_ Location of identified floodable areas.
- \_\_\_\_\_ Sinkholes located within the subdivision have been approved by the State Geologist.
- \_\_\_\_\_ Certificate of ownership and dedication.
- \_\_\_\_\_ Certificate of approval of water and public sewer or septic tank systems and streets.
- \_\_\_\_\_ Certificate of surveyor and seal of surveyor.
- \_\_\_\_\_ Wetlands within the subdivision have been identified and preserved.
- \_\_\_\_\_ Proposed deed restrictions if not a zoned area.
- \_\_\_\_\_ Conforms to general requirements and minimum standards of design.
- \_\_\_\_\_ Soil tests completed and approvals from Tennessee Department of Environment and Conservation.
- \_\_\_\_\_ Location and size of all installed or pre-existing water and sewer lines and all fire hydrants.
- \_\_\_\_\_ Prior to the approval of the final plat, or prior to the release of any posted surety instrument guaranteeing such improvements, as-built drawings of the water and sewer system have been given to appropriate utility district.
- \_\_\_\_\_ Inclusion of street and/or signalization improvements as recommended in a professional traffic study, if applicable.
- \_\_\_\_\_ Previous and last conveyance; tax map group and parcel number of property being subdivided.
- \_\_\_\_\_ If required physical improvements have not been made, bond posted in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ days/months.
- \_\_\_\_\_ For bonding, developer has used escrow account/certified check/irrevocable letter of credit, and signed an agreement.

Date of Approval: \_\_\_\_\_

Notes and Comments:

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**APPENDIX E**  
**SUBDIVISION INSPECTION FORM**



**APPENDIX F**  
**IRREVOCABLE STANDBY LETTER OF CREDIT**

**Date:** \_\_\_\_\_  
**Letter of Credit No.** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Baxter Municipal Planning Commission

Gentlemen:

We hereby authorize you to draw on ourselves for the account of:

\_\_\_\_\_ (Developer)

Up to the aggregate amount of \$ \_\_\_\_\_ U.S. funds.

Drafts under this credit must be marked "Drawn under Documentary Credit No. \_\_\_\_\_, dated \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, (Name of Bank), \_\_\_\_\_, Tennessee, and presented at our office not later than \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ p.m. and should be accompanied by the following documents:

- A. An affidavit by or on behalf of the beneficiary containing the following statement, appropriately completed:

"The sum of U.S. \$ \_\_\_\_\_ is due and owing to the Baxter City Commission of \_\_\_\_\_ for the completion of improvements at \_\_\_\_\_ Subdivision, \_\_\_\_\_, Tennessee."

- B. Other documents: This Original Irrevocable Standby Letter of Credit.

There are approximately \_\_\_\_\_ feet in length and \_\_\_\_\_ feet in width in said streets (and curbs), and \_\_\_\_\_ feet of \_\_\_\_\_ inch water line, and \_\_\_\_\_ feet of \_\_\_\_\_ inch sewer line, and other improvements as follows \_\_\_\_\_, not yet completed, and that the total cost of providing these facilities would be as follows:

- A. Streets (and curbs) \$ \_\_\_\_\_
- B. Water lines \$ \_\_\_\_\_
- C. Sewer lines \$ \_\_\_\_\_
- D. Other \$ \_\_\_\_\_
- TOTAL \$ \_\_\_\_\_