

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

The final plat is recorded in the office of the County Register and provides a record of the location of property lines, utilities, easements, roadways and other information pertinent to the property.

Name of Plan-Lot(s)/Tax Parcel(s) ID No. _____

Owner _____ Telephone No. _____

Address _____

Name of Agent/Engineer/Surveyor _____

Address _____ Telephone No. _____

General Description of Project: _____

Zoning Designation: _____

- Fees Paid: _____ \$30 - Plat of Correction
- _____ \$45 - Resubdivision
- _____ \$120 + \$2.00/lot - Final Plat
- _____ \$17/page - Register of Deeds Fee for filing plat
(Check made out to Anderson/Roane Register of Deeds Office)

Submit seven copies for initial review by staff. Seven copies of revisions for staff and TEN COPIES (FOLDED) for Planning Commission. If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before the deadline of the following month.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated.

ARE ANY VARIANCES REQUESTED AS PART OF THIS PROPOSAL?

- _____ YES (Attach letter detailing each, and its justification)
- _____ NO

Registrant's signed and dated professional seal must be affixed to each sheet prior to plat submission to the City.

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

Signature of Agent: _____

I authorize _____ to serve as my agent.

SIGNATURE OF OWNER: _____

DATE: _____

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Scale: 1"=20',30',40',50			
2. Size: 18"x24" or 24"x36"			
3. Lot or parcel No.(s) & block no.(s) being subdivided			
4. Name, address & tel. no. of surveyor/engineer & owner.			
5. Date of preparation or last revision			
6. True & grid north arrows			
7. Location map			
8. Limits of right-of-way and width. Names of all streets. Show location of sidewalks.			
9. Name of adjoining property owners or lot numbers			
10. Number of acres in tract & block designation for each lot: List total number of new lots			
11. The location and dimensions of all property proposed to be set aside for open space, public or private reservation, with designation or stated purpose, and method of maintenance and ownership, including final draft of deed restrictions establishing a home owners association if applicable.			
12. New acreages, lot numbers & addresses			
13. Provide deed reference			
14. Provide a statement that this plat vacates and supercedes the previously filed plat and provide plat book and page number for previously filed plat, if applicable.			
15. New lot lines as a solid line. Old lot lines shown as a dashed line.			
16. Old acreages, dimensions, bearings, and lot numbers in parentheses(). Describe tract boundary.			
17. Footprint of existing structures.			
18. Location, width & purpose of all easements.			
19. No substandard remnant lots to be proposed			
20. Existing zoning and setback lines			

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
21. Show all FEMA Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures.			
22. Legend			
23. Following Certificates:Ownership and Dedication;Surveyor's Certificate of Accuracy;Approval of Water and Sewage Systems;Approval of Utilities and Required Improvements; Approval for Recording; Approval of Electric Utilities. Dedication of open space or public space if applicable.			
24. Statement: Directional bearings used on this map are based on the Oak Ridge coordinate system and do not refer to either true or magnetic north.			
25. Statement: An easement of five feet inside all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. All easements shown on this plat are in favor of the City of Oak Ridge unless noted otherwise.			
26. One transparency of proposal			
27. Information on ownership and placement of subdivision entry sign & method of maintenance.			
28. Please place following note on plat, if applicable: The following lots required fill during grading for _____: Lots _____. A certified geotechnical evaluation will be required prior to footing inspections.			

City Staff/Reviewed By & Date: _____

PUBLIC WORKS

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

Any questions regarding Public Works items can be directed to the City Engineer at (865)425-1807

Public Works/Reviewed By & Date: _____

ELECTRICAL DEPARTMENT

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

City Staff - Reviewed by: _____

Date: _____

COR/CD DATE STAMP _____

REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW	APPLICANT STATE SIZE	STAFF YES-NO	STAFF COMMENTS
24. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)	INCHES		
25. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)	MIN WIDTH		
	RADIUS FT		
26. Is the size of the building shown?	SQ. FEET		
27. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)	YES NO		
28. Protection Required: A. Automatic Sprinkler System for all buildings of 10,000 sq. feet or more. Must be connected to automatic notification of Fire Department (COR 9-30.1**)	YES NO		
B. Monitored Automatic Fire Detection and Alarm System for all buildings of 5,000 sq. feet or more. Automatic dialers not accepted. (COR 9-30.1**)	YES NO		
29. Are hydrants located within 150 feet so that all portions of the building can be reached with a hose lay of no more than 500 feet, within 100 feet of the sprinkler connection, and on opposite sides of building? (IFC Chapter 5*)	FEET		

OTHER REQUIREMENTS MAY APPLY WHEN BUILDING PLANS ARE SUBMITTED. THE INFORMATION REQUESTED ABOVE IS FOR THE REVIEW OF YOUR BUILDING ON ITS SITE ONLY.

*International Fire Code, **Code of Ordinances, City of Oak Ridge

NOTES:

- If ANY changes are made to the submitted plans concerning the location, type or route of underground water lines serving hydrants or fire protection systems, new plans must be submitted to ORFD at least two weeks prior to work beginning for review and approval.
- Underground piping must be either C151 ductile iron or C900 PVC.
- The hydrant brands accepted by the City of Oak Ridge are Mueller and M & H. with a minimum barrel size of six inches.
- Underground work serving a fire sprinkler system must be done by a licensed fire sprinkler company.

Reviewed by _____ Date _____