

ARTICLE II

D. Minor Subdivisions

Minor Subdivisions are either two-lots minor subdivisions or more than two lots minor subdivisions.

(1) Two-lot Minor Subdivision or Plat

- (a) A two-lot minor subdivision is a minor subdivision involving the consolidation, division or redivision of at most two lots before or after platting.
- (b) Adequate utilities must be existing on the lots involved and these lots must abut an existing public street. Property cannot be subdivided by a two-lot minor plat if a well has to be installed to serve the lots.
- (c) The lot(s) being created have to be shown on the subdivision plat.
- (d) If the remainder of a parent lot is less than five (5) acres, it must be surveyed and shown on the plat.
- (e) If the remainder of the parent lot is more than five (5) acres in size, it does not have to be shown on the plat, provided that the portion of the parent lot within fifty (50) feet of the new lot is shown, along with all existing principal or customary accessory structures existing within fifty (50) feet of the new lot. The distance between these structures on the parent lot and the new lot line must be shown if the structures are within fifty (50) feet. Where no such structures exist, a note shall be placed on the plat stating: "No principal or customary accessory structures as defined in the applicable Zoning Ordinance exists on the portion of the parent lot within fifty (50) feet of the new lot." Also, a note must be placed on the plat stating: "The remainder of the property measures in excess of five (5) acres, and meets the public street/road frontage requirements of the applicable Zoning Ordinance."
- (f) Two-lot plats that meet applicable regulations, and which do not need a variance shall be reviewed by planning staff of the Town of Greeneville, who shall certify to the Secretary of the Planning Commission or designee of the Planning Commission that the subdivision plat meets applicable requirements and no variance is needed.
- (g) The plat shall be signed by the Secretary of the Planning Commission or designee of the Planning Commission
- (h) Staff shall retain a copy of the signed plat and provide at least four copies to the owner. The owner shall record the plats in the Office of the Greene County Register of Deeds. "Owner," for purposes of subdivision development, means the legal or beneficial owner or owners of all the land proposed to be included in the proposed subdivision, or the holder of a written option or contract to purchase the land, or the attorney or authorized representative of any of the aforementioned.
- (i) If in the opinion of the planning staff a plat shows an unusual condition that necessitates consideration by the Planning Commission, staff shall notify the owner in writing and shall refer the subdivision plats for consideration by the Planning Commission at its next immediate regular meeting.

- (j) When the owner of property in the planning region proposes to construct a subsurface sewage disposal system for a two-lots subdivision, administrative approval can be granted only if all the resultant lots measuring less than five (5) acres are determined by the Tennessee Department of Conservation (TDEC) to be sufficient and suitable for such system per the requirements of TDEC. If a resultant lot is not found to be sufficient and suitable for such system, the plat shall be referred to the Planning Commission for consideration.
 - (k) Sewer lines are ordinarily required to be extended to subdivisions within the corporate limits of the Town of Greeneville. If extraordinary circumstances may cause the Greeneville Water Commission not to extend the sewer lines within ninety (90) days of approval of the plat, the subdivision must be referred to the Planning Commission for a decision.
 - (l) Two-lots minor subdivisions shall include all the information listed under “Content of Minor Subdivision Plat”
 - (m) Pins must be in place prior to submission of the plat for possible approval.
 - (n) Although this provision classifies the division of a single tract into two lots as a Minor Subdivision, the approval process should not be used multiple times for the original subject property in order to avoid filing an application for a Major Subdivision.
- (2) More than Two-Lots Minor Subdivision
- (a) A more than two-lots minor subdivision is a minor subdivision involving the consolidation, division or redivision of more than two lots before or after platting.
 - (b) Adequate utilities must be existing on the lots involved and these lots must abut an existing public street.
 - (c) Subdividers are not required to show lots five (5) acres or larger on a minor plat unless streets or utilities have to be extended to serve the new lots.
 - (i) It is considered an extension of utility in the planning region if a subdivider opts to install a well instead of extending water lines to the new lot, if water service was reasonably accessible to any portion of the original property. Property within the corporate limits of the Town require extension of water lines, or that the water line be reasonably accessible to the lots involved in the subdivision.
 - (ii) “Reasonably accessible” is defined as follows: a water line is present to any portion of the original property; there is guarantee in lieu of completion of improvements, providing that water service will be provided to any portion of the original property within ninety (90) days of submission of the subdivision plat (the submission date is considered the day the plats are first considered by the Planning Commission); where plans for water line extensions have been prepared; or where water lines are present to the property, but a pump is needed to increase pressure to levels desired by the water service provider.

- (d) A more than two-lots minor subdivision shall be considered for approval by the Planning Commission.

(3) Approval Procedure for Minor Subdivisions

The following procedure shall be followed in order to secure minor subdivision plat approval.

- (a) The owner or design professional may meet with planning staff in a pre-application conference including submittal of a *sketch* drawing of the proposed subdivision for conceptual discussion and review. This preapplication conference is recommended, not required.
- (b) The design professional shall submit six (6) copies of the minor final subdivision plat, application form, and the applicable fee to the planning staff. The plat shall be prepared in accordance with the specifications of “Content of Minor Subdivision Plat” herein.
- (c) Planning and other department or agency staff concerned shall review the plats and planning staff shall provide review feedback to the professional designer.
- (d) The professional designer shall make all necessary revisions and resubmit six (6) copies of the plat to the planning staff for administrative approval in case of a two-lot minor subdivision or for planning staff to submit the plats to the Planning Commission in the case of more than two-lot minor subdivision.
- (e) Administrative approval: upon verification by planning staff that the plats for a two-lot minor subdivision meet all applicable *regulations*, the plats shall be signed by the appropriate officials. Planning staff shall file a copy of the plat in the Planning Office, and shall hand five (5) copies to the owner: the owner shall record three (3) of the five copies in the Office of the Greene County Register of Deeds, and may reserve two (2) copies for personal use.

(4) Content of Minor Subdivision Plat

A minor subdivision plat shall be considered a final plat. It shall be drawn to a scale of 1"=100' horizontal on an 18" by 24" sheet containing the following information:

- (a) A legend shall be placed on the lower or upper right corner of the plat that shall contain the subdivision name, name and mailing address of the property owner, written and graphic scale of 1"=100' or better, civil district number, date, total subdivision size, total number of lots, acres and miles of new road, deed reference, tax parcel identification number, closure error as required by Tennessee Code Annotated, and name of the Planning Commission approving the plat, which shall be “Greeneville Regional Planning Commission”.
- (b) A north arrow
- (c) A location map showing the geographic relationship between the subdivision and well-known streets, railroads, and water courses in all directions to a distance of at least one-half mile. If the map is not to scale, the note “Not to Scale” shall be placed below it. If the location map is to scale, the written and graphic scale shall be

provided immediately below the map. The suggested scale is one inch equals 2,000feet.

- (d) The sign stamp/seal of the surveyor as required by Tennessee Code Annotated.
- (e) The location of streets, water courses, railroads, bridges, culverts, drain pipes, public utility easements, drainage easements, and any other item that may affect the building area of the property.
- (f) The location of buildings and their distance to new property lines and right-of-way lines.
- (g) The location and size of existing water and sanitary sewer lines servicing the lot(s).
- (h) The location of lot lines, whether existing, proposed, or to be eliminated. Lot lines being removed by the plat shall be dashed in and identified. Lot lines being created or maintained by the plat shall be solid lines.
- (i) Existing zoning classification(s) of the subdivided property and adjoining land
- (j) Name(s) of all property owners who own the lots and/or remnants included in the subdivision, with clear identification of the lots or remnants that they own.
- (k) The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.
- (l) Actual closure computations for the boundary traverses that shall close to an accuracy per the requirements of Tennessee Code Annotated.
- (m) Old lot numbers with dashed lines circles around them.
- (n) New lot numbers enlarged and in bold within each resultant lot, and in numerical order.
- (o) Location of reservations, easements, and any areas to be dedicated to public, common or non-residential use, and notes clearly stating their purpose and limitations. Limitations can extend to beneficiaries of a reservation or easement. For example: "Recreation easement for common use by all families or property owners in the subdivision."
- (p) Sufficient data to readily reproduce on the ground the location, bearing and length of every street line, boundary line, block line, and building line whether curved or straight. This shall include the radius, central angle and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
- (q) All dimensions to the nearest one hundredth (100th) of a foot and angles to the nearest minute.
- (r) Location and description of pins
- (s) A certification stating: "This is to certify that this survey has been prepared to the standards and requirements of the Greeneville Regional Planning Commission, the State of Tennessee, and the Tennessee State Board of Examiners for Land Surveyors."
- (t) The location of utility and/or drainage easements. The Planning Commission may accept a note stating: "A drainage and utility easement 7.5 feet in width is provided adjacent to all lot lines. However, under the natural flow rule of water in Tennessee, the drainage of storm water is not limited to the designated easement. Driveways

may cross an easement abutting a right-of-way in order to access the property, but the infringement into the easement shall be as limited as possible.”

- (u) A note stating: “Setbacks shall conform to the provisions of the applicable Zoning Ordinance”
- (v) A flood certification stating whether or not the property is located in a Special Flood Hazard Area (SFHA), and listing the community number, panel number, and adoption date. If the property is located in a SFHA, the limits of the area shall be shown and identified, and the total SFHA area on each lot shall be stated.
- (w) The distance from the centerline of the public street/road to the nearest lot line, with indication of the quantity of the right-of-way dedicated to public use.
- (x) Certifications for the property owner, surveyor, Greene County Health Department, water service provider, sewer service provider, street department & road commission, Greeneville Light and Power Systems, Greene County 9-1-1, and Secretary of the Planning Commission. For property wherein the owner proposes subsurface sewerage disposal, a block shall be reserved on the plats for subsurface sewage disposal certification. The wording for each certification is listed in this Subdivision Regulations as Appendix B
- (y) Plats shall be placed on paper measuring 18" x 24" or 24" x 36". When property cannot be shown on one plat, an index sheet must be provided, showing the entirety of the property, and indicating the areas shown on each of the subsequent plats. A legend providing information on the entire project shall be placed on the index sheet. The index on each additional sheet shall be for the information presented on that sheet.

(5) Submission and Review Schedule

There shall be no deadline for submitting minor subdivision plats. Every effort will be made by Town staff to review such plats expeditiously.