



Policy 08

PARTIAL PLAT PROCESS

Easements for stormwater control and water quality facilities are often required in the development of larger industrial, commercial, and residential properties. Typical properties include shopping centers, office parks, large parking areas, factories, schools, and residential complexes. Preferably, these easements will be established by recorded subdivision plat. However, as described in Section 22.5-20 of the Stormwater and Street Ordinance, in limited situations they may be established by a ***“Partial Plat Process.”***

Section 22.5-20 of the Stormwater and Street Ordinance details this process and describes when it may or may not be an option.

In the ***“Partial Plat Process,”*** stormwater easements are established by a written legal document (***“Declaration Document”***) with attached exhibits that describe the location and boundaries of the easements. These exhibits consist of survey drawings and written descriptions prepared and certified by a Tennessee Registered Land Surveyor. The combined Declaration Document and exhibits shall be recorded in the Office of the Knox County Register of Deeds.

In the ***“Partial Plat Process,”*** only that ***part*** of the property covering the proposed easement area must be surveyed and included on the drawing exhibit. The drawing shall show the proposed stormwater easements relative to existing property boundaries, all other existing easements, roads, buildings, utilities, drainage ways, streams, and any other natural features or man-made structures that could affect the proposed easements.

Partial plat drawings must be based on actual field surveys that have been conducted to the same standards and that show the same information that would be required for a full subdivision plat. The surveyor shall place his official seal on the drawing, sign and date it, and certify that the survey meets Category I precision standards. Except in unusual cases, and unless approved by the Engineering Department, partial plat survey exhibits shall be referenced to the same north meridian as the pre-existing recorded plat of the property.

The partial plat method involves the property owner, the developer, the surveyor, the City Engineering Department, and the City Law Department. The Law Department shall approve the Declaration Document, and the Engineering Department shall approve the survey exhibits.

Partial plat exhibits will be reviewed and approved as quickly as possible but on a first-come, first-served basis with subdivision plats.

A \$150.00 non-refundable fee, paid directly to the Engineering Department, is required for the Partial Plat Process. Payment may be made by credit card or by a check made payable to “City of Knoxville.”

To dedicate stormwater easements by the Partial Plat Process, first contact the Technical Services Administrator to verify that it is an option. Next, submit a completed application form (attached), a copy of the existing recorded plat, and the \$150 fee. For more information, call the Department of Engineering at (865) 215-2148.



City of Knoxville PARTIAL PLAT APPLICATION

Date: _____

To: Director
City of Knoxville Department of Engineering
P.O. Box 1631
Knoxville, TN 37901-1631

<p><i>For office use only --</i></p> <p>Application #: _____</p> <p>City Block #: _____</p> <p>Date \$150 fee paid: _____</p>

From: Undersigned Registered Land Surveyor

RE: Tax Parcel(s) _____
Property Address _____
Deed References _____

I have read and understand Section 22.5-20 of the City’s Stormwater and Street Ordinance and Policy 08 (Partial Plat Process) in the Engineering Department’s current Land Development Manual.

The latest survey of the current boundaries for this property are shown on a survey plat recorded in the Office of the Knox County Register of Deeds as Instrument No. _____ or in Map Cabinet _____, Slide _____ .

I understand the following about the Partial Plat Process:

1. A full copy of the above latest recorded plat of the property, with the above instrument number or map cabinet and slide noted thereon, shall accompany this application.
2. The Engineering Department will verify to me that the Partial Plat Process is an option for this site and that my application has been accepted.
3. Normally, the Law Department shall be responsible for providing the written Declaration Document to me. However, if the Law Department determines that others shall prepare it, then it must be approved by the Law Department before it can be recorded.
4. The property owner is responsible for having the survey drawings and written descriptions (“survey exhibits”) prepared and submitted to the Engineering Department for approval.
5. When the Declaration Document and survey exhibits have been approved, the Engineering Department will determine the Register of Deeds’ recording fee and inform the surveyor, who shall then provide the Engineering Department a check for that amount. It shall be made payable to the “Knox County Register of Deeds”. The Engineering Department shall then record the final total document, advise the surveyor of the recorded instrument number, and provide a paper copy of the recorded document if needed.



For office use only --
Application #: _____

6. Survey exhibits shall not be submitted for review until the proposed easements have been approved by the Engineering Department as part of an engineering design plan.
7. The proposed easements shall conform to those approved design plans.
8. Survey exhibits shall not be approved until the property owner has prepared and recorded a "Covenants For Permanent Maintenance Of Stormwater Facilities" document with the Knox County Register of Deeds. (See Policy 02 in the Land Development Manual.)
9. The same survey information that would have been required for a full-size recorded plat shall be included on that part of the property shown on the drawing exhibit.
10. The following "Owner's Responsibility Note" shall be included on the drawing exhibit: "Property owners are responsible for maintaining stormwater facilities on this property. See Covenants Document recorded as Instrument No. _____."
11. The following note shall also be included on the drawing exhibit: "This survey does not subdivide any property."
12. A Registered Land Surveyor shall certify, seal, sign, and date all exhibits. On the drawing exhibit, he/she shall certify that the bearing and distance information meets Category I (1:10,000) accuracy standards.
13. If a Special Pollution Abatement Permit (SPAP) is required, I must include the Engineering Department's SPAP stamp on the drawing exhibit.
14. Before the final document can be recorded, it must be approved by the Engineering Department. I must include the Department of Engineering's approval stamp on my drawing.
15. All exhibits shall be submitted to the Engineering Department. A \$150.00 non-refundable fee shall be paid to the Department of Engineering with the first submittal.
16. Policy 08 of the Land Development Manual is available on the Engineering Department's website at <http://www.cityofknoxville.org/engineering/ldmanual/LD-EP08.pdf>.

Surveyor's Printed Name

Company

Address

Telephone No.

Fax No.

Email Address

Signature

RLS No.

Property Owner's Printed Name

Address

Telephone No.

Fax No.