

PLAT REVIEW CHECKLIST Engineering Division	Date received: _____	Date Faxed: _____ # Pages: _____
Ward/City Block: _____ Zoning: _____		To: _____
Subdiv. Name: _____		Co./Dept. _____
Surveyor: _____ Surveyor's Dwg. #: _____		Fax #: _____
MPC File #: _____ CLT: _____		City Engineering Phone: (865) 215-2148
		From: _____ Fax: (865) 215-2631
Streets:	R/W Shown:	R/W Required:
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Additional R/W needed?
		Yes No _____
		Yes No _____
		Yes No _____
		Comments:

MSR = Minimum Subdivision Regulations for Knoxville and Knox County at: <http://www.knoxmpc.org>
 EP = Engineering Division Policy SOP = Land Surveyor's Standards of Practice Ord = City Stormwater/Street Ordinance (22.5)

Items	(✓ = Yes X = No --- = Not Applicable) ✓ - see comments sheet	MSR	Correction Required?
PROPERTY COMPUTATIONS			
1	CLOSURES (Category 1): Boundary? R/W's? Easements?	(44-88)	
2	Survey Control: Tie Req'd? Tied? Tie ok?	(44-92.2)	
3	NORTH ARROW: Shown? Labeled Properly? Toward Top of Page?	(44-84)	
4	BASIS FOR NORTH STATEMENT? Grid North?	EP-17	
5	BEARINGS to Nearest Minute or better? DISTANCES in Hundredths of Feet? Clockwise?	(44-94)	
6	LOT AREAS: Lot Area Shown? Sq. Ft? Did Acreage Change? Area of JPE or panhandle excluded?	(64-24)	
7	PANHANDLE LOT: Access width (25') shown? Perpendicular distance labeled? Access excluded from area?	(64-24)	
8	LOT MINIMUMS: Minimum Area OK? Road Frontage OK? (Min 25' on Public ROW)	(82-33)	
9	SUBSTANDARD LOT REMNANT Created? Variance Requested? Landlocked?	(64-27)	
10	CORNER MONUMENTS: At all corners? Described? Labeled as Old or New? Benchmarks shown for new dev?	(74-20)	
STREETS AND RIGHTS-OF-WAY			
11	STREET NAMES: Shown Correctly? New Roads Identified as Public, Private, or JPE?	(44-95)	
12	Street Tie to Nearest Intersection: Shown? Intersection Point Identified? Correct Street Name?	(44-92.1)	
13	STREET R/W'S: Total Width Shown? Perpendicular Distance to C/L of Existing Roadway?	(62-90)	
14	STREET C/L's and ALLEY C/L's: Shown? C/L Existing Pavement or C/L Existing R/W?	(62-90)	
15	STREET R/W'S: Radius dedicated on new roads & JPEs? Encroachment into public R/W? Distances for all encroachments?	(62-84,85)	
16	STREET R/W'S: Curves shown on new roads & JPEs (if chord deflection angles > 10°)? Are curves tangential?	(62-71)	
17	CUL-DE-SACS: New R/W radius = 50'? Cul-de-sac return radius = 75'? Existing cul-de-sac radius adequate?	(62-95)	
18	EXCLUSIVE PERMANENT ACCESS ESMT: Law Dept? Bk/Pg (Inst)? R/W? Road Frontage?	(64-24)	
19	EXCLUSIVE PERMANENT ACCESS ESMT: B&D? P/L Ties? Perpendicular distance (25' minimum)?	(64-24)	
20	JOINT PERMANENT ESMT: 40' Width? Notify Law Dept If Over 5 Lots?	(64-24)	
21	JOINT PERMANENT ESMT (if serving 2 or more lots): Meets all requirements for MSR 64-24?	(64-24)	
22	CLOSED STREETS & ALLEYS: Shown? Closing Ordinance # Correct?	----	
23	CLOSED STREETS & ALLEYS: Quitclaim deed referenced on plat? Limits cross-hatched?	----	
24	INTERSECTION RADIUS CORRECT?: Commercial/Industrial/Office (75') Residential/Agricultural (25')	(62-84,85)	
25	CURVES: Central Angle (Δ)? Arc? Radius? Tangent? Chord B&D? PC/PT/POC?	(44-95)	
BASIC DRAWING INFORMATION AND LINEWORK			
26	SHEET SIZE: 18x24"? 2" Left Border? Other sides 1/2"?	(44-83)	
27	Graphic Scale? Numeric Scale? 1"=100' or Less? Date Prepared?	(44-82)	
28	LEGEND: Shown? Do symbols match the drawing? Abbreviations?	SOP	
29	LOCATION MAP: Shown? Complete & Correct? Scale Given? North arrow or same rotation?	(44-98)	
30	LEGIBILITY PROBLEMS? The final plat must be capable of producing clean and legible copies.	SOP	
31	OUTSIDE BOUNDARY LINES: Bold and Apparent?	(44-94)	
32	ADJOINING PROPERTIES: Owner's Name? D.Bk/Pg. (Instr #)? Departing Lines?	SOP	
33	ADJOINING PROPERTIES: Subdiv. Name? Lot No.? M.Bk/Pg (Instr#)? Departing Lines?	SOP	
34	LOT NUMBERS: New Numbers Correct? Old Numbers Correct?	(44-99)	
35	LOT LINES: Old Lot Lines Shown? Old Deed Lines Shown?	SOP	
36	EX STRUCTURES: Shown? Other physical features? P/L Violated? Esmt. Violated?	SOP	
37	CITY LIMITS: Lines Shown? Labeled property? Change line type or label?	----	

PLAT REVIEW CHECKLIST					Correction				
Items (✓ = Yes X = No --- = Not Applicable) ✓ - see comments sheet					MSR	Required?			
UTILITY EASEMENTS & STREAM SETBACKS									
38	STANDARD DRAINAGE & UTILITY ESMT DEDICATIONS:		10 Ft Exterior?	5 Ft Interior?	(69-10)				
39	SINKHOLE:	Shown?	Esmt 5' from closed contour?	Labeled?	P/L Ties?	Impacts other properties?	(44-95)		
40	EXISTING EASEMENTS:	Shown?	Bk/Pg?	Width?	B&D?	P/L Ties?	(44-95)		
41	SANITARY SEWER:	Shown in Street?		Shown on Property?		Esmts?	(44-95)		
42	F-1 ZONE:	Shown & Labeled as "Approximate"?		Correct Permanent Drainage Esmt. Noted?		No Filling or Buildings Noted?	(65-40)		
43	FLOODPLAIN INFO:	Is flood panel number and panel date shown?		Creek correctly identified?			(44-97)		
44	FLOODPLAIN INFO:	100-Year Floodplain boundary shown?		500-Year Floodplain boundary shown?			(44-97)		
45	100-YEAR FLOODWAY:	Shown correctly?		NO-FILL LINE: Shown Correctly?			Ord 22.5		
46	BLUE-LINE STREAM:	Check USGS quadrangle map to determine "Waters Of The State"?			Classified / declassified by TDEC letter?			Ord 22.5	
47	STREAM BUFFER ZONE:	Shown?	Dimensioned perpendicularly from C/L?	Labeled as "Restricted-Use Buffer Zone"?				Ord 22.5	
48	GREENWAY:	Easement Shown Correctly?		Width?	B&D?	P/L Ties?	SOP		
CPMSF & STORMWATER ORDINANCE (Section 22.5-34 of the city code)									
49	STORM DRAIN LINES SHOWN:	Existing/Proposed?	Labeled?	Storm Drain Esmts (shown)?	P/L Ties?		(44-95)		
50	STORMWATER DETENTION:	>1 acre Comm?	>5 lots Resid?	>5 acres Resid?	>1/2 acre Imperv?			Ord 22.5	
51	DETENTION BASIN ESMT:	Plotted & Labeled?	B&D?	Area?	Access Esmt Needed?			EP-05	
52	DETENTION BASIN OUTLET:	Outlet structure & culvert shown?		Storm Drain Esmts?	B&D?			EP-05	
53	FIRST FLUSH / WATER QUALITY:	Required?		CPMSF referenced?				Ord 22.5	
54	WATER QUALITY FACILITY ESMT:	Plotted & Labeled?	B&D?	Area (in sq.ft.)?				EP-05	
55	WATER QUALITY FACILITY ESMT:	Min Esmt Size 20' x 20'?		Access Esmt Needed?				EP-05	
56	P/L Ties?	Owner's Responsibility Note?			Recorded Covenant Inst #?			EP-05	
57	20' Traversable Access Esmt Shown and Labeled?	Matches Design Plans?		Bond in place?			EP-05 / EP-06		
TITLE BLOCK AND GENERAL INFORMATION									
58	PROPERTY OWNER'S NAME, Address and Phone Number Shown?					(44-103)			
59	SURVEYOR'S NAME, Address and Phone Number Shown?				Fax?	(44-103)			
60	SUBDIVISION NAME?	Unit #?		RESUBDIVISION OF?			(44-101)		
61	DEED REFERENCE?	TOTAL NUMBER OF LOTS?	Total Sq. Ft/Acreage?				(44-104)		
62	Correct Ward #?	Correct City Block?	Correct CLT #?			(44-102)			
63	Vertical Datum: Elevation shown?	NGVD29 or NAVD88 or other vertical datum referenced?				SOP			

STAMPS - (See MSR 44-110 through 44-118)

- Surveyor's Seal (in accordance with SOP)
- Property Owner
- Notary Stamp for Property Owner Signature
- Surveyor's signature - Construction complete/incomplete
- Certification of Category 1 Survey (1:10,000 or better)
- Knox County Health Department (sanitary sewers)
- Zoning (MPC official zoning map)
- Inspection of completed streets & related improvements
- Inspection of completed drainage systems
- Guarantee to complete streets & related improvements
- Guarantee to complete drainage systems
- Special Pollution Abatement
- No easements to release : *RLS certification*
- Easement release : City
- City & County Taxes
- MPC Addressing
- Engineering Division approval

Provided?	MSR reference
	SOP
	44-111

	44-112.3
	44-112.5
	44-113
	44-114
	44-115.1
	44-115.2
	44-115.3
	44-115.4

	44-115.7
	44-118

See the Land Development Manual, Appendix C (Engineering Policies) online at -- <http://www.cityofknoxville.org/engineering/>
 Survey control points are available at City Engineering website -- <http://www.cityofknoxville.org/engineering/civil/surveypoints.asp>
 KGIS allows viewing/printing of interactive maps & property information (<http://www.kgis.org>) as a service called [KnoxnetWhere?](#).

PLAT REVIEW CHECKLIST
Engineering Division

Date received: _____

JPE page #: _____

Checked by: _____

JPE REVIEW

Ward/City Block: _____ Date reviewed: _____

Attach one page

Subdiv. Name: _____

per JPE per plat.

Surveyor: _____ Surveyor's Dwg. #: _____



See Minimum Subdivision Regulations, Section 64-24, for Joint Permanent Easements.

REQUIREMENTS FOR ALL JOINT PERMANENT EASEMENTS:

- Fit in with context of neighborhood and road pattern.
- Joint permanent easement approved by the Law Dept.; recorded; recording reference noted on plat.
- Joint permanent easement width – 40 foot minimum.
- Joint permanent easement right-of-way lines shown via dashed lines.
- More than 5 lots on joint permanent easement must be zoned PR.
- All dead end joint permanent easements shall provide a suitable turnaround meeting AASHTO guidelines.
- Sight distance shall be adequate as specified in Section 62-88.
- The area of the joint permanent easement shall not be included in computing the lot area. The plat shall identify both the total area of the lot and the area excluding the access easement.

THE FOLLOWING NOTES MUST BE PLACED ON ALL PLATS with JPE's

- Joint permanent easement is not a public road and will not be maintained by the City.
- Joint permanent easement will also function as a utility easement.
- Surveyor to certify the grade on the plat by way of a note. Grade of the JPE must be traversable with a maximum grade of 12% or less. A road profile may be necessary.
- Surveyor to certify on the plat that sight distance on the intersecting public road meets the Minimum Subdivision Regulations.
- The appropriate stamp (MSR 44-115) must be placed on the plat for road construction.
- A Homeowner's Association or other legal entity shall be established that addresses the maintenance of the easement. Maintenance agreement approved, recorded, recording referenced on plat.

REQUIREMENTS FOR 5 LOTS OR LESS

- The pavement is to be 20' wide minimum with an all-weather surface as specified by the City. List the width, depth and type of pavement. In the City, improvements must be bonded.

REQUIREMENTS FOR OVER 5 LOTS

- Meets public road standards, except as exempted or varied by MPC. **List the width, depth and type of pavement and curbing on the plat.** In the City, improvements must be bonded.
- Street names – **“JOINT PERMANENT EASEMENT”** labeled in large letters, with easement name smaller and in parentheses.
- A road profile shall be required. If JPE does not conform to the public or other legal entity road standards of Section 62, a variance must be obtained from MPC with the City Engineering Dept approval. The pavement is to be 26' wide, but may be reduced to 22' in width with an approved MPC variance.

MAJOR SUBDIVISIONS: YES NO

_____	_____	Bench Mark and Elevation No. Required.
_____	_____	Concrete Monument
_____	_____	Street Bond
_____	_____	Drainage Bond
_____	_____	Street Complete

Comments: