



*Municipal-Regional Planning Commission*

# Meeting Agenda

Atoka Town Hall  
334 Atoka-Munford Avenue

Monday, December 18, 2023  
6:00 p.m.

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**I. Call to Order & Establishment of a Quorum**

**II. Approval of the Minutes**

1. Special Called Meeting Minutes – October 26, 2023

**III. Reports**

1. Code Enforcement Monthly Activity Report

**IV. Old Business**

1. Approval of Atoka Subdivision Regulations

**V. Public Comment**

**VI. New Business**

**VII. Miscellaneous Items from the Planning Commission**

**VIII. Adjourn.**



## ***Municipal-Regional Planning Commission***

Atoka Town Hall  
334 Atoka-Munford Avenue

Thursday, October 26, 2023  
7:00pm

### **Meeting – Minutes**

The **Atoka Municipal/Regional Planning Commission** met with the following members present:

Barry L. Akin  
Matthew Peters

John Harber  
Stephen Shopher

Vicki Shipley  
Tyra Faircloth

Absent: Paul Martin

Also attending: Amanda Faurbo, Assistant to the Town Administrator

Marc Woerner, Town Administrator

Ben Ledsinger, Engineer

Wesley Yarbrough, Public Works Director

Jim Atkinson,, Planner

\*Attached Sign In sheet.

Chair Shopher called the meeting to order at 7:00pm and established a quorum.

### **Approval of Minutes**

**Approval of the October 16, 2023, Minutes** – Commissioner Peters made a motion to approve the October 16, 2023, minutes as presented. Commissioner Faircloth seconded the motion. No further discussion. All approved. Motion Carried.

### **Old Business – Discussion and possible action regarding the draft Atoka Subdivision**

**Regulations.** Jim Atkinson, Planner, presented the staff report and the subdivision regulations.

Jim answered questions from the Commission. Mayor Akin made a motion to postpone the approval of the subdivision regulations until next scheduled meeting. Commissioner Harber seconded. All Approved. Motion Carried.

**Reports – Code Enforcement Monthly Report August 2023** –The report was presented and reviewed by the Planning Commission.

### **Public Comment** –

### **New Business** –

#### **1. Approval of Final Plat for “Resubdivision of Revised Lot 1-Atoka Idaville Subdivision”.**

Jim, Planner presented the staff report to the Commission. Commissioner Harber made a motion to approve the Final Plat for resubdivision of Lot 1 on Atoka Idaville road based on staff and Engineer recommendation. Commissioner Shipley seconded the motion. All Approved. Motion Carried.

**2. Discussion and possible action regarding a Site Plan for Turf Solutions located on the southeast corner of Highway 51 and Tracy Road.** Jim, Planner presented the staff report to the Commission. Commissioner Faircloth made a motion to approve with conditions so the applicant can go ahead and start. She added that the Commission would require the final to come back to commission for approval. Mayor Akin seconded the motion. Discussion was opened, and Commissioner Harber asked for clarity on the approval with conditions. Jim, Planner read off all the identified conditions from the Commissioners' statements.

1. Landscaping plan provided that complies with the zoning ordinance.
2. Provide an exterior lighting plan that complies with the zoning ordinance.
3. Not a condition of approval but make the rear of the site private to allow gravel parking.
4. Modify to bring back a solution on the curbing, something the engineer is comfortable with and work with applicant to see which option is best and bring back to the Commission for approval.
5. Increase drive aisle from 24 to 26 feet.
6. Designate parking spaces in the back of the building, could be private to bring the site up to the 15 required spaces for the site.

Commissioner Faircloth amended her motion to include recommendations from the Town Planner. Mayor Akin seconded the motion. All Approved. Motion Carried.

#### **Miscellaneous Items from the Planning Commission-**

**Commissioner Shipley made a motion to adjourn the meeting at 8.27 pm. Mayor Akin seconded.**

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Stephen Shopher, Chair

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Amanda Faurbo, Clerk

Atoka Code Enforcement  
Fiscal Year 2024

PERMIT INFORMATION	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Building Permit - Commercial	1	0	0	0	0								1
Building Permit - Industrial	0	0	0	0	0								0
Building Permit - Residential - Addition	2	1	0	2	1								6
Building Permit - Residential - New Build	1	4	0	2	0								7
Building Permit - Residential - Upstairs Finish	0	0	0	0	0								0
Misc Permit - Accessory Structure	5	3	3	6	6								23
Misc Permit - Detached Garage	0	0	0	0	0								0
Misc Permit - Fence Permit	17	5	3	2	2								29
Misc Permit - Pool Permit	1	1	1	1	3								7
Misc Permit - Mechanical	19	17	2	5	6								0
Misc Permit - Driveway/Sidewalk	0	3	2	2	0								0
Misc Permit - Fireworks	0	0	0	0	0								0
Misc Permit - Demolition	1	0	0	0	0								0
TOTAL PERMIT INFORMATION	47	34	11	20	18	0	0	0	0	0	0	0	73

CERTIFICATE OF OCCUPANCY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Certificate of Occupancy - Commercial	0	1	0	1	1								3
Certificate of Occupancy - Industrial	0	0	0	0	0								0
Certificate of Occupancy - Residential	1	7	2	6	4								20
TOTAL CERTIFICATE OF OCCUPANCIES	1	8	2	7	5	0	0	0	0	0	0	0	23

BUILDING INSPECTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Form Board / Set Back Inspection	0	2	1	2	4								9
Footing Inspection	1	0	0	0	0								1
Plumbing Inspection	7	5	3	4	3								22
Sheathing Inspection	3	4	1	1	4								13
Brick Ties Inspection	5	1	4	1	3								14
Framing Inspection	10	9	5	7	5								36
Mechanical Inspection	11	17	10	7	4								49
Driveway/Side Inspection	0	2	1	2	0								5
Backwash inspection	0	1	3	1	0								5
Insulation Inspection	6	6	2	4	2								20
TOTAL BUILDING INSPECTIONS	43	47	30	29	25	0	0	0	0	0	0	0	174

CODE ENFORCEMENT ACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Municipal Court Citations	1	0	0	2	1								4
Property Maintenance Complaints - Closed	9	9	8	5	2								33
Property Maintenance Complaints - Received	15	22	11	7	1								56
TOTAL CODE ENFORCEMENT ACTIONS	25	31	19	14	4	0	0	0	0	0	0	0	93

PERMIT FEES	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Collected Fees	\$7,355	\$6,048	\$2,754	\$3,591	\$4,637								\$24,385
TOTAL PERMIT FEES													\$24,385

COMMENTS

Temporary Permits: 1

# TOWN OF ATOKA, TENNESSEE

## Staff Report

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**TO:** Atoka Planning Commission

**FROM:** Jim Atkinson, AICP  
Interim Town Planner

**MEETING DATE:** December 18, 2023

**SUBJECT:** Action regarding the draft Atoka Subdivision Regulations.

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### STAFF RECOMMENDATION

Approve the Subdivision Regulations.

### BACKGROUND

The adoption of the Subdivision Regulations is one of the implementation tools of the recently adopted comprehensive plan. The Subdivision Regulations provide the regulatory authority to ensure that the vision of the comprehensive is implemented, by placing requirements on the development and redevelopment of land that can be enforced by the Town.

At previous meetings, the Planning Commission discussed and gave direction to staff regarding several items. In addition, individual planning commissioners sent comments via email. The Subdivision Regulations included in this packet have incorporated the changes that have been discussed by the planning commission. In addition, SSR has cleaned up formatting issues to create a document that is ready for adoption by the Planning Commission.



# TOWN OF ATOKA SUBDIVISION REGULATIONS



Planning Commission  
Review Draft





## **Article 1: Authority and Applicability**

1.1	Title	9
1.2	Authority	9
1.3	Jurisdiction	9
1.4	Purpose	9
1.5	Policy	10
1.6	Design Concepts	10
1.7	Conformance To Applicable Rules and Regulations	11
1.8	Self-imposed Restrictions	11
1.9	Character of the Land	11
1.10	Policy on Flood Prone Areas	11
1.11	Subdivision Name	13

## **Article 2: Procedure for Major Approval**

2.1	General	17
2.2	Preliminary Plat	18
2.3	Construction Plans	20
2.4	Performance Agreement Required	22
2.5	Final Plat	23
2.6	Surety Instrument	25
2.7	Submission of “As-built Utility Drawings”	25

## **Article 3: Procedure for Minor Approval**

3.1	Procedure	28
3.2	Submission	28
3.3	Plat Content	29



3.4	Plat Review	29
3.5	Plat Approval	30

## **Article 4: General Requirements and Standards of Design**

4.1	Lot Layout	34
4.2	Blocks	35
4.3	Roads and Streets	35
4.4	Storm Drainage	46
4.5	Curb and Gutter Requirements	49
4.6	Utilities	49
4.7	Utility Easements	53
4.8	Survey Monuments	53
4.9	Driveways and Curb Cuts	54
4.10	Sidewalks and Persons with Disabilities	55
4.11	Screening and Landscaping	56
4.12	Environmental Protection and Preservation	56
4.13	Non-Residential Subdivisions	57

## **Article 5: Prerequisites to Final Plat Approval**

5.1	General Requirements	62
5.2	Final Plat Requirements	62

## **Article 6: Acceptance, Inspection, & Maintenance of Improvements**

6.1	Completion of Improvements	66
-----	----------------------------	----

6.2	Extension and Enforcement of Surety Instrument	66
6.3	Reduction of Surety Instrument	66
6.4	Acceptance of Improvements	67
6.5	Deferral and Waiver of Required Improvements	67
6.6	Inspection of Improvements	67
6.7	Maintenance of Improvements	68
6.8	Issuance Of Building Permits And Certificates Of Occupancy	68

## **Article 7: Variances, Appeals and Amendments**

7.1	Variances	72
7.2	Appeals	72
7.3	Amendment	72

## **Article 8: Legal Status Provisions**

8.1	Powers of the Planning Commission	76
8.2	Enforcement of Subdivision Regulations	76
8.3	Penalties for Violation	77
8.4	Regulations declared to be Minimum Requirements	77

## **Article 9: Severability and Adoption**

9.1	Severability	80
9.2	Adoption	80

## **Article 10: Definitions**

10.1	Meaning and Interpretation	84
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**Appendices:**

Appendix. 1	Final Plat Certificates	97
Appendix. 2	Final Plat Checklist	101
Appendix. 3	Preliminary Plat Checklist	102
Appendix. 4	Checklist for Site Plan	103
Appendix. 5	Guidelines for Erosion Control	104
Appendix. 6	Design Requirements for Drainage Ditches	106
Appendix. 7	Street Cross Sections	107





## **IN THIS ARTICLE:**

1.1	Title	9
1.2	Authority	9
1.3	Jurisdiction	9
1.4	Purpose	9
1.5	Policy	10
1.6	Design Concepts	10
1.7	Conformance To Applicable Rules and Regulations	11
1.8	Self-imposed Restrictions	11
1.9	Character of the Land	11
1.10	Policy on Flood Prone Areas	11
1.11	Subdivision Name	13

## ARTICLE 1: AUTHORITY AND APPLICABILITY

### 1.1 Title

These regulations shall, hereinafter, be known and cited as the Municipal Subdivision Regulations of Atoka, Tennessee and the Atoka Planning Region.

### 1.2 Authority

These subdivision regulations are adopted by the Atoka Municipal/Regional Planning Commission under authority granted by Sections 134101 through 134309 of the Tennessee Code Annotated and are adopted in conformity with said statutes by having filed a copy of the major road plan in the office of the Registrar of Tipton County and having held a Public Hearing on these regulations after 15 days' notice in a newspaper of general circulation.

### 1.3 Jurisdiction

These subdivision regulations shall apply to all subdivisions, as herein defined, within the Town of Atoka Tennessee and the Atoka Planning Region. No land shall be subdivided within the Town of Atoka Tennessee or the Atoka Planning Region until a plat is submitted by the subdivider/developer in accordance with these regulations, the plat is approved by the Planning Commission, and the plat is filed with the County Registrar.

### 1.4 Purpose

These regulations are adopted for the following purposes:

- 1.4.1 To promote the public health, safety, and general welfare of the jurisdictional area.
- 1.4.2 To guide the development of the jurisdictional area in accordance with the Land Development Plan, consideration of the suitability of non-residential and public areas and consideration for the most beneficial land use.
- 1.4.3 To provide for adequate light, air, and privacy; to secure safety from fire, flood, and other dangers; and to prevent overcrowding of the land and undue congestion of population.
- 1.4.4 To enhance the character and economic stability, and encourage the orderly, beneficial development of the jurisdictional area.
- 1.4.5 To conserve the value of land, buildings, and improvements throughout the jurisdictional area, and to minimize detrimental conflicts among the uses of land and structures.
- 1.4.6 To guide public and private policy and action by providing for transportation, water, sewage, schools, recreational areas and other public requirements and facilities.
- 1.4.7 To provide for the most beneficial relationship between the uses of land and buildings and the efficient traffic movement throughout the jurisdictional area.
- 1.4.8 To establish reasonable standards of design and procedures for subdivisions and re-subdivision; to further the orderly layout and use of land; and to ensure proper legal descriptions and proper monumenting of land.
- 1.4.9 To ensure that appropriate facilities are available and are of sufficient size to serve the proposed development.
- 1.4.10 To prevent the pollution of air, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard the water table and to preserve the integrity, stability, beauty, and value of the jurisdictional area.
- 1.4.11 To guide and strive to preserve the natural beauty and topography of the jurisdictional area and to ensure appropriate development with regard to these natural features.

- 1.4.12 To provide for open spaces through efficient design and layout of the land, including the use of average density in providing for minimum width and area of lots, while preserving the density of land as established in the zoning ordinance.
- 1.4.13 To encourage subdivision design maximizing the conservation of all forms of energy.

## **1.5 Policy**

It is the policy of the Planning Commission to review plats and proposed subdivision developments for conformity with any applicable land use plans, the Major Road Plan, and the Atoka Municipal Zoning Ordinance. It is further the policy of the Planning Commission to review plats and proposed subdivision developments in the context of existing land use, development, population, traffic distribution and the highest and best interests of the community. The planning commission shall require strict adherence to these regulations, especially when specific site conditions or immediate community conditions warrant.

## **1.6 Design Concepts**

Land subdivision is a compromise among competing and often conflicting objectives. Users of these regulations should recognize that the subdivision of land is far more than a means of marketing land; it is primarily the first step in the process of building a community. Once land has been divided into lots, streets have been established, utilities have been installed and buildings have been constructed, correction of any defects or problems is costly and difficult. Moreover, the development pattern is permanently ingrained upon the community and is unlikely to be changed. Subdivided land becomes a public responsibility requiring the maintenance of improvements and the provisions of public services. Additionally, for the sake of future owners and the community, subdivided land should not only be presently marketable, but should remain competitive with future developments, thereby presenting a stable and liquid investment. Therefore, the interests of the public, the subdivider/developer, and future owners are served by adherence to sound concepts and standards of design. To achieve the desired objectives, all subdivisions within the Town of Atoka must conform to the following basic design concepts:

### **1.6.1 External Factors**

Subdivision design must provide for external factors of community-wide concern including the proper extension of major streets, extensions of utilities, preservation of major drainage channels and related flood lands, and the reservation of needed school and park sites. Additional external factors to be considered include proximity to local, community, and regional shopping centers; places of employment; educational and recreational facilities; and to public transportation.

### **1.6.2 Land Use**

Subdivision design must be related to proposed and existing land uses. A subdivision's layout is inseparable from the use to which the land is to be put. Moreover, adjacent land use patterns must be considered. Some uses, such as parks, certain institutional uses, and bodies of surface water, may be incorporated into the design to create value. Others, such as railroads, power lines and associated easements, poorly subdivided lands, and unsightly strip commercial developments, may require special design techniques to minimize their deprecatory effect on property values.

### **1.6.3 Natural Environment**

Subdivision design must give due consideration to the natural environment. Areas of natural beauty, such as fine stands of trees and prominent terrain, should be conserved by the design. Low areas subject to flooding or areas of unsuitable soil or ground water conditions should not be put to residential use.

### **1.6.4 Internal Details**

Subdivision design must give attention to internal design details including the proper layout of the streets, the utilities needed, open spaces and adjustment of the design to topography and soil capabilities of the land. A major aspect of internal detailing is careful attention to grading, drainage, utility and infrastructure design.

## **1.7 Conformance To Applicable Rules and Regulations**

In addition to the requirements established herein, all subdivision plats shall comply with all applicable laws, ordinances, resolutions, rules, or regulations, including, but not limited to the following. In addition, plat approval may be withheld if a subdivision is not in conformity with these rules or with the provisions set forth in Article 5 of these regulations.

- 1.7.1 The adopted General Plan and Major Road (public way) Plan.
- 1.7.2 The rules of the Tennessee Department of Environment and Conservation.
- 1.7.3 The rules, as applicable, of the Federal Highway Administration or Tennessee Department of Transportation, if the subdivision or any lot contained therein abuts a non-local highway.
- 1.7.4 The standards and regulations adopted by all other boards, commissions, and agencies of the Town of Atoka where applicable.

## **1.8 Self-imposed Restrictions**

If the owner places restrictions on any of the land contained in the subdivision greater than those required by any zoning ordinance or these regulations, such restrictions or reference thereto shall be recorded with the County Registrar on a separate form, along with the Final Plat in the office of the County Registrar.

## **1.9 Character of the Land**

Land which the Planning Commission finds to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which would be harmful to the safety, health, and general welfare of inhabitants of the land and surrounding areas shall not be subdivided or developed unless adequate methods are formulated by the subdivider/developer and approved by the Planning Commission.

## **1.10 Policy on Flood Prone Areas**

- 1.10.1 No subdivision or part thereof shall be approved by the Planning Commission if proposed levees, fills, structures, or other features within the subdivision will individually or collectively, increase flood flows, heights, duration, or damages. The regulatory limits (the 100-year flood level) shall be determined from the latest approved flood study for the jurisdictional area, and any subsequent revisions thereto. Specific engineering studies are to be formulated by the subdivider/developer in those areas in which flood data are not currently available, if deemed necessary by the Planning Commission.
- 1.10.2 In any instance in which the Planning Commission determines that a proposed subdivision may affect the flood height, velocity, or duration in any flood prone area outside its jurisdiction, the commission shall take all actions necessary and proper to ensure the coordinated review of the development with the appropriate governmental agencies of the affected area.
- 1.10.3 The acceptability of any flood protection methods formulated by the subdivider/developer or his agent shall be determined by the Planning Commission.
- 1.10.4 All such flood protection measures shall be designed so that they do not increase, either individually or collectively, flood flows, heights, duration, or damage thus minimizing infringement into the regulatory floodway.
- 1.10.5 In approving plans for subdivision of land containing flood prone areas, the Planning Commission shall ensure that development will proceed in such a way that property lying within any floodway, as defined by these regulations, will be maintained in a manner as prescribed by any zoning ordinance. The Planning Commission shall also ensure that development within any floodway fringe area (within the 100-year flood level) will be protected adequately against potential flood hazards by the methods prescribed in this article.



- 1.10.6 The Planning Commission shall reject the subdivision of any land containing a flood prone area when the commission determines that subdivision plans are not consistent with the policy stated in this section.
- 1.10.7 In determining the appropriateness of land subdivision at any site containing a flood prone area, the Planning Commission, in reviewing any plat, shall consider:
- 1.10.7.1 The danger to life and property due to the increased flood heights or velocities, either potential or actual, caused by subdivision fill, roads, and intended uses.
  - 1.10.7.2 The danger that intended uses or improvements may be swept onto other lands or downstream to the injury of others.
  - 1.10.7.3 The adequacy of proposed water supply, sanitation, drainage systems, and the ability of these systems to function under flood conditions.
  - 1.10.7.4 The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage upon the individual owner.
  - 1.10.7.5 The importance of the services provided by the proposed facility to the community at large.
  - 1.10.7.6 The requirements of the subdivision for a waterfront location.
  - 1.10.7.7 The availability of alternative locations not subject to flooding for the proposed subdivision and land uses.
  - 1.10.7.8 The compatibility of the proposed uses with existing development or development anticipated in the foreseeable future.
  - 1.10.7.9 The relationship of the proposed subdivision to the Land Development Plan and the floodplain management program for the area.
  - 1.10.7.10 The safe access to the property for emergency vehicles in times of flood.
  - 1.10.7.11 The expected heights, duration, velocity, rate of rise, and sediment transport of the floodwaters expected at the site.
  - 1.10.7.12 The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, roads/streets, and bridges.
  - 1.10.7.13 The effect of the proposed subdivision upon the Planning Commission's participation in the National Flood Insurance Program, if such Planning Commission is, or elects to be, in the program.
- 1.10.8 Where protection against flood damage is necessary, in the opinion of the Planning Commission, flood damage reduction techniques may include any of the following but shall not be limited to any method deemed to be appropriate.
- 1.10.8.1 The imposition of any surety and deed restrictions enforceable by the Planning Commission to regulate the future type and design of uses within flood prone areas.
  - 1.10.8.2 Flood protection measures designed so as not to increase, either individually or collectively, flood flows, height, duration, or damages, and so as not to infringe upon the regulatory floodway.
  - 1.10.8.3 Installation of flood warning systems.
  - 1.10.8.4 The use of fill, dikes, levees, and other protective measures.
  - 1.10.8.5 The use of flood proofing measures may include:
    - a. Anchorage to resist flotation and lateral movement.

- b. Installation of watertight doors, bulkheads, shutters, or other similar methods of closure.
- c. Reinforcement of walls to resist water pressures.
- d. Use of paints, membranes, or mortars to reduce seepage through walls.
- e. Addition of mass or weight to structures to resist flotation.
- f. Installation of pumps to lower water levels in structures.
- g. Construction of water supply and waste treatment systems to prevent the entrance of or contamination of flood waters.
- h. Installation of pumps or comparable facilities for subsurface drainage systems to relieve external foundation wall and basement flood pressures.
- i. Building design and construction to resist rupture or collapse caused by water pressure of floating debris.
- j. Installation of valves or controls on sanitary and storm drains which permit the drains to be closed to prevent backup of sewage and stormwater into buildings or structures.
- k. All locations and installations of electrical equipment, circuits, and appliances are protected from inundation by the regulatory flood.
- l. Location of storage facilities for chemicals, explosives, buoyant material, flammable liquids, or other toxic materials which would be hazardous to the public health, safety, and welfare at or above the regulatory flood protection elevation, or design of such facilities to prevent flotation of storage containers or damage to storage containers which could result in the escape of toxic materials.

#### **1.11 Subdivision Name**

The proposed name of the subdivision shall not duplicate or too closely approximate phonetically the name of any other subdivision in the area covered by these regulations. The Planning Commission shall have the authority to designate the name of the subdivision, which shall be determined during Preliminary Plat approval.

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**IN THIS ARTICLE:**

2.1	General	17
2.2	Preliminary Plat	18
2.3	Construction Plans	20
2.4	Performance Agreement Requirements	22
2.5	Final Plat	23
2.6	Surety Instrument	25
2.7	Submission of “As-Built Utility Drawings”	25

## ARTICLE 2: PROCEDURE FOR MAJOR APPROVAL

### 2.1 General

- 2.1.1 Any owner of land lying within the area of the jurisdiction of the Planning Commission wishing to divide such land into two or more lots, sites, or divisions for the purpose of, either immediate or future, sale or building shall make application to the Planning Commission by submitting the required plats along with any required application fees. Such plats shall conform to the minimum standards for subdivision design as set forth in Article 4 of these regulations and such additional site-specific criteria as deemed necessary by the Planning Commission or the Town technical staff.
- 2.1.2 The subdivider/developer shall consult early and informally with the Planning Commission and its technical staff for advice and assistance before the preparation of the Preliminary Plat, and its formal application for approval. This will ensure familiarization with these regulations, the major road plan and other official plans or public improvements which might affect the area. Such informal review should prevent unnecessary and costly revisions.
- 2.1.3 The procedure for review and approval of subdivisions and its documentation consists of three separate steps. The first step is the submission and action on a Preliminary Plat. The Preliminary Plat provides all necessary information for the Planning Commission to determine if the proposed development adheres to the adopted standards and regulations. The second step is the submission of construction plans to the Planning Commission for approval in accordance with Section 2.3. The final step is the submission and action on a Final Plat. The Final Plat provides information relative to the calls and bearings for lot lines and has all necessary certificates of approval from various town and county offices to ensure protection of future owners of the property. The Final Plat, once approved by the Planning Commission and signed by the secretary, becomes the instrument to be recorded by the office of the County Registrar, subsequently allowing for the sale of the lots.
  - 2.1.3.1 **Previously Approved Plats.** Upon adoption of these subdivision regulations, any portion and/or section of an approved Preliminary Plat not having gained Final Plat approval shall be considered as an approved Preliminary Plat in accordance with these regulations. Subsequently, any future plats relating to an approved Preliminary Plat shall adhere to the Final Plat requirements of these regulations and any subsequent amendments to these regulations.
  - 2.1.3.2 **Official Submission Dates and Deadlines.** All plats and plans of subdivisions shall be submitted to Town Hall no less than 30 days prior to the regularly scheduled Planning Commission meeting. Any plat or plan submitted less than 30 days prior to the regularly scheduled Planning Commission meeting shall not be considered until the subsequent meeting.
  - 2.1.3.3 **Official Submission of Revisions to Plat.** A plat that is resubmitted to the Planning Commission to be on the agenda of a subsequent Planning Commission meeting shall indicate on the revised plat how revisions requested by the Planning Commission or staff have been resolved. The resubmitted plat and accompanying letter shall be submitted to Town Hall no less than 30 days prior to the regular Planning Commission meeting.
  - 2.1.3.4 **Required Submission.** Prior to a final plat being recorded and lots being sold, the subdivider/developer shall adhere to following submittal process:
    - a. Submission of a Preliminary Plat to the subdivision review staff and the Planning Commission in accordance with this Article. The subdivision review staff should include, at a minimum, the Town Engineer, and the town planning staff. Other department officials or town officials that should be involved in the review of major subdivisions are the building inspector, the Public Utilities Director, the Fire Chief and the Police Chief. No construction of any structures shall commence, nor shall any building permits be issued until the Planning Commission has approved the Final Plat.
    - b. Submission of Construction Plans in conformance with the requirements of this Article.

- c. Submission of a Performance Agreement in conformance with the requirements of this Article.
- d. A Final Plat in accordance with requirements of this Article.

2.1.3.5 **Application Fees.** The schedule of required subdivision application and review fees is in the Appendix of the Atoka Municipal Regional Subdivision Regulations.

## 2.2 Preliminary Plat

The Preliminary Plat is the initial formal plat for a proposed subdivision and shall include the full area of the proposed subdivision. The purpose of the Preliminary Plat is to ensure the proposed subdivision conforms to these regulations, the zoning ordinance, the major road plan and other related regulations. The subdivider/developer should consult early with the planning staff and review the municipal major road plan, subdivision regulations and the zoning ordinance prior to submitting a Preliminary Plat for approval.

### 2.2.1 Plat Submission

After consultation with the Planning Commission and/or the planning staff, but not less than 30 days prior to the Planning Commission meeting at which the Preliminary Plat shall be considered, the subdivider/developer shall submit eight copies of the plat, an electronic version as required by the Town, together with all applicable fees, to Town Hall.

### 2.2.2 Plat Content

The Preliminary Plat shall adhere to the minimum design standards as set forth in Article 4; shall be prepared by a Professional Civil Engineer or a Land Surveyor licensed in the state of Tennessee; shall be drawn to a scale of not less than 1 inch = 100 feet and shall contain the following information even when a subdivision is to be developed in phases or sections;

- 2.2.2.1 Scale, date of preparation, north arrow, vicinity map, acreage, zoning classification and number of lots;
- 2.2.2.2 Subdivision name; name and address of the subdivider/developer and/or developers and the name of the individual responsible for the preparation of the plat;
- 2.2.2.3 Lot lines, dimensions of lot lines, lot numbers including Common Open Space, building setback lines, and the lot area in square feet;
- 2.2.2.4 Boundary lines from deed records and surveys;
- 2.2.2.5 Adjoining subdivisions by name and section, and the names of owners and acreage of all abutting tracts;
- 2.2.2.6 Name, location, and rights-of-way of all existing and proposed streets and alleys;
- 2.2.2.7 The approximate distance and bearing at the right-of-way from a corner of the subdivided property to the nearest public crossroad, including the name of the road, and rounded to the nearest foot
- 2.2.2.8 All existing buildings, primary and accessory on or within 300 feet on any adjacent properties;
- 2.2.2.9 Location and type of all existing and proposed utilities (i.e. water, sewer, electric and gas);
- 2.2.2.10 Proposed method of sewage disposal;
- 2.2.2.11 100year floodplain, floodway boundaries and elevations of each;
- 2.2.2.12 Major environmental features, including groupings or stands of trees;
- 2.2.2.13 All existing and proposed public and private easements including their location, purpose and width, and the instrument number for any existing easements;
- 2.2.2.14 Existing and proposed contour data showing contour intervals of 5 feet or less; elevation shall reference a benchmark on or near the subject's property;

- 2.2.2.15 Sites reserved for parks, playgrounds, open spaces, schools or other public uses, together with the purpose, and conditions or limitations of such reservations;
- 2.2.2.16 Where divisions of the property into phases or sections is contemplated, the proposed boundaries of such sections shall be shown and labeled, and the sequence of development listed alphabetically or numerically;
- 2.2.2.17 A drainage plan which shall include, but not be limited to, an analysis of the drainage area, a storm water routing plan showing maximum quantities of flow and maximum rates of flow before and after development. A map of the drainage area in which the subdivision is located shall be included with the drainage plan and shall include the drainage structures leading to and from the subdivision with their sizes. The scale of the map shall be drawn to scale no less than 1 inch equals 200 feet.
- 2.2.2.18 Where the re-subdivision of a lot in a previously recorded subdivision is proposed, the title of the proposed subdivision must indicate and identify the lot number and subdivision name from the previous subdivision;
- 2.2.2.19 The location of existing storm sewers and sanitary sewers or the distance to the nearest available structure if within 750 feet;
- 2.2.2.20 Request for variances from the subdivision regulations, along with justification of proposed variances, shall be submitted in writing with the application for Preliminary Plat approval; and,
- 2.2.2.21 Certification by Tipton County 911 stating that there is not duplication in the name of the subdivision or the name of the street.

### 2.2.3 Plat Review

- 2.2.3.1 **Subdivision Review Staff.** The subdivision review staff shall recommend to the Planning Commission the approval, approval with conditions or disapproval of the application and shall include all department/agency comments received.
- 2.2.3.2 **Planning Commission.** Within 60 days after submission of the Preliminary Plat, the Planning Commission shall review the plat and indicate its approval, disapproval, or approval subject to modifications. 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. The Planning Commission may, prior to the close of the public meeting, hold the matter under advisement or defer a decision until the next regular meeting. Substantial changes made to the plat after review by the subdivision review staff shall cause the Planning Commission to defer a decision pending review of a revised plat and constitute resubmission restart of the 60 day review period.
- 2.2.3.3 **Revised Plat.** If changes or modifications are required by the Planning Commission, the subdivider/developer shall submit a revised Preliminary Plat which clearly depicts the required changes no less than 30 days prior to the Planning Commission meeting at which it is to be considered.
- 2.2.3.4 **Failure To Take Action.** Failure of the Planning Commission to act on the Preliminary Plat within 60 days shall be deemed approval of this plat.

### 2.2.4 Plat Approval

- 2.2.4.1 **Action upon Approval.** Upon approval of the Preliminary Plat by the Planning Commission, the subdivider/developer shall present one copy of the approved Preliminary Plat for signing by the Planning Commission secretary. The subdivider/developer shall then provide the signed copy to the town recorder or his/ her designated representative for filing in Town Hall.



- 2.2.4.2 Effect of Approval. The approval of the Preliminary Plat by the Planning Commission shall not constitute acceptance of the Final Plat and shall not be indicated on the Preliminary Plat.
- 2.2.4.3 Expiration of Approval and Renewal. The approval of the Preliminary Plat shall lapse unless a Final Plat, based thereon, is submitted within three years from the date of such approval unless an extension of time is applied for and granted by the Planning Commission, based on TCA 134310. Failure of the subdivider/developer to act within the specified time or denial of a time extension shall require new application for Preliminary Plat approval including the application fee.

## 2.3 Construction Plans

The Construction Plans are a fully engineered design of all or part of the proposed subdivision in sufficient detail for the review agencies to determine that the improvements to be installed or constructed for said subdivision meet the required standards, provide adequate protection of the public's health and safety, and do not create or aggravate potential hazards to life or property.

### 2.3.1 Plan Submission

- 2.3.1.1 After the Preliminary Plat has been approved the developer shall submit eight copies of the Construction Plans, an electronic copy as required by the Town, together with applicable fees, to Town Hall. All plans must be drawn to a scale of not less than one inch equals one hundred feet (1" = 100').
- 2.3.1.2 If in the process of completing the Construction Plans, it becomes necessary to make major design changes to the Subdivision, the developer shall submit a revised Preliminary Plat to the Planning Commission for their review and approval. If minor changes to the approved Preliminary Plat are necessary, they will be identified in writing and on the presented Construction Plans. The Town Planner, Town Engineer, and designated town staff member together in agreement will determine if the proposed changes are considered minor. All other items will be considered major and require review by the Planning Commission.
- 2.3.1.3 Prior to Construction Plan approval, a Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to the Town. No construction shall take place until after a SWPPP is received and construction plans are approved.

### 2.3.2 Construction Plan Content

- 2.3.2.1 The Construction Plans shall meet at least the minimum design standards and general requirements of Article 4, conform substantially to the approved Preliminary Plat, and shall, at least contain the following information even when the subdivision is to be developed in phases or sections.
- 2.3.2.2 The Construction Plans shall include all the information required for the Preliminary Plat and shall meet the following additional requirements:
  - a. The plans shall carry the signature and seal of an engineer registered in the State of Tennessee.
  - b. A grading plan showing the existing contours in dashed lines and the finished contours in solid lines plotted at vertical intervals of not more than five feet. Contours shall be extended 50 feet beyond the property boundary. The location size and variety of all trees to be removed that are eight inches in caliper or greater measured five feet above the surrounding ground surface and the general location of all tree covered areas within the proposed subdivision.
  - c. If any portion of the land to be subdivided is below the 100year flood elevation, the limit and actual elevation of the said flood shall be shown.

- d. Shall include detailed plans of proposed utility layouts (sewer, water) showing feasible connections to adequate existing or proposed utility systems. Where such connections are not feasible, the plans shall include the designs for any proposed individual water supply and/or sewerage disposal systems which shall have been approved by the Tennessee Department of Conservation and Environment or Poplar Grove Utility District as appropriate.
- e. Shall include plan and profile sheets showing all engineering data necessary for construction of proposed streets, storm drainage, controls for surface and ground water, and utility layout (water and sewer) and showing all connections to existing and/or proposed streets, storm drainage, and utility systems. The street profiles shall be plotted along the centerline showing the existing and finished grades, and sewer locations, drawn to a scale of not less than one inch equals fifty feet (1" = 50') horizontal and one inch equals five feet (1" = 5') vertical. Typical street cross sections shall be shown.
- f. Shall submit a landscaping plan and planting schedule including use of existing suitable trees; temporary and permanent erosion controls for drainage channels, runoff ponding areas, common open space or other areas subject to erosion, and the planting screens and fences between differing land uses and along the rear of double frontage lots.
- g. A comprehensive drainage plan which shall include, but not be limited to, an analysis of the drainage area, a storm water routing plan showing maximum quantities of flow and maximum rates of flow before and after development. Post development peak flows shall not be greater than predevelopment peak flows. A map of the drainage area in which the subdivision is located shall be included with the drainage plan and shall include the drainage structures leading to and from the subdivision with their sizes. The scale of the map shall be drawn to scale no less than one inch equals two hundred feet (1" = 200').

2.3.2.3 Certificates required to be included on the Construction Plans are Certificates of Accuracy of Engineering and Design, a Certificate of Adequacy of Storm Drainage, a signature block noting the review of the plans by the City Engineer. Examples of these certificates are shown in the Appendix of this document. The authorized signatures for the engineering and design and storm drainage certificates shall be obtained by the developer prior to submission of the Construction Plans.

2.3.2.4 Concurrent with the presentation of the Construction Plans, the Town Engineer shall recommend to the Planning Commission the amount and terms of a construction surety instrument / performance bond in accordance with Article 6 of these regulations.

2.3.2.5 If the construction plans are presented and approved for the entire development, even if phased, the construction standards existing at that time shall apply throughout the project up to a maximum of three years from approval.

2.3.2.6 If the schedule is delayed, the regulations of the Town enforced at the time the Construction Plans were presented shall apply.

2.3.2.7 Within six months of Construction Plan approval, the developer must submit a surety instrument / performance bond as required by Article 6 of the Subdivision Regulations or approval is void.

### 2.3.3 Construction Plans Review

2.3.3.1 The Town Planning Staff shall recommend to the Planning Commission the approval, approval with conditions, or disapproval of the application and shall include all department/agency comments received and a memo for the record.

2.3.3.2 During review of the Construction Plans, the Town Engineer and Town Staff shall consider the orderly phasing of the subdivision development. In particular, the Town Engineer and Town Staff shall consider the following:

- a. Proper access to the requested area of development.
- b. The feasibility of developing any severed tracts of land.
- c. The implication of proposed drainage improvements, diversions or retentions on existing and future upstream and downstream developments.
- d. The adherence of each phase to the design standards in Article 4 of these regulations.

#### 2.3.4 Construction Plan Approval

2.3.4.1 Upon approval of the Construction Plans by the Town Planning Staff and Planning Commission, the developer shall present two copies of the approved Construction Plans for Town Records. The developer shall then provide the signed copies to the Town Administrator or his designated representative for filing in Town Hall.

2.3.4.2 Effect of Approval. The approval of the Construction Plan by the Town Planning Staff will not constitute acceptance of the Final Plat and will not be indicated on the Construction Plat.

2.3.4.3 After approval of the Construction Plan, the contractor may commence the grading, installation of utilities and streets in accordance with the public works standards subject to inspection by the Public Works Director and the Town Administrator. No construction of structures and no building permit shall be issued prior to Final Plat approval.

2.3.4.4 Expiration of Approval and Renewal. The approval of the Construction Plans shall lapse unless a Final Plat, based thereon, is submitted within three years from the date of Preliminary Plat approval or a surety instrument / performance bond, as required by Article 6 of these Subdivision Regulations, has been posted unless an extension of time is applied for and granted by the Planning Commission. Failure of the developer to act within the specified time or denial of a time extension shall require new application for Construction Plan approval including the application fee.

2.3.4.5 Before utilities are planned for installation, a utility coordination meeting of all utility providers, the Public Works Director, and the Town Engineer, shall be held. This is to ensure that utility installation is coordinated, in keeping with the technical specifications of the utility companies and the Town.

2.3.4.6 Prior to installation of utilities, a preconstruction conference shall be held at the development site. Representatives of the utility companies and the Town of Atoka (at least the Public Works Director) shall be at the conference.

#### 2.4 Performance Agreement Requirements

2.4.1 After the Preliminary Plat is approved by the Planning Commission, and the construction drawings have been determined to be substantially correct and substantially complete, the developer and owner, if applicable, must enter into a development agreement with the Town of Atoka.

2.4.2 A draft development agreement shall be prepared by the Town of Atoka. The draft agreement shall reference the design incorporated within the proposed subdivision infrastructure construction plans, landscape plans, or other plans for improvements to proposed common areas (e.g. entry features, cluster mailbox areas, detention pond areas, parks, etc.) which have been reviewed by the Planning Commission and shall be sufficient in form to assure the proposed construction methods and materials meet or exceed minimum standards established by the Town.

- 2.4.3 The performance agreement shall reference approved construction drawings and plans and work may begin following the utility coordination and preconstruction meetings. The performance agreement may also include provisions relevant to any required private improvements given consideration as part of the approval of the subdivision and/or common open space, including such surety as may be required to guarantee such improvements are installed accordingly.
- 2.4.4 The performance agreement shall outline improvements that are the responsibility of the developer and those that are deferred to the builder to complete (sidewalks, lot trees, street trees, landscaping, entry features, landscaping, lights, signage, etc.). Builders will be required to complete the improvements before building permits are issued or guarantee the improvements by posting a surety with the Town. Certificates of Occupancy will not be issued until said improvements are completed, inspected and approved by the Town of Atoka.

## 2.5 Final Plat

The Final Plat is the culmination of the land subdivision process. When approved and duly recorded as provided by law, the Final Plat becomes a permanent public record of the survey of the lots or parcels, rights-of-way, easements and public lands, and the restrictive covenants as may be applicable to the lots or parcels within the boundary of the subdivision. As such, it serves as a vital instrument in the sale and transfer of real estate, in the dedication of right of way easements, and public lands, and in future land survey of the properties contained in or adjoining the subdivision.

### 2.5.1 Plat Submission

The subdivider/developer shall submit 8 copies of the Final Plat and an electronic file as required by the Town to Town Hall no less than 30 days prior to the Planning Commission meeting at which it is to be considered. The Final Plat shall conform substantially to the approved Preliminary Plat. The original of the Final Plat shall be in black permanent ink on a sheet of moisture resistant drawing cloth or drafting film, 20 inches by 24 inches, to a scale of 1 inch equals 100 feet. If more than one sheet is required, an index sheet of the same size shall be filed and shall show a key map of the entire area being platted. The separate sheet of the Final Plat shall be keyed alphabetically and shall match lines with the adjoining sheets.

### 2.5.2 Plat Content

The Final Plat shall be prepared by a Professional Civil Engineer, or a Land Surveyor licensed in the state of Tennessee; shall be drawn to a scale of not less than 1 inch = 100 feet and shall contain the following information:

- 2.5.2.1 The lines of all streets and roads with names, alley lines, lot lines, building setback lines, lots numbered in numerical order (including Common Open Space), reservations for easements and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
- 2.5.2.2 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 curved property lines that are not the boundary of curved streets.
- 2.5.2.3 All dimensions to the nearest 100th of a foot and bearings to the nearest second.
- 2.5.2.4 Location and description of monuments.
- 2.5.2.5 The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining properties.
- 2.5.2.6 Date, title and name of the subdivision, designer of the subdivision, vicinity map, graphic scale, total acreage subdivided, zoning classification and true north arrow.
- 2.5.2.7 Any restrictive covenants which are to apply to lots or other parcels within the subdivision.
- 2.5.2.8 The following certificates are required on the Final Plat (See Appendix):

- a. Certification showing that the applicant is the landowner and dedicates the streets, rights-of-way, utilities and any sites for public use to the Town of Atoka and/or any other applicable utility responsible for the maintenance of that utility.
- b. Certification by a surveyor or engineer to the accuracy of the survey, the plat and the placement of the monuments.
- c. Certification by the public works supervisor of approval of the water, sewer (if applicable) and drainage systems.
- d. Certification by the Mayor or his designated representative of receipt of approved water and sewer (if applicable) construction plans from the Tennessee Department Environment and Conservation.
- e. Certificate of Approval of installation of streets, water, sewer and drainage or the posting of sufficient financial surety to ensure completion of all required improvements by the public works supervisor.
- f. Certificate of approval of installation of streets, water, sewer and drainage or,
- g. Certificate that sufficient financial surety has been posted to insure completion of all required improvements.
- h. Certification by the Tennessee Department of Environment and Conservation of approval of an individual subsurface waste disposal system or water system.
- i. Certification by an engineer as to the accuracy of the Engineering and Design of the subdivision.
- j. Certification by an engineer as to the Adequacy of Engineering and Design of the Storm Drainage System.
- k. Certificate of Approval by the secretary of the Planning Commission.
- l. Certificate of Sport Shooting Range Area. Pursuant to Public Act 2004 Chapter 494, any new subdivision that is located in whole or in part within 1,000 feet of any portion of the outside boundary of any land on which is contained a sport shooting range (defined as an area designated and operated for the use of rifles, pistols, silhouettes, skeet, trap, black powder, or other similar sport shooting), the owner shall provide a certificate (See Appendix).
- m. The approximate distance and bearing at the right-of-way line from a corner of the subdivided property to the nearest public crossroad, including the name of the road, and rounded to the nearest foot.

### 2.5.3 Plat Review

- 2.5.3.1 Subdivision Review Staff. The subdivision review staff shall recommend to the Planning Commission the approval, approval with conditions or disapproval of the application.
- 2.5.3.2 Planning Commission. Within 60 days after submission of the Final Plat, the Planning Commission shall review the plat and indicate its approval, disapproval, or approval subject to modifications. 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. The Planning Commission may, prior to the close of the public meeting, hold the matter under advisement or defer a decision until the next regular meeting. Substantial changes made to the plat after review by the subdivision review staff shall be cause for the Planning Commission to defer a decision pending review of a revised plat. iv
- 2.5.3.3 Revised Plat. If changes or modifications are required by the Planning Commission and or variances have been granted, the subdivider/developer shall submit a revised Final Plat which clearly depicts all required changes or approved variances no less than 30 days prior to the Planning Commission meeting at which it is to be considered.

2.5.3.4 Failure To Take Action. The failure of the Planning Commission to act on the Final Plat within 60 days shall be deemed approval of this plat, provided, however, that the applicant, with the Commission's approval, may waive this requirement and consent to the extension of such period. Walk through checklist prior to Final Approval

#### 2.5.4 Plat Approval

2.5.4.1 Prior to Approval. Prior to submission of a Final Plat, Construction Plans shall have been approved in accordance with this Article and all required improvements including, but not limited to streets, sewer and water lines, surface and subsurface drainage shall be installed, inspected and approved by the Town.

2.5.4.2 Approval checklist shall be completed prior to final approval.

2.5.4.3 Action upon Approval. Upon approval of the Final Plat by the Planning Commission, the subdivider/developer shall present the original and one paper copy of the plat for signing by the Planning Commission secretary. The subdivider/developer shall then provide the signed copies to the town recorder or his/her designated representative for filing in Town Hall.

2.5.4.4 Effect of Approval. The approval of the Final Plat by the Planning Commission shall not constitute acceptance by the public of the dedication of any road or street or grounds, until all water, sewer, streets, drainage, and other improvements shall have been installed, approved, and accepted by the Atoka Board of Mayor and Alderman.

#### 2.5.5 Recording of the Final Plat

2.5.5.1 Upon approval of the Final Plat by the Planning Commission, the subdivider/developer shall submit to Town Hall the original and one paper copy of the plat. The town recorder or designated representative shall verify that the plat is acceptable for recording and that required modifications, if any, have been properly made. Upon such verification, the secretary of the Planning Commission shall attest to approval by signing the appropriate certificate on the original and copy of the plat. The town recorder or his/her designated representative, shall record the approved plat in the Office of the Registrar of Tipton County, Tennessee, and shall note the date, plat book and page number of recording on the file copy of the plat.

2.5.5.2 The recorded original plat shall be retained as a permanent record in the Planning Commission files after it has been stamped and signed by the County Registrar.

### 2.6 Surety Instrument

If a surety instrument in an amount equal to or greater than the cost of constructing all required improvements including, but not limited to streets, sewer and water lines, surface and subsurface drainage, has not been submitted to the Town prior to approval of the Final Plat by the Planning Commission then one shall be submitted to the Town before the Final Plat is signed by the secretary of the Planning Commission.

### 2.7 Submission of "As-Built Utility Drawings"

Prior to the release of the surety instrument or recording of the Final Plat under the "no land" procedure, the subdivider/developer shall cause to be delivered to the Town of Atoka a set of original "as-built" drawings which show, as a minimum, the location by station and depth of all sanitary sewer services, water services, drainage improvements, the actual location of all other utilities and the indication of any deviations from the original plans which were approved or field engineered after the construction plans were approved. The Final Plat shall not be released for recording or the bonds and security shall not be released until said "as-built" drawings are accepted. As-builts format should be hard copy and AutoCAD, or GIS compatible format. Town should dictate the levels, weights and colors and attribute names such that it fits seamlessly into the existing GIS database.







**IN THIS ARTICLE:**

3.1	Procedure	28
3.2	Submission	28
3.3	Plat Content	29
3.4	Plat Review	29
3.5	Plat Approval	30

## ARTICLE 3: PROCEDURE FOR MINOR APPROVAL

### 3.1 Procedure

- 3.1.1 Whenever a proposed subdivision containing less than five lots fronting on an existing public way not involving any new or improved public way, the extension of public facilities or the creation of any public improvements, and not in conflict with any provision of the adopted general plan, major road plan, zoning ordinance, or these regulations, this procedure for review and approval of the subdivision may apply.
- 3.1.2 Whenever a parcel of land is subdivided more than once every two years into a total of three lots or more, the Planning Commission shall require the subdivision to comply with the requirements of a Major Subdivision.
- 3.1.3 The subdivider/developer may, if he desires, submit only a Final Plat in securing plat approval, provided that the plat submitted complies with all the requirements of the Final Plat. However, if any corrections or modifications are needed, the Planning Commission shall disapprove the plat and require it to be resubmitted for approval.
- 3.1.4 The procedure for review and approval of a minor subdivision and its documentation shall consist of one step. This step is the submission and action on a Final Plat. The preparation of a Final Plat is mandatory for all minor subdivision proposals. The Final Plat provides information relative to the calls and bearings for lot lines and has all necessary certificates of approval from various town and county offices to ensure protection of future owners of the property. The Final Plat, once approved by the Planning Commission and signed by the secretary, becomes the instrument to be recorded by the office of the County Registrar, subsequently allowing for the sale of the lots.
- 3.1.5 The Final Plat is the culmination of the land subdivision process. When approved and duly recorded as provided by law, the Final Plat becomes a permanent public record of the survey of the lots or parcels, rights-of-way, easements and public lands, and the restrictive covenants as may be applicable to the lots or parcels within the boundary of the subdivision. As such, it serves as a vital instrument in the sale and transfer of real estate, in the dedication of rights-of-way easements, and public lands, and in future land survey of the properties contained in or adjoining the subdivision.
- 3.1.6 Whenever subdivision meets the criteria described below, the Secretary of the Atoka Municipal/Regional Planning Commission may approve a subdivided plat without the approval of the planning commission.
  - 3.1.6.1 The divided tract involves no more than two lots;
  - 3.1.6.2 The planning staff of the planning commission certifies that the subdivision meets all the regulations adopted by the planning commission, and;
  - 3.1.6.3 No request for variance from the adopted regulations of the planning commission has been made.
  - 3.1.6.4 Re-subdivision involves no more than two lots or establishing new or additional utility easements.

### 3.2 Submission

- 3.2.1 The subdivider/developer shall submit eight copies of the Final Plat and an electronic file as required by the Town to Town Hall no less than 30 days prior to the Planning Commission meeting at which it is to be considered.
- 3.2.2 The original of the Final Plat shall be in black permanent ink on a sheet of moisture resistant drawing cloth or drafting film, 20 inches by 24 inches, to a scale of 1 inch equals 100 feet. If more than one sheet is required, an index sheet of the same size shall be filed and shall show a key map of the entire area being platted. The separate sheet of the Final Plat shall be keyed alphabetically and shall match lines with the adjoining sheets.

### 3.3 Plat Content

#### 3.3.1 Final Plat

A Final Plat shall include the following information:

- 3.3.1.1 The lines of all streets and roads with names, alley lines, lot lines, building setback lines, lots numbered in numerical order (including Common Open Space), reservations for easements and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
- 3.3.1.2 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 curved property lines that are not the boundary of curved streets.
- 3.3.1.3 All existing utilities (i.e. water, sewer and fire hydrants).
- 3.3.1.4 All existing structures.
- 3.3.1.5 All dimensions to the nearest 100th of a foot and bearings to the nearest second.
- 3.3.1.6 Location and description of monuments. The approximate distance and bearing at the right of way line from a corner of the subdivided property to the nearest public crossroad, including the name of the road, and rounded to the nearest foot.
- 3.3.1.7 The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining properties.
- 3.3.1.8 Date, title and name of the subdivision, designer of the subdivision, vicinity map, graphic scale, total acreage subdivided, zoning classification and true north arrow.
- 3.3.1.9 Any restrictive covenants which are to apply to lots or other parcels within the subdivision.

#### 3.3.2 Plat Certifications

The following certificates are required on the plat (See Appendix).

- 3.3.2.1 Certification showing that the applicant is the landowner and dedicates the streets, rights-of-way, utilities and any sites for public use to the Town of Atoka.
- 3.3.2.2 Certification of the placement of monuments.
- 3.3.2.3 Certification by the Tennessee Department of Environment and Conservation of approval of an individual subsurface waste disposal system or water system.
- 3.3.2.4 Certificate of Approval by the secretary of the Planning Commission.
- 3.3.2.5 Certificate of Sport Shooting Range Area. Pursuant to Public Act 2004 Chapter 494, any new subdivision that is located in whole or in part within 1,000 feet of any portion of the outside boundary of any land on which is contained a sport shooting range (defined as an area designated and operated for the use of rifles, pistols, silhouettes, skeet, trap, black powder, or other similar sport shooting), the owner shall provide a certificate (See Appendix).

### 3.4 Plat Review

#### 3.4.1 Subdivision Review Staff

The subdivision review staff shall recommend to the Planning Commission the approval, approval with conditions or disapproval of the application and shall include all department/agency comments received.

### 3.4.2 Planning Commission

Within 60 days after submission of the Final Plat, the Planning Commission shall review the plat and indicate its approval, disapproval, or approval subject to modifications. 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. The Planning Commission may, prior to the close of the public meeting, hold the matter under advisement or defer a decision until the next regular meeting. Substantial changes made to the plat after review by the subdivision review staff shall be cause for the Planning Commission to defer a decision pending review of a revised plat.

### 3.4.3 Revised Plat

If changes or modifications are required by the Planning Commission and or variances have been granted, the subdivider/developer shall submit a revised Final Plat which clearly depicts all required changes or approved variances no less than 30 days prior to the Planning Commission meeting at which it is to be considered.

### 3.4.4 Failure To Take Action

Failure of the Planning Commission to act on the Final Plat within 60 days shall be deemed approval of this plat, provided, however, that the applicant, with the Commission's approval, may waive this requirement and consent to the extension of such period.

## 3.5 Plat Approval

### 3.5.1 Action Upon Approval

Upon approval of the Final Plat by the Planning Commission, the subdivider/developer shall present the original and 1 paper copy of the plat for signing by the secretary of the Planning Commission. The subdivider/developer shall then provide the signed copies to the town recorder or his/her designated representative for filing in Town Hall.

### 3.5.2 Recording of the Final Plat

3.5.2.1 Upon approval of the Final Plat by the Planning Commission, the subdivider/developer shall submit to Town Hall the original and one paper copy of the plat. The town recorder or his/her designated representative shall verify that the plat is acceptable for recording and that the required modifications, if any, have been properly made. Upon such verification, the Secretary of the Planning Commission shall attest to approval by signing the appropriate certificate on the original and copy of the plat. The town recorder or his/her designated representative, shall record the approved plat in the Office of the Registrar of Tipton County, Tennessee, and shall note the date, plat book and page number of recording on the file copy of the plat.

3.5.2.2 The recorded original plat shall be retained as a permanent record in the Planning Commission files after it has been stamped and signed by the County Registrar.

### 3.5.3 Surety Instrument / Performance Bond

At the time the Final Plat is presented for approval, all improvements shall have been made in conformance with the Town's specifications except for the final surface course or wearing course of asphalt. The amount of the surety instrument/performance bond or cash will be in the amount needed for the final surface course which will be installed by the developer when build out reaches 90%. (The amount shall include the cost of raising manhole tops). No building permits will be issued until the Final Plat is recorded.

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**IN THIS ARTICLE:**

4.1	Lot Layout	34
4.2	Blocks	35
4.3	Roads and Streets	35
4.4	Storm Drainage	46
4.5	Curb and Gutter Requirements	49
4.6	Utilities	49
4.7	Utility Easements	53
4.8	Survey Monuments	53
4.9	Driveways and Curb Cuts	54
4.10	Sidewalks and Persons with Disabilities	55
4.11	Screening and Landscaping	56
4.12	Environmental Protection and Preservation	56
4.13	Non-Residential Subdivisions	57



## ARTICLE 4: GENERAL REQUIREMENTS AND STANDARDS OF DESIGN

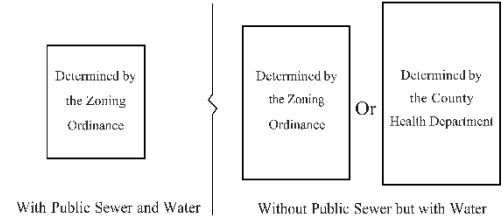
### 4.1 Lot Layout

Minimum lot areas and frontages are specified in the Atoka Municipal Zoning Ordinance; however, a subdivision plan should not be predicated solely on producing a maximum density. The lot layout plan should give balanced consideration to the natural topography of the tract being subdivided, to the conservation and preservation of the natural environment, to the provision of adequate open space, to the enhancement of the character and beauty of the community, to the optimization of lot density, to improvements ratio, and to the protection of life and property.

#### 4.1.1 Adequate Building Sites

Each lot shall contain a building site not subject to flooding or other hazards and such site shall be outside the limits of any easements, rights-of-ways, building lines, side yards, rear yards and front yards as defined in these regulations and the Atoka Municipal Zoning Ordinance.

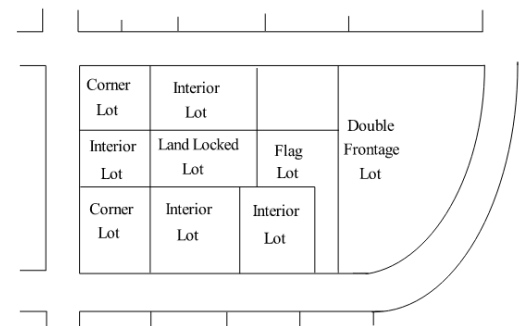
**Adequate Building Site**



#### 4.1.2 Arrangement of Lots

Where practical, side lot lines shall be at right angles to straight street lines and radial to curved street lines. Each lot shall front on a public street or road, which has a right-of-way width of not less than 50 feet. Where lots abut on an arterial street, a marginal access street, or have double frontage, acceptable arrangements shall be made to control ingress and egress onto such streets from the individual lots.

**Lot Arrangement**



#### 4.1.3 Minimum Size of Lots

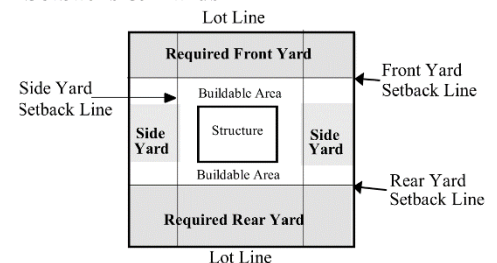
The size, shape and orientation of lots or buildings sites shall be as the Planning Commission deems appropriate for the intended use and topography of the site, for adjoining land uses, and for the protection of life and property. The minimum area and dimensions of all lots shall be as specified by the Atoka Municipal Zoning Ordinance. Multifamily residential, office, commercial, and industrial tracts must also take into consideration the need for adequate space for the off-street service and parking facilities, landscaping, and screening required by the type of use and proposed development.

#### 4.1.4 Building Setback and Yard Requirements

4.1.4.1 All lots or tracts shall have at least the minimum front, side and rear yard that is required by the zoning ordinance. To accommodate site peculiar conditions, such as side yard drainage, the Planning Commission may require increasing the yard requirements for a given lot or tract.

4.1.4.2 In the case of electrical transmission lines where easement widths are not definitely established, there shall be a minimum building setback line from the center of the transmission line as follows:

**Setbacks & Yards**



Voltage Line	Building Setback
46 KV	37.5 feet
69 KV	50 feet
161 KV	75 feet

#### 4.1.5 Large Tracts or Parcels

Where land is subdivided into larger parcels than ordinary buildings sites, such parcels shall be arranged to allow for future opening of streets and for logical re-subdivision. In no case shall this be construed to allow the creation of severed parcels.

#### 4.1.6 Lot Drainage and Grading

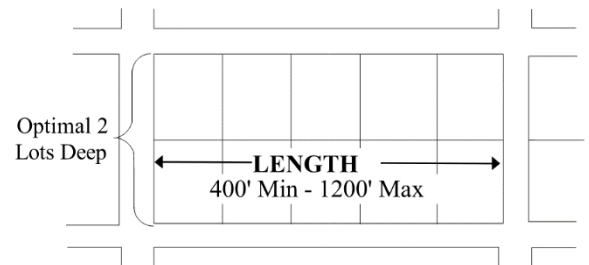
Where possible, lots shall drain toward the street or toward both the street and the rear lot lines. In case of drainage to the rear lot line, lateral drainage along rear lot lines shall be required, necessitating careful attention to grading. Where required by the topography, side yard drainage may be required, in which case it may be necessary to increase the minimum side yard requirements. Terracing of lots, particularly in residential subdivisions, shall be avoided unless essential for erosion control or to reduce the velocity of runoff.

### 4.2 Blocks

#### 4.2.6 Configuration

Block configuration within a subdivision is determined by the street layout. Blocks must provide safe and sufficient vehicular and pedestrian circulation. Blocks shall not be less than 400 feet nor more than 900 feet in length measured centerline to centerline of street, except as the Planning Commission may deem necessary to secure efficient use of the land or desired features of street pattern. The Planning Commission may require one or more public cross walks of not less than ten feet in width extending entirely across the block at locations deemed necessary.

#### Blocks



#### 4.2.7 Block Width

Blocks shall be wide enough to allow two rows of lots, except where double frontage or open space is provided or required, or where prevented by topography or other physical conditions of the site. In such cases, the Planning Commission may permit a single row of lots.

### 4.3 Roads and Streets

#### 4.3.6 Frontage on Roads and Streets

No subdivision shall be approved unless the area to be subdivided shall meet the requirements for access as set forth in this article. If any new street construction or improvements to existing streets is required, such improvements shall be approved and publicly dedicated as provided for in these regulations. Any new street or required improvement to a road or street must be suitably improved to the standards required by this article or be bound by a surety instrument as required under these regulations. All roads must adhere to the required right-of-way widths of this article and the major road plan.

#### 4.3.7 Grading and Improvement Plan

Roads and streets shall be graded and improved to conform to the standards required by this article and shall be approved as to design and specification by the appropriate governmental representative in accordance with the specifications required herein. No wearing surface shall be applied to the base of any proposed public way prior to the approval of the Final Plat of the subdivision or the final approval of any section of the subdivision in question without having been properly inspected.

#### 4.3.8 Improvements in Flood-prone Areas

The finished elevation of proposed roads and streets subject to flood shall be no less than one foot above the regulatory flood protection elevation. The Planning Commission may require profiles and elevations of roads and streets to determine compliance with this requirement. All drainage structures shall be sufficient to discharge flood flows without increasing flood height. Where fill is used to bring the finished elevation of any public way to the required elevation, such fill shall not encroach upon a floodway, and the fill shall be protected against erosion by riprap, vegetative cover, or other methods deemed acceptable by the Planning Commission.

#### 4.3.9 Private Drives/Permanent Access Easements

A private drive/permanent access easement is any type of way that provides access to one or more lots with no direct access to a public street. A private drive/permanent access easement can also be within apartment complexes, shopping centers, and other developments, which provide internal circulation for one parcel.

- 4.3.9.1 Private drives/permanent access easements may be permitted where the subdivider/developer demonstrates that private ownership, control, and maintenance of street facilities is integral to the design and function of the subdivision or development.
- 4.3.9.2 Where the ownership, control and maintenance of any private drive/permanent access easement is proposed providing legal access to more than 1 lot, the private drive/permanent access easement shall be constructed to the same design and construction standards herein established for public roads and streets.
- 4.3.9.3 A permanent access easement shall be provided over such streets, so every parcel or lot has access therefrom.
- 4.3.9.4 All such private improvements shall be maintained by the subdivider/developer/owner or by a legally established homeowners' association or other similar group approved by the Planning Commission. The legal documents establishing ownership and maintenance of the easement shall be submitted with the Final Plat for review and approval and shall be recorded with the Final Plat.
- 4.3.9.5 A private drive/permanent access easement should not be a direct connection between two public streets. Where the projection or connection of a public street into a private drive system is unavoidable, the private street shall be designed to clearly distinguish between the public streets and private drives by means of curbing, turn arounds, signing, and/or other measures.
- 4.3.9.6 No portion of a private drive/permanent access easement shall be included in any portion of a required setback as established in the Atoka Municipal Zoning Ordinance.
- 4.3.9.7 If public utilities are placed within or adjacent to private drives, a 15-foot utility easement is required.
- 4.3.9.8 If, in the future, a private drive/permanent access easement is submitted for acceptance as a public road, the Planning Commission shall provide a recommendation to the Town Board prior to any formal action occurring on the road. In considering the private drive/permanent access easement as a public street, the Planning Commission shall require the drive/easement to meet the minimum street construction standards in effect at the time the request for public acceptance is made.

#### 4.3.10 Design Criteria

The street pattern shall be based upon the following general design criteria:

- 4.3.10.1 Provide for adequate vehicular access to all properties within the development.
- 4.3.10.2 Provide street connections to adjacent properties in accordance with block standards of Section 4.2 to ensure adequate traffic circulation within the general area.

- 4.3.10.3 Provide a local residential street system which provides adequate access for fire, police, and other emergency vehicles.
- 4.3.10.4 Provide a sufficient number of continuous streets and major thoroughfares adequately sized to accommodate the present and future traffic demands of an area.
- 4.3.10.5 Provide principal and minor arterials in accordance with the major road plan.

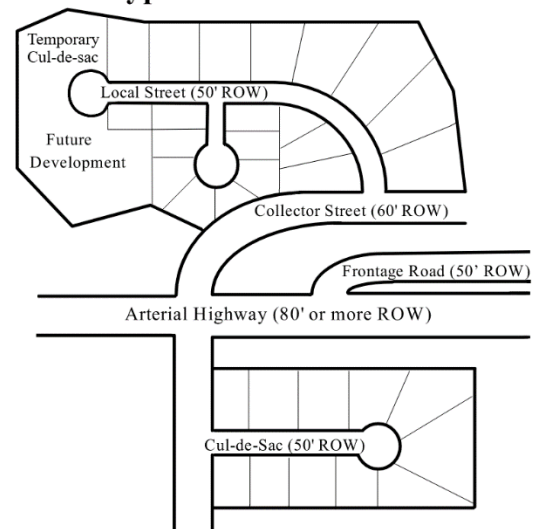
#### 4.3.11 Topography and Arrangement

- 4.3.11.1 All roads and streets shall be arranged so as to obtain as many of the building sites as possible at or above the grades of the roads and streets. Grades of roads and streets shall conform as closely as possible to the original topography.
- 4.3.11.2 All roads and streets shall be properly integrated with the existing and proposed system of roads and streets and dedicated rights-of-ways as established on the major road plan or the Comprehensive City Plan.
- 4.3.11.3 All roads and streets shall be properly related to special traffic generators, such as industries, business districts, schools, churches, and shopping areas or centers, to population densities; and to the pattern of existing and proposed land use.
- 4.3.11.4 Minor roads and streets shall be laid out to conform as much as possible to the topography, to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum ways necessary to provide convenient and safe access to property.
- 4.3.11.5 Proposed roads and streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions or unless, in the opinion of the Planning Commission, such extension is not necessary or desirable for the coordination of the subdivision design with the existing layout or the most advantageous future development of adjacent tracts.
- 4.3.11.6 In commercial and industrial developments, roads and streets and other access routes shall be planned in connection with the grouping of buildings, location of rail facilities, and the provision of alleys, truck loading and maneuvering areas, and walks and parking areas, to minimize conflict of movement between the various types of traffic, including pedestrian traffic.

#### 4.3.12 Classification of Streets

- 4.3.12.1 **Arterials.** Walkable, low speed (35 mph or less) thoroughfares designed to carry both through and local traffic, pedestrians and bicyclists. Arterials may be long corridors, often four lanes, serve longer trips and provide pedestrian access to land. Arterials are primary goods movement and emergency response routes and use vehicular and pedestrian access management techniques.
- 4.3.12.2 **Collectors.** Walkable, low-to-medium speed (25 to 30 mph) streets, generally shorter in length than arterials, serving access to abutting land. Collector streets serve as primary pedestrian and bicycle routes, and access to land is a primary function. Goods movement is typically limited to local routes and deliveries.

#### Road Types



- 4.3.12.3 **Local Street.** Walkable, low speed (25 mph) streets primarily serving abutting property. A local street is designed to connect residential neighborhoods with each other, connect neighborhoods with commercial and other districts and connect collector streets. Local streets may serve mixed-use sectors and emphasize curb parking. Goods movement is restricted to local deliveries only.
- 4.3.12.4 **Dead-end Street (Cul-de-sac).** Cul-de-sacs are permanent dead-end streets, which may provide access to commercial, industrial or residential properties, and are designed to prevent future extension. While permitted, they are strongly discouraged.
- 4.3.12.5 **Frontage Street.** Frontage streets are streets which are normally parallel to and adjacent to arterial streets and highways; which provide access to abutting properties (usually office, commercial or industrial uses), and which are designed to provide protection from through traffic and to provide maximum control of ingress and egress onto heavily traveled thoroughfares.
- 4.3.12.6 **Alleys.** Alleys are used primarily for service access to the back or side of properties otherwise abutting on a street. Where permitted, alleys may serve in lieu of otherwise required utility easements.
- 4.3.12.7 **Permanent Easement.** Vehicular. A permanent easement is a private road or street that is maintained by a landowner or a homeowners association. It shall be required to have a width of at least 50 feet and shall be constructed to the adopted road standards herein if it proposes to service more than one lot.

#### 4.3.13 **Right-of-Way Widths**

See section 4.3.9.

#### 4.3.14 **Street Construction and Width**

The subdivider/developer shall construct all streets, roads, and alleys at his expense to the approved alignments, grades and cross-sections. Subdivisions in all commercial or industrial districts shall require the subdivider/developer to improve the existing road adjoining said development. Improvements shall be provided for the entire width of the street where any part of the subdivision is on both sides of the existing street. Improvements to existing streets shall include, but not be limited to, the widening of the base and pavement to meet existing subdivision regulation criteria and the placement of a required shoulder. In addition, if required, the relocation of the drainage ditch/ditches to accommodate the street improvements. Deviations due to site peculiar conditions may be allowed only with prior approval of the Planning Commission. The Planning Commission also reserves the right to waive such improvements when adequate space is not available.

- 4.3.14.1 **Special Precautions.** Where streets are constructed under or adjacent to existing electric transmission lines or over gas transmission lines, the nearest edge of the pavement shall be a minimum of 15 feet from any transmission line structure. All street grading shall be done in a manner which will not disturb the structure nor result in erosion endangering the structure. In the case of electric transmission lines, the clearance from the pavement surface to the nearest conductor shall meet the requirements of the National Electrical Safety Code.

- 4.3.14.2 **Required Street Widths.** Where curb and gutter is provided, required pavement widths are measured from face of curb to face of curb. Where curb and gutter are not provided, pavement widths are measured from edge of pavement to edge of pavement.

Street Type	# Lanes	Street Width	Lane Width	On-Street Parking	ROW Width	Curb/Gutter
Arterial	5	55	11	n/a	90	Optional
Collector	3	33	11	n/a	70	Optional
Collector	2	22	11	Per Atoka	60	Optional
Mixed-Use Local	2	20	10'-11'	7'8'	60	Required
Neighborhood Local	2	28	n/a	Included	50	Required
Commercial Alley	2	20	n/a	n/a	24	No curb
Residential Alley	2	16	n/a	n/a	22	No curb

When curb and gutter are not provided, a three-foot gravel shoulder shall be required on each side of the pavement. Curb and Gutter shall be required for any lot widths less than 100 feet. The minimum street and right-of-way widths for all roads shall be as follows:

- 4.3.14.3 **Medians.** Planted medians with street trees shall be required for Collector and Arterial streets in lieu of continuous two-way turn lanes.
- 4.3.14.4 **On-Street Parking.** On-street parallel shall be provided on both sides of the street on Mixed-Use Local streets as illustrated in the Appendix, Street Sections. On street parking is considered included in the width of the street on Residential Local streets, creating a traffic calming yield street effect.
- 4.3.14.5 **Roadway Subgrade Preparation**
- Clearing and Grubbing.** Before roadway grading is started, the entire right-of-way area shall be cleared of all stumps, brush, roots, all trees not intended for preservation, and all other objectionable materials. The cleared and grubbed material shall be disposed of in a legal manner, generally away from the construction site.
  - Excavation.** During construction, roadbed excavations should be maintained in a smooth condition with sufficient slope to ensure adequate drainage under all weather conditions. All obstructions, such as roots, stumps, boulders, and other similar material, shall be removed. Rock, when encountered, shall be scarified to a depth of 12 inches below the subgrade. All loose material in the roadway shall be compacted in a manner prescribed by the Public Works Director or designee.
  - Embankment.** All suitable material from roadway excavations may be used in the construction of roadway embankments. Excess or unusable materials shall be legally disposed of away from the construction site. The fill material used in the construction of embankment shall be spread in layers not to exceed six inches loose and shall be compacted at optimum moisture content by a sheepsfoot roller or other compacting equipment approved by the director or his or her designee. During construction, embankments shall be maintained in a smooth condition with sufficient slope to ensure adequate drainage under all weather conditions.
  - Dust Control.** Provide positive methods and apply dust control materials to minimize raising dust from construction operation and provide positive means to prevent airborne dust dispersing into the atmosphere.



#### 4.3.14.6 Pavement Base Course

- a. Arterials and Collector Streets:  
 Surface = 1.25" of PG64 22 "D"  
 Binder = 2" of PG6422 "BM2"  
 Binder = 3" of PG6422 "A"  
 Base = 8" of 303.02, Mineral Aggregate, Type B Base
- b. Other Public Streets:  
 Surface = 1.25" of PG6422 "D"  
 Binder = 2" of PG6422 "BM2"  
 Base = 12" of 303.02, Mineral Aggregate, Type B Base
- c. Proposed standards shall not waiver from the above requirements unless that waiver is determined to be equivalent to the above standards by the Town Engineer.

#### 4.3.14.7 Asphalt Binder Course

- a. Arterials and Collector Streets: After preparation of the base course a prime coat conforming to Tennessee Department of Transportation (TDOT) specification 402 (if determined it is needed by the Engineer) followed by the application of a bituminous plant mix base course Tennessee Department of Transportation specification 307B, 2½ inches thick.
- b. Other Public Streets: After preparation of the base course a prime coat conforming to TDOT specification 402 (if determined it is needed by the Engineer) followed by the application of a bituminous plant mix base course conforming to TDOT specification 307B, 2 inches thick.

4.3.14.8 **Asphalt Wearing Surface.** After the binder course installation, the roadway surface shall be paved with an asphaltic concrete pavement wearing surface after applying an asphalt tack coat conforming to TDOT specification 403. Immediately thereafter the surface course shall be applied. The surface course shall conform to TDOT specification 411D, 1 ½ inches thick.

#### 4.3.15 Access and Circulation

- 4.3.15.1 **Arterials.** Arterials shall be designated according to the most recently adopted major road plan. When a tract fronts on an arterial street or highway, the Planning Commission may require such lots to be provided with frontage on a marginal access street.
- 4.3.15.2 **Collectors.** Any street that serves or is expected to serve over 200 dwelling units shall be designated as a collector. Streets serving over 600 dwelling units at any density shall be designated as major collector.
- 4.3.15.3 **Number of Access Points.** A minimum of two access points shall be required. The Town Engineer shall make the determination that proposed external points of access are of a sufficient design, location, and number to enable safe and convenient servicing by police, fire, and other emergency vehicles into the proposed development, and to enable adequate traffic flow to and from the development.

#### 4.3.16 Additional Width on Existing Streets

Where a subdivision ad joins an existing narrow public way or where the major road plan or any zoning setback provisions indicate plans for realignment or widening of a public way that would require use of some of the land in the subdivision, the subdivider/developer shall be required to dedicate, at his expense, areas for widening or realigning such public way. The required amount of right-of-way shall be dedicated in accordance with the provisions indicated in this article. In addition, the subdivider/developer shall improve the adjoining roadway the entire length of the development or pay an "in lieu" fee to the Town for future road improvements. The Town Engineer shall determine the improvements to be made or the "in lieu" fee.



- 4.3.16.1 The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.
- 4.3.16.2 Where the subdivision is located only on one side of an existing street, half of the required right-of-way measured, from the center line of the existing right-of-way, shall be provided.
- 4.3.16.3 A nonresidential subdivision abutting and having access on a residential street shall provide the total additional right-of-way required for a collector street.
- 4.3.16.4 Where subdivision development requires an existing street be cut down for proper sight distance and the subdivision is on one side of the street, the subdivider/developer shall improve the entire road.

#### 4.3.17 Access Limitations

- 4.3.17.1 Where a subdivision abuts a proposed or existing limited access road, vehicular access to such road shall be conveyed to the Town. If no other means of access to the subdivision is available, a frontage road shall be provided along the entire frontage. A temporary access from the frontage road to the limited access arterial road may be permitted, but such access shall be terminated when the frontage road is further extended or is connected to another public street. Frontage roads shall meet the requirements of the appropriate street classification for the development being served, except that sidewalks are not required on the side of the street nearer the limited access facility.
- 4.3.17.2 **Arterials.** Where a residential subdivision abuts an existing or proposed arterial, double frontage lots with no access to the arterial roadway, lots with rear service drives, common access drives, or other treatment may be required. Driveways should not be permitted on existing or proposed arterials. Where this requirement cannot be met, shared or common driveways may be required. All driveways shall be designed to provide egress in a forward motion.
- 4.3.17.3 **Double Frontage and Corner Lots.** Where lots have frontage on two streets, a conveyance of vehicular access on the street carrying or expected to carry the lesser traffic volume may be required.

#### Street Grade



Major Street



Minor Street

#### 4.3.18 Street Grades

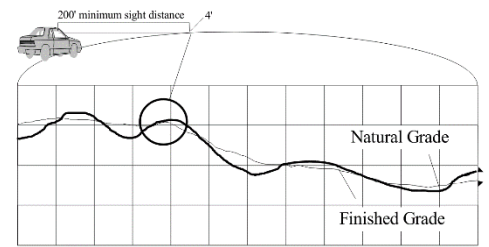
Grades on arterial and collector streets shall not exceed six percent and grades on all other streets shall not exceed 12 percent.

#### 4.3.19 Curves

- 4.3.19.1 **Horizontal.** Where a deflection angle of more than ten degrees occurs in the alignment of a street, a curve adhering to the identified centerline radius below shall be required.

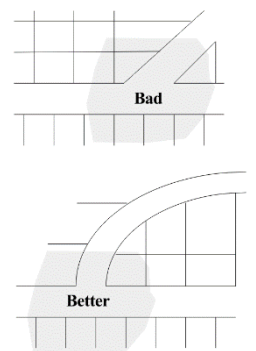
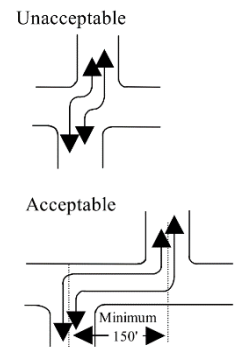
Type	Feet
Arterial	1,125
Collector	825
Non-residential Cul-de-sac	400
Marginal Access	250
Local Street	150
Cul-de-sac	150

- 4.3.19.2 **Vertical.** Every change in grade shall be connected by a vertical curve constructed to afford a minimum sight distance of 200 feet. The sight distance shall be measured from the driver's eye, which is assumed to be 4.5 feet above the pavement surface, to an object 4 inches high on the pavement.

**Vertical Curve**

#### 4.3.20 Intersections

- 4.3.20.1 Roads and streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of 2 new roads and streets at an angle of less than 80 degrees shall not be permitted. An oblique public way should be curved approaching an intersection and should be approximately at right angles for at least 100 feet therefrom. Not more than 2 roads and streets shall intersect at any one point unless specifically approved by the Planning Commission.
- 4.3.20.2 Proposed new intersections along one side of an existing public way shall coincide, wherever practicable, with any existing intersections on the opposite side of such public way. Jogs within roads and streets having center line offsets of less than 150 feet shall not be permitted, except where the intersected road and street have separated dual drives without median breaks at either intersection. Where roads and streets intersect arterial or collector routes, their alignment shall be continuous. Intersections of arterial or collector roads and streets shall be at least 800 feet apart.
- 4.3.20.3 Minimum curb radius at the intersection of two minor roads and streets shall be 25 feet, and the minimum curb radius at an intersection involving a collector public way shall be 30 feet. Alley intersections and abrupt changes in alignment within a block shall have the corners cut off in accordance with standard engineering practice to permit safe vehicular movement.
- 4.3.20.4 Reference the following table for typical traffic control treatments for intersections of various street types.

**Intersections****Centerline Offset**

	Arterial	Collector	Local
Arterial	Traffic Signal or Roundabout	Stop on Collector Street or Traffic Signal/Roundabout	Stop on Local Street
Local	Stop on Collector Street or Traffic Signal/Roundabout	All-way Stop or Mini-roundabout	Stop on Local Street
Collector	Stop on Local Street	Stop on Local Street	All-way Stop or Traffic Circle (except with dead-end streets)

Street signage and pavement markings shall be installed per MUTCD requirements.

- 4.3.20.5 Where a public way intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the subdivider/ developer shall cut such ground or vegetation (including trees) in connection with the grading of the public right-of-way to the extent necessary to provide adequate sight distance.
- 4.3.20.6 Intersections shall be designed with a flat grade wherever practical. In hilly or rolling areas, at the approach to an intersection, a leveling area shall be provided having not greater than a 2 percent grade for a distance of 60 feet, measured from the nearest right-of-way line of the intersecting public way.
- 4.3.20.7 The cross-slope on all roads and streets, including intersections, shall be 3 percent or less.

- 4.3.20.8 The centerline of two streets intersecting the road on opposite sides shall be offset as shown and illustrated in the preceding graphics. Offset dimensions between intersections are categorized by the type of roadway involved. If the two legs creating the offset are different types of roads, the shorter of the offset dimension shall apply.

Street Type	Feet
Arterials	300
Collector	250
Local Street	150

#### 4.3.21 Sight Distance

The minimum sight distance for the various road types are shown below:

- 4.3.21.1 **Stopping Sight Distance.** Stopping sight distance is measured in feet on a vertical curve between 0.5 feet to 3.75 feet above the centerline of the finished grade.

#### 4.3.21.2 Intersection Sight Distance

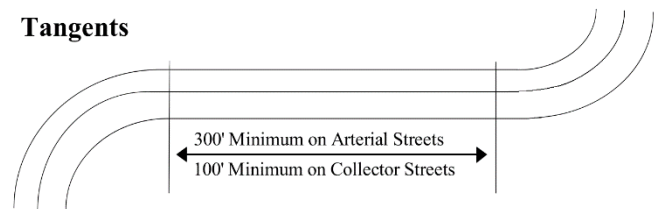
- Sight Distance is measured in feet from a point on intersecting streets 15 feet from the edge of the through street pavement and from a height of the eye of 4.5 feet on the intersecting street, to a height of an object 3.75 inches above the through street.
- Property line radii at street intersections involving arterial or collector streets shall be not less than 35 feet. All other intersections shall have property line radii of not less than 25 feet.

Street Type	Feet
Arterials	350
Collector	275
Local Street	200

#### 4.3.22 Tangents

Between curves there shall be a minimum centerline tangent that adheres to the following length requirements:

#### Tangents



Street Type	Feet
Arterial with Arterial	300 feet
Arterial with Collector	200 feet
Collector with Arterial	100 feet
Collector with Collector	100 feet
Collector with Local Street	75 feet
Local Street with Local Street	75 feet
Local Street with other	75 feet

#### 4.3.23 Corner Radii

Minimum property line radii for the various street intersections are shown as follows:

Street Type	Feet
Arterial with Arterial	55 feet
Arterial with Collector	35 feet
Arterial with Local Street	35 feet
Collector with Collector	35 feet
Collector with Local Street	25 feet
Local Street with Local Street	25 feet

#### 4.3.24 Reserve Strips

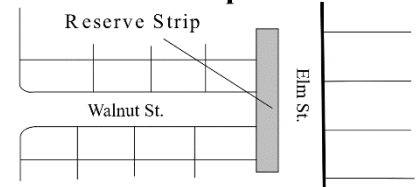
There shall be no reserve strips controlling access to the streets.

#### 4.3.25 Street Names

Proposed streets which are obviously in alignment with other streets already existing and named shall bear the names of the existing streets.

In no case shall the name for a proposed street duplicate an existing street name irrespective of the suffix used, i.e., street, avenue, boulevard, drive, parkway, cove, court, or place.

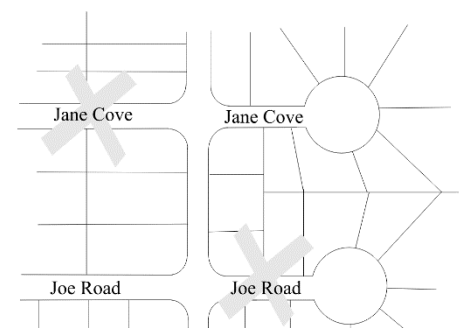
#### Reserve Strips



#### 4.3.26 Dead-end Roads and Streets

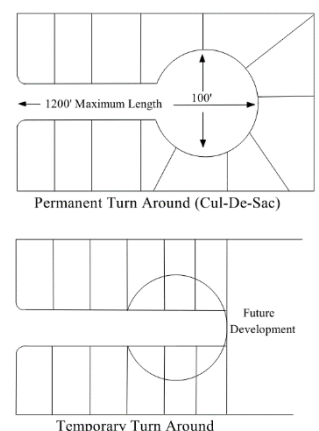
**4.3.26.1 Arrangement of Continuing Roads and Streets.** The arrangement of roads and streets shall provide for the continuation of major roads and streets between adjacent properties when such continuation is necessary for convenient movement of traffic, effective fire protection, efficient provisions of utilities, and when such continuation is in accordance with the major road plan. If the adjacent property is undeveloped and the public way must be a dead-end public way temporarily, the right-of-way shall be extended to the property line. A temporary cul-de-sac shall be provided on all temporary dead-end roads and streets as required in this article, with a notation on the subdivision plat that land outside the normal road or street shall revert to abutting property owners whenever the road or street is continued.

#### Street Names



**4.3.26.2 Dead-end Roads and Streets.** Where a road or street does not extend beyond the boundary of the subdivision and its continuation is not required by the Planning Commission for access to adjoining property, its terminus shall have an outside roadway diameter of 96 feet, a right-of-way diameter of 100 feet and shall not be nearer to such boundary than 50 feet. However, the Planning Commission may require the reservation of an appropriate easement to accommodate drainage facilities, pedestrian traffic, or utilities. A cul-de-sac turnabout shall be provided at the end of a dead-end public way in accordance with the design standards of these regulations. For greater convenience to traffic and more effective police and fire protection, permanent dead-end roads and streets shall, in general shall be limited in length to 800 feet.

#### Turn Arouds



**4.3.27 Roads and Streets Surfacing and Improvements**

After underground utilities have been installed, the subdivider/developer shall surface or cause to be surfaced all roads and streets to the widths prescribed in these regulations. Types and methods of paving shall be in accordance with the specifications of this article and in no event shall such construction be below the specifications set forth in these regulations. Adequate provisions shall be made for culverts, drains and bridges, as required.

**4.3.28 Pedestrian and Bicycle Facilities**

Sidewalks and/or side paths shall be required on both sides of the street for new street construction per the table below and the street section illustrated in Appendix 7, Street Cross Sections.

Street Type	Sidewalk	Side Path	Verge Width
Arterial	5'6'	8'12'	4'8'
Collector	5'6'	8'12'	4'8'
Mixed Use Local	6'8'	n/a	4'6'
Local Street	5'6'	n/a	4'6'
Alley (Residential)	5'6'	n/a	n/a
Alley (Commercial)	5'6'	n/a	n/a

4.3.28.1 Sidewalks shall be constructed as accessible facilities per the draft Public Rights of Way Accessibility Guidelines (PROWAG) requirements, including, but not limited to, the following elements:

- Maximum cross slope of 2%.
- Accessible ramps at all intersections.
- Spot obstructions may not cause a constriction in the access route smaller than three feet.
- Bumps may not exceed 0.5 inches in height.

4.3.28.2 Striped crosswalks shall be required at all intersections in mixed use districts and may be required in other districts per Town Engineer.

4.3.28.3 The verge in mixed use districts is typically paved with tree wells and street furnishings instead of a continuous landscaped or grassed buffer.

**4.3.29 Street Trees and Street Lighting**

Canopy street trees shall be planted on the verge between the sidewalk and curb at the maximum spacing shown in the table below. If vertical space is constrained by power lines, understory trees may be utilized at adjusted spacing. Additionally, streetlights are required for spacing and types of lists in the table below.

Street Type	Canopy Tree Max. Spacing	Understory Tree Max. Spacing	Street Light Type	Street Light Max. Spacing	Underground Power
Arterial	100'	50'	cobra head	350'	not required
Collector	100'	50'	cobra head	350'	not required
Collector	100'	50'	cobra head	350'	not required
Mixed-Use Local	50'	30'	acorn	80'	required
Neighborhood Local	100'	50'	colonial	220'	required
Commercial Alley	n/a	n/a	wall pack	n/a	not required
Residential Alley	n/a	n/a	not required	n/a	not required

## 4.4 Storm Drainage

### 4.4.6 General Requirements

An adequate drainage system, including the necessary open ditches, pipes, culverts, intersection drains, drop in lets, bridges, etc., shall be provided for the proper drainage of all surface water, as deemed necessary by the Planning Commission. In addition to these regulations, all storm water must be managed per the current edition of the TDEC guidelines as required by the Town Engineer. The Town of Atoka shall specify rainfall data (based on NOAA Atlas 14 precipitation data). All drainage structures to be maintained by the Town shall be reinforced concrete pipe, and detention pond outlet structures designed in accordance with these regulations.

4.4.6.1 **Without Curbs and Gutters.** In subdivisions where curbs and gutters are not required or provided, the developer shall provide open drainage ditches on each side of the roadbed. Also, all intersections of streets shall have a minimum of a 15-inch concrete culvert with concrete head walls at least six inches above the street. Drainage culverts required at locations other than intersecting streets shall also be concrete and at least 15 inches in diameter with concrete head walls at least 6 inches above the street.

4.4.6.2 **With Curbs and Gutters.** In subdivisions where curbs and gutters are required or provided the developer shall provide inlets every 600 feet which empty into storm sewer facilities, pipes, or open ditch. Storm sewer facilities shall be required when existing public storm sewers are accessible. When easements are required for drainage facilities outside the road right-of-way, the easement shall be at least 15 feet in width. Drain age easements shall be carried from the road to a natural watercourse or to other drainage facilities.

### 4.4.7 Nature of Stormwater Facilities

The subdivider may be required by the Planning Commission to transport by pipe or open ditch any spring or surface water that may exist prior to or as a result of the subdivision. Such drainage facilities shall be located in the public way right-of-way, where feasible, or in perpetual unobstructed easements of appropriate width and shall be constructed in accordance with the construction specifications contained in these regulations.

4.4.7.1 **Accessibility to Public Storm Sewers.** Where a public storm sewer is accessible, the subdivider/developer shall install storm sewer facilities, or if no outlets are within a reasonable distance, adequate provision shall be made for the disposal of stormwater, subject to the specifications of the appropriate governmental representative. The inspection of facilities shall be conducted to assure compliance and shall be conducted by the enforcing officer.

4.4.7.2 **Accommodation of Upstream Drainage Areas.** A culvert or other drainage facility shall in each case be large enough to accommodate potential runoff from its entire up stream drainage area, whether inside or outside the subdivision. Necessary facilities shall be sized based on the construction specifications and assuming conditions of maximum potential watershed development permitted by any zoning ordinance.

4.4.7.3 **Effect on Downstream Drainage Areas.** The Planning Commission shall study each subdivision's effect on existing downstream drainage facilities outside the subdivision area. Where it is anticipated that the additional runoff incident to the development of the subdivision will overload an existing downstream drainage facility, the Planning Commission may withhold approval of the subdivision until provision has been made for adequate improvement of such drainage facilities in such sum as the Planning Commission shall determine. No subdivision shall be approved unless adequate drainage shall be provided to an adequate drainage watercourse or facility.



- 4.4.7.4 **Areas of Poor Drainage.** Whenever a plat is submitted for an area which is subject to flooding, the Planning Commission may approve such subdivision; provided, that the applicant fills the affected flood fringe area to place all public ways no more than one foot below the regulatory flood protection elevation and first floor elevations (including basements) at least 1 foot above the regulatory flood elevation. The plat of such subdivision shall provide for a floodway along the bank of any stream or watercourse of width sufficient to contain or move the water of the regulatory flood, and no fill shall be placed in the floodway; neither shall any building nor flood restrictive structure be erected or placed therein. The boundaries of the floodway and floodway fringe area, and the regulatory flood elevation, shall be determined by the Planning Commission based upon the review specified in these regulations and the submission of flood data on the Preliminary Plat as specified in these regulations.
- 4.4.7.5 **Floodplain Areas.** The Planning Commission may when it deems it necessary for the health, safety, or welfare of the present and future population of the area or necessary to the conservation of water, drainage, and sanitary facilities, prohibit the subdivision of any portion of the property which lies within the floodplain of any stream or drain age course. The regulatory floodway shall be preserved from any destruction or damage resulting from clearing, grading, or dumping of earth, waste material, or stumps. Any subdivision containing flood prone land shall be subject to the special provisions in these regulations.
- 4.4.8 **Dedication of Drainage Easements**
- 4.4.8.1 **General Requirements.** Where a subdivision is traversed by a watercourse, drainage way, channel, or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially to the lines of such watercourse and of such width and construction as will be adequate. Where open drainage ways are utilized, they shall be designed for the 25year frequency flood.
- 4.4.8.2 **Drainage Easements**
- a. Where topography or other conditions are such as to make impracticable the inclusion of drainage facilities within the right-of-way of a public way, perpetual unobstructed easements at least 15 feet in width for such facilities shall be provided across property outside the public way lines and with satisfactory access to roads and streets. All easements shall be indicated on the Preliminary Plat and Final Plat. Drainage easements shall be carried from the public way to a natural watercourse or to other drainage facilities.
  - b. When a new drainage system is to be constructed which will carry water across private land outside the subdivision, appropriate drainage rights must be secured and indicated on the plat.
  - c. The applicant shall dedicate, when required by the Planning Commission, either in fee, or by drainage or conservation easement, the land on both sides of an existing watercourse to a distance to be determined by the Planning Commission.
  - d. Along watercourses, low-lying lands within any floodway, whether included in areas for dedication, shall be preserved and retained in their natural state as drainage ways.
- 4.4.9 **Ditching, Concrete Paving, Culverts and Storm Drains.** The design and construction details of drainage facilities shall be in accordance with the provisions of these regulations. The town and/or county engineer, public works director or other appropriate governmental representative shall approve the design and construction details of all proposals. All culverts shall be installed by the builder according to the design criteria and approved by the Department of Public Works before the building official issues a Certificate of Occupancy.



#### 4.4.10 Design and Construction Criteria for Open Channel Ditches

- 4.4.10.1 An adequate drainage system, including necessary open ditches, pipes, culverts, intersection drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water so that there is no impact on adjacent properties.
- 4.4.10.2 Where curbs and gutters are not required or provided, the developer shall provide open drainage ditches on each side of the proposed roadbed. Open channels will be designed to carry the design flow without erosion, and with sufficient freeboard to prevent flooding.
- 4.4.10.3 **Design.** Construction Drawings shall show all proposed side ditch flow lines in plan and profile. The minimum depth of the side ditch shall be 18 inches from the top shoulder of the roadway. The shoulder adjacent to pavement shall have a minimum width of four feet with the first three feet having an eight (8) inch gravel section. Side slopes on open channel ditches shall have a maximum slope of three feet horizontal to one foot vertical (3:1). The Developer shall submit signed and sealed calculations, prepared by an engineer certified to perform work in the State of Tennessee, that include the following:
  - a. Drainage area in acres.
  - b. Total post development flow from the site in cubic feet second (cfs)
  - c. Flow calculations for each ditch section and culvert that include:
  - d. Design flow in cubic feet per second (cfs)
  - e. Channel or culvert capacity in cubic feet per second (cfs)
  - f. Average slope in feet per foot (ft/ft)
  - g. Design velocity in feet per second (fps)
- 4.4.10.4 Flow calculations for all ditch sections and culverts shall be based on a 25-year, 24-hour storm.

#### 4.4.11 Concrete channel design where velocities in the side ditch exceeds 6.5 fps

- 4.4.11.1 All newly constructed channels shall have the slopes adequately stabilized to the design flow elevation.
- 4.4.11.2 Construction drawings shall have the minimum drive culvert indicated on the grading plan and the final plat for each lot. All drive culverts shall have a headwall with wing wall at each end of the pipe.
- 4.4.11.3 Shoulders. Shoulder construction shall be completed by blading, moistening, or drying as necessary to achieve compaction. The shoulders shall be four feet on all roads except arterial roads, which will require a 6-foot shoulder.
- 4.4.11.4 Ditching and Channelization. This shall consist of the construction of ditches adjacent to roadway shoulders and feeding to and from culverts under or adjacent to the roadway. All drainage ditches shall be graded in their entirety and the required ditch stabilization installed during the time the roadways are being graded; such grading and stabilization shall be completed prior to final inspection of the roadways.

#### 4.4.12 Stabilization of Ditches with Concrete

All open channel ditches which are required to be stabilized with concrete paving shall comply with the following:

- 4.4.12.1 The design engineer shall be responsible for establishing the bottom width and the slope length to contain the design flow.
- 4.4.12.2 The side slope shall be sodded between the top of bank and concrete swale where concrete swale is required.
- 4.4.12.3 Concrete Detail: Thickness of 4 inches and 4,000 psi air entrained mix.

#### 4.4.13 Sodding of Front and Side Yards

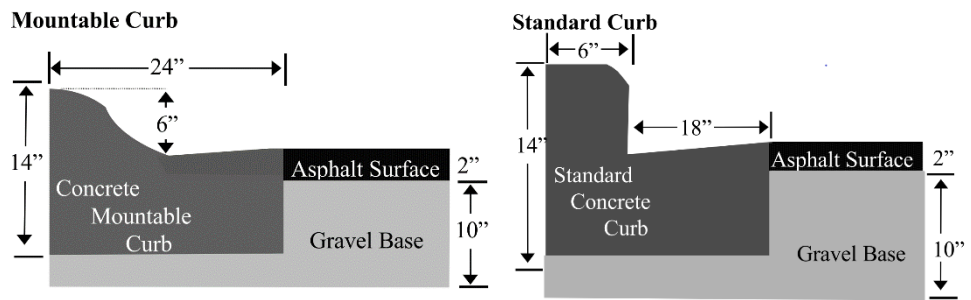
4.4.13.1 **General Requirements.** It is required that the builder shall sod the front and side yard in all lots equal to and less than  $\frac{3}{4}$  acre. All slopes 3:1 or greater shall be sodded. Slopes greater than 3:1 should be pegged to hold sod in place. All drainage swales shall be sodded. Sod should be a minimum of  $\frac{3}{4}$ " thick.

4.4.13.2 **Erosion Control.** Guidelines for Erosion Control in the appendix lists recommendations regarding soil preparation and installation of sod.

### 4.5 Curb and Gutter Requirements

Curbs and gutters shall be required in all developments. In commercial developments, the curbs and gutters shall be standard curb and gutter design, having a six-inch vertical concrete curb and a 24-inch gutter. Curbs in residential development may be a mountable curb and gutter design having a six-inch rolled curb and an 18-inch gutter. However, only standard six-inch curbs

and 18-inch gutters shall be permitted on major streets. The curbs and gutters shall be constructed of high quality durable portland cement concrete. The concrete shall be ready mixed, air entrained, 4000 lb. concrete. All concrete shall be Class A.



### 4.6 Utilities

After roadway grading is completed and approved and before any base course is applied, all the underground work (i.e., water mains, sewers, etc. and all service connections) shall be installed completely and approved throughout the length of the roadway and across the flat section. To eliminate future public way openings, all underground utilities shall be installed before any final paving of a public way is shown on a subdivision plat, unless otherwise approved by the Planning Commission.

#### 4.6.6 Water Supply System

4.6.6.1 Where a public water main is within reasonable access of the subdivision, as determined by the Planning Commission, the subdivider/developer shall be responsible for the cost of extension, design, and installation of any and all water lines which will service the development, including fire hydrants. The system proposed for installation shall adhere to the construction and material specifications of the Town and shall be subject to approval by the Planning Commission and the Tennessee Department of Environment and Conservation.

4.6.6.2 Unless otherwise specifically approved, water mains shall not be less than 6 inches in diameter. The Town specifically reserves the authority to require larger diameter pipe, if necessary, to adequately serve both domestic use and fire protection within the proposed development.

4.6.6.3 All water system construction plans and specifications shall be approved by the area office of the Tennessee Department of Environment and Conservation, prior to any construction. Copies of comments and certificates of approval for the above agency shall be forwarded to the public works supervisor.

4.6.6.4 Water mains, properly connected with the Town's water supply system or with an alternate supply system approved by the Atoka Municipal/Regional Planning Commission, shall be provided to all lots and building sites shown on the subdivision plat, and shall be constructed to adequately serve both domestic use and fire protection. All taps are required to be in the center of each lot frontage.

- 4.6.6.5 The location and types of valves and hydrants, the amount of soil cover over the pipes and other features of the installation of the water system shall be as directed by the public works department and shall conform to accepted standards of good practice for municipal water systems.
- 4.6.6.6 If water lines are placed within or adjacent to a private drive/permanent access easement, a 15-foot utility easement is required.
- 4.6.6.7 No water lines smaller than 6" are to be installed and no valves are to be installed in a roadway. Valves are to be installed at each intersection to isolate sections of main (water and sewer), a 12gauge tracer wire is to be installed with all nonmetallic pipe laid (water and sewer), a 12gauge tracer wire is to be brought up outside valve boxes and looped over into the box, and water valves are to be installed on all fire hydrants. Brand and type of water valves used in all new or existing water main installations shall be approved by the Public Works Director or his designee.

#### 4.6.7 **Fire Protection**

Fire hydrants shall be required for all subdivisions, minor or major. Installation shall comply with the most recently adopted fire code or be located no more than 500 feet apart and shall be within 250 feet of any residential, commercial, or industrial lot, whichever is more stringent. The Planning Commission may require closer spacing where physical conditions or types of structures warrant it.

#### 4.6.8 **Sewage Disposal System**

The subdivider/developer shall be responsible for ensuring that each lot proposed on the plat can adequately dispose of sewage, either through an individual lot disposal system or a public sewer system. No private sewer systems shall be allowed in the Town of Atoka.

##### 4.6.8.1 **Individual Waste Disposal Systems**

- a. If public sewer facilities are not available and individual disposal systems are proposed, lot areas shall not be less than the minimum specified in the Atoka Municipal Zoning Ordinance and by the Tennessee Department of Environment and Conservation.
- b. When the division of a parcel of land into two parcels is proposed and both parcels have a minimum lot size of one acre, the certificate of approval for a subsurface waste disposal system may be waived by the Planning Commission, provided the proposed new parcel has been granted a permit by the Tennessee Department of Environment and Conservation for an individual subsurface waste disposal system. A copy of the permit shall be attached to the final plat for recording purposes.
- c. All individual waste disposal systems, including the size of the septic tank and the field lines or other secondary treatment device shall be approved by TDEC.
- d. The Planning Commission shall not approve any lot within any subdivision that is not suitable, according to the Tennessee Department of Environment and Conservation, for installing a subsurface waste disposal system.

##### 4.6.8.2 **Public Wastewater System**

- a. Where a public wastewater system is within reasonable access of the subdivision, as determined by the Planning Commission, the subdivider/developer shall be responsible for the cost of extension, design, and installation of any wastewater facilities that will service the development.

- b. When connection to a public wastewater system is proposed for a subdivision in the Town of Atoka, the system shall be installed in a manner prescribed by the regulations of the Tennessee Department of Environment and Conservation and by any other applicable standards and specifications. All plans shall be designed and approved in accordance with the rules, regulations, specifications, and standards, of any applicable governmental agency or appropriate unit thereof.
- c. When connection to a public wastewater system is proposed in a subdivision in the Town of Atoka, the subdivider/developer shall be responsible for providing sanitary sewer facilities to each lot therein and shall connect the facilities to the public system. All taps shall be required to be located at the center of each lot.
- d. All sanitary sewer system facilities in a flood hazard area shall be flood-proofed to the regulatory flood-protection elevation. All sewer facilities located below the regulatory flood protection elevation shall be designed to prevent infiltration of floodwater into the sewer system and discharges from the system into floodwaters.
- e. Sanitary sewer systems shall be designed for the ultimate tributary population based upon appropriate plans and zoning regulations.
- f. The minimum size of a public sewer line shall be eight inches in diameter for gravity lines and six inches in diameter for forced lines. Individual lot service lines shall be at least four inches.
- g. All sanitary sewer facilities shall be located within a public street right-of-way unless topography dictates otherwise. Public utility easements shall be provided across private property for access to lines and manholes. Such easements shall be adequate to service the lines, but not less than 15 feet.
- h. If sanitary sewer facilities are placed within or adjacent to a private drive/permanent access easement, a ten-foot utility easement shall be required.
- i. E-One stainless steel check valves are to be installed on all sewer services (Part Number NB0184PXX). Only Orenco brand pumps are to be used in installations that require pumps (Part Number PFL1005 Orenco Systems, Inc. Effluent Pump). Only concrete tanks are to be installed at houses.

4.6.8.3 **Septic Tank Effluent Pump Wastewater Systems.** When connection of building sewers to the public sewer by gravity flow lines is impossible due to any encumbrance, Septic Tank Effluent Pump (STEP) systems may be installed subject to the approval and regulations of the town.

- a. **Equipment requirements.** Septic tanks and related appurtenances must conform to Town's STEP system standard specifications. STEP system equipment will be maintained by the Town or its representatives.
- b. **Installation requirements.**
  - i. The location of tanks, pumps, and effluent lines shall be subject to the approval of the town.
  - ii. Installation shall follow design criteria for STEP systems as provided by the Town.
  - iii. Installation shall be performed by an approved installer.
- c. **Costs.** STEP system equipment for new residential construction shall be purchased and installed at the developer's expense according to the standard specifications of the town and connection will be made to the town sewer only after inspection and approval of the Town.

d. **Fees and Billing.**

- i. Fees shall be set by the board of Aldermen. The Town reserves the right to change STEP system fees at any time.
- ii. If homeowner is found to be responsible for maintenance costs incurred by the Town due to misuse of the system, costs will be applied to the bill sent on the 1st of the month. Payment deadlines and fees outlined in 18111 shall apply.

e. **Ownership and Easements.** Homeowners or developers shall provide the Town with ownership of the equipment and an easement for access to perform necessary inspections, maintenance, and repairs. Unencumbered access by the Town must be guaranteed to operate, maintain, repair, restore service and remove sludge. Access manholes, ports and electrical disconnects must not be locked, obstructed, or blocked by landscaping or construction.

f. **Use of STEP System.**

- i. Homeowners shall follow the guidelines in the STEP system manual provided by the Town.
- ii. Homeowners shall provide an electrical connection that meets the Town's standard specifications and shall provide electrical power.
- iii. Homeowners shall be responsible for maintenance of service lines from the home to the STEP system.
- iv. Prohibited uses of STEP system:
  - Connection of roof guttering, sump pumps or surface drains.
  - Disposal of toxic household substances.
  - Excessive use of garbage grinders or disposers.
  - Discharge pet hair, lint, or home vacuum water.
  - Discharge fats, grease, and oil.

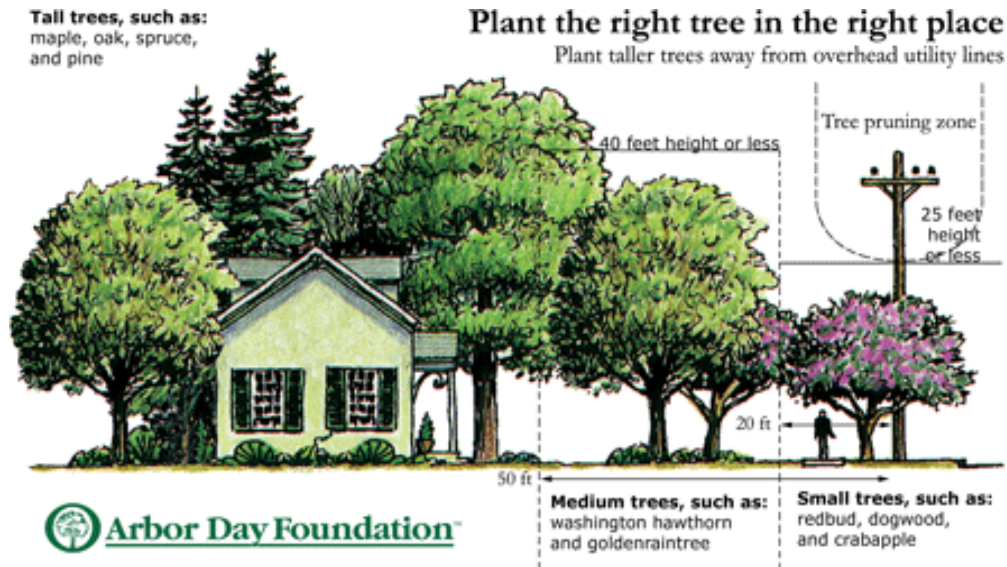
g. **Tank Cleaning.** Solids removal from the septic tank shall be the responsibility of the Town. Any system requiring excessive sludge removal, as deemed by the Town, shall be billed to the homeowner at a rate of no more than the actual cost of the service call.

h. **Misuse of STEP System.** The Town shall be responsible for maintenance of the STEP system. Repeat service calls due to misuse, or abuse of the system, as deemed by the Town shall be billed to the homeowner at a rate of no more than the actual cost of the service call.

4.6.9 Except existing streets facing infill development, underground electric service is required. Consult with the Southwest Tennessee Electric Membership Corporation for specific design standards. In the areas with overhead electric lines and observing easement restrictions, trees topping out at less than 25' may be planted within 20' of a utility pole. Trees growing to no more than 40' may be planted within 50' of a utility pole. Trees growing more than 40' may be planted anywhere beyond 50' of the pole (See the following illustration.)

4.6.10 The subdivider shall bear the financial responsibility for the original installation costs for the materials and labor for street lighting where it is deemed reasonably necessary by the Public Works Department. Street lighting shall be of such size and specifications as deemed appropriate by the Public Works Department to meet the subdivision's requirements. Streetlights shall be installed between the curb and the sidewalk. In general, streetlights shall be provided at roadway intersections and at appropriate intervals of no more than 500' in between intersections. The subdivider shall consult with the utility company to service the subdivision with power and locate on the design plans the probable location of street light poles.





#### 4.7 Utility Easements

Easements shall be required along the front, rear and side yard of all lots of at least 15 feet when underground electric service is required and at least five feet in cases of existing streets facing infill development with the easement being indicated on all plats. In addition, the Planning Commission may require additional easements across lots or width of easements depending on the topography or due to other conditions. The subdivider/developer shall take such actions as are necessary to ensure the coordination and continuation of utility easements established on adjacent properties with those proposed within his development. Temporary construction easements exceeding the width of permanent easements may be required as necessary until completion of any one project.

#### 4.8 Survey Monuments

Permanent and semi-permanent survey monuments are an essential byproduct of the land subdivision process. Such monuments facilitate the resurvey of lands contained within the subdivision and provide survey control points for future cadastral and cartographic surveys and mapping. In each subdivision the subdivider/developer shall provide, at his expense, all survey monuments and documentation specified herein.

##### 4.8.6 Permanent Monuments

- 4.8.6.1 A permanent survey monument shall be set behind the curb on the North and East side of every street and at least one monument shall be provided near each street intersection and located to provide intervisibility with one or more monuments located on each of the intersecting streets. At least one monument shall be located at a point in the exterior boundary of the subdivision or subdivision addition. There shall be a minimum of two such permanent monuments within every subdivision.
- 4.8.6.2 Permanent survey monuments shall be constructed of dense Portland cement, concrete, four inches square, three feet long, with a flat top, the top of each monument shall have an indented cross to identify the precise location of the survey point, and the top shall be set flush with the finished grade of the surrounding surface or, in asphalt paved areas, flush with the finished grade of the pavement base.
- 4.8.6.3 Where deemed necessary by the town engineer or public works supervisor, to ensure recovery of a survey point, a subsurface mark set in concrete, poured at the base of the concrete monument and plumbed to the surface mark, shall be required.

#### 4.8.7 **Semipermanent Monuments**

- 4.8.7.1 All lot corners in the subdivision not set with a permanent monument shall be marked with an iron rod not less than 5/8 inch in diameter and 24 inches long, set flush with the finished grade of the surrounding surface.
- 4.8.7.2 Upon completion of subdivision development, these metal rods shall be protected by one or more flagged guard stakes.

#### 4.8.8 **Unauthorized Survey Marks**

Survey reference marks, benchmarks, witness marks, or auxiliary corners which are unsightly or damaging to street pavements shall not be permitted. Any such unauthorized marks and corners shall be removed or repaired by the subdivider/developer at his expense.

#### 4.8.9 **Survey Documentation**

The subdivider/developer shall give the public works supervisor a detailed description of all new and recovered permanent survey monuments within or on the subdivision's boundary. Each description shall include:

- 4.8.9.1 A physical description of the monument.
- 4.8.9.2 Instructions for locating the monument with respect to a fixed prominent landmark.
- 4.8.9.3 Survey data in addition to that shown on the Final Plat which shall, when available, consist of adjusted plan coordinates and elevation, survey precision and accuracy, and datum to which coordinates, and elevation refer. Benchmarks should be included with the as-built drawing and become part of the GIS database.

### 4.9 **Driveways and Curb Cuts**

Driveways shall be so located that vehicles entering or leaving an establishment or location will not interfere with the free movement of traffic or create a hazard on the public roadway. Where feasible, access driveways shall be located where there are no sharp curves or steep grades, and where sight distance is adequate for safe traffic operation. Driveways should not be within an intersection, intersection radius, or highway interchanges. No curb cut shall be closer than 20 feet from the point of curvature of a corner radius. Access drives shall be located so that they will not interfere with the placement of signs, signals or other devices that affect traffic operation and regulations.

#### 4.9.6 **Number and Arrangement of Driveways**

- 4.9.6.1 For property tracts with a sizable frontage on a highway or street, driveway location and arrangement will be governed by position of buildings thereon as determined through the site plan review process of the Atoka Municipal Zoning Ordinance. Where driveways are provided to land areas only, (areas with no development), they shall be so located to the best advantage regarding highway alignment profile and sight distance conditions as determined by the applicant and the Town of Atoka, jointly. The allowed number, arrangement, width, and design of driveways shall be governed during the site plan review process, such process to consider the amount of highway frontage and the use of the facility/property.
- 4.9.6.2 The number of driveways permitted shall be the minimum number necessary to properly serve the needs of the property. Frontages of one 100 feet or less shall be limited to one driveway unless a variance is approved by the Atoka Municipal Board of Zoning Appeals. Normally, not more than two driveways shall be provided for any single property tract or business establishment. Furthermore, there shall not be more than 4 driveways per 500 foot distance. The joint use of curb cuts is encouraged to facilitate traffic flow.



- 4.9.6.3 Consistent with State guidelines, driveways shall be positioned to clear the frontage boundary lines by the specified minimum dimensions. Where two driveways are provided for one frontage or adjacent frontages separately, the clear distance between driveways measured along the right-of-way line shall not be less than 25 feet.
- 4.9.6.4 On a major, controlled access road, where there are or may be several businesses, consideration should be given to the construction of a frontage road, the frontage road then having wellspaced access points to the major road.
- 4.9.6.5 Driveway design, consistent with State regulation, shall not exceed 40 feet in width for two-way use and 20 feet in width for one-way use.
- 4.9.6.6 The Town, County and/or State of Tennessee specifically reserves, through the site plan review process, the right of full review, comment and approval for curb cuts, and nothing herein shall be so construed to subordinate that authority.
- 4.9.6.7 Construction of driveways providing access to a state highway are regulated by the "Manual for Constructing Driveway Entrances on State Highways", the most recent addition.

#### 4.9.7 Driveway Aprons

All driveway aprons shall be approved by the Town of Atoka and shall ensure positive drainage to the street. An expansion joint with filler shall be provided at each edge of the driveway apron where it abuts the curb and gutter. If roll type curbs and gutters are used, curb cuts may be waived by the Planning Commission.

#### 4.9.8 Quality of Concrete

All sidewalks, curbs, gutters, handicap ramps and driveway aprons shall be constructed of high-quality durable Portland cement concrete. The concrete shall be ready mixed, air entrained, 4000lb. concrete. All concrete shall be Class A.

### 4.10 Sidewalks and Persons with Disabilities

Sidewalks shall be required in all developments adjoining all lots including Common Open Space lots, shall be installed within the right-of-way of all existing streets bordering the subdivision and shall adhere to the following requirements:

#### 4.10.6 Sidewalks

Sidewalks shall be located in the street right-of-way with the outside edge coinciding with the right-of-way line. All sidewalks shall comply with ADA standards. For proper drainage all sidewalks shall adhere to the Tennessee Department of Transportation's sidewalk slope requirements. Sidewalks shall conform to the following minimum widths:

Single family residential	5 feet wide
Multifamily residential	5 feet wide
Other than residential	5 feet wide

#### 4.10.7 Persons with Disabilities Ramps

In all subdivisions where sidewalks, curbs, and gutters are provided and shall be compliant with the standards as set by the Americans with Disabilities Act (ADA) and to TDOT standards.

#### 4.10.8 Quality of Concrete

All sidewalks, curbs, gutters, handicap ramps and driveway aprons shall be constructed of high-quality durable Portland cement concrete. The concrete shall be ready mixed, air entrained, 4000 lb. concrete. All concrete shall be Class A.

#### 4.10.9 Deferment of Installation

At the request of the subdivider/ developer, the Planning Commission may defer the installation of sidewalks and handicap ramps when the individual builders assume responsibility for installation of sidewalks, curb cuts and driveway aprons, the subdivider/developer shall be relieved of responsibility for such installations. The responsibility assumed by individual builders shall become a condition of the building permit and shall comply with the technical specifications pertaining to sidewalks, curb cuts and driveway aprons contained in these regulations. No certificate of occupancy shall be issued until the required improvements are completed and accepted.

### 4.11 Screening and Landscaping

When required by the Planning Commission and these Regulations, fences, vegetative screening, and landscaping shall be provided along the perimeter of certain developments to protect residential districts from undesirable views, lighting, noise, and other adverse influences. Other landscaping may be required for open space areas, storm drainage areas, recreational areas, and to help control erosion and preserve the environment and historical landmarks. Landscaping shall not be placed within public rights-of-ways.

#### 4.11.6 Residential Development

4.11.6.1 Residential developments that have lots which have double frontage on a public street (alleys excepted) shall be required to provide continuous screening along the rear line of these lots. Visibility areas required for traffic safety as designated by the public works supervisor shall not be screened.

4.11.6.2 Where a residential development abuts nonresidential use, a continuous screening may be required.

#### 4.11.7 Nonresidential Development

Where a nonresidential development abuts against a residential use, a continuous screening may be required.

#### 4.11.8 Other Landscaping

The Planning Commission may specify to the subdivider/developer those areas within the subdivision which require landscaping. The subdivider/developer shall present to the Planning Commission, a detailed landscaping plan and planting schedule, if required.

### 4.12 Environmental Protection and Preservation

Protection and preservation of existing features and the environment which would add value to a residential development or to the area as a whole particularly its natural features such as ground cover, trees, soils, watersheds, watercourses, falls, and similar irreplaceable assets, shall be preserved in the design of the subdivision, as required by the Planning Commission. Protection and preservation of the area is an essential element of subdivision design. The subdivider/developer shall provide, at his expense, all erosion control, revegetation planting, and protection for existing vegetation.

#### 4.12.6 Erosion Control

Prior to any construction taking place, a Storm Water Pollution Protection Plan (SWPPP) must be completed with a copy received by the Town. The subdivider/developer shall submit a plan and schedule for soil erosion and sedimentation control to the public works supervisor for approval. The subdivider/developer shall provide necessary erosion control such as seeding for gentle slopes, grass sod for sharper slopes, with special grading and terracing in accordance with the plans approved by the public works supervisor and Planning Commission. All freshly excavated embankment areas not covered with satisfactory vegetation shall be fertilized, mulched, and seeded and/or shall have laid sod as required to prevent erosion. Provisions shall be made to accommodate increased runoff caused by changed soil and surface conditions during development. Runoff shall be intercepted and safely conveyed to storm drains or natural outlets where it will not erode or flood land. Sediment basins shall be installed and maintained to collect sediment from runoff waters. If the public works supervisor determines that the necessary erosion control is not being provided by the subdivider/developer, the public works supervisor shall officially notify the subdivider/developer of the problem. If the subdivider/developer has not begun to provide satisfactory erosion control within 15 days after the notice, the Town shall make the necessary improvements to eliminate the erosion problem documenting all expenses incurred. Prior to release of the surety instrument, all expenses incurred by the Town shall be paid in full by the subdivider/developer.

#### 4.12.7 Preservation of Trees and Revegetation

No trees of caliper 10 inches or larger measured 5 feet above the surrounding ground surface shall be removed if at all possible, and special attention shall be given to preserving larger trees. For removal of trees greater than 12 inches in diameter, the Planning Commission may require a plan for re-vegetation, to recover soil stabilization, percolation or buffering lost by removing such tree.

#### 4.12.8 Planting of New Trees.

In all new Major Residential Subdivisions, the subdivider is required to plant at least two suitable broadleaved deciduous shade trees per approved lot, one of which shall be located in the front yard, unless specifically exempted by the Planning Commission. All trees shall be the equivalent of well-rooted, nursery-grown stock free of injury, harmful insects, and diseases. They shall be well-branched, and the branching structure should be sound. Unless waived by the Planning Commission, the required tree shall not measure less than two inches in girth at the time of planting. Acceptable types of street trees may be selected from a list available from the Town of Atoka. Conditions for waiver of this requirement may include a detailed plan to retain mature trees within the development. At the request of the subdivider/developer, the Planning Commission may defer the planting of trees when the individual builders assume responsibility for planting. The responsibility assumed by individual builders shall become a condition of the building permit and shall comply with the Technical Specifications of these regulations. No certificate of occupancy shall be issued until these requirements are completed and accepted.

### 4.13 Non-Residential Subdivisions

#### 4.13.6 General

If a proposed subdivision includes land which is zoned for a commercial or industrial purpose, the subdivision's layout regarding such land shall make such provisions as the Planning Commission may require. A nonresidential subdivision also shall be subject to all the requirements of site plan approval as set forth in the Atoka Municipal Zoning Ordinance. Site plan approval may proceed simultaneously at the discretion of the Planning Commission. A nonresidential subdivision shall be subject to all the requirements of these regulations, as well as such additional standards set forth by the Planning Commission, and shall conform to the Land Development Plan, major road plan, and zoning ordinance.

#### 4.13.7 Standards

In addition to the principles and standards in the regulations, which are appropriative to the planning of all subdivisions, the subdivider/developer shall demonstrate to the satisfaction of the Planning Commission that the public way, parcel, and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed:

- 4.13.7.1 Proposed industrial parcels shall be suitable in areas and dimensions to the types of nonresidential development anticipated.
- 4.13.7.2 Public way rights-of-ways and pavements shall be adequate to accommodate the type and volume of traffic anticipated.
- 4.13.7.3 Special requirements may be imposed by the governing body with respect to any public way, curb, gutter, and sidewalk design and construction specifications.
- 4.13.7.4 Specific requirements may be imposed by the governing body with respect to the installation of public utilities, including water, sewer, and stormwater drainage.
- 4.13.7.5 Every effort shall be made to protect adjacent residential areas from potential nuisance from the proposed nonresidential subdivision, including the provision of extra depth in parcels backing on existing or potential residential development and provisions for permanently landscaped buffer strips, when necessary.
- 4.13.7.6 Roads and streets carrying nonresidential traffic, especially trucks, normally shall not be extended to the boundaries of adjacent existing or potential residential areas.

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**IN THIS ARTICLE:**

5.1	General Requirements	62
5.2	Final Plat Requirements	62
5.3	Surety Instrument In Lieu of Completed Improvements	62



## ARTICLE 5: PREREQUISITES TO FINAL PLAT APPROVAL

### 5.1 General Requirements

As a condition precedent to the approval of the final plat, in accordance with TCA Section 13 4303, the Planning Commission shall require the installation of all improvements including, but not limited to, the grading and improvement of roads and streets, and the installation of all survey monuments, utilities, water mains and surface and ground water drainage channels and structures, or shall accept, in lieu of the completion of such improvements, a surety instrument in an amount and with surety and conditions satisfactory to the Planning Commission.

### 5.2 Final Plat Requirements

Prior to the Secretary of the Planning Commission signing the certificate of approval on the final plat, the Secretary shall ensure that:

- 5.2.1 Every lot depicted on the plat has access to public water or has approval from the TDEC for a subsurface water system.
- 5.2.2 Every lot depicted on the plat has access to a public wastewater system, private wastewater system or has been approved by the Tennessee Department of Environment and Conservation for a subsurface waste disposal system.
- 5.2.3 Every lot has access to a public road either directly or indirectly through a 50' permanent access easement.
- 5.2.4 All property and improvements to be dedicated to the public, including but not limited to, street rights-of-ways, utility easements, water lines, sewer lines and sidewalks shall be duly noted on the plat.
- 5.2.5 All required improvements have been satisfactorily installed or a surety instrument in sufficient amount has been posted securing to the Planning Commission the actual construction and installation of the improvements.

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**IN THIS ARTICLE:**

6.1	Completion of Improvements	66
6.2	Extension and Enforcement of Surety Instrument	66
6.3	Reduction of Surety Instrument	66
6.4	Acceptance of Improvements	67
6.5	Deferral and Waiver of Required Improvements	67
6.6	Inspection of Improvements	67
6.7	Maintenance of Improvements	68
6.8	Issuance Of Building Permits and Certificates of Occupancy	68

## **ARTICLE 6: ACCEPTANCE, INSPECTION, & MAINTENANCE OF IMPROVEMENTS**

### **6.1 Completion of Improvements**

Before a Final Plat is signed by the secretary of the Planning Commission or a surety instrument is released, as specified in these regulations, all applicants shall complete, in accordance with these regulations and the adopted standards, the grading and improvement of all roads and streets, the installation of all survey monuments, utilities, water mains and surface and ground water drainage channels and any other improvements, including lot improvements on the individual lots. All improvements that are to be dedicated and or maintained by the Town shall be dedicated free and clear of all liens and encumbrances to the Town of Atoka.

#### **6.1.1 Temporary Improvements**

The applicant shall build and pay for all costs of temporary improvements required by the Planning Commission and shall maintain them to a reasonable satisfaction for the period specified by the Planning Commission. Prior to construction of any temporary facility or improvement, the applicant shall file with the Planning Commission a separate suitable surety instrument for temporary facilities, which shall ensure that the temporary facilities will be properly constructed, maintained, and removed.

#### **6.1.2 Costs of Improvements**

All required improvements shall be made by the applicant at his expense. Any provisions for reimbursement by the governing body or any utility agency shall be stipulated clearly in the provisions of any surety instruments and shall be supported by certified resolution or ordinance of such governing body or agency.

#### **6.1.3 Failure to Complete Improvements**

In all subdivisions in required improvements have not been installed within the period specified by the Planning Commission in the resolution approving the plat, the Planning Commission thereupon may declare the surety instrument to be in default and require that all the improvements be installed regardless of the extent of the building development at the time the surety instrument is declared to be in default.

### **6.2 Extension and Enforcement of Surety Instrument**

#### **6.2.1 Extension of Surety Instrument**

The Planning Commission may, upon proof of difficulty, extend the completion date set forth in such surety instrument for a maximum period of 1 additional year. The Planning Commission may accept at any time during the period of such surety instrument a substitution of principal.

#### **6.2.2 Enforcement of Surety Instruments**

Failure of the subdivider/developer to comply with any or all parts of these regulations, including renewing an expiring surety, shall be grounds for the Town to consider the developer in default of the surety, and to require the immediate completion of the improvement.

### **6.3 Reduction of Surety Instrument**

Upon completion of the major improvements, and upon final inspection and acceptance by the public works supervisor, the subdivider/developer may reduce the amount of the surety instrument or he may substitute a new surety instrument to secure the obligation with respect to incomplete or unacceptable improvements. The residual improvements shall normally be limited to such items as erosion control, revegetation, landscaping, and planting, and to those improvements such as driveway aprons, which are deferred pending completion of building construction in those instances where the subdivider/ developer is also the builder.

- 6.3.1 The Planning Commission shall not recommend dedication of required public improvements nor shall the Planning Commission release nor reduce a surety instrument until the Town Engineer or their designee submits a certificate stating that all required improvements have been satisfactorily completed, and until the applicant's engineer or surveyor has certified to the Planning Commission and the Town Engineer or their designee (through submission of a detailed "as-built" survey of the subdivision indicating location, dimensions, construction materials, and any other information required by the Planning Commission) that the layout and the line and grade of all public improvements are in accordance with the approved construction plans for the subdivision. Upon such approval and recommendation, the governing body, thereafter, may accept the dedicated improvements in accordance with the procedures set forth in other sections of these regulations.
- 6.3.2 A surety instrument may be reduced upon actual dedication and acceptance of public improvements and then only to the ratio that the public improvement dedicated bears to the total public improvements for the plat. In no event shall a surety instrument be reduced below 15 percent of the principal amount prior to final acceptance of all items covered under the surety instrument.

#### **6.4 Acceptance of Improvements**

Acceptance of formal offers of dedication of roads or streets, easements, and parks shall be by formal action by the Atoka Mayor and Board of Alderman. Such action shall be a resolution recommended by the Planning Commission to the governing body. The approval by the Planning Commission of a subdivision plat shall not be deemed to constitute or imply an acceptance by the Town of any public way, easement, water line or other ground shown on the plat. The Planning Commission may require the plat to be endorsed with appropriate notes to this effect. The initiation of the maintenance of an improvement by a public entity shall constitute the acceptance of that improvement.

#### **6.5 Deferral and Waiver of Required Improvements**

- 6.5.1 The Planning Commission may defer or waive, at the time of final plat approval, subject to appropriate conditions, the provision of any or all such improvements that, in its judgment, are not requisite in the interest of the public health, safety, and general welfare, or which are inappropriate because of inadequacy or lack of connecting facilities.
- 6.5.2 Whenever it is deemed necessary by the Planning Commission to defer the construction of any improvement required herein because of incompatible grades, future planning, inadequate or lack of connecting facilities, or other reasons, the subdivider/developer shall either pay his share of the costs of the future improvements to the Planning Commission prior to the signing of the Final Plat by the appropriate governmental representative(s) or post a performance bond or other surety instrument ensuring completion of said improvements upon demand by the Planning Commission.

#### **6.6 Inspection of Improvements**

The Planning Commission shall provide for inspection of required improvements during construction and prior to final plat approval or release of the surety instrument to ensure the satisfactory completion of the subdivision. If the appropriate governmental representative finds, upon inspection, that any of the required improvements have not been constructed in accordance with these regulations and the governing body's construction standards and specifications, the applicant shall be responsible for rectifying the problem and completing the improvements to the required standards. Whenever the cost of improvements is covered by a surety instrument, the applicant and the bonding company shall be liable severally and jointly for completing said improvements according to specifications. The developer shall notify the Town a minimum of 48 hrs and no more than 2 weeks prior to anticipated paving so that the Town can have a representative (PW Director or his designee.) on site during paving. The Town's designee will have asphalt certification by the Tennessee Department of Transportation (TDOT), the Hot Mix Asphalt Certified Roadway Course, Troxler Nuclear Density Gauge Course, and TDOT's Aggregate Certified Testing Technician Course.

## **6.7 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. Also, the applicant may be required to file a maintenance surety instrument with the Planning Commission prior to dedication, in an amount considered adequate by the 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 after the date of acceptance of the public improvements by the Planning Commission.

## **6.8 Issuance Of Building Permits and Certificates of Occupancy**

- 6.8.1 Where a surety instrument has been required for a subdivision, or any section of a subdivision, no certificate of occupancy for any building in the subdivision or section thereof shall be issued prior to the approval of construction plans and 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 occupant and by police and fire equipment prior to the issuance of an occupancy certificate. The subdivider/developer shall submit money in escrow to the Planning Commission in a sum determined by the appropriate governmental representative.
- 6.8.2 All driveway culverts shall be installed by the builder according to the design criteria and approved by the Department of Public Works before the building inspector issues a certificate of occupancy.



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**IN THIS ARTICLE:**

7.1    Variances ..... 72

7.2    Appeals ..... 72

7.3    Amendment ..... 72

## ARTICLE 7: VARIANCES, APPEALS AND AMENDMENTS

### 7.1 Variances

Variances to the general requirements, design standards and other improvements from the terms of these regulations may be granted or imposed by the Planning Commission where the Planning Commission concludes that the purpose of these regulations may be specifically served to an equal or greater extent by an alternative proposal, condition, or circumstance. All requests for variances shall be submitted in writing to the Atoka Town Hall 10 days prior to the meeting date at which the variance is to be reviewed. The Planning Commission may grant variances provided the following conditions are complied with.

- 7.1.1 The variance will not be detrimental to the public safety, health, or welfare, or be injurious to other property or improvements in the neighborhood in which the property is located.
- 7.1.2 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.
- 7.1.3 Because of the particular physical surroundings, shape, or topographical condition of the specific property involved, a particular hardship (not self-imposed) to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out.
- 7.1.4 The variance will not alter the provisions of the Land Development Plan, the major road plan, or any zoning ordinance.

### 7.2 Appeals

For matters falling within the scope of the regulating powers granted to the Planning Commission by Section 134302 and 134303, Tennessee Code Annotated, any person or persons, or any board, taxpayer, department, or bureau of the Town aggrieved by any decision, finding or interpretation of the Planning Commission may seek review by a court of record of such decision, finding or interpretation, in the manner provided by the laws of the State of Tennessee. Decisions, findings and interpretations of the Planning Commission regarding the standards and extent of improvements required for subdivision approval shall be final administrative decisions. Other appeals shall be as follows:

#### 7.2.1 Legislative Body

Matters submitted to the Planning Commission pertaining to the widening, narrowing, relocation, vacation, change in use, acceptance, acquisition, sale or lease of any street or public way, place or property may upon disapproval by the Planning Commission be overruled by the Mayor and Board of Alderman by a majority vote of its membership.

#### 7.2.2 Board of Zoning Appeals

Matters pertaining to the building official's interpretation of the zoning ordinances may be appealed to the Board of Zoning Appeals in accordance with the provisions of the zoning ordinance.

### 7.3 Amendment

The procedures, policies, design standards, requirements and restrictions in these regulations may be amended, supplemented, changed, or rescinded by the Planning Commission. Before adoption of any amendment a public hearing thereon shall be held by the Planning Commission in accordance with Section 134303, Tennessee Code Annotated. The public hearing, giving the time and place of such, shall be published in a newspaper of general circulation in the Town of Atoka at least 15 days prior to the meeting at which it is to be held.

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**IN THIS ARTICLE:**

8.1	Powers of the Planning Commission	76
8.2	Enforcement of Subdivision Regulations	76
8.3	Penalties for Violation	77
8.4	Regulations declared to be Minimum Requirements	77



## ARTICLE 8: LEGAL STATUS PROVISIONS

### 8.1 Powers of the Planning Commission

These regulations are in accordance with the provisions of Title 13, Chapter 4 of the Tennessee Code Annotated, which grants to the Planning Commission the powers to regulate the subdivision of land within the Town of Atoka. In accordance with Section 134103, Tennessee Code Annotated, the Planning Commission, its members and employees, in the performance of its work, may enter upon any land and make examinations and surveys and place and maintain necessary monuments and marks thereon. The code further provides that, in general, the Planning Commission shall have powers as may be necessary to enable it to perform its purposes and to promote municipal planning.

### 8.2 Enforcement of Subdivision Regulations

The enforcement of these regulations is provided for by State law in the authority granted by public acts of the State of Tennessee.

#### 8.2.1 Submission of Subdivision Plat for Approval

No plat of a subdivision of land into two or more lots or tracts located within the Town of Atoka, shall be admitted to the land records of Tipton County or received or recorded by the County Registrar of deeds until such plat shall have been submitted to and approved by the Planning Commission and such approval entered in writing on the plat by the secretary of the Planning Commission as provided in Section 134 302, Tennessee Code Annotated.

#### 8.2.2 Acceptance of and Improvements of Unapproved Streets

No county or court or board or officer thereof or any other public officer or authority shall accept, layout, open, improve, grade, pave or light any street or lay or authorize water mains or sewers or connection or other facilities or utilities to be laid in any road within the Town of Atoka unless such road has been accepted or opened or has otherwise received the legal status of a public road prior to adoption of these regulations, or unless such road corresponds in its location and lines to a road shown on a subdivision plat or on a road plat approved by the Planning Commission as provided in Section 134308, Tennessee Code Annotated; however, the Atoka Mayor and Board of Alderman may locate and construct or may accept any other road or accept any other road location, provided that the ordinance or other measure for such location and construction or for such acceptance be first submitted to the Planning Commission for its approval, and if disapproved by the Planning Commission, be passed by a majority of the entire membership of the Mayor and Board of Alderman; and a road approved by the Planning Commission upon such submission and accepted, laid out, or adopted by the Mayor and Board of Alderman, shall have the status of an approved street as fully as though it had been originally shown on a subdivision plat approved by the Planning Commission or on a plat made and adopted by the Town Board.

#### 8.2.3 Issuance of Building Permits

No building permit shall be issued and no building shall be erected on any lot within the Town of Atoka, unless the street giving access to the lot upon which said building is proposed to be placed shall have been accepted or opened as or shall have 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 on a street plat made and adopted by the Commission, or with a street located or accepted by the Town Board as provided in Section 134308, Tennessee Code Annotated. A building permit may be issued on a lot shown on a subdivision plat, approved by the Planning Commission, provided that the roadbed base has been applied and the subdivision development is substantially complete.

#### **8.2.4 Access To Lots By Public Way Or Private Easement**

Provided, further, that when a permanent easement to a public way is used as access to a lot or tract of land having been or being separated by deed or plat from other property, such easement shall be at least 50 feet in width from and after the time of adoption of these regulations and shall not be used to provide access to more than one lot or tract of land. This section shall not be construed to prohibit the development of buildings on lots or tracts with permanent access provided by private ways when such development is in the form of condominium ownership of such private improvements which have been approved by the Planning Commission and will be in private owner ship and control in perpetuity.

### **8.3 Penalties for Violation**

The penalties for the filing or recording of a plat, transfer or sale of land, and erection of a building, in violation of these regulations, are provided for by State law in authority granted by Public Acts of the State of Tennessee.

#### **8.3.1 Recording of Unapproved Subdivision Plat**

No county registrar shall receive, file, or record a plat of a subdivision within the Town of Atoka without the approval of the Planning Commission as required in Section 134302, Tennessee Code Annotated, and any county registrar so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.

#### **8.3.2 Transfer or Sale of Land Without Prior Subdivision Approval**

Section 134306, Tennessee Code Annotated, provides that 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 such subdivision of such land without having submitted a plat of such subdivision to the Planning Commission and obtained its approval as required before such plat be recorded in the office of the County Registrar, shall be deemed guilty of a misdemeanor punishable as other misdemeanors as provided by law; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The Town of Atoka through its Attorney or other official designated by the Board of Mayor and Aldermen may enjoin such transfer or sale or agreement by action or injunction.

#### **8.3.3 Unlawful Structures**

Any building erected or to be erected in violation of these regulations shall be deemed an unlawful structure, and the Building Inspector or the Attorney of the Town of Atoka or other official designated by the Board of Mayor and Aldermen may bring action to enjoin such erection or cause it to be vacated or removed as provided in Section 134308, Tennessee Code Annotated.

### **8.4 Regulations declared to be Minimum Requirements**

In their interpretation and application, the provisions of these regulations shall be held to be minimum requirements, adopted for the public interest and orderly development of the Town of Atoka. Wherever the requirements of these regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, or deed restrictions, the most restrictive, or that imposing the higher standards shall govern.



**IN THIS ARTICLE:**

9.1	Severability	80
9.2	Adoption	80

## ARTICLE 9: SEVERABILITY AND ADOPTION

### 9.1 Severability

Should any section or provisions of these subdivision regulations be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

### 9.2 Adoption

#### 9.2.1 Public Hearing

Before adoption, amendment, revision, or rescission of all or part of these subdivision regulations, a Public Hearing as required by Section 134303, Tennessee Code Annotated, was afforded any interested person or persons.

#### 9.2.2 Effective Date

The attachment of the Planning Commission's subdivision jurisdiction and these subdivision regulations shall be in full force and effect from and after their adoption and effective date. The effective date of any amendment, revision or rescission of those subdivision regulations shall be the date such amendment, revision or rescission shall have been adopted by the Planning Commission.

#### 9.2.3 Adoption Date

Adopted by the Atoka Municipal/Regional Planning Commission on December 1, 1986

#### 9.2.4 Re-Adoption Date

Re-adopted by the Atoka Municipal/Regional Planning Commission on [insert date].

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**IN THIS ARTICLE:**

10.1	Meaning and Interpretation	84
10.2	Definitions	84



## ARTICLE 10: DEFINITIONS

### 10.1 Meaning and Interpretation

Except as specifically defined herein all words used in these regulations have their customary dictionary definitions where not inconsistent with the context.

For the purposes of these regulations and in order to carry out the provisions and intentions as set forth herein, certain words, terms and phrases are to be used and interpreted as defined hereinafter. Words used in the present tense include the future tenses; words in the singular number include the plural, and words in the plural number include the singular; the word “person” includes a firm, partnership, or corporation as well as an individual; the word “lot” includes the word “plot” or “parcel”; the word “building” includes the word “structure”; and the terms “shall” and “will” are always mandatory and not directory; and the word “may” is permissive.

The following words, terms and phrases are hereby defined as follows and shall be interpreted as such throughout these regulations.

### 10.2 Definitions

**Alley.** A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

**Applicant.** The owner of land proposed to be subdivided or his authorized representative. Consent shall be required from the legal owner of the premises(s).

**Architect.** Any architect or landscape architect certified and registered by the State Board of Architectural and Engineer Examiners pursuant to Title 62, Chapter 2, and Tennessee Code Annotated, to practice in Tennessee.

**Assisted Living Facility.** A type of housing and limited care designed for senior citizens or those with physical or mental disabilities who need assistance with daily activities but do not require full-time care in a nursing home.

**Arterial Street or Road.** A major public way intended to move traffic to and from major industrial areas or a route for traffic between communities or large areas and which has an average daily traffic count in excess of 3,000.

**Base Flood Elevation.** The highest elevation, expressed in feet above sea level, of the level of flood waters occurring in the regulatory base flood.

**Base Map.** A map having sufficient points of reference, such as state, county or municipal boundary lines, streets, easements, and other selected physical features to allow the plotting of other data.

**Block.** A tract of land bounded by a road or street or by public parks, cemeteries, railroad right of ways or shorelines or waterways or a combination of such.

**Building.** Any structure built for the support, shelter or enclosure of persons, animals, or movable property of any kind and includes any structure.

**Building Setback Line.** A line in the interior of a lot which is generally parallel to and a specified distance from the street right-of-way line or lines; which creates a space between such lines in which no building shall be placed.

**Buildable Area of a Lot.** That portion of a lot bounded by the required rear and side yards and the building setback line.

**Care center.** A place meeting all state requirements which provides shelter and personal care for five or more people regardless of age for any part of the 24-hour day, whether such place be organized or operated for profit or not. The term “day care center” indicates day care service vice, child or adult care centers and any other facility that is within the scope of the definition set forth herein, regardless of auspices. Excluded from this definition is any facility operating as a kindergarten, nursery school or Head Start in conjunction with an elementary or secondary school system, whether it is public, private or parochial, whose primary purpose is a structured school readiness program. Also excluded is any medical care facility such as a convalescent home or nursing home or rehabilitation center, or regulated group home or group care facility

**Care home.** A private establishment meeting all state requirements for the care of up to four persons which provides shelter and personal care regardless of age for any part of the 24-hour day.

**Capital Improvements Program.** A proposed schedule of future projects, listed in order of construction priority, together with cost estimates and the anticipated means of financing each project. All major projects require public funds, over and above the annual local government operating expenses, for the purchase, construction, or replacement of the community's physical assets.

**Cluster.** A development design technique that concentrates buildings in specific areas on the site to allow the remaining land to be used for recreation, common open space and preservation of environmentally sensitive features.

**Cluster Subdivision.** A form of development for single family residential subdivisions that permits a reduction in lot area and bulk requirements, provided there is no increase in the number of lots permitted under a conventional subdivision and the resultant area is devoted to open space.

**Collector Street or Road.** A major public way intended to move traffic from local ways to arterial routes. Collector routes serve a neighborhood or large subdivision(s) and normally have an average daily traffic count ranging from 1,001 to 3,000.

**Common Elements.** Any part of a condominium held in common by owners of condominium units. These elements may be either general common elements or limited common elements, as defined below.

**General Common Elements.** Any of the common elements of a condominium which are held in joint ownership by all owners of the condominium.

**Limited Common Elements.** Any of the common elements of a condominium which are reserved for use by the owner of a particular condominium unit or group of units.

**Community Association.** A homeowners association organized to own, maintain, and operate common facilities and to enhance and protect their common interests.

**Comprehensive Plan.** A comprehensive long-range plan intended to guide the growth and development of a community or region and one that includes analysis, recommendations and proposals for the community's population, economy, housing, transportation, community facilities and land use.

**Condominium.** A form of ownership of less than the whole of a building or system of buildings under the provisions of Title 66, Chapter 27, Tennessee Code Annotated, which provides the mechanics and facilities for formal filing and reordinations of divided interests in real property, whether the division is vertical or horizontal.

**Condominium Subdivision.** The subdivision of property through the establishment of a condominium or horizontal property regime.

**Horizontal Condominium Subdivision.** A subdivision where each unit occupies some ground space.

**Vertical Condominium Subdivision.** A subdivision of a multistory building in which 1 or more units do not occupy ground space.

**Condominium Unit.** A space conveyed by separate title and located within a condominium structure.

**Construction Plat.** The maps or drawings of a subdivision showing the specific location and design of improvements to be installed in the subdivision in accordance with these regulations.

**Contractor.** An individual, firm, or corporation with whom an owner or authorized agent has executed a work agreement.

**County Environmentalist.** An agent designated to administer local and/or state health regulations.

**Cul-de-sac.** A minor street having only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement; definition includes: dead end, turnaround, or turnabout.

**Culvert.** A drain, ditch or conduit not incorporated in a closed system that carries drainage water under a driveway, roadway, railroad, pedestrian walk or public way.

**Curb.** A stone or concrete boundary usually marking the edge of the roadway or paved area. Curvilinear Street System. A pattern of streets which is curved.

**Dedication.** Gift or donation of property by the owner to another party.

**Density.** The number of families, individuals, dwelling units, or housing structures per unit of land.

**Design Specifications.** Written descriptions of the technical nature of materials, equipment, construction systems, standards, and workmanship required for a project intended for local government ownership or maintenance.

**Design Plat.** A map of a proposed subdivision showing the lot sizes and layout, location and sizes of streets and used as an aid in discussing the design of the proposed subdivision.

**Developer.** The legal or beneficial owner of a lot or of any land included in a proposed development including the holder of an option or contract to purchase, or other persons having enforceable proprietary interests in such land, and which undertakes the activities covered by these regulations. In as much as the subdivision plan drawings are merely a necessary means to the end of assuring satisfactory development, the term “developer” includes “subdivider”, “owner” or “builder” even though the persons and their precise interests may vary at different project stages.

**Drainage.** Surface water runoff or the removal of surface water or ground water from land by drains, grading or other means which include runoff controls to minimize erosion and sedimentation during and after construction or development, the means for preserving the water supply and the prevention or alleviation of flooding.

**Drainage Area.** That area in which all of the surface runoff resulting from precipitation is concentrated into a particular stream.

**Drainage System.** Pipes, swells, natural features, and manmade improvements designed to carry drainage.

**Dwelling Unit.** A room, or rooms connected together constituting a separate, independent housekeeping establishment for owner occupancy, rental or lease on a daily, weekly, monthly, or longer basis; physically separated from any other room(s) or dwelling units which may be in the same structure; and containing independent cooking and sleeping facilities.

**Easement.** Authorization by a property owner for the use by another, for a specified purpose, of any designated part of his property.

**Easement Area.** A strip of land over, under, or through which an easement has been granted.

**Enforcing Officer.** The building inspector or such person designated by the chief executive officer to enforce these regulations' provisions.

**Engineer.** An engineer certified and registered by the State Board of Architectural and Engineer Examiners pursuant to Title 62, Chapter 2, Tennessee Code Annotated, to practice in Tennessee.

**Equal Degree of Encroachment.** The delineation of floodway limits so that floodplain lands on both sides of a stream can convey a proportionate share of flood flows. This is determined by considering the hydraulic conveyance of the floodplain along both sides of a stream for a significant reach.

**Escrow.** A fiduciary agreement with the local government in lieu of actual performance and intended to assure performance. An escrow account may be provided as a surety instrument subject to the agreement of the Planning Commission.

**External Subdivision Boundary.** All points along the periphery of a subdivision.

**Final Plat.** The final map or drawing and accompanying materials, described in these regulations, on which the developer's plan of the subdivision is presented to the Planning Commission for approval and which, if approved by the Commission, is recorded with the County Registrar of Deeds.

**Flood.** A temporary rise in stream level that results in inundation of areas not ordinarily covered by water.

**Flood Frequency.** The statistically determined average for how often a specific flood level or discharge may be equaled or exceeded.

**Flood Hazard Boundary Map.** An official map on which the floodplain areas' boundaries with special flood hazards have been delineated.

**Flood Hazard or Flood prone Area.** The maximum area of the floodplain that, on the average, is likely to be flooded once every 100 years (i.e., that has a 1 percent chance of being flooded in any year).

**Flood Insurance Rate Map.** The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

**Floodplain.** A land area adjoining a river, stream watercourse, bay, or lake likely to be flooded. It is composed of floodway and floodway fringe.

**Floodplain Management Program.** The overall program of corrective and preventive measures for reducing flood damage, including, but not limited to emergency preparedness plans, flood control works, building code regulations, health regulations, zoning ordinance regulations and these subdivision regulations.

**Flood Profile.** A graph showing the water surface elevation or height or a flood event for any point along a stream's longitudinal course. The flood profile is determined through the use of standard open Channel hydraulic calculations.

**Flood Proofing.** Any combination of structural and nonstructural additions, changes, or adjustments to properties and structures which reduce or eliminate potential flood damage to lands, water facilities, sanitary facilities and other utilities; structures; and contents of buildings; and which prevent pollution of floodwaters from such natural or manmade sources.

**Floodway.** The stream channel and adjacent overbank areas required to carry and safely discharge the 100 year flood without increasing flood levels more than one foot above natural flood levels.

**Floodway Encroachment Limits.** The lines marking the limits of floodways on official federal, state and local floodplain maps.

**Floodway Fringe.** The area adjoining a watercourse which, although not lying within a floodway, has been or may hereafter be covered by a 100 year flood.

**Frontage.** That side of a lot abutting a public way ordinarily regarded as the front of the lot. It shall not be considered as the ordinary side of a corner lot.

**General Plan.** The official statement of the Planning Commission which sets forth major policies concerning the future development of the jurisdictional area and meeting the provisions set forth in Sections 134101, and 134103, Tennessee Code Annotated.

**Governmental Agency.** Any public body other than the governing body. Governing Body. The chief legislative body of any government.

**Governmental Representative.** An outside person or designated local official or employee authorized to act on behalf of the governing body in making determinations regarding legal, public works, planning, community development, or other public business.

**Grade.** The degree of rise or descent of a sloping surface.

**Grade, Finished.** The final elevation of the ground surface after development.

**Grade, Natural.** The elevation of the ground surface in its natural state, before manmade alterations.

**Grading.** Any stripping, cutting, filling, stockpiling of earth or land, including the land in its cut or filled condition.

**Health Department.** The Tipton County Highway Department.

**Highway, Limited Access.** A freeway or expressway providing a traffic way for through traffic, in respect to which owners or occupants of abutting property(s) or lands and other persons have no legal right of access to or from the traffic way, except at such points and in such manner as may be determined by the public authority having jurisdiction over such traffic way.

**Homeowners Association.** A community association, other than a condominium association, is organized in a development in which individual owners share common interests in open space or facilities.

**Horizontal Property Act.** The Tennessee Horizontal Property Act” as codified in Title 66, Chapter 2, Tennessee Code Annotated.

**Hotel.** A building occupied as the temporary abiding place of individuals who are lodged with or without meals, and in which there are more than twelve (12) sleeping rooms usually occupied singly, and in which no cooking facilities are provided in any individual room or apartment. Rooms are accessed from inside buildings, rather from the exterior.

**Improvements.** Physical changes made to raw land and structures on or under the land surface in order to make the land more usable for man’s activities. Typical improvements in these regulations would include but not be limited to grading, street pavement, drainage ditches, street name signs and street trees.

**Individual Sewage Disposal System.** A septic tank, seepage title sewage disposal system, or any other sewage treatment device other than a public treatment system approved by the appropriate governmental representative.

**Internal Subdivision Boundary.** All points within subdivisions which do not constitute external boundaries.

**Joint Ownership.** The equal estate interest of two or more persons. Joint ownership among persons shall be construed as the same owner for the purpose of imposing subdivision regulations.

**Jurisdictional Area.** Planning boundary established by the Local Government Planning Advisory Commission or the corporate limits.

**Land Development Plan.** An element of the general plan, which sets out a plan, or scheme of future land usage.

**Land Surveyor.** A land surveyor certified and registered by the State Board of Land Survey Examiners pursuant to Title 62, Chapter 18, Tennessee Code Annotated, to practice in Tennessee.

**Land Development or Land Use Plan.** A general plan for the physical development of a particular area, which can be a municipality, region or both. The plan will formulate a coordinated, long term development pattern for the identified area, the creation of a future land development or land use map, a major road plan and the identification of goals, objectives and policies. For the purpose of these subdivision regulations, the Atoka Municipal Land Use Plan.

**Legal Counsel.** The person designated by the governing body to provide legal assistance for the administration of these and other regulations.

**Life care community.** A type of continuing care retirement community that provides independent living, assisted living and nursing home care. Such facilities require a longterm, up front financial commitment that, in turn, guarantees housing, services, and nursing care all in one location through the end of life.

**Lot.** A tract, plot or portion of a subdivision or parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership or for building development.

**Lot Area.** The total horizontal area included within lot lines.

**Lot, Corner.** A lot situated at the intersection of 2 or more roads or streets.

**Lot Depth.** The average distance from the street line of the lot to its rear line measured in the general direction of the side lines of the lot.

**Lot Frontage.** That dimensions of a lot or portion of a lot abutting on a street excluding the side dimension of a corner lot.

**Lot Improvements.** Any building, structure, place, work of art, or other object or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment.

**Lot Lines.** The lines bounding a lot as defined herein.

**Lot Number.** The official number assigned to a lot for identification purposes.

**Lot Width.** The width of a lot at the building setback line measured at right angles to its depth.

**Major Street or Road.** A public way that is classified as a collector or arterial public way according to these regulations or by the major road plan for the jurisdictional area.

**Major Road Plan.** The plan adopted by the Planning Commission showing, among other things, the general location, character and extent of roads or streets and the removal, relocation, extension, widening, narrowing, vacating, abandonment or change of use of existing roads or streets.

**Major Subdivision.** All subdivisions not classified as minor subdivisions including but not limited to subdivisions of 5 or more lots or subdivisions of any size requiring any new or improved road, the extension of public facilities, or the creation of any public improvements, or containing any flood prone area.

**Metes and Bounds.** A method of describing the boundaries of land by directions and distances from a known point of reference.

**Minor Street or Road.** A public way that is not classified as an arterial or collector.

**Minor Subdivision.** Any subdivision containing less than 5 lots fronting on an existing public way; not involving any new or improved public way, the extension of public facilities, or the creation of any public improvements, and not in conflict with any provision of the adoption general plan, major road plan, zoning ordinance or these regulations.

**Mixed Use Development.** The development of a tract of land or building or structure with two or more different uses such as, but not limited to, residential, office, manufacturing, retail, public, or entertainment, in a compact urban form.



**Monuments.** Markers placed on or in the land.

**Motel.** A building occupied as the temporary abiding place of individuals who are lodged with or without meals, and in which there are more than twelve (12) sleeping rooms usually occupied singly, and in which no cooking facilities are provided in any individual room or apartment. Rooms are accessed from the exterior of the lodging building or buildings, rather from the interior.

**National Flood Insurance Program.** A program established by the U.S. Government in the National Flood Insurance Act of 1968, and expanded in the Flood Disaster Protection Act of 1973, in order to provide a flood insurance at rates made affordable through a federal subsidy in local political jurisdictions which adopt and enforce floodplain management programs meeting the requirements of the National Flood Insurance Program regulations. The program regulations are found at 24 Code of Federal Regulations, Chapter X, Subchapter B.

**Nursing home.** A health facility where persons are housed and furnished with medical and/or nursing care for short or long stays.

**Offsite.** Any premise not located within the area of the property to be subdivided, whether or not in the same ownership of the applicant for subdivision approval.

**One Hundred Year Flood.** A flood having an average frequency of occurrence of once in 100 years, although it may occur in any year. It is based on statistical analysis of stream flow records available for the watershed and analysis of rainfall and runoff characteristics in the general region of the watershed.

**Open Space.** Any parcel or area of land or water essentially unimproved and set aside, dedicated, designated or reserved for public or private use or enjoyment, or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space.

**Owner.** Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having title to or sufficient proprietary interest in the real property to seek subdivision or development of that property.

**Park.** An open area set aside for leisure activities which is not used for the operation of a profit-making venture, such as, but not limited to playgrounds, athletic or play fields and picnic areas.

**Percolation Test.** An examination of subsoil used in determining the acceptability of the site and the design of the subsurface disposal system.

**Performance Bond.** See Surety Instrument.

**Perimeter Landscaped.** A landscaped area intended to enhance the appearance of parking lots and other outdoor auto related uses or to screen incompatible uses from each other along their boundaries.

**Perimeter Street.** Any existing street to which the parcel of land to be subdivided abuts on only one side.

**Planning Commission.** A public planning body was established to execute a planning program within an identified area. For the purpose of these subdivision regulations, the Atoka Municipal/Regional Planning Commission.

**Preliminary Plat.** The preliminary drawing or drawings, described in these regulations, indicating the proposed manner of layout of the subdivision to be submitted to the Planning Commission for approval.

**Premise(s).** A tract of land together with any buildings or structures which may be thereon.

**Protective Covenants.** Contracts between the land subdivider/developer and lot purchaser expressing agreement covering use of the land.

**Public Improvements.** Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the local government may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which government responsibility is established.

**Public Sewer System.** A central sewer system, owned, operated and maintained by the Town of Atoka.

**Public Hearing.** A meeting for the review of a matter where opinions may be presented by the public. These hearings may take place during the regular Planning Commission meetings and are held according to state law.

**Public Uses.** Public parks, schools and administrative, cultural and service buildings, not including public land or buildings devoted solely to storage and maintenance of equipment and material.

**Public Utility.** Any person, firm, corporation, municipal department or board duly authorized to furnish under state or municipal regulations to the public electricity, gas, stream, communications, telegraph, transportation, water, or sewer.

**Public Way.** Any publicly owned street, alley, sidewalk, or lane right-of-way which provides for movement of pedestrians or vehicles.

**Reach.** A hydraulic engineering term to described longitudinal segments of a stream or river. A reach generally includes the segment of the flood hazard area where flood heights are influenced by a manmade area or natural obstruction. In an urban area, the segment of a stream or river between 2 consecutive bridge crossings typically would constitute a reach.

**Rectilinear Street System.** A pattern of streets that is characterized by right angle roadways, grid pattern blocks and four-way intersections.

**Register of Deeds.** Tipton County Registrar of Deeds. Regulatory Flood. The 100-year flood.

**Regulatory Flood Protection Elevation.** The elevation of the regulatory flood plus one foot of freeboard to provide a safety factor.

**Reserve Strip.** A portion of land set aside to prevent and prohibit access to adjoining property or public thoroughfare.

**Re-subdivision.** A change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use, or any lot line; or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling the subdivision of land.

**Right-of-way.** A strip of land occupied or intended to be occupied by a public way, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer line, 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 shall not be included within the dimension areas of such lots or parcels.

**Religious Assembly Uses, Small Scale.** Those associated uses design to service and assembly of not more than 300 persons.

**Religious Assembly Uses, Large Scale.** Those associated uses design to service and assembly of more than 300 persons.

**Road.** For the purpose of these regulations, “road” shall be defined the same as “street”.

**Roadway.** The portion of the street right-of-way which contains the street pavement and shoulder which is used primarily as a channel for vehicular movement and secondarily as a drainage channel for storm water.



**Sale or Lease.** Any immediate or future transfer of ownership, including contract of sale or transfer, of an interest in a subdivision or part thereof, whether by metes and bounds, deed, definitions contract, plat, map, or other written instrument.

**Same Ownership.** Ownership by the same person, corporation, firm entity, partnership, or unincorporated association or ownership by different corporations, firms, partnerships, entities, or unincorporated associations, in which a stockholder, partner, associate, or a member of his family owns an interest in each corporation, firm, partnership, entity, or unincorporated association.

**Sanitary Sewer System.** A public or community sewage disposal system of a type approved by the State Department of Conservation and Environment.

**Secretary.** The person designated by the Planning Commission as its secretary. Septic Tank. See Individual Sewage Disposal System.

**Setback.** The distance between a building wall, edge of a structure or overhang of a building, whichever extends out the farthest and the nearest to a right-of-way of a public way, or the distance required to obtain the minimum front, side and rear yards.

**Sketch Plat.** A sketch preparatory to the Preliminary Plat (or Final Plat, in the case of minor subdivisions).

**Slope.** The degree of deviation of a surface from the horizontal, usually expressed in percent or degrees. (See Grade)

**Special Flood Hazard Map.** The official map designated by the Federal Insurance Administrator to identify floodplain areas having special flood hazards.

**Staff Assistant to the Planning Commission.** The person(s) employed by the local governing body to assist the Planning Commission in planning and land use regulation activities.

**Start of Construction.** For subdivision control purposes, any alteration of the original surface area of the land, from and after the date of these regulations' adoption.

**Street.** Any vehicular way which is an existing state, county or municipal roadway, is shown upon a plat approved pursuant to law, is approved by other official action, or is shown on a plat duly filed and recorded in the office of the county recording officer prior to the appointment of planning board and the grant to such board of the power to review plats; and includes the land between the street right-of-way line, whether improved or unimproved.

**Street Furniture.** Any improvements placed within the street right-of-way, such as utility poles, street signs, etc.

**Street Grade.** The officially established grade of the street upon which a lot fronts. If there is no officially established grade, the existing grade of the street at the midpoint of the lot shall be taken as the street grade.

**Street Line.** The legal line of the street right-of-way and abutting property. Street Sign. The sign designating the official name of the street.

**Structure.** Anything constructed above or below ground.

**Subdivider.** Any person who having an interest in land causes it, directly or indirectly, to be divided into a subdivision or who directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel site, unit, or plot in a subdivision or who engages, directly or indirectly, or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development in a subdivision or any interest, lot, parcel site, unit, or plot in a subdivision or who is directly or indirectly controlled by or under direct or indirect common control with any of the foregoing.

**Subdivision.** Subdivision means the division of a tract or parcel of land into 2 or more lots, sites, or other divisions requiring new street or utility construction, or any division of less than 5 acres for the purpose, whether immediate or future, of sale or building development, and includes re subdivision and when appropriate to the context, relates to the process of re-subdividing or to the land or area subdivided. As used herein, “utility construction” does not include the mere extension of individual service pipes or lines for the purpose of directly connecting a single lot, site or other division to existing utility mains. However, in the planning region the definition does not include a division of any tract or parcel of land into 2 or more tracts or parcels when such parts or parcels are 5 acres or larger in size.

**Subdivision Agent.** Any person who represents or acts for or on behalf of a subdivider or developer in selling, leasing, or developing or offering to sell, lease, or develop any interest, lot, parcel, unit, site or plot in a subdivision, except in an instance where only legal counsel is provided.

**Surety Instrument.** Any form of security, including a cash deposit, surety bond, collateral, property or letter of credit in an amount and form satisfactory to the Planning Commission, such security to bind the one posting the bond to perform required acts, such as constructing subdivision improvements with the condition that the security shall be forfeited if such acts are not performed.

**Surveyor.** A qualified surveyor registered and currently licensed to practice surveying in the State of Tennessee.

**Temporary Improvement.** Any improvement built and maintained by a subdivider/developer during construction of the subdivision and prior to release of the surety for completion of required improvements.

**Test Holes.** Openings dug, boarded, or drilled in the ground for conducting soil tests. Topography. The configuration of a surface area showing relative elevations.

**Twenty-five Year Flood.** A flood having an average frequency of occurrence of 1 in 25 years. Unit. A subsection of a total subdivision developed as a complete segment.

**Use.** The specific purpose for which land or a building is designed, arranged, intended, or for which it is or may be occupied or maintained. The term “permitted use” or its equivalent shall not be deemed to include any nonconforming use.

**Water Surface Elevation.** The heights in relation to mean sea level expected to be reached by floods of various magnitudes and frequencies at pertinent points in the floodplain.

**Way.** A street or alley or other thoroughfare or easement permanently established for passage of persons or vehicles.

**Yard, Front.** An open unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected to the side lines of the lot. The depth of the front yard shall be measured between the front line (extended) of the building and the road right-of-way.

**Yard, Rear.** A yard extending across the rear of a lot between the side lot lines and being the required minimum horizontal distance between the rear lot line and the rear building line. On all lots, except corner lots, the rear yard shall be opposite the front yard. On corner lots, the rear yard shall be defined at the time the building permit is issued.

**Yard, Side.** An open unoccupied space on the same lot with the building, situated between the building and the sideline of the lot and extending from the front yard to the rear yard. Any lot line not a rear line or a front line shall be deemed a sideline.

**Zoning Ordinance or Resolution.** A statute, legally adopted pursuant to Title 13, Chapters 4 or 7, Tennessee Code Annotated, for the purpose of regulating by district, land development or use for a designated area.



**IN THIS APPENDIX:**

Appendix. 1	Final Plat Certificates	97
Appendix. 2	Final Plat Checklist	101
Appendix. 3	Preliminary Plat Checklist	102
Appendix. 4	Checklist for Site Plan	103
Appendix. 5	Guidelines for Erosion Control	104
Appendix. 6	Design Requirements for Drainage Ditches	106
Appendix. 7	Street Cross Sections	107

## APPENDIX

### Appendix 1. Final Plat Certificates

#### OWNER'S CERTIFICATE

I, (printed name of signer) , the undersigned owner of the property shown hereon, hereby adopt this as my plan of subdivision and dedicate the streets, easements, right-of-way's, rights of access as shown and all utilities to the Town of Atoka forever, and hereby certify that I am the owner in fee simple, duly authorized so to act, and that said property is unencumbered by any taxes that have become due and payable.

Owner

STATE OF TENNESSEE COUNTY OF TIPTON

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared (printed name of signer), with whom I am personally acquainted and who, upon oath, acknowledge himself to be owner of the (printed name of subdivision) Subdivision, and he as such owner, executed the foregoing instrument for the purpose therein contained by signing his name as owner.

In witness whereof, I hereunto set out my hand and affix my seal this \_\_\_ day of , 20 .

Notary Public

My Commission expires:

#### PLANNING COMMISSIONS CERTIFICATE OF APPROVAL OF THE FINAL PLAT

I, (printed name of signer), do hereby certify that the Atoka Municipal/Regional Planning Commission has approved this Final Plat of subdivision for recording.

Date Secretary, Atoka Municipal/Regional Planning Commission

#### SURETY INSTRUMENT IN LIEU OF COMPLETED IMPROVEMENTS

A Bond or Surety Instrument in the amount of \$ required prior to the Planning Commission Final Approval, for Road Construction Certificate received on for this final plat.

Date Planning Commission Atoka,

#### Tennessee MORTGAGEE CERTIFICATE

We, the undersigned, (printed name of Mortgagee) , Mortgagee of the property shown hereon, hereby adopt this plat as our plan of subdivision and dedicate the streets, right-of-way, utilities, easements, and rights of access as shown to the Town of Atoka forever and hereby certify that we are the mortgagee duly authorized so to act and that said property is unencumbered by any taxes which have become due and payable.

Mortgagee

## STATE OF TENNESSEE COUNTY OF TIPTON

Before me, the undersigned a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared (printed name) of (printed name of subdivision) subdivision, and he as such representative executed the foregoing instrument for the purpose therein contained by signing his name as representative of the mortgagee.

In witness whereof, I hereunto set out my hand and affix my seal this                      day of                      , 20 .

Notary Public

My Commission expires:

## CERTIFICATE OF SURVEY

I, (printed name of signer), do hereby certify that I am a registered Land Surveyor, and that I have surveyed the lands, embraced within the plat or map designated as the (name of subdivision) subdivision, a subdivision lying within the Town of Atoka, Tennessee; said plat or map is a true and correct plat or map of the lands embraced therein, showing the subdivision thereof in accordance with the Municipal Subdivision Regulations of Atoka, Tennessee; I further certify that the survey of the lands embraced within said plat or map have been correctly monumented in accordance with the Municipal Subdivision Regulations of Atoka, Tennessee.

In witness where of, I, (printed name of signer), the said Registered Land Surveyor, hereunto set out my hand and affix my seal this                      day of                      , 20 .

Registered Land Surveyor State of  
Tennessee Certificate No. (SEAL)

## CERTIFICATE OF APPROVAL OF WATER, SEWER AND DRAINAGE SYSTEMS PLANS

I, (printed name of signer), do hereby certify that I have reviewed the water, sewer and drainage systems plans for this subdivision and certify that they meet the requirements of the Municipal Subdivision Regulations and Technical Specifications of the Town of Atoka outlined in Article 4 of the Atoka Subdivision Regulations and are hereby approved.

Date                      Public Works Supervisor

## CERTIFICATE OF ADEQUACY OF STORM DRAINAGE

I, (printed name of signer), do hereby certify that I am a registered Professional Civil Engineer, and that I have designed all storm water drainage for this subdivision in accordance with the Atoka Municipal Subdivision Regulations to assure that in my professional opinion neither said subdivision or the adjoining properties will be damaged.

In witness where of, I, (printed name of signer), the said Professional Civil Engineer, hereunto set out my hand and affix my seal this                      day of                      , 20 .

Professional Civil Engineer State of  
Tennessee Certificate No. (SEAL)

**CERTIFICATE OF RECEIPT OF APPROVED WATER SYSTEM PLANS**

I, (printed name of signer), do hereby certify that a set of construction plans regarding the water supply and/or sanitary sewers for this subdivision bearing the seal of the Tennessee Department of Environment and Conservation which indicates said plans meet the Department's requirements, have been received.

Date           , 20  
Public Works Supervisor

**CERTIFICATE OF APPROVAL OF INDIVIDUAL SUBSURFACE WATER SYSTEM**

I, (printed name of signer), do hereby certify that the soils on and below the surface of the land shown on the plat are suitable for an Individual Subsurface Water System. This certification is not to be construed as permitting the installation of a septic tank. After the suitability of the area to be used for the Subsurface Water System has been approved, no change shall be made to this area unless the Tennessee Department of Environment and Conservation is notified, and a reevaluation of the area has occurred.

Date           , 20  
Tipton County Health Department

**CERTIFICATE OF APPROVAL OF STREETS**

I hereby certify: (1) that the streets have been installed in an acceptable manner and according to specifications, or (2) that a security bond in the amount of \$ has been posted with the Planning Commission to assure completion of all required improvements for this subdivision, in case of default.

Date           , 20  
Town or County Road Engineer or other approving agent

**CERTIFICATE OF APPROVAL OF UTILITIES**

I hereby certify: (1) that utilities have been installed in an acceptable manner and according to specifications, or (2) that a security bond in the amount of \$ has been posted with the Planning Commission to assure completion of all required improvements for this subdivision, in case of default.

Date           , 20  
Planning Commission Atoka, Tennessee



**CERTIFICATE OF APPROVAL FOR SUBDIVISION AND STREET NAMES**

I, (print name of signer), do hereby certify that I have reviewed the proposed subdivision and certify that the name of the subdivision and/or name (s) of the street (s) within this proposed subdivision do not conflict with other subdivisions and street names for emergency service purposes.

Date , 20

Director of 911 Addressing

**CERTIFICATE OF SPORTS SHOOTING RANGE AREA**

I, printed name of signer certify that this property is located in the vicinity of an established sport shooting range. It can be anticipated that customary uses and activities at this shooting range will be conducted now and in the future. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience, which may result from these uses.

Date , 20

Owner

Signature

Town of Atoka

**FEES**

THE DEVELOPER WILL PAY THE TOWN OF ATOKA FEES SET FORTH BY THE TOWN BOARD.

## Appendix. 2 Final Plat Checklist

**TOWN OF ATOKA**  
**334 Atoka Munford Avenue Atoka, Tennessee**  
**38004**  
**(901) 8375300 fax: (901) 8370028**

Check List Final Plat Submittal	
Name of Development	
Zoning District	
Location	
Name and Address of Owner of Record	
Engineer/Designer and Contact Info	
	Date, approximate north point, and graphic scale
	Sufficient information to determine location and bearings (to nearest minute) dimensions (to nearest hundredth of feet), widths of all streets (and names), alleys and lots
	Location of proposed easements and/or land reserved or dedicated for public use.
	All building set back lines
	Reservations for easements and other areas dedicated to the public
	Lots numbered in numerical order
	Location map showing the relationship of the subdivision site to the town
	Ownership of adjoining unsubdivided property
	Any restrictive covenants which apply to lots and parcels in the subdivision
	Signed certification showing the applicant is the landowner and dedicates streets, right of way, utilities and any site for public use to the Town of Atoka with corresponding notary certificate
	Signed certification by mortgagee if applicable with corresponding notary certificate
	Signed certification by the public works superintendent of water and/or sanitary sewer construction plans bearing the seal of the Tennessee department of health which indicate plans meet the department's requirements or a letter from Tennessee department of health certifying their approval of water and/or sanitary sewer construction plan
	Certification to be signed by the Town Engineer or either (1) approval of installation of street, water and drainage or (2) a guarantee has been posted assuring completion of all required improvements

**Appendix. 3 Preliminary Plat Checklist****TOWN OF ATOKA**

**334 Atoka Munford Avenue Atoka, Tennessee  
38004**

**(901) 8375300 fax: (901) 8370028**

Check List Preliminary Plat submittal	
Name of Development	
Zoning District	
Location	
Name and Address of Owner of Record	
Engineer/Designer and Contact Info	
	Date, approximate north point, and graphic scale
	Sufficient information to determine location and bearings (to nearest minute) dimensions (to nearest hundredth of feet), widths of all streets (and names), alleys and lots
	Location of proposed easements and/or land reserved or dedicated for public use.
	All building set back lines
	Reservations for easements and other areas dedicated to the public
	Lots numbered in numerical order
	Location map showing the relationship of the subdivision site to the town
	Ownership of adjoining unsubdivided property
	Any restrictive covenants which apply to lots and parcels in the subdivision

**Appendix. 4 Checklist for Site Plan****TOWN OF ATOKA****334 Atoka Munford Avenue Atoka, Tennessee  
38004****(901) 8375300 fax: (901) 8370028**

Checklist for Site Plan	
Name of Development	
Zoning District	
Location	
Name and Address of Owner of Record	
Engineer/Designer and Contact Info	
Present zoning of the site and abutting properties	
Date, graphic scale and north point with reference to source of meridian,	
Courses and distances of center of all streets and all property lines, setback lines, property restricting lines, easements, covenants reservations and right of way	
Total land area	
Topography of the existing ground and paved areas and elevations of streets, alleys, utilities, sanitary and storm sewers and building and structures in 2 foot contours and by spot	
Signed certification as to the accuracy of the plan by a licensed architect or engineer	
A detailed landscaping, screening, fencing and lighting plan if applicable	
A detailed signage plan if applicable	
The location, dimensions, site and height of the following when existing:	
Sidewalks, streets, alleys, easements and utilities	
Buildings and structures including the front (street) elevation of proposed buildings	
Public waste water systems	
Slopes, terraces and retaining walls	
Driveways, entrances, exits, parking areas and sidewalks	
Water mains and fire hydrants	
Trees and scrubs	
Recreational areas and swimming pools	
Natural and artificial water courses	
Limits of flood plains	
Landscaping, screen and fencing	
Estimates of the following when applicable	
Number of dwelling units	
Number of parking spaces and loading spaces	
Number of commercial or industrial tenants and employees	
Plans for collecting storm water and methods of treatment of natural and artificial watercourses including a delineation of limits or flood plains, if any	
Proposed grading, surface drainage terraces, retaining wall heights, grades on paving area, and ground flood elevations of proposed building structures, proposed topography of the site shall be shown by 2 foot contours	
Driveways, entrances, exits, parking areas and sidewalks	
Water mains and fire hydrants	
Trees and shrubs	

## Appendix. 5 Guidelines for Erosion Control

The Atoka Municipal Regional Planning Commission provides erosion control general guidelines to developers in an effort to encourage proper control of sediment. Any erosion control measures shown hereon are intended as a minimum guide. The contractor shall be responsible for maintaining erosion control necessary to comply with all applicable local, state and federal laws.

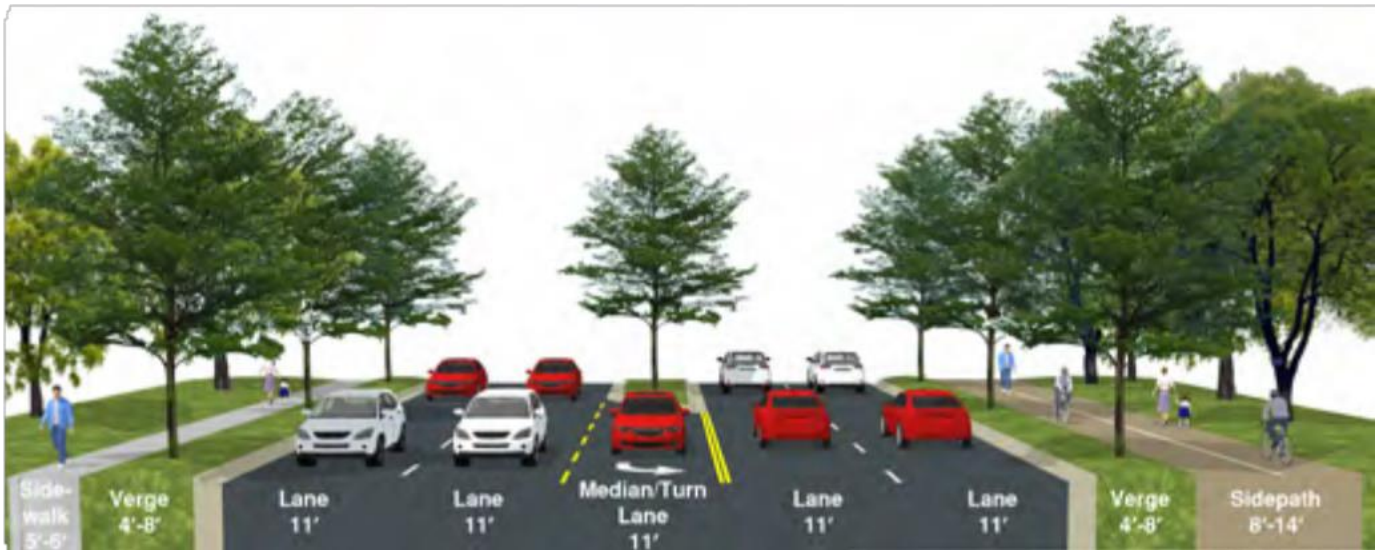
1. Protect inlets during construction, keep sediment out of the storm drainage system, use half circle behind curb inlets during street construction, and modify protection as construction progresses. Circular shape is not essential vary shape to fit drainage area & terrain, observe to check trap efficiency and modify as necessary to ensure satisfactory trapping of sediment
2. Sod. It is recommended that all areas affected by development be sodded and slopes 3:1 or greater with hybrid Bermuda sod. Slopes greater than 3:1 should be pegged to hold sod in place. All drainage swales should be sodded.
3. The soil should be thoroughly tilled to a depth of four inches with one six cubic foot bale of peat moss, 25 pounds of a complete fertilizer and one cubic yard of sand per one thousand (1,000) square feet of lawn area, following this, the sod area shall be find graded to removed all ridges and depressions and the surface cleared of all stone and debris.
4. Sod should be rolled and watered at the time of installation.
5. Sod panels should be laid tightly together and end joints staggered so as to make a solid sodded area.
6. Sod should be laid as soon as it is delivered to planting areas only healthy moist green sod is to be laid.
7. Sod should be a minimum of ¾" thick, free of weeds and pests and cut no more than 24 hours prior to planting.
8. Mulch should consist of partially decomposed hardwood or approved substitute and shall be of sufficient character as not to be displaced by wind or water runoff.
9. Seed: Common Bermuda grass 3 lb. /1,000 square feet hulled
10. Preparation of all areas to be seeded should consist of thoroughly loosening or scarifying the soil to a depth or two to four inches using a tractor disc or other approved method. Areas to be seeded should be cleared of any weeds, sticks, or other debris. Seeding may be done immediately thereafter provided the bed has remained in good friable condition and has not become wet. Water all seeded soil immediately after seeding using spray nozzles or another acceptable method which does not cause soil or seed to wash away.
11. Apply mulching material to retain moisture and minimize erosion. Rate for straw ½ 1" thick layer or 6080 bales per acre. Rate for straw: ½ 1" thick layer or 6080 bales per acre. Rate for cellulose fiber: 1,500 pounds per area.
12. Any areas, which wash or blow away or do not germinate, are to be regraded and reseeded until area is covered adequately.
13. Areas to receive seed are to be fertilized with a complete fertilizer (131313) 25 lbs. per 1,000 square feet.
14. Contractor should sequence seeding to provide a healthy stand of grass at the time of possession.

15. If the project completion date prohibits in season planning the contractor should prepare for temporary out of season seeding so that all laws should be completed and ready for acceptance at time of project completion, without additional cost to the owner. Temporary seed species should be approved by the landscape architect prior to installation. Permanent seeding as specified above should be completed as soon as practical when proper season occurs.

**Appendix. 6 Design Requirements for Drainage Ditches**

1. Clearing and grubbing should be the minimum necessary for grading and equipment operation. Sequence construction to minimize exposure time of cleared area.
2. Avoid grading activities during months of highly erosive rainfall.
3. Stabilize cleared area before proceeding to clear another by temporarily or permanently protecting the disturbed soil surface from rainfall impacts and runoff.
4. Erosion and sediment control measures must be in place and functional before earth moving operations begin.
5. All control measures must be properly constructed and maintained throughout the construction period.
6. Check all erosion and sediment control measures weekly and after each rainfall. Daily checking is required during prolonged rainfall. Maintain a permanent log of checks and maintenance measures.
7. Keep construction debris from entering the ditch channel. Promptly backfill and stabilize trenches and/or pits.
8. Designate a specific individual to be responsible for erosion and sediment controls and to keep the permanent job log.
9. Stabilize disturbed ditch banks at all crossings within five (5) calendar days of completion of the crossing.
10. Erosion controls are not limited to the specified practices; however, alternative measures must be at least as effective in controlling erosion and sedimentation.
11. Do not place excavation material from the pipe trench between the trench and the ditch. Place material on the upslope side of the excavation so that any erosion from the upslope side is caught by the trench.
12. Leave a buffer strip of vegetation at least as wide as the ditch along the ditch bank whenever possible. On ditches less than 15 feet wide, the buffer zone should extend at least 15 feet back from the water's edge.
13. Do not destroy, remove, or disturb vegetative ground cover more than 15 calendar days prior to grading.
14. Do not unnecessarily remove canopy; however, when necessary, trees and shrubs should be cut so that they fall away from the ditch.
15. Apply as soon as possible after final grading permanent soil stabilization with perennial vegetation.
16. Install staked and entrenched straw bales and/or silt fence along the base of all backfills and cuts, on the downhill side of stockpiled soil, and along ditch banks in cleared areas to prevent erosion into ditches. Do not place silt fence in flowing ditch.
17. Divert all surface water flowing toward the construction area around the construction area by the use of dikes, berms, channels, or sediment traps, as necessary.
18. Place cofferdams constructed with sandbags, plastic or nonerodable sheeting on either side of the proposed line crossing and extended from bank to bank to prevent the flow of water into the construction area. Hold water pumped from cofferdams or excavations in properly designed settling basins, dewatering pits, or filter basins until it is at least as clear as upstream water before discharging into surface water. Discharge does not cause erosion and sedimentation.
19. Do not use ditch for the transport of equipment. Use a stabilized pad of clean and properly sized rock for access road construction. Utilize erosion and sediment control measures as indicated on the plans and in the current edition of the ditch bank is disturbed.

## Appendix. 7 Street Cross Sections



Arterial



Collector





Neighborhood Local Street



Mixed use Local