



CITY OF MARYVILLE

DEPARTMENT OF
DEVELOPMENT SERVICES

Subdivision Approval Process

Land subdivision is the first step in the process of community development. Subdivided land becomes a public responsibility in that roads and streets must be maintained and various public services customary to urban areas must be provided and installed. The welfare of the entire community is affected in many important ways when development occurs. In the interest of protecting the public, the developer, and future land owners of Maryville it is important that subdivisions be designed and developed in accordance with sound planning and engineering standards.

The process outlined herein shall also govern all subdivision of land within the Maryville Urban Growth Boundary.

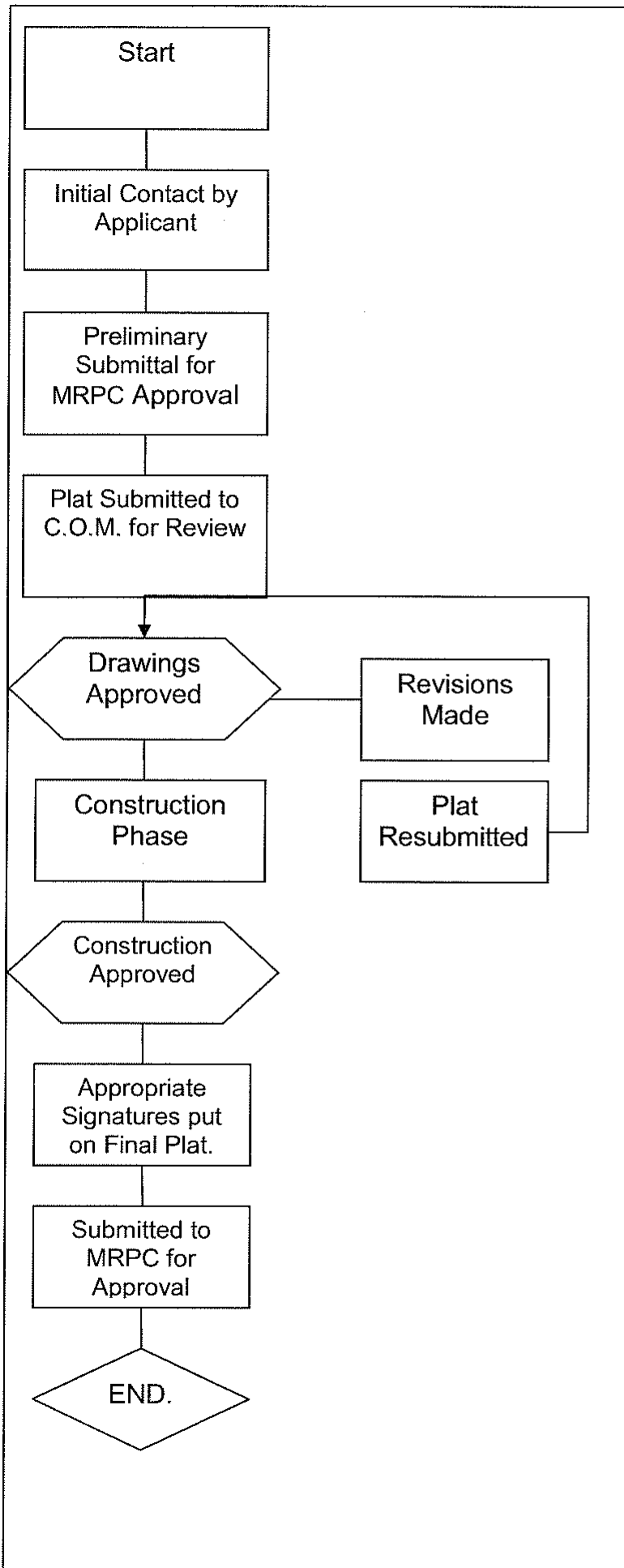
Subdivision Approval Process

The following is a description of the minimum steps necessary to process a subdivision or development within the City of Maryville (COM) and Urban Growth Boundary (UGB) as required by the Maryville Subdivision Regulations. This process applies to both residential and commercial uses and development.

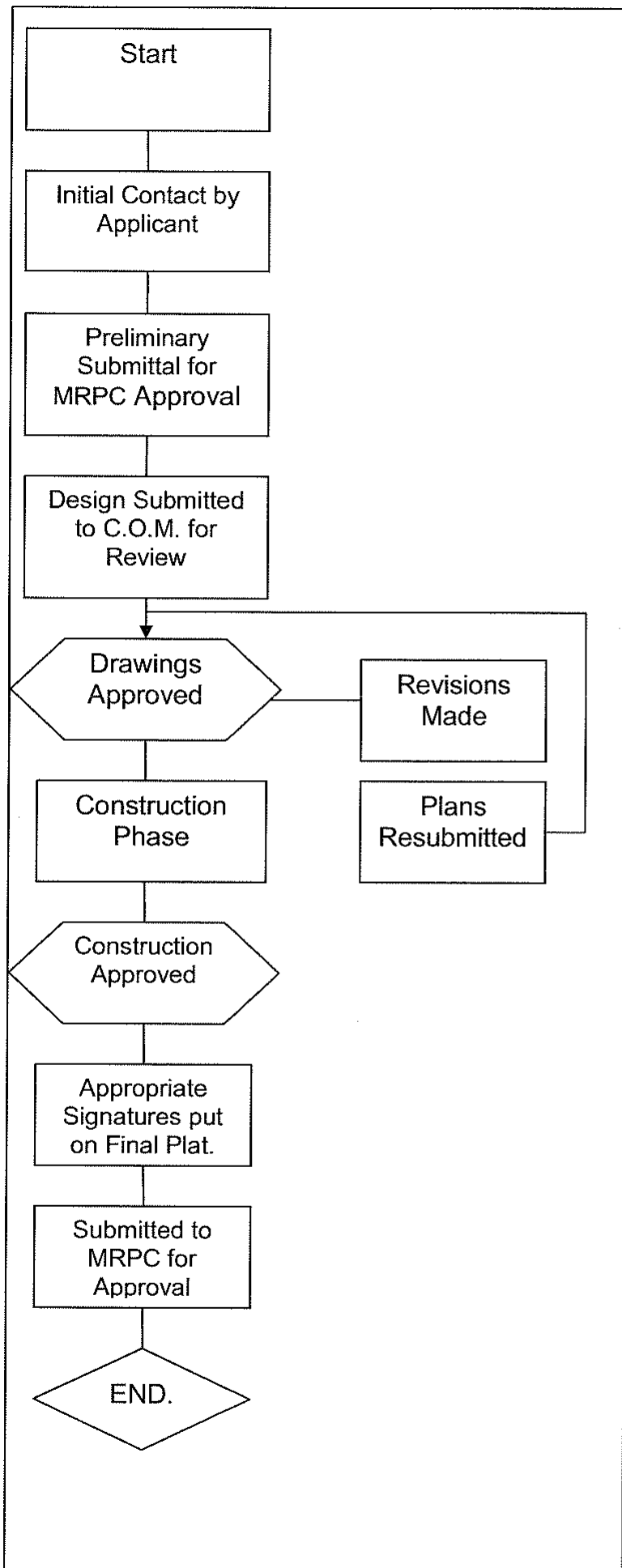
Initial Contact by Applicant-A developer of property shall consult early and informally with the Development Services and Engineering staff for advice or alternatives in subdividing property. This initial contact will enable the applicant to become familiar with the city's development regulations, street improvement requirements, and stormwater requirements. Utility information as it pertains to the development can be obtained from the city's utility departments.

Preliminary Submitted for Maryville Regional Planning Commission Approval-Prior to making any street improvements or installing any utilities, the developer shall submit to the Maryville Regional Planning Commission (MRPC) a preliminary plat indicating a general layout of the proposal. The applicant shall submit to the staff fifteen (15) copies of a preliminary plat on or before the fourth Monday of the preceding month in order to be formally heard by the planning commission on the third Monday of the month. If the commission is acting in a Regional Planning capacity, then within sixty (60) days after the MRPC has reviewed the subdivision, the commission will approve, disapprove, or approve with various modifications or corrections. If the commission is acting as a Municipal Planning Commission then within thirty-five (35) days after the MRPC has reviewed the subdivision, the commission will approve, disapprove, or approve with various modifications or corrections. Failure of the MRPC to act on the preliminary sketch plat within thirty-five or sixty days respectively will be deemed approval of the plat. The approval of the preliminary plat by the MRPC serves as basis for preparation of the final plat and is generally an indication that construction on the project can begin subject to all other applicable and design elements being approved.

Design Submitted to City of Maryville for Review-After the preliminary subdivision plat has been approved by the MRPC the design engineer will submit five (5) full sets of design plans and seven (7) site plan layout only for review if property is within the corporate limits of Maryville. If the property is within the Urban Growth Boundary the design engineer will submit eight (8) full sets of design plans and seven (7) site plan layouts.



Subdivision Approval Process



Revisions Made-The engineer will respond to comments from the city staff either by making the necessary changes on the drawings or presentation as to why the design is not according to city standards. If the city engineer deems that the reasons for departure from city standards does not compromise public safety, and sound engineering practices are used in the reasoning then the city engineer may grant a waiver to a particular item or design feature. If the engineering department does not agree with the design engineer then city engineer's decision is final.

Plan Resubmittal-After the design engineer has incorporated changes to the plans he must resubmit five (5) sets of revised plans to the city for approval. If the city engineer finds that all changes have been made as requested the drawings will be stamped for approval. Two approved copies will be returned to the design engineer. If all changes have not been made the city engineer will notify the design engineer for additional revisions and resubmission.

Construction Phase-The construction phase can begin after the plans are approved and a preconstruction conference is held. The preconstruction conference is scheduled to coordinate utility locations, scheduling, and other items associated with the construction. Field changes in the approved plans shall be submitted by the developer's engineer to the City Engineering Department for approval.

Appropriate Signatures on Final Plat-The applicant shall submit to the staff on or before the fourth Monday of the previous month fifteen (15) prints of the plat. They all shall be signed and certified by agencies or individuals noted on the certification stamps attached to the plat.

The final plat shall conform substantially to the preliminary sketch plat as approved; however, if desired by the applicant, it may include a portion or phase which he chooses to develop and record at the time.

Approval of the final plat shall not constitute acceptance by the public of the dedication of any improvements, roads, or ground within the subdivision. The MRPC will recommend to the council that such improvements be accepted, if deemed necessary, or upon completion of such improvements.

The following are description of the responsibilities of various divisions and departments involved in the development process. Contacting these divisions/departments prior to preparing plans can help you expedite the process.

DEPARTMENT OF DEVELOPMENT SERVICES

Planning
Code Enforcement

DEPARTMENT OF ENGINEERING AND PUBLIC WORKS

Engineering and Roads
Stormwater and Drainage

DIVISION OF OPERATIONS

Maryville Electric
Water Quality Control

Development Services

Department of Development Services

Responsibilities: Maryville Regional Planning Commission
 Board of Zoning Appeals
 Zoning and Land Use Ordinance
 Subdivision Regulations
 Site Plan Review

Initial Contact

Your initial contact is usually with the Development Services Department where the overall concept of your development is explained to staff. The Land Use Administrator administers the Zoning and Land Use Ordinance and Subdivision Regulations and can provide information on zoning restrictions and requirements for a specific parcel of land. Any changes or variances requested to accommodate the development may require action by the Maryville City Council, Maryville Regional Planning Commission, and/or Board of Zoning Appeals.

Maryville Regional Planning Commission (MRPC)

The Maryville Regional Planning Commission meets regularly on the third Monday of each month. This Commission is the first step in obtaining a change in the zoning designation for a parcel of land. It also reviews site plans for any development located in the Parkway District which is generally described as any parcel of land within 1,000 feet of Lamar Alexander Parkway (U.S. 321).

Board of Zoning Appeals

The Board of Zoning Appeals meets regularly on the third Thursday of each month. It is charged with hearing any appeals from any order, decision, requirement, or interpretation of the Zoning and Land Use Ordinance made by the land development administrator in carrying out the duties of his office.

City of Maryville
Preliminary Plat Checklist
Development Services

The following information is required on all preliminary plats:

1. Name, location, civil district and acreage of the proposed subdivision. Scale of plat (not to exceed 1"=100'), north arrow and date.
2. Location sketch map.
3. Name, address, telephone, email and fax number of owner and/or developer. In the case of an LLC or Partnership, identify a contact person.
4. Name, address and telephone number, registration number, seal and signature of the project's surveyor who must be licensed in the State of Tennessee.
5. Show property lines with bearings and distances of subject property. Provide a matching Warranty Deed for all properties indicated on the plat. If a lot line is to be removed, indicate former lot line with a notation.
6. Provide total acreage of tract, show lot lines and total number of lots, show acreage in each lot and acreage in right-of-way.
7. Indicate current zoning of properties shown on the plat. Any known conditions placed on the properties should also be reflected. Indicate zoning of adjoining property.
8. Show front, side and rear setback lines as dashed lines. Indicate minimum lot width at the front building line. Indicate governmental jurisdictions enforcing the various setbacks.
9. Show and dimension all proposed lot lines, lot numbers and lot sizes to the nearest 1/100th acre.
10. Provide names of adjoining property owners and/or subdivisions.
11. Identify all existing structures and label "to be removed" if applicable. Nonconforming structures or situations need to be noted on the plat. Provide a note if there are no existing structures or features on the property.

12. Indicate the boundaries and area proposed for site improvements for any park, recreational area or open space to be maintained by a homeowners association. Label open space as "Not a Residential building Lot. Reserved for open space." Indicate such designated area on the final plat.
13. If the subdivision is to be developed in phases, delineate the boundaries of each phase and label each development phase including acreage and total number of units per phase.
14. Provide a note regarding utility and drainage easements along lot lines as found in the Maryville Zoning and Land Use Ordinance.
15. Provide the following statement on the plat after preliminary approval:
"Expiration of this preliminary plat shall be in accordance with the current subdivision regulations."

Upon approval of the Preliminary Plat, the applicant should submit the required sets of copies of a site plan to the Site Review Team as outlined in the Zoning and Land Use Ordinance as well as any construction drawings required by other City departments and utilities.

City of Maryville
Final Plat Checklist
Development Services

The following information is required on all final plats:

1. Name, location, civil district and acreage of the proposed subdivision.
Scale of plat, north arrow and date.
2. Location sketch map.
3. Name, address, telephone, email and fax number of owner and/or developer. In the case of an LLC or Partnership, identify a contact person.
4. Name, address and telephone number, registration number, seal and signature of the project's surveyor who must be licensed in the State of Tennessee.
5. Show all existing and newly dedicated streets, rights-of-way, or easements. Provide right-of-way lines and widths of easements, lot lines, building setback lines (per governmental jurisdiction), lots numbered in numerical order (unless phased), and house numbers, if available. Label street names.
6. Provide a legend for all abbreviations.
7. If more than one sheet is used for the final plat, indicate sequential sheet numbers with a title block on each page.
8. Show property lines with bearing and distances of subject property.
Provide a matching Warranty Deed.
9. Indicate the zoning district and lot sizes.
10. Indicate civil districts and corporate limit lines intersecting or adjacent to the property.
11. Provide total acreage of tract, total number of lots, acreage in lots, and square footage of any detention ponds in the subdivision for stormwater management.
12. Provide zoning information and any public conditions on the property.

13. Show front, side and rear setbacks as dashed lines. Note setbacks in the general notes, if unable to indicate them on each lot.
14. Provide the area of each lot/parcel to the 1/100th acre. Label the lot numbers and identify the parent tract, if applicable.
15. Provide names and locations of adjoining subdivisions and streets, and location and ownership of adjoining unsubdivided property. Include zoning of the proposed subdivision.
16. The title block shall state: "Final Plat of ...", "Revised Final Plat of ...", or "Resubdivision of Lots...."
17. Provide a note regarding utility and drainage easements along lot lines as found in the Maryville Subdivision Regulations.
18. Nonconforming structures or situations need to be noted on the final plat.
19. Provide certification stamps for City and/or County official approval:
 - 1) Ownership and dedication by the owner of property to be subdivided.
 - 2) Survey accuracy (by registered engineer or surveyor)
 - 3) Approval of water and sewerage systems (by county health officer or Water Quality Control)
 - 4) Approval of electric systems (by electric provider)
 - 5) Acceptable installation of streets and other improvements by county road commissioner or city engineer.
 - 6) Approval of stormwater utilities
 - 7) Approval by Blount County Emergency 911 office
 - 8) Approval for recording by the secretary of the Planning Commission

Department of Engineering and Public Works

Engineering Department

Responsibilities: Public Works Standards
 Storm Water Regulations
 Issuance of Permits
 Road Construction and
 Inspection
 Subdivision Review

Site Plan Review

The Engineering Department shall review all subdivisions submitted to the city for compliance with the Maryville Land Development and Public Works Standards and all applicable storm water regulations and requirements. After the preliminary subdivision plan has been approved by the MRPC the design engineer will submit five (5) full sets of design plans and seven (7) site plan layout only for review if property is within the corporate limits of Maryville. If the property is within the Urban Growth Boundary the design engineer will submit eight (8) full sets of design plans and seven (7) site plan layouts to be reviewed by the Site Plan Review Team.

Issuance of Permits

The Engineering Department issues the following permits:

Grading Permit
Access Permit
Right-of-Way/Excavation Permit

The Engineering Department also works with the Tennessee Department of Transportation in reviewing access permits prior to applicants or developer submitting formal applications to TDOT.

Grading, foundation, building and electrical permits will not be issued for projects requiring a site plan until such plan has been completely approved.

Grading permits will not be issued for new residential subdivisions and developments until road and drainage plans have been approved.

All erosion control measures shown on the plans must be in place before a grading permit will be issued. The construction inspector must be notified prior to

placement of erosion control measures so that an inspection of these measures can be scheduled. Once the measures have been approved by the inspector, a grading permit can be obtained.

Construction Inspection

At various stages of construction, inspection of improvements is required. Inspection during construction shall be arranged by contacting the Engineering Department at 273-3515 and the Stormwater Department at 273-3518, between the hours of 8 to 9 am and 1 to 2 pm. A 24 – hour notice is required.

City of Maryville
Preliminary Plat Checklist
Engineering

The following information is required on all preliminary plats:

1. Identify all existing site features and label as “to remain” or “to be removed”. “Features” include property lines, railroads, sewers, bridges, culverts, drain pipes/drainage structures, water mains, utilities, easements, buildings, cemeteries, etc. Provide a note if there are no existing features on the property.
2. Show all existing and proposed streets and their classification on and adjacent to the property. Show any easements. Label right-of-way widths and other dimensions of proposed streets; provide right-of-way dedication, as needed. Label proposed street names.
3. Show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.
4. Indicate the boundaries, area, and proposed site improvements for any recreation areas if used for detention purposes.
5. Corner Lots – Fillet (20-ft. radius) or chamfer corner property lines at street intersections.
6. Street Length – Provide proposed street lengths. Street length not to exceed 1,000 feet as measured from the closest intersection with two means of access. (Maryville Subdivision Regulations, Article XII Section 8 Part (g).)
7. Entrances – Subdivision entrances shall meet sight distance requirements and minimum distance between intersection requirements (both sides of street). Provide appropriate data on plat. (Maryville Subdivision Regulations, Article XII Section 9.)

City of Maryville
Preliminary Plat Checklist
Stormwater

The following information is required on all preliminary plats:

1. Waters of the State – Show all waters of the state within the subdivision and all waters of the state around the property that have floodplain, wetlands, or water quality buffers and setbacks that extend into the subdivision property. Provide a note if there are no waters of the state.
2. Water Quality Buffers – Delineate water quality buffers and setbacks per Sections 10-12 of Maryville's Stormwater Quality Management and Vegetated Buffer Ordinance. Show the 60-foot water quality buffer boundary, if applicable.
3. Floodplain – Delineate FEMA 100-year floodplain, floodway and the 100-year flood elevation for any ponds, lakes or other man-made flood hazards on the property. Identify any stream lands subject to flooding. Provide a note if there is no floodplain on the property. Reference the FIRM panel number.
4. Wetlands – Delineate all jurisdictional wetlands. Identify the source of the wetland delineation. Include the following statement, if applicable, or provide a note if there are no wetlands on the property. *“Wetlands shown on this plat are under the jurisdiction of the U.S. Army Corps of Engineers. Property owners may be subject to penalty by law for disturbance to these wetland areas without proper authorization.”*
5. Sinkholes – Show all sinkholes and closed depressions. Label these as drainage easements.
6. Easements – Show all existing drainage easements on the property.

Upon approval of the Preliminary Plat, the applicant should submit two sets of stormwater construction drawings to the Engineering and Public Works Department.

City of Maryville
Final Plat Checklist
Engineering

The Final Plat shall conform substantially to the preliminary plat as approved by the Planning Commission. The following information is required on the Final Plat:

1. Identify all existing features and label as "to remain" or "to be removed". "Features" include property lines, railroads, sewers, bridges, culverts, drain pipes/drainage structures, water mains, utilities, easements, buildings, cemeteries, etc. Provide a note if there is no existing features on the property.
2. Show all existing and proposed streets and their classification on and adjacent to the property. Show any easements. Label right-of-way widths and other dimensions of proposed streets; provide right-of-way dedication, as needed. Label proposed street names.
3. All dimensions to the nearest one hundredth (1/100) of a foot and all angles to the nearest minute.
4. Sufficient data to determine readily and reproduce on the ground the locations, bearing, and length of every street line, lot line, boundary line, block line, and building setback line, whether curved or straight. This shall include the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
5. Easements – Delineate and label all easements: show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.
6. Indicate the boundaries, area, and proposed site improvements for any recreation areas if used for detention purposes.
7. Monuments – Provide a permanent benchmark on site with elevation.
8. Corner Lots – Fillet (20-ft. radius) or chamfer corner property lines at street intersections.
9. Street Length – Indicate the length of each street in the Subdivision.

City of Maryville
Final Plat Checklist
Stormwater

The following information is required on all final plats:

1. Waters of the State – Show all waters of the state within the subdivision or development and all waters of the state around the property that have floodplain, wetlands, or water quality buffers and setbacks that extend into the subdivision property. Provide a note if there are no waters of the state.
2. Water Quality Buffers – Delineate water quality buffers and setbacks per Sections 10-12 of Maryville’s Stormwater Quality Management and Vegetated Buffer Ordinance. Label as “water quality buffer”. Show the 60-foot water quality buffer boundary, if applicable.
3. Floodplain – Delineate FEMA 100-year floodplain, floodway and the 100-year flood elevation for any ponds, lakes or other man-made flood hazards on the property. Establish a minimum finish floor elevation (MFFE) at least one foot above the 100-year flood elevation for each lot containing a flood hazard area. Provide a note if there is no floodplain on the property. Reference the FIRM panel number.
4. Wetlands – Delineate all jurisdictional wetlands. Identify the source of the wetland delineation. Include the following statement, if applicable, or provide a note if there are no wetlands on the property. *“Wetlands shown on this plat are under the jurisdiction of the U.S. Army Corps of Engineers. Property owners may be subject to penalty by law for disturbance to these wetland areas without proper authorization.”*
5. Sinkholes – Show all sinkholes and closed depressions. Label these as drainage easements.
6. Easements – Show all existing drainage easements that exist on the property or will be required.
7. Stormwater – Identify and label all stormwater management control structures (detention facilities, inlets, pipes, headwalls, BMPs, etc.) within the project. The structures should be shown as drainage easements on the plat. Stormwater controls shall be on common property.

Before approval of the Final Plat, the applicant should submit two sets of as-built stormwater construction drawings to the Engineering and Public Works Department.

Division of Operations

Maryville Electric Department

Responsibilities: Subdivision Review
 Installation of Electric Service

Site Plan Review

The Maryville Electric Department shall review all subdivision plans submitted to the city for compliance with the Rules and Regulations for City of Maryville Electric Department. Elements of the subdivision plan to be reviewed by the Maryville Electric Department include but are not limited to the following:

- Location of electric service,
- Routing of power lines to serve site,
- Required power lines to serve site,
- Dedication of easements,
- Underground or overhead service,
- Responsibility for installing secondary lines to the building.

Installation of Electric Service

The Maryville Electric Department shall supply electric power to all sites within its service area. Power shall be furnished in accordance with the Rules and Regulations for City of Maryville Electric Department.

Water Quality Control Department

Responsibilities: Subdivision Review
 Construction Inspection
 Final Inspection

Site Plan Review

Maryville Water Quality Control Department shall review all site plans submitted to the city for compliance with the Rules, Regulations, Rate and Policies for the City of Maryville Water Quality Control Department. Elements of the subdivision to be reviewed by the Maryville Water Quality Control Department include but are not limited to the following:

- Location of water and sewer mains and proposed services,
- Routing of water and sewer lines to serve site,
- Required dedication of easements,
- Location of F.H. and M.H. w/ elevations existing and proposed.
- Location of fire hydrants coordinated with Maryville Fire Department.

Construction Inspection

At various stages of construction, inspection of improvements is required. Inspections during construction shall be arranged by contacting the Maryville Water Quality Control Department at (865) 273-3300, between the hours of 8 to 9 am and 1 to 2 pm. A 24 – hour notice is required.

Reference Directory

Planning Department

Municipal Center, 416 West Broadway, Maryville, TN 37801

General Information, Planning Commission, Board of Zoning Appeals

Contact: Scott Poland, City Planner

273-3500

Landscaping, Citywide Design Guidelines

Contact: Tom Weitnauer, Community Planner

273-3507

Signs

Contact: Dan Irwin, Planning Technician

273-3514

Property Numbering

Contact: Tracy Smock, E-911 Addressing Office

981-7113

Engineering Department

Municipal Center, 416 West Broadway, Maryville, TN 37801

General Information, Subdivision Review, Traffic, Engineering Permits

Contact: Brian Boone, PE, Assistant City Engineer

273-3500

Engineering Inspections

Contact: Don Caldwell, Construction Inspector

273-3515

Stormwater Information

Contact: Dale Jayne, Stormwater Program Manager

273-3512

Stormwater Inspections

Contact: Danny Baldwin, Construction Inspector

273-3518

Maryville Electric Department

Operations Center, 322 Home Avenue, Maryville, TN 37801

General Information

Contact: James Bond, Electric Distribution Engineer

273-3328

Water Quality Control Department

Operations Center, 322 Home Avenue, Maryville, TN 37801

General Information

Contact: Ray McCammon, Asst. Environmental Engineer

273-3318

Fire Department

Municipal Center, 402 West Broadway, Maryville, TN 37801

General Information

Contact: Rom Everett, Fire Inspector

273-3650

Ted Williams, Fire/Housing Inspector

273-3650