

City of Red Bank
Municipal Planning Commission

WORK SESSION AGENDA
October 15th, 2019
12:00 pm
Red Bank City Hall

I. CALL TO ORDER

II. ROLL CALL – Secretary – Billy Cannon

- | | |
|---|---|
| <input type="checkbox"/> Commissioner Cannon | <input type="checkbox"/> Commissioner Millard |
| <input type="checkbox"/> Commissioner Hafley | <input type="checkbox"/> Commissioner Smith |
| <input type="checkbox"/> Commissioner Browder | |

III. Agenda items for the October 19th regular planning commission meeting:

A. CONSIDERATION OF THE MINUTES

1. July 18th, 2019

B. NEW BUSINESS

1. Special Exceptions Permit to Build a Duplex at 4 Trenton Street.
2. Zoning Map Amendment, R-1 Residential to R-T\Z Residential Townhouse\Zero Lot Line: 205, 207, 209, and 224 Hedgewood Drive; a portion of 201 Hedgewood Drive; and 123 Everly Drive.

C. UNFINISHED BUSINESS

1. Subdivision Regulation Amendment to Re-order Document, Re-Write Definitions and Add Supporting Documents

D. OTHER BUSINESS

IV. ADJOURNMENT

City of Red Bank
Municipal Planning Commission

REGULAR MEETING AGENDA
October 17, 2019
6:00 pm
Red Bank City Hall

I. CALL TO ORDER

II. ROLL CALL – Secretary – Billy Cannon

- | | |
|---|---|
| <input type="checkbox"/> Commissioner Cannon | <input type="checkbox"/> Commissioner Millard |
| <input type="checkbox"/> Commissioner Hafley | <input type="checkbox"/> Commissioner Smith |
| <input type="checkbox"/> Commissioner Browder | |

III. INVOCATION – Commissioner Smith

IV. PLEDGE OF ALLEGIANCE – Commissioner Hafley

V. CONSIDERATION OF THE MINUTES

2. July 18th, 2019

VI. NEW BUSINESS

1. Midvale Highlands Lot 68 Revised Plat, 1807 Seven Pines Ln, Greentech
2. Zoning Map Amendment, R-1 Residential to C-2 Central Business District, 491 Ashland Terrace, Walter & Vanessa Amador
3. Design Review Permit, 4707 Dayton Blvd, Red Bank Commons
4. Zoning Ordinance Amendment, L-1 Storage Facilities Buffer

VII. UNFINISHED BUSINESS

- A. Discussion: Dayton Boulevard Corridor Study

VIII. OTHER BUSINESS

IX. ADJOURNMENT



MUNICIPAL PLANNING COMMISSION

Eddie Pierce
Mayor

Tim Thornbury
City Manager

MINUTES
July 18th, 2018
6:00 p.m.
Red Bank City Hall

I. CALL TO ORDER

Commissioner Hafley called the meeting to order at 6:04 pm.

II. ROLL CALL

Commissioner Browder called the roll. Commissioners Hafley, Millard, Smith and Browder were in attendance. The Commission's planning advisor from the Southeast Tennessee Development District was also present. Additional attendees are included on the sign-in sheet and in the minutes.

III. INVOCATION

Commissioner Smith gave the invocation.

IV. PLEDGE OF ALLEGIANCE

Commissioner Hafley led the pledge of allegiance.

V. CONSIDERATION OF THE MINUTES

A. May 16th, 2019 Meeting Minutes

Revised minutes were provided by staff. Commissioner Browder motioned to approved the minutes as written. Commissioner Smith seconded the motion. The motion passed unanimously.

VI. NEW BUSINESS

A. Preliminary Plat, Major Subdivision, 4701 Delashmitt Rd., Collier Construction

Staff stated that the applicant had submitted a revised plat that included all requested changes, including the sidewalk along Delashmitt Road, extension of the right-of-way to the property line,

and a crosswalk across Strong Avenue at Delashmitt Road. Staff stated that they had reviewed the minutes from the rezoning hearing, and that the preliminary plat met these requirements, including the maximum of 34 residential lots.

Mr. Bryant Black and Mr. Wiatt Wyhunt were present to represent the plat. They gave an overview of the plat, stating that they made the changes that were requested by staff and the Planning Commissioners.

Commissioner Browder asked if the sidewalk width met ADA standards. The applicant stated that it does. Commissioner Browder stated that she thought the crosswalk was needed at this location.

Commissioner Millard asked the applicant when construction would start. Mr. Black stated that they are meeting with the architects to develop a prospectus and construction would start in about a year. He stated that site preparation would start within the next several weeks.

Staff stated that they recommended approval of the preliminary plat as submitted.

Commissioner Hafley moved to approve the Preliminary Plat of the Delashmitt Subdivision as submitted. Commissioner Smith seconded the motion. The motion passed unanimously.

Commissioner Millard asked the applicant what the price range would be on the homes. The applicant said that they had not solidified the range, but they expected it to be in the mid-200's in order to attract young families.

B. Zoning Map Amendment, R-1A Residential to R-T/Z Residential, 519 Marlow Dr E, Carolyn Robinson

Staff informed the Planning Commission that the applicant had withdrawn her application.

C. Properly Presented New Business

Commissioner Hafley stated that he would like to review the Subdivision Regulations, as they seem confusing and outdated. He requested that staff and all Commissioners review the regulations prior to the next meeting.

VII. UNFINISHED BUSINESS

IX. ADJOURNMENT

Commissioner Browder moved to adjourn; second by Commissioner Smith. Adjourned at 6:22 PM.

Chairman

MEMORANDUM

To: Members of the Red Bank Planning Commission
Cc: Tim Thornbury, Public Works Director
From: Ashley Gates, Regional Planner
Date: October 9, 2019
Subject: Special Exception Permit for a duplex at 4 Trenton Street

SUMMARY

Tax Map #: Map 109I Group E Parcel 007	Address: 4 Trenton St.	
Deed Book & Page: 11764-0015	Owner: Jacob Becker	
Plat Book & Page: 15 Pg. 21	Area: 0.25 acres	Zoning: R-3
Request: Special Exception Permit for a duplex at 4 Trenton Street		
Recommendation: Approve special exception permit		

Background: The property owner of 4 Trenton Street has requested a Special Exception Permit to build a duplex on the lot as required by the Zoning Ordinance.

Staff Recommendation: Approval

ANALYSIS

Existing and Proposed Use

The lot at 4 Trenton Street is a vacant lot behind an existing commercial building. The lot is approximately 11,000 square feet with about 60 feet of frontage on Trenton Street. A 10-foot right-of-way along the side yard provides access to 6 Trenton Street and 8 Trenton Street. The paved area appears to encroach on the subject property.

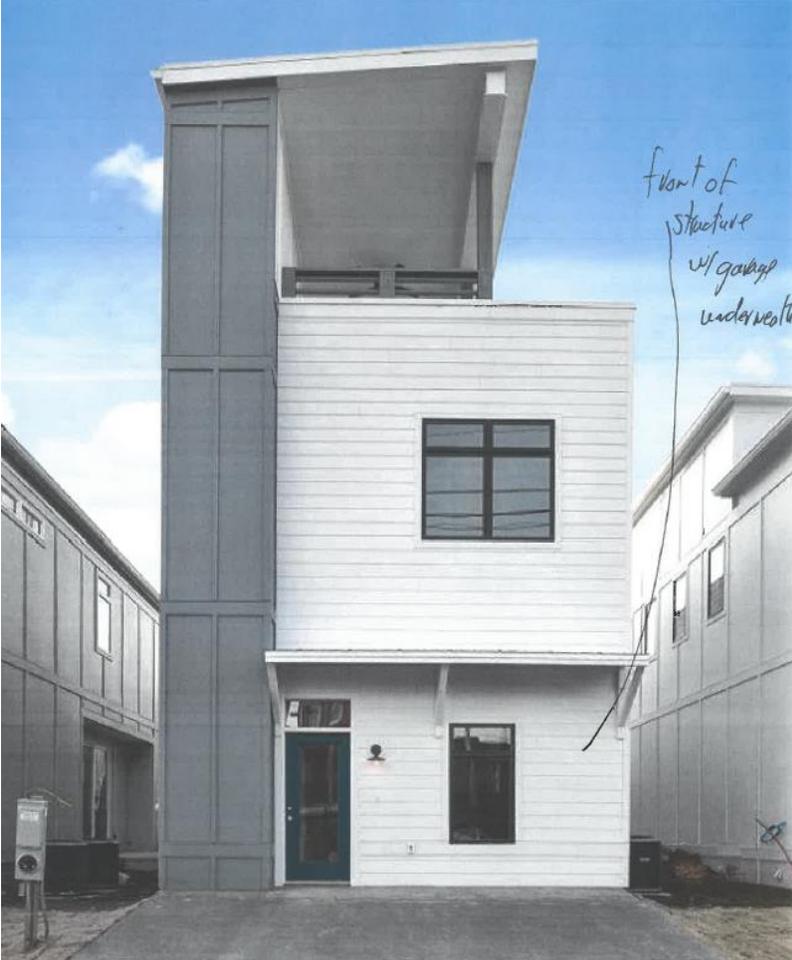
The developer proposes a luxury duplex with modern design and rooftop patio. One dwelling unit would be on the upper floor, and the other would be on the bottom floor.

2016 Street View of Property

Source: Google Maps



Proposed Design



Site Plan



Zoning Ordinance

The R-3 Zone allows for duplexes with a Special Exception Permit. The existing vegetation on the lot at 4001 Dayton Boulevard provides adequate screening. The proposed site plan conforms to the dimensional requirements of the R-3 zone.

Compatibility with Surrounding Uses

The lot abuts a commercial building, and an apartment complex. The lot was originally part of the apartment complex. On the other side of the 10-foot right-of-way is a single-family home. The lot is about 100 feet from Dayton Boulevard. On the opposite side of Trenton Street is a parking lot and commercial building.

Due to the close proximity to the main corridor and to existing high density housing, a duplex is a compatible use. The duplex will offer additional housing options that are close to the main retail district of Red Bank.

Land Use Plan

The development of patio homes at this location would increase the variety of the housing stock in Red Bank and address Goal C of the Red Bank Land Use Plan:

C-GOAL: Attract residential developers back to Red Bank for new development and redevelopment.

ACTION: New residential zones that provide more options and diversity of development while still protecting single-family neighborhoods.

ACTION: Reduced minimum lot size standards and setback requirements to make Red Bank competitive with surrounding communities.

RECOMMENDATION

Approval of the Special Exceptions Permit for a duplex at 4 Trenton Street.

APPENDIX

2018 Aerial Imagery

GISMO 5



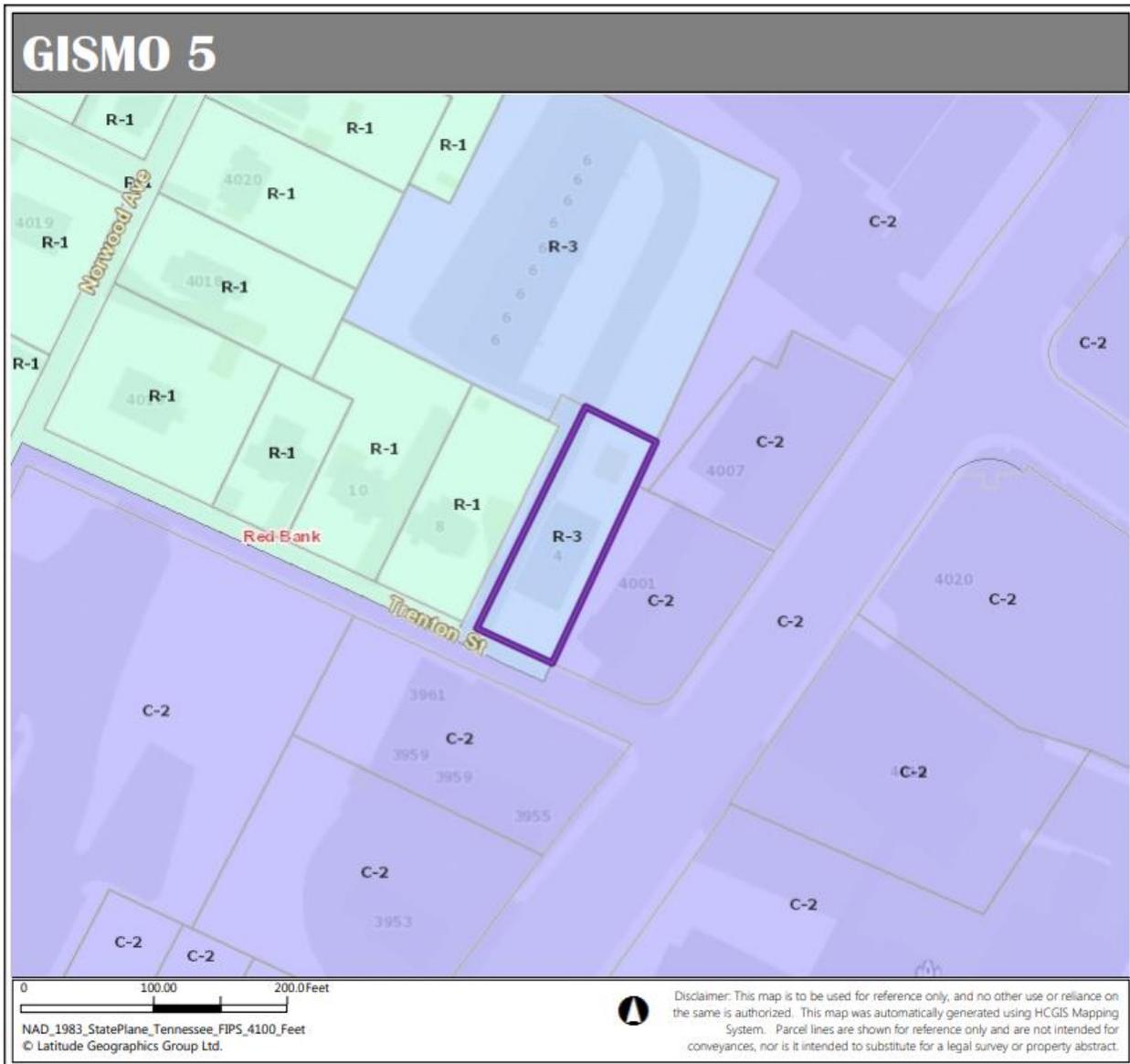
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NAD_1983_StatePlane_Tennessee_FIPS_4100_Feet
© Latitude Geographics Group Ltd.



Disclaimer: This map is to be used for reference only, and no other use or reliance on the same is authorized. This map was automatically generated using HCGIS Mapping System. Parcel lines are shown for reference only and are not intended for conveyances, nor is it intended to substitute for a legal survey or property abstract.

Zoning Map



Application

City of Red Bank
Application for a Special Exceptions Permit

Date 8/24/19

Application Fee Paid _____
\$100.00 Receipt # _____

Name and Address of Applicant

Name (Print) Jacob Berkeley PTC Properties, LLC
Street (Print) 4 Trenton St. 6102 Shallowford Rd St. 103
City and State (Print) Red Bank TN Chattanooga, TN 37421
Telephone Number 423-432-4148

Location of Property Relating to the Special Exceptions Permit

Street 4 Trenton St
City and State Red Bank TN
Parcel Number 109 I E 007
Subdivision Name Rain

Current Zoning: R3 Residential _____ Commercial _____ Other _____

*Applicant must attach a site plan drawn to scale of 1"x100.' This shall be submitted with each request for special permits. The proposed structure, ingress and egress, parking, landscaping, signage, must be shown and other material as may be deemed necessary by the City Manager or his/her designee.

Do you understand the present zoning requirements relating to your request?

Yes _____ No

What is your request? Please explain your request and why you are requesting it.

To build a two family luxury condo styled duplex, 3 story structure (see pictures), parking on 1st floor, 2nd & 3rd floor are separate units and a shared roof top deck. Deck both units will have views of Lookout Mt ^{down town red bank}

Is the reason for your request due to exceptional narrowness, shallowness, shape, topography or other extraordinary and exceptional situation on such property? Yes No

If yes, please describe the exceptional condition: Previously had a duplex & was original part of the apartments adjacent to property & it is all zoned the same.

Would the approval of the special exception permit impair the intent and purpose of the zoning ordinance?

_____ Yes No

Page 2 Special Exceptions Permit

Would the proposed use create difficulties or undue hardships to the particular land or building or adjacent properties? Yes No

Please explain: It would be 3 to 4 times the value of adjacent homes so they may have to figure out what to do with increased value it creates in their property

Are there reasonable alternatives available to you? Yes No

Please explain: sell the property or build a garage and store my cars + lawn mower there.

Would an approved special exception relate only to your property and not to other like properties in the City? Yes No

Does your request involve the addition to or extension of an existing building or structure? Yes No

If yes, would it be any less conforming than the existing structure?

Please explain: _____

If yes, would the addition / extension be in conflict with the character of the area in which the property is located?

Please explain: Yes it will be much nicer + more valuable than anything adjacent to it.

"I certify that the information provided for this variance application is true and correct to the best of my knowledge."

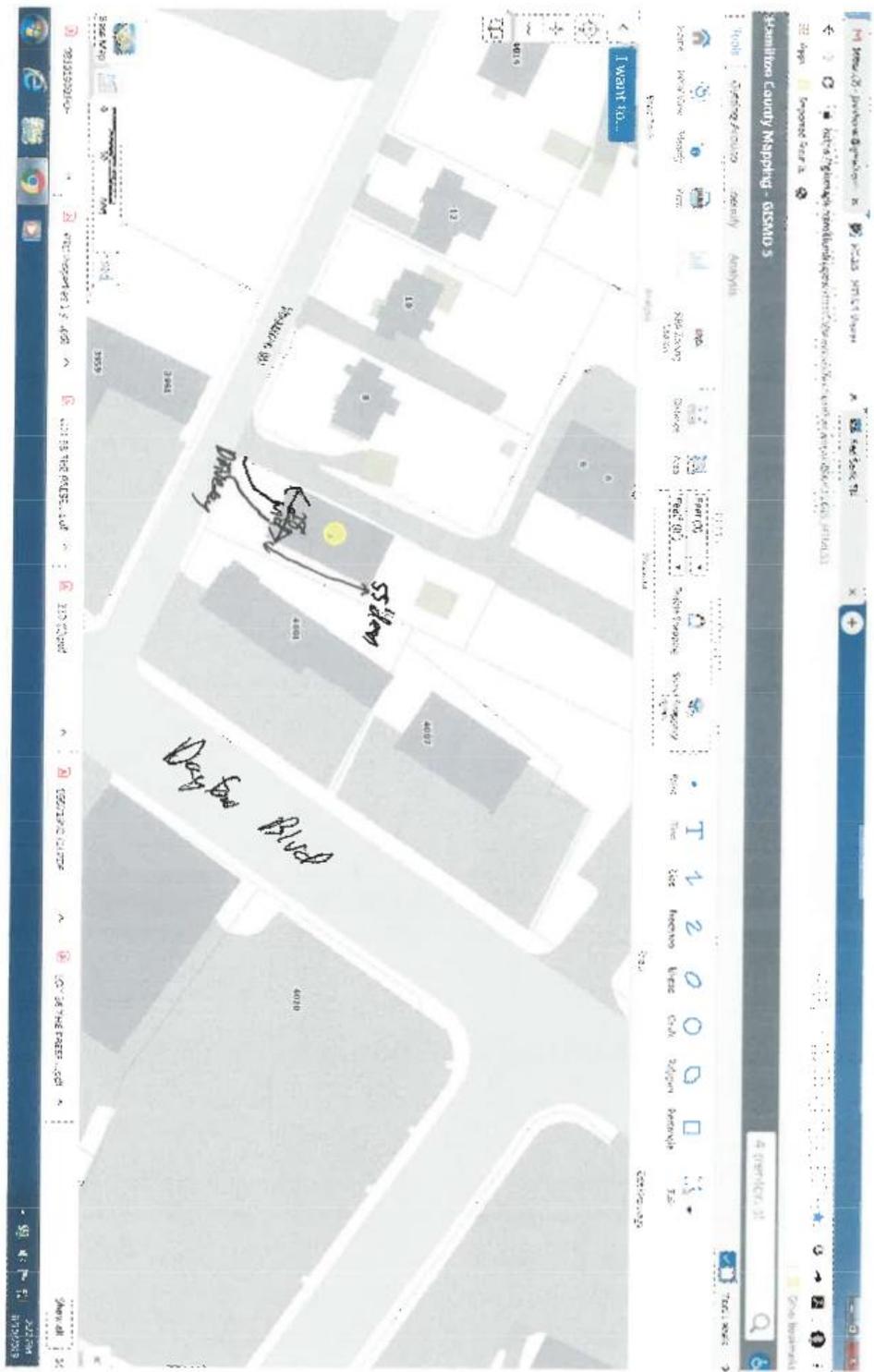
Signature: Jacob Balen

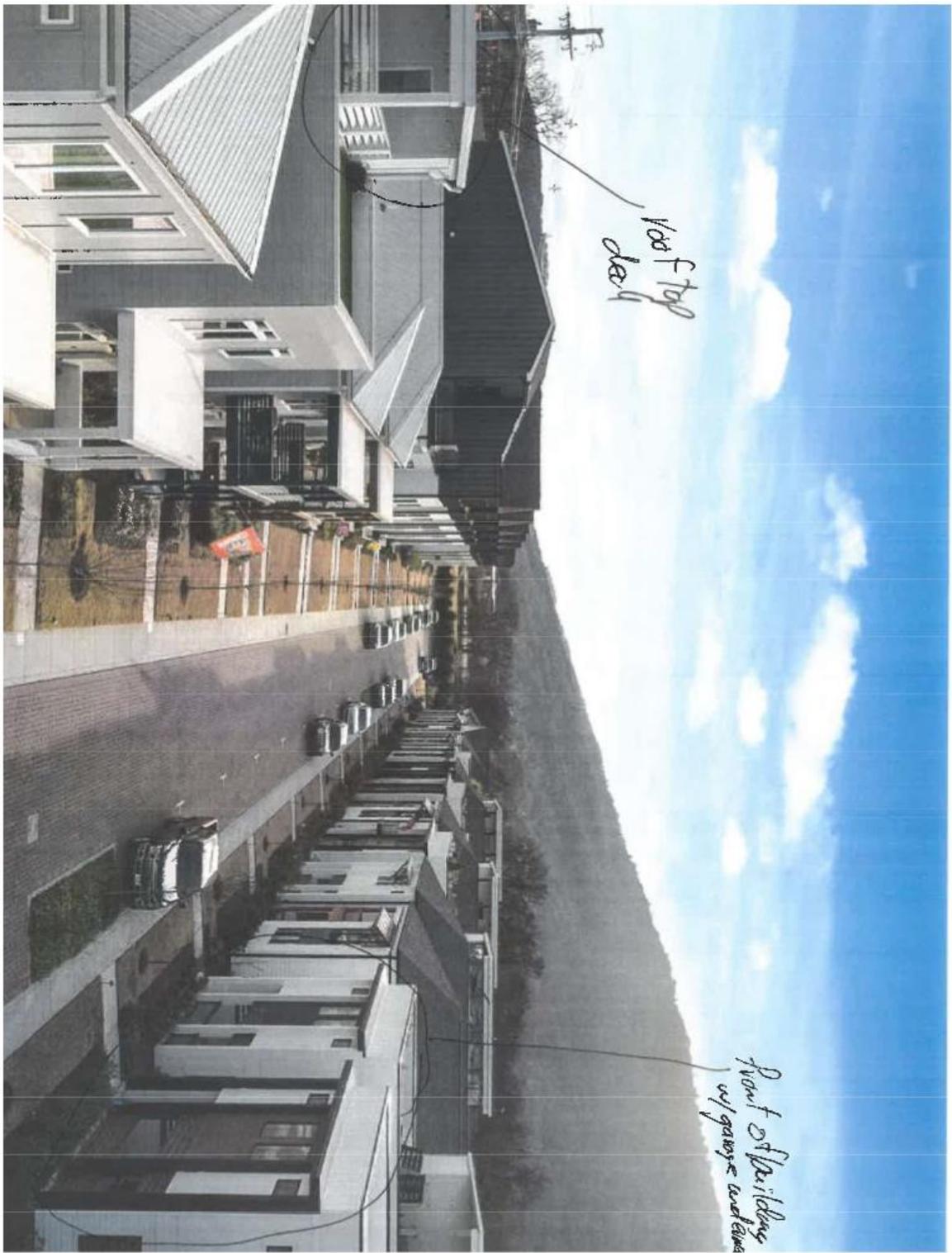
DO NOT WRITE BELOW THIS LINE

Board Finding for: Approval _____ Disapproval _____

Date of Finding: _____

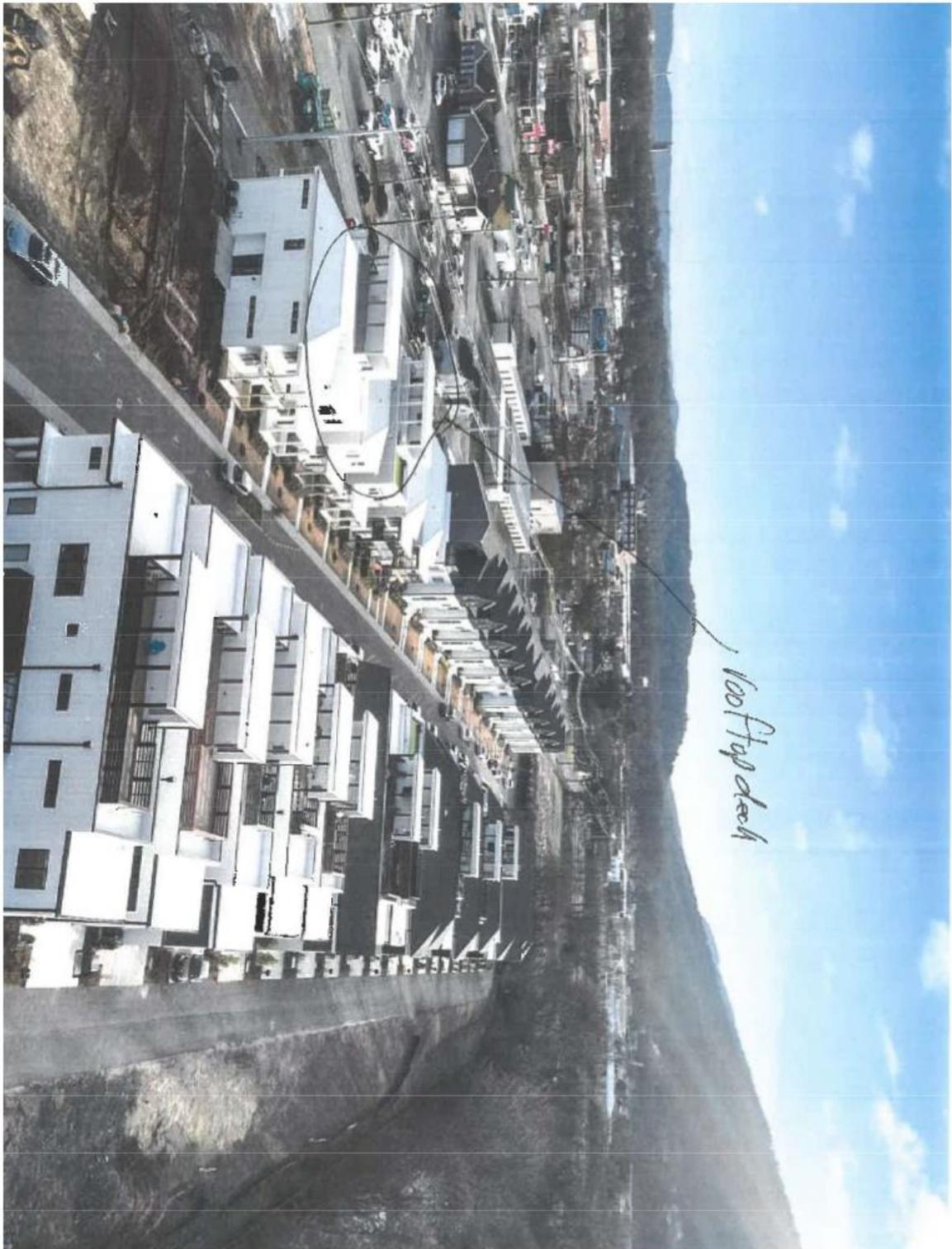
Secretary: _____

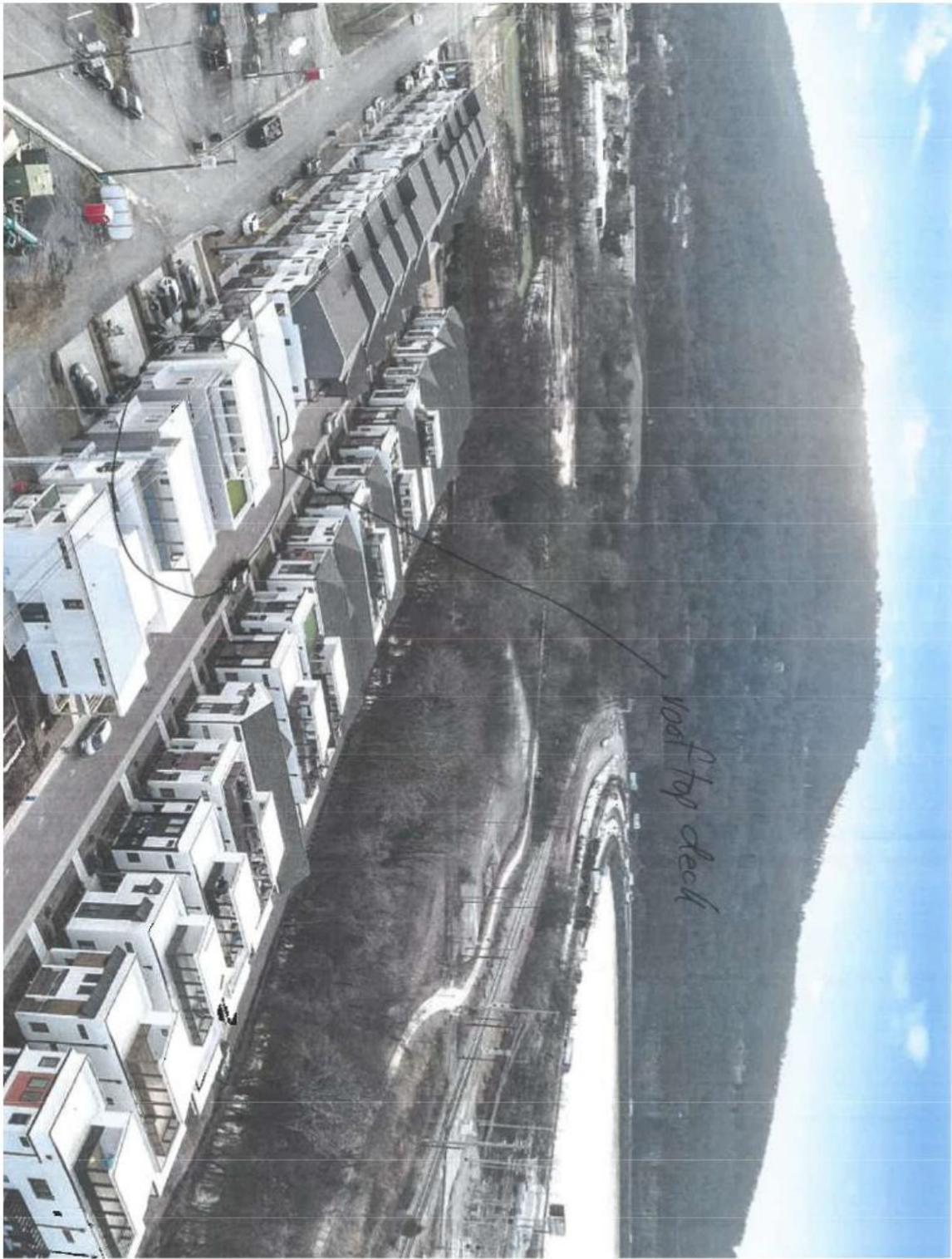




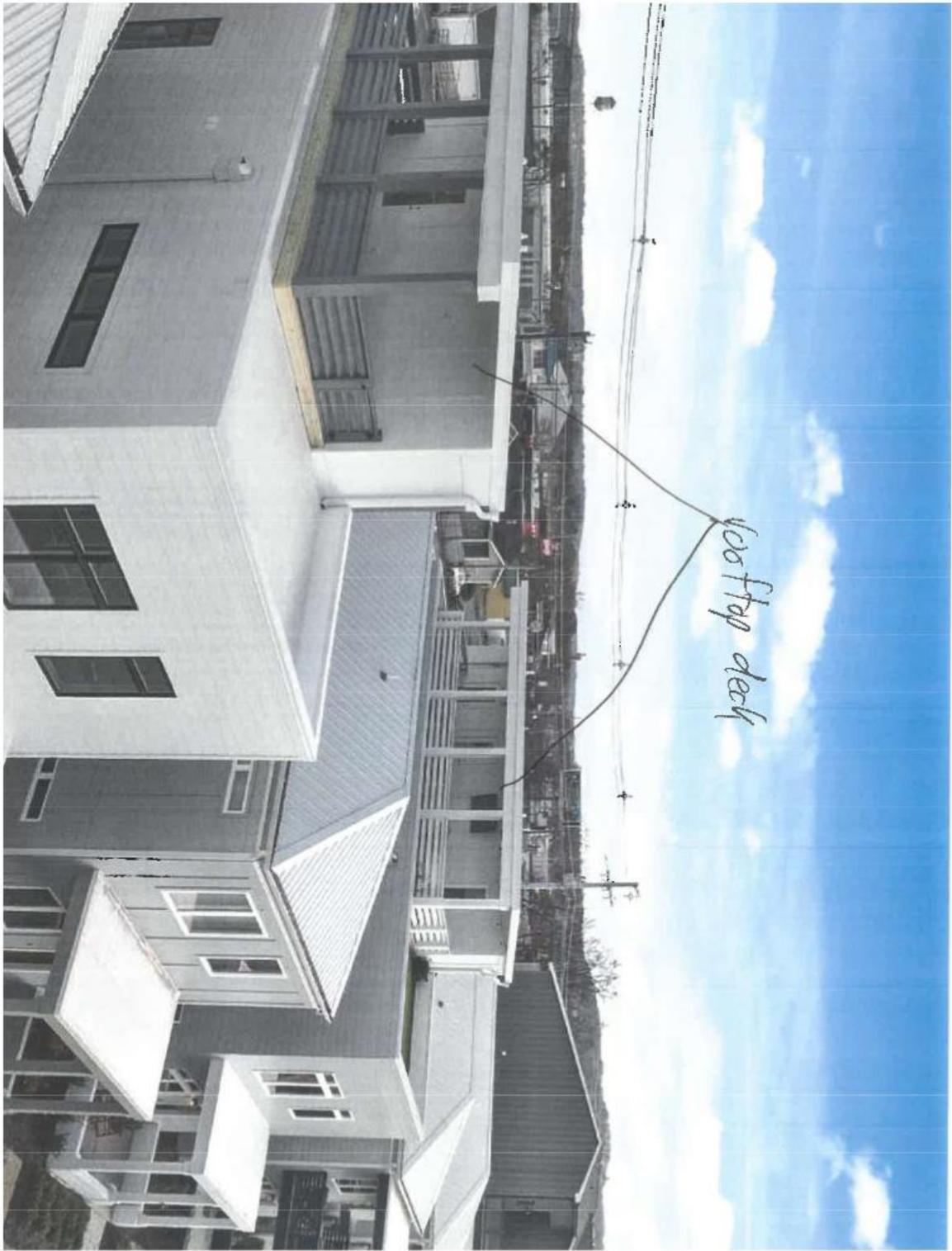
roof top
deck

front of buildings
w/ garage surfaces









rooftop deck

MEMORANDUM

To: Members of the Red Bank Planning Commission

Cc: Tim Thornbury, Public Works Director

From: Ashley Gates, Regional Planner

Date: October 9, 2019

Subject: Rezoning Request for 201, 205, 207, 209, and 224 Hedgewood and 123 Everly Drive from R-1 to R-TZ

SUMMARY

Request: R-1 Residential to R-T/Z Residential Townhouse / Zero Lot Line

Property Address: 201, 205, 207, 209, and 224 Hedgewood and 123 Everly Drive

Tax ID: 126C D 013, 014, 015; 126F C 028, 028.01

Property Owner: Tyler Smith; Britton Elmore

Present Zoning: R-1

Purpose: To re-subdivide the lots and build patio homes

Staff Recommendation: Approval of the re-zoning with the rezoning of Lots 1 and 6 subject to the recording of a plat subdividing the property as shown on the site plan.

Background: An application has been submitted by the property owners for a rezoning from R-1 to R-T/Z. The owner of the property intends to subdivide the property in order to construct six patio homes.

ANALYSIS

Existing and Proposed Use

The approximately 0.7 acre of land on the east side of Hedgewood Drive is currently vacant with significant vegetation. The 0.3 acres of land on the west side of Hedgewood Drive have existing homes. The developer proposes to keep the existing homes and build six patio homes.

The patio homes are separated by 12 feet side to side in a fashion similar to other patio homes built in Red Bank. The overall density of the new homes will be 8 units per acre. Access to the new homes will be via Hedgewood Drive. The existing home at 123 Every Drive will have access via the unopened road, which will be constructed in order to fully develop the approved Avant Gardens subdivision.

Zoning Ordinance

The rezoning of the property to R-T/Z would allow a maximum density of 8 units per acre. The 6 units proposed on this 0.7-acre site achieve this maximum density. The proposed development meets all the dimensional requirements of the R-T/Z zoning district.

Zone	Lot Size	Lot Frontage	Front Yard	Side Yard	Rear Yard	Interior Street Setback	Building Height	Min. Building Size
R-1	7,500 sf	60'	25'	10'	25'		35'	1400 sf
R-TZ	8 units per acre	35'	25'	10' or 12' side-to-side	25'	15'; or 10' if rear parking	35'	

Type C screening will be required along the property lines abutting R-1 zoned lots. This includes the rear of Lots 2-6 and side yard of Lot 6. Existing vegetation might be adequate for Type C screening.

Land Use Plan and Surrounding Uses

The rear of the lots on the east side of Hedgwood Drive abut an existing residential lot and a small apartment complex. The lots on the western side of Hedgwood Drive abut the approved Avant Gardens patio home development and in fact are included on the approved plat and considered part of the subdivision.

The proximity of the property to this commercial corridor, the surrounding higher density development, and the required screening make this rezoning compatible with the surrounding neighborhood context.

Land Use Plan

The development of patio homes at this location would increase the variety of the housing stock in Red Bank and address Goal C of the Red Bank Land Use Plan:

C-GOAL: Attract residential developers back to Red Bank for new development and redevelopment.
ACTION: New residential zones that provide more options and diversity of development while still protecting single-family neighborhoods.
ACTION: Reduced minimum lot size standards and setback requirements to make Red Bank competitive with surrounding communities.

Corrections

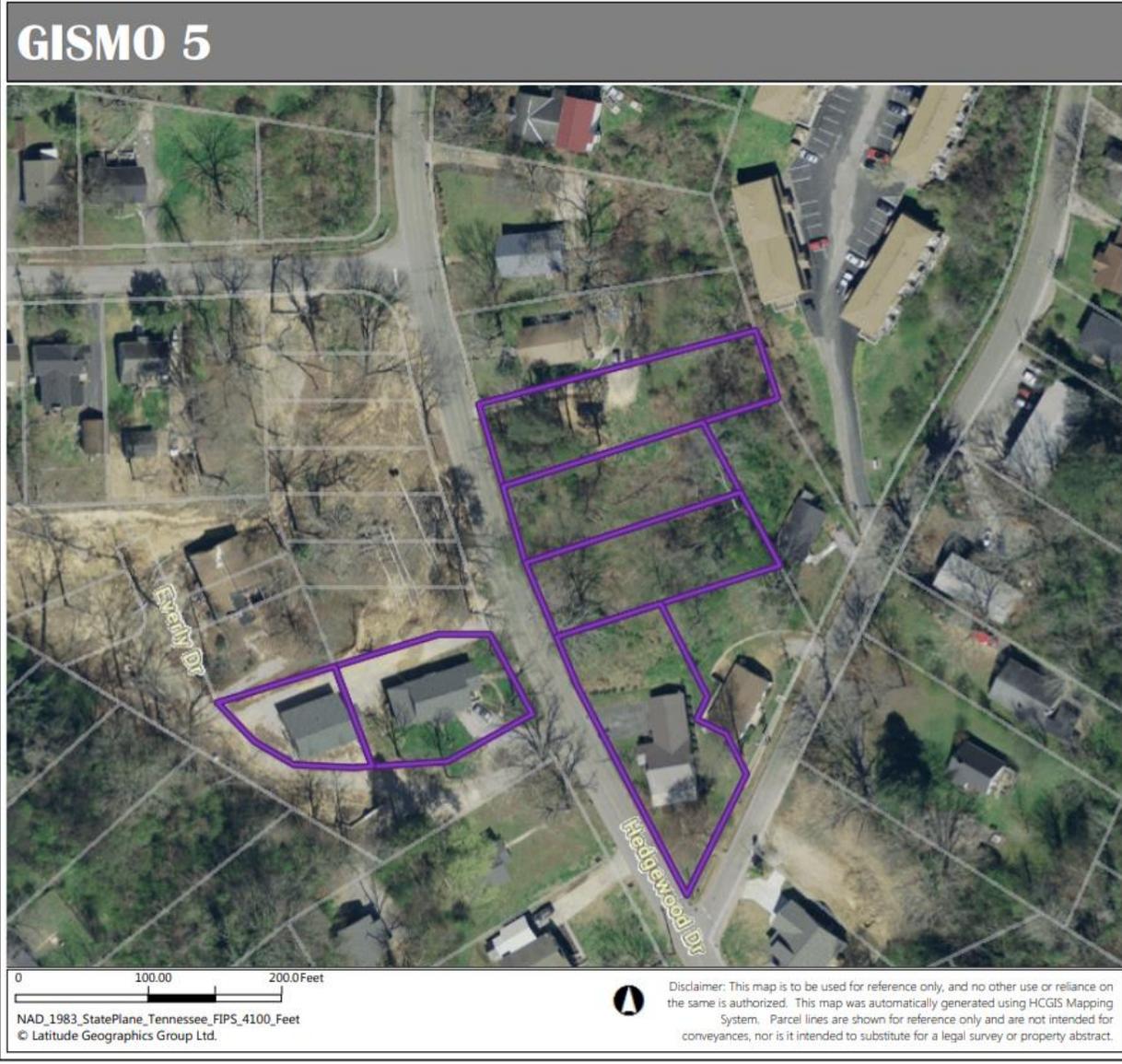
The submitted site plan needs the following corrections:

1. Title: Site Plan for [Subdivision Name]
2. Include scale, north arrow
3. Show Type C screening as required

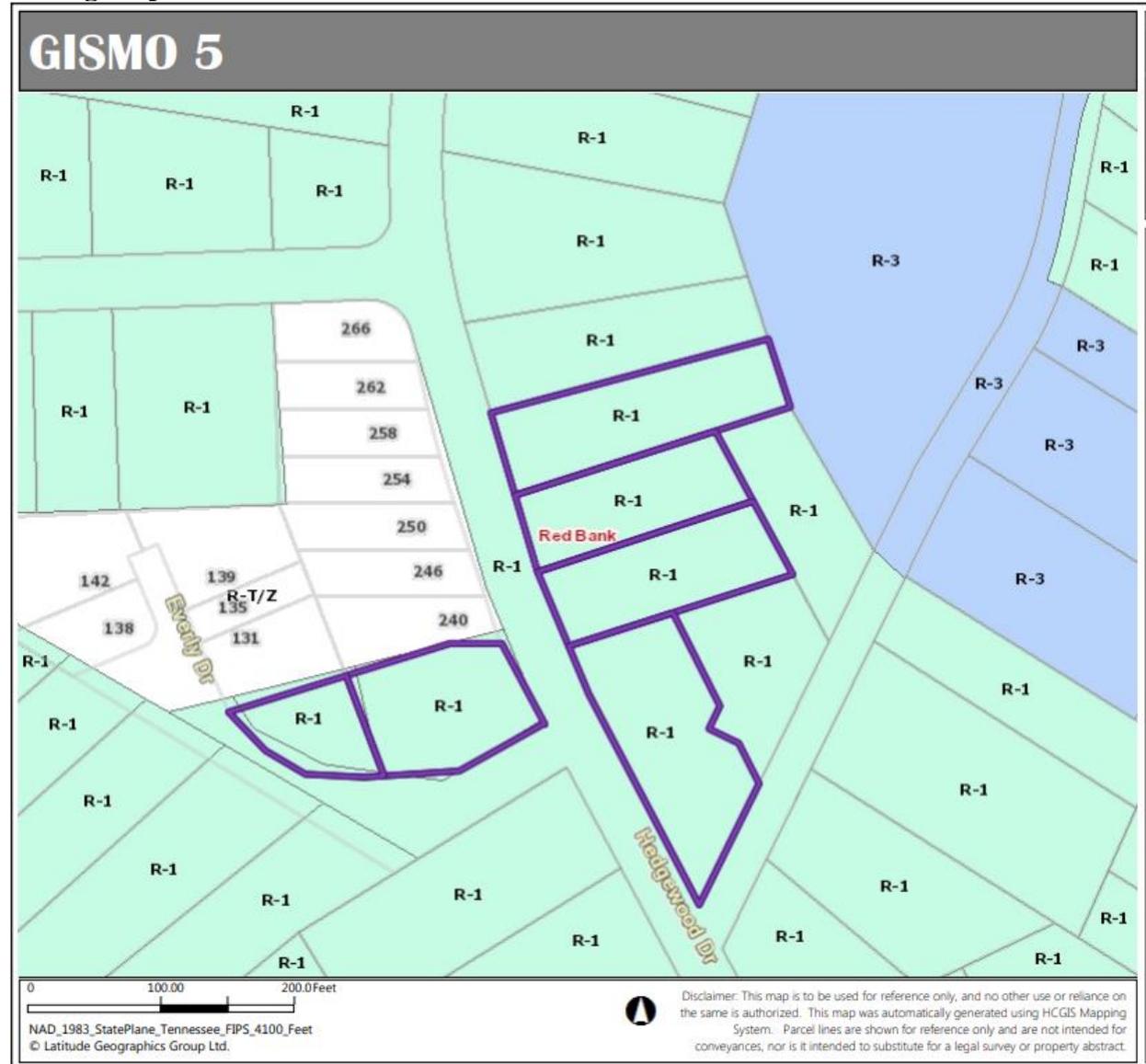
RECOMMENDATION

Approval of the rezoning with the corrections listed above. Staff recommends that the rezoning of Lots 1 and 6 be subject to the recording of a plat subdividing the property as shown on the site plan. The portion of these lots that are not being redeveloped should be excluded from rezoning.

2018 Aerial Imagery



Zoning Map



Application

Zoning Board
Application For Zoning Amendments or Changes of Zone Use
City of Red Bank, Tennessee

General

The proposed change or amendment must first be referred to the Red Bank Planning Commission for a recommendation. The Board shall give at least fifteen (15) days notice of the time and place for a public hearing, which shall be held in regard to the proposed changes or amendments. The notice shall be published in a newspaper of general circulation in the City. Certified notices shall be mailed to all property owners within 175 feet of the property under consideration for a change or amendment. The cost of the application and advertising is \$100.

1. Name of applicant Tyler Smith
2. Street Address 436 FRAZIER AVE
3. City CHATTANOOGA State TN Zip 37405
4. Telephone Number 423 505 8192
5. Are you the owner of the property yes no
6. Please attach a drawing of the property boundaries and all property within 175 feet of the property under consideration. Show all easements, utility locations, and buildings. Use a 1/8 minimum scale. Describe any unusual physical characteristics of the property such as wetlands, steep grades, ravine, etc.
7. Please provide the names and addresses of all property owners within 175 feet of the property requesting a change or amendment.
8. What is the present zoning classification for the subject property? R-1
9. What is the requested zone desired or proposed use of the property? RT3
10. Are you requesting a special conditional use of the property? NO
11. Is the proposed use compatible with that of surrounding properties? YES

I certify that the above information is true and accurate to the best of my knowledge and belief Tyler Smith Date 9/30/19

Amount Paid 100.00 Date Paid 10/1/19 By signing this application I understand that the application fee is non refundable.

Recommendation of the Planning Commission _____

Date Reviewed by the Planning Commission _____

Action of the Zoning Board _____

Date Reviewed by the Zoning Board _____

List of any special conditions that may apply to the zoning _____

Approved by Ordinance Number _____ Date _____



MEMORANDUM

To: Members of the Red Bank Planning Commission

Cc: Tim Thornbury, Public Works Director

From: Ashley Gates, Regional Planner

Date: September 12, 2019

Subject: Subdivision Regulation Revisions

SUMMARY

During the August 2018 working meeting, the Red Bank Municipal Planning Commission met to review the Subdivision Regulations. Per our discussion, the regulations have been revised to make the following changes:

3. Move the Definitions to Article 2
4. Remove “Minor Subdivision” from the definitions to be replaced with “Administratively Approved” subdivision.
5. Remove references to outdated technology for submitting plats.
6. Removed the section on “Administratively Approved Plats with Variances.”
7. Include the Land Use Plan in the definition for General Plan.
8. Add check lists for Preliminary and Final Plats
9. Add a flow chart to show the Plat Approval Process

The excerpts below show these changes.

Table of Contents

ARTICLE 1 General Provisions	4
ARTICLE 2 Definitions	7
ARTICLE 3 Subdivision Procedure.....	20
ARTICLE 4 Design Standards.....	37
ARTICLE 5 Preliminary Plat Requirements	54
ARTICLE 6 Final Plat Requirements	61
ARTICLE 7 Enactment and Repeal	70
APPENDIX	701
Appendix 1: Subdivision Review Process	72
Appendix 2: Preliminary Plat Checklist.....	74
Appendix 3: Final Plat Check List.....	75
Appendix 4: Typical Cross Section for Streets.....	76
Appendix 5: Typical Curb Detail	77
Appendix 6: Typical Curb and Gutter Detail	78
Appendix 7: Rainfall Intensity for Chattanooga, TN.....	79
Appendix 8 : Subdivision Plat Sizes Required.....	80
Appendix 9: Cul-de-Sac Dimensions	81
Appendix 10: Illustration of Lot Depth	82

29. GENERAL PLAN: A plan, or any portion thereof, adopted by the Planning Commission, showing the general location and extent of present and proposed physical facilities including housing, industrial and commercial uses, streets, parks, schools, and other community facilities. This plan establishes the goals, objectives, and policies of the community. This includes the Red Bank Land Use Plan 2035 and any subsequently adopted plans.

91. SUBDIVISION, MINOR: See Administratively Approve Plats, Article 3 Section 204.

~~202.1.1 Minor subdivisions do not require a preliminary plat.~~

204.2.2 The applicant can submit a filing in several ways. Submit two (2) paper copies if the plat was not prepared using CAD and is otherwise not available in electronic form. If the plat was prepared using CAD or is otherwise available in electronic form, submit either the CAD file on an acceptable computer medium or as an attachment to an electronic mail note. The applicant may choose to submit two (2) paper copies of any plat, but these are not required with CAD submittals. A CAD file submittal will be used only for purposes of creating document images and updating official maps. The electronic file will be treated as a trade secret for purposes of protecting it from disclosure to competitors. ~~It shall be delivered for use in computers utilizing the Microsoft Windows operating system on a single 3.5 inch floppy disk formatted or as an electronic mail attachment. Acceptable CAD file formats are AutoCAD version 12 or later, MicroStation 95, and ArcView shapefile format.~~ Failure to supply the required CAD file, delivery of fewer than two (2) paper copies if an electronic filing is not made, or delivery of unacceptable materials will result in rejection of the filing by the Hamilton County GIS Department staff. If the filing is rejected by the Hamilton County GIS Department staff, then there is no submittal of the plat under TCA 13-4-304. Since the plat is not considered to be submitted, the "30-day" deadline in TCA 13-4-304 does not apply.

205 ADMINISTRATIVELY APPROVED SUBDIVISIONS WITH VARIANCES

205.1 The plat is drawn to final plat standards and submitted to the Hamilton County GIS Department staff by the 24th of a month for review at the next month's Planning Commission meeting. If the 24th falls on a weekend or a holiday, the deadline is the next working day. A variance request per Section 111 is submitted to the Planning Commission staff.

205.2 The applicant can submit a filing in several ways. Submit two (2) paper copies if the plat was not prepared using CAD and is otherwise not available in electronic form. If the plat was prepared using CAD or is otherwise available in electronic form, submit either the CAD file on an acceptable computer medium or as an attachment to an electronic mail note. The applicant may choose to submit two (2) paper copies of any plat, but these are not required with CAD submittals. A CAD file submittal will be used only for purposes of creating document images and updating official maps. The electronic file will be treated as a trade secret for purposes of protecting it from disclosure to competitors. It shall be delivered for use in computers utilizing the Microsoft Windows operating system on a single 3.5-inch floppy disk formatted or as an electronic mail attachment. Acceptable CAD file formats are AutoCAD version 12 or later, MicroStation 95, and ArcView shapefile format. Failure to supply the required CAD file, delivery of fewer than two (2) paper copies if an electronic filing is not made, or delivery of unacceptable materials will result in rejection of the filing by the Hamilton County GIS Department staff. If the filing is rejected by the Hamilton County GIS Department staff, then there is no submittal of the plat under TCA 13-4-304. Since the plat is not considered to be submitted, the "30 day" deadline in TCA 13-4-304 does not apply.

205.3 The Hamilton County GIS Department staff reviews the paper copies, CAD file, or electronic file, as appropriate, to ensure that all required elements are present and legible, that the plat and electronic files, if submitted jointly, are consistent, and that the location data are correct.

Any deficiencies or concerns will be noted on a paper or electronic copy of the plat and will be forwarded to the Planning Agency staff. The Planning Agency staff reviews the submittal. If paper copies are submitted, one paper copy is returned to the developer, surveyor, or other appropriate person by the Planning Agency staff. Planning Agency staff response to plats submitted only by electronic means shall be electronically transmitted.

205.4 The Planning Commission will act to approve, deny, defer or conditionally approve the plat. The developer and subdivision engineer/surveyor or surveyor will be notified of the Planning Commission's action.

The Planning Commission will not defer a subdivision unless the developer has requested this in writing.

205.5 Vesting of Property Rights

Approval of an administratively approved subdivision with variances as provided herein vests property rights as provided for a final development plan as set forth in Tennessee Code Annotated § 13-4-310. No rights vest until a variance request is granted. Approval date of administratively approved subdivision plats with a variance is the later of (1) the date upon which the variance requested has been approved and (2) the date of last signature of approval on the plat for recording, provided as of such later date the other approval has already been obtained.

206.3.2

The applicant can submit a filing in several ways. Submit two (2) paper copies if the plat was not prepared using CAD and is otherwise not available in electronic form. If the plat was prepared using CAD or is otherwise available in electronic form, submit either the CAD file on an acceptable computer medium or as an attachment to an electronic mail note. The applicant may choose to submit two (2) paper copies of any plat, but these are not required with CAD submittals. A CAD file submittal will be used only for purposes of creating document images and updating official maps. The electronic file will be treated as a trade secret for purposes of protecting it from disclosure to competitors. ~~It shall be delivered for use in computers utilizing the Microsoft Windows operating system on a single 3.5-inch floppy disk formatted or as an electronic mail attachment. Acceptable CAD file formats are AutoCad version 12 or later, MicroStation 95, and ArcView shapefile format.~~ Failure to supply the required CAD file, delivery of fewer than two (2) paper copies of an electronic filing is not made, or delivery of unacceptable materials will result in rejection of the filing by the Hamilton County GIS Department staff. If the filing is rejected by the Hamilton County GIS Department staff, then there is no submittal of the plat under TCA 13-4-304. Since the plat is not considered to be submitted, the "30-day" deadline in TCA 13-4-304 does not apply.

Appendix 1: Subdivision Review Process

<p>Planning and Design</p> <p>Developers are encouraged to contact and consult with staff as needed prior to submitting plats. Ashley Gates, the Southeast Tennessee Development District Planner can be reached at (423) 424-4218 or agates@sedev.org</p>	
<p>Submission of Plat</p> <ul style="list-style-type: none"> Final and Corrective Plats should be submitted to Hamilton County GIS. CAD Files can be emailed to sdreview@hamiltontn.gov Preliminary Plats should be submitted to the SETD Planner, agates@sedev.org 	
<p>Plat Review</p> <ul style="list-style-type: none"> Plats are reviewed and forwarded to WWTA, EPB, and (when needed) Hamilton County Groundwater Protection. The SETD Planner compiles all reviews and makes a recommendation to approve, approve with corrections, or deny. The Planner also determines if the plat can be staff-approved. The SETD Planner sends the review to the City Manager, engineer, surveyor and/or property owner. 	
<p>Administrative Approval</p> <p>Requirements:</p> <ul style="list-style-type: none"> All properties must be on existing streets Cannot require water or sewer extensions Cannot require a variance <p>Plat can be signed by staff without Public Hearing.</p>	<p>Planning Commission Approval</p> <ul style="list-style-type: none"> All other plats must go before the Planning Commission Must be submitted by the 10th to be heard at next month's meeting Request for any variances must be submitted in writing
<p>Public Hearing</p> <ul style="list-style-type: none"> Working meeting at noon on the Tuesday before the 3rd Thursday each month allows the Commissioners to review and any questions 3rd Thursday of each month at 6 PM at City Hall Surveyor, Engineer or Developer must attend Planning Commission working and regular meeting Planning Commission votes to approve, deny, defer or conditionally approve the plat <p>NOTE: Plats for PUDs require approval by the Board of Commissioners.</p>	
<p>Signatures and Recording</p> <p>For Preliminary Plats: Electronic and Paper Copy of approved plat with all corrections must be filed at City Hall</p> <p>For all other plats:</p> <ul style="list-style-type: none"> Surveyor makes any required corrections Surveyor collects all required signatures City Manager or representative signs plat Planning Commission Secretary or representative provides final signature Surveyor takes plat to Hamilton County Register to be recorded 	

Appendix 2: Preliminary Plat Checklist

- Name of Subdivision
 - Labeled "Preliminary Plat"
 - Full Name, address, and phone number of the owner and/or developer
 - Name, Address, Phone number of the person or firm preparing the plat
 - North Arrow
 - Date
 - Scale, Minimum one-inch equals 100 feet
 - Vicinity Map
 - Boundary Lines showing all bearings and distances, including road curve functions and dimensional data
 - Location of control monuments on the boundary line in Tennessee State Plane coordinates
 - Lots drawn and numbered in a logical order (not repeated)
 - Approximate dimensions of lots
 - Property lines of adjoining property (dashed lines)
 - Name and Plat Book and Number of adjoining subdivision
 - Location, Width, and Names of all existing, proposed or recorded streets
 - Station numbers for all proposed streets
 - Spit road cross sections
 - Minimum building setbacks from the Zoning Ordinance
 - Natural contours at five-foot intervals or less
 - Contour line or limit of the 100-year floodplain
 - Vertical Road Profiles (If applicable)
 - Vertical Sanitary Sewer Profiles (if applicable)
- Drainage
- Size, location, outline and direction of water flow at all high and low points
 - Drainage Easements
 - Number of acres drained into the high point of the easement
 - Show size, location, number of acres drained, and direction of water flow in tiles (pipes) in and adjacent to the subdivision.
 - Show and label proposed drainage improvements
 - Show and label off-site drainage improvements that will be necessary
- Utilities (Existing and Proposed)
- Water Lines and easements
 - Wells, springs, or other natural sources of water within 50 feet.
 - Fire hydrants within 500 feet
 - Gas lines and easements
 - Electrical and telephone easements within 50 feet
 - Sanitary sewers, easements, manholes and invert elevations. If not available, state nearest sanitary sewer.
- Statements
- Present Zoning
 - Source of Water Supply
 - Number of acres subdivided
 - Tax Map and Parcel Number
 - FEMA/FIRM Panel
 - Source of Topography
 - Community Lot statement
 - Additional Drawings:
 - Deed Book and Page Number of any recorded easements

Appendix 3: Final Plat Check List

- ___ New streets must be graded or staked with appropriate performance bond posted (see Section 203)
 - ___ Name of Subdivision
 - ___ Labeled "Final Plat"
 - ___ Full Name, address, and phone number of the owner and/or developer
 - ___ Name, Address, Phone number of the person or firm preparing the plat
 - ___ North Arrow
 - ___ Date
 - ___ Scale, Minimum one-inch equals 100 feet
 - ___ Vicinity Map
 - ___ Lot Lines and Boundary Lines (Sufficient data to readily determine and reproduce on the ground the location, bearing, and length)
 - ___ Location of control monuments on the boundary line in Tennessee State Plane coordinates
 - ___ Lots drawn and numbered in a logical order (not repeated)
 - ___ Setbacks if different from Zoning Ordinance
 - ___ Property lines of adjoining property (dashed lines), Deed Book and Page
 - ___ Name and Plat Book and Number of adjoining subdivision
 - ___ Street Lines and Names
 - ___ Boundaries of all property dedicated to public use
 - ___ Deed Book and Page for any deed restrictions or protective covenants
 - ___ Contour line or limit of the 100-year floodplain
- Drainage
- ___ Size, location, outline and direction of water flow at all high and low points
 - ___ Drainage Easements
 - ___ Number of acres drained into the high point of the easement
 - ___ Show size, location, number of acres drained, and direction of water flow in tiles (pipes) in and adjacent to the subdivision.
 - ___ Show and label proposed drainage improvements
 - ___ Show and label off-site drainage improvements that will be necessary
- Utilities (Existing and Proposed)
- ___ Fire hydrants within subdivision
 - ___ Electrical, telephone, water, gas and other utility easements within 15 feet
 - ___ Electrical and telephone easements within 50 feet
 - ___ Sanitary sewers and easements in adjacent to site
 - ___ Location and size of nearest sanitary sewer if not available
- Statements
- ___ Present Zoning
 - ___ Source of Water Supply
 - ___ Source of Sanitary Sewer disposal
 - ___ Number of acres subdivided
 - ___ Size of individual lots
 - ___ Private covenants and deed restrictions
 - ___ Tax Map and Parcel Number
 - ___ FEMA/FIRM Panel
 - ___ Source of Topography
 - ___ Community Lot statement
 - ___ Deed Book and Page Number of any recorded easements

 - ___ Certification of Ownership and Dedication of Rights-of-Way
 - ___ Dedication of Land
 - ___ Special Setbacks
 - ___ Engineer's Statement of Design
 - ___ Certification of Survey
 - ___ "This plat resubdivides deeds R.O.H.C."
 - ___ "This subdivision has been developed according to the standards of the Subdivision Regulations of the City of Red Bank."
 - ___ "Sewer available by HCWWTA" (If applicable)
- Signature Block (Approved for Recording)
- ___ Hamilton County GIS
 - ___ Hamilton County WWTa (if connecting to sewer)
 - ___ Hamilton County Groundwater Protection (if installing septic)
 - ___ Jurisdictional Authority
 - ___ Red Bank Planning Commission