



SUBDIVISION STANDARDS OF GILES COUNTY, TN

**PREPARED BY THE GILES COUNTY
REGIONAL PLANNING COMMISSION**

ADOPTED AS AMENDED XX XXX 2024

Table of Contents

	<u>Page</u>
SUBDIVISION CHECKLIST	1
SECTION 1 - PURPOSE	2
SECTION 2 – AUTHORITY	2
SECTION 3 – DEFINITIONS	2
RPC	
Subdivisions	
Plat	
Major Road Plan	
Street	
SECTION 4 – JURISDICTION & ENFORCEMENT	3
Situations where standards do <i>not</i> apply	
General guidelines	
SECTION 5 – PROCEDURE FOR PLAT APPROVAL	4
Preliminary Plat	
Final Plat	5
SECTION 6 – GUARANTEE IN LIEU OF COMPLETED IMPROVEMENTS	6
Surety Bond Process	
SECTION 7 – DESIGN & SPECIFICATION	7
Streets	
Utilities	
Setback Requirements	8
Drainage	
SECTION 8 – ADOPTION, AMENDMENTS, AND EFFECTIVE DATE	9
APPENDIX A – MINIMUM ROAD STANDARDS	10
APPENDIX B – ROAD PROJECT PERCENTAGES	13

STEPS TO SUBDIVISION DEVELOPMENT

- 1. Initial Investigation:** Any person wishing to subdivide their property should first thoroughly review the Subdivision Standards; if there are questions contact the RPC Chair. Review Section 4.b where these standards do not apply. If subdividing as defined by Section 3.b, then:
 - a. Consult utilities to determine adequate infrastructure is available for your project
 - b. Consult Health Department representative for septic/wastewater standards
 - c. Consult County Office of Emergency Management for flood zone assessment
 - d. Consult County Highway Superintendent for review of road standards
- 2. Preliminary Development**
 - a. Conduct a survey for a preliminary site plan
 - b. Review this plan with Step 1 entities (utilities, Health Department, Highway Department)
 - c. Ensure preliminary plat meets all Section 5.c requirements
 - d. Submit to RPC for preliminary approval; submission must be received at least 14 days prior to meeting
 - e. RPC Chair places preliminary plat on the agenda; developer attends RPC meeting
 - f. RPC may, at their discretion, hire an engineering consultant for review
 - g. Consult with Road Superintendent before securing a Surety Bond.
 - h. Preliminary Plat approved with or without modifications
 - i. Addresses are assigned by E911
 - j. Preliminary approval and/or modifications forwarded to developer
- 3. Final Plat Development**
 - a. Engage registered engineering consultant(s) to meet Section 7 Design and Specifications.
 - b. Obtain the approval of plans by appropriate state agencies
 - c. Consult utilities; follow their guidelines for design/connections
 - d. Schedule Road Superintendent inspection; rough-in with Road Superintendent oversight, using Appendix A guidelines
 - e. Final plat development with TN licensed surveyor; ensure final plat meets all Section 5.d requirements.
 - f. Submit final plat to RPC; submission must be received at least 14 days prior to meeting
 - g. RPC Chair places final plat on the agenda; developer attends RPC meeting
- 4. Approval**
 - a. Planning Commission may, at their discretion, hire an engineering consultant for review
 - b. After all plat requirements verified, Planning Commission Secretary accepts and signs plat
 - c. Plat is recorded with Giles County Register's Office
 - d. Plat/addresses are provided to Tax Assessor's Office

GILES COUNTY RPC (RPC) SUBDIVISION STANDARDS

Note that changes and/or additions are highlighted.

SECTION 1 – PURPOSE: (This section has been edited; please review.)

- a. Land subdivision is integral to community development. The purpose of subdivision standards is to serve the best (and sometimes competing) interests of community, homeowners, and developers with clear roles and responsibilities in project development. Community objectives must not transgress private property rights; meanwhile the community has a vested interest in mitigating hazards and maintaining public infrastructure.
- b. Subdivision Standards establish a process to ensure all lots offered for sale are mapped and tied to surveying reference points so they can be precisely located in space. The approved plat is then "recorded" as a county record, with the map and surveying information becoming a public record.
- c. These standards are established to ensure subdivisions are accomplished correctly and precisely, from beginning to end. Once land has been divided into streets, lots and blocks and publicly recorded, correcting defects is both difficult and cost prohibitive. Community welfare is preserved – and developer expectations managed – when subdivisions are conceived, designed and developed in accordance with prudent minimum standards.

SECTION 2 – AUTHORITY:

These subdivision standards are adopted under the authority granted by Sections 13-3-401 through 3-3-414, Tennessee Code Annotated. The RPC has fulfilled the requirements set forth in these statutes as a prerequisite to the adoption of such standards, having filed a certified copy of the Major Road Plan in the office of the Registrar of Giles County, Tennessee.

SECTION 3 – DEFINITIONS

As used in these standards and regulations, the following words or phrases shall have the following meaning or definition:

- a. "RPC" shall mean the Giles County Regional Planning Commission.
- b. Subdivisions: The division of a tract or parcel of land into two (2) or more lots, sites, or other divisions requiring new streets or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, and includes re-subdivision and when appropriate to context, relates to the process of re-subdividing or to the land or area subdivided.
- c. Plat: The map, drawing, or chart on which the subdivider's plan of subdivision is presented and which he submits for approval and intends in final form to record; it includes plat, plan, plot and replot and must be prepared and sealed by a land

surveyor licensed in the State of Tennessee.

- d. Major Road Plan: The map on which the planned locations of present and future county arterial and collector roads are indicated.
- e. Street: A public or private way, provided for the accommodation of vehicular traffic, or as a means of access to property, and includes streets, avenues, permanent vehicular easements, boulevards, roads, lanes, alleys, or other ways.

SECTION 4 – JURISDICTION & ENFORCEMENT:

- a. These standards shall govern all subdivision of land within all unincorporated areas of Giles County, Tennessee. Any owner of land within this area wishing to subdivide land shall submit to the RPC a plat of the subdivision according to the procedures, standards and requirements herein. Improvements shall be installed as required by these standards.
- b. These standards only apply to a “subdivision” as defined in Section 3. These standards do *not* apply to:
 - i. Tracts or divisions of five (5) acres or larger *not* involving the construction of roads (including easements of access) or utilities, i.e., all tracts front on existing county roads as listed on the Giles County Official County Road Map.
 - ii. Testamentary division of property (i.e. divisions relating to wills and bequests). However, plats shall be filed that contain information as required and appropriate.
 - iii. Division and plats of land partitioned by the owners among themselves either in court or by deeds. However, plats shall be filed that contain information as required and appropriate.
- c. No plat or plan of a subdivision of land into two (2) or more lots located within the area of planning jurisdiction shall be admitted to the land records of the county or received or recorded by the County Register of Deeds until said plat or plan has received final approval in writing by the RPC.
- d. No board, public officer, authority or department shall accept, lay out, open, improve, grade, pave or light any road, or lay or authorize to be laid water mains, sewers, or other facilities or utilities including connections thereto in any road within the jurisdiction of these regulations unless such road has been accepted or opened or has otherwise received the legal status of a public road prior to the effective date of these regulations, or unless such road corresponds in its location and lines with a road shown on a subdivision plat approved by the RPC, or on a road or street plat adopted by the RPC.
- e. The Giles County Register of Deeds shall not file or record a street plat or plat of a subdivision of land within the area of jurisdiction of the RPC unless the approval of

the RPC is certified thereon by the Secretary thereof.

Broke this into 3 parts & moved to 4.b

- ~~f. If a parcel of land is divided to give or sell to family or other individuals, approval by the RPC is not required as long as any building placed on the property requires only driveway connections and no other roads. If building a house that connects directly to an existing road, and requires only driveway connection, approved State or County regulations for driveway connections must be met as controlled by those organizations, but RPC engagement is not required.~~

SECTION 5 – PROCEDURE FOR PLAT APPROVAL

- a. The procedure for review and approval of a subdivision plat consists of two (2) separate steps. The initial step is the preparation and submission to the RPC of a preliminary plat of the proposed subdivision. The final step is the preparation and submission to the RPC of a final plat **together with required certificates**. This final plat becomes the instrument to be recorded in the Giles County Register of Deeds Office when duly signed by the secretary of the RPC.
- b. Any person authorized to endorse approval in writing on the final plat, as provided in these regulations, may refuse to endorse approval of the plat and request consideration of the plat by the RPC at the next regularly scheduled meeting.
- c. PRELIMINARY PLAT
- i. At least fifteen (15) calendar days prior to the meeting at which it is to be considered, the prospective subdivider shall submit to the RPC **seven (7) copies one (1) digital copy (as a pdf) and three (3) printed copies** of a preliminary plat for the proposed subdivision; the digital copy will be forwarded to the RPC Chair, while the printed copy will be delivered to the County Executive's office. Printed copies shall also be forwarded to the appropriate water and electric utilities, and the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC.
- ii. The preliminary plat is to be drawn to a scale of **100 feet per inch, with contours at vertical intervals of not more than two (2) feet**. Included shall be the proposed subdivision's name and location, the name(s) and address(es) of the owner(s), and the name of the designer of the plat or set of plans, whom shall be a licensed engineer or surveyor in the State of Tennessee. Preliminary Plats shall include signature lines for Giles County Highway Department, Giles County Health Department, Electric System, Water Utility District, E- 911, Office of Emergency Management and Giles County RPC.
- iii. The preliminary plat shall meet the minimum standards of design as set forth in **Chapter 0820-3 of the "Rules of the Tennessee Board of Examiners for Land Surveyors."**
- iv. If individual sewage disposal systems are proposed, the preliminary submission shall include location and results of tests made to ascertain subsurface soil, rock, and

groundwater conditions; depth to groundwater unless test pits are dry at a depth of five (5) feet; and location and results of soil percolation data, if individual sewage disposal systems are proposed.

- v. The preliminary submission shall indicate Flood Hazard boundaries with bench marks and elevations. If any portion of the land or road being subdivided is subject to flood or in the flood plain, this must be noted on the plat shown in the plans and must be approved by the Giles County Office of Emergency Management.
- vi. Within sixty (60) days after submission of the preliminary plat, the RPC will review it and indicate its approval or disapproval. If the plat is not approved, the reasons for such will be stated in writing. ~~or approves with suggested modifications.~~ If approved subject to modifications, the nature of the required modifications shall be indicated.
- vii. Failure of the RPC to act on the preliminary plat within sixty (60) days after being presented at a Planning Commission meeting will be deemed approval of the plat.
- viii. The approval of the preliminary plat by the Planning Commission shall not constitute acceptance of the final plat; and such approval shall not be indicated on the preliminary plat. A motion of the action of the RPC will be entered into the Minutes of the meeting.
- ix. The approval of the preliminary plat shall be **invalidated** unless a final plat based thereon is submitted within three (3) years from the date of such approval. Upon expiration, the developer may resubmit the plat, provided it complies with the Subdivision Regulations in effect at that time.
- x. If the subdivision is to be developed and submitted as final plats in portions or sections of the preliminary plat, the sections must be identified by alpha and/or numeric characters, following the name of the subdivision as initially submitted or as approved on preliminary. Plats should be designated as [Name of Subdivision, Phase X, Section X]
- xi. It will be the responsibility of the developer to make the RPC and the Giles County Highway Department aware of any changes they desire to make in the plat or plan design.
- xii. Naming of new streets or roads will require approval through Giles County E-911 for acceptance.
- xiii. Before a preliminary plat is signed by the RPC, the developer shall be required to post a surety bond in sufficient amount as determined by the Giles County Highway Department Superintendent to assure such completion of the construction, installation, or dedication of improvements.

d. FINAL PLAT

- i. The final plat shall conform to "Rules of the Tennessee Board of Examiners for Land Surveyors," it's applicable sections and subsequent amendments.
- ii. The final plat shall conform substantially to the preliminary plat as approved.
- iii. At least fifteen (15) calendar days prior to the meeting at which it is to be considered, the prospective subdivider shall submit to the RPC one (1) digital (PDF) copy and **three (3)** printed copies of the final plat, with all signature lines to be

signed by an authorized representative of the Giles County Highway Department, Giles County Health Department, E-911, Electric System, Water District, Office of Emergency Management, and the Giles County RPC. At this time all street profiles or other plans that may have been required shall also be submitted.

- iv. The final plat shall be drawn to a scale of one inch equals one-hundred (100) feet on sheets twenty-four (24) by thirty-six (36) inches. When more than one sheet is required, an index sheet of the same size drawn at an easily read scale shall be filed showing the entire subdivision with the sheets lettered in alphabetical order as a key. A scale other than one (1) inch equals one-hundred (100) feet may be allowed by the RPC for subdivisions over 100 acres.
- v. Required Improvements: Before a final subdivision plat is signed by the RPC Chair, the developer shall be required to:
 1. Complete improvements, based on the recommendations of the Giles County Highway Superintendent, Giles County Office of Emergency Management, and in accordance with the requirements of the RPC, and in accordance with the Americans with Disability Act.
 2. Maintain a surety bond to insure the construction, installation, or dedication of improvements.
- vi. When the final plat has been approved by the RPC, one copy shall be returned to the subdivider, with the approval of the RPC certified thereon, for filing with the county Register of Deeds as the official plat of record. The original tracing containing all required certifications shall be returned to the subdivider for his records and the other copy shall be retained in the records of the RPC.
- vii. The Planning Commission shall approve or disapprove the final plat within sixty (60) days after its submission for consideration. Failure of the Planning Commission to act on the final plat within these sixty (60) days shall be deemed approval of it. If the plat is disapproved, the grounds for disapproval shall be stated upon the records of the RPC.
- viii. Approval of the final plat by the Planning Commission shall not constitute the acceptance by the public of the dedication of any streets or other public facilities, public way or ground. Streets or roads are accepted into the public system by the following method:
 1. When all improvements have been completed to county specifications and all sureties released as noted by a final inspection report from the Highway Department, the RPC shall by motion duly enter in its Minutes a recommendation to the County Commission that the streets or roads be accepted into the system.
 2. Upon execution of the required twelve (12) month warranty contract, this recommendation shall then be forwarded in writing to the Giles County

Commission via the Giles County Road Superintendent and Chairman of the Highway Committee, who shall submit their recommendation to the County Commission for acceptance as a county road. At the discretion of the Road Superintendent, at least 20% of the surety bond will be carried over for a one-year warranty period.

SECTION 7 – REQUIRED IMPROVEMENTS (Moved to Section 5.d.v)

SECTION 6 – GUARANTEE IN LIEU OF COMPLETED IMPROVEMENTS

- a. Prior to the preliminary plat being signed and any improvements being made, the developers must secure a Surety Bond or Irrevocable Letter of Credit (LOC) from an approved financial institution for 120% of the estimated cost of the proposed project. For purposes of this section, an "approved financial institution" is a bank or trust company chartered by the State of Tennessee or a national bank or federal savings associated chartered and regulated by the Office of the Comptroller of the Currency. The financial institution must submit the original copy of the Surety Bond or LOC via certified mail to the Giles County Financial Office located at 222 West Madison Street, Pulaski, Tennessee 38478
- b. The Giles County Highway Superintendent will provide an estimate for the project that includes all lot improvements and private access improvements required pursuant to these regulations, including necessary off-site improvements.
- c. The Surety Bond or LOC shall be renewed and/or maintained for the length of the project (project not to exceed two years from the date of final approval) and must list the Giles County RPC and/or Giles County Highway Department as the beneficiary. At the discretion of the Road Superintendent, at least 20% of the bond will be carried over for a one-year warranty period.
- d. Failure to complete the approved project or perform satisfactory work, Giles County will enforce the conditions of the Surety Bond or LOC for any unfinished work and/or damages. The developer shall be responsible for the cost and fees, including but not limited to any legal cost, incurred by Giles County during such proceedings.
- e. Developers may request the amount of the Surety Bond or LOC reduced. Determination of applicable Road Project Percentages will be considered by the Giles County Road Superintendent and Giles County Highway Committee. Consideration will be based on the construction project stage of completion. A letter will be sent to the Giles County RPC supporting or not supporting the request.

SECTION 7 – DESIGN & SPECIFICATIONS

- a. General: In considering applications for subdivision of land, the Planning Commission shall be guided by the following minimum requirements.
- b. Streets:
 - i. Streets or roads shall meet the Minimum Standards for New Road Developments (Appendix A) that are currently in effect at the time of the

submission of the plat or plans for approval and which are considered as a part of these Subdivision Regulations.

- ii. The developer will be responsible for all road signs that are required by law and by the Giles County Highway Superintendent. All required road signs shall be in place before the roads may be accepted by the county.

c. Utilities:

- i. For domestic water supply developers shall liaise directly with the appropriate water utility district, or in the event of an alternate supply, an Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation (TDEC).
- ii. Property without accessibility to public water supply systems or developments not capable of the provision of an adequate supply of water through an approved system of production, storage, and distribution, capable of providing adequate flow for domestic use shall be deemed unsuitable for subdivision development until such time a system can be provided.
- iii. Calculations showing residential water system design, function, flow and pressure shall be provided to the RPC prior to final approval.
- iv. Where developers do not have access to an existing sewerage system and no new system is proposed, lots must contain adequate area for installation of approved septic tank and disposal fields and must be approved in writing by the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC, or an authorized representative.
- v. When connection to sewer system is impractical and/or when soil or topographic conditions render lots that cannot be approved and developed with a traditional septic tank system, the developer may choose to install a specialized central sewerage collection and treatment system to serve all or some of the lots in the development. The developer and/or their engineer shall meet all requirements of the Tennessee Department of Environment and Conservation. The developer shall contract with a sewer system operator approved by the Tennessee Regulatory Authority. Copies of all required approvals shall be submitted to the RPC.

d. Setback Requirements: The minimum depth of residential building setback lines shall be as follows.

- i. Front Yard – 35 feet
- ii. Side Yard - 10 feet

e. Drainage:

- i. All streets must be located at elevations which will make them flood-free in order that portions of the subdivision will not be isolated by floods, and designed to provide for the discharge of surface water from the pavement and from the right-of-way by grading and drainage. Where flood conditions are anticipated, profiles and elevations of streets will be required to determine the advisability of permitting the proposed street layout.
- ii. The subdivider may be required by the RPC to carry away by pipe or open ditch any spring or surface water that may exist either previous to, or as a result of the subdivision. Such drainage facilities shall be located in the street right-of-way where feasible, or in perpetual unobstructed easements of appropriate width.
- iii. Driveways, entrances, curb cuts or other points of ingress and egress to the lots shown on the plat shall be in accordance with the rules, regulations and policies of the Giles County Highway Department. All culverts at driveway entrances shall have a minimum diameter of 15". Depending on slopes and drainage areas, larger culverts may be necessary at the discretion of the Road Superintendent.

SECTION 8 – ADOPTION, AMENDMENTS AND EFFECTIVE DATE

Before adoption of these subdivision standards or any amendments, a public hearing thereon shall be held by the RPC with thirty (30) days notice of time and place of which shall be give as provided in Section 13-3-403, Tennessee Code Annotated.

These standards and regulations shall be in full force and effect from and after their adoption and effective date.

Adopted _____

Title

Effective _____

Date

GILES COUNTY HIGHWAY DEPARTMENT
(931) 363 1635

ROAD AND STREET
SPECIFICATIONS

Minimum Standards for New Road Developments
For Acceptance of Roads and Streets By:
The Giles County Highway Department and
The Giles County Commission

General Procedures:

1. *The Developer will submit to the County Highway Superintendent the detailed construction plans for the section or sub-section of work to be accomplished.*
2. *The plans will be submitted with all pertinent supportive data and expedite a quick review by the County Hwy Superintendent and/or the Giles Co. Highway Committee.*
3. *All right-of-way for the project will be obtained by the developer prior to meeting with the Highway Superintendent. All right-of-way shall be a minimum of 50' in the width giving 25' on each side of the center of said road or street.*
4. *All streets or roads shall have a minimum of 30' template, ie, 15' on each side of the center of said road or street.*
5. *Before grading is started, the entire road or street right-of-way including side slopes, shall be cleared of all objectionable matter, such as trees, stumps, roots, weeds, heavy vegetation, debris, e/c; disposal of this material will be in accordance with the current county, state and/or federal regulations.*
6. *Fill material shall be evenly and uniformly spread in layers not to exceed eight (8) inches in thickness over the entire width and thickness of the embankment section. Each layer shall be thoroughly rolled. If in the opinion of the Giles Co. Highway Superintendent, the soil is too dry, water will be added. Soils which are too wet will be allowed to dry before compaction and further filling is attempted.*
7. *After the subgrade has been inspected by the Superintendent, a base shall be constructed of four (4) inches of crushed stone with a minimum of grade "D" rating. If creek gravel is used for subgrade, it will be a minimum of (8) eight inches deep with a capping of (2) two inches of crushed stone.*
8. *Drainage pipes and head walls as follows: All cross drains shall not be less than 18 inches in diameter. All side drains and driveway pipes shall not be less than 15 inch in diameter. For pipes smaller than 48 inch in diameter, a minimum cover of (1) one foot is required. A minimum cover of (2) two feet is required for pipes 48 inch or larger diameter.*
9. *Dead end streets and roads shall have a permanent turnaround Circular turnarounds shall be provided whenever possible, however, where appropriate other types of turnrounds may be approved.*

10. *If the said streets or roads lead off of a paved road, then they will also be paved. If paving is to be done, then all streets and roads shall have a minimum of 20' paved surface, i.e., 10' on each side of the center of said road or street. Type of paving and type of materials will be approved by the Highway Superintendent prior to the start of said roads and/or streets.*
11. *If DBS Treatment (Chipping and Shooting) is used, you must have a minimum of 30 lbs. of rock per square yard for every three (3) lifts and .35 gallons of oil per square yard for three (3) lifts.*
12. *If Hot Mix is used it must contain a minimum of 350 lbs. of "B" modified (binder) mix and 200 lbs. of "C" or "CW" topping mix per sq. yd.*
13. *Inspections of work progress will be in the following stages: When streets or roads have been cut.
When drains have been installed. When base has been placed.
When paving is completed.
When project is completed and committee is ready to inspect.*
14. *Once all the above has been completed, the Highway Superintendent will ask the developer to present the road to the Giles County Highway Committee. This involves presenting the plat and a recommendation to the committee for approval for the road or streets to be brought before the entire County Commission at its next quarterly meeting.*
15. *Upon completion and approval of roads and/or streets by the County Road Supt., the plat and deed will be recorded in the Giles County Registers Office and the Giles Co. Tax Assessor's Office before said roads are accepted into the County Road System.*

Amendment July 1998 — ON ALL NEW DEVELOPMENTS THE CONTRACTOR WILL PROVIDE THE ROAD COMMITTEE WITH COPIES OF ALL ROCK TICKETS BEFORE THE ROAD CAN BE PRESENTED TO THE FULL COMMISSION.

Revised December 2000 — ON ALL NEW ROADS AND DEVELOPMENTS THE CONTRACTOR WILL PROVIDE THE ROAD COMMITTEE WITH COPIES OF ALL ASPHALT OIL TICKETS.

Amendment November 2005 — ITEM #12 TO INCLUDE 350 LBS. OF "B" MODIFIED (BINDER) MIX.

Amendment March 2009- ITEM #15 TO BE RECORDED BEFORE ACCEPTANCE.

Appendix B



Giles County Highway Department



400 Bennett Drive
Pulaski, Tennessee 38478

Barry Hyatt, Superintendent
FAX # 424-7049

Office Phone: 363-1635
Garage Phone: 424-7023

Road Project Percentage

- 10% - Outlay from plat and overview discussion.
- 10% - Layout
- 10% - Grade work
- 10% - Ditch Grades
- 10% - Pipe Installation
- 10% - Base stone and compaction
- 10% - Grade stone and compact before first surface
- 10% - First shot of oil (RS2) @ 35 % / chip @ 30 pounds per square yard
- 10% - Second shot of oil (RS2) @ 35% / chip @ 30 pounds per square yard
- 10% - Third shot of oil (RS2) 35% / chip @ 30 pounds per square yard

Note: 10% meaning 10% of total road project

Respectfully Submitted by:

Barry Hyatt
Barry Hyatt, Road Superintendent

