

<b>PLAT REVIEW CHECKLIST</b> Engineering Department	Date Received: _____	Date Faxed / Emailed: _____
	Review Fee: _____	To: _____
Subdivision Name: _____		Contact: _____
Surveyor / Company: _____		
Ward / City Block: _____	Surveyor's Dwg. #: _____	City Engineering Department Phone: (865) 215-2148
MPC File # _____	CLT: _____	From: _____ Fax: (865) 215-2631

Streets: (Section 62-94)	R/W Shown:	R/W Required:	Additional		Comments
			R/W Needed?		
_____	_____	_____	Yes	No	_____
_____	_____	_____	Yes	No	_____
_____	_____	_____	Yes	No	_____
_____	_____	_____	Yes	No	_____

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

Items	(√ = Yes X = No --- = Not Applicable)	√ - see comments sheet	MSR	Correction Required?
<b>PROPERTY COMPUTATIONS</b>				
1	CLOSURES (Category 1): Boundary?	R/W's?	Easements?	
2	Survey Control: Tie Req'd?	Tied?	Tie ok?	(44-92)
3	NORTH ARROW: Shown?	Labeled Property?	Toward Top of Page?	(44-83)
4	BASIS FOR NORTH STATEMENT?	Grid North?		EP-17
5	BEARINGS to Nearest Minute or better?	DISTANCES in Hundredths of Feet?	Clockwise?	(44-85 & 44-95)
6	HORIZONTAL DATUM SHOWN?	NAD83 (2011) NAD83 (NSRS2007)?		SOP
7	VERTICAL DATUM: Elevation shown?	NGVD29 or NAVD88 or other vertical datum referenced?		
8	LOT AREAS: Lot Area Shown?	Sq. Ft?	Did Acreage Change?	Area of JPE or panhandle excluded?
9	PANHANDLE LOT: Access width (25') shown?	Perpendicular distance labeled?	Access excluded from area?	(64-24)
10	LOT MINIMUMS: Minimum Area OK?	Road Frontage OK? (Min 25' on Public ROW)		(64-24)
11	SUBSTANDARD LOT REMNANT Created?	Variance Requested?	Landlocked?	(64-27, 47-10,20)
12	CORNER MONUMENTS: At all corners?	Described?	Labeled as Old or New?	(74-20)

<b>STREETS AND RIGHTS-OF-WAY</b>							
13	STREET NAMES: Shown Correctly?	New Roads Identified as Public, Private, or JPE?		(44-95 & 62-91)			
14	Street Tie to Nearest Intersection: Shown?	Intersection Point Identified?	Correct Street Name?	(44-92.1)			
15	STREET R/W'S: Total Width Shown?	Perpendicular Distance to C/L of Existing Roadway?		(62-94 & 62-37)			
16	STREET C/L's and ALLEY C/L's: Shown?	C/L Existing Pavement or C/L Existing R/W?		(62-90)			
17	STREET R/W'S: Radius dedicated on new roads & JPEs?	Encroachment into public R/W?	Distances for all encroachments?	(62-84,85)			
18	STREET R/W'S: Curves shown on new roads & JPEs (if chord deflection angles > 10°)?	Are curves tangential?		(62-71)			
19	CUL-DE-SACS: New R/W radius = 50'?	Cul-de-sac return radius = 75'?	Existing cul-de-sac radius adequate?	(62-95)			
20	CROSS ACCESS OR EXCLUSIVE PERMANENT ACCESS ESMT: Law Dept?	Bk/Pg (Inst)?	R/W? Road Frontage?	(64-24)			
21	CROSS ACCESS OR EXCLUSIVE PERMANENT ACCESS ESMT: B&D?	P/L Ties?	Perpendicular distance (25' minimum)?	(64-24)			
22	JOINT PERMANENT ESMT: 40' Width?	Notify Law Dept If Over 5 Lots?		(64-24)			
23	JOINT PERMANENT ESMT (if serving 2 or more lots):	Meets all requirements for MSR 64-24?		(64-24)			
24	CLOSED STREETS & ALLEYS: Shown?	Closing Ordinance # Correct?	Limits cross-hatched?	-----			
25	CLOSED STREETS & ALLEYS: Closure Effective (17 days past ordinance date unless conditional)?	Quitclaim deed referenced on plat?		-----			
26	CONDITIONAL ROW CLOSURE?	Plat Conditions Met?	Non-Plat Conditions Met?	Conditional ROW Closure Note Shown?			
27	INTERSECTION RADIUS CORRECT?:	Commercial/Industrial/Office (75')	Residential/Agricultural (25')	(62-84,85)			
28	CURVES: Central Angle (D)?	Arc?	Radius?	Tangent?	Chord B&D?	PC/PT/POC?	(44-95)

<b>BASIC DRAWING INFORMATION AND LINWORK</b>				
29	SHEET SIZE: 18x24" or 24x 36'?	2" Left Border?	Other sides 1/2"?	(44-82)
30	Graphic Scale?	Numeric Scale?	1"=100' or Less?	Date Prepared?
31	LEGEND: Shown?	Do symbols match the drawing?	Abbreviations?	(44-104)
32	LOCATION MAP: Shown?	Complete & Correct?	Scale Given?	North arrow or same rotation?
33	LEGIBILITY PROBLEMS?	The final plat must be capable of producing clean and legible copies.		
34	OUTSIDE BOUNDARY LINES: Bold and Apparent?			(44-94)
35	ADJOINING PROPERTIES: Owner's Name?	D.Bk/Pg. (Instr #)?	Departing Lines?	SOP, (44-93,94)
36	ADJOINING PROPERTIES: Subdiv. Name?	Lot No.?	M.Bk/Pg (Instr#)?	Departing Lines?
37	LOT NUMBERS: New Numbers Correct?	Old Numbers Correct?		(44-99)
38	LOT LINES: Old Lot Lines Shown?	Old Deed Lines Shown?		SOP
39	EX STRUCTURES: Shown?	Other physical features?	P/L Violated?	Esmt. Violated?
40	CITY LIMITS: Lines Shown?	Labeled properly?	Change line type or label?	-----

PLAT REVIEW CHECKLIST Engineering Department					MSR	Correction Required?
Items	(√ = Yes X = No --- = Not Applicable)	√ - see comments sheet				
<b>UTILITY EASEMENTS &amp; STREAM SETBACKS</b>						
41	STANDARD DRAINAGE & UTILITY ESMT DEDICATIONS:	10 Ft Exterior?	5 Ft Interior?		(69-10)	
42	SINKHOLE: Shown?	Esmt 5' from closed contour?	Labeled?	P/L Ties?	Impacts other properties?	(44-95, 65-30)
43	EXISTING EASEMENTS: Shown?	Bk/Pg?	Width?	B&D?	P/L Ties?	(44-95)
44	F-1 ZONE: Shown & Labeled as "Approximate"?	Correct Permanent Drainage Esmt. Noted?		No Filling or Buildings Noted?		(65-40)
45	FLOODPLAIN INFO: Is flood panel number and panel date shown?	Creek correctly identified?				(44-97)
46	FLOODPLAIN INFO: 100-Year Floodplain boundary shown?	500-Year Floodplain boundary shown?				(44-97)
47	NO-FILL LINE: Shown Correctly?					EP-21
48	BLUE-LINE STREAM: Check USGS quadrangle map to determine "Waters Of The State"?	Classified / declassified by TDEC letter?				Ord 22.5
49	RIPARIAN BUFFER ZONE: Shown?	Dimensioned from TOP OF BANK?	Labeled as "Riparian Buffer Zone"?			Ord 22.5
50	GREENWAY: Easement Shown Correctly?	Width?	B&D?	P/L Ties?		(44-95)
<b>CPMSF &amp; STORMWATER ORDINANCE (Section 22.5-34 of the city code)</b>						
51	STORM DRAIN LINES SHOWN: Existing/Proposed?	Labeled?	Storm Drain Esmts (shown)?	P/L Ties?		(44-95)
52	STORMWATER DETENTION: >1 acre Comm?	>5 lots Resid?	>5 acres Resid?	>1/2 acre Imperv?		Ord 22.5
53	DETENTION BASIN ESMT: Plotted & Labeled?	B&D?	Area?	Access Esmt Needed?		EP-05
54	DETENTION BASIN OUTLET: Outlet structure & culvert shown?	Storm Drain Esmts?		B&D?		EP-05
55	FIRST FLUSH / SPAP: Required?					Ord 22.5
56	WATER QUALITY FACILITY ESMT: Plotted & Labeled?	B&D?	Area (in sq.ft.)?			EP-05
57	WATER QUALITY FACILITY ESMT: Min Esmt Size 20' x 20'?	Access Esmt Needed?	Each Esmt Labeled?			EP-05
58	P/L Ties?	Owner's Responsibility Note?	Recorded Covenant Inst #?			EP-05
59	20' Traversable Access Esmt Shown and Labeled?	Matches Design Plans?				EP-05 / EP-06
<b>TITLE BLOCK AND GENERAL INFORMATION</b>						
60	PROPERTY OWNER'S NAME, Address and Phone Number Shown?					(44-103)
60	SURVEYOR'S NAME, Address and Phone Number Shown?	Fax/E-Mail?				(44-103)
61	SUBDIVISION NAME?	Unit #?	If Resub, indicated in title OR note ?	"Final Plat of _____" ?		(44-101)
62	DEED REFERENCE?	TOTAL NUMBER OF LOTS?	Total Sq. Ft/Acreage?			(44-102)
63	Correct Ward #?	Correct City Block?	Correct CLT #?			(44-102)

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

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

Provided?	MSR reference
	SOP
	44-111
	44-111
	44-112.3
	44-112.5
	44-113
	44-114
	44-115.1
	44-115.2
	44-115.3
	44-115.4
	Knoxville LDM
	-----
	44-115.7
	44-118
	44-115.9
	44-115.10

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



**PLAT REVIEW CHECKLIST**  
**Engineering Department**

Ward/City Block: \_\_\_\_\_

Subdiv. Name: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Date received: \_\_\_\_\_

Checked by: \_\_\_\_\_

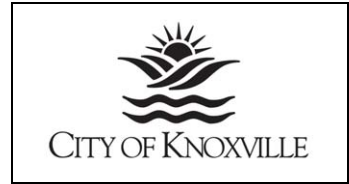
Date reviewed: \_\_\_\_\_

Surveyor's Dwg. #: \_\_\_\_\_

JPE page #: \_\_\_\_\_

**JPE REVIEW**

Attach one page  
per JPE per plat



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

**REQUIREMENTS FOR ALL JOINT PERMANENT EASEMENTS:**

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

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

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

**REQUIREMENTS FOR 5 LOTS OR LESS**

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

**REQUIREMENTS FOR OVER 5 LOTS**

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

MAJOR SUBDIVISIONS:	YES	NO	
	_____	_____	Bench Mark and Elevation No. Required.
	_____	_____	Concrete Monument
	_____	_____	Street Bond
	_____	_____	Drainage Bond
	_____	_____	Street Complete

**Comments:**