



**CHECKLIST FOR
RESUBDIVISION, FINAL PLAT,
& PLAT OF CORRECTION
APPLICATIONS**

This checklist is utilized for the review and approval of resubdivisions (no new streets or utilities), final plats and plats of correction. Once approved, these documents are recorded in the office of the County Register of Deeds and provide a legal record of the location of property lines, utilities, easements, roadways, and other information pertinent to the property.

Digital PDF drawings are required for review and should be uploaded during the online application submittal in [CityView Portal](#) on the City's website. For guidance with plat preparation, please refer to the [Oak Ridge Zoning Ordinance and Subdivision Regulations](#), which are available online at www.oakridgetn.gov.

NOTE: If plans do not include all of the applicable items listed on this checklist, the applicant may be notified to complete the submittal before plans are distributed for review. Revisions and other supporting documents, as needed, should either be uploaded within the project/permit number created in CityView Portal or submitted directly to the Community Development Department.

Upon notification of approval, registrant's signed (in blue ink) and dated professional seal shall be affixed on all sheets in strict accordance with the Laws and Rules issued by the applicable State Board of Licensure unless otherwise approved by the City, and four (4) complete printed sets, also signed by the owner, shall be delivered to the Community Development Department.

For questions concerning plat review, contact the Community Development Department at (865) 425-3532 or commdev@oakridgetn.gov.

Project Name: _____

Address & Parcel Identification Number(s): _____

General Description of Project: _____

If submitting electronically through CityView Portal, the following Owner and Agent fields may be left blank.

Property Owner: _____

Owner Mailing Address: _____

Owner Email: _____ Owner Phone: _____

Name of Agent / Engineer / Surveyor: _____

Mailing Address: _____

Applicant Email: _____ Applicant Phone: _____

Are any variances being requested? Refer to Subdivision Regulations of the City of Oak Ridge, Article I (G).

_____ YES (Attach or upload a letter detailing each, and its justification)

_____ NO

Application Fees:

Notification will be provided when fees are payable on CityView Portal.

- _____ \$50 - Plat of Correction
- _____ \$75 - Resubdivision Plat
- _____ \$100 + \$2.00/lot - Final Plat

Recording Fee: _____ \$17.00/page

Submit a separate check made payable to ‘Anderson County / Roane County Register of Deeds Office.’

Address for mail delivery:

City of Oak Ridge Community Development
200 S. Tulane Avenue
PO Box 1
Oak Ridge, TN 37831

The following signatures do not need to be provided on this form if the application is submitted electronically through CityView Portal.

I hereby certify this submission is complete and ready for city staff review.

I authorize _____ to serve as my authorized agent.
(If applicable)

Signature of Owner: _____ **DATE:** _____

Printed Name: _____

Signature of Agent: _____ **DATE:** _____

Printed Name: _____

PLANNING DIVISION

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Size: 18" x 24" or 24" x 36"		
2. Scale: 1"=20', 30', 40', 50'		
3. Name, address, and phone number of surveyor/engineer & owner.		
4. Date of preparation or last revision.		
5. True north and Oak Ridge grid north arrows.		
6. Location map		
7. Legend		
8. New lot lines as a solid line. Old lot lines as a dashed line.		
9. Existing zoning on all sheets.		
10. Setback lines on all sheets.		
11. Lot/block and parcel number being subdivided for both City of Oak Ridge and County.		
12. List total number of new lots.		
13. List number of acres in tract for each parcel.		
14. Describe old tract boundary, including old acreages, dimensions, bearings, and lot numbers in parentheses.		
15. Describe new tract boundary, including acreages, dimensions, bearings and lot numbers.		
16. No substandard remnant lots to be proposed.		
17. Name, address, & parcel number of adjoining property owners.		
18. Names of all streets. Limits and width of right-of-way.		
19. Show location of sidewalks.		
20. Location, width and purpose of all easements. Note: An Easement Encroachment Form may be required for work near existing utilities or easements.		
21. Footprint of existing structures.		
22. The location and dimension of all property proposed to be set aside for open space, public or private reservation, with designation or stated purpose, and method of maintenance and ownership, including final draft of deed restrictions establishing a homeowners association. If applicable, include a dedication of open or public space.		
23. Provide deed reference.		
24. Include the statement: "This plat vacates and supersedes the previously filed plat and provide plat book and page number for previously filed plat, if applicable."		
25. Show any Floodway and Floodway Fringe boundaries. Boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number. Show any minimum floor elevations for Floodway Fringe structures. If outside a floodway, include a note stating such and referencing the FIRM panel number.		
26. If applicable include the statement: "The following lots required fill during grading for _____: Lots _____. A certified geotechnical evaluation will be required prior to footing inspections.		
27. Include the statement: "An easement of five feet inside all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. All easements shown on this plat are in favor of the City of Oak Ridge unless noted otherwise."		

PUBLIC WORKS

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Registrant’s signed and dated professional seal affixed to each sheet prior to plat submission to the City.		
2. Show grid lines and grid ties with grid coordinates.		
3. Show location of monuments, monument spikes and property corner pins.		
4. Show centerline or the edges of all easements defined by bearings and distances, and tied to a property corner marker.		
5. Delineate and describe all existing and proposed street rights-of-way adjacent to or within the tract boundary.		
6. Label existing and proposed easements for all utilities.		
7. Show location of public water and sanitary sewer to each platted lot.		
8. Show final designation of existing or remediated sinkholes/land depressions, wetlands, waterways, natural drainage streams, springs, floodplains, etc.		
9. Show all FEMA designated Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number.		

Questions regarding Public Works items can be directed to an Engineer at (865) 425-1807

ELECTRIC DEPARTMENT

REQUIREMENTS	Y / N N/A	PROJECT NOTES
1. Existing and proposed electric utility easements have been shown. (required for approval)		
2. Existing and proposed electrical plant facilities, i.e. poles, anchors, pad mount transformers, streetlights, etc. have been shown. (required for approval)		
3. Are you requesting relocation and/or removal of existing electrical utility facilities? If yes, explain: _____ (information only)		
4. All public roads must provide lighting. CORED provides two options for streetlights on City streets. If the roads are private, these lights are not available. If the development has private roads or if the developer desires to install a different type of lighting, please advise and indicate the type and spacing of street lights on the drawing. The spacing must meet or exceed City standards.		
<p>5. The following standard notes are on the drawing:</p> <p>a. An easement of 5 feet inside of all lot lines is hereby reserved for utility purposes in favor of the City of Oak Ridge. All easements shown on this plat are in favor of the City of Oak Ridge unless noted otherwise.</p> <p>b. Any request to relocate existing electrical facilities shall be paid by the requesting party. The party will also be responsible for surveying and recording any easements required for relocated facilities.</p> <p>c. No construction of buildings or signs or installation of landscaping shall take place within easements without the City of Oak Ridge’s written approval. Landscaping must comply with CORED Standard 650 (latest revision). Landscaping must be approved in writing by CORED and Public Works via an easement encroachment form. Placement shall be coordinated with the City.</p> <p>d. Landscaping, improvements, and construction within utility easements are performed at the risk of the owner. Reasonable care will be taken by utilities to preserve improvements and landscaping within subject easements. The City of Oak Ridge will not be responsible for replacing or repairing improvements within affected easements that may be damaged while performing work within the easement.</p> <p>e. Place the following signature block on the document prior to recording:</p> <p><u>Certificate of Approval of Electric Utilities and Required Improvements</u> I Hereby Certify That:</p> <p>(1) ___ All requirements have been completed satisfactorily, or (2) ___ There are no electrical infrastructure requirements for this project. (3) ___ A bond in the amount of \$ _____ has been posted by the Developer for the unfinished portions of electrical infrastructure (as of ___/___/___) for which he is responsible. (4) ___ A Developer’s Agreement has been executed. ___ Yes ___ No (5) ___ The Developer has paid the City _____ of Oak Ridge for costs agreed to in the Developer’s Agreement? ___ Yes ___ No</p> <p>_____ Date Electric Department Engineer or Designee</p> <p>(The notes and signature block are required for approval. The Developer’s Agreement must be executed and payment must be received before the Final Plat is recorded.)</p>		

Questions regarding Electric Department items can be directed to CORED at (865) 425-1842

Project Name: _____

**CITY OF OAK RIDGE ELECTRIC DEPARTMENT REQUEST
FOR EXTENSION OF ELECTRIC FACILITIES
(9-0-1 Form)**

Project Name (& phase if applicable): _____

Request is for: → Information Only Electric Service Extension

Project Address: _____

** Re: Utility Account Number: _____

Lot #: _____ Block #: _____ Parcel #: _____

Type of Service:

- Commercial Building
- Industrial Park or Facility
- Retail Center or Building
- Residential Subdivision
- One Unit Residential
- Multi Unit Residential
- Other: _

Project Engineer or Architect: _____

Engineering/Architectural Firm: _____

Telephone: (_____) - _____

Customer Name: _____

Customer Telephone: (_____) - _____

Number of Meter Bases: _____

Service Data:

Main Breaker Size: _____ Amps Service Voltage: _____ Volts

Number of Phases (1 or 3): _____

Phase Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)

Neutral Conductor(s): _____ Size, _____ Quantity, _____ Material (Cu or Al)

Secondary Service Distance (from meter to transformer): _____ Feet

Underground Requested

Overhead Requested

Number of Conduits: _____ Total

Type of Mechanical Attachment to
the Building or Structure:

Conduit Size: _____

Insulated House Knob

Number of Conductors per

Eye Bolt

Conduit: _____

Other: _

Electric Load Data:

_____ KW, Expected Peak Demand (A) (used for contract demand and transformer size)

_____ KW, Total Connected Load (sum of power used, calculated from list below)(B)

_____ Diversity Factor Expected (example 70%)(A/B)

_____ Amp Heat Pump – Compressor

_____ Hp Manufacturing Load

_____ KW Heat Pump - Strip Heat

_____ Hp Largest motor, _____ Phase

_____ Ton Air Conditioning (not Heat Pump)

_____ Amp Welders (Max), _____ Phase

_____ KW Resistance Heat (not Heat Pump)

_____ KW Refrigeration Load

_____ KW Air Handling (not Heat Pump)

_____ KW Water Heating Load

_____ KW Lighting Load

_____ KW Cooking Load

_____ KW Receptacles

_____ KW Future Load

_____ KW Miscellaneous

Additional Comments or Equipment requiring Special Attention: _____

Permanent Service Date: _____ Temporary Service Date: _____

Note: Please contact Community Development for Site Plan/Drawing submittals.

Return Completed Document to:

Submitted By:

City of Oak Ridge Electric Department Name: _____ Title: _____

P.O. Box 1 Signature: _____ Date: _____

Oak Ridge, TN 37831-0001

----- DO NOT WRITE BELOW THIS LINE -----

Contract Required: YES NO Contract Demand: _____ kW Up Front Cost: \$ _____

Staff Comments: _____

Copy to UBO **** -For office use only, customer does not fill out.**

CORED Form 9-0-1, Revision 3, 3/6/2001