

CITY OF OAK RIDGE
CHECKLIST FOR APPLICANTS
RESUBDIVISIONS/FINAL PLATS AND PLATS OF CORRECTION
SUBDIVISION DOCUMENT

The final plat is recorded in the office of the County Register and provides a record of the location of property lines, utilities, easements, roadways and other information pertinent to the property.

Name of Plan-Lot(s)/Tax Parcel(s) ID No. _____

Owner _____ Telephone No. _____

Address _____

Name of Agent/Engineer/Surveyor _____

Address _____ Telephone No. _____

General Description of Project: _____

Zoning Designation: _____

- Fees Paid:
- _____ \$50 - Plat of Correction
 - _____ \$50 - Resubdivision
 - _____ \$100 + \$10.00/lot (less than 30 lots total) - Final Plat
 - _____ \$100 + \$5.00/lot (31+ lots) - Final Plat
 - _____ \$25 - Administrative Fee for filing plat
 - _____ \$17/page - Register of Deeds Fee for filing plat
- (Check made out to Anderson/Roane Register of Deeds Office)

Submit seven copies for initial review by staff. Seven copies of revisions for staff and TEN COPIES (FOLDED) for Planning Commission. If plans do not include all the items listed on this checklist, the plans will be returned to the applicant to be completed before the deadline of the following month.

Any revisions submitted in response to staff comments must have the revision number on the drawing and each change must be clearly delineated.

ARE ANY VARIANCES REQUESTED AS PART OF THIS PROPOSAL?

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

_____ NO

Registrant's signed and dated professional seal must be affixed to each sheet prior to plat submission to the City.

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

Signature of Agent: _____

I authorize _____ to serve as my agent.

SIGNATURE OF OWNER: _____

DATE: _____

PLANNING DIVISION

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
1. Scale: 1"=20', 30', 40', 50			
2. Size: 18"x24" or 24"x36"			
3. Lot or parcel No.(s) & block no.(s) being subdivided			
4. Name, address & tel. no. of surveyor/engineer & owner.			
5. Date of preparation or last revision			
6. True & grid north arrows			
7. Location map			
8. Limits of right-of-way and width. Names of all streets. Show location of sidewalks.			
9. Name of adjoining property owners or lot numbers			
10. Number of acres in tract & block designation for each lot: List total number of new lots			
11. The location and dimensions 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 home owners association if applicable.			
12. New acreages, lot numbers & addresses			
13. Provide deed reference			
14. Provide a statement that this plat vacates and supercedes the previously filed plat and provide plat book and page number for previously filed plat, if applicable.			
15. New lot lines as a solid line. Old lot lines shown as a dashed line.			
16. Old acreages, dimensions, bearings, and lot numbers in parentheses(). Describe tract boundary.			
17. Footprint of existing structures.			
18. Location, width & purpose of all easements.			
19. No substandard remnant lots to be proposed			
20. Existing zoning and setback lines			

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
21. Show all FEMA Floodway and Floodway Fringe boundaries. These 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.			
22. Legend			
23. Following Certificates:Ownership and Dedication;Surveyor's Certificate of Accuray;Approval of Water and Sewage Systems;Approval of Utilities and Required Improvements; Approval for Recording; Approval of Electric Utilities. Dedication of open space or public space if applicable.			
24. Statement: Directional bearings used on this map are based on the Oak Ridge coordinate system and do not refer to either true or magnetic north.			
25. 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.			
26. One transparency of proposal			
27. Information on ownership and placement of subdivision entry sign & method of maintenance.			
28. Please place following note on plat, if applicable: The following lots required fill during grading for _____: Lots _____. A certified geotechnical evaluation will be required prior to footing inspections.			

City Staff/Reviewed By & Date: _____

PUBLIC WORKS

REQUIREMENTS	APPLICANT YES-NO-N/A	CITY STAFF VERIFICATION	CITY STAFF COMMENTS
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 Floodway and Floodway Fringe boundaries. These boundaries must be verified by field surveys with a note stating such and referencing the FIRM panel number.			

Any questions regarding Public Works items can be directed to the City Engineer at (865)425-1807

Public Works/Reviewed By & Date: _____

**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 Conduit: _____ Eye Bolt
 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: City of Oak Ridge Electric Department, P.O. Box 1, Oak Ridge, TN 37831-0001
Submitted By: Name: _____ Title: _____ Signature: _____ Date: _____

----- 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

Project: _____ COR/CD DATE STAMP _____

REQUIREMENTS TO BE SHOWN ON DRAWINGS FOR SITE REVIEW	APPLICANT STATE SIZE	STAFF YES-NO	STAFF COMMENTS
24. Is the water line size adequate for water for fire protection? (IFC Chapter 5*)	INCHES		
25. Does the arrangement of drives, roads, parking, etc. allow for access by fire apparatus? (IFC Chapter 5*)	MIN WIDTH		
	RADIUS FT		
26. Is the size of the building shown?	SQ. FEET		
27. Is the building accessible from the front and rear for fire protection? (IFC Chapter 5*)	YES NO		
28. Protection Required: A. Automatic Sprinkler System for all buildings of 10,000 sq. feet or more. Must be connected to automatic notification of Fire Department (COR 9-30.1**)	YES NO		
B. Monitored Automatic Fire Detection and Alarm System for all buildings of 5,000 sq. feet or more. Automatic dialers not accepted. (COR 9-30.1**)	YES NO		
29. Are hydrants located within 150 feet so that all portions of the building can be reached with a hose lay of no more than 500 feet, within 100 feet of the sprinkler connection, and on opposite sides of building? (IFC Chapter 5*)	FEET		

OTHER REQUIREMENTS MAY APPLY WHEN BUILDING PLANS ARE SUBMITTED. THE INFORMATION REQUESTED ABOVE IS FOR THE REVIEW OF YOUR BUILDING ON ITS SITE ONLY.

*International Fire Code, **Code of Ordinances, City of Oak Ridge and/or International Fire Code 903.1.2.1.2 for food and drink establishments of more than 100 occupants, or more than 5,000 square feet, or above ground floor.

NOTES:

- If ANY changes are made to the submitted plans concerning the location, type or route of underground water lines serving hydrants or fire protection systems, new plans must be submitted to ORFD at least two weeks prior to work beginning for review and approval.
- Underground piping must be either C151 ductile iron or C900 PVC.
- The hydrant brands accepted by the City of Oak Ridge are Meuller and M & H. with a minimum barrel size of six inches.
- Underground work serving a fire sprinkler system must be done by a licensed fire sprinkler company.

Reviewed by _____ Date _____