

## ARTICLE 8

### PROCEDURE FOR PRELIMINARY PLAT APPROVAL OF A SUBDIVISION

**Section 8.01. Pre-Application Review.** Whenever a subdivision of a tract of land within McMinn County is proposed, the subdivider is urged to consult early and informally with the Secretary or a designated member of the Planning Commission. The subdivider may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout and development of the subdivision. No fee shall be charged for the pre-application review and no formal application shall be required.

NOTE: (1) The purpose of the pre-application review is to afford the subdivider an opportunity to avail himself of the advice and assistance of the Planning Commission in order to facilitate the subsequent preparation and approval of plans.

At this stage, the subdivider should also consult with any lending institution that will be participating in the financing of his proposed development and with the Federal Housing Administration of the Department of Housing and Urban Development that may be insuring mortgages on houses that may be built in this land subdivision.

(2) The various plat reviews required by these regulations may properly be made by the Secretary or a designated member of the Planning Commission. It would be wasteful of time for the entire Planning Commission membership to review a proposed land subdivision, except in cases of conflict or unusual and difficult problems. Approval or disapproval in every case must be by action of the Commission. This note applies only to reviews.

**Section 8.02. Application for Preliminary Plat Approval.** Following the pre-application review of a proposed subdivision, the subdivider shall submit to the Chairman of the Planning Commission, at least fifteen (15) days prior to the next regular meeting of the Planning Commission for agenda inclusion, the following:

- a. A letter requesting review and approval of a preliminary plat and giving the name and address of a person to whom the notice of the hearing by the Planning Commission on the preliminary plat shall be sent, and
- b. Six (6) copies of the preliminary plat and other documents, as specified in Article 9.

NOTE: Six (6) copies of the preliminary plat and other documents are suggested to provide a review and record copy for: 1. Planning Commission; 2. Subdivider; 3. Public Utility Department or Company (for record); 4. County Health Officer; 5. County Engineer; and 6. The County Road Superintendent.

**Section 8.03. Review of Preliminary Plat.** The Planning Commission shall check the plat for conformance to these regulations and shall afford a hearing on the preliminary plat.

Thereafter, the Planning Commission shall give tentative approval or disapproval of the preliminary plat. A notation of the action shall be made in the minutes of the meeting. Two (2) copies of a list containing the reasons for disapproval, if the preliminary plat is disapproved, shall be issued. One (1) copy shall be returned to the subdivider or his agent and one (1) copy added to the records of the Planning Commission.

**Tentative approval of a preliminary plat does not constitute approval of a final plat.** It indicates only approval of the layout as a guide to the preparation of the final plat. Tentative approval shall expire and be null and void after a period of one (1) year unless an extension of time is applied for by the subdivider or his representative and approved by the Planning Commission.

If action on a preliminary plat is not taken by the Planning Commission within sixty (60) days of the date of submittal, the preliminary plat shall be considered approved and a certificate of approval shall be issued on demand. However, the applicant for approval may waive this requirement and consent to an extension of time.

**Section 8.04. Certificate of Tentative Approval.** Two (2) Certificates of Tentative Approval of the Preliminary Plat by the Planning Commission shall be issued. One (1) copy for the subdivider or his agent and one (1) for the Planning Commission records. The certificate shall contain the following:

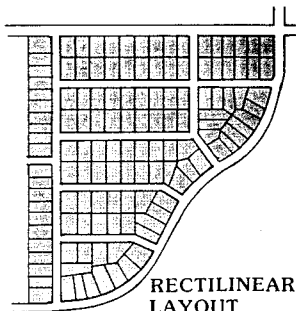
"Pursuant to the Subdivision Regulations of McMinn County, all the requirements of tentative approval have been fulfilled.

Therefore, this "Preliminary Plat" has been approved by the McMinn County Planning Commission on \_\_\_\_\_, 19\_\_\_\_. This approval does not constitute approval of a Final Plat. This Certificate of Tentative Approval shall expire and be null and void on (date) \_\_\_\_\_."

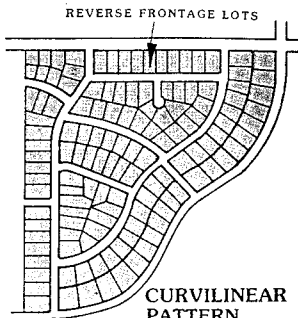
\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, McMinn County  
Regional Planning Commission

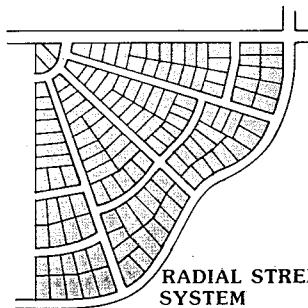
NOTE: After the subdivider has received preliminary plat approval, he may begin work on the necessary improvements for final plat approval or may post a surety bond in the amount needed to install the required improvements.



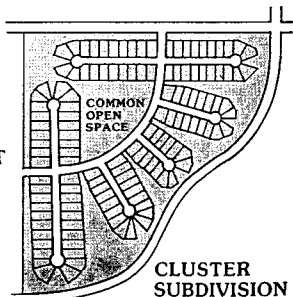
**RECTILINEAR  
LAYOUT**  
130 LOTS



**CURVILINEAR  
PATTERN**  
130 LOTS



**RADIAL STREET  
SYSTEM**  
130 LOTS



**CLUSTER  
SUBDIVISION**  
130 LOTS

## **SUBDIVISION DESIGNS**