

# **Subdivision Regulations**

*for the*  
**City of Cookeville, Tennessee**

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## GENERAL PROCEDURE FOR THE DEVELOPMENT OF A SUBDIVISION

Throughout the following process, the owner/developer is strongly encouraged to personally participate in consultations and meetings regarding the development.

1. Attend pre-development conference with the Department of Planning to become thoroughly familiar with the subdivision requirements, the Major Street Plan and other public improvements which might affect the area to be subdivided.
2. Have preliminary sketch plat prepared by a reputable state-licensed surveyor.
3. Discuss Preliminary Plat with the Director of Planning. This pre application review by a trained land planner may save the developer time and costly revisions as well as possible savings through better design.
4. If the development will use individual septic tanks, submit plat to Tennessee Department of Environment and Conservation, which may place restrictions on number, size, and use of lots. The timing of approval by the City of Cookeville Municipal Planning Commission is dependent on the Department of Environment and Conservation results.
5. Contact applicable departments/agencies for street and utility specifications. Obtain Tennessee Department of Environment and Conservation approval of water and sewer plans and submit signed plans to the Planning Department.
6. Submit Preliminary Plat to the Planning Department. Submit required Preliminary Plat review and construction inspection fees. The Planning Department will then route the Preliminary Plat to the applicable departments/agencies for review. If any changes to the Preliminary Plat are required by the applicable departments/agencies the Planning Department will notify the developer so that the changes can be made prior to the submission of the Preliminary Plat to the Planning Commission for approval.
7. After Preliminary Plat approval has been granted, the developer and his contractor must attend a pre-construction meeting with the applicable reviewing agencies to review the required standards and procedures for the installation of improvements. The developer may then proceed to install all required improvements in the subdivision according to preliminary plat and the required modifications, if any.
8. Prepare and submit Final Plat to the Planning Department for approval by the Planning Commission. Submit final as-built plans, Final Plat review fee and Warranty of Improvements. Submit Financial Guarantees, if any.
9. Upon Final Plat approval the Planning Department will route the plat for signature of the plat certificates by the appropriate street and utility officials certifying that the improvements have been made (or that a financial guarantee has been established). The Planning Commission Secretary will sign the certificate of approval for recording when all other certificates have been signed and will record the plat with the Putnam County Register of Deeds' office. The developer may then proceed with the sale of the lots.

## SUBDIVISION REGULATIONS

of the City of Cookeville Municipal Planning Commission  
City of Cookeville, Tennessee

### ARTICLE I – GENERAL PROVISIONS

#### A. Purpose

Land subdivision is the first step in the process of community development. Once land has been cut up into streets, lots, and blocks and publicly recorded, the correction of defects is costly and difficult. Subdivision of land sooner or later becomes a public responsibility, in that roads and streets must be maintained and various public services customary to urban areas must be provided. The welfare of the entire community is thereby affected in many important respects. It is therefore in the interest of the public, the developer, and the future owners that subdivisions be conceived, designed, and developed in accordance with sound rules and proper minimum standards.

The following subdivision regulations guiding the City of Cookeville, Tennessee, Municipal Planning Commission (hereafter referred to as the Planning Commission) are designed to provide for the harmonious development of the municipal area; to secure a coordinated layout and adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewer, and other sanitary facilities.

#### B. Authority

These subdivision regulations are adopted under the authority granted by Section 13-4-301 through Section 13-4-309 of the Tennessee Code Annotated. The Planning Commission has fulfilled the requirements set forth in these statutes as a prerequisite to the adoption of such regulations, having filed on April 20, 2000 a certified copy of the Major Street Plan in Cabinet C, Slide 190 in the office of the Register of Deeds of Putnam County, Tennessee.

#### C. Jurisdiction

These regulations shall govern all subdivisions of land within the corporate limits of Cookeville, Tennessee as now or hereafter established.

Any owner of land within the City of Cookeville wishing to subdivide land shall submit to the Planning Commission a plat of the subdivision according to the procedures outlined in Article II, which plat shall conform to the minimum requirements set forth in Article III. Improvements shall be installed as required by Articles V through XII.

## **D. Definitions**

Except as specifically defined herein, all words used in these regulations have their customary dictionary definitions where not inconsistent with the context. For the purpose of these regulations, certain words or terms are defined as follows:

The term "shall" or "will" is mandatory. When not inconsistent with the context, words used in the singular number shall include the plural and those used in the plural number include the singular. Words used in the present tense include the future.

*AASHTO*: The American Association of State Highway and Transportation Officials.

*Acceptance*: Verification by the proper authority that a required improvement has been completed and accepted or that a surety sufficient to ensure completion in accordance with prior approved design plans has been accepted.

*Agenda*: The published order of business of the Cookeville Municipal Planning Commission or Cookeville City Council.

*Benchmark*: A permanent reference monument or suitably identified marker on the surface of a permanent structure which is referenced to mean sea level datum and for which the elevation above mean sea level has been determined to the nearest one-hundredth of a foot.

*Block*: A surface land area that is separated and distinguished from other surface land areas by visible physical boundaries such as streets, railroads, rivers, or other physical barriers.

*Block Number*: The official number or letter assigned to a block for identification purposes.

*Building permit*: A written permit issued by the Cookeville Codes Department authorizing construction, renovation, or repairs to a structure.

*Building setback line*: A line in the interior of a lot which is generally parallel to, and a specific distance from, street right-of-way lines and/or property boundary lines, which creates a space between such lines where no building shall be placed.

*Building*: Any enclosed structure intended for shelter, housing enclosure of persons, animals, or chattel.

*Certification*: The Planning Commission's endorsement that the final plat conforms to all legal requirements necessary for its recording.

*City*: The City of Cookeville, Tennessee.

*City Council or Council*: The City Council of the City of Cookeville, Tennessee.

*Corner Pins*: Iron pins three-fourths (3/4) inch in diameter and at least thirty-six (36) inches in length set at the corners of each lot of a subdivision.

*Dedication*: The setting aside of land by the owner for acceptance by the public for some public use.

*Design Speed:* A theoretical speed used to provide a common frame of reference in defining the geometric criteria used in street design.

*Developer:* An individual, partnership, corporation, or other legal entity or agent thereof which undertakes the activities covered by these regulations. The term "developer" may include "subdivider", "owner", or "builder".

*Easement:* The right to use another person's property, but only for a limited and specifically named purpose; the owner generally continues to make use of such land since he has given up only certain, and not all, ownership rights.

*Engineer:* A qualified Engineer registered and currently licensed to practice engineering in the State of Tennessee.

*Engineering:* The preparation of plans, specifications and estimates for the contract administration of construction of streets, drainage facilities, utilities and other similar public works installed within a subdivision for public use.

*Floodable Areas:* For the purpose of these regulations, floodable areas shall be defined as the areas of special flood hazard identified by the Federal Emergency Management Agency on the Flood Insurance Rate Maps for the City of Cookeville and Putnam County. In addition, as required by the National Flood Insurance Program, floodable areas shall also include all land within twenty (20) feet of the top of the bank on all streams and water courses not shown as floodable on the Flood Insurance Rate Maps.

*Financial guarantee for improvements:* A guarantee in the form of a letter of credit, certified check, or other method approved by the Planning Commission to ensure completion of required subdivision improvements.

*Improvements:* Physical changes made to raw land and structures on or under the land surface in order to make the land more usable for the activities of man. Typical improvements in these regulations would include but not be limited to grading, streets, curbs, drainage facilities, and utilities.

*Inspection:* A physical examination of an improvement, or phase of an improvement, required under the provisions of these regulations by an appropriate official to ensure that said improvement meets the required standards. Inspections must be completed on all street, drainage, and utility (water and sewer) improvements.

*Intersection:* The point where the centerline of one street crosses the centerline of another street. For the purpose of these regulations, the term also includes the right-of-way, pavement, turning radii, sidewalk and other appurtenances associated with the intersecting streets.

*Land Remnant:* Any portion of a tract of land that cannot be developed after the tract has been subdivided. Generally, such remnants shall not be permitted.

*Lot:* A tract, plot or portion of a subdivision or other parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership or for building development.

*Lot Area:* The computed ground area inside the lot lines.

*Lot, Double Frontage:* A lot that extends through a block from street to street or which has two non-intersecting sides abutting on two or more streets.

*Lot Frontage:* The side of the lot nearest the public street. All sides of a lot adjacent to streets shall be considered frontage.

*Lot Lines:* Boundaries of a lot; includes front, rear, and side lot lines.

*Lot Number:* The official number assigned to a lot for identification purposes.

*Lot Width:* The distance between side lot lines measured at the building setback line.

*Major Street Plan:* The official map, as adopted by the Cookeville Municipal Planning Commission, on which the planned locations of present and future municipal arterial and collector streets are indicated.

*Major Street:* A street or road shown on the Major Street Plan or so designated by the COOKEVILLE MUNICIPAL CODE and designated for future construction and/or improvement.

*Monument:* Stone or concrete markers not less than thirty-six (36) inches in length and six (6) inches square with an iron pin set flush in the marker and each marker set flush with the finished grade; or other satisfactory monument as determined by the Planning Department.

*Owner:* An individual, partnership, corporation, or other legal entity or agent thereof which legally owns real property subject to the activities covered by these regulations.

*Permanent Access/Vehicular Easement:* A right-of-way for vehicular traffic which is not intended to be dedicated to the local government. All permanent vehicular easements shall meet all construction requirements of a public street. Provisions for the maintenance of all permanent vehicular easements shall be submitted to and approved by the Planning Commission.

*Phase:* A subsection of a total subdivision developed as a complete segment.

*Planning Commission:* The Cookeville Municipal Planning Commission, its commissioners, officers, and staff.

*Plat, Final:* An official survey instrument, containing the information required by these regulations, to be placed in the public records of Putnam County after receiving the approval of the Planning Commission.

*Plat, Preliminary:* A plan for the development of a subdivision, consisting of maps and engineering documentation in sufficient detail to verify that proposed improvements will be built to the standards established by the City of Cookeville.

*Pre-Construction Meeting:* A meeting held after Preliminary Plat approval but prior to beginning construction of any required improvement at which the developer and his contractor discuss with the applicable reviewing agencies the appropriate standards and procedures for construction.

*Pre-Development Conference:* An informal meeting held prior to the submittal of any plat at which the developer and the Director of Planning discuss the proposed development and the required standards and procedures for approval.

*Public Hearing:* A meeting for the review of a matter where public opinions may be presented. These hearings may take place during the regular or special called meetings of the Planning Commission in accordance with the provisions of the Tennessee Code Annotated.

*Public Sewer System:* A central sewerage system, owned, operated, and maintained by a municipality, county, or utility district.

*Public Street:* A street or road that has been dedicated to, accepted by, and maintained by the City of Cookeville.

*Public Water Systems:* A central water system, owned, operated, and maintained by a municipality, county, or utility district.

*Recommendation:* The Planning Commission staff's formal opinion concerning approval, conditional approval, disapproval, or postponement of consideration of a plan or plat or the opinion of an applicable reviewing agency or department concerning an aspect of a plan or plat.

*Review:* The Planning Commission staff and other reviewing agency or department's study of a sketch, plan, plat, or other rendering of a subdivision for conformance with the Subdivision Regulations.

*Reviewing Agency:* An agency which has the responsibility for evaluation and verification of subdivision plans or plats or engineering documents; includes but is not limited to the Planning Department and the applicable departments of the City of Cookeville.

*Reserve Strip:* A portion of land set aside to prevent and prohibit access to adjoining property or public thoroughfare. Reserve strips shall generally be prohibited unless specifically permitted by the Planning Commission.

*Right-of-way:* A strip of land occupied or intended to be occupied by any or all of the following: a street, road, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Right-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the preparer of the plat on which such right-of-way is established and shall be covered by any necessary easements.

*Secretary:* The person designated by the Planning Commission as its Secretary.

*Setback:* The distance measured from a property line/right-of-way line required to obtain the minimum front, side, and rear yards.

*Sketch Plat:* A sketch preparatory to the preliminary plat (or final plat in the case of minor subdivisions) to enable the developer to save time and expense in reaching general agreement with the Planning Commission staff as to the form of the plat and the objectives of these regulations.

*Staff:* The representative(s) of the Cookeville Planning Department serving as technical advisor(s) for the Planning Commission.

*Street:* A public way provided for the accommodation of vehicular traffic, or as a means of access to property, and includes streets, avenues, boulevards, roads, lanes, alleys, or other public ways. Streets shall be classified as follows:

*Street, Alley:* Streets used primarily for service access to the rear and/or side of land uses otherwise located on a public street.

*Street, Arterial:* Streets and highways used primarily for movement of fast or heavy traffic within and through the municipality; a secondary function is land access.

*Street, Collector:* Streets that carry traffic from minor streets to arterial streets and highways. This usually includes the principal entrance street(s) or streets of major circulation of a residential development. Collectors serve the internal traffic movement within a section of the municipality and connect this section with the arterial system.

*Street, Cul-de-sac:* Permanent dead-end streets or courts with a paved turnaround designed so that they usually cannot be extended in the future.

*Street, Local:* A street designated to accommodate local traffic, the major portion of which originates along the street itself. The major function of a local street is land access. May also be called minor residential or minor commercial streets.

*Street, Marginal Access:* Streets which are parallel and adjacent to arterial streets and highways, and which provide access to the abutting properties and protection from the through traffic.

*Street, Right-of-Way Boundary:* The boundary line, or legal line dividing the right-of-way and abutting property. The street pavement, curbs, shoulders, and sidewalks are located within the right-of-way and generally do not represent the boundary of the street right-of-way.

*Street Sign:* The sign designating the official name of the street.

*Study Item:* An item of business placed on the agenda of the Planning Commission to be reviewed or “studied” by the members of the Planning Commission and staff or other reviewing agencies prior to action by said commission. The normal review period for a Study Item is 30 days or the period between meetings.

*Subdivision:* The division of a tract or parcel of land into two (2) or more lots, sites, or other division requiring new street 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 resubdivision and when appropriate to the context, relates to the process of resubdividing or to the land or area subdivided as per Section 13-4-301 of Tennessee Code Annotated.

*Subsurface Sewerage Disposal System:* A septic tank or other means of treating sewerage below the surface of the ground as approved by the appropriate representative of the Tennessee Department of Environment and Conservation.

*Suitable Building Site:* That portion of a lot bounded by the required front, side and rear yard setback lines that is not restricted by some physical barrier such as a flood plain, sinkhole retention area or excessively steep slope.

*Surveyor:* A qualified surveyor registered and currently licensed to practice surveying in the State of Tennessee.

*Use:* The specific purpose for which land or a building is designed, arranged, intended, or for which it is or may be occupied or maintained. The term “permitted use” shall not be deemed to include any non-conforming use.

*Utility:* A service to the public including, but not limited to, sanitary and storm sewers, water, electric power, gas, telephone and other communication means, police and fire protection, garbage collection, mail, and street lighting.

*Utility Department:* A city department, private for profit or not for profit corporation, utility district or special district, or state, Federal, or local agency which provides utility service to the public.

*Utility Easement:* The right to use another person’s property for the purpose of constructing and maintaining public utility lines and associated appurtenances; the owner generally continues to make use of such land since he or she has given up only certain, and not all, ownership rights. Except for specified drainage easements, **ALL** easements shown on plats presented to the Planning Commission shall be marked as “utility easements”.

*Verification:* The written indication by each administrative and utility agency that the Preliminary Plat and its accessory engineering documents conform to the applicable provisions of these regulations and to that agency’s requirements, or a written statement of the plan’s deficiencies.

*Warranty of Improvements:* A surety in the form of a letter of credit or other method approved by the Planning Commission to warranty improvements made under the provisions of these regulations for a specified period of time.

*Water Course:* Any natural or artificial system, river, creek channel, ditch, canal, conduit, culvert, drain, waterway, gully, ravine, street, roadway, or wash in which water flows in a definite direction or course, either continuously or intermittently, and which has a definite channel, bed or banks, and shall include any area adjacent thereto subject to inundation by reason of overflow of surface water.

*Zoning Code:* The zoning regulations adopted by the City of Cookeville, Tennessee.

## **E. Variances**

1. **General**: Where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to these Subdivision Regulations so that substantial justice may be done and the public interest secured, provided that such variance shall not have the effect of nullifying the intent and purpose of these regulations; and further provided the Planning Commission shall not approve variances unless it shall make findings based upon the evidence presented to it in each specific case that:
  - a. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property;
  - b. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property;
  - c. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;
  - d. The variances will not in any manner vary the provisions of the Zoning Code. Variances from the provisions of the Zoning Code must be approved by the Board of Zoning Appeals.
2. **Conditions**: In approving variances, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.
3. **Procedures**: A petition for any variance should be submitted in writing by the developer at the time the preliminary plat is filed for consideration by the Planning Commission. Said petition shall state fully the grounds for the application. Each request for a variance shall be specifically applied for in the numerical order of the subdivision regulations.

## **F. Relationship to Zoning Code and other Regulations**

1. No final plat of land within the force and effect of the Cookeville Zoning Code shall be approved unless it conforms to such code.
2. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in the zoning code, building code, or other official regulations, the highest standard shall apply.

## **G. Compliance with Deed Restrictions and Covenants**

It is the responsibility of the property owner to assure that no current deed restrictions or covenants prohibit the subdivision or resubdivision of the property.

## **H. Separability**

Should any section, subsection, paragraph, or provision of these regulations be held invalid or unenforceable by a court of competent jurisdiction, such decision shall in no way affect the validity of any other provision of these regulations, it being the intention of the Cookeville Municipal Planning Commission to adopt each and every provision of these regulations separately.

**I. Repeal of Previous Regulations**

All subdivision regulations previously adopted by the Cookeville Municipal Planning Commission are hereby repealed as of the adoption and effective date of these regulations.

**J. Amendments**

Before adoption of any amendments to this document, a public hearing shall be held by the Planning Commission. Notice of the time and place of the hearing shall be given as provided in Section 13-4-303, Tennessee Code Annotated.

## ARTICLE II – PROCEDURE FOR PLAT APPROVAL

The procedure for review and approval of a subdivision plat generally consists of four (4) basic steps (with the exception of Minor and Two-Lot Subdivisions). (1) The initial step is the pre-development conference with the Planning Department for advice and assistance. (2) The second step is the preparation and submission to the Planning Commission of a Preliminary Plat of the proposed subdivision. (3) The third step is to construct or install improvements such as streets, fire hydrants and utility lines. (4) The fourth step is the preparation and submission to the Planning Commission of a Final Plat, together with required certificates. This Final Plat becomes the instrument to be recorded in the office of the Putnam County Register of Deeds when duly signed by the Secretary of the Planning Commission.

### A. General

1. Any owner of land lying within the area of jurisdiction of the Planning Commission who wishes to divide land into two (2) or more lots, sites, or other divisions requiring any new street or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, or who wishes to resubdivide an existing subdivision lot(s) for this purpose, shall submit a plan of such proposed subdivision to the Planning Commission for approval and shall obtain such approval prior to the filing of his subdivision plat for record and prior to selling or giving a deed for any lot.

Any such plat of subdivision shall conform to the minimum standards of design for the subdivision of land as set forth in Article III of these regulations and shall be presented in the manner specified in the following sections of this Article. No plat of a subdivision of land within the area of planning jurisdiction shall be filed or recorded by the Register of Deeds without the approval of the Planning Commission as specified herein.

2. The owner or his authorized representative must be present at preliminary plat review and approval and final plat review and approval. In his absence, the property owner may be represented by his agent or representative who shall present written authorization.
3. No final subdivision plat shall be approved by the Planning Commission or accepted for record by the Putnam County Register of Deeds until the required improvements listed shall be constructed in a satisfactory manner and approved by the local approving agent. In lieu of such prior construction, the Planning Commission may accept certain forms of financial guarantees (See Section H of this Article) in amounts equal to the estimated cost of installation of the required improvements, whereby improvements may be made, and utilities installed without cost to the City of Cookeville in the event of default by the developer.

### B. Pre-Development Conference

In order to secure review and approval by the Planning Commission of a proposed subdivision, the prospective developer shall, prior to the making of any street improvements or installations of utilities, meet informally with the Planning Department for a pre-development conference.

### C. Filing Fees

At the time of the submittal of a preliminary plat for review, or final plat if a preliminary plat is not required, a nonrefundable filing fee based on the following fee schedule shall be paid to the City of Cookeville. Said fees shall be used to help defray the costs of plat review and inspections.

<b>Fee Schedule</b>	
Preliminary Plat	\$200.00
Subdivision Inspection	\$200.00
Final Plat	\$100.00
Minor Plat	\$100.00
2-Lot Plat	\$65.00
Extension of Preliminary Plat Approval	\$50.00

### D. Procedure for Preliminary Plat Review

The following procedure shall apply for the review of all Preliminary Plats:

1. **Filing Deadline** – The deadline for inclusion on the agenda shall be 12 Noon on the first Monday of the months that the Planning Commission meets. The developer shall submit to the Cookeville Planning Department one (1) reproducible copy of any required preliminary plat of a proposed subdivision. The Planning Department will distribute copies of the plat to all city utilities and departments (water, sewer, fire, street, electric, or gas, as necessary). The developer shall provide copies, if necessary, to the Tennessee Department of Environment and Conservation, the Upper Cumberland Electric Membership Cooperative, the Middle Tennessee Natural Gas Utility District, and the applicable telephone and cable television systems.
2. The Planning Department shall review the preliminary plat for conformance with the specifications and standards of these regulations. Plats failing to meet these requirements will be returned to the developer or his agent for correction. Upon receipt of the corrected plat, the Secretary will place the item on the agenda. Said corrected plat shall be submitted within seven (7) days after it has been returned for correction.
3. All preliminary plats shall be placed on the “study agenda” prior to being considered for action by the Planning Commission. If recommended by the Director of Planning, the Planning Commission may waive the study period.
4. During the study period and prior to submission to the Planning Commission for consideration, the plat will be reviewed by all applicable utilities and departments. Based on this review the developer or his agent may be requested to furnish additional information. Such information must be submitted to the Planning Department prior to the plat being placed on the agenda.
5. Prior to the meeting at which the preliminary plat will be considered for action, the Secretary will send written notice of the meeting to the developer. The developer shall be physically present at the meeting(s) to answer questions and hear suggestions about his proposed development or be represented by an authorized agent as discussed in Section A (2) of this Article. Should the developer or his authorized agent not be present at the meeting at which the Preliminary Plat is considered for action, the Planning Commission may table the review of said plat.

6. At the meeting at which the preliminary plat has been placed on the agenda of the Planning Commission as an “action item”, the Planning Commission shall review said plat and indicate its approval, approval subject to modifications, or disapproval. If a plat is disapproved, reasons for such disapproval shall be stated in writing. If approved subject to modifications, the nature of the required modifications shall be indicated.
7. If a plat has been disapproved, a new plat may be presented as though no previous plat had been submitted. If a plat has been approved, or approved subject to modifications, and the developer desires to make modifications other than those already required by the Planning Commission, a new preliminary plat must be submitted, which is subject to the same regulations and procedures as though no previous plat had been submitted, except that a certification to the effect that the previous plat has been withdrawn must be submitted. If the Tennessee Department of Environment and Conservation rejects any lot(s) or recommends any alteration of lot size or shape, the Planning Commission may require the plat to be resubmitted for preliminary plat review.
8. The approval of the preliminary plat by the Planning Commission shall not constitute acceptance of any final plat.
9. **Expiration of Preliminary Plat Approval:** The approval of the preliminary plat shall terminate unless a final plat based thereon is submitted within one (1) year from the date of such approval; provided, however, that an extension of time can be applied for by the developer and granted by the Planning Commission. A fee of \$50.00 is required for all extension requests. If no work has begun to install improvements and if an approved final plat has not been financially guaranteed, and the Cookeville Municipal Subdivision Regulations have changed, the subdivision must meet the new regulations.

**E. Pre-Construction Meeting**

Following the approval of the preliminary plat but prior to beginning construction of any required improvements the developer and/or his contractor or contractors shall meet with appropriate representatives of the applicable reviewing agencies to review the required standards and procedures for the completion of the required improvements. The improvements for which a pre-construction meeting is required include, but is not limited to, water, sewer, streets, and drainage facilities.

**F. Notice to Proceed**

After review and approval of the preliminary plat and after completion of pre-construction meetings, the Planning Department will issue a Notice to Proceed. Said notice will include the conditions of approval specified by the Planning Commission and any correction and/or modifications to the preliminary plat required by the commission. The Notice to Proceed will not become effective nor shall construction of the subdivision begin until a revised plat depicting the corrections and/or modifications required by the Planning Commission has been submitted to the Planning Department.

## **G. Procedure for Final Plat Review**

The following procedure shall apply for the review of all Final Plats:

1. **Filing Deadline** – Final plats should be submitted by 12 Noon on the first Monday of the months that the Planning Commission meets. The developer shall submit to the Cookeville Planning Department one (1) reproducible copy of any required final plat of a proposed subdivision. The Planning Department will distribute copies to all applicable utilities and departments (water, sewer, fire, telephone, street, electric, or gas, as necessary).
2. The Planning Department shall review the final plat for conformance with the specifications and standards of these regulations. Plats failing to meet these requirements will be returned to the developer or his agent for correction. Upon receipt of the corrected plat, the Secretary will place the item on the agenda.
3. The submission of the final plat to the Planning Department shall not constitute submission of the final plat for consideration by the Planning Commission. The official submission of the final plat to the Planning Commission is considered to be the first Planning Commission meeting at which the plat is presented for consideration.
4. Prior to the meeting at which the final plat will be considered for action, the Secretary will send written notice of the meeting to the developer. The developer or his authorized agent shall be physically present at the meeting(s) to answer questions and provide information. Should the developer or his authorized agent not be present at the meeting at which the final plat is considered for action, the Planning Commission may table the review of said plat.
5. At the meeting at which the final plat is presented for consideration the Planning Commission shall review such plat and indicate its approval, conditional approval, or disapproval. The Planning Commission may also table the approval of the plat to allow for further study for a period not to exceed 35 days or by the next meeting, whichever occurs first as specified in Section 13-4-304 of the Tennessee Code Annotated. If the plat is disapproved, the grounds for disapproval shall be stated upon the records of the Planning Commission and to the developer in writing. If conditionally approved, the nature of the required conditions and the time frame for completing same shall also be so indicated.
6. Time Frame for Completing Conditions for Final Approval: If a final plat is given conditional approval a time frame for completing the conditions shall be established by the Planning Commission. In no case shall this time frame for completion exceed ninety (90) days. If the conditions for approval are not completed within the established time frame, then the plat shall be considered disapproved and must be resubmitted for approval. Requests for extensions of the time frame may be considered by the Planning Commission, provided such requests are submitted prior to the expiration of the established time frame.
7. When the plat has been approved by the Planning Commission, the original will be returned to the developer with the approval of the Planning Commission certified thereon.
8. Approval of the final plat by the Planning Commission shall not constitute the acceptance by the public of the dedication of any streets, utilities, easements, or other facilities shown on said plat.

9. **As-built Plans Required** – The Planning Commission shall require that an accurate map ("as-built" drawings) of all drainage facilities, water lines, valves, fire hydrants, sewer lines and appurtenances be supplied by the developer to the City of Cookeville as a condition for final approval of any plat. State law requires that plans and specifications of all water and wastewater facilities shall be prepared by a registered engineer and approved by the Tennessee Department of Environment and Conservation. A copy of such plans shall be forwarded by the developer to the City of Cookeville.
10. **Completion of Improvements Required** – Approval of the final plat cannot be given until completion and approval of the required improvements (within one (1) year following preliminary plat approval) or until a financial guarantee has been posted with the City of Cookeville to ensure the completion of the required improvements. These improvements are to be installed in accordance with Articles V through XII of these regulations. The required improvements must be approved by the applicable reviewing agencies, and then be reported to the Planning Commission. The required improvements include:
  - a. Storm drainage system
  - b. Street grading, pavement base, binder surface, and sidewalks
  - c. Water supply system lines, laterals, and fire hydrants
  - d. Sewage collection lines and laterals (if applicable)
  - e. Street name and warning or regulatory signs
  - f. Any other improvements that may be required by the Planning Commission

#### **H. Financial Guarantees in Lieu of Improvements**

1. The Planning Commission, at the request of the developer, may accept a Financial Guarantee in lieu of completion of certain improvements. At a minimum, the following improvements shall be installed and approved before a Financial Guarantee may be accepted:
  - a. All streets shall be completed and approved through the pavement base stage (minimum of six inches of compacted base).
  - b. All water and sanitary sewer lines shall be installed and approved and all as-built plans for such lines shall be submitted.
2. The Planning Commission may accept one of the following forms of financial guarantees, whereby in the event of default by the developer, the improvements can be made without cost to the city:
  - a. The establishment of cash in a bank escrow account.
  - b. An Irrevocable Standby Letter of Credit.
  - c. A certified check.
3. In determining the basic cost of improvements, the Planning Commission shall utilize estimates provided by the applicable department or reviewing agency for completing the improvements to the required standards.
4. Financial guarantees must be accepted by the Planning Commission prior to, or in conjunction with Final Plat approval.

5. At the time of acceptance of a guarantee, the Planning Commission shall specify the specific length of time before the city would take legal steps to cash it, but this time, with the exception of a guarantee for the installation of sidewalks, cannot exceed two (2) years. A guarantee for the installation of sidewalks may be accepted for a period of up to five (5) years.
6. No financial guarantee shall be partially withdrawn by the developer.
7. In subdivisions where the completion of the street binder surface is financially guaranteed no more than one (1) building permit shall be issued without the approval of the Directors of the Planning and Codes Departments.

#### **I. Inspections Procedures**

1. The developer shall notify the Planning Department when work on streets and/or utilities is to begin and the anticipated schedule for the preparation of subgrade and pavement base, installation of drainage and underground utilities, and binder surfacing of the road. Since the inspections need to be made periodically during the entire process, communication with the Planning Department is essential to make the process move as smooth as possible.
2. **Inspection Fee:** For any subdivision requiring the installation of improvements, an inspection fee of \$200.00 shall be paid to the City of Cookeville at the time the preliminary plat is submitted for approval.
3. The developer shall notify the Planning Department at least 24 hours in advance of the needed inspection on:
  - a. Street grading, preparation of subgrade, installation of the drainage system and construction of sidewalks.
  - b. Installation and pressure testing of water mains, water stubs, sewer lines, and any other underground utility lines.
  - c. Pavement base. Inspection includes checking thickness of the gravel base every 100 feet at random points across width.
  - d. Binder course and final surface (if installed by developer).
4. Throughout the construction period, the applicable reviewing agency (or their designee) shall keep a log of findings and periodically report the status to the Director of Planning. Problems should be brought to the attention of the Director of Planning immediately.
5. Upon completion of steps 3 a-d listed above, the inspector(s) will submit a written report to the Planning Commission. These inspection reports will become part of the official records of the Planning Commission.
6. If a guarantee is posted by the developer in lieu of required improvements, funds shall not be released until all streets, drainage facilities, sidewalks and utilities meet all required standards, and the Planning Commission has received written reports to that effect.
7. **Failure to Inspect:** No improvements will be accepted by the City of Cookeville that have not been inspected and deemed acceptable by the appropriate representatives of the City.

## **J. Warranty of Improvements**

1. In addition to the Financial Guarantee in Lieu of Improvements, as well as in the case of the completion of required improvements, the developer shall warranty improvements made under the provisions of these regulations for a period of two (2) years from the date of acceptance by the City of Cookeville.
2. The Warranty of Improvements shall consist of a letter of credit, certified check or other method of financial guarantee as approved by the Planning Commission.
3. The amount of the warranty shall be not less than twenty-five percent (25%) of the cost of the improvements installed under these regulations nor more than \$10,000.
4. The Warranty of Improvements shall be submitted to the City of Cookeville prior to the submittal of the subdivision plat for final approval.

## **K. Deposit for Final Street Surfacing**

In subdivisions involving street construction and located within the corporate limits, the following provisions shall apply for the completion of the final street surfacing:

1. Upon completion of the binder course, the developer shall pay a deposit to the City Clerk equal to the cost of the surface course. The cost of the surface course shall be determined by the Director of Public Works or his designee and shall include the cost for tying driveway entrances to the street. Said deposit shall be designated by the name of the subdivision and its use shall be restricted to the streets and driveway entrances within said subdivision.
2. At a time to be determined by the Director of Public Works, generally after seventy (70) percent of the lots within the subdivision have been developed, the deposit shall be withdrawn and used to apply the final surface course on streets for which it is designated.
3. The provisions of this Section can be waived, and final surfacing completed by the developer when approved by the Director of Planning provided good cause is presented and the waiver is approved by the Director of Public Works.
4. The Secretary of the Planning Commission shall be prohibited from signing the final plat until such time as the deposit has been made or, in the case of a waiver, final street surfacing has been completed.

## **L. Minor Subdivisions**

For minor subdivisions the preliminary plat may be omitted and only a final plat submitted, IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

1. The proposed subdivision does not contain more than ten (10) lots, sites, tracts, or divisions.
2. All public improvements as set forth in Articles V through XII of these regulations are already present and are adequate to meet the required needs of the proposed subdivision. (Any construction, installation, or improvement of public improvements shall require the submission of a preliminary plat.) The Tennessee Department of Environment and Conservation has approved the lots for septic systems, if applicable.

3. The developer has consulted informally with the Director of Planning for advice and assistance, and the Director of Planning has determined that a preliminary plat is unnecessary prior to submission of the final plat and its formal application for approval.

#### **M. Two-Lot Subdivisions**

As provided by Section 13-4-302 of the Tennessee Code Annotated, subdivision plats containing no more than 2 lots may be approved, without submission to the Planning Commission, by the Director of Planning provided all the following conditions are met:

1. The subdivision plat shall be in final plat format.
2. Each lot must front an existing public street, have an adequate supply of public water, and have sanitary sewer available without the extension of existing collector lines or be approved by the Tennessee Department of Environment and Conservation for an individual sewage disposal system.
3. All plats for 2-lot subdivisions requiring variances shall be submitted to the Planning Commission for approval.
4. All plats for 2-lot subdivisions requiring the submission of drainage plans shall be submitted to the Planning Commission for approval.

#### **N. Recording of Final Plat**

Upon approval of the final plat and the signing of all appropriate certificates affixed thereto, the Department of Planning shall place said plat on record at the office of the Register of Deeds of Putnam County, Tennessee.

#### **O. Grounds for Denying Plat Approval**

The Cookeville Municipal Planning Commission shall deny approval of any plat submitted to it for review that does not meet or exceed the minimum requirements set forth in these regulations. In addition, the Planning Commission may deny approval of a plat for the subdivision of land for which:

1. The available water supply is inadequate to serve the anticipated development, or the available water supply is inadequate to provide fire protection; or
2. The means of ingress and egress is inadequate to carry the vehicular traffic projected to be generated by the proposed subdivision or the means of ingress and egress is inadequate for use by garbage trucks, fire trucks or other city-owned equipment; or
3. The approval of said plat will in the opinion of the Planning Commission be detrimental to the health and safety of the public.

## ARTICLE III – PLAT STANDARDS

### A. State Standards Shall Apply

All plats submitted to the Cookeville Municipal Planning Commission for consideration shall meet the accuracy standards for an Urban and Subdivision Survey (Category 1) as established by the Tennessee Board of Examiners for Land Surveyors (January, 1992 Revised). Said regulations state:

"For Category 1 surveys in Tennessee, the angular error of closure shall not exceed 15 seconds times the square root of the number of angles turned. The linear error of closure shall not exceed 1 foot per 10,000 feet of perimeter of the lot of the land (1: 10,000). When very small lots are encountered, the allowable error shall not exceed 1/10 of a foot of positional accuracy per corner."

All plats shall include a statement by the surveyor regarding the methods used in making the survey and its relative accuracy, as well as the surveyor's seal and signature.

### B. Sheet Format

All plats submitted to the Cookeville Municipal Planning Commission for consideration shall be in a format consistent with the example of the acceptable sheet format depicted on Illustration 1 in Appendix A and shall:

1. Be generally drawn to a scale of not less than 1" = 100'. 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.
2. Be either 18" x 24" or 24" x 36" in size.
3. Contain in the lower right-hand corner a standard title block, (See Illustration 2 in Appendix A), which includes:
  - a. Name of subdivision
  - b. Names, addresses, and phone numbers of developer, owner, surveyor, and engineer (if applicable)
  - c. Scale of drawing
  - d. Acreage to be subdivided
  - e. Number of lots to be created
  - f. Appropriate reference(s) to the Putnam County Tax Maps
  - g. Date plat was prepared
4. Contain in the upper right-hand corner a location map, a graphic scale and an approximate north arrow.

### C. Preliminary Plat Requirements

In addition to being prepared to the prescribed format, each preliminary plat shall contain the following information as may be appropriate:

1. The location of all existing and proposed property lines, streets, water courses, railroads, sewer lines, water lines, drainpipes, bridges, culverts, and easements for existing utilities (water,

sewer, gas, electricity, etc.) or other features. Existing features shall be distinguished graphically from those that are proposed.

2. The present zoning classification both of the land to be subdivided and of adjoining lands, the names of adjoining property owners or subdivisions, the name of the applicable water district, and the size of existing water and sewer lines.
3. Plans, prepared by the developer's engineer, of proposed sewer and water systems showing connections to the existing or any proposed utility systems, including line sizes, location of hydrants and manholes. When sewer connections are not accessible, as discussed in Article IX, Section D, any land on which an individual sewage disposal system is proposed must be reviewed by the Tennessee Department of Environment and Conservation.
4. The proposed street names, and the location, width, and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines, and building setback lines.
5. Topographical contours at vertical intervals of not more than five (5) feet.
6. Center line profiles for all proposed streets and, where required by the Director of Planning, and cross-sections of proposed streets based on 50-foot stations.
7. If required by the Planning or Public Works Departments, subsurface conditions on the tract to be subdivided including location and results of tests made to ascertain subsurface soil, rock, and ground water conditions; depth of ground water unless test pits are dry at a depth of five (5) feet; and location and results of soil tests if individual sewage disposal systems are proposed.
8. All plats shall contain a flood hazard statement referencing the current FIRM panel number and effective map date. If any portion of the land proposed for subdivision lies within a floodable area, as determined by an official Flood Hazard Boundary Map or Flood Insurance Rate Map (FIRM), or within an identified Sinkhole Retention Area, as defined by the Zoning Code, that portion shall be so indicated.
9. A drainage plan showing proposed modifications to the flow of water across the site or to and from adjoining properties. The Planning or Public Works Departments may require the submission of more detailed information including, but not limited to, a final grading plan for all or a portion of the site, and calculations describing the existing and proposed volumes of water to be discharged from the site.

#### **D. Final Plat Requirements**

The final plat shall conform substantially to the approved preliminary plat. Any alterations or deviation from the preliminary plat should be discussed with the Director of Planning to determine if the changes require new preliminary plat review.

If the subdivision is to be developed in phases and the final plats submitted as portions or sections of the preliminary plat, the sections must be identified by numerical characters, following the name of the subdivision as initially submitted or as approved on preliminary.

A final plat will not be acceptable for submission unless it meets all required standards of design, and contains all required information, or contains a written request for a variance for each specific deviation from requirements.

In addition to being prepared in the prescribed format, each final plat shall contain the following information as may be appropriate:

1. The right-of-way and pavement lines of all streets and roads; street names; the size and location of installed and/or preexisting water and sewer mains; alley lines, if any; hydrant locations; lot lines; building setback lines; any easements for rights-of-way provided for public services, utilities and the disposal of surface water; the limitation and/or dimensions of all easements; lots numbered in numerical order; any areas to be dedicated to public use; and any sites for other than residential use, with notes stating their purpose and limitations.
2. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line, and building line whether curved or straight, and including true north point. All property lines shall be defined by horizontal distance, courses, interior angles, or sufficient horizontal ties, and shall be plotted to the scale shown in the title. All curved lines shall be defined by curve data including the radius, delta angle, total arc length, and the long cord by course and distance. The curve may also be defined as a traverse or short cords around the curve. Cords shall also be defined by course and distance.
3. All dimensions to the nearest one-hundredth (100th) of a foot and angles to the nearest 20 seconds.
4. Location and description of all benchmarks, monuments, and corner markers.
5. Names and locations of adjoining property owners, subdivisions, and streets.
6. All plats shall contain a flood hazard statement referencing the current Flood Insurance Rate Map (FIRM) panel number and effective map date. If any portion of the land being subdivided is subject to flooding or is in a FEMA identified flood hazard area or Sinkhole Retention Area, it shall be indicated on the final plat.
7. If this is a resubdivision of a previously recorded subdivision, provide plat book and page of last subdivision plat being amended.
8. Property numbers for each lot in the subdivision as assigned by the Planning Department.
9. Easement and Right-of-Way Restrictions

All final plats shall include a statement indicating the restrictions for all easements and right-of-ways as shown on the plat; said statement shall read as follows:

**EASEMENT AND RIGHT-OF-WAY RESTRICTIONS:**

- a. No permanent structure such as a deck, patio, garage, carport, or other building shall be erected within the limits of any easement shown on this plat.
- b. No excavation, filling, landscaping, or other construction shall be permitted in any drainage easement shown on this plat if such excavation, filling, landscaping, or other construction will alter or diminish the flow of water through said easement.

- c. All driveways, entrances, curb cuts or other points of ingress or egress to the lots shown on this plat shall be in accordance with the rules and regulations of the City of Cookeville; contact the Department of Public Works for information.
- d. The placing of pipe within or otherwise filling of ditches within the right-of-way shown on this plat is prohibited without the approval of the City of Cookeville; contact the Department of Public Works for information.

10. **Special Flood Hazard Area (SFHA) Determination:** All final plats shall include a statement indicating the presence or absence of areas subject to flooding based upon the current Federal Emergency Management Agency (FEMA), Flood Insurance Rate Map (FIRM); said statement shall read as follows:

SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION

According to the FEMA FIRM # \_\_\_\_\_, Dated: \_\_\_\_\_

Check One:

\_\_\_: No areas of the subject property depicted on this plat are in a SFHA

\_\_\_: All of the subject property depicted on this plat is in a SFHA

\_\_\_: Shaded area(s) of the subject property depicted on this plat are in a SFHA

11. **Certifications** (See Appendix B for Forms): In all cases some or all of the following certificates shall be present and signed on the original final plat before the Planning Commission Secretary and Director of Planning signs the plat for recording the plat at the Register of Deeds' Office. The developer shall check with the Director of Planning as to which certificates shall be depicted on the final plat. Certificates below denoted with an asterisk (\*) are required on all plats.

\*Form 1 – Certificate of Ownership, Dedication and Compliance with Deed Restrictions-Certification showing that applicant is the landowner and dedicates streets, rights-of-way, and any sites for public use and the subdivision is not prohibited under any current deed restrictions or covenants.

\*Form 2 – Certificate of Accuracy & Precision-Certification by surveyor of accuracy of survey, plat, and placement of monuments.

Form 3A – Certificate of General Approval for Installation of Subsurface Sewage Disposal Systems-This certification to be used if any lots will use septic tanks and must be signed by an appropriate representative of the Tennessee Department of Environment and Conservation before presentation to Planning Commission for final approval.

Form 3B – Certificate of Approval of New Sewage Collection Facilities-This certification is to be used for any lots connected to or proposed to be connected to Cookeville sewer system. Part (1) pertains to sewer facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements.

Form 4A – Certificate of Approval of New Water Lines-This certification is to be used for any lots where new water lines have been (or will be) installed. Part (1) pertains to water facilities installed whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements.

Form 4B – Certification of Existing Water Lines and/or other Utilities-This certification is to be used for any lots served by and connected to previously existing water and/or sewer lines.

Form 5A – Certificate of Approval of New Fire Hydrants-This certification is to be used for any lots where new fire hydrants have been (or will be) installed. Part (1) pertains to hydrants installed whereas Part (2) pertains to acceptance of a financial guarantee in lieu of installation.

Form 5B – Certificate of Approval of Existing Fire Hydrants-This certification is to be used for any lots served by an existing fire hydrant.

Form 6A – Certificate of Approval of New Streets and Drainage System-This certification is to be used for any lots served by new streets, drainage system, etc., recently installed or to be installed, in conformance to Planning Commission regulations, with signature by applicable official.

Form 6B – Certificate of Existing Street(s)-This certification is to be used for a subdivision which does not involve new street construction, but which fronts on an existing street. That street may not meet Planning Commission requirements.

Form 7 – Certificate of Approval of Sidewalks-This certification is to be used for any lots where new sidewalks have been (or will be) installed. Part (1) pertains to sidewalks installed whereas Part (2) pertains to acceptance of a financial guarantee in lieu of installation.

Form 8 – Certificate of Approval of Power Easements-Certification that power easements acceptable to the Cookeville Electric Department have been provided.

\*Form 9 – Certificate of Approval for Recording-Certification by the Secretary of the Planning Commission and by the Director of Planning that the plat has been approved by the commission. In all cases this certification will be signed only after all other certificates have been signed and after final approval has been granted by the Planning Commission.

## ARTICLE IV – LAND SUITABILITY AND NATURAL FEATURES

### A. Land Physically Unsuitable for Subdivision

1. Land where flooding, sink holes, bad drainage, steep slopes, rock formations, and other such features which may endanger health, life, or property, aggravate erosion, increase public funds for supply and maintenance of services, and
2. Land which other public agencies have investigated and found in the best interest of the public not suitable for the type of platting and development proposed shall not be approved for subdivision unless adequate methods are formulated by the developer for meeting the problems created by subdivision of such land. Such land within any plat shall be set aside for such uses as shall not produce unsatisfactory living conditions.

### B. Land Unsuitably Located for Subdivision

1. The Planning Commission shall not approve what it considers to be scattered or premature subdivision of land which would endanger health, safety, or property because of lack of or adverse effect on water supply, schools, proper drainage, good transportation, or other public services or which would necessitate an excessive expenditure of public funds for the supply or maintenance of such services.
2. Land unsuitable for subdividing is also that located in close proximity to potentially hazardous commercial operations which may endanger health, life, or property of the residents of the proposed subdivision.

### C. Preservation of Natural Features

The developer shall, wherever possible, attempt to preserve all natural features which add value to residential developments and to the community, such as large trees or groves, water courses and falls, historic spots, vistas, and similar irreplaceable assets.

### D. Special Requirements for Floodable Areas

The purpose of this section is for the review of subdivision proposals to determine whether such proposals will be reasonably safe from flooding. In order to accomplish this, the following regulations shall apply:

#### 1. **Definition of Land Subject to Flooding**

- a. For the purpose of these regulations, land subject to flooding shall be defined as those areas within the City of Cookeville shown as either a 100-year flood area (Zone A) on the Flood Insurance Rate Maps for Putnam County and the City of Cookeville, dated May 16, 2007 or any subsequent amendment or revision to said maps.
- b. In addition, along all other streams and water courses not shown as floodable by the Flood Hazard Boundary Maps or Flood Insurance Rate Maps, all land located within a distance of the stream bank equal to two (2) times the width of the stream at the top of the bank or 20 feet each side from the top of the bank, whichever is greater, is considered to be subject to flooding.

## 2. Regulations for Subdivisions Containing Land Subject to Flooding

- a. All subdivision proposals shall be consistent with the need to minimize flood damage.
- b. All creeks, lakes, ponds, sinkholes, or other drainage areas shall be shown on the preliminary and final subdivision plat.
- c. Every lot platted shall have a flood-free building site.
- d. All subdivision proposals shall have public utilities and facilities, such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.
- e. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- f. Base flood elevation data shall be provided for all subdivision proposals containing land subject to flooding.
- g. **Utilities**
  - (1) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
  - (2) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration.
  - (3) If on-site waste disposal septic systems are to be used, a flood-free site shall be provided on each lot in order to avoid impairment to them or contamination from them during flooding.
  - (4) A restriction shall be noted on the final plat requiring that all electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- h. **Fill**
  - (1) Land subject to flooding may be platted for residential use only if filled to such a height as will secure a flood-free site based on data submitted by the subdivider and prepared by registered professional engineers, provided such use of fill does not endanger health, life, or property or restrict the flow of water or increase flood heights at the property being subdivided or any other property. Lots on fill will not usually be approved for septic tank drain fields. In order to be considered for development such lots must be served by a public sewer system.
  - (2) No fill shall be placed in the floodway of the stream and if undetermined no closer than 20 feet from the top of the bank of any stream or water course unless the subdivider demonstrates that a lesser distance (but not less than 15 feet) is adequate based on watershed area, the probable runoff, and other topographic and hydraulic data prepared by registered professional engineers.
  - (3) All bridges, culverts, and other drainage openings shall be designed so as not to restrict the flow of water and unduly increase flood heights upstream.

## ARTICLE V – STREETS - DESIGN STANDARDS AND SPECIFICATIONS

The following standards shall apply for the design of all streets in subdivisions located in the City of Cookeville.

### A. General Standards of Design

1. **Arrangement:** The arrangement of streets in the subdivision shall provide for the continuation of principal streets of adjoining subdivisions, and for proper projection of principal streets into adjoining properties which are not yet subdivided. The continuation of principal streets is necessary for the adequate movement of traffic and for the construction or extension of utilities and public services such as sewers, water, and drainage facilities. Local streets shall be so laid out that their use by through traffic will be discouraged. Where, in the opinion of the Planning Commission, topographic or other conditions make such continuance undesirable or impracticable, the above conditions may be modified. The curvilinear street layout will be encouraged by the Planning Commission.
2. **Conformity to the Major Street Plan:** The location and width of all streets and roads shall conform to the official Major Street Plan. The latest Major Street Plan Map is on file in the Office of the Putnam County Register of Deeds and a copy of said plan is included in the front of this document.

Where a street designated by the Major Street Plan as a "Proposed Street" crosses the proposed site of subdivision, right-of-way sufficient to meet the design standards for the functional classification of said street shall be dedicated to the public and shown on said plat.

3. **Points of Access:** A minimum of two points of access shall be required for all subdivisions containing more than twenty (20) lots.
  - a. In order to meet this requirement, the Planning Commission may require the dedication of unimproved right-of-ways to the property line of a subdivision to allow for the future extension of streets.
  - b. This provision may be waived if and when the Planning Commission determines that the physical characteristics of the site of the proposed subdivision or the nature of the streets adjacent to it make the provision of two or more access points impractical.
4. **Linkage of Subdivisions:** Streets in proposed subdivisions shall be linked to existing street right-of-ways or existing unimproved right-of-ways as provided for above. When a proposed subdivision is linked to an existing unimproved right-of-way the developer shall improve the existing unimproved right-of-way to meet the required standards for street construction. This provision may be waived or reduced by the Planning Commission when the length of the unimproved right-of-way exceeds 150 feet.
5. **Relation to Adjoining Street System:** The proposed street system shall extend any adjoining existing streets at the same or greater width, but in no case less than the required minimum width.
6. **Relation to Topography:** The street plan of a proposed subdivision shall bear a logical relationship to the topography of the property, and all streets shall be arranged so as to obtain

as many of the building sites as possible at or above the grade of the streets. Grades of streets shall conform as closely as practicable to the original topography.

7. **Flood Prevention:** Streets that will be subject to inundation or flooding shall not be approved. 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. Where flood conditions are anticipated, profiles and elevations of streets will be required in order to determine the advisability of permitting the proposed street layout.

## **B. Street Classifications**

The street and road system of the City of Cookeville shall have the following classifications:

1. **Arterial Streets:** Streets and highways that are used primarily for movement of fast or heavy traffic within and through the municipality; a secondary function is land access. These streets are usually shown on the Major Street Plan and are generally State and Federal Highways. Arterial streets may be classified as Major or Minor depending on their traffic volumes and their relative importance in the intercity street network.
2. **Collector Streets:** Streets that carry traffic from local streets to the arterial streets and highways. This usually includes the principal entrance street(s) or streets of major circulation of a residential development. Collector streets may be classified as Major or Minor depending on their traffic volumes and their relative importance in the intercity street network. For construction purposes, all streets intended for industrial developments and/or large-scale commercial developments shall be classified as Major Collector Streets.
3. **Local Streets:** Streets designated to accommodate local traffic, the major portion of which originates along the street itself. The major function of a local street is land access. These may also be called minor residential or minor commercial streets. A cul-de-sac is a local street intended to be a permanent dead-end with a paved turnaround designed so that it cannot be extended in the future. A marginal access street is a local street parallel and adjacent to an arterial or collector street designed to provide access to abutting land use and to provide protection from through traffic.
4. **Alleys:** Streets used primarily for service access to the back and/or side of land uses otherwise on a public street.

### C. Minimum Street Right-of-Way Widths

The minimum width of the street right-of-way, measured from lot line to lot line, shall be as shown on the Major Street Plan, or if not shown on such plan, shall be not less than as listed below. (See Table 1, page 40).

- a. Local Streets.....45 - 50 feet\*
- b. Cul-de-sacs.....100 feet turnaround diameter
- c. Collector Streets....50 - 80 feet
- d. Arterial Streets.....80 - 120 feet
- e. Alley.....20 feet

\*When curb and gutter and storm sewer is installed on both sides of local streets the Planning Commission may allow a reduced right-of-way width of no less than 40 feet, provided there is adequate width for the location of sidewalks and utilities.

### D. Minimum Street Surfacing Widths

The minimum street surfacing widths shall be as follows: (See Table 1, page 40).

- 1. Local Streets.....20 feet, 18 feet with curb and gutter\*
- 2. Cul-de-sacs.....80 feet turnaround diameter
- 3. Collector Streets
  - Minor.....24 feet, 22 feet with curb and gutter
  - Major.....36 feet with curb and gutter
- 4. Arterial Streets
  - Minor.....48 feet with curb and gutter
  - Major.....60 feet with curb and gutter
- 5. Alley.....16 feet

\* When curb and gutter is installed on both sides of the street, pavement width for local streets shall be measured from the edge of the gutter. All other classifications shall be measured from edge of pavement to edge of pavement.

### E. Additional Right-of-Way on Existing Streets

Plats for subdivisions that abut existing streets shall show the dedication of additional right-of-way to meet the minimum right-of-way width requirements.

- 1. The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.
- 2. When the subdivision is located on only one side of an existing street, one-half (1/2) of the required right-of-way, measured from the center line of the existing street, shall be provided.
- 3. The dedication of additional right-of-way shall not be required on streets or routes maintained by the State of Tennessee.
- 4. When it can be established and demonstrated by the developer that the mandatory dedication required herein will create an unreasonable hardship, the Planning Commission may waive or vary the requirements for the dedication of additional right-of-way. In general, these requirements shall not be considered to create a hardship unless imposition of the full requirement will create a non-conforming lot or structure as defined by the Zoning Code.

**F. Substandard Existing Streets**

The subdivision of property abutting existing streets that do not meet the minimum construction standards of these regulations shall generally be prohibited. Should improvements to the existing street be required in order to meet the demands of the proposed subdivision, the cost of said improvements shall be borne by the developer unless determined otherwise by the City of Cookeville.

**G. Street Grades**

- 1. **Minimum Grade:** The minimum grade of any street shall not be less than one-half (1/2) of one (1) percent.
- 2. **Maximum Grades:** The maximum street grades by street classification shall be as follows:
  - a. Arterial Streets.....Six (6) percent
  - b. Collector Streets.....Eight (8) percent
  - c. Local Streets.....Ten (10) percent\*

\*When special topographic or other conditions warrant, the Planning Commission, upon recommendation of the Public Works Department, may permit a grade of up to twelve (12) percent on a local street.

- 3. **Maximum Grades at Intersections:** No more than three (3) percent grade within 100 feet of any intersection with a collector or arterial street nor within 50 feet of any intersection with a local street shall be allowed.
- 4. **Changes in Grade:** Every change in grade shall be connected by a vertical curve constructed so as to afford a minimum sight distance of 200 feet, said sight distance being measured from the driver's eyes, which are assumed to be four and one-half (4 1/2) feet above the pavement surface.
- 5. **Street Profiles:** Upon preliminary plat approval, if the street grade appears questionable, the Planning Commission may require a street profile drawing. If required, street profiles shall show natural and finished grades and shall be drawn to a scale of not less than one (1) inch equals 100 feet horizontal, and one (1) inch equals ten (10) feet vertical.

**H. Horizontal Curves, Vertical Curves, and Tangents**

- 1. **Arterial and Collector Streets:** The geometric criteria applied to the design of an arterial or collector street is a function of the design speed defined for the given classification. Therefore, the accepted minimum limits for horizontal curves, vertical curves and tangents are also a function of design speed. In general, the following design speeds will apply for arterial and collector streets within the City of Cookeville:
  - a. Arterial Streets.....45 mph
  - b. Collector Streets.....30 mph

These stated design speeds may be varied by the Public Works Department when physical features such as topography or existing land use impact the location or configuration of a specific street. However, for the purpose of these regulations, these design speeds shall be used to determine the minimum acceptable limits for horizontal curves, vertical curves and tangents. Said limits shall be determined according to the methodology in A POLICY ON GEOMETRIC

DESIGN OF HIGHWAYS AND STREETS, AASHTO, current edition, or any subsequent non-metric editions.

2. **Local Streets:** The minimum horizontal curve, vertical curve and tangent for local streets shall be as follows:
  - a. Horizontal Curve.....150-foot radius
  - b. Vertical Curve.....200-foot sight distance
  - c. Tangent.....160 feet

**I. Intersections**

1. **Design:** Street intersections shall be as nearly at right angles as is possible and no intersection shall be at the angle of less than 60 degrees. (See Illustration 3 in Appendix A).

No street intersection shall have more than four streets entering it, and the "T" or three-way intersection shall be used whenever possible. Additional street right-of-way on local streets may be required at intersections with collector or arterial streets to permit proper intersection design for traffic flow.

2. **Street Jogs:** Street jogs with centerline off-sets of less than 150 feet shall not be allowed if the proposed street is to connect with or is an arterial or collector street. Street jogs on local streets with centerline off-sets of less than 125 feet shall not be allowed. (See Illustration 4 in Appendix A).

3. **Spacing:** Intersections shall be spaced as follows:

- a. Arterial intersecting Arterial..... 500 feet
- b. Collector intersecting Arterial.....400 feet
- c. Collector intersecting Collector.....300 feet
- d. Local intersecting Arterial.....500 feet
- e. Local intersecting Collector.....300 feet
- f. Local intersecting Local.....200 feet

4. **Visibility of Intersections; Steep Grades and Curves:** A combination of steep grades and curves shall be avoided. In order to provide visibility for traffic safety, that portion of any corner lot (whether at an intersection entirely within the subdivision or of a new street with an existing street) shall be leveled and cleared of brush (except isolated trees) and obstructions above the level three feet higher than the centerline of the street. If directed, the ground shall be excavated to achieve visibility.

5. **Driveways:** Driveways located adjacent to intersections shall be separated from the cross street so that the distance from the nearest driveway radius to the edge of the pavement of the cross street, ignoring any radius along said street, shall be no less than fifty (50) feet or as determined by the Director of Public Works or his designee. (See Illustration 5 in Appendix A). In cases where the angle of intersection differs from ninety (90) degrees, the minimum separation shall be determined in accordance with "Guidelines for Driveway Design" as published by the Institute of Transportation Engineers. Said determination shall be made by the Director of Public Works or his designee.

NOTE: This regulation can affect the minimum width of a corner lot. Refer to the Zoning Code for the appropriate driveway width and turning radius of each zoning district.

## 6. Turning Radius

- a. Curve radii at street intersections shall not be less than 20 feet and where the angle of street intersection is less than 75 degrees, the Planning Commission may require a greater curve radius. (See Illustration 6 in Appendix A).
- b. In cases where a single radius curve does not provide adequate turning radius for vehicles, then the Director of Public Works, or his designee, may determine that a three-centered compound curve or a single radius curve with taper be required. In making such a determination, the WB-40 design vehicle as defined by AASHTO will be used. The design of a three-centered compound curve or single radius curve shall be according to the methodology defined in A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS, AASHTO, current edition. Illustration 7 in Appendix A depicts examples of accepted turning radii.
- c. To permit the construction of a curb having a desirable radius without curtailing the sidewalk at a street corner to less than normal width, the property line at such street corner shall be rounded or otherwise set back to permit such construction.

## J. Dead-End Streets (Cul-de-sacs)

1. **Length:** No dead-end street (cul-de-sac) will be permitted which exceeds 1200 feet in length or serves more than twenty (20) lots, whichever is less, unless specifically authorized as a variance by the Planning Commission.
2. **Design:** Each dead-end street (cul-de-sac) shall be provided at the closed end with a circular turnaround having an outside pavement diameter of at least 80 feet and a street right-of-way diameter of at least 100 feet. The circular turnaround may be centered on the main body of the street or off-set to either side. (See Illustration 8 in Appendix A for examples of accepted cul-de-sac designs).

To accommodate large trucks in commercial or industrial subdivisions, the Planning Commission may require, if determined as necessary by the Public Works Department, that the circular turnaround have an outside pavement diameter of up to 100 feet and a street right-of-way diameter of up to 120 feet.

3. **Alternate Designs:** When approved by the Planning Commission, alternate designs, including a "T" or "hammer head" configuration, may be used in lieu of the circular cul-de-sac. The pavement and shoulder of each leg of such a cul-de-sac shall be the same as the main body of the street; the turning radii leading to each leg shall not be less than 25 feet; and the length of the cul-de-sac across the top of the "T" shall not be less than 100 feet.
4. **Temporary:** Where, in the opinion of the Planning Commission, it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property. Such dead-end streets shall be provided with a temporary paved turnaround having a roadway surface diameter of at least 80 feet.

## K. Private Streets or Permanent Vehicular Easements

1. The Planning Commission discourages the platting of private streets or permanent vehicular easements as every subdivided property should be served from a publicly dedicated street.

2. Private streets and permanent vehicular easements shall be developed to meet all standards required for municipal streets as provided in these regulations. These include, but are not limited to, all requirements for street right-of-way widths, minimum surfacing widths, street grades, curves, intersections, street names, curbs, sidewalks, and street construction procedures and specifications.
3. When private streets or permanent vehicular easements are permitted by the Planning Commission, the developer shall provide to the City of Cookeville provisions for the perpetual maintenance of the private street or permanent vehicular easement. Said provisions shall be referenced on the final plat and recorded with the Putnam County Register of Deeds.

**L. Reserve Strips**

There shall be no reserve strips controlling access to streets, except where the control of such strips is definitely placed with the municipality under conditions approved by the Planning Commission.

**M. Special Treatment Along Major Arterial Streets**

When a subdivision abuts or contains an existing or proposed major arterial street, the commission may require either marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, lots with rear service alleys, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

**N. Streets in Commercial Subdivision Developments**

1. **Service Streets or Loading Space in Commercial Developments:** Paved rear service streets or alleys of not less than 30 feet in right-of-way width, or adequate off-street loading space with a suitable paved surface shall be provided in connection with lots designed for commercial use. Service streets, alleys, and off-street loading spaces shall generally not be dedicated to or accepted by the City of Cookeville.
2. **Free Flow of Vehicular Traffic Abutting Commercial Developments:** In front of areas designed for commercial use, the street's width shall be increased by such amount on each side as may be deemed necessary by the Planning Commission to assure the free flow of through traffic without interference by parked or parking vehicles, and to provide adequate and safe parking space for such commercial or business district.

**O. Street Names**

1. Proposed streets, which are obviously in alignment with others already existing and named, shall bear the name of existing streets.
2. New street names shall be substantially different so as not to be confused in sound or spelling with present street names as shown on the Cookeville or Putnam County Official Street/Road Name Maps. The only exception to this policy is where a proposed street is an extension of (or is in alignment with) an existing street. Generally, no street should change direction by more than 90 degrees without a change in street name.
3. Street Name Signs: The developer is required to erect street name signs in subdivisions within the City of Cookeville. These add value to land subdivision and enable strangers, delivery

concerns, emergency vehicles, and even potential buyers to find their way around. The developer should consult with the Cookeville Public Works Department for installation standards.

**P. Warning and Regulatory Signs**

The developer is required to install warning and regulatory signs at appropriate locations in the subdivision (stop signs, etc.). The Public Works Department shall be consulted for proper location and installation standards

**Q. Subdivision Identification Signs**

1. No subdivision identification sign shall exceed 64 square feet in size.
2. Subdivision identification signs proposed for location on islands within the street right-of-way shall be depicted on the final plat and shall be designed to meet the following standards:
  - a. A minimum street pavement width of 12 feet shall be provided on both sides of the island for the subdivision identification sign. Additional street right-of-way, if determined necessary by the Planning or Public Works Departments, shall be provided.
  - b. The identification sign shall be set back a minimum of 15 feet from the intersecting street right-of-way.
  - c. The City of Cookeville shall not be responsible for the maintenance of subdivision entrance signs and/or islands. Provisions for the permanent maintenance of subdivision entrance signs and/or islands shall be specified by the developer and approved by the Planning Commission.
3. Subdivision entrance signs located on corner lots shall meet the following standards:
  - a. To maintain visibility at intersections an obstruction free area shall be provided in which no sign or other object between the height of two (2) feet and ten (10) feet shall be permitted. The obstruction free area is defined by extending the edges of pavement of the intersecting streets, ignoring any radius, to a point. From this point, two other points are established by measuring 50 feet along the edge of the pavement of each street. These two points are then joined together to establish the limits of the obstruction free area.
  - b. The City of Cookeville shall not be responsible for the maintenance of subdivision entrance signs and/or islands. Provisions for the permanent maintenance of subdivision entrance signs and/or islands shall be specified by the developer and approved by the Planning Commission.
4. Illustration 9 in Appendix A depicts acceptable locations for subdivision identification signs.

## ARTICLE VI      STREETS - CONSTRUCTION PROCEDURES AND SPECIFICATIONS

The following procedures and specifications shall apply for the construction of all streets in subdivisions located in the City of Cookeville.

### A. Street Construction Cross-Sections

1. The minimum street construction cross-section for each functional classification of a street shall be as depicted in Table 1, page 40.
2. Accepted right-of-way, base and surface width cross-sections for the various street classifications are depicted in Illustrations 10 through 13 in Appendix A.
3. Accepted base, binder and surface thickness cross-sections for the various street classifications are depicted in Illustrations 14 through 16 in Appendix A.

### B. Subgrade Preparation

1. Before grading is started, the areas within the limits of construction shall be cleared of all objectionable matter, such as trees, stumps, roots, weeds, heavy vegetation, etc. Topsoil shall be removed and stockpiled for later use as a topping-out material for seeding and sodding.
2. Appropriate erosion control methods as specified by the Department of Public Works shall be applied in the preparation of the subgrade.
3. If rock is encountered, it shall be removed or scarified to provide adequate roadway drainage.
4. Fill: Within any portion of a street right-of-way requiring fill material, such material shall be compacted to 95 percent of the Standard Optimum Proctor Density (ASTM D698-91). To attain this compaction, the following procedures shall be followed:
  - a. Fill material shall be evenly and uniformly spread in lifts not to exceed six (6) inches in thickness over the entire width and thickness of the roadway.
  - b. Each lift shall be thoroughly rolled with an approved sheep's foot or vibratory compactor.
  - c. Soils which are too wet shall be allowed to dry before compaction is attempted.
  - d. Soils shall be within plus or minus three (3) percent of the optimum moisture content.

**TABLE 1**

**MINIMUM STREET CONSTRUCTION CROSS-SECTIONS BY  
FUNCTIONAL CLASSIFICATION OF STREETS**

<b>STREET CLASSIFICATION</b>	<b>Right-of-way width</b>	<b>Subgrade width</b>	<b>Base width</b>	<b>Base thickness</b>	<b>Asphaltic Base width</b>	<b>Asphaltic Base thickness</b>	<b>Binder width</b>	<b>Binder thickness</b>	<b>Surface width</b>	<b>Surface thickness</b>
<b>LOCAL (no curb)</b>	50 feet	28 feet	26 feet	6 inches	NA	NA	20 feet	2 inches	20 feet	1.5 inches
<b>LOCAL (extruded curb)</b>	45-50 feet	26 feet	24 feet	6 inches	NA	NA	22 feet	2 inches	20 feet	1.5 inches
<b>LOCAL (integral curb &amp; gutter)</b>	45-50 feet	26 feet	24 feet	6 inches	NA	NA	18 feet	2 inches	18 feet	1.5 inches
<b>MINOR COLLECTOR (no integral curb &amp; gutter)</b>	50-60 feet	32 feet	30 feet	8 inches	NA	NA	24 feet	3 inches	24 feet	2 inches
<b>MINOR COLLECTOR (integral curb &amp; gutter)</b>	50-60 feet	30 feet	28 feet	8 inches	NA	NA	22 feet	3 inches	22 feet	2 inches
<b>MAJOR COLLECTOR</b>	60-80 feet	50 feet	40 feet	8 inches	36 feet	3 inches	36 feet	2.5 inches	36 feet	1.5 inches
<b>ARTERIAL</b>	80–120 feet	60–72 feet	52–64 feet	10 inches	48-60 feet	4 inches	48–60 feet	3 inches	48–60 feet	1.5 inches

Notes:

1. Within the corporate limits, sidewalks are required on a minimum of one side on all local and minor collector streets and on both sides of all major collector and arterial streets.
2. Sidewalks are to be installed a minimum of 2 feet from the edge of the street or back of curb.
3. Storm sewers are required whenever extruded curb or integral curb and gutter are installed.
4. Integral curb and gutter is required on all major collector and arterial streets.
5. All streets constructed for commercial and industrial subdivisions shall, at a minimum, be constructed to major collector street standards.

5. The subgrade shall be constructed according to Section 207 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments. Cut and fill slopes shall generally not exceed a grade of 3:1.
6. After grading is completed, and before the pavement base is applied, all of the underground work (water and sewer lines, any other utilities, service connections, and drainage culverts) shall be installed completely throughout the length and width of the subgrade.
7. Where the subgrade is cut for the installation of underground utilities, the trench shall be backfilled with crushed stone 3/4 inches and down in size with fines and the utilities shall be properly bedded in suitable material, depending on subgrade. The backfill shall be thoroughly compacted in layers not to exceed six (6) inches in thickness, by vibratory or pneumatic tamping equipment. Backfills shall be compacted to 95 percent of the Standard Optimum Proctor Density.
8. The finished subgrade shall provide for the superelevation and crown of the roadway. (See Illustrations 10 through 13 in Appendix A for typical section).
9. The Planning or Public Works Departments may request that the developer provide compaction tests prepared by an independent testing laboratory for the subgrade and/or back-filled utility trenches.

### **C. Street Drainage**

1. An adequate drainage system, including necessary storm sewers, open ditches, pipes, culverts, intersectional drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water.
2. All street side ditches shall be built to a grade that will provide good drainage. The maximum side slope permitted on ditches is 3:1. The minimum bottom grade on ditches shall be one (1) percent. All drainage ditches shall be stabilized to prevent erosion.
3. Cross drains shall be provided to accommodate all-natural water flow and shall be of sufficient length to permit full width of the subgrade and the required slopes.
4. All cross drains that are to be laid under the roadway shall be of concrete construction (minimum Class III).
5. The size openings to be provided shall be determined by the Rational Formula, but in no case shall the pipe be less than 15 inches in diameter.
6. Cross drains shall be built on straight line and grade and shall be laid on bedded stone a minimum of four (4) inches in thickness. Cross drains shall not be laid on rock.
7. Pipes shall be laid with the spigot end pointing in the direction of the flow and with the ends fitted and matched to provide tight joints and a smooth uniform invert.
8. Head walls shall be provided at the inlet and outlet of all cross drains. Wing walls may also be required if determined as necessary by the Public Works Department. Illustration 17 in Appendix A depicts accepted forms of headwalls.

9. All drainpipes and culverts shall be placed at a sufficient depth below the subgrade to avoid dangerous pressure of impact, and in no case shall the top of the pipe be less than one (1) foot below the finished subgrade.
10. The drainage system should be designed based on a storm frequency of 10 years. However, if the 10-year design flow is greater than 100 cubic feet per second, the system shall be capable of accommodating the 100-year design flow within the drainage easement.
11. In those cases where the drainage system relies on sinkholes for discharge, it should be capable of accepting the 100-year design flow within the dedicated easement.
12. The drainage conduits shall maintain a minimum velocity of 2 1/2 feet per second at full flow but shall not exceed 20 feet per second.

#### **D. Pavement Base Preparation**

1. After preparation and approval of the subgrade, and after the installation of all drainage culverts and underground utilities, the roadbed shall be surfaced with Class A, Grade B, crushed rock generally known as “pug mix”. If the developer intends to let the pavement base “settle” for a period of six months or more, the first lift of base may consist of crushed rock generally known as “crusher run stone” with the second lift consisting of “pug mix”.
2. Spreading of the stone shall be done uniformly over the area to be covered by a box spreader or other appropriate spreading devices and shall not be dumped in piles. If required by the Public Works Department grade hubs shall be set for the compacted elevation of the pavement base (“blue topping”). The grade hubs, if required, shall be set at the centerline and on each edge of the base at intervals of 50 feet.
3. After spreading, the stone shall be rolled until thoroughly compacted. The compacted thickness of the stone roadway shall be no less than six (6) inches for local streets, eight (8) inches for minor and major collector streets, and ten (10) inches for arterial streets. Inspections shall be made every 100 feet at random points across road.
4. Construction shall be as specified in Section 303 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction", current edition, and any subsequent amendments.
5. Any portion of the finished pavement base that is disturbed by construction activities shall be reworked, compacted, and tested prior to the application of the binder surface.

#### **E. Asphaltic Base/Binder Course**

1. For major collector and arterial streets an asphaltic base course shall be applied that shall be composed of a hot mixture of aggregate and asphalt (hot mix), which shall be Grade A as specified in Section 307 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.
2. Materials, construction equipment and construction procedures shall be as specified in Section 307 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.

3. The compacted thickness of the asphaltic base course shall be no less than three (3) inches for major collector streets, and four (4) inches for arterial streets.
4. The binder course shall be composed of a hot mixture of aggregate and asphalt (hot mix) which shall be Grade B-M as specified in Section 307 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.
5. Materials, construction equipment and construction procedures shall be as specified in Section 307 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.
6. The compacted thickness of the binder course shall be no less than two (2) inches for local streets, three (3) inches for minor collector streets, one and one-half inches for major collector and arterial streets.

**F. Final Pavement/Wearing Surface**

1. For subdivision developments, including commercial and industrial developments, located within the corporate limits of Cookeville, upon completion of the foundation/binder course, the developer shall pay a deposit to the City of Cookeville equal to the cost of the wearing surface. The Public Works Department shall determine the cost of the wearing surface. Said deposit shall be designated by the name of the subdivision and its use shall be limited to the streets within said subdivision.
2. At a time to be determined by the City Manager and/or Director of Public Works, generally after seventy percent (70%) of the lots within the subdivision have been developed, said deposit will be withdrawn and used to apply the wearing surface on the streets for which it is designated.
3. The developer, with approval of the Director of Public Works and generally after seventy percent (70%) of the lots within the subdivision have been developed, may elect to install the final wearing surface. In such cases, the amount of the original deposit will be refunded to developer upon completion and approval of the installation of the wearing surface.
4. The final pavement/wearing surface shall consist of an asphaltic concrete pavement (hot mix) composed of a mixture Grade D or E as specified in Section 411 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.
5. The compacted thickness of the final pavement/wearing surface shall be no less than one and one-half (1.5) inches for locals, two (2) inches for minor collector streets, and one and one-half (1.5) inches for major collector and arterial streets.

**G. Wearing Surface Alternatives**

The Planning Commission, with the approval of the Director of Public Works, may consider suitable wearing surface alternatives, such as concrete or brick. Such wearing surface alternatives shall meet all standards and specifications as may be established by the Planning Commission and the Public Works Department.

#### **H. Extruded Curb or Integral Curb and Gutter (Optional)**

1. Should the developer choose to install extruded curb or integral curb and gutter in a development, storm sewers shall be installed. No street curbing shall be allowed without the installation of storm sewers.
2. All curbs shall be backfilled to the top of the curb extending for a distance of at least three (3) feet from the curb.
3. Materials, equipment, and construction requirements shall be as specified in Section 702 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.
4. Illustration 18 in Appendix A depicts the accepted forms of extruded curb and curb and gutter.

#### **I. Storm Sewers (Required with Extruded Curb or Integral Curb and Gutter)**

1. Wherever extruded curb or integral curb and gutter are installed storm sewers shall also be installed. No street curbing shall be allowed without the installation of storm sewers.
2. Storm sewer systems shall be designed so that storm water runoff shall not extend out from the curb at a width of more than two (2) feet before entering a catch basin.
3. All curb inlet grates shall be traffic grade. Inlet grate openings shall be perpendicular to the traffic flow. (See Illustration 19 in Appendix A).
4. Materials, equipment, and construction requirements shall be as specified in Section 607 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.

#### **J. Sidewalks** (As amended on October 25<sup>th</sup>, 2021)

For the safety of pedestrians and to provide a means of non-vehicular movement, the installation of sidewalks shall be required in all subdivision developments located within the corporate limits of the City of Cookeville involving new street construction and with access to the public sanitary sewer system.

Residential subdivisions along existing streets with access to public sewer shall require the installation of sidewalks along the development side of a public street when located within 1,000 linear feet of an existing sidewalk. The Planning Commission may approve an optional fee in lieu of sidewalk construction in accordance with Section 209 Sidewalk Requirements, Section 209.4, Optional Fee In Lieu Of Construction, of the Zoning Code. The Planning Commission may waive the requirement to install sidewalks for residential subdivisions along existing streets in accordance with Section 209 Sidewalk Requirements, Section 209.6, Procedure For Waiver Of Installation Requirements, Section 209.6A.1-209.6A.3. of the Zoning Code.

Residential subdivisions on existing streets with access to public sewer consisting of two (2) lots or less are exempt from sidewalk installation. Submission of multiple subdivision plats under the same ownership of two (2) lots or less will be viewed as an attempt to circumvent the sidewalk requirement, and sidewalk installation will be required for previously exempted lots and proposed lots in a minor subdivision.

The following standards shall apply for sidewalks:

1. At a minimum, sidewalks shall be installed on one side of all new streets.
2. Sidewalks shall be located in the street right-of-way at least one foot from the property line to prevent interference or encroachment by fencing, walls, hedges, or other planting or structures placed on the property line at a later date. No obstructions such as mailboxes, streetlights, utility poles, guy wires, and/or fire hydrants shall be permitted within the required width of any sidewalk.
3. Sidewalks shall be installed a minimum of two (2) feet from the edge of the street or back of curb. A level transition area with a minimum width of two (2) feet, filled to the height of the sidewalk, shall be provided on both sides of the sidewalk.
4. Subject to the recommendation of the Public Works Director and the approval of the Planning Commission, sidewalks may be installed immediately adjacent to the street surface provided extruded curb, or integral curb and gutter, and storm sewers are installed as specified in Sections H and I of this article.
5. On dead-end streets sidewalks may end at the transition curve of the cul-de-sac.
6. Sidewalks shall be constructed with a minimum 3000 PSI, Class A, concrete, or other material as approved by the Public Works Department. All concrete sidewalks shall have a minimum thickness of four (4) inches and shall be placed on a gravel base with a minimum thickness of two (2) inches.
7. Materials, equipment, and construction requirements shall be as specified in Section 701 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" 1995 edition, and any subsequent amendments.
8. In single family residential areas sidewalks shall be a minimum of four (4) feet wide. In multi-family or group housing developments sidewalks shall be a minimum of five (5) feet wide. In commercial areas sidewalks shall be a minimum of six (6) feet wide.
9. Construction Alternatives: Either of the following alternatives may be used for the construction of sidewalks:
  - a. Installed by the developer prior to final plat approval.
  - b. Installed by the developer within five (5) years after the date of final plat approval provided a Financial Guarantee, meeting the specifications of Article II, Section H, is established.
10. Alternate methods of providing a means of non-vehicular movement in new subdivision developments, such as asphaltic concrete paths or trails, may be considered by the Planning Commission. Should an alternative method be approved by the Planning Commission said method shall be subject to any standards or conditions as may be established by the Planning Commission and/or Public Works Department.
11. The construction of sidewalks is not required in new subdivisions that do not have access to the public sanitary sewer system.
12. Illustration 20 in Appendix A depicts accepted forms of sidewalk design.

**K. Road Bank Seeding, Erosion and Siltation Control**

1. Areas disturbed by cut or fill along roadways shall be shaped and seeded with permanent vegetation. This work should be accomplished in conjunction with roadway construction in order to reduce erosion and prevent the siltation and clogging of culverts and drainage ways.
2. In areas with slopes over three percent (3%) grade excluding rock conditions, sodding of drainage ways, concrete waterways and/or ditch checks may be required.
3. Equipment and construction requirements shall be as specified in Section 205, Part 8 of the Tennessee Department of Transportation's "Standard Specifications for Road and Bridge Construction" current edition, and any subsequent amendments.

**L. Inspections, Testing, and Material Certifications**

1. All street and road construction shall be inspected by representatives of the City of Cookeville. Prior to the start of construction, the developer or his representative shall contact the Planning Department in order to develop an inspection schedule.
2. The Public Works Department may require that the developer provide compaction tests prepared by an independent testing laboratory.
3. Written approval must be made by the inspector at each stage of construction prior to proceeding. See Article II, Section I for additional information on Inspections Procedures.
4. The contractor(s) and/or supplier(s) furnishing base material, concrete, binder surface, and/or pavement surface shall furnish to the Public Works Department written certification that the materials used in the construction of streets developed under these regulations meet or exceed the appropriate specifications.

## ARTICLE VII – GENERAL STANDARDS FOR UTILITIES

The following general standards shall apply for the construction of utilities in or for subdivisions located in the City of Cookeville:

### A. Easements

1. The Planning Commission may require easements for water mains, storm and sanitary sewers, poles, wires, conduits, natural gas mains, or other utility lines.
2. Said easements may be required along all front, rear, and side lot lines, if determined necessary by the Planning Commission.
3. Easements, when required, shall be of a width as determined by the Planning Commission. In general, all said easements shall be 20 feet in width.
4. Easements, when required, shall be perpetual, unobstructed, and provided with satisfactory street access.
5. The Planning Commission may require easements along lot lines to adjoining properties when necessary for the extension of existing or planned utilities.
6. All easements intended for the location of utilities shall be shown on the final plat of a proposed subdivision and shall be noted on said plat as a "Utility Easement".

### B. Underground Installation Required

The complete use of underground utilities (including electric, telephone, and cable television) is required in all new subdivision developments, unless specifically waived by the Planning Commission.

### C. Underground Service Connections Required

Underground service connections for all utilities (including electric, telephone and cable television) shall be installed for each lot within the subdivision. This requirement shall be noted on all final subdivision plats.

### D. General Standards for Installation

All utilities are generally to be installed in the street right-of-way between the paved roadway and property line to simplify location and repair of lines. After grading is completed and approved, and before any pavement base is applied, all of the in-street underground utility work (water mains, sewer lines, electrical lines and other utilities, and all service connections) shall be completely installed and approved throughout the length and width of the street.

### E. Electrical, Natural Gas, Telephone and Cable Television Utilities

1. **Service Areas:** The City of Cookeville Electric and Gas Departments provide electrical power and natural gas service within the corporate limits. Portions within the corporate limits may be served by the Upper Cumberland Electric Membership Cooperative and/or by the Middle Tennessee Natural Gas Utility District. Telephone and cable television services are provided by private utilities.

## 2. **Coordination**

- a. Upon submission of a preliminary plat for consideration by the Planning Commission, copies of said plat will be furnished to the Cookeville Electric and Natural Gas Departments for review.
- b. It shall be the responsibility of the developer, however, to inform the Director of the Cookeville Gas Department if the proposed subdivision is to be considered for natural gas service.
- c. If the proposed subdivision is located outside the service area of the Cookeville Electric and/or Gas Departments, it shall be the responsibility of the developer to provide copies of the preliminary plat to the Upper Cumberland Electric Membership Cooperative and/or Middle Tennessee Natural Gas Utility District.
- d. It shall be the responsibility of the developer to provide copies of the preliminary plat to the applicable telephone and cable television utilities.

## F. **Fees for the Provision of Services**

Any fees for the provision and installation of electrical, natural gas, telephone, and cable television services shall be as determined by the current operating policy of the appropriate utility.

## **ARTICLE VIII – WATER DISTRIBUTION SYSTEMS – DESIGN SPECIFICATIONS AND INSTALLATION STANDARDS**

The following standards and specifications shall apply for the design and installation of water distribution systems in or for subdivisions located in the City of Cookeville:

### **A. General Standards of Design**

In general, the water systems designed in or for subdivisions located in the City of Cookeville shall conform to the Rules of the Tennessee Department of Environment and Conservation - Division of Water Supply, Chapter 1200-5-7, Minimum Design Criteria for Public Water Systems.

### **B. Engineer's Report and Construction Documents**

1. When required by the Tennessee Department of Environment and Conservation – Division of Water Supply, an Engineer's Report shall be submitted to said agency and shall be prepared in keeping with the guidelines of said agency. Two (2) copies of this report shall be submitted to the Planning Department at the time it is submitted to the Division of Water Supply.
2. A complete set of construction documents including plans and specifications (the submittal of specifications is not required if the City of Cookeville's standard specifications are used), prepared as per the guidelines of the Division of Water Supply and these regulations, shall be submitted to the Cookeville Department of Water Quality Control for approval prior to being submitted to the Division of Water Supply for review. Upon approval of the Division of Water Supply, one (1) set of the stamped and approved construction documents shall be submitted to the Planning Department. In addition to the stamped and approved documents, two (2) sets of construction documents identical to the documents approved by the Division of Water Supply shall be submitted to the Planning Department. No work shall be initiated on any water system designed for or in subdivisions located in the City of Cookeville until the stamped and approved construction documents are submitted to the Planning Department.
3. Any changes to construction documents shall be resubmitted to the Department of Water Quality Control. No work shall be initiated on any proposed change until the revised construction documents are submitted to and approved by the Department of Water Quality Control.

### **C. Accessibility**

1. The provision of a public water supply for domestic use and fire protection is deemed by the Planning Commission to be essential to the public welfare in all subdivision developments located within the City of Cookeville.
2. The source of water supply for the water distribution systems shown on all plats presented to the Planning Commission shall be thoroughly investigated by the developer to determine that it can supply the average and peak daily demands and fire flow requirements imposed upon it by the proposed system without decreasing the level of service to existing users of said source of water supply.
3. When a proposed subdivision is not directly adjacent to an area served by a public water supply system or should improvements to the source of water supply be required in order to meet the

demands of the proposed subdivision, the cost of said improvements shall be borne by the developer unless determined otherwise by the City of Cookeville.

4. Lands 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 and fire protection shall be deemed unsuitable for development as a subdivision until such time as this system can be provided.

#### **D. Construction Standards**

1. Water mains properly connected with Cookeville's water supply system or to the applicable water utility district system shall be constructed in such a manner as to serve all lots shown on the subdivision plat for both domestic use and fire protection.
2. Materials and construction procedures for water mains and connections shall be in accordance with basic requirements of the City of Cookeville or the applicable water utility district.

#### **E. Design Factors**

1. **Fire Flow Requirements** – A minimum fire flow requirement of 500 gallons per minute and 20 pounds per square inch residual pressure must be available in all distribution systems. More stringent standards may be required by the Cookeville Fire Department, the Insurance Services Office or other related agency.
2. **Water Consumption Requirements** – In addition to the fire flow requirements stated above, water mains and all other aspects of the proposed distribution system shall be sized to provide a consumption rate of 2 gallons per minute per domestic customer projected to be served.
3. **Layout** – Every attempt shall be made to establish a gridiron layout, preferably "looped", with a minimum of dead-end lines. All lines shall meet the specifications of the Cookeville Department of Water Quality Control or the applicable water utility district.
4. **Easements** – When easements are required for water mains, they shall be 20 feet in width and shall be perpetual and unobstructed. All said easements shall be depicted on the final plat for all proposed subdivisions and shall be noted on said plat as a "Utility Easement".
5. **Minimum Pipe Sizes** – The minimum size of pipe in all subdivisions located in the City of Cookeville shall be the size determined to be necessary to meet the fire flow requirements and water consumption requirements stated above. Said determination shall be in accordance with the engineering methods of hydraulic analysis defined by the Tennessee Department of Environment and Conservation – Division of Water Supply. In general, this minimum pipe size shall be six (6) inches in diameter.
6. **Pipe Material** – Pipes to be installed in all subdivisions located in the City of Cookeville shall be of the following materials:
  - a. **Ductile Iron.** It is recommended that ductile iron pipe be used when the pipeline to be constructed is crucial to the supply of water to a distribution network or in a highly urbanized area where the cost for maintenance or replacement exceed the cost benefits realized from less expensive pipeline materials. Such determination shall be made by the Planning Commission upon recommendation of the Department of Water Quality

Control. The class of pipe to be utilized shall be as specified by the Department of Water Quality Control.

- b. **Polyvinyl Chloride (PVC).** Polyvinyl chloride pipe may be used for all other water line construction. The class of pipe shall be as specified by the Department of Water Quality Control.
7. **Control Valves** – Control valves shall be placed at all intersections of water mains but at no time greater than 3,000 feet apart. The type of valve utilized shall be as specified by the Cookeville Department of Water Quality Control.
8. **Safety Valves** – Safety valves (air release, pressure reducing, etc.) shall be installed at such locations as deemed necessary by the engineer and/or the Cookeville Department of Water Quality Control for the safe, reliable operation of the distribution system. The type of valve to be utilized shall be as specified by the Department of Water Quality Control.
9. **Blow-off Valves** – Where a water main terminates and a fire hydrant is not required, a blow-off valve shall be provided. The type of valve to be utilized shall be as specified by the Department of Water Quality Control.
10. **Other Appurtenances** – Valve boxes, meter yokes, meter boxes, and all other appurtenances associated with the water distribution system shall be as specified by the Department of Water Quality Control.
11. **Thrust Blocking** – Thrust forces are created in a pipeline at changes in direction, tees, dead ends, or where changes in pipe sizes occur at reducers. Acceptable restraint methods include concrete thrust blocks, restrained joints, and tie rods. The appropriate restraint device(s) and installation standards shall be as determined by the Cookeville Department of Water Quality Control.

#### **F. Installation**

1. All water mains that are to be installed in the street right-of-way shall be installed between the paved roadway and property line to simplify location and repair of lines.
2. After grading is completed and approved, and before any pavement base is applied, all of the in-street underground utility work shall be completely installed and approved throughout the length and width of the street.
3. Where the street subgrade must be cut for the installation of water mains the trench shall be backfilled with crushed stone 1-½ inches and down in size with fines and the mains shall be properly bedded in suitable material. A minimum cover of 36 inches shall be provided. The backfill shall be thoroughly compacted in layers not to exceed six (6) inches in thickness, by hand, or pneumatic tamping equipment.

#### **G. Service Connections**

1. Connections to the water system shall be installed for every lot in a subdivision so that future connections will not require digging up or tunneling under streets or interruption to service to other connections on the system.

2. Connections to every lot shall be as required in the Cookeville Department of Water Quality Control's Standard Specifications or the applicable water utility district.

#### **H. Fire Protection**

1. In general, fire hydrants, connected to the water main through a gate valve, shall be placed at all intersections and at the end of all cul-de-sacs, where a six (6) inch or larger water line is required. Said hydrants shall be spaced not more than 1000 feet apart as measured along a street in single-family and two-family residential zones, not more than 800 feet apart as measured along a street in all other zones, or as approved by the Fire Chief for the City of Cookeville.
2. All fire hydrants shall be so located that they will be accessible, protected from traffic hazards, and will not obstruct walks, roadways, or parking facilities.
3. The type and location of all fire hydrants shall be approved by the Department of Water Quality Control and/or the Fire Chief for the City of Cookeville.

#### **I. Inspections, Testing and Material Certifications**

1. All water system construction is to be inspected by representatives of the City of Cookeville. Prior to the start of construction, the developer or his representative shall contact the Cookeville Planning Department in order to develop an inspection schedule.
2. As a minimum, all water systems shall be subjected to pressure and leakage testing. Pressure tests shall be performed in accordance with the City of Cookeville's Department of Water Quality Control's Standard Specifications. The Department of Water Quality Control may require other testing, including compaction tests prepared by an independent testing laboratory for back-filled utility trenches.
3. No water system shall be accepted by the City of Cookeville until such system has satisfactorily passed all required testing.
4. The contractor(s) and/or suppliers(s) furnishing pipe, valves, fire hydrants and other appurtenances may be required to furnish to the City of Cookeville written certification that the materials used in the construction of water systems meet or exceed the appropriate specifications.

#### **J. As-Built Drawings**

1. Prior to the acceptance of any water distribution systems shown on plats presented to the Planning Commission, and prior to the release of any financial guarantee as required by these regulations, the developer shall submit to the Planning Department a complete and accurate set of "as-built" drawings for said system.
2. A set of as-built drawings shall be kept current and maintained at the jobsite at all times that work is taking place as required by the rules and regulations of the Tennessee Department of Environment and Conservation. Said drawings shall be available, on request, to representatives of the City of Cookeville.

## ARTICLE IX – WASTEWATER SYSTEMS – DESIGN SPECIFICATIONS AND INSTALLATION STANDARDS

The following standards and specifications shall apply for the design and installation of wastewater systems in or for subdivisions located in the City of Cookeville:

### A. General Standards of Design

In general, the sanitary sewer systems designed in or for subdivisions located in the City of Cookeville shall conform to the Rules of the Tennessee Department of Environment and Conservation - Division of Water Pollution Control, Chapter 2, Design of Wastewater Collection Lines and Pumping Stations.

### B. Engineer's Report and Construction Documents

1. When required by the Tennessee Department of Environment and Conservation – Division of Water Pollution Control, an Engineer's Report shall be submitted to said agency and shall be prepared in keeping with the guidelines of said agency. Two (2) copies of this report shall be submitted to the Planning Department at the time it is submitted to the Division of Water Pollution Control.
2. A complete set of construction documents including plans and specifications (the submittal of specifications is not required if the City of Cookeville's standard specifications are used), prepared as per the guidelines of the Division of Water Pollution Control and these regulations, shall be submitted to the Cookeville Department of Water Quality Control for approval prior to being submitted to the Division of Water Pollution Control for review. Upon approval of the Division of Water Pollution Control, one (1) set of the stamped and approved construction documents shall be submitted to the Planning Department. In addition to the stamped and approved construction documents, two (2) sets of documents identical to the documents approved by the Division of Water Pollution Control shall be submitted to the Planning Department. No work shall be initiated on any wastewater system designed for or in subdivisions located in the City of Cookeville until the stamped and approved construction documents are submitted to the Planning Department.
3. Any changes to construction documents shall be resubmitted to the Department of Water Quality Control. No work shall be completed on any proposed change until the revised construction documents are submitted to and approved by the Department of Water Quality Control.

### C. General Requirements

In general, design criteria and hydraulic calculations must be submitted on all projects to the City of Cookeville and the Division of Water Pollution Control. Rainwater from roofs, streets, and other areas, and ground water from foundation drains shall be excluded from the wastewater collection system.

**D. Accessibility**

1. The Planning Commission shall determine the accessibility of the nearest system and shall determine whether or not a subdivision shall: (a) be required to install sanitary sewers and connect them to the existing public sewer system; or (b) be prohibited from installing sanitary sewers and connecting them to the existing public sewer system; or (c) be allowed sanitary sewers or subsurface disposal systems at the discretion of the developer.
2. In making a determination the Planning Commission shall take into consideration the Sanitary Sewer Extension Policy for the City of Cookeville and shall receive the written recommendation of the Director of the Department of Water Quality Control. Additionally, the Planning Commission may, if deemed necessary, seek the advice of qualified consultants.

**E. Design Period**

In general, sanitary sewerage systems shall be designed for the estimated ultimate development of the proposed subdivision and the potential future development of adjoining land.

**F. Design Basis**

New sewer systems shall be designed on the basis of an average daily per capita flow of not less than 100 gallons when no water use data is available. This figure is assumed to allow for normal infiltration, but an additional allowance shall be made where conditions are determined by the Department of Water Quality Control as unfavorable.

Higher design flows may be required for new sewer systems in non-residential subdivisions. Calculations of design flows for all non-residential subdivisions shall be submitted by the developer's engineer to the Department of Water Quality Control.

**G. Details of Design**

1. **Minimum Size** – No public sewer main shall be less than eight (8) inches in diameter. All service lines shall be a minimum of six (6) inches in diameter unless otherwise authorized by the Department of Water Quality Control and approved by the Planning Commission.
2. **Slope** – All sewer lines shall be designed and constructed to give mean velocities, when flowing half full, of not less than 2.0 feet per second, based on using an “n” of 0.013 for full flow. The minimum slope for various sizes of sewer pipe is as follows:

SEWER SIZE (INCHES)	RECOMMENDED MINIMUM SLOPES (FEET/100 FEET)	REQUIRED MINIMUM SLOPES (FEET/ 100 FEET)
6	1.0	0.6
8	0.5	0.4
10	0.38	0.28

3. **Depth** – In general, sewer lines shall be installed at a minimum of 36 inches in depth unless otherwise authorized by the Department of Water Quality Control and approved by the Planning Commission.

4. **Alignment** – Sewer lines 24 inches or less in diameter shall be laid with a straight alignment between manholes.
5. **Pipe Material** – Sanitary sewer lines to be installed in subdivisions located in the City of Cookeville shall be of a material as specified by the Department of Water Quality Control. Where flow velocities of greater than 15 feet per second are to be attained, special provisions shall be made to protect against displacement by erosion and shock. Said provisions shall be as determined by the Department of Water Quality Control.
6. **Manholes** – Manholes shall be installed at the upper end of each sewer line, at all changes in grade, size, or alignment and at all intersections. The following specifications for manholes shall be met.
  - a. **Composition** – Manholes shall be composed of precast concrete and shall be factory coated.
  - b. **Spacing** – Manholes shall be spaced at distances not greater than 450 feet apart. Greater spacing may be permitted when authorized by the Department of Water Quality Control and approved by the Planning Commission.
  - c. **Drop Manholes** – A drop pipe shall be provided for a sewer entering a manhole at an elevation of 24 inches or more above the manhole invert. All drop manholes shall be constructed as specified by the Department of Water Quality Control.
  - d. **Size** – The minimum diameter of manholes shall be four (4) feet. It is recommended that four (4) feet be used for pipe 8 to 15 inches in diameter, five (5) feet be used for pipe 18 to 24 inches in diameter, and six (6) feet be used for pipe larger than 24 inches in diameter.
  - e. **Invert** – The flow channel through manholes shall be made to the high-water level of flow. A minimum of 0.2 feet of fall shall be provided across the manhole. Inverts shall be manufactured as an integral part of all pre-cast manholes unless poured-in-place inverts are authorized by the Department of Water Quality Control.
  - f. **Frames and Covers** – The type of manhole frame and cover shall be as specified by the Department of Water Quality Control. All frames shall have an inlet of no less than 24 inches. The finished elevation of the manhole cover (top of casting) shall be established to be flush with the final surface of the paving or the surrounding ground.
  - g. **Cones** – All manhole cones shall be installed so that they are eccentric.
7. **Appurtenances**. All appurtenances associated with the proposed sanitary sewerage collection system shall be as specified by the Department of Water Quality Control.
8. **Service Connections** – Connections to the sewer system shall be installed for every lot in the subdivision so that future connections will not require digging up or tunneling under streets or the interruption of service to other connections on the system. Such service connections shall be constructed using methods and materials as specified by the Department of Water Quality Control. The location of the ends of all sewer laterals shall be identified by the installation of pressure treated 2" X 4" markers.

## **H. Protection of Water Supplies**

1. **Physical Connection Prohibited.** There shall be no physical connection between a sewer system and a public or private potable water system which would permit the passage of any wastewater or polluted water into the potable water supply.
2. **Horizontal Separation** – Whenever possible, sanitary sewers shall be laid at least ten (10) feet horizontally from any existing or proposed water main. Should localized conditions prevent a lateral separation of ten (10) feet, a sanitary sewer may be laid closer than 10 feet to a water main provided it is laid in a separate trench and provided the elevation of the top of the sanitary sewer is at least 18 inches below the bottom of the water main.
3. **Vertical Separation** – Whenever sanitary sewers must cross under water mains; the sewer line shall be at such elevation that the top of sewer line is at least 18 inches below the bottom of the water main. When the elevation of the sewer line cannot be varied to meet this requirement, the water main shall be relocated to provide this separation or reconstructed to provide a distance of ten (10) feet to the joint on either side of the sewer line. One full length of the water main shall be centered over the sewer line so that both joints will be as far from the sewer line as possible.
4. **Separation Criteria Cannot Be Met** – When it is impossible to obtain proper horizontal and vertical separation as stipulated above, both the water main and sewer line shall be constructed of ductile iron pipe and shall be pressure-tested to assure watertightness.

## **I. Methods of Construction**

All methods of construction and materials utilized in the construction of sanitary sewerage collection systems in subdivisions located in the City of Cookeville shall be as specified by the Department of Water Quality Control.

## **J. Inspections, Testing and Material Certifications**

1. All sanitary sewers and appurtenances are to be inspected by representatives of the City of Cookeville. Prior to the start of construction, the developer or his representative shall contact the Planning Department in order to develop an inspection schedule.
2. As a minimum, all sanitary sewer construction shall be subjected to visual, vacuum, and pressure testing for leakage, and where flexible pipe is permitted, deflection testing shall be required. The Department of Water Quality Control may require other testing, including compaction tests prepared by an independent testing laboratory for back-filled utility trenches.
3. No sanitary sewer system shall be accepted by the City of Cookeville until such system has satisfactorily passed all required testing.
4. The contractor(s) and/or supplier(s) furnishing pipe, manholes, and other appurtenances may be required to furnish to the City of Cookeville written certification that the materials used in the construction of sanitary sewer improvements developed under these regulations meet or exceed the appropriate specifications.

**K. As-Built Drawings**

1. Prior to the acceptance of all sanitary sewerage collection systems shown on plats presented to the Planning Commission, and prior to the release of any financial guarantee as required by these regulations, the developer shall submit to the Planning Department a complete set of "as-built" drawings for said system.
2. A set of as-built drawings shall be kept current and maintained at the jobsite at all times that work is taking place as required by the rules and regulations of the Tennessee Department of Environment and Conservation. Said drawings shall be available, on request, to representatives of the City of Cookeville.

**L. Subsurface Sewerage Disposal Systems**

When it is determined by the Planning Commission that a sanitary sewerage collection system does not have to be installed in a subdivision, subsurface sewerage disposal systems (septic tanks or other approved methods) may be installed in accordance with the requirements of the Tennessee Department of Environment and Conservation.

1. **Submittals** – At the time a preliminary plat for a proposed subdivision is submitted for approval by the Planning Commission, the developer shall state that said subdivision is to include the installation of subsurface sewerage disposal systems. Upon approval of the preliminary plat, the developer shall proceed with soil testing and other procedures required by the Tennessee Department of Environment and Conservation to determine the suitability of the site of the proposed subdivision for such systems. Two (2) copies of the soil test results, along with written approval of the Tennessee Department of Environment and Conservation for the subsurface sewerage disposal system shall be submitted to the Planning Department at the time the final plat is submitted for consideration by the Planning Commission.
2. **Minimum Lot Size** – The minimum lot size for lots served by a subsurface sewerage disposal system shall be 15,000 square feet. A larger minimum lot size may be required by the Planning Commission if requested by the Department of Environment and Conservation.

## ARTICLE X – DESIGN STANDARDS FOR LOTS AND BLOCKS

The following standards shall apply for the design of all lots and blocks within subdivisions located in the City of Cookeville.

### A. Monuments

1. Concrete monuments or other markers approved by the Planning Commission four (4) inches in diameter square, three (3) feet long, with a flat top, shall be set at points where the street lines intersect the exterior boundaries of the subdivision. The top of the monument shall have a metal plate with an indented cross to identify properly the location and shall be set flush with the finished grade.
2. All other lot corners shall be marked with iron pins or pipe which complies with the Minimum Standards of Practice of the Tennessee State Board of Examiners for Land Surveyors.
3. Any permanent monuments or pins disturbed or destroyed during the development of the subdivision shall be resurveyed and reinstalled at the expense of the developer.
4. All required monuments shall be in place prior to approval of the final plat and/or the release of any Financial Guarantees.

### B. Adequate Building Site Required

In order to be approved for the construction of a structure, every lot in a proposed subdivision shall have a suitable building site within the limits of the required setback lines and outside any existing or proposed easements. In addition, the following standards shall apply in evaluating the suitability of a lot and/or building site:

1. The lot arrangement shall be such that in constructing a building there will be no foreseeable difficulties for reasons of topography or other natural conditions.
2. Lots shall contain a building site that is well drained.
3. Building sites, and sites for drain fields (where applicable) shall not be traversed by water courses and/or drainage ways.
4. Lots should not be of such depth as to encourage the later creation of a second building lot at the front or rear.
5. If the subdivision is to be served by public sewer, lots should be designed so that none will be "below grade" and be rendered unservable by sewer.
6. Fill dirt shall not be placed on areas to be used for draining fields.
7. Corner lots shall be sufficiently wider and larger to account for the additional building setbacks required for such lots.

### C. **Minimum Lot Size and Width**

1. The minimum lot size and widths for lots served by a public sanitary sewer system shall be in accordance with the provisions in the current Cookeville Zoning Code.
2. The minimum lot size and lot width for lots not served by a public sanitary sewer system shall be as follows:

Minimum area.....15,000 square feet\*

Minimum width at building setback line.....100 feet\*

\*Greater minimum area may be required for private sewage disposal if there are factors of drainage, soil condition or other conditions to cause potential health problems. The Planning Commission requires that results from soils tests be submitted in order to approve subdivisions dependent upon septic tanks as a means of sewage disposal.

### D. **Lot Lines**

Side lot lines shall generally be at right angles to straight street centerline, and radial to curved street centerline. Rear lot lines should consist of straight lines with a minimum number of deflections.

### E. **Building Setback Lines**

The minimum depth of building setback lines from all abutting street right-of-ways and all adjoining property lines shall be in accordance with the requirements in the current Cookeville Zoning Code.

### F. **Access and Minimum Street Frontage**

1. All lots shall have frontage on a public street, or on a permanent access easement that has been constructed to the standards specified in these regulations.
2. All lots shall have a minimum street frontage in accordance with the requirements in the current Cookeville Zoning Code.

### G. **Flag Lots**

1. A “Flag Lot” is a lot which is accessed by a strip of land of a width less than the required street frontage and which is located behind another lot which meets the required street frontage. Illustration 21 in Appendix A depicts a typical flag lot.
2. Flag lots shall be permitted only for existing lots of record and only upon the approval of a variance by the Planning Commission subject to the following conditions:
  - a. The parcel of land proposed for subdivision to include a flag lot shall have depth to width ratio exceeding 2:1.
  - b. No access strip shall be less than 25 feet in width for its entire length.
  - c. The access strip shall provide access for only one lot and shall be deeded and platted as a part of the building site. No building or structure shall be located in the access strip.
  - d. The access strip shall not exceed 500 feet in length and no more than two access strips shall be located side-by-side.

- e. The point where the access strip abuts the public street shall be safe for vehicular ingress and egress as far as visibility and grade are concerned since, unlike conventional lots, flag lots have no other alternatives for driveway locations.
- f. All required building setbacks shall apply and be measured from the boundaries of the portion of the lot excluding the access strip.
- g. The developer shall restrict the flag lot from further subdivision unless a street meeting all requirements, including right-of-way, is constructed. Said restriction shall be placed on the Final Plat.

3. In no case shall a flag lot be used to avoid constructing a street to the required standards.

#### **H. Double Frontage Lots**

Double frontage lots shall be avoided except where needed to provide for the separation of development from arterial or collector streets or to overcome specific disadvantages of topography or orientation. When double frontage lots are permitted within a proposed subdivision, all buildings may be required to face the interior street system and vehicular access may be required from the interior street system.

#### **I. Land Remnants**

If, after subdividing, remnants of land exist which have no apparent future use, they shall be incorporated into the lot(s) adjacent to them.

#### **J. Reserve Strips**

The use of reserve strips is prohibited.

#### **K. Length and Width of Blocks**

No block shall be neither less than 400 feet nor more than 1,200 feet in length and shall be a minimum of 200 feet in width. The Planning Commission may vary these requirements if topography or other physical features warrant such a variance.

#### **L. Lots on Collector or Arterial Streets**

Residential lots having access only from a collector or arterial street may be required to provide a vehicular turnaround on the lot in order to minimize backing onto the public street.

#### **M. Off-Street Parking**

All residential subdivision lots shall provide sufficient off-street parking space for at least three (3) vehicles. Non-residential subdivisions shall provide off-street parking and loading space in accordance with provisions of the Cookeville Zoning Code.

#### **N. Property Addressing**

Each lot within a subdivision shall have a property address assigned to it by the Planning Department. Property addresses shall be depicted on the final plat prior to the certification of the Secretary being placed on said plat.

## **ARTICLE XI – DRAINAGE SYSTEMS – DESIGN SPECIFICATIONS AND INSTALLATION STANDARDS**

An adequate drainage system, including necessary open ditches, pipes, culverts, intersectional drains, drop inlets, bridges, etc., shall be provided for the proper drainage of all surface water. This will include adequate easements to remove surface water from the buildable portion of lots.

### **A. Drainage Plan Required**

1. A drainage plan showing proposed modifications to the flow of water across the site of the proposed subdivision and to and from adjoining properties shall be prepared and submitted with the preliminary plat of the subdivision. No work shall be initiated on any drainage system for a subdivision located in the City of Cookeville until a drainage plan is submitted to the Planning Department and approved by the Public Works Department.
2. Any changes to construction documents shall be resubmitted to the Planning Department. No work shall be initiated on any proposed change until the revised construction documents are submitted to and approved by the Planning Department.

### **B. Removal of Spring and Surface Water**

The developer may be required by the Planning Commission 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.

### **C. Provisions for Lot Access Required**

Where a watercourse separates a proposed street from abutting property, provisions shall be made for access to all lots by means of culverts or other structures of design approved by the Public Works Director.

### **D. Easements**

1. Where a subdivision is traversed by a watercourse, drainage way, or channel, a storm water or drainage easement of no less than 20 feet in width shall be provided.
2. No excavation, filling, landscaping, or other construction shall be permitted in any drainage easement without the approval of the Department of Public Works.
3. Maintenance of storm water or drainage easements shall be the responsibility of the property owner(s) unless such easements have been designated on the Final Plat as drainage rights-of-way and have been dedicated to and accepted by the City of Cookeville.

### **E. Storm Drainage Under Streets**

1. Cross drains shall be provided to accommodate all-natural water flow and shall be of sufficient length to permit full width roadway and the required slopes.
2. All cross drains that are to be laid under the roadway shall be a minimum of Class III concrete construction or HDPE pipe in compliance with current Tennessee Department of Transportation standards.

3. The size openings to be provided shall be determined by the Rational Formula, but in no case shall the pipe be less than 15 inches in diameter.
4. Cross drains shall be built on straight line and grade and shall be laid on bedded stone with a minimum thickness of four (4) inches. Cross drains shall not be laid on rock.
5. Pipes shall be laid with the spigot end pointing in the direction of the flow and with the ends fitted and matched to provide tight joints and a smooth uniform invert.
6. Head walls shall be provided at each end of all cross drains. If required by the Department of Public Works, wing walls shall also be provided.
7. Drains shall be placed at a sufficient depth below the subgrade to avoid dangerous pressure of impact with the top of the pipe at least one (1) foot below subgrade.

**F. Driveway Culverts**

Driveway culverts shall be a minimum of 15 inches in diameter. Driveway culverts may either be corrugated metal, reinforced concrete, or HDPE pipe in compliance with current Tennessee Department of Transportation standards.

**G. Accommodation of Potential Upstream Development**

A culvert or other drainage facility shall, in each case, be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. The design size of such culvert or other drainage facility shall be based on the assumption that the upstream drainage area is fully developed.

**H. Responsibility for Downstream Drainage**

The developer's engineer shall also study the effect of the proposed subdivision on the existing downstream drainage facilities outside the area of the subdivision. Where it is anticipated that the additional run-off incident to the development of the subdivision will overload an existing downstream drainage, provision shall be made for the improvement of said condition.

**I. Storm Water Retention and/or Detention (As amended on June 26, 2017)**

The Planning Commission, with the recommendation of the Public Works Department, may require stormwater detention facilities for residential subdivisions where the presence of Sinkhole Retention Areas, Flood Hazard Areas, water courses of limited capacity, or other areas of limited capacity are the recipients of stormwater discharge from the site of said subdivision. In general, this requirement will apply only to those subdivisions planned to contain five (5) or more dwelling units and/or involving new street construction. Commercial or industrial subdivisions shall provide stormwater detention facilities as required in Title 14 of the Cookeville Municipal Code, Chapter 7, entitled "Stormwater Management".

Stormwater quality standards (stormwater infiltration) shall be met for all subdivisions as required by Title 14 of the Cookeville Municipal Code, Chapter 7, entitled "Stormwater Management".

**J. Land Subject of Flooding**

See Article IV, Section D, of these regulations for Special Requirements for Floodable Areas.

**K. Erosion and Sediment Control**

The requirements of Title 14, Chapter 5 of the Cookeville Municipal Code, entitled “Erosion and Sediment Control Regulations”, shall apply for all subdivision developments located within the City of Cookeville.

**L. Stormwater Management (As amended on June 26, 2017)**

The requirements of Title 14 of the Cookeville Municipal Code, Chapter 6, entitled “Control of Natural Drainage Systems” and Chapter 7, entitled “Stormwater Management”, shall apply for all subdivision developments located within the City of Cookeville, except as otherwise stipulated in this Article.

## ARTICLE XII – SPECIAL DEVELOPMENTS

### A. Planned Unit Development Subdivision Standards

The purpose of the Planned Unit Development (PUD) is to allow flexibility and innovation in land development and land use. This form of development, which is also referred to as "cluster development" or "open space development," usually involves the clustering of dwelling units on certain portions of the site and generally includes common open space property owned and maintained by a property owners association. It is an environmentally sound concept, because it can allow for development in the most suitable areas while preventing development in unsuitable areas such as flood plains or areas with steep slopes. Also, it is an economically sound concept, because it can reduce the costs for infrastructure (the length of street and utility lines can be significantly decreased).

The Cookeville Zoning Code provides for two (2) types of Planned Unit Development Districts: (1) PRD-Planned Residential District and (2) PCD-Planned Commercial District. These zoning districts allow for the mixture of land uses such as traditional single-family houses, town houses, apartments, and some commercial and public uses. Generally, the intent of the Planned Unit Development is to permit varied lot sizes and clustered development while at the same time preserving open space without increasing overall density and without increasing the effective impact on the community.

All Planned Unit Developments or similar such developments shall meet the following standards:

1. The developer shall meet with the Director of Planning to become familiar with all applicable requirements.
2. Shall be in compliance with all provisions of the Cookeville Zoning Code.
3. In general, shall meet all requirements and minimum standards of design required in these regulations.
4. Depending on the design of the development and/or types of residential units within, some or all of the development may be required to conform to TCA 66-27-101 through 123, entitled Horizontal Property Act.

### B. Large Scale Developments

The requirements of these regulations may be modified in the case of large-scale community or neighborhood units, such as a public housing development, mobile home park or shopping center which is not subdivided into customary lots, blocks, and streets, if the development is approved by the Planning Commission and if it is in conformity with the purpose and intent of these regulations.

### C. Condominium Developments

Proposed residential or commercial projects which will offer individual attached units for sale with or without any land, and with certain elements in common to all units may be required to conform with requirements of TCA 66-27-101 to 123, entitled the Horizontal Property Act.

## ARTICLE XIII – ENFORCEMENT AND PENALTIES FOR VIOLATIONS

The enforcement of these regulations and penalties for the unapproved recordation or transfer of land are provided by state law in the authority granted by public acts of the State of Tennessee.

- A. Whoever, being the owner or agent of the owner of any land, transfers or sells or agrees to sell or negotiates to sell such land by reference to or exhibition of or by other use of a plat of subdivision of such land without having submitted a plat of such subdivision to the City of Cookeville Municipal Planning Commission and obtained its approval and before such plat be recorded in the office of the county register, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law, as provided in Section 13-4-306 Tennessee Code Annotated.
- B. The description by metes and bounds in an instrument of transfer or other document used in the process of selling or transferring a lot in an unapproved subdivision shall not exempt the transaction from being a subdivision if two (2) or more lots are being created and does not exempt such transaction from misdemeanor penalties as provided in Section 13-4-306 Tennessee Code Annotated.
- C. No building permit shall be issued and no building or structure shall be erected on any lot within the area of jurisdiction of the Planning Commission unless the street giving access to the lot shall have been accepted or opened as a public street in accordance with these regulations, or otherwise had received the legal status of a public street, or unless such street corresponds to a street shown on an approved plat, etc., as provided in Section 13-4-308 Tennessee Code Annotated.
- D. Any building or structure erected or to be erected in violation of Section 13-4-308, Tennessee Code Annotated, shall be deemed an unlawful building or structure, and the building inspector or the city attorney or other official designated by the Cookeville City Council may bring action to enjoin such erection or cause it to be vacated or removed.
- E. No board, public officer, or authority shall light any street, lay or authorize the laying of water mains or sewers or the construction of other facilities or utilities in any street located within the area of planning jurisdiction, unless such street shall have been accepted, opened, or otherwise received the legal status of a public street prior to the adoption of these regulations, or unless such street corresponds in its location and lines with a street shown on a subdivision plat approved by the Planning Commission, or a thoroughfare plan made and adopted by the commission as provided in Section 13-4-307, Tennessee Code Annotated.
- F. No county register of deeds shall file or record a plat of a subdivision of land within the City of Cookeville without the approval of the Cookeville Planning Commission as required by Section 13-4-302, Tennessee Code Annotated.

**ARTICLE XIV – ADOPTION**

- A. Before adoption of these subdivision standards, a public hearing as required by Section 13-4-303 and Section 13-3-403, Tennessee Code Annotated, was afforded any interested person or persons and was held on April 24, 2000. Notice of such hearing was announced in the Herald Citizen, being of general circulation within the area of planning jurisdiction on March 22, 2000 stating the time and place for the hearing.
- B. These regulations shall be in full force and effect from and after their adoption.

Adopted: April 24, 2000

Signature on File

Chairman, Cookeville  
Regional Planning Commission

Signature on File

Secretary, Cookeville  
Regional Planning Commission

- C. Before the amendment of these subdivision standards, a public hearing as required by Section 13-4-303 and Section 13-3-403, Tennessee Code Annotated, was afforded any interested person or persons, and was held on March 25, 2002. Notice of such hearing was announced in the Herald Citizen, being of general circulation within the area of planning jurisdiction on February 12, 2002 stating the time and place for the hearing.
- D. These amendments shall be in full force and effect from and after their adoption.

Adopted: March 25, 2002

Signature on File

Chairman, Cookeville  
Regional Planning Commission

Signature on File

Secretary, Cookeville  
Regional Planning Commission

- E. Before the amendment of these subdivision standards, a public hearing as required by Section 13-4-303 and Section 13-3-403, Tennessee Code Annotated, was afforded any interested person or persons, and was held on May 23, 2005. Notice of such hearing was announced in the Herald Citizen, being of general circulation within the area of planning jurisdiction on April 22, 2005 stating the time and place for the hearing.
- F. These amendments shall be in full force and effect from and after their adoption.

Adopted: May 23, 2005

Signature on File

Chairman, Cookeville  
Regional Planning Commission

Signature on File

Secretary, Cookeville  
Regional Planning Commission

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G. Before the amendment of these subdivision standards, a public hearing as required by Section 13-4-303 Tennessee Code Annotated, was afforded any interested person or persons and was held on March 23, 2009. Notice of such hearing was announced in the Herald Citizen, being of general circulation within the area of planning jurisdiction on February 27, 2009 stating the time and place for the hearing.

H. These amendments shall be in full force and effect from and after their adoption.

Adopted: March 23, 2009

Signature on File

Chairman, Cookeville  
Municipal Planning Commission

Signature on File

Secretary, Cookeville  
Municipal Planning Commission

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I. Before the amendment of these subdivision standards, a public hearing as required by Section 13-4-303 Tennessee Code Annotated, was afforded any interested person or persons and was held on June 26, 2017. Notice of such hearing was announced in the Herald Citizen, being of general circulation within the area of planning jurisdiction on May 14, 2017 stating the time and place for the hearing.

J. These amendments shall be in full force and effect from and after their adoption.

Adopted: June 26, 2017

\_\_\_\_\_  
Chairman, Cookeville  
Municipal Planning Commission

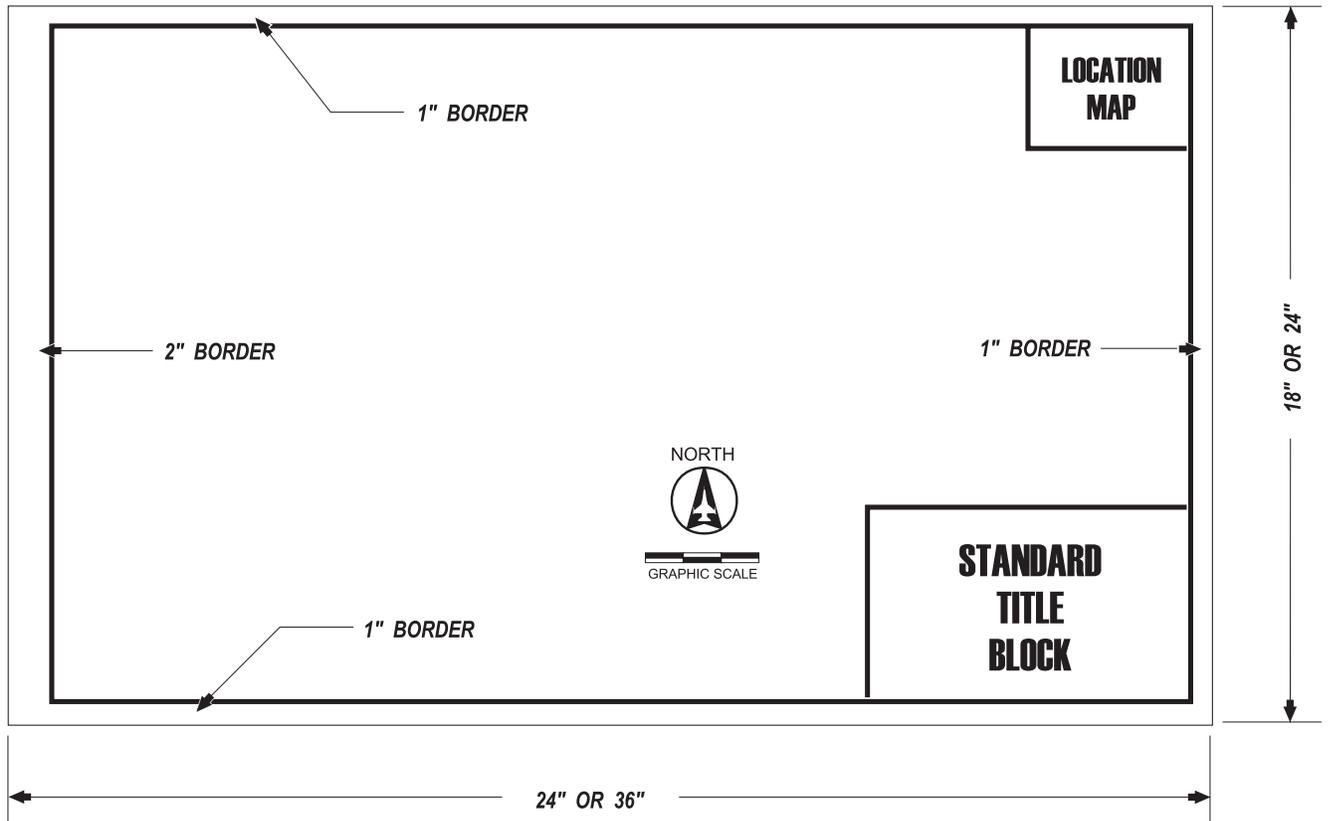
\_\_\_\_\_  
Secretary, Cookeville  
Municipal Planning Commission

**APPENDIX A**

***ILLUSTRATIONS***

*ILLUSTRATION 1*

# STANDARD PLAT FORMAT



NOTE : NOT TO SCALE

## ILLUSTRATION 2

# STANDARD TITLE BLOCKS

## PRELIMINARY PLAT

FOR

\_\_\_\_\_

PRESENTED TO

### COOKEVILLE MUNICIPAL PLANNING COMMISSION

DEVELOPER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

ENGINEER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

ACREAGE SUBDIVIDED : \_\_\_\_\_ TAX MAP : \_\_\_\_\_ PARCEL NO : \_\_\_\_\_

NUMBER OF LOTS : \_\_\_\_\_ SCALE : \_\_\_\_\_ DATE : \_\_\_\_\_

## FINAL PLAT

FOR

\_\_\_\_\_

PRESENTED TO

### COOKEVILLE MUNICIPAL PLANNING COMMISSION

DEVELOPER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

ENGINEER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

OWNER: \_\_\_\_\_

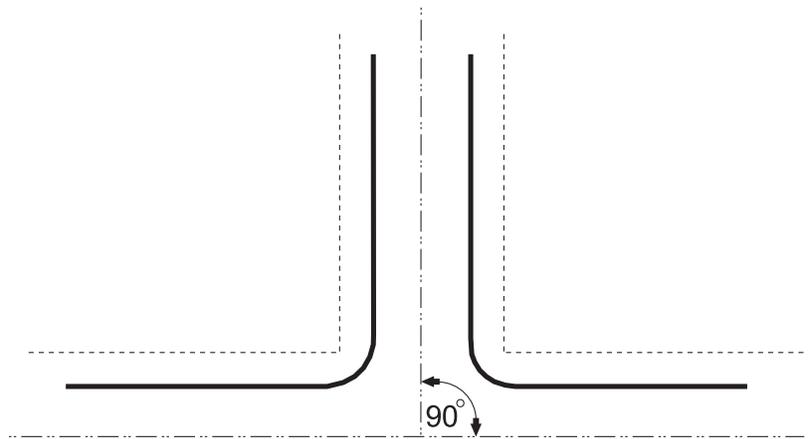
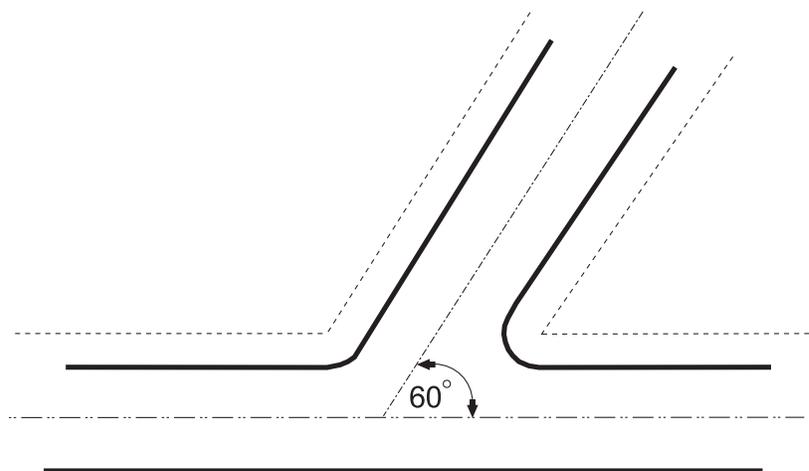
ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

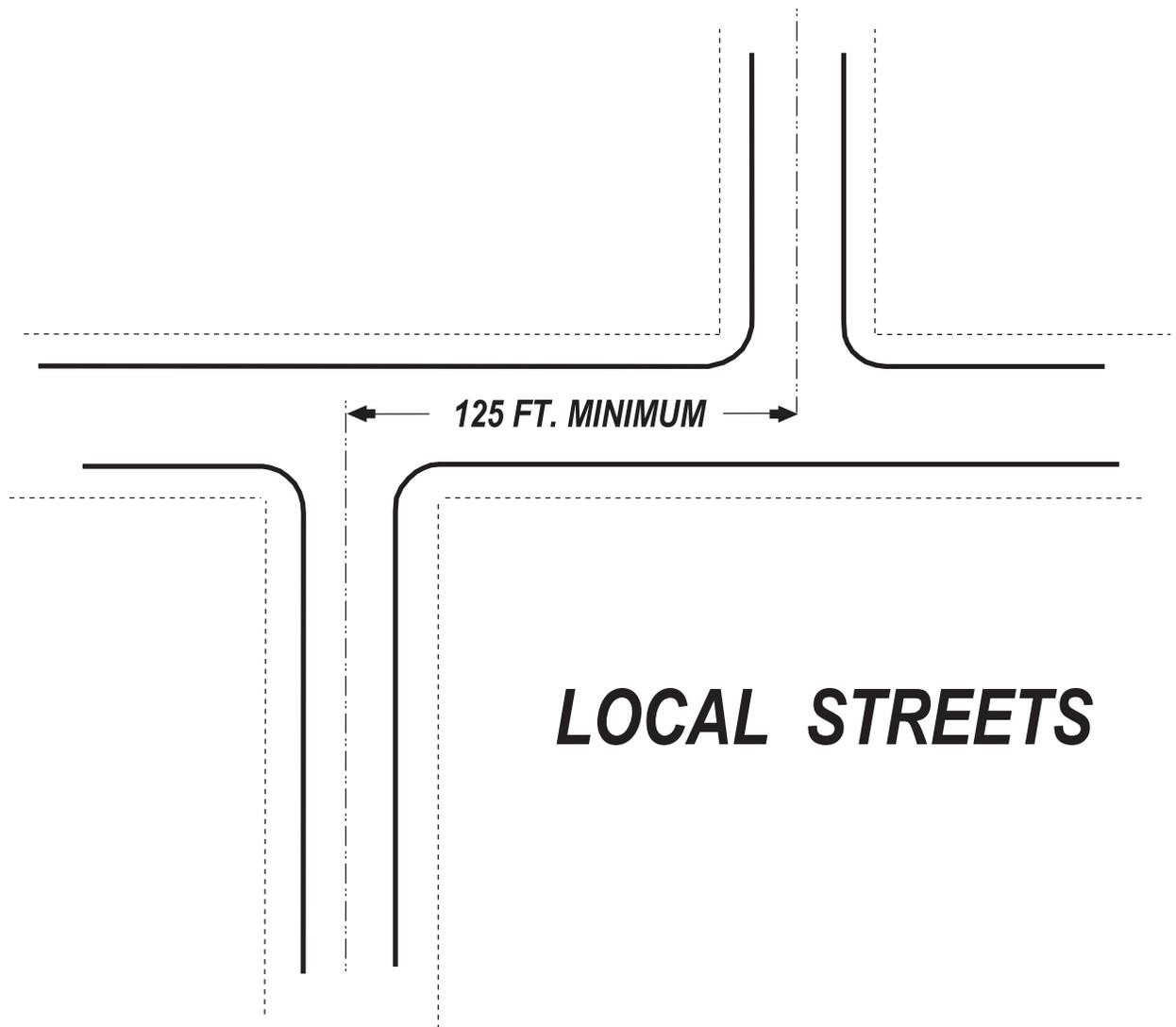
ACREAGE SUBDIVIDED : \_\_\_\_\_ TAX MAP : \_\_\_\_\_ PARCEL NO : \_\_\_\_\_

NUMBER OF LOTS : \_\_\_\_\_ SCALE : \_\_\_\_\_ DATE : \_\_\_\_\_

*ILLUSTRATION 3***ANGLE OF INTERSECTION*****PREFERRED******ACCEPTABLE*****NOTE : NOT TO SCALE**

*ILLUSTRATION 4*

# MINIMUM SPACING OF STREET JOGS

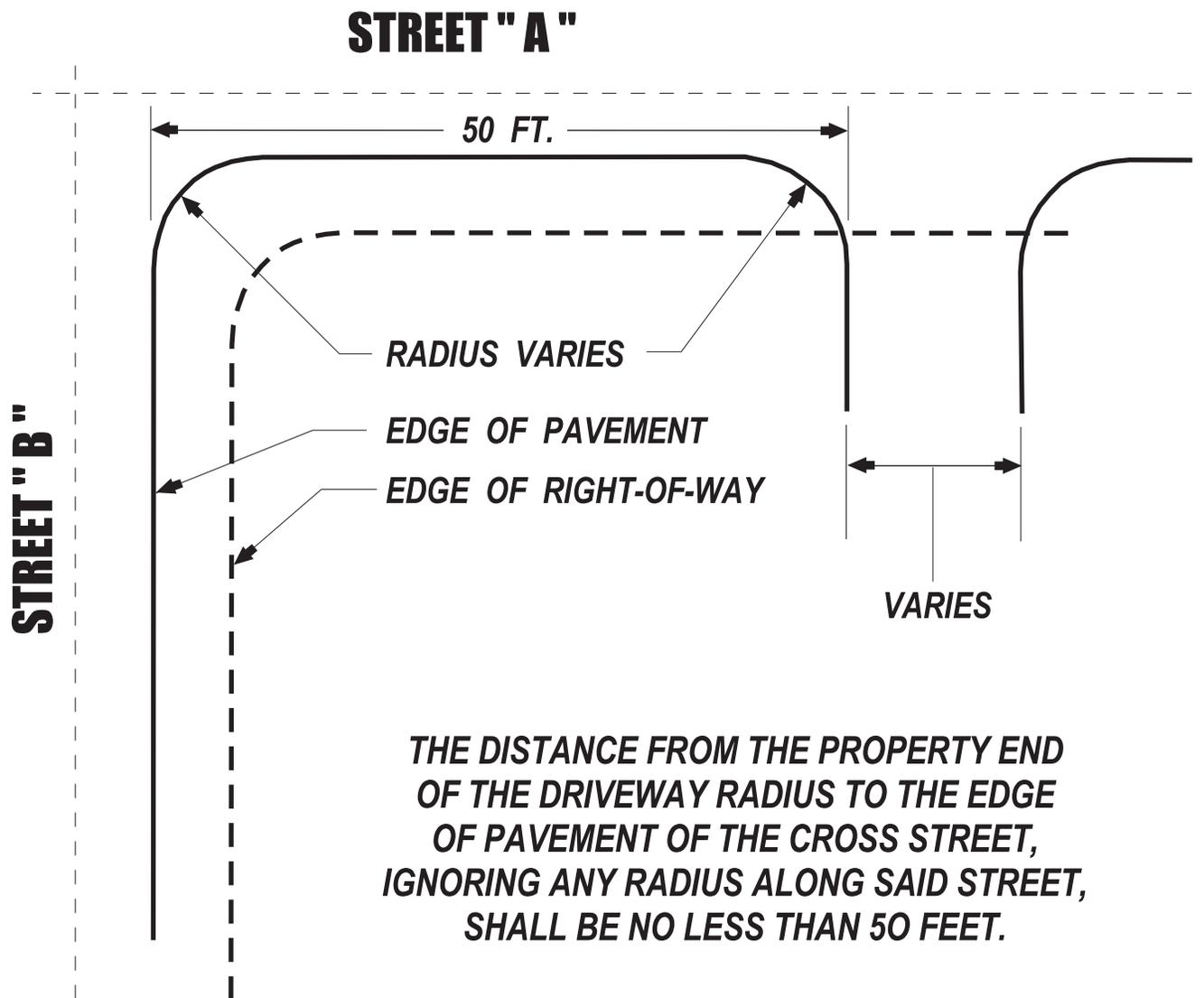


***LOCAL STREETS***

NOTE : NOT TO SCALE

ILLUSTRATION 5

# MINIMUM SEPARATION - INTERSECTION TO DRIVEWAY

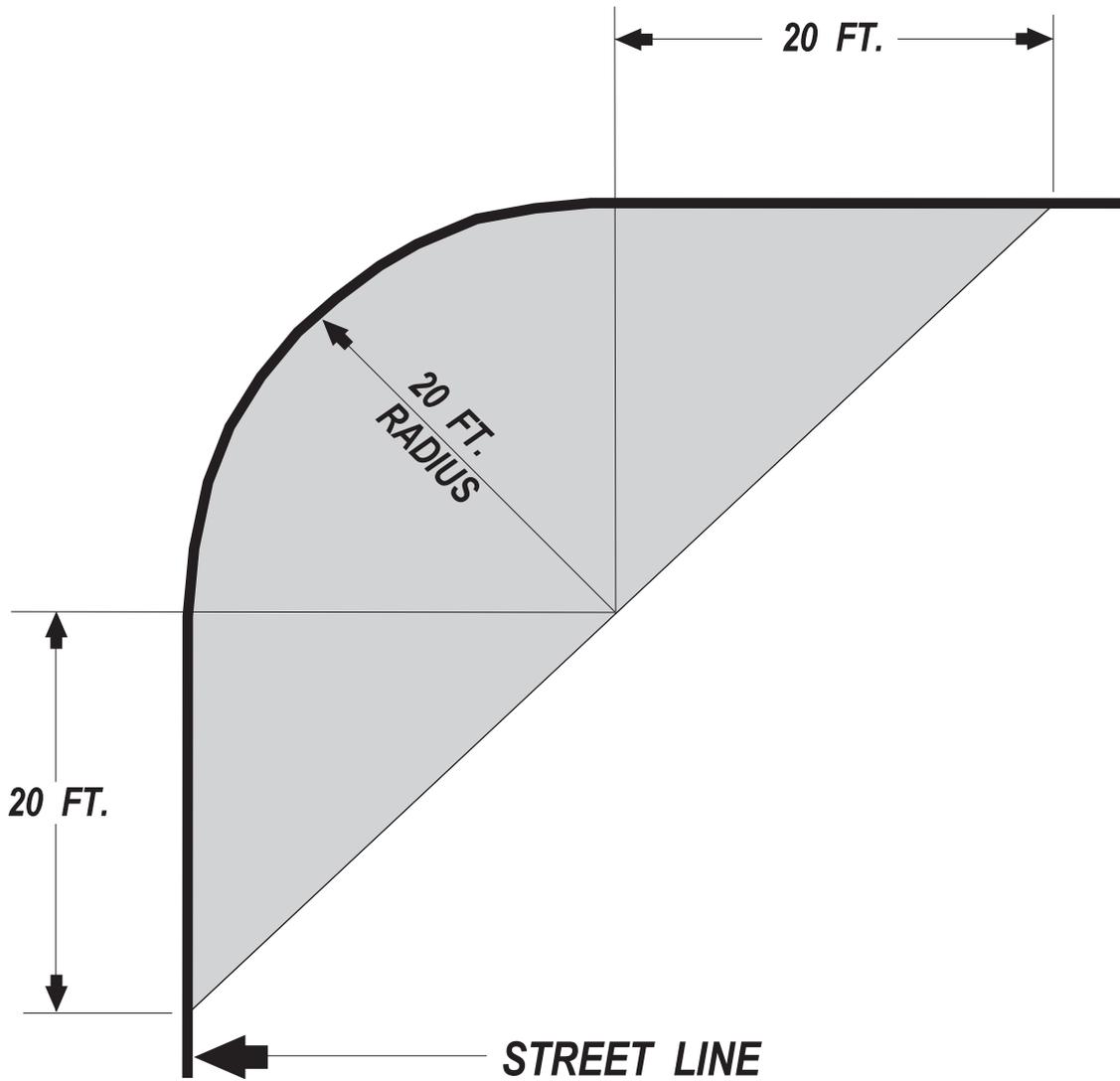


**THE DISTANCE FROM THE PROPERTY END OF THE DRIVEWAY RADIUS TO THE EDGE OF PAVEMENT OF THE CROSS STREET, IGNORING ANY RADIUS ALONG SAID STREET, SHALL BE NO LESS THAN 50 FEET.**

NOTE : NOT TO SCALE

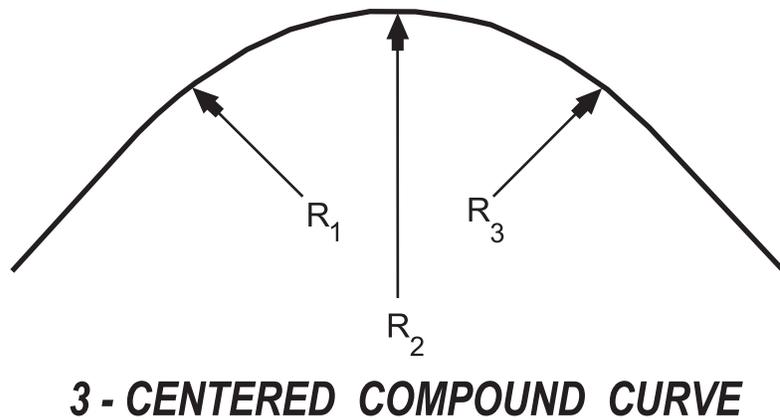
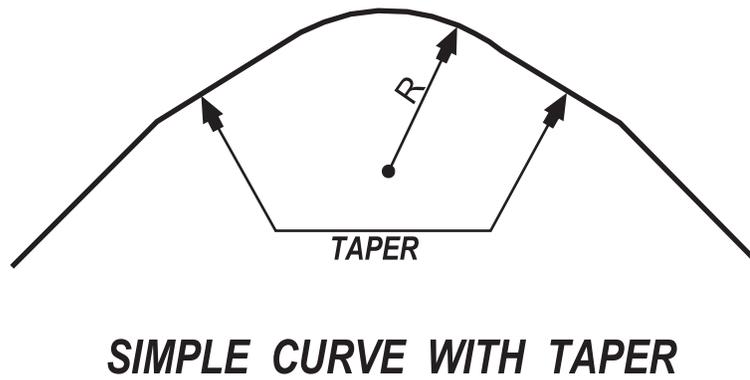
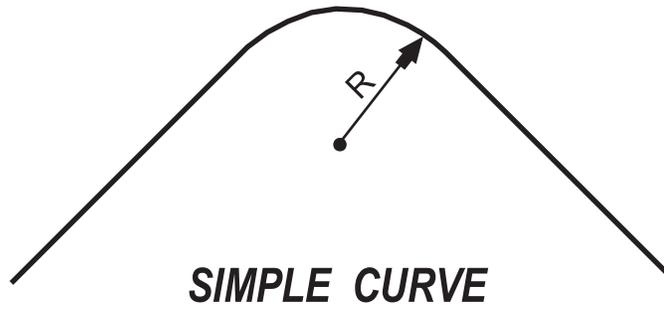
ILLUSTRATION 6

# CURVE RADIUS AT STREET INTERSECTION



NOTE : NOT TO SCALE

## ILLUSTRATION 7

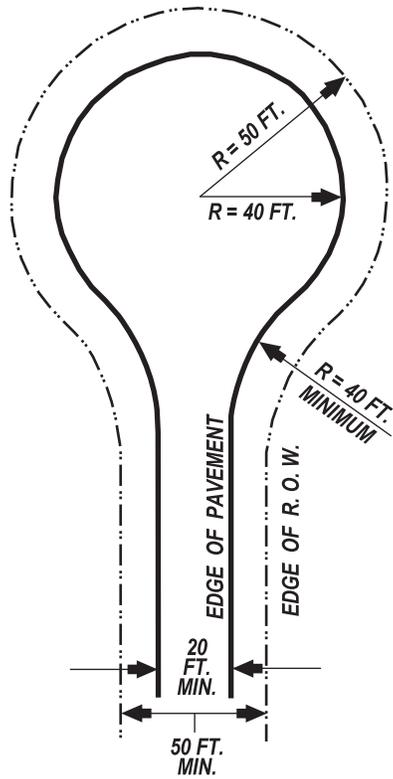
**TURNING RADII**

NOTE : NOT TO SCALE

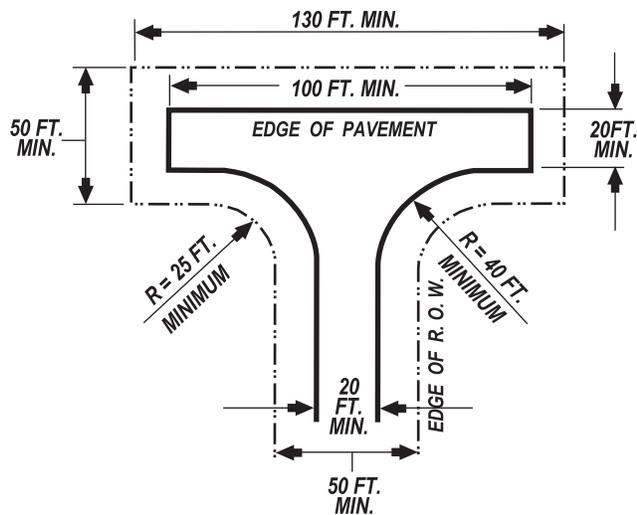
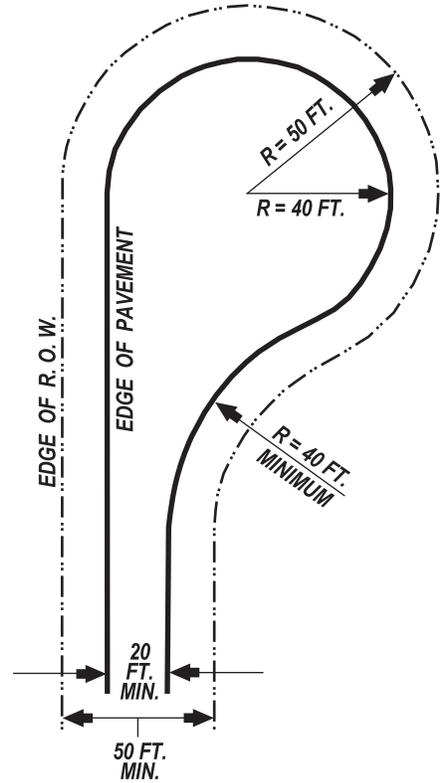
ILLUSTRATION 8

# CUL - DE - SAC DESIGNS

**CIRCULAR**



**OFFSET**



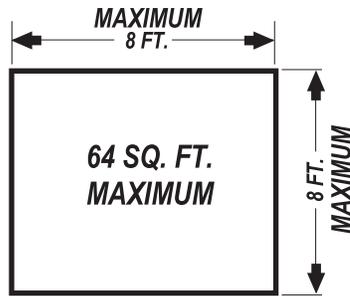
**HAMMER**

NOTE : NOT TO SCALE

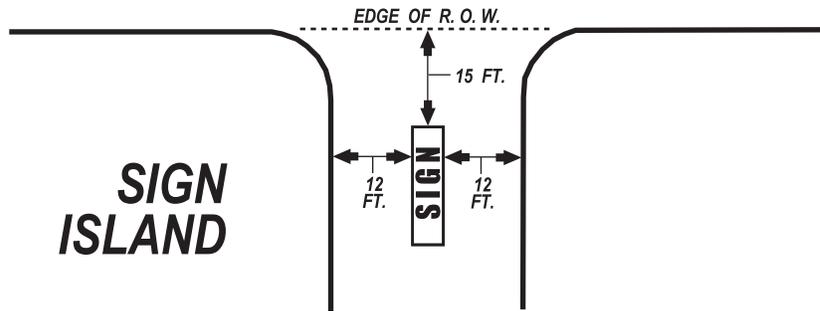
ILLUSTRATION 9

# SUBDIVISION IDENTIFICATION SIGNS

**SIZE**

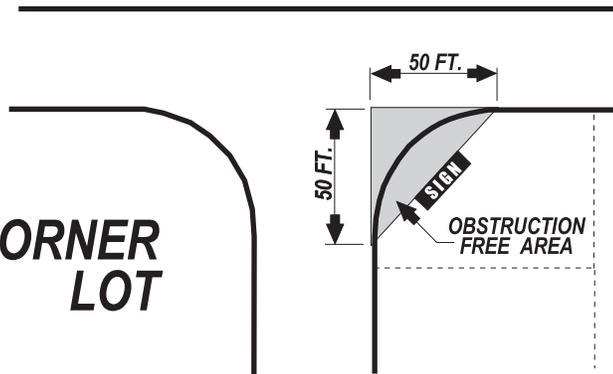


**SIGN ISLAND**



*NOTE : ADDITIONAL R. O. W. MAY BE REQUIRED.*

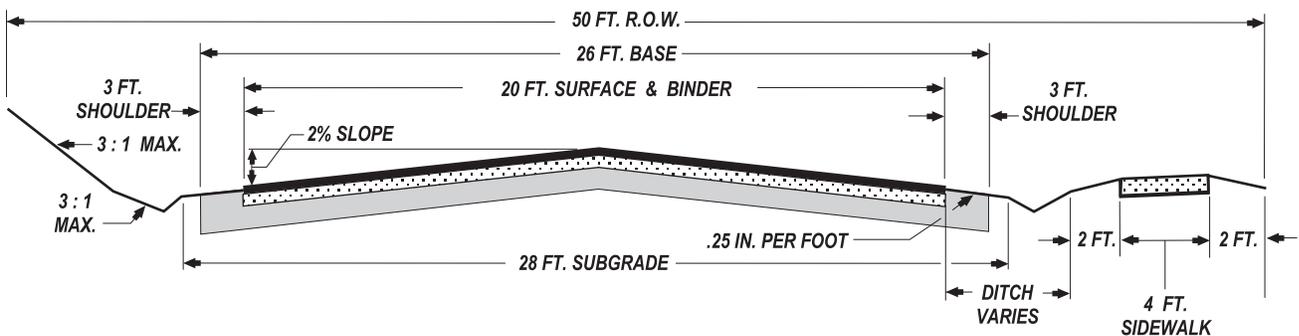
**CORNER LOT**



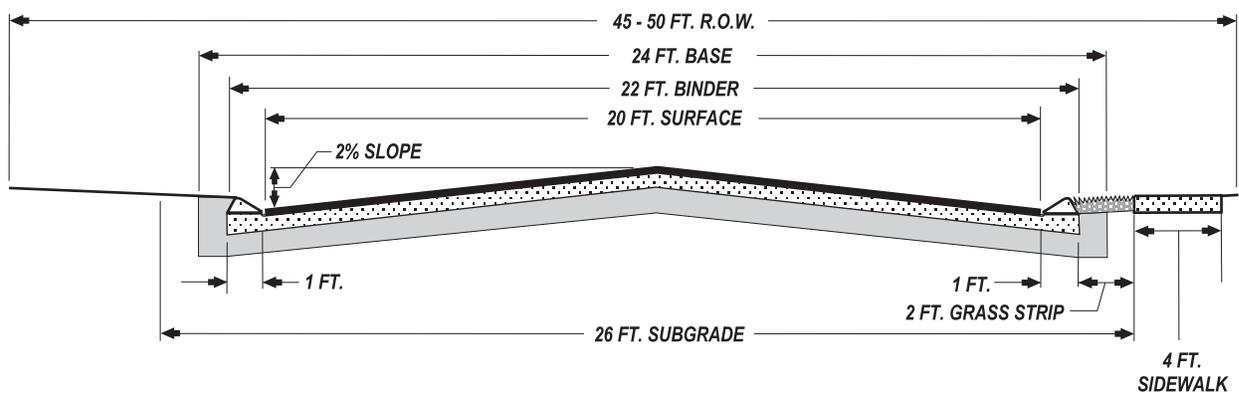
*NOTE : NOT TO SCALE*

## ILLUSTRATION 10

# MINIMUM STREET STANDARDS ( LOCAL STREETS )



## WITHOUT CURB



## WITH EXTRUDED CURB

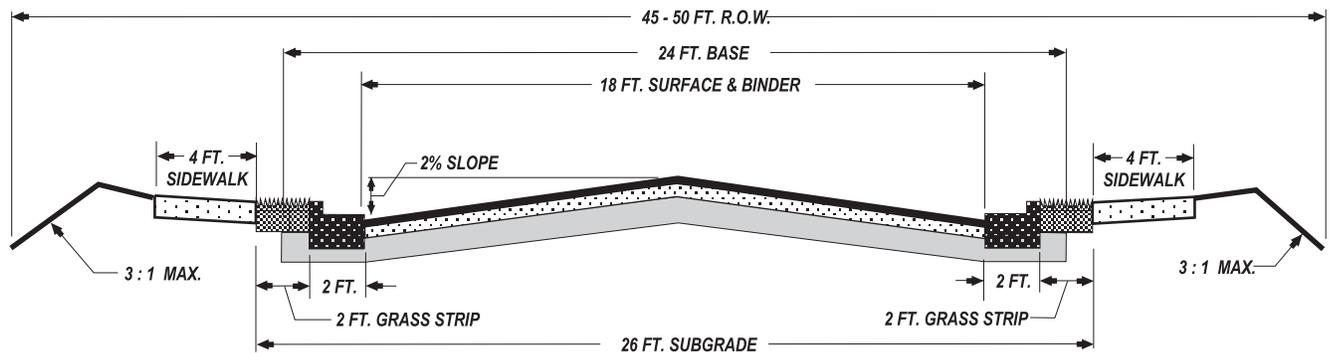
## NOTES :

1. SEE CURB DETAILS
2. SEE TYPICAL PAVEMENT SECTIONS
3. SEE SIDEWALK DETAILS

NOTE : NOT TO SCALE

## ILLUSTRATION 11

# MINIMUM STREET STANDARDS ( LOCAL STREETS )



## WITH INTEGRAL CURB & GUTTER

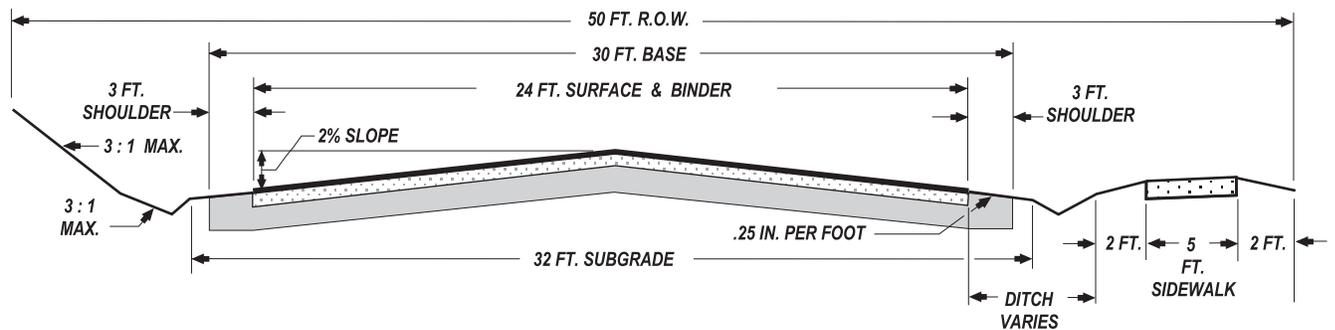
**NOTES :**

1. SEE CURB & GUTTER DETAILS
2. SEE TYPICAL PAVEMENT SECTIONS
3. SEE SIDEWALK DETAILS

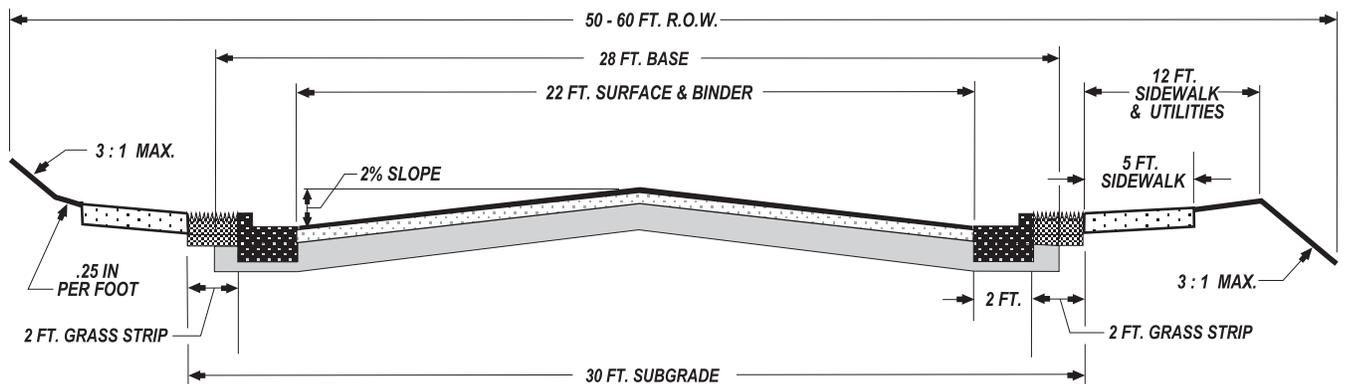
NOTE : NOT TO SCALE

## ILLUSTRATION 12

# MINIMUM STREET STANDARDS ( MINOR COLLECTOR )



( WITHOUT CURB & GUTTER )



( SIDEWALKS , CURBS & GUTTERS BOTH SIDES )

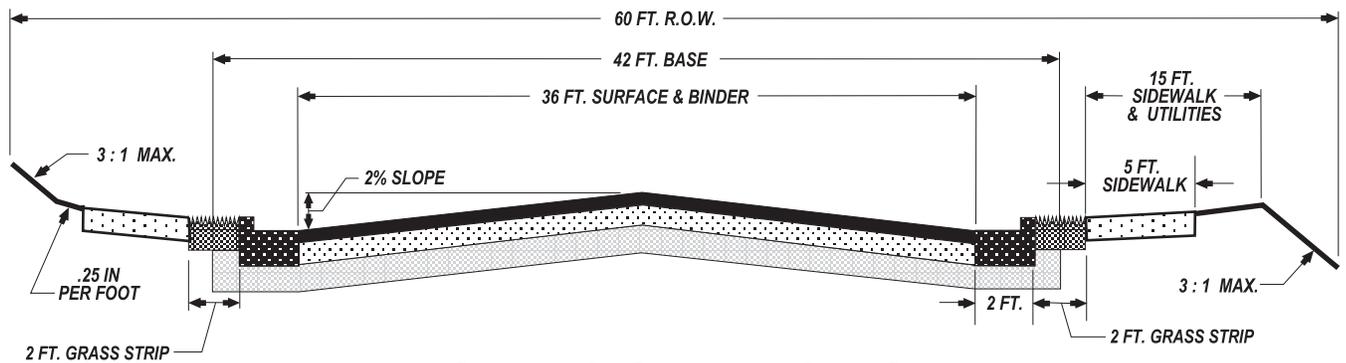
## NOTES :

1. SEE CURB & GUTTER DETAILS
2. SEE TYPICAL PAVEMENT SECTIONS
3. SEE SIDEWALK DETAILS

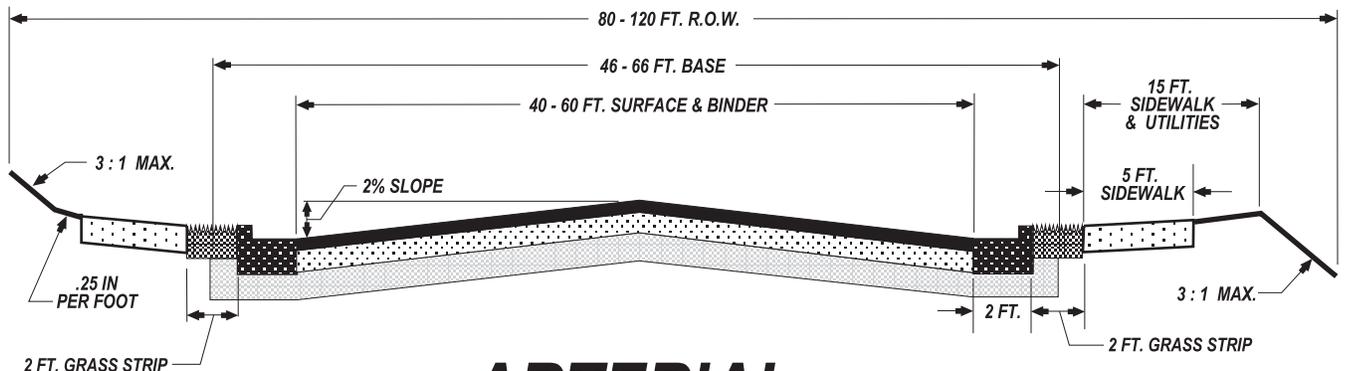
NOTE : NOT TO SCALE

## ILLUSTRATION 13

# MINIMUM STREET STANDARDS [ MAJOR COLLECTOR & ARTERIAL ]



## MAJOR COLLECTOR



## ARTERIAL

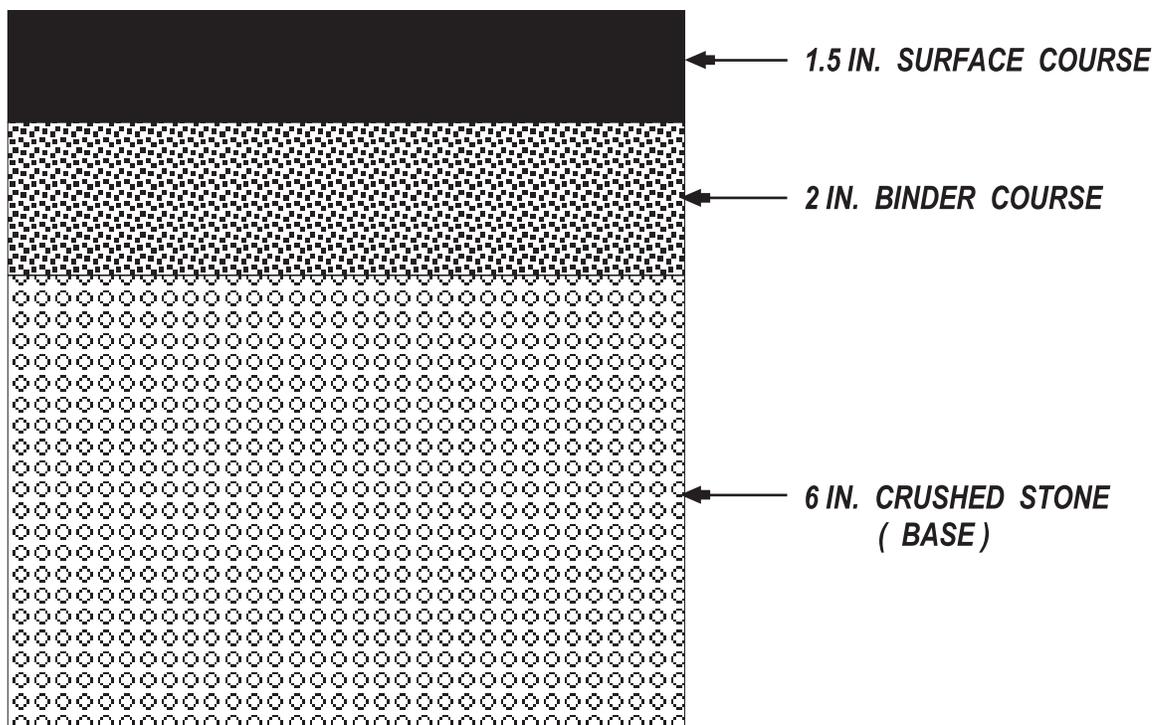
## NOTES :

1. SEE CURB & GUTTER DETAILS
2. SEE TYPICAL PAVEMENT SECTIONS
3. SEE SIDEWALK DETAILS

NOTE : NOT TO SCALE

*ILLUSTRATION 14*

# MINIMUM THICKNESS [ LOCAL STREETS & MINOR COLLECTORS ]

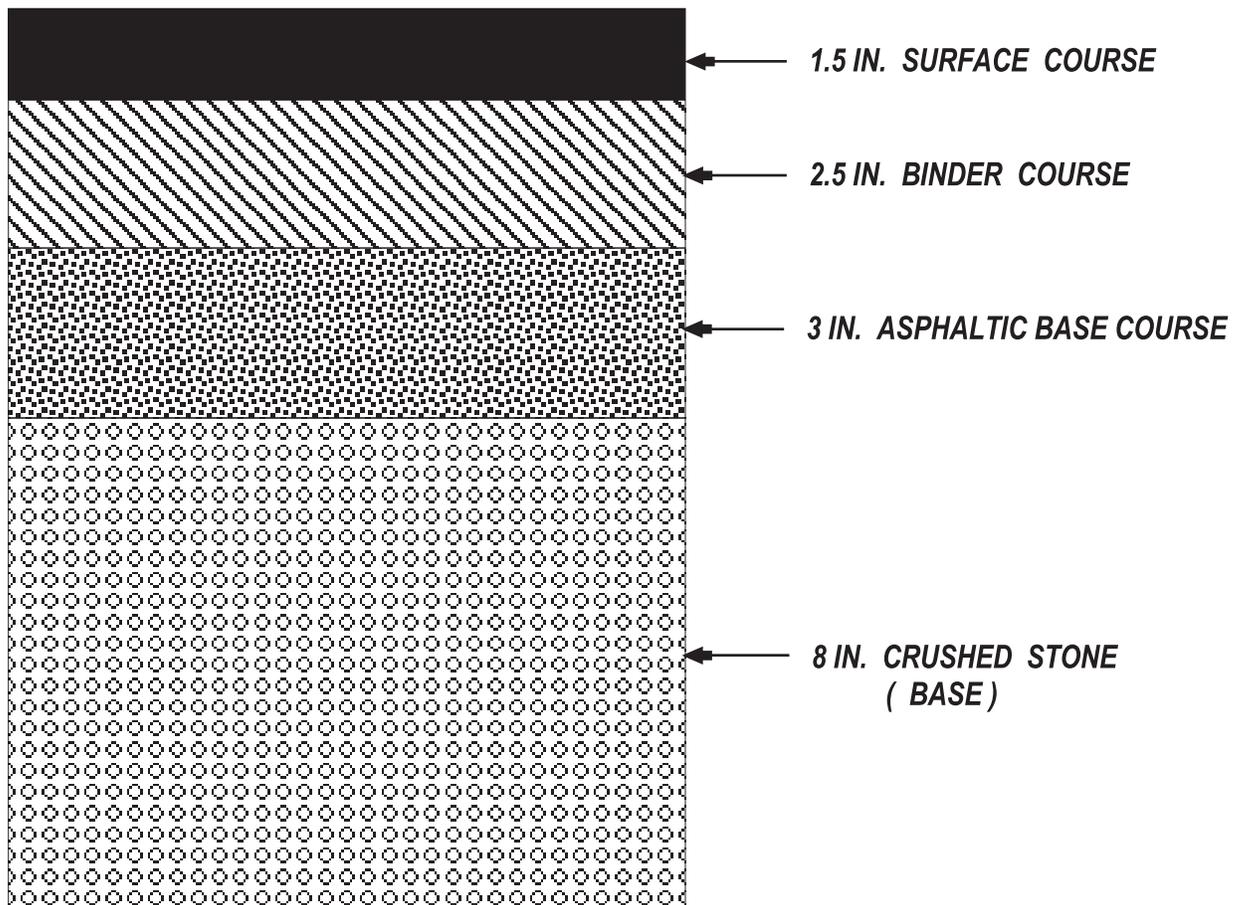
**NOTE :**

- 1. MATERIALS AND CONSTRUCTION MUST CONFORM TO T. D. O. T. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION .**

NOTE : NOT TO SCALE

## ILLUSTRATION 15

# MINIMUM THICKNESS ( MAJOR COLLECTORS )

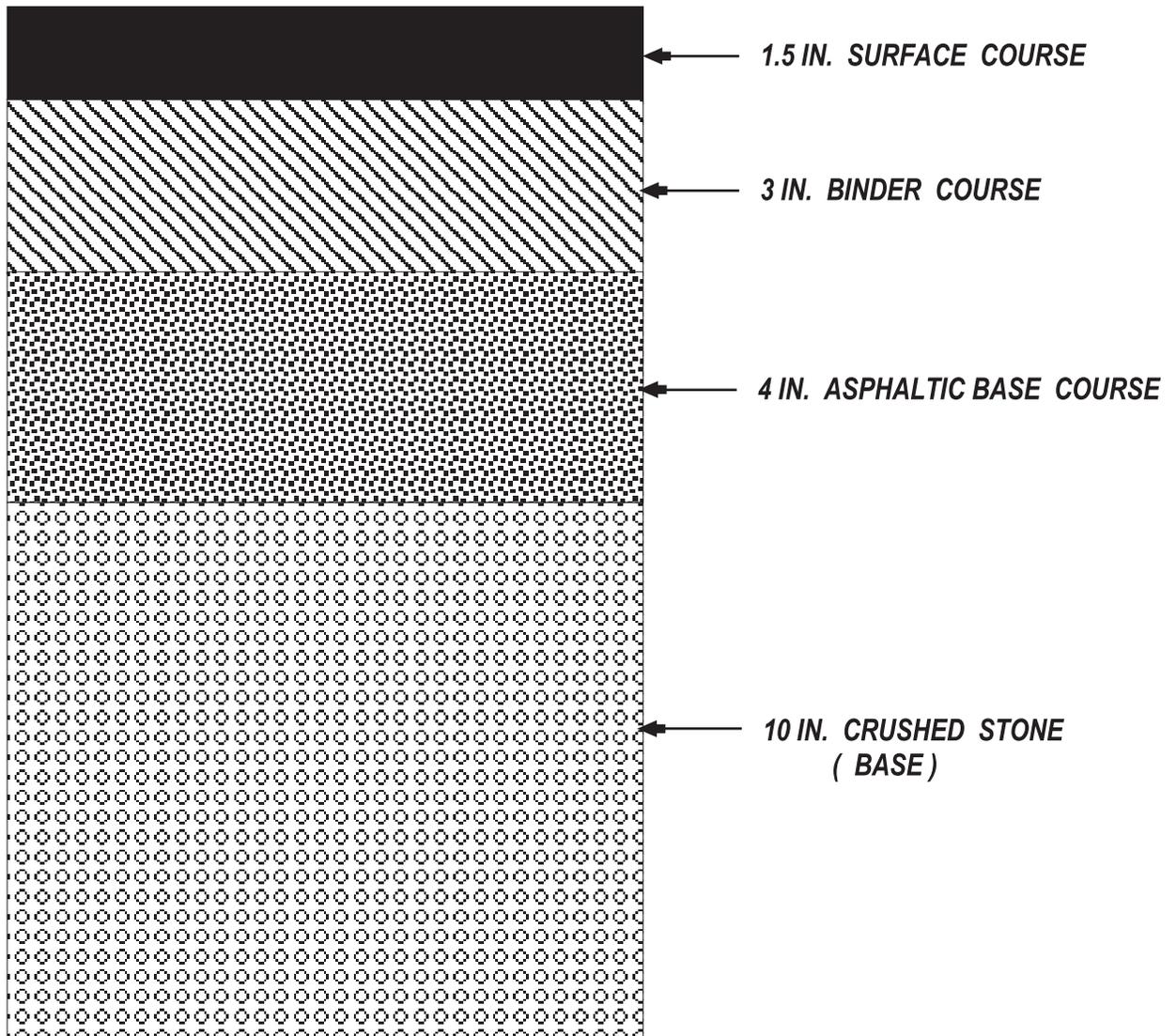
**NOTE :**

1. MATERIALS AND CONSTRUCTION MUST CONFORM TO T. D. O. T. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION .

NOTE : NOT TO SCALE

## ILLUSTRATION 16

# MINIMUM THICKNESS ( ARTERIAL STREETS )

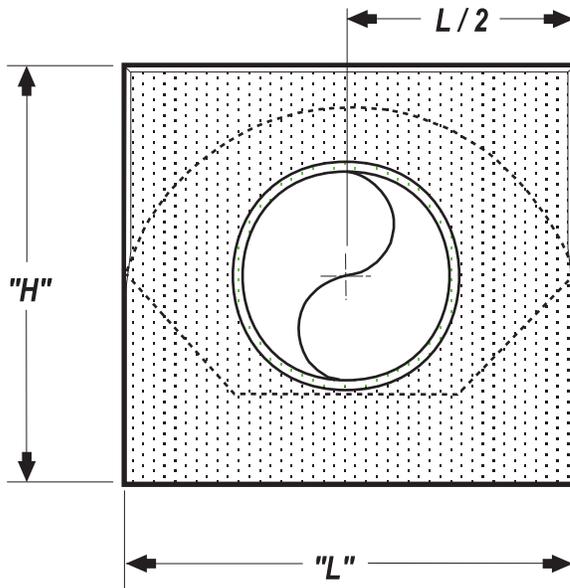
**NOTE :**

1. MATERIALS AND CONSTRUCTION MUST CONFORM TO T. D. O. T. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION .

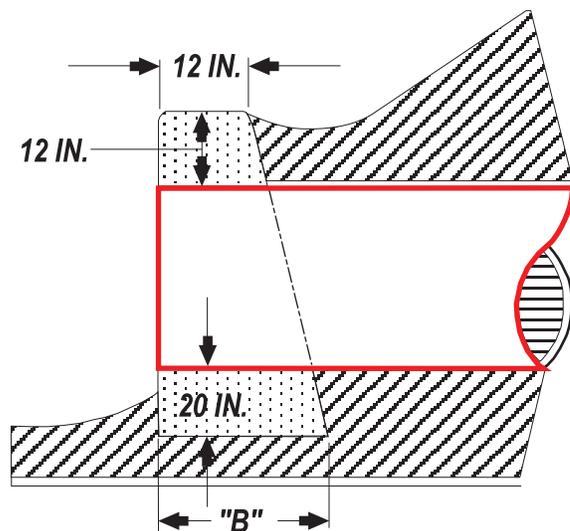
NOTE : NOT TO SCALE

## ILLUSTRATION 17

# HEADWALL DETAILS



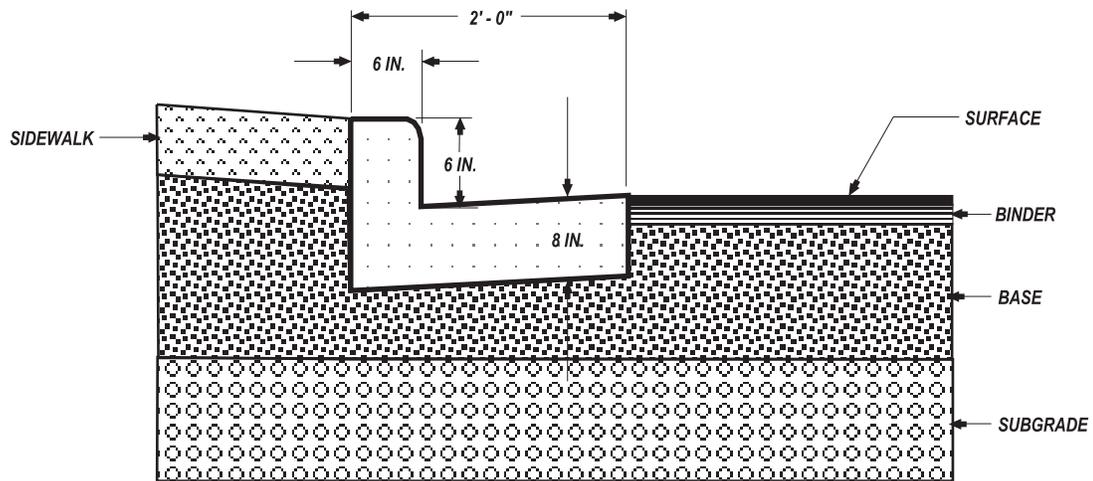
<i>DIA</i>	<i>H</i>	<i>B</i>	<i>L</i>
15 IN.	4' - 0"	2' - 0"	5' - 0"
18 IN.	4' - 2"	2' - 0"	6' - 0"
21 IN.	4' - 5"	2' - 2"	7' - 0"
24 IN.	4' - 8"	2' - 2"	8' - 0"
30 IN.	5' - 2"	2' - 4"	10' - 0"
36 IN.	5' - 8"	2' - 5"	12' - 0"
42 IN.	6' - 2"	2' - 6"	14' - 0"



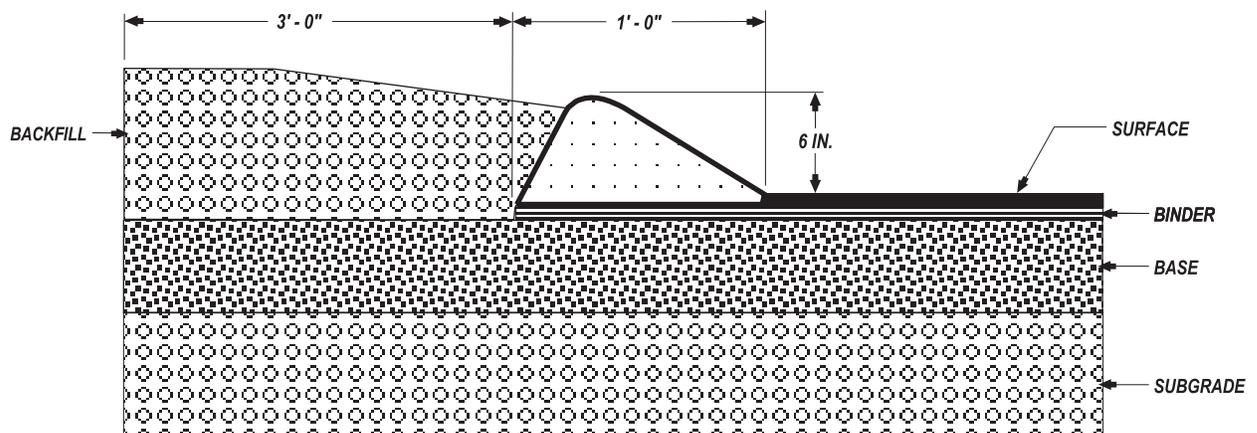
NOTE: NOT TO SCALE

## ILLUSTRATION 18

# CURBING DETAILS



## INTEGRAL CURB & GUTTER



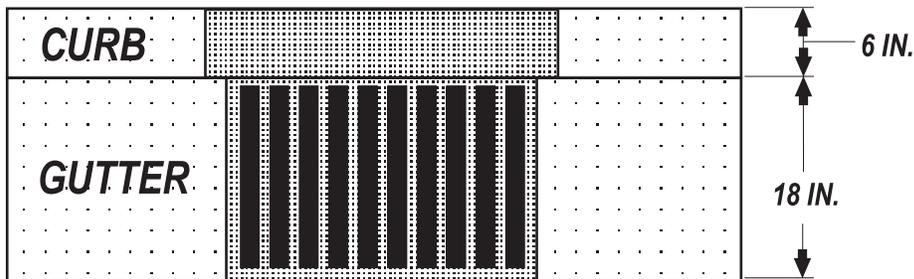
## EXTRUDED CONCRETE CURB

## NOTE :

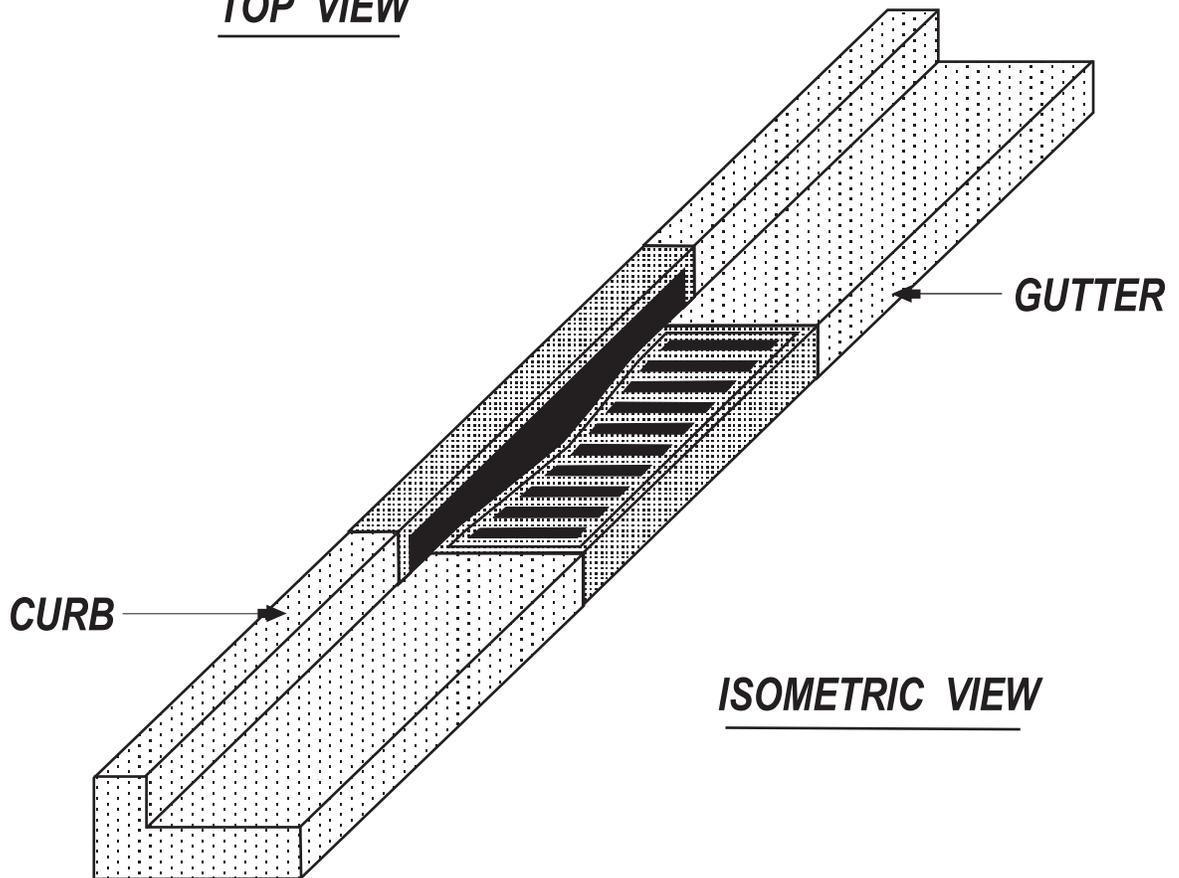
NO STREET CURBING SHALL BE ALLOWED WITHOUT THE INSTALLATION OF STORM SEWERS.

NOTE : NOT TO SCALE

# INLET GRATE DETAILS



TOP VIEW

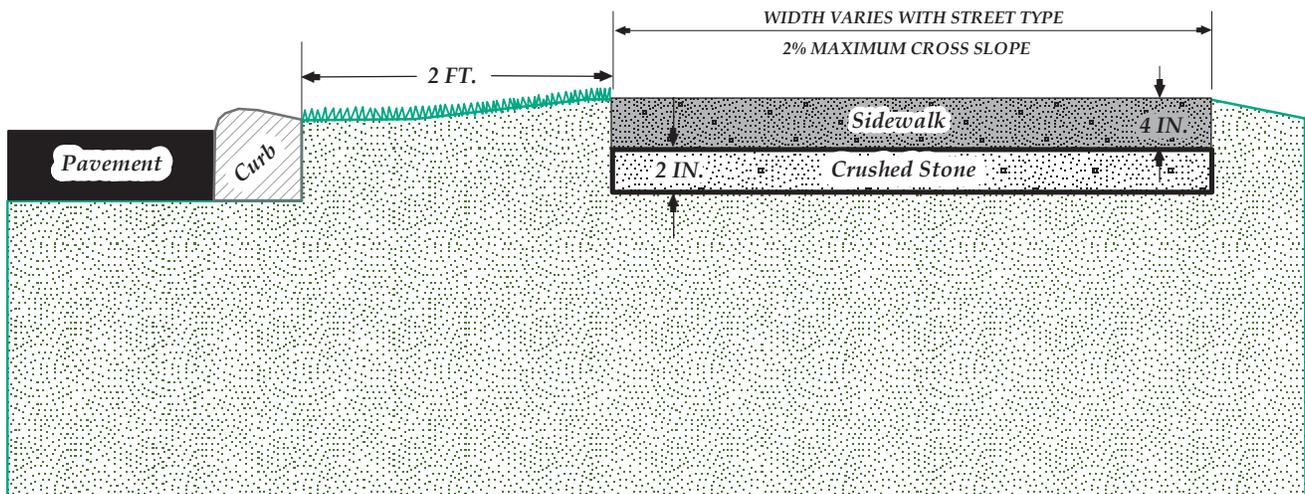


ISOMETRIC VIEW

NOTE : NOT TO SCALE

## ILLUSTRATION 20

# SIDEWALK DETAILS



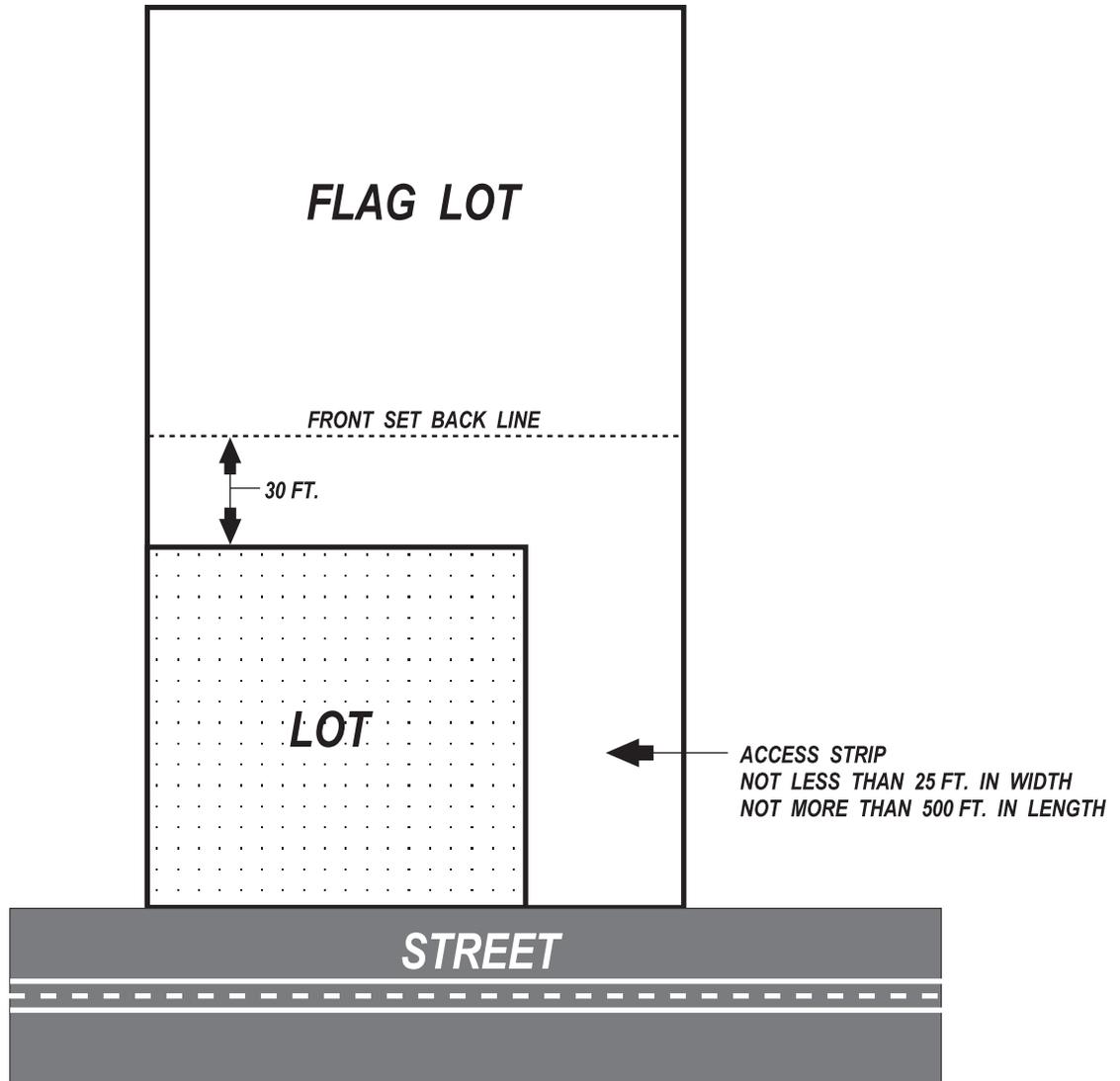
## STANDARD SIDEWALK

### NOTES :

1. Sidewalk to be a minimum of 4 inches thick on 2 inches of crushed stone base.
2. Control joints shall be installed 5 feet on center and expansion joints shall be installed 25 feet on center.
3. Grass strip minimum 2 feet in width between back of curb or edge of street.

NOTE : Not to Scale

## ILLUSTRATION 21

**FLAG LOT****NOTES :**

1. PERMITTED ONLY FOR EXISTING LOTS OF RECORD.
2. LOT TO BE DIVIDED MUST HAVE DEPTH TO WIDTH RATIO EXCEEDING 2 : 1.

NOTE : NOT TO SCALE

**APPENDIX B**

***FINAL PLAT CERTIFICATIONS***

Form 1      CERTIFICATE OF OWNERSHIP, DEDICATION AND COMPLIANCE WITH DEED RESTRICTIONS OR COVENANTS

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, and parks as shown to the public or private use noted. I (we) further acknowledge that any change to this subdivision constitutes a resubdivision and requires the approval of the Planning Commission. Furthermore, I hereby certify that the Subdivision Plat shown hereon is not prohibited under any current deed restrictions or covenants on the property.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Owner's Signature

-----  
Form 2      CERTIFICATE OF ACCURACY AND PRECISION

I hereby certify that the plan shown and described hereon is a true and correct survey to the level of accuracy required by the Cookeville Planning Commission. I further certify that the degree of precision (linear and angular) meets the standards required of an Urban and Subdivision Survey as established by the Tennessee Board of Examiners for Land Surveyors. I also hereby certify that the monuments and pins have been placed as shown here on to the specifications of the Cookeville Planning Commission.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Surveyor's Signature

Form 3A      CERTIFICATE OF GENERAL APPROVAL FOR INSTALLATION OF  
SUBSURFACE SEWAGE DISPOSAL SYSTEMS WITH RESTRICTIONS

General approval is hereby granted for lots shown hereon as being suitable for subsurface sewage disposal with the listed and/or attached restrictions. Before the initiation of construction, the location of the house or other structure and the plans for the subsurface sewage disposal system shall be approved by the Tennessee Department of Environment and Conservation.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Representative of  
Tennessee Department of  
Environment and Conservation

-----  
Form 3B      CERTIFICATE OF APPROVAL OF NEW SEWAGE COLLECTION FACILITIES

I hereby certify that (1) public sewage collection facilities are installed in an acceptable manner and according to City of Cookeville's specifications; or (2) a Financial Guarantee acceptable to the Cookeville Planning Commission in the amount of \$ \_\_\_\_\_ has been posted to assure completion of all required improvements in the case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Dept. of Water Quality Control

-----  
Form 4A      CERTIFICATE OF APPROVAL OF NEW WATER LINES

I hereby certify that (1) water lines are installed in an acceptable manner and according to the specifications of the Cookeville Planning Commission (or \_\_\_\_\_); or (2) a Financial Guarantee acceptable to the Cookeville Planning Commission in the amount of \$ \_\_\_\_\_ has been posted to assure completion of all required improvements in the case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Dept. of Water Quality Control  
or Water Utility District Rep.

Form 4B      CERTIFICATION OF EXISTING WATER AND/OR SEWER LINES

I hereby certify that the water lines and/or sewer lines shown on this plat are in place and can adequately serve the lots shown hereon.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Dept. of Water Quality  
Control or Water Utility District Rep.

\*If no new sewer lines are to be installed because existing lines are used, put Certificate #4B on the final plat instead of 3A or 3B.

-----  
Form 5A      CERTIFICATE OF APPROVAL OF NEW STREETS AND DRAINAGE SYSTEM

I hereby certify that (1) streets, drainage system (easements, culverts, etc.) and other improvements (curbs, sidewalks, etc.) as required by the Cookeville Planning Commission are installed in an acceptable manner and according to required specifications; or (2) a Financial Guarantee acceptable to the Cookeville Planning Commission in the amount of \$\_\_\_\_\_ has been posted to assure completion of all required improvements in the case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Public Works

-----  
Form 5B      CERTIFICATION OF EXISTING STREET

I hereby certify that the street shown on this plat has the status of an accepted public street regardless of current condition.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Public Works

Form 6A      CERTIFICATE OF APPROVAL OF NEW FIRE HYDRANTS

I hereby certify that (1) the fire hydrants and other related improvements shown on this plat are installed in an acceptable manner, in conformance with the regulations and specifications of the City of Cookeville and the Cookeville Planning Commission or (2) a satisfactory surety in the amount of \$ \_\_\_\_\_ has been posted with the Cookeville Planning Commission to assure completion of all required improvements in case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Cookeville Fire Chief

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Form 6B      CERTIFICATE OF EXISTING FIRE HYDRANTS

I hereby certify that the fire hydrants shown on this plat are in place and can adequately serve the lots shown hereon.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Cookeville Fire Chief

-----  
Form 7      CERTIFICATE OF APPROVAL OF SIDEWALKS

I hereby certify that (1) the sidewalks shown on this plat are installed in an acceptable manner, in conformance with the regulations and specifications of the City of Cookeville and the Cookeville Planning Commission or (2) a satisfactory surety in the amount of \$ \_\_\_\_\_ has been posted with the Cookeville Planning Commission to assure completion of all required improvements in case of default.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Public Works

Form 8      CERTIFICATE OF APPROVAL OF POWER EASEMENTS

I hereby certify that acceptable power utility easements have been provided according to the requirements of the Cookeville Electric Department.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Cookeville Electric Dept.

-----  
Form 9      CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Cookeville Municipal Planning Commission with the exception of such variances, if any, as are noted in the Official Minutes of the Cookeville Planning Commission, and that said plat has been approved for recording in the Office of the Register of Deeds of Putnam County, Tennessee.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Director of Planning

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Secretary, *Cookeville Municipal Planning Commission*

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Form 10      EASEMENT AND RIGHT-OF-WAY RESTRICTIONS

1. No permanent structure such as a deck, patio, garage, carport, or other building shall be erected within the limits of any easement shown on this plat.
2. No excavation, filling, landscaping, or other construction shall be permitted in any drainage easement shown on this plat if such excavation, filling, landscaping, or other construction will alter or diminish the flow of water through said easement.
3. All driveways, entrances, curb cuts or other points of ingress or egress to the lots shown on this plat shall be in accordance with the rules and regulations of the City of Cookeville; contact the Department of Public Works for information.
4. The placing of pipe within or otherwise filling of ditches within the right-of-way shown on this plat is prohibited without the approval of the City of Cookeville; contact the Department of Public Works for information.

Form 11

SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION

According to the FEMA FIRM # \_\_\_\_\_, Dated: \_\_\_\_\_

Check One:

\_\_\_: No areas of the subject property depicted on this plat are in a SFHA

\_\_\_: All of the subject property depicted on this plat is in a SFHA

\_\_\_: Shaded area(s) of the subject property depicted on this plat are in a SFHA

**APPENDIX C**

***CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION***

**CITY OF COOKEVILLE  
PRELIMINARY SUBDIVISION PLAT  
CHECKLIST**

Date Submitted: \_\_\_\_\_ Plat Fee Paid: YES / NO      Initials: \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Acreage to be Subdivided: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Tax Map Reference: \_\_\_\_\_

Taken for Study: YES / NO

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

**COMMENTS:**

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**SUBMITTALS:**

Water Improvement Plans	YES / NO / N/A	Initials: _____
Sanitary Sewer Improvement Plans	YES / NO / N/A	Initials: _____
Centerline Profile of Roads	YES / NO / N/A	Initials: _____
Typical Cross Section of Roads	YES / NO / N/A	Initials: _____
Drainage Plan	YES / NO / N/A	Initials: _____

**BASIC INFORMATION:**

North Point and Graphic Scale	YES / NO	Initials: _____
Location Map	YES / NO	Initials: _____
Existing Contours	YES / NO	Initials: _____
Flood Hazard Area	YES / NO / N/A	Initials: _____
Street Names	YES / NO	Initials: _____
Lot Numbers	YES / NO	Initials: _____
Existing Boundary Lines	YES / NO	Initials: _____
Proposed Boundary Lines	YES / NO	Initials: _____
Existing Utility Lines	YES / NO	Initials: _____
Proposed Utility Lines	YES / NO	Initials: _____
Existing Easements	YES / NO	Initials: _____
Proposed Easements	YES / NO	Initials: _____
Existing Water Courses	YES / NO / N/A	Initials: _____
Error of Closure = 1:10,000	YES / NO	Initials: _____

**COMMENTS:**

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**STREET, DRAINAGE, AND SIDEWALK DATA:**

Rights-of-way Sufficient	YES / NO / N/A	Initials: _____
Additional Right-of-way Dedicated	YES / NO / N/A	Initials: _____
Grades Acceptable	YES / NO / N/A	Initials: _____
Typical Cross Section Acceptable	YES / NO / N/A	Initials: _____
Horizontal Curves Acceptable	YES / NO / N/A	Initials: _____
Vertical Curves Acceptable	YES / NO / N/A	Initials: _____
Angles of Intersection Acceptable	YES / NO / N/A	Initials: _____
Spacing of Intersections Acceptable	YES / NO / N/A	Initials: _____
Sight Distance Acceptable	YES / NO / N/A	Initials: _____
Tangent Lengths Acceptable	YES / NO / N/A	Initials: _____
Jogs Acceptable	YES / NO / N/A	Initials: _____
Length of Cul-de-Sacs Acceptable	YES / NO / N/A	Initials: _____
Cross Drains Acceptable	YES / NO / N/A	Initials: _____
Curb and Gutter Acceptable	YES / NO / N/A	Initials: _____
Side Drains Acceptable	YES / NO / N/A	Initials: _____
Street Names Acceptable	YES / NO / N/A	Initials: _____
Sidewalks Acceptable	YES / NO / NA	Initials: _____

**BLOCK AND LOT DATA:**

Block Length Acceptable	YES / NO / N/A	Initials: _____
Block Width Acceptable	YES / NO / N/A	Initials: _____
Lot Size Acceptable	YES / NO	Initials: _____
Setbacks Acceptable	YES / NO	Initials: _____
Minimum Lot Width at Setback Acceptable	YES / NO	Initials: _____

**COMMENTS:**

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**UTILITY DATA:**

Water Lines Acceptable	YES / NO / N/A	Initials: _____
Fire Hydrant Locations Acceptable	YES / NO / N/A	Initials: _____
Sanitary Sewer Acceptable	YES / NO / N/A	Initials: _____
Percolation/Soil Test Required	YES / NO	Initials: _____
Septic Tanks Acceptable	YES / NO / N/A	Initials: _____
Natural Gas Easements Acceptable	YES / NO / N/A	Initials: _____
Electric Easements Acceptable	YES / NO / N/A	Initials: _____

**COMMENTS:**

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**APPROVAL:**

APPROVED / CONDITIONALLY APPROVED / DISAPPROVED      Date: \_\_\_\_\_  
Variances Granted      YES / NO

**DESCRIPTION CONDITIONS FOR APPROVAL AND/OR VARIANCES GRANTED:**

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**APPENDIX D**

***CHECKLIST FOR FINAL PLAT CONSIDERATION***

**SURVEY DATA:**

North Point & Graphic Scale	YES / NO	Initials: _____
Location Map	YES / NO	Initials: _____
Appropriate Certificates	YES / NO	Initials: _____
Conforms to Preliminary Plat	YES / NO / N/A	Initials: _____
Names of Adjacent Property Owners	YES / NO	Initials: _____
Street Names	YES / NO	Initials: _____
Lot Numbers	YES / NO	Initials: _____
Setback Lines Shown	YES / NO	Initials: _____
Zoning Classification Shown	YES / NO / N/A	Initials: _____
Boundary Lines Shown	YES / NO	Initials: _____
Utility Lines & Fire Hydrants Shown	YES / NO	Initials: _____
Pavement Lines Shown	YES / NO	Initials: _____
Easements Shown	YES / NO	Initials: _____
Existing Water Courses Shown	YES / NO / N/A	Initials: _____
Drainage Structures Shown	YES / NO / N/A	Initials: _____
Survey Data Complete	YES / NO	Initials: _____
Monuments Shown	YES / NO	Initials: _____
Error of Closure = 1:10,000	YES / NO	Initials: _____

**COMMENTS:**

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**APPROVAL:**

APPROVED / CONDITIONALLY APPROVED / DISAPPROVED

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



Variances Granted

YES / NO

**DESCRIPTION OF CONDITIONS FOR APPROVAL AND/OR VARIANCES GRANTED:**

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**FINANCIAL GUARANTEE:**

Form of Guarantee: \_\_\_\_\_

WATER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SEWER: \_\_\_\_\_

STREETS AND DRAINAGE: \_\_\_\_\_

**TOTAL GUARANTEE:** \_\_\_\_\_

AS-BUILT DRAWINGS FURNISHED

YES / NO / N/A

Initials: \_\_\_\_\_

**WARRANTY:**

Form of Warranty: \_\_\_\_\_

WATER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SEWER: \_\_\_\_\_

STREETS AND DRAINAGE: \_\_\_\_\_

**TOTAL WARRANTY:** \_\_\_\_\_

**COMMENTS:**

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**APPENDIX E**

***SUBDIVISION INSPECTION FORM***

**SUBDIVISION INSPECTION FORM**  
**COOKEVILLE MUNICIPAL PLANNING COMMISSION**

SUBDIVISION NAME \_\_\_\_\_

DATE OF INSPECTION \_\_\_\_\_

IMPROVEMENT INSPECTED \_\_\_\_\_  
(street, drainage, sidewalks, water, sewer, etc.)

STAGE OF IMPROVEMENT \_\_\_\_\_  
(street subgrade, pavement base, prime coat, binder course, final surfacing, water/sewer line installation, pressure tests, etc.)

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Title of Inspector

\*Original submitted to the Cookeville Municipal Planning Commission; one copy to developer, one copy to inspector.

**APPENDIX F****LIST OF PERTINENT DEPARTMENTS AND AGENCIES**

Cookeville Planning Department  
45 E. Broad Street,  
Cookeville, TN 38501  
(931)520-5271

Cookeville Codes Department  
45 E. Broad Street  
Cookeville, TN 38501  
(931)520-5268

Cookeville Public Works Department  
45 E. Broad Street  
Cookeville, TN 38501  
(931)520-5247

Cookeville Department of Water Quality Control  
1860 S. Jefferson Avenue  
Cookeville, TN 38501  
(931)520-5227

Cookeville Electric Department  
55 W. Davis Road  
Cookeville, TN 38501  
(931)526-7411

Cookeville Gas Department  
16 N. Oak Street  
Cookeville, TN 38501  
(931)520-4427

Putnam County Environmentalist  
Tennessee Department of Environment & Conservation  
Division of Groundwater Protection  
1221 S. Willow Avenue  
Cookeville, TN 38501  
(931)432-4015

Cookeville Subdivision Regulations