

SUBDIVISION REGULATIONS

FOR

ALGOOD, TENNESSEE

ALGOOD MUNICIPAL PLANNING COMMISSION

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**ORIGINAL ADOPTION SEPTEMBER, 1971
ADOPTION OF AMENDED EDITION NOVEMBER, 1996**

[With revisions through 2011]

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SUBDIVISION REGULATIONS

of

The Algood Municipal Planning Commission Algood, 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 Algood, Tennessee, Municipal Planning Commission (hereafter referred to as the Planning Commission) are designed to provide for the harmonious development of the regional 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 13-3-401 through Section 13-3-411 and 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 a certified copy of the original Major Road Plan in the office of the Register of Deeds of Putnam County, Tennessee on November 5, 1971, and also filed a Revised Major Road Plan in November, 1996.

C. JURISDICTION

These regulations shall govern all subdivisions of land, and within the corporate limits of Algood, Tennessee, as now or hereafter established, also within the Algood Planning Region.

According to *Tennessee Code Annotated*, Sections 13-3-401 and 13-4-301, the term "*subdivision*" means

"...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 five (5) acres or less 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."

Any owner of land within the City of Algood or within the Planning Region 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 Article III (beginning on page 11).

D. DEFINITIONS

Except as specifically defined within this section, all words used in these regulations have their customary dictionary definitions when not inconsistent with the context. The terms "**shall**", "**will**" OR "**must**" are mandatory. When not inconsistent with the context, words used in the singular number include the plural and those used in the plural number include the singular. Words used in the present tense include the future.

1. **Subdivision:** The division of any tract or parcel of land into two (2) or more lots, sites, tracts, parcels or other divisions of any size requiring new street or utility construction, OR the division of any tract or parcel of land into two (2) or more lots, sites, tracts, parcels, or other divisions that are five (5) acres or less in size for the purpose, whether immediate or future, of sale or building development, and includes resubdivision of existing or previously platted subdivided lots, parcels, etc.
2. **Resubdivision:** Replatting existing recorded subdivision lot(s) that have changed in size or shape.
3. **Plat:** The map, drawing, or chart on which the subdivider's plan of subdivision is presented and which he submits for preliminary or final approval, and intends in final form to record; plat includes plat, plan, plot, and replot.
4. **Major Road Plan:** The map on which the planned locations of present and future city and county arterial and collector roads are indicated.
5. **Street:** A public or private 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 ways.
 - **Arterial:** Streets and highways used primarily for movement of fast or heavy traffic within and through the town; a secondary function is land access. These are usually shown on the Major Road Plan.
 - **Collector:** Streets which carry traffic from minor streets to the 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 town and connect this section with the arterial system.
 - **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.
 - **Marginal Access:** Minor 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.
 - **Cul-de-sac:** A permanent dead-end streets or courts with a paved turnaround, usually circular, designed so that they cannot be extended in the future.
6. **Lot Width:** The distance between side lot lines measured at the building setback line.

7. **Lot Frontage:** The part of the lot abutting the street right-of-way.

E. AMENDMENTS TO THE SUBDIVISION REGULATIONS

Before adoption of any amendments to this document, a public hearing thereon shall be held by the Planning Commission. Thirty (30) days notice of the time and place of the hearing shall be given as provided in Section 13-3-403 and 13-4-303, *Tennessee Code Annotated*.

F. VARIANCES

A developer, who finds that there is substantial cause to need relief from part of the regulations herein, may submit a request for **variance(s)** in writing, stating fully the grounds for the variance. This should be submitted when the preliminary plat is filed for consideration OR before presentation of the final plat.

When the Planning Commission finds that a developer will encounter extraordinary hardships or practical difficulties resulting from strict compliance with these regulations and/or the purposes of the regulations may be served to a greater extent by an alternative proposal, the Planning Commission may approve variances to these Subdivision Regulations so that substantial justice may be done and the public interest is secured.

When reviewing and approving variances, the Planning Commission shall consider the following factors:

- The property involved has special conditions (such as the shape or topographical conditions or the property or the particular physical surroundings) and/or the design of the proposed development are such that the owner/developer would experience hardship (rather than inconvenience) from adhering strictly to the regulations.
- The conditions upon which the request for a variance is based are unique to the property to the design of the proposed development, and not generally applicable to other properties.
- The granting of the variance will not be detrimental to public safety, health or welfare or injurious to other property.
- The granting of the variance shall not have the effect of nullifying the intent and purpose of the regulations.

Conditional Approval: In approving variance(s), the Planning Commission may place such conditions as necessary to secure substantially the objectives of the standards or requirements of the Subdivision Regulations.

G. Relationship to Zoning Ordinance, Building Code and Other City Regulations.

1. In addition to meeting the Subdivision Regulations, any plat of land within the city limits of Algood shall conform to the Algood Zoning Ordinance, Algood's adopted Building Code or other official regulations of Algood.

2. In addition to meeting the Subdivision Regulations, any plat of land in the Algood Planning Region shall conform to any regulations of the City of Algood that pertains to the Algood water system.
3. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in the Zoning Ordinance, Building Code or other official regulations, the highest standard shall apply.

ARTICLE II PROCEDURE FOR PLAT APPROVAL

The **initial step** in the process for development, review and approval of a subdivision plat is the **early, informal consultation** with the Planning Commission's State Planner and City Administrator for advice and assistance as to the **types of subdivisions**:

Simple Subdivision 1 and 2 lot Quick Review and Approval
Small Subdivision Requiring One Combined Preliminary/Final Plat
Regular Subdivision Requiring Preliminary Plat and Final Plat

Simple Subdivision 1 and 2 lot Quick Review and Approval [Amended August 12, 2003]

A special approval method for "simple" (minor) plats containing no more than 2 lots in the Algood Planning Region only fronting on existing approved county road with existing water line in place (nothing to be installed), no variance requested, and lots approved by State Environmentalist for soils.

- Approval of plat and sign-off can occur between Planning Commission meetings.
- Plat should be drawn to meet all general requirements listed herein.
- All certifications and signatures on plat when submitted to and reviewed by Planning Commission Review Team, consisting of State Planner, City Administrator, Planning Commission Chairman and Secretary.
- After review and approval by Team, plat will be signed for recording by Planning Commission Secretary.
- If plat is not approved, or if a variance is requested, the plat will be placed on the next Planning Commission agenda, and the owner must attend.
- A report on an approved "simple" plat will be presented by Staff Planner at next Planning Commission meeting for inclusion in Minutes.

Should I show 1 lot or 2 lots on the plat?

- If 1 lot is being cut off a piece of property and the remaining portion is under 5 acres, both lots or parts must be shown on the plat.
- If the remaining property is larger than 5 acres, a notation about the size and ownership of the remaining property must be included on the plat, but the whole remaining parcel need not be shown.

Small Subdivision Requiring Combined Preliminary/Final Plat -- Inside or Outside City

This method is available for "small" subdivisions, consisting of 5 or fewer lots on existing city street or county road with existing water line and existing sewer line (or soils approved by Environmentalist for septic system). A combined Preliminary/Final Plat requires review by Planning Commission at a regular meeting, but generally the plat will be approved at one meeting, if all information is properly presented on the plat.

- One combined Preliminary/Final Plat should be prepared to general requirements listed herein, including 5' topographic contours.
- Installation of a fire hydrant may be required by Planning Commission if 6" water line and adequate pressure are available.
- A variance may be requested.
- All certifications and signatures on plat when reviewed by Planning Commission.
- The property owner must attend the Planning Commission meeting, or in his absence the owner may be represented by his agent or representative, who shall present written authorization in the form of the Affidavit shown in Appendix.

Resubdivision Any rearrangement of lot lines of previously platted subdivision lots.

- If 2 owners are splitting a lot between them, they must replat all lots involved in order to remove old lot lines, remove any side setback lines or drainage/utility easement lines that may affect future title, and eliminate a substandard half-sized lot.
- Plat must include current recording (plat book and page) of subdivision.

Regular Subdivision

A regular subdivision consists of more than 5 lots. All lots must either front an existing city street or county road, OR front a proposed street which will be constructed as part of the process. There may be existing water lines in place, or construction of new water lines and hydrants may be required. There may be existing sewer lines in place, or new sewer lines may have to be installed. If city sewer is not nearby, lot size and soils will have to be evaluated and approved by State Environmentalist for septic tanks.

The **procedure for review and approval** of a "**Regular Subdivision**" involves preparation, submission and approval of a **Preliminary Plat** and a **Final Plat**.

- ◆ **Initial Step:** **Early, informal consultation** with the Planning Commission's State Planner and City Administrator for advice and assistance.
- ◆ **Second Step:** Preparation and submission to the Planning Commission of the **preliminary plat or general development plan** for the proposed subdivision. Approval of the preliminary plat gives the developer the right to go ahead with installing improvements, such as water lines and streets; however preliminary plat approval expires after 12 months, unless construction of improvements is underway. The property owner must attend the Planning Commission meeting, or in his absence, the property owner may be represented by his agent or representative, who shall present written authorization in the form of the Affidavit shown in Appendix.
- ◆ **Third step:** **Creating the subdivision at the site**, including surveying of lots, staking of roadway, development of utility design plans to be approved by utility and state, construction and inspection of utility lines and streets, and evaluation of lots for subsurface sewage disposal if sewer is not available. Inspections of all construction must be made at appropriate times by City Administrator or other officials.
- ◆ **Fourth Step:** Preparation and submission of the **final plat** together with required certificates. In some cases construction of improvements is incomplete, in which case the developer gives the Planning Commission a financial guarantee (Letter of Credit or Cash Escrow Account) to ensure completion. In other cases the developer has all improvements completed and approved before presenting final plat to the Planning Commission. The property owner must attend the Planning Commission meeting, or in his absence, the property owner may be represented by his agent or representative, who shall present written authorization in the form of the Affidavit shown in Appendix H.
- ◆ **Fifth Step:** **Signing of the final plat** by the Secretary of the Planning Commission, which occurs after the Planning Commission has granted approval, **and Recording of the plat** in the office of the County Register. Two (2) copies of the signed plat must be returned to the city for filing.
- ◆ **Sixth Step:** If a financial guarantee was used to obtain final plat approval, construction of all improvements must be completed in a timely manner. Following completion and inspection by appropriate officials, Planning Commission will have to

vote to **release all interest in the financial guarantee** and the agreement. After this improvements can be accepted by the local government for maintenance.

General Features That Must Be Included On All Plats:

1. Plat prepared by licensed surveyor and meet minimum standards of design as set forth in this document and the "*Standards of Practice for Land Surveyors*", Chapter 820-3 and its subsequent amendments. Where there is conflict between these regulations, the stricter shall apply.
2. The plat shall be drawn at Scale of 1:100, 1:50, 1:40, 1:30 or 1:20 on sheets not larger than 24 inches x 30 inches in size. For very large tracts, 1:200 may be used after discussion with the Planner. Small plats can be put on 11 in. x 17 in. paper.
3. North point arrow and Date prepared.
4. Subdivision Name, with phase or section of the development, if applicable.
5. General Location Map to tie property to nearby major thoroughfares.
6. Owner's and Developer's name, mailing address and phone number.
7. Surveyor's name, mailing address and phone number.
8. Total Acreage being subdivided.
9. Tax map and parcel identification of property, and County Civil District.
10. Deed book and page of most recent conveyance of property.
11. Plat book and page information if property is part of a previously recorded subdivision.
12. Name of owners for all adjoining properties, tax map & parcel information, last conveyance information and lot numbers if part of a subdivision.
13. Show any existing features of the property shown, such as house, garage, barn, other buildings, pond, creek, river, lake, floodplain, wetlands, etc.
14. Show any existing utility transmission line crossing property, with easement width. (example - TVA power line or natural gas pipeline).
15. Existing and proposed street rights-of-way and drainage tiles, existing street centerline and street name, proposed street names approved by E911.
16. Location and size of existing and proposed water lines and sewer lines, if available.
17. Location and distance of nearest existing fire hydrant; locations of proposed fire hydrant(s).
18. If applicable, 100 year Floodplain line and (if available) base flood elevation.
19. Topographic contours at 2 ft. and 5 ft. intervals on *Preliminary* Plat for a Regular Subdivision, and also on *Combined Preliminary/Final* plat for Small Subdivision.
20. Bearings and measurements of perimeter of property on *Preliminary* and *Final* Plats.
21. Numbering of lots in consecutive order on *Preliminary* and *Final* Plats.
22. Acreage or square footage of each lot on *Preliminary* and *Final* Plats.
23. Approximate measurements of each lot on *Preliminary* Plat.
24. Surveyed bearings and measurements of each lot on *Final* Plat.
25. Required front, side and rear setbacks shown on each lot
26. Size and location of utility-drainage easements shown on all lots.
27. If any remaining property (including future development or reserved property) will be under 5 acres, it must be shown on plat as a lot of the subdivision. If remaining property is over 5 acres, there must be a notation on the plat about the size and ownership of the remaining portion.
28. Any *Final* plat involving lots not on city sewer must include Environmentalists' signature, restrictions and any shading, denoting lot area reserved for subsurface systems. Contact the State Environmentalists at (615) 432-4015 for more information about the process of having soils mapped and evaluated for subsurface sewerage disposal systems.
29. Any *Final* plat must have Certifications with signatures of owner/developers, surveyor, city administrator, county road superintendent (if applicable), E911 Director.

IMPORTANT: Any proposed street or driveway intersecting onto a state highway must be reviewed and approved by State Dept. of Transportation Regional Engineer in Chattanooga at (423) 892-3430.

Preliminary Plat Requirements

What should the preliminary plat include? See list of General Features for All Plats above. In addition to all existing features of the property and topographic contour lines, the Preliminary Plat shall show all proposed lots lines and building setback lines, proposed street rights-of-way and street names, proposed location and sizes of sewer and water lines and where connections to the existing systems and size of lines at that point, proposed location of fire hydrants, proposed location of drainage tiles and ditches, proposed easements for utilities, etc.

Submission of the plat: Two (2) copies of the Preliminary plat should be submitted to the Planning Commission's State Planner or City Administrator for review at least ten (10) working days prior to the PC meeting. If applicable, the developer should provide copies to the State Environmentalist. [With regard to Tenn. Code Annotated requirements on time to review plats, submission of the Preliminary Plat to the Planning Commission occurs at the meeting at which the plat is first considered.] The two (2) copies will be used by State Planner, City staff and Planning Commission.

Distribution of plats for review: The Developer must submit copies of the plat to the Upper Cumberland Electric Company, Cookeville Gas Dept., County Road Supervisor (if applicable), E911 office, Citizens Telecom, cable TV company and Postmaster. The Developer must provide evidence that this submission has occurred before plat approval.

Variance: If a variance is sought for relief from any requirement, the variance should be applied for in writing preferably at the time of Preliminary Plat review, but during development of a subdivision something may necessitate application for a variance.

Consideration of the plat: The Preliminary plat shall be presented by the owner/developer or his designated representative to the Planning Commission at its next meeting for a review period not to exceed 30 days. Within thirty (30) days after submission of the Preliminary plat to the Planning Commission for consideration, the Planning Commission shall approve or disapprove said plat. Failure of the Planning Commission to act on the Preliminary plat within the thirty (30) day period will be deemed approval of this plat.

Attendance of Developer at meetings: In accordance with State law, the developer must be physically present at the meeting(s) to answer questions and hear suggestions about his proposed development or be represented by an authorized agent.

Approval of the plat: The Planning Commission may approve the plat as submitted, or may approve it subject to changes, more information or certain conditions. The developer shall resubmit modifications before proceeding with development. Occasionally the additional information or conditions may be submitted during the development process. If the developer wants to make changes or modifications, he must resubmit another preliminary plat, which must be reviewed and approved by the Planning Commission as if no previous plat had been submitted, and he should withdraw the previous plat. The approval of the preliminary plat by the Planning Commission shall not constitute acceptance of any final plat. Approval of a Preliminary plat expires in one (1) year if no work has begun toward development of the subdivision.

Disapproval of the plat: If a plat is disapproved, reasons for such disapproval shall be stated in the Minutes and provided in writing to the developer, who may submit a new plat.

Expiration of Approval: Preliminary plat approval expires after one (1) year unless construction of improvements is progressing, or unless the developer has applied for an extension of time, which has been granted by the Planning Commission, or unless a final plat based thereon has been submitted. If no work has begun to install improvements and if an approved final plat has not been financially guaranteed and the Algood Municipal Subdivision Regulations have changed, the subdivision must meet the new regulations.

Other Information: If the State Environmentalist rejects several lots or recommends any alteration of lot size or shape, the plat must be resubmitted for review.

Two (2) copies of the Preliminary plat will be retained in the Planning Commission files, copies shall be retained by the applicable utility departments, and one copy shall be returned to the subdivider with any notations at the time of approval or disapproval and the specific changes, if any, required.

Final Plat Requirements

What should the final plat include? See list of General Features for All Plats above. The Final plat should conform substantially to the approved Preliminary plat. Any alterations or deviation from the Preliminary plat should be discussed with the Staff Planner to determine if the changes require new Preliminary plat review.

The Final plat shall contain 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 the radius, central angle, and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets. In addition, the Final plat shall show all lots lines have been properly marked with iron pins. The plat will clearly show required building setback lines, utility-drainage easements, new and existing street rights-of-way and street names, location and sizes of new and existing sewer and water lines, location of fire hydrants, and required 100 year-floodplain information. Lots should be properly numbered sequentially. If the subdivision is developed in phases or sections, the sections must be identified by roman numerals or alphabetical characters following the name of the subdivision.

Installation of Improvements: Prior to submission of the Final plat for approval, the following improvements are to be installed within the subdivision in accordance with all requirements in this document and must be approved by the person(s) designated by City Administrator and/or a representative of the appropriate utility or road department, and then be reported to the Planning Commission. The required improvements include:

1. Iron pins on all lots and curves.
2. Storm drainage system
3. Street grading, base and paving.
4. Water supply system lines and laterals, and fire hydrants (if applicable)
5. Sewage collection lines and laterals (if applicable)

Financial Guarantee: In lieu of completion of construction of all improvements, the developer may provide the Planning Commission with a Financial Guarantee in order to assure completion of construction and obtain final plat approval. A developer should submit information concerning the planned schedule for completion of utilities and road

work, and a copy of contracts for construction. See details on Financial Guarantees below.

Submission of the plat: Two (2) copies of the final plat should be submitted to the Planning Commission's State Planner or City Administrator at least ten (10) working days prior to the PC meeting. [With regard to Tenn. Code Annotated requirements on time to review plats, submission of the final plat to the Planning Commission occurs at the meeting at which the plat is first considered.]

Distribution of plats for review: The Developer must submit copies of the plat to the Upper Cumberland Electric Company, Cookeville Gas Dept., county road supervisor (if applicable), E911 office, Citizens Telecom, cable TV company and Postmaster. The Developer must provide evidence that this submission has occurred before plat approval.

Signatures on the plat: When reviewed by the Planning Commission, the Final plat should contain the signature and restrictions from the State Environmentalist, if applicable. It should also contain the signature of the owner/developer(s) and surveyor. If the developer will NOT be submitting a financial guarantee for roads and/or utilities, the plat should contain road and utility certifications and signatures of approval by the applicable road and utility departments. The Planning Commission Secretary will not sign until the Commission has approved the plat and is the last person to sign the final plat. See section on **Certifications**.

State-Approved Utility Plans and Approval Letter: State law requires that plans and specifications of all water and waste water facilities shall be prepared by a registered engineer and approved by the Tennessee Department of Environment and Conservation. Although the city must sign plans before submission to the state, the city must receive from the developer a copy of state-approved utility plans and a copy of the state's approval letter.

As-Built Utility Drawings: Upon completion of construction of utilities, the developer must submit to the city "as built" drawings - an accurate map of all water lines, valves, fire hydrants, sewer lines, and appurtenances. Submission of "as built" will be a condition for final approval of the plat, or release of a financial guarantee.

Consideration of the plat: The final plat shall be presented by the owner/developer or his designated representative to the Planning Commission at its next meeting for a review period not to exceed 30 days. In accordance with State law, the developer or his designated representative must be present at the meeting when the Final plat is officially presented to the Planning Commission. Within thirty (30) days after submission of the preliminary plat to the Planning Commission for consideration, the Planning Commission shall approve or disapprove said plat. Failure of the Planning Commission to act on the final plat within the thirty (30) day period will be deemed approval of this plat

Approval of the plat: When the plat has been approved by the Planning Commission and after all Financial Guarantee documents (if applicable) have been given to the Planning Commission staff, the original final plat and three (3) copies will be signed by the Planning Commission Secretary and returned to the subdivider for filing with the county register as the official plat of record. The Planning Commission must receive two (2) signed copies of the final plat and State Planner will retain one (1) copy.

Disapproval of the plat: If the plat is disapproved, the grounds for disapproval shall be stated upon the official records of the Planning Commission.

Acceptance of Streets: According to Tennessee Code Annotated 13-3-405 and 13-4-305, approval of a Final Plat by the Planning Commission shall not constitute the

acceptance by the public (city or county) of the dedication of any streets or other public way or ground. Acceptance of streets by the local government is a separate process. In order to do this, the developer must submit the signed plat and any other required information to the City Council or Putnam County Commission.

Financial Guarantee in Lieu of Completed Improvements

Conditions may exist whereby a developer may be unable to install all improvements before requesting final plat approval. The Planning Commission may accept one of several forms of financial guarantees whereby, in the event of default by the developer, improvements and utilities can be made without cost to the city or county:

1. Cash in an **Escrow Account** in the full amount of the estimated cost of required improvements plus 10% yearly inflation factor. An Agreement must be executed by developer, bank and planning commission.
2. **Irrevocable Letter of Credit**, issued by a Bank or Savings and Loan, signed by one officer, to cover the full amount of the estimated cost of improvements plus 10% yearly inflation factor. An Agreement must be executed by developer, bank and planning commission.
3. **Certified Check** or bank's cashiers check in the full amount of the estimated cost of required improvements, plus 10% yearly inflation factor. An Agreement must be executed by developer and planning commission.

Determining amount of the guarantee: The Planning Commission may use a formula using a base cost per linear foot for each required improvement, or the developer may submit a copy of his signed contract for construction with a specific cost that is also guaranteed to the Planning Commission for at least the term of the guarantee plus three (3) months. An estimate or bid cannot be used. The maximum time for completion of construction cannot exceed two (2) years.

Release: A financial guarantee will not be released until the Planning Commission has received a report that the improvements have been constructed properly and has voted to release interest in the Financial Guarantee Agreement. If utility "as-builts" have not been provided to city, the financial guarantee will not be released.

Inspections Procedures

The developer shall notify the City Administrator and/or County Road Superintendent when work on streets and/or utilities is to begin, the anticipated schedule for the preparation of subgrade and road base, installation of drainage and underground utilities, and final surfacing of the road. Since the inspections need to be made periodically throughout the entire process, it is essential that the developer continually communicate with the City Administrator and/or County Road Superintendent concerning progress of construction in order to make the process move as smooth as possible.

Inspection notification should be made at least **48 hours** in advance of when the inspection is needed by contacting the appropriate person or office. Inspections should be made of (1) Street grading & preparation of subgrade, (2) Installation of the drainage system, (3) Installation and pressure testing of water mains, water stubs, sewer lines, and any other underground utility lines, (4) Pavement base including checking thickness of gravel every 500 feet at random points across width, and (5) Final paving and drainage system.

Throughout the construction period, the developer, as well as the City Administrator and/or County Road Superintendent, should periodically report the status of development to the Planning Commission, so that problems should be brought out and

solved. Upon completion of construction, the inspector(s) will make a final report to the Planning Commission. These inspection reports will become part of the official records of the Planning Commission.

Certifications

The Final plat will contain some or all of the following certificates, all of which shall be signed before Planning Commission Secretary signs the final plat. See Appendix for Forms:

Form 1 Certificate of Ownership and Dedication--Signed by the owner(s) of the subdivision includes wording about dedication of streets, rights-of-way and any sites for public use.

Form 2 Certificate of Accuracy & Precision--Signed by state-licensed surveyor certifying accuracy of survey and plat, and placement of iron pins.

Form 3A Certificate of General Approval of Lots for Installation of Subsurface Sewage Disposal Systems--All lots that will not be on city sewer have to be evaluated and approved for septic tank systems by State Environmentalist. Obtain specific wording for this since the State has its own special certificates and restrictions to be used on plats. Special wording for lots with existing house and existing system. Must be signed by Environmentalist before the final plat is presented to Planning Commission.

Form 3B Certificate of New Sewage Collection Facilities--Used for any lots connected to (or proposed to be connected) to Algood sewer system. Part (1) pertains to new sewer facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. Signed by City Administrator. If applicable, signed after receipt of financial guarantee documents.

Form 3C Certificate of Existing Sewer Facilities--Used if any lots served by existing city sewer collection lines. Signed by the City Administrator.

Form 4A Certificate of New Water Lines and Hydrants--Used for any lots where new water lines or hydrants have been (or will be) installed. Part (1) pertains to new water facilities installed, whereas Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. Signed by the City Administrator. If applicable, signed after receipt of financial guarantee documents.

Form 4B Certification of Existing Water Lines and/or Hydrants -- Used for any lots served by and connected to previously existing water lines. This would be signed by the City Administrator.

Form 5A Certificate of New Streets and Drainage System--Used for any lots served by new streets, drainage system, etc., recently installed or to be installed. Part (1) pertains to new streets and drainage recently installed. Part (2) pertains to acceptance of a financial guarantee in lieu of improvements. Signed by the City Administrator or County Road Supervisor. If applicable, signed after receipt of financial guarantee documents.

Form 5B Certificate of Existing Road(s)--Used for a subdivision which does not involve new road construction and all lots front on an existing road or highway. In some cases the present condition of the road may not meet Planning Commission requirements. Signed by City Administrator, or County Road Supervisor, if applicable.

Form 6 Certificate of Approval of New Street Names and Property Addressing by E911 Signed by Director of E911 to indicate that all lots on the final plat have received property addresses from E911, and that new street names have been reviewed and approved by E911 so as not to conflict with existing road names.

Form 7 Certificate of Approval for Recording--Signed by Planning Commission Secretary only after all other certificates have been signed and after final approval has been granted by the Planning Commission.

ARTICLE III DESIGN AND SPECIFICATIONS

A perfectly prepared and recorded subdivision or plat means little to a prospective lot buyer until he can see actual physical transformation of raw acreage into lots suitable for building purposes and human habitation. Improvements by the subdivider spare the community a potential tax liability.

A. Suitability of the Land

Land Physically Unsuitable for Subdivision:

- Land or portions thereof where flooding, wetlands, wet soils, bad drainage, sinkholes, steep slopes, rock formations and other such features and conditions exist which may endanger health, life, or property, may aggravate erosion, or may increase public funds for maintenance of services.
- Land or portions thereof which other public agencies have investigated and found in the best interest of the public to be unsuitable for the type of platting and development proposed.
- No building site can be located within thirty (30) feet of a sinkhole or within thirty (30) feet of the top of the bank of a stream or creek or other drainage area.
- Fill may not be used to eliminate a sinkhole or to raise land in areas subject to flooding.
- In areas subject to poor drainage, fill shall not restrict the flow of water and unduly increase runoff onto to adjoining lands. Such properties or portions thereof shall not be approved for subdivision unless adequate methods are formulated by the developer for meeting the problems or the Planning Commission may prohibit development.

Land Unsuitably Located for Subdivision: 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 the lack of or an 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. Also included is land that is located in close proximity to potentially hazardous operations which may endanger health, life, or property of the proposed residents.

B. Special Requirements for Floodable Areas

Definition of Land Subject to Flooding:

- For the purpose of these regulations, land subject to flooding shall be defined as those areas within the Algood Planning Region shown as Special Flood Hazard Areas (Zone A) on the Putnam County Flood Hazard Boundary Maps, or any subsequent amendment or revision to said maps. Presently there are no published FEMA Flood Hazard Boundary Maps or Flood Insurance Rate Maps for Algood, but this section would apply should such maps ever be developed.
- Also **included in this definition** are areas within twenty (20) feet of each side of the top of the bank on any and all other streams, drainways and water courses.

Regulations for Land Subject to Flooding:

- All subdivision proposals shall meet the requirements of any drainage, sinkhole or floodplain regulations adopted now or in the future by Algood or Putnam County.
- Every lot platted shall have a flood-free building site.
- If on-site subsurface septic systems are to be used, a flood-free site shall be provided on each lot for such systems.
- Base flood elevation data shall be provided for all subdivision proposals containing a 100-year floodplain.
- All creeks, lakes, ponds, sinkholes, or other drainage areas shall be shown on the preliminary and final subdivision plat.
- 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.
- All public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage and infiltration of flood waters into the system.
- All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- Filled 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 engineer, provided such use of fill does not endanger health, life or property, or restrict the flow of water or increase flood heights.
- No fill shall be placed in the floodway of the stream and if undetermined, no closer than thirty (30) 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 fifteen (15) feet) is adequate based on watershed area, the probable runoff, and other topographic and hydraulic data prepared by registered professional engineer.

C. Iron Pins

All lot corners, all street corners, all points where the street lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street shall be marked with standard iron pins minimum one-half (1/2) inches in diameter and eighteen (18) inches long and driven so as to be flush with the finished grade, unless rock is present. In addition, each in-ground iron pin shall be marked above ground with a metal fence stake, installed in such a way that it is not easily removed.

D. Streets

1. General Information

Arrangement

The arrangement of streets in the subdivision shall provide for the continuation of principal streets of adjoining subdivision and for proper projection of principal streets into adjoining properties which are not yet subdivided in order to make possible necessary fire protection, movement of traffic, and the construction or extension, presently or when later required, of needed 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.

Conformity to the Major Road Plan

The location and width of all streets and roads shall conform to the official Major Street Plan.

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.

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.

Flood Prevention

Streets which 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.

2. Street Right-of-Way Widths

- *Minor Residential and Rural Streets*..... 50 ft.
- *Circle at end of Cul-de-sac*..... Radius 50 ft./Diameter 100 ft.
- *Collector Streets* 60 ft.
- *Arterial Streets and Highways*..... 80-150 ft.
- *Marginal Access Streets* 50 ft.

3. Additional Width on Existing Streets

Subdivisions that abut existing streets shall dedicate additional right-of-way to meet the minimum street right-of-way width requirements:

- 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 roadway, shall be provided.
- The entire right-of-way shall be provided where any part of the subdivision is on both sides of the existing street.
- Trees, brush, other vegetation and fences within the expanded right-of-way shall be removed, and ditching or additional surfacing may be required.
- The Algood Municipal Planning Commission and the City of Algood will require the developer to widen, gravel and/or pave the section of a street or road due to damage caused by heavy trucks, utility construction, etc. (sections sixteen (16) square feet or greater in size). New pavement must extend to the side edges of the road and extend beyond the damaged area the length of the road four (4) feet each way. **[Amended 2010]**

4. Minimum Surfacing Widths

- *Minor Residential and Rural Streets*..... 20 ft.
- *Circle at end of Cul-de-sac*..... Radius 40 ft./Diameter 80 ft.
- *Collector Streets* 26 ft.
- *Arterial Streets and Highways*..... 44 ft.
- *Marginal Access Streets* 20 ft.

Due to the diversity of the development in the Planning Region, ranging from sparsely populated agricultural areas to densely populated urban areas, required surfacing widths may necessarily vary with the character of building development, the amount of traffic encountered, and the need to provide space for on-street parking. In general, streets through proposed business/commercial areas shall be considered either collector streets or arterial streets and the street widths of streets so located shall be increased six (6) feet on each side if needed to provide parking without interference to normal passing traffic.

5. **Street Grades**

- Grades on major streets shall not exceed seven (7) percent; grades on other streets shall not exceed ten (10%) percent. (See *Illustration* in Appendix.)
- No more than three (3) percent grade within 50 feet of any intersection with a collector or arterial street.
- Upon preliminary plat review if the street grade appears questionable, a street grade profile map may be required for the questionable area as a condition of preliminary plat approval.
- Every change in grade shall be connected by a vertical curve constructed so as to afford a minimum sight distance of two-hundred (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.
- A combination of steep grades and curves shall be avoided.
- Profiles of all streets showing natural and finished grades drawn to a scale of not less than 1 inch = 100 ft. horizontal and 1 inch = 20 ft. vertical, may be required by the Planning Commission.

6. **Curves**

Horizontal Curves

Where a deflection angle of more than ten (10) degrees in the alignment of a street occurs, a curve of reasonably long radius shall be introduced. On streets sixty (60) feet or more in width, the center line radius of curvature shall be not less than three-hundred (300) feet; on other streets center line radius of curvature shall be not less than one hundred (100) feet.

Tangents

A tangent of at least one-hundred (100) feet in length shall be introduced between reverse curves on all streets.

Curve radii at street intersections shall not be less than twenty (20) feet and where the angle of street intersection is less than seventy-five (75) degrees, the Planning Commission may require a greater curb radius. 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 sufficiently to permit such construction. (See *Illustration* in Appendix.)

7. Intersections

IMPORTANT: Any proposed street or driveway intersecting onto a state highway must be reviewed and approved by State Dept. of Transportation Regional Engineer in Chattanooga at (423) 892-3430.

Angle of Intersection

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* in the Appendix.)

Street Jogs

Street jogs on minor residential streets with centerline offsets of less than 125 feet shall not be allowed. Street jogs with centerline offsets of less than 150 feet shall not be allowed if the proposed street is an arterial or collector street or will connect with one. (See *Illustration* in the Appendix.)

Visibility of Intersections

In order to provide visibility for traffic safety, that portion of any corner lot (whether at an intersection of 2 new streets or intersection of a new street with an existing street) shall be leveled and cleared of brush (except isolated trees) and obstruction above the level three feet (3 ft.) higher than the centerline of the street. If directed, the ground shall be excavated to achieve visibility.

8. Dead-end Streets or Cul-de-sacs

Permanent

Minor terminal streets or courts designed to have the end permanently closed shall be no more than 1200 feet long, unless a variance is granted and is necessitated by topography or design of the property.

At the closed end there shall be a turnaround space that may be “circular” or “hammer” in shape. (See *Illustration* in Appendix)

- The circular shape should have an outside **pavement diameter of at least 80 feet** or radius of 40 feet, and a street right-of-way diameter of at least 100 feet or radius of 50 feet.
- The **hammer shape pavement** must be 24 feet by 100 ft., with a Right-of-Way of 50 feet by 130 feet.

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 eighty (80) feet.

If the subdivision is being developed in stages or phases, a street that may soon be extended in the next section of development may have an unpaved temporary circular turnaround, provided that the developer provides the Planning Commission with a financial guarantee to ensure paving of the turnaround.

9. **Private Streets, Permanent Vehicular Easement Standards and Reserve Strips**

Private Streets and Permanent Vehicular Easements

The Planning Commission discourages the platting of private roads or permanent easements since every subdivided property should be served from a publicly dedicated road. However, private roads may be developed in a subdivision providing the construction meets the minimum street standards in this document, as well as any special conditions attached by the Planning Commission and noted on the final plat, and also meets the following standards below.

- A private road or permanent easement shall be of a required width of not less than fifty (50) feet. The Planning Commission may require greater widths if necessary to meet special conditions of the development.
- A private road or permanent easement inside the corporate limits of Algood or in the Algood Planning Region shall be built to meet the road construction standards established in this document.
- A private road or permanent easement shall be maintained by the developer/owner or by a legally established homeowners association or other similar group approved by the Planning Commission. The legal documents establishing maintenance of the private road or permanent easement shall be submitted with the final plat for review and approval, and shall be recorded with the final plat.
- If at any future date a private road or permanent easement is submitted for acceptance as a public city or county maintained road, it shall be submitted first to the Algood Municipal Planning Commission for approval. In considering the private road or permanent easement for approval, the Commission shall require that the condition of the road meet the minimum road construction standards in effect at the time the request for public acceptance is made. Section 13-3-406 of Tennessee Code Annotated and all procedures required by City of Algood or Putnam County Road Acceptance Procedures shall be followed.

Reserve strips controlling access to streets are not permitted, except where the control of such strips is definitely placed with the community under conditions approved by the Planning Commission.

10. **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.

11. Streets in Commercial Subdivision Developments

Service Streets or Loading Space in Commercial Developments

Paved rear service streets or alleys of not less than 20 feet in surface width (and 30 feet of 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.

Free Flow of Vehicular Traffic Abutting Commercial Developments

In front of areas designed for commercial use, the width of the street 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.

12. Sidewalks (Optional or When Required by Plan. Comm.)

For the safety of pedestrians and of children going to school, installations of sidewalks on one side or both sides of the street may be required on certain collector and arterial streets, in the vicinity of schools, and in other locations where the Planning Commission considers sidewalks to be needed. Sidewalks shall be located in the street right-of-way not less than 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.

Size of Sidewalks: In a single family residential area, concrete sidewalks shall be 4 feet wide and 4 inches thick. In multi-family or group housing developments, sidewalks shall be 5 feet wide and 4 inches thick. In commercial areas, sidewalks shall be 10 feet wide and 4 inches thick.

13. Street Names and Street Signs

Street Names

- All street names on a subdivision plat must be submitted to and approved by the Director of E911.
- In general, proposed streets which are obviously in alignment with others already existing and named shall bear the name of existing streets. Generally, no street should change direction by more than 90 degrees without a change in street name
- New street names shall be substantially different so as not to be confused in sound or spelling with present street names as shown on Street Maps for Algood, Baxter, Cookeville and Monterey, and the Official Road Map for Putnam County.

Street Name Signs and Warning and Regulatory Signs

The developer is required to purchase or pay the City of Algood or Putnam County Road Department for **standard street name signs** (white lettering on green background), posts, hardware, and any required warning or regulatory signs (such as Stop signs, speed limit signs, curve signs, etc.) before release of a financial guarantee or before final plat approval if no financial guarantee is used.

14. Street Construction Procedures and Specifications [Amended 2011]

a. Road Dimensions

	Local (no curb)	Local (with curbs)	Collector	Circle	Heavy Commercial Light/Heavy Industrial
Right-of-Way	50 ft.	50 ft.	60 ft.	100 ft. dia.	50 ft.
Gravel Base Width	26 ft.	22 ft.	34 ft.	88 ft. dia.	34 ft.
Thickness	6 in.	6 in.	6 in.	6 in.	8 in.
Asphalt Surface Width	20 ft.	22 ft.	26 ft.	80 ft. dia.	26 ft.
Thickness: Binder	2 in.	2 in.	2 in.	2 in.	3 in.
Surface	1 ½ in.	1 ½ in.	1 ½ in.	1 ½ in.	2 in.
Shoulder	3 ft.	N/A	4 ft.	4 ft.	4ft.

Inspections: Street construction must be inspected at various stages of construction by personnel of the City of Algood or the County Highway Department, depending on where the subdivision is located. It is essential that the developer or his contractor notify the applicable road authority concerning schedules for construction so that all inspections can properly be made. See *Section on Inspections Procedures*.

b. Subgrade or Roadbed Preparation

Clearing: 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. Top soil shall be removed and stockpiled for later use as a topping out material for seeding and sodden. Large rock, if encountered, shall be removed or scarified only to extent of providing adequate roadway drainage. The cleared right-of-way shall be inspected and approved by the City Administrator or County Road Superintendent.

Subgrade: Constructed according to Section 207 of the "Standard Specifications for Road and Bridge Construction" by the Tennessee Department of Highways (and all subsequent revisions) and approved by the City Administrator or County Road Superintendent.

The finished subgrade shall provide for the super-elevation and crown of the roadway.

Grading Standards:

**Cut and
Fill Slopes**

4:1
3:1
2:1
1 1/2:1
1/2:1

**Differences Between
Elevation of Grade and Ground**

0' to 2'
2' to 6'
6' to 9'
9' and over
rock slopes

Underground Utilities: After grading is completed, and before any base is applied, all of the underground utility and drainage work (water and sewer lines, other underground utilities, service connections, and drainage culverts) shall be installed completely throughout the length and width of the road.

Where the subgrade is cut for the installation of underground utilities, the backfill shall be thoroughly compacted in layers not to exceed eight (8) inches in thickness, by hand or by pneumatic tamping equipment. Backfills shall be compacted to a density not less than that of the original compacted fill.

Inspections to be made by the City Administrator or County Road Superintendent.

c. Road Bank Seeding and Erosion Control

Areas disturbed in clearing right-of-way or installing utilities or by cut/fill along roadways shall be shaped and seeded with permanent vegetation. This work should be accomplished as soon as possible and in conjunction with roadway construction in order to reduce erosion and prevent the siltation and clogging of culverts and drainage ways. In areas with slopes over 3% grade, excluding rock conditions, sodding of drainage ways, concrete waterways and/or ditch checks may be required.

d. Street Drainage

All streets and roads shall be designed and constructed so as to provide for the discharge of surface water from the pavement and from the right-of-way by grading and drainage measures.

An adequate drainage system, including necessary open ditches, pipes, culverts, intersectional drains, drip inlets, curbs and swale openings, bridges, etc. shall be provided for the property drainage of all surface water, with proper protection from erosion by seeding and other methods.

Sizes of drainage ditches in the right-of-way and culvert tiles under roads will be determined according to topographical conditions and appropriate drainage design methods by the City Administrator or County Road Superintendent, and will be inspected and approved by these officials.

e. Pavement Base

Upon completion of the subgrade, the roadbed shall be covered with crushed rock, limestone, gravel or "pug mix" to form the pavement base, and compacted to the required thickness. (The size of the crushed limestone shall be that generally known as "crusher run stone" from two and one-half (2 1/2) inches down including dust.)

Base stone shall be **spread uniformly** over the entire roadbed area by means of appropriate spreading devices and shall not be dumped in piles. 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**. Inspection should be made every 500 ft. at random points across road.

The subgrade and base can be allowed a settling/wearing period of four (4) to six (6) months under normal traffic conditions prior to application of the all-weather, hard asphalt surfacing. [If the developer chooses this option, and wants final plat approval before applying the final surfacing, he must set up a financial guarantee to cover the cost of the surfacing.]

Construction shall be as specified in Section 303 "*Standard Specifications for Road and Bridge Construction*", Tennessee Department of Highways (and all subsequent revisions).

The base will be inspected and approved by the City Administrator or County Road Superintendent, before paving begins.

f. Final Surfacing with Asphalt

Before final asphalt surfacing is installed and after any settling period, the pavement base shall be re-inspected by the City Administrator or County Road Superintendent to determine whether additional base rock will be required. Final surfacing shall consist of a prime coat and a wearing surface of asphaltic concrete, commonly known as "hot mix", to the minimum required width and thickness found in Road Dimensions above. Final surfacing shall be completed within two (2) years after receiving preliminary approval.

New pavement abutting existing pavement: Any time a new road is constructed and pavement is abutting an existing paved road, the existing road shall have a pavement cut made to allow for a 3 ½" thick abutment for residential developments and 5" for commercial and industrial developments. There shall be no overlapping of abutting pavements. [Amended 2011]

Street Acceptance Procedures: After construction of a subdivision street is completed and street is approved, the developer should follow necessary procedures to have the streets accepted and adopted by either the Algood City Council as a city street or by the Putnam County Commission as a county road. This is a separate process from having the plat approved and recorded.

E. Utilities

1. Easements

The Planning Commission requires utility-drainage easements along all lot lines:

- twelve (12) feet along all front property lines
- six (6) feet along all side and rear lot lines of abutting lots within the subdivision
- twelve (12) feet along any side or rear lot line that is along the perimeter of the subdivision.

Upon recommendation of or request from any utility company, the Planning Commission will require wider easements for poles, wires, conduits, storm and sanitary sewers, gas, water and heat mains, or other utility lines.

2. Installation

After road grading is completed and approved, and before any base gravel or surfacing is applied, all of the underground work [water mains, sewer lines, other

underground utilities such as gas or electric, and all service connections] shall be installed completely and approved throughout the length of the road and across the flat section.

3. Water Supply System

a. General Standards of Design & Engineering Plans

- In general, the water systems designed in or for subdivisions located in the Algood Planning Region shall conform to the Rules of Tennessee Dept. of Environment and Conservation, Division of Water Quality Supply, Minimum Design Criteria for Public Water Systems.
- Engineering plans and calculations showing system design, function, flow and pressure must be prepared by a licensed engineer and approved by the Safe Drinking Water Division of Tenn. Dept. of Environment and Conservation.
- Engineering plans, calculations and/or state-stamped approved plans shall also be submitted as requested for review by the Planning Commission.
- After construction is complete, developer must furnish Algood with "as-built plans" in form and numbers as required by the City of Algood.

b. Accessibility

- The provision of a public water supply is deemed by the Algood Municipal Planning Commission to be essential to the public welfare in developments where homes will be in close proximity to each other.
- When a proposed subdivision is not directly adjacent to an area served by a public water supply system, the Planning Commission shall determine the accessibility of the nearest system and determine whether the subdivider must make connections.
- 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. An exception may be considered on an individual basis for good cause.

c. Construction Standards and Pipe Sizes

- Water mains properly connected with Algood's water supply 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.
- Materials, specifications and construction procedures for water mains and connections shall be in accordance with basic requirements of the City of Algood, as adopted by the Algood City Council, and the most recent SBCCI Plumbing Code and any subsequent amendments, adopted by city.
- Water mains shall be six (6) inches in diameter except in the last four-hundred (400) feet of permanent dead-end streets or cul-de-sacs where no less than four (4) inch mains may be installed.
- Water lines shall be installed around the perimeter of the circle, not across it.
- Every attempt shall be made to establish a gridiron layout, preferably "looped", with a minimum of dead-end lines.

d. Service Connections

- Lateral 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 interrupting service to other connections on the system.
- One lateral connection may be placed on the corner of 2 lots, with a Y and tees for both lots.
- The minimum pipe size shall be as specified by the City of Algood.

e. Fire Protection

- **Spacing:** To provide fire protection, fire hydrants shall be spaced approximately 900 feet apart in residential areas and 700 feet apart in commercial areas, with all measurements made along road frontage. Placement will be such that all residential building sites are within 500 feet of a hydrant, and all commercial/industrial sites are within 400 ft. of a hydrant.
- Hydrants shall be so located that they will be accessible and near road level, protected from traffic hazards, and will not obstruct walks, roadways, or parking facilities.
- Fire hydrants must meet flow and pressure specifications.
- If fire hydrants are not deemed necessary by the Planning Commission at time of platting, then "T's" with caps shall be placed at hydrant locations as specified above.
- All fire hydrants shall have two (2) 2 1/2 inch outlets and one (1) outlet to fit large fire department suction hoses.
- There shall be a valve in the lateral between the street main and fire hydrant.

f. Inspections, Testing and Material Certifications

- All water system construction is to be inspected by the Algood City Administrator or his designee. Prior to the start of construction, the developer shall contact the City Administrator in order to develop an inspection schedule.
- At a minimum, all water systems shall be subjected to chemical, pressure and leakage testing as required by the City, which may also require other testing, including compaction tests prepared by an independent testing lab for backfilled utility trenches.
- The contractor and/or supplier furnishing pipe, valves, fire hydrants and other appurtenances shall furnish to the City of Algood, written certifications that the materials used in construction of water systems meet or exceed appropriate specifications.

g. As-Built Drawings

Prior to the acceptance of all water distribution systems shown on all plats presented to the Algood Planning Commission and prior to the release of any financial guarantee as required by these regulations, the developer shall submit to the City of Algood a complete set of "as-built" drawings for said system.

4. Sanitary Sewers and Septic Tanks

a. *Accessibility to the Existing Sewer System*

When a proposed subdivision is not directly adjacent to an existing public sewer system, the Planning Commission shall determine the accessibility of the nearest system and determine whether the subdivider must make connections. The Planning Commission may seek the advice of other government officials and/or qualified consultants prior to making this determination. In all cases where the subdivision is within 500 feet of an existing sewer line, connection will be made by the subdivider and a sewer system installed within the subdivision.

b. *Subsurface Sewerage Disposal System*

- If a subdivision does not have to connect to the existing public sewerage system, lots must contain adequate area for the installation of approved septic tank(s) and disposal fields as determined by and **approved in writing by the State Environmentalist** prior to the submission of the final plat.
- Greater area may be required for private sewerage disposal if there are factors of drainage, soils conditions (such as wet, rocky or shallow), or other conditions.
- The Planning Commission requires that a copy of the soils map be submitted with the preliminary plat or soon thereafter, or at least before the final plat is submitted.

c. *Public Sanitary Gravity Collection Systems*

- **Design Period.** In general, sanitary sewerage systems shall be designed for the estimated ultimate development of the proposed subdivision and for the potential future development of adjoining land.
- **Design Standards:** In general, the sewer system designed in or for subdivisions located in the Algood Planning Region shall conform to the Rules of Tennessee Dept. of Environment and Conservation, Division of Water Pollution Control, Design of Waste Water Collection Lines and Pumping Stations.
- **Engineering Plans:** Engineering plans and calculations for any extensions of sanitary sewer collection lines must be prepared by a licensed engineer with design and hydraulics submitted to and approved by the City of Algood prior to submission to Tenn. Dept. of Environment and Conservation. Engineering plans, calculations and/or state-stamped approved plans shall also be submitted as requested for review by the Planning Commission.
- **Minimum Size and Construction Standards:** Gravity sanitary sewer lines shall be at least 8" in size and in accordance with the instructions and specifications of the Algood Sewer Department and the Tennessee Dept. of Environment and Conservation, and in such a manner as to serve adequately all lots with connection to the public system. Service connections shall be installed for every lot in the subdivision as shall include a four (4") inch lateral extending at least ten (10') feet onto the property line with a clean-out installed extending to grade and properly capped to prevent infiltration.
Inspections: All sewer system construction is to be inspected by the Algood City Administrator or his designee. Prior to the start of construction, the developer shall contact the City Administrator in order to develop an inspection schedule.

- **Testing and Material Certifications:** At a minimum, all sewer systems shall be subjected to visual, leakage and (where flexible pipe is permitted) deflection testing as required by the City, which may also require other testing, including compaction tests prepared by an independent testing lab for backfilled utility trenches. The contractor and/or supplier furnishing pipe, manholes, and other appurtenances shall furnish to the City of Algood, written certifications that the materials used in construction of water systems meet or exceed appropriate specifications.
- **As-Built Drawings:** Prior to acceptance of the sanitary sewer collection system shown on all plats and prior to release of any financial guarantee, the developer shall submit to the City of Algood with “as-built plans” in form and numbers as required by the City of Algood.

d. Other Sewerage Systems

Proposed use of any other type of sewage collection or disposal system, such as low pressure, “STEP”, or package sewer collection-treatment systems must be approved by City of Algood as a condition of preliminary plat approval, and meet specifications of and be approved by City of Algood and Tenn. Dept. of Environment and Conservation.

5. Other Utilities (gas, electric, telephone, cable TV, etc.)

a. Below Ground

The Planning Commission shall encourage the complete use of underground utilities wherever practical. Whenever possible, underground utilities should be installed in the street right-of-way between the paved roadway and street line to simplify location and repair of lines. If necessary, an underground utility may have to be installed within the 12 foot utility easement found along all lot lines.

After road grading work is completed and approved and before any pavement base is applied, all of the in-street underground work (water, sewer, gas and electric lines, and all service connections) shall be completely installed and approved throughout the length of the street and across the flat section. The subdivider should install underground service connections to the property line of each lot within the subdivision for such required utilities before the street is paved.

b. Above Ground

Where electric, telephone and/or cable TV utilities are to be installed above ground, they should be provided for in rear lot easements whenever practicable. These easements shall be perpetual, unobstructed, a minimum of twenty (20) feet in width and, provided with satisfactory street access. Whenever possible, easements shall be cleared and graded where required.

F. Lots

1. Lots to be Buildable

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.

Lots should not be of such depth as to encourage the later creation of a second building lot at the front or rear. 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.

2. **Side Lot Lines Perpendicular to Street Right-of-Way:** All side lines shall intersect street right-of-way lines at right angles to straight street lines and radial to curved street lines, unless a variance from this rule will give a better street or lot plan.

3. **Minimum Lot Size**

The size, shape, and orientation of lots shall be such as the Planning Commission deems appropriate for the type of development and use contemplated.

- a. **Residential lots served by public water and public sanitary sewer:**

Minimum lot size, area and width as required and specified in the Algood Zoning Ordinance.

- b. **Residential lots served by public water and private sewage disposal:**

Minimum area = 20,000 sq. ft. or larger if required by State Environmentalist in order that the lot can be approved for one 3-bedroom house.

Minimum width at building setback line = 100 ft.

Minimum width at road frontage = 50 ft.

Note: State Environmentalist may require greater area for private sewage disposal because of drainage, soil condition, rock or other conditions.

The Planning Commission requires that soils maps or test results be submitted on subdivision lots to be on septic tanks for sewage disposal.

- c. **Nonresidential (Commercial or Industrial) Lots**

Minimum lot sizes according to the Algood Zoning Ordinance for the type of proposed use, although greater size may be required by the Plan. Comm., since the size of lots reserved or laid out for commercial or industrial properties must be adequate to provide for the off-street services and parking facilities required by the type of use and development contemplated.

Platting of individual lots should be designed so as to provide insulation and prevent adverse effects on adjacent existing and future residential development.

4. **Building Setback Lines**

- a. For subdivisions **inside the city limits**, all minimum building setback lines shall be **in accordance with the Algood Zoning Ordinance**.
 - b. For subdivisions **outside the city limits** the following setbacks shall apply:

Setback along Local Streets35 ft.
Setback along Collector Streets.....40 ft.
Setback along Arterial Streets50 ft.
In addition, Side and Rear Building Setbacks shall be 15 feet.

- c. Minimum 30 feet off center of stream.

5. Minimum Road Frontage

- a. All lots shall have a minimum of 50 ft. of frontage on a public street, except on a circle where the minimum frontage may be 30 ft.
- b. Within a subdivision, occasional “flag lots” may be permitted with minimum 25 ft. road frontage section for driveway and utility access and a minimum 1/2 acre building site at end of driveway-utility strip. In such situations the strip cannot exceed 300 feet long. Also such lots must be restricted from further subdivision unless strip is built to road standards. Such lots cannot exceed 10% of a total development.

6. Off-street Parking

All residential subdivision lots shall provide sufficient off-street parking space for at least two (2) vehicles per dwelling unit. Nonresidential subdivisions shall provide sufficient off-street parking and loading space per Algood Zoning Ordinance.

G. Drainage

- 1. 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, including concrete headwalls, if necessary.

2. Easements

The Planning Commission requires utility-drainage easements along all lot lines - -minimum twelve (12) feet along all front property lines, six (6) feet along all side and rear lot lines of abutting lots within the subdivision, and twelve (12) feet along any side or rear lot line that is along the perimeter of the subdivision. However, wider drainage easements (20 ft. to 40 ft.) may be needed.

Adequate drainage easements must be provided to remove surface water from the buildable portion of lots. Every effort should be made to locate existing or future drainage areas along or near lot lines.

- 3. **Removal of Spring and Surface Water.** The subdivider may be required by the Planning Commission to carry away 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.

- 4. **Other Watercourses.** Where a watercourse separates a proposed street from abutting property, provision shall be made for access to all lots by means of culverts or other structures of design approved by the Road Supervisor. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way as required and it shall, in no case, be less than 20 feet in width.

5. **Storm Drainage under Roads.** 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. The size openings to be provided shall be determined by Talbot's formula, but in no case shall the pipe be less than eighteen (18) inches in diameter. Cross drains shall be built on straight line and grade and shall be laid on a firm base but not on rock. 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. They shall be placed at a sufficient depth below the roadbed to avoid dangerous pressure of impact with the top of the pipe at least six (6) inches below roadbed.
6. **Driveway culverts** shall be a minimum of fifteen (15) inches in diameter.
7. **Drainage Structure to Accommodate Potential Development Upstream.** 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.
8. **Responsibility from Drainage Downstream.** The subdivider's engineer shall also study the effect of each 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.
9. **Land Subject of Flooding** - See Page 12 for Special Requirements for Floodable Areas.
10. **Erosion Reduction.** The developer may be required to utilize grading techniques, subdivision design, landscaping, sedimentation basins, special vegetation cover, and other measures to reduce erosion and sedimentation during and after development.

H. Parks, Open Spaces, and Natural Features

1. **Recreation Areas Shown on City or County Plan.** Where a proposed park, playground, or open space shown on the city or county plan is located in whole or in part within a proposed subdivision, the Commission shall require that such area or areas be shown on the plat in accordance with the requirements specified below. Such area or areas may be dedicated to the city or county by the subdivider if the applicable governing body approves such dedication.
2. **Parks and Playgrounds not Shown on City or County Plan.** If a developer desires to set aside lot(s) or acreage for public open space or a public park, he should discuss his ideas and/or plans with the Planning Commission, the City Administrator/County Executive and the applicable Parks and Recreation Board to determine if the appropriate governing body would consider accepting any such dedications, and if the city/county would require improvements by the developer. The Planning Commission will review the proposal and recommend for or against approval to the appropriate governing body. The developer is reminded that the city/county has the right to accept or reject any dedication and can impose any of additional requirements.
3. **Preservation of Natural Features.** The Planning Commission 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, beaches, historic spots, vistas, and similar irreplaceable

assets. Any natural features that are to be preserved either by request of the Planning Commission or by decision of the developer shall be deeded to the City of Algood. An easement not less than ten (10) feet in width shall be provided for access to and circulation around any common natural features.

ARTICLE IV SPECIAL DEVELOPMENTS

A. Open Space Subdivision Standards

In general, recently developed residential lands consist largely of traditional one family private homes in residential subdivisions centered on individual lots. The Planning Commission encourages the innovation of new ideas and concepts in land development. Under certain circumstances the Commission will approve new design techniques in subdivision developments -- designs that will provide more open space preservation within the developed area.

Other common terms for open space development are "*cluster development*" and "*Planned Unit Development*". These are ways of designing predominantly residential subdivisions so as to include built-in common space in addition to individual building lots. Some houses may still have small separate lawns and yards, but all of them, including town houses and multi-family dwellings, have common access to expanses of open land.

1. In general, open space subdivision standards will only apply for tracts of five (5) acres or more, but the Planning Commission may waive this requirement at their discretion.
2. In general, all requirements and minimum standards of design required in Article III, will be required, except the Section on Lots.
3. Approval of the final plat will be subject to approval of:
 - a. Provision for maintenance of open space by one of the following:
 - Dedication of all open space land to the city or county for maintenance, with the city or county having the option to refuse dedication.
 - Establishment of a mandatory nonprofit homeowner's association made up of the residents to maintain the common open spaces and facilities. Each owner will retain an undivided interest in the common land. This interest to be written in the deed of each individual homeowner in perpetuity.
 - Whenever a home association is proposed, the Planning Commission and the City Attorney shall retain the right to review and approve the articles of incorporation and charter of said home association, and to require whatever conditions deemed necessary to insure that the intent and purpose of these regulations are carried out.
 - b. A landscape and architectural drawing of the final developed site.
 - c. Satisfactory provision for solid waste and sewerage disposal and adequate water supply and pressure for personal use and fire protection.
4. There shall be no more than a ten percent (10%) increase in population density over the density of regulated subdivision developments.
5. 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 *Tennessee Code Annotated* 66-27-101 through 123, entitled *Horizontal Property Act*.

B. Large Scale Development or Non-Traditional Development

The requirements of these regulations may be modified in the case of large scale community or neighborhood residential or commercial developments, such as an apartment development, housing project, mobile home park, shopping center, industrial park, etc. 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.

Mobile home parks inside the City of Algood whether “lots or spaces” are for sale or for lease must meet the requirements set forth in the Algood Zoning Ordinance and 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 *Tennessee Code Annotated* 66-27-101 to 123, entitled the *Horizontal Property Act*.

ARTICLE V 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. Enforcement

1. No plat or plan of a subdivision of land into two (2) or more lots located within the area of planning jurisdiction shall be admitted to the land records of the county or received or recorded by the County Register of Deeds until said plat or plan has received final approval in writing by the Planning Commission as provided in Section 13-3-402, *Tennessee Code Annotated*.
2. 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 to a street shown on a subdivision plat approved by the Planning Commission, or on a thoroughfare plan made and adopted by the Commission as provided in Sections 13-3-406 and 13-3-407, *Tennessee Code Annotated*.

B. Penalties

1. No county register shall receive, file, or record a plat of a subdivision within the Planning Region without the approval of the Planning Commission as required in Section 13-3-402, *Tennessee Code Annotated*, and any county register so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.
2. Section 13-3-410, *Tennessee Code Annotated*, provides that 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 to the Planning Commission and obtained its approval as required before such plat be recorded in the office of the appropriate county register, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The county, through its attorney or other official designated by the Board of County Commissioners, may enjoin such transfer or sale or agreement by action or injunction.
3. Any building or structure erected or to be erected in violation of the subdivision regulations shall be deemed an unlawful building or structure; and the building inspector or the county attorney or other official designated by the chief legislative body may bring action to enjoin such erection or cause it to be vacated or removed, as provided in Section 13-3-411, *Tennessee Code Annotated*.

ARTICLE VI ADOPTION, AMENDMENTS AND EFFECTIVE DATES

- A.** The original Algood Subdivision Regulations were adopted on September 9, 1971 and signed by John Carr, Chairman of Algood Planning Commission and have continued in full force and effect. A public hearing was held on September 9, 1971 prior to adoption.

- B.** Before adoption of this amended edition of the Algood Subdivision Regulations, a public hearing (as required by Section 13-3-403 and 13-4-303, *Tennessee Code Annotated*) was held on October 8, 1996, with public notice having been published in Cookeville Herald Citizen newspaper on _____.

Amended Edition Adopted by Algood Municipal Planning Commission: November 12, 1996.

Secretary

Chairman

E-911 CERTIFICATION

Addresses have been assigned to each lot in this subdivision and street names shown on this plat have been approved to avoid duplication of current names.

Signature of E-911 Director

Form 4A CERTIFICATE OF NEW WATER LINES AND HYDRANTS

I hereby certify that:

_____ (1) water lines and fire hydrants, if necessary, have been constructed and installed in an acceptable manner, according to specifications of Algood Planning Commission and City of Algood OR

_____ (2) a Financial Guarantee (Letter of Credit/Escrow Account/Check) acceptable to the Algood Planning Commission in the amount of \$_____ has been given to the Planning Commission to assure completion of improvements in the case of default.

Date Signed

Signature of Algood City Administrator

Form 4B CERTIFICATION OF EXISTING WATER LINES

I hereby certify that the existing water lines shown hereon are in place and maintained by the City of Algood.

Date Signed

Signature of Algood City Administrator

Form 5A CERTIFICATE OF APPROVAL OF STREETS AND DRAINAGE SYSTEM

I hereby certify that: (Check whichever are applicable)

_____ (1) streets, drainage system (easements, culverts, etc.) and other improvements (curbs, sidewalks, etc.) as required by the Algood Planning Commission are installed in an acceptable manner and according to required specifications of Algood Planning Commission and City of Algood or Putnam County Highway Department,

OR _____ (2) a Financial Guarantee (Letter of Credit/Escrow Account/Check) acceptable to the Algood Planning Commission in the amount of \$_____ has been given to the Planning Commission to assure completion of improvements in the case of default.

Date Signed

Signature of City Admin. or County Road Supervisor

Form 5B CERTIFICATION OF EXISTING ROAD(S)

I hereby certify that the road(s) shown on this plat has the status of an accepted city- or county-maintained public road regardless of current condition, or is a state-maintained highway.

Date Signed

Signature of City Admin. or County Road Supervisor

Form 6 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 Algood Municipal Planning Commission with the exception of such variances, if any, as are noted in the Official Minutes of the Algood Planning Commission, and that said plat has been approved for recording in the Office of the Register of Putnam County, Tennessee.

Date Signed

Secretary of the Algood Municipal Planning Commission

ALGOOD MUNICIPAL PLANNING COMMISSION
IRREVOCABLE LETTER OF CREDIT AGREEMENT

This **Irrevocable Letter of Credit Agreement** made and entered into on this ____ day of _____, 20____, by and between _____, (hereinafter referred to as Developer), the Algood Municipal Planning Commission (hereinafter referred to as the Commission), and the _____ (hereinafter referred to as the Bank).

WHEREAS, Developer is subdividing a tract of land located in the City of Algood or in the Algood Planning Region of Putnam County, Tennessee, in the _____ Civil District, containing _____ acres more or less, into _____ residential lots, known as _____; and

WHEREAS, in accordance with the requirements of the Commission, Developer is required to insure the completion of certain improvements required by the Algood Subdivision Regulations, and

WHEREAS, Sections 13-3-403 and 13-4-303 of the *Tennessee Code Annotated* provides that, in lieu of completion of such improvements, the Commission may accept a bond in form and amount, and with conditions and surety satisfactory to it, and providing for and securing to the public the actual construction and installation of such improvements within a period specified by the Commission and expressed in said bond.

WHEREAS, Section 13-3-403 and 13-4-303 of *Tennessee Code Annotated* states that the construction District Attorney for the judicial circuit in which said subdivision is located is hereby granted the power and duty to enforce any such bond by all appropriate legal and equitable remedies. And upon the order of the Planning Commission, the District Attorney shall apply monies collected on such bonds to the construction and installation of said improvements. Similarly Section 13-4-303 of *Tennessee Code Annotated* states that the municipality is granted the power to enforce the bonds by all appropriate legal and equitable remedies through its City Attorney.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants, agreements, and considerations herein set out, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1) In consideration of the Commission giving final approval to the final plat of _____ Subdivision, the Developer has obtained from the Bank and the Bank covenants and warrants to the Commission an Irrevocable Letter of Credit # _____ in the amount of \$ _____, having been signed by one officer of said Bank. Said Irrevocable Letter of Credit is to be attached to this agreement.

- 2) The Developer covenants with and warrants to the Commission that said amount shall cover the full amount of the estimated cost of improvement(s), plus an inflationary contingency of 10% per year (or 5% for 6 months), as determined by _____, and approved by the Commission. A copy of said contractor's bid or City Administrator's estimate shall be attached to this Agreement. Installation of the following improvements are required by the Planning Commission: _____

- 3) The specified period of this Agreement shall be _____ days prior to the date of expiration of the Irrevocable Letter of Credit.
Expiration Date of Letter of Credit: _____
Expiration Date of Agreement: _____

- 4) When construction of all improvements required by the Algood Subdivision Regulations and the Commission are completed and approved during the period covered by this Agreement, the

Commission shall receive approval reports, and vote to terminate their interest in the Irrevocable Letter of Credit Agreement. The Commission will notify the Bank in writing that the Commission no longer has an interest in the Irrevocable Letter of Credit. Completion of improvements shall be determined by the Algood City Administrator or his designated representative, and/or the County Road Supervisor, and such determination reported to the Commission in writing.

- 5) At such time of expiration of this Agreement, the Commission shall undertake one of the following courses of action:
 - a) If it is determined by the City Administrator or his designated representative, and/or the County Road Supervisor that required improvements have not been made or completed, the Commission shall direct the City Attorney/District Attorney General to enforce this Irrevocable Letter of Credit Agreement, obtain said funds assured by said Irrevocable Letter of Credit, and forward said funds to the appropriate jurisdiction for the construction of said improvements.
 - b) An extension will be considered if Developer requests one in writing 15 days prior to expiration of the Letter of Credit and can prove that unusual circumstances have prevented the completion of required improvements. The Developer must present another Letter of Credit. Commission may review the case and, if the situation warrants, may grant an extension, providing that Developer presents another Irrevocable Letter of Credit. All parties will execute an addendum to this agreement, and Developer will arrange with Bank to extend or reissue said Letter of Credit.

- 6) It is understood and agreed, however, that nothing herein contained shall relieve the Developer from completing the improvements required by the Commission, but said Irrevocable Letter of Credit shall be construed as being merely an assurance of creating a fund from which said improvements can be constructed and completed. It is further understood that there can be no withdrawal and expenditures of funds from said Irrevocable Letter of Credit until the Planning Commission issues a Release of Interest in said letter or until the expiration of the period covered by this Agreement.

- 7) The Bank agrees that it shall not allow the withdrawal of funds or release of said Irrevocable Letter of Credit except upon the conditions herein above set out in the preceding paragraphs.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this day and date first above written.

Name of Financial Institution

Developer's Signature

By: _____
Officer's Signature

Developer's Signature

Algood Municipal Planning Commission, By: _____ (Secretary)

ACKNOWLEDGMENTS

State of Tennessee)
Putnam County)

[Developer's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, the within named Developer(s) with whom I am personally acquainted and who acknowledged that he/they executed the within and foregoing instrument as his/their free act and deed for the purposes therein expressed and contained. Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

State of Tennessee)
Putnam County)

[Banker's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be (Officer) _____ of the _____ (bank) located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself/himself as such Officer.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____
Notary Public

State of Tennessee)
Putnam County)

[P.C. Secretary's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be the Secretary of the Algood Municipal Planning Commission, and that as Secretary, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Planning Commission by herself/himself as Secretary.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____
Notary Public

State of Tennessee)
Putnam County)

[Corporate Developer's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____ with whom I am personally acquainted, and who, upon oath, acknowledged himself/herself to be _____ (Officer) of the _____ (Corporation), located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by himself/herself as said Officer.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____
Notary Public

ESCROW AGREEMENT

ALGOOD MUNICIPAL PLANNING COMMISSION

This Escrow Agreement made and entered into on this ____ day of _____ 20____, by and between _____, (hereinafter referred to as Developer), the Algood Municipal Planning Commission (hereinafter referred to as Commission), and the _____ of Tennessee (hereinafter referred to as Bank).

WHEREAS, Developer is subdividing a tract of land located in the City of Algood or the Algood Planning Region of Putnam County, Tennessee, in the ____ Civil District containing ____ acres more or less, into ____ residential lots which subdivision is known as _____; and

WHEREAS, in accordance with the requirements of the Commission, Developer is required to insure the completion of certain improvements specified in the Subdivision Regulations, and

WHEREAS, Sections 13-3-403, 13-3-410 and 13-4-303 of the *Tennessee Code Annotated* states that the construction and installation of such improvements and utilities shall take place within a period specified by the Commission and be expressed in the bonding agreement (See paragraph 5, page 2); and

WHEREAS, Sections 13-3-403 and 13-4-303 of the *Tennessee Code Annotated* provides that in lieu of completion of such improvements, Commission may accept a bond, in form and amount and with conditions and surety satisfactory to it and providing for and securing to the public the actual construction and installation of such improvements within a period specified by Commission and expressed in said bond, and

WHEREAS, Section 13-3-403 and 13-4-303 of *Tennessee Code Annotated* states that the construction District Attorney for the judicial circuit in which said subdivision is located is hereby granted the power and duty to enforce any such bond by all appropriate legal and equitable remedies. And upon the order of the Planning Commission, the District Attorney shall apply monies collected on such bonds to the construction and installation of said improvements. Similarly Section 13-4-303 of *Tennessee Code Annotated* states that the municipality is granted the power to enforce the bonds by all appropriate legal and equitable remedies through its City Attorney.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants, agreements and considerations herein set out, the parties hereto agree as follows:

- 1) In consideration of Commission giving final approval to the final plat of _____ Subdivision, Developer covenants and warrants to Commission that he has placed in an Escrow Account with Bank the amount of \$_____. The Bank acknowledges that the Account Number is _____, in the name of _____ Subdivision, Developer and Secretary of Commission being the only signatures on the Account. (A copy of the Account documents are attached hereon.)

- 2) Developer and Commission have mutually agreed as to the type of savings account to be used for escrowed funds. Should the developer prefer some type of Certificate of Deposit, the term of the C.D. must be within 30 days following expiration of this Agreement.

- 3) The funds placed in said escrow account shall be used solely for labor, materials, and other costs related directly to the installation of the following improvements:

- 4) This Escrow Agreement shall expire on _____(date).

- 5) Developer covenants with and warrants to Commission that said amount has been deposited with Bank consists of the full amount of the estimated cost of improvements, plus an inflationary contingency of ten (10) percent per year, as determined and approved by the Algood Planning Commission. If this approval was based on a contractor's bid, that bid shall be attached to this document.
- 6) Interest accumulated on the escrow account will be managed as follows:
 - a. There will be no withdrawal of accumulated interest during the escrow period, unless the escrow agreement and account are released by the Planning Commission upon completion of and approval of improvements, at which time such funds belong to the developer.
 - b. Prior to expiration of the agreement and/or a declaration of default due to noncompletion of improvements, accumulated interest belongs to the Developer.
 - c. Upon expiration of the agreement and/or upon declaration of default due to noncompletion of improvements, accumulated interest belongs to the Planning Commission.
 - d. If the Commission votes to permit extension of Escrow Account and Agreement, pursuant to #9 below, interest will continue to accumulate and distributed according to 6a, 6b or 6c.
- 7) Any withdrawal and/or reduction of funds from said escrow account shall require a majority vote of approval of the full Commission and the joint written approval of Developer and Commission (Commission may authorize an officer to sign) until the expiration of said period specified by Commission, at which time only the approval of Commission shall be required.
- 8) If all improvements required by said Subdivision Regulations are completed before expiration of this Agreement, Commission shall review reports of approval of improvements, vote to terminate this Agreement and notify Bank in writing that the Commission desires to remove its name from Escrow Account. Completion of improvements shall be determined by Algood City Administrator or his designated representative, and/or the County Road Supervisor, and such determination reported to Commission in writing.
- 9) At such time of expiration of this Agreement, Commission shall undertake one of the two following courses of action:
 - a. If said Developer can prove in writing that unusual circumstances have precluded the completion of required improvements by the expiration of the specified period, the Commission may review the case and, if the situation warrants, may grant an extension of the specified time period.
 - b. If upon the expiration of specified period, it is determined (as above) that required improvements have not been made, Commission shall direct the City Attorney or District Attorney to enforce this escrow agreement, to withdraw the said funds from said escrow account and forward said funds to the appropriate jurisdiction for the construction of said improvements.
- 10) It is understood and agreed, however, that nothing herein contained shall relieve Developer from completing the improvements required by Commission, but said agreement shall be construed as being merely an assurance of creating a fund from which said improvements can be constructed and completed.
- 11) Bank agrees that it shall not allow the withdrawal of funds from said account except upon the conditions herein above set out in the preceding paragraphs.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this day and date first above written.

Name of Financial Institution: _____

Developer's Signature

By _____
(Officer's Signature)

Developer's Signature

Algood Municipal Planning Commission

By _____
(Secretary's Signature)

ACKNOWLEDGMENTS

State of Tennessee)
Putnam County)

[Developer's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, the within named Developer(s) with whom I am personally acquainted and who acknowledged that he/they executed the within and foregoing instrument as his/their free act and deed for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

State of Tennessee)
Putnam County)

[Banker's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be (Officer) _____ of the _____(bank) located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself/himself as such Officer.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

State of Tennessee)
Putnam County)

[P.C. Secretary's Form]

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledged herself/himself to be the Secretary of the Algood Municipal Planning Commission, and that as Secretary, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Planning Commission by herself/himself as Secretary.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____
Notary Public

State of Tennessee) [Corporate Developer's Form]
Putnam County)

Before me, the undersigned authority, a Notary Public, in and for said State and County, personally appeared _____ with whom I am personally acquainted, and who, upon oath, acknowledged himself/herself to be _____ (Officer) of the _____ (Corporation), located in _____, Tennessee, and that as such Officer, being authorized to so do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by himself/herself as said Officer.

Witness my hand and seal of office on this the _____ day of _____, 20____.

My Commission Expires: _____
Notary Public

AGREEMENT FOR CERTIFIED CHECK IN LIEU OF COMPLETED IMPROVEMENTS

ALGOOD MUNICIPAL PLANNING COMMISSION

In order to obtain final approval from the Algood Municipal Planning Commission of Final Plat of _____ Subdivision for recording and sale of parcels before completion of the required improvements listed below, _____ (Developer) has provided a Certified Check, payable to the Algood Planning Commission, in the amount of \$ _____ to guarantee construction of the following required improvements:

_____ in accordance with terms approved by the Algood Planning Commission on (Date) _____. The check will be held in safekeeping in the safe of the City of Algood by the Secretary of the Planning Commission (_____) until:

1. All improvements required by the Algood Planning Commission are completed by _____ (date) and approved, at which time the check will be returned to the Developer. Completion of improvements will be determined by Algood City Administrator, County Road Superintendent and/or Water Utility District Manager (whichever applicable) and reported in writing to the Planning Commission at their next meeting, at which time approval and release of the check can be made. The Planning Commission shall then direct the Secretary of the Planning Commission to return said certified check to the Developer **OR**
2. Upon _____ (date), as specified by the Algood Planning Commission, if work has not been completed, the Planning Commission shall direct the City/County Attorney to negotiate said check for purpose of forwarding funds to the applicable city/county for the construction of said improvements. If Developer can prove in writing that unusual circumstances have precluded completion of required improvements by the expiration of specified period, the Algood Planning Commission may review the case and, if the situation warrants, may grant an extension.

IN WITNESS THEREOF, the parties hereto have executed this agreement on this date: _____ (date).

SIGNATURES: _____
Developer

Algood Planning Commission
By: _____
Secretary

ACKNOWLEDGMENTS

State of Tennessee)
Putnam County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, the within named DEVELOPER, with whom I am personally acquainted and who acknowledges that he executed the within and foregoing instrument for the purposes therein expressed and contained. Witness my hand and seal of office on this the ____ day of _____, 20____.

My Commission Expires: _____
Date

Notary Public

State of Tennessee)
Putnam County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, with whom I am personally acquainted, and who, upon oath, acknowledges herself to be the SECRETARY of the Algood Municipal Planning Commission, and being authorized so to do, executed the foregoing instrument for the purposes therein

contained, by signing the name of the Commission by herself as Secretary. Witness my hand and seal of office on this the ____ day of _____, 20____.

My Commission Expires: _____
Date

Notary Public

**ALGOOD MUNICIPAL PLANNING COMMISSION
INSPECTION LOG REPORT**

Name of Subdivision	Developer	Phone No.
----------------------------	------------------	------------------

Date	Activity	Status	Insp.Init.
_____	Roadway Clearing and Subgrade	_____	_____
_____	Drainage Ditches Deep Enough	_____	_____
_____	Drainage Tiles Requ. Sizes	_____	_____
_____	Drainage Tiles Installed	_____	_____
_____	Right-of-way Seeded/Sodded	_____	_____
_____	Utilities Installed	_____	_____
_____	Roadway approved for Base Rock	_____	_____
_____	Compacted Base Rock ____ inches	_____	_____
_____	Roadway approved for Paving	_____	_____
_____	Paving Completed	_____	_____
_____	Street Signs Paid	_____	_____
_____	Water line plans approved by State	_____	_____
_____	Water lines installed	_____	_____
_____	Lateral crossings installed	_____	_____
_____	Water lines tested	_____	_____
_____	Fire Hydrants installed	_____	_____
_____	As-Built Plans received	_____	_____
_____	Sewer line plans approved by State	_____	_____
_____	Sewer lines installed	_____	_____
_____	Lateral crossings installed	_____	_____
_____	Sewer lines tested	_____	_____
_____	As-Built Plans received	_____	_____

Remarks:

City Administrator or Authorized Representative

AFFIDAVITS

As of this date, _____, I am the owner(s) of record of property identified on Putnam County Tax Map _____ Parcel____, which is proposed to be subdivided. I authorize _____ to represent my property in matters before Algood Municipal Planning Commission and to act on my behalf as my authorized agent. I will be responsible for all actions required by the Planning Commission and/or those agreed to by my authorized agent in order to secure approval of subdivision of this property.

Owner's Signature

Address & Phone No.

ACKNOWLEDGEMENT

State of Tennessee)
Putnam County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, the within named person, with whom I am personally acquainted and who acknowledges that he executed the within and foregoing instrument for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20__.

My Commission Expires: _____

Notary Public

As the authorized agent for the owner(s), I certify that I have been appointed to represent the owner(s) throughout the process of the matter currently before the Algood Municipal Planning Commission concerning the above referenced real property. I further certify that I have familiarized myself with the property and the Algood Subdivision Regulations, and can adequately and completely act in the owner(s) behalf before said commission. This __ day of _____, 20__.

Agent's signature

Address & Phone No.

ACKNOWLEDGEMENT

State of Tennessee)
Putnam County)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared _____, the within named person, with whom I am personally acquainted and who acknowledges that he executed the within and foregoing instrument for the purposes therein expressed and contained.

Witness my hand and seal of office on this the _____ day of _____, 20__.

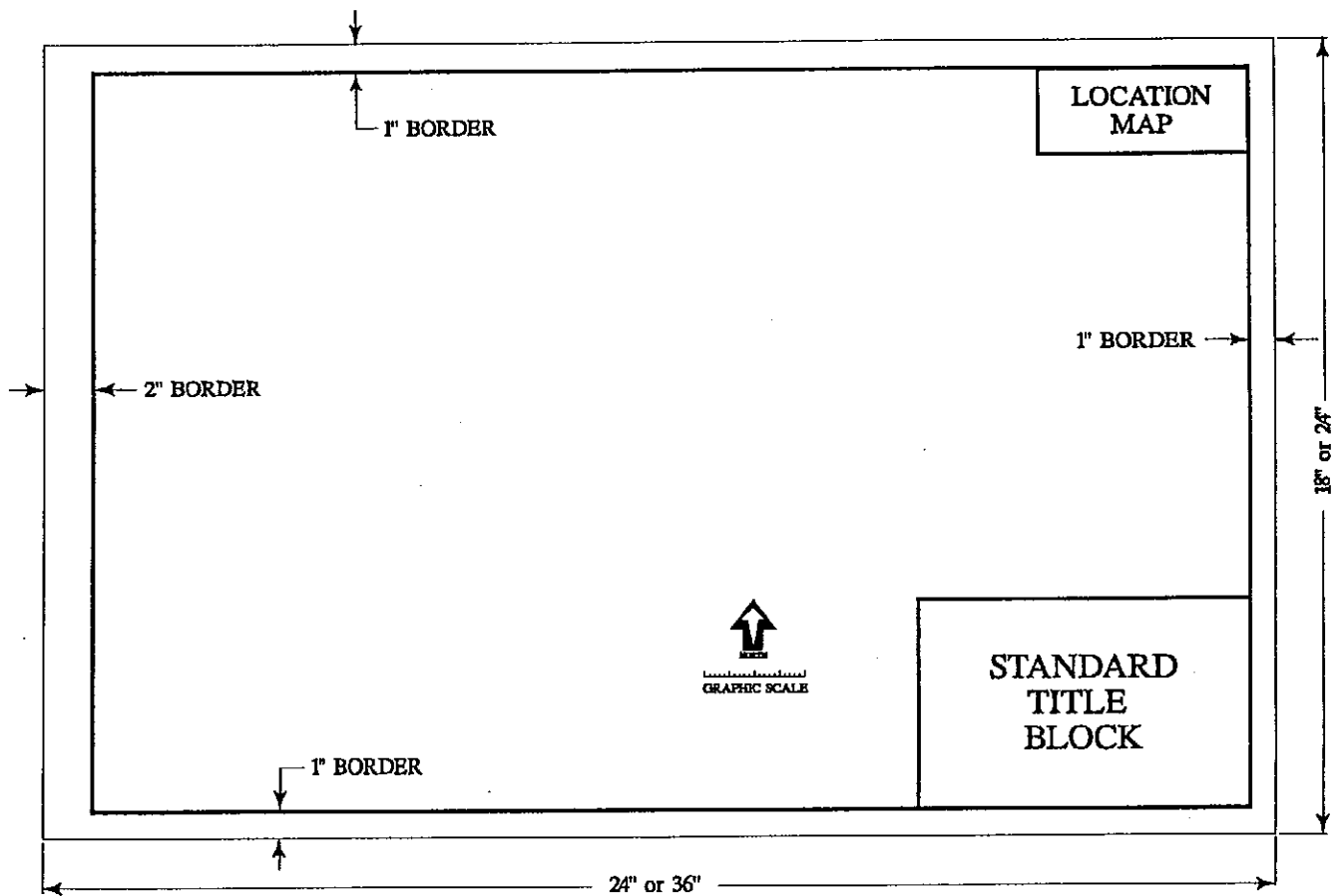
My Commission Expires: _____

Notary Public

ILLUSTRATIONS

ILLUSTRATION 1

STANDARD PLAT FORMAT



Note: NOT TO SCALE

ILLUSTRATION 2

STANDARD TITLE BLOCK

PRELIMINARY PLAT
FOR

PRESENTED TO
ALGOOD MUNICIPAL PLANNING COMMISSION

Developer: _____
Address: _____

Surveyor: _____
Address: _____

Telephone: _____

Telephone: _____

Engineer: _____
Address: _____

Acreage Subdivided: _____
Number of lots: _____

Telephone: _____

Scale: _____ Date: _____

Tax Map Reference: _____

FINAL PLAT
FOR

PRESENTED TO
ALGOOD MUNICIPAL PLANNING COMMISSION

Developer: _____
Address: _____

Surveyor: _____
Address: _____

Telephone: _____

Telephone: _____

Engineer: _____
Address: _____

Acreage Subdivided: _____
Number of lots: _____

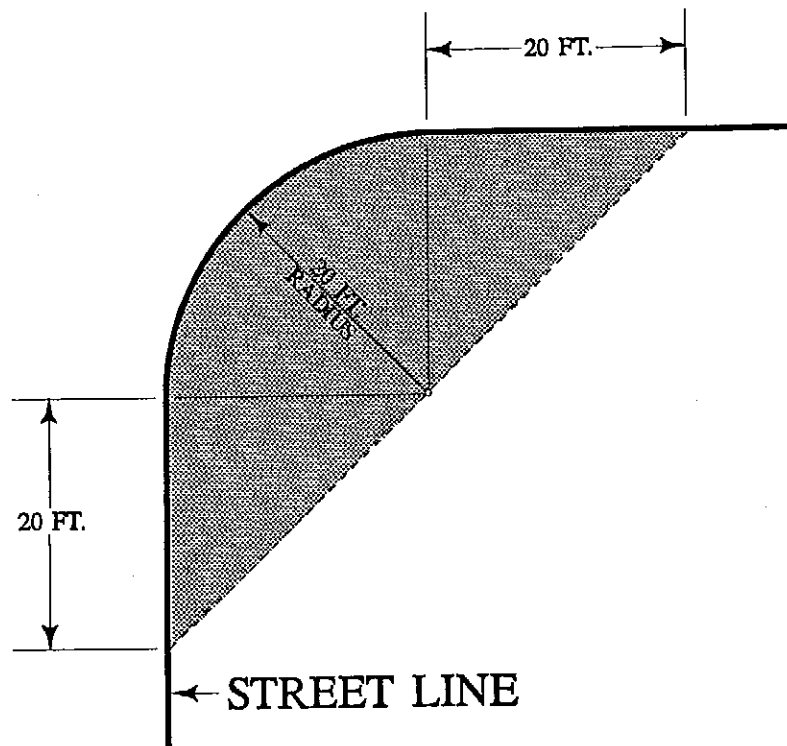
Telephone: _____

Scale: _____ Date: _____

Tax Map Reference: _____

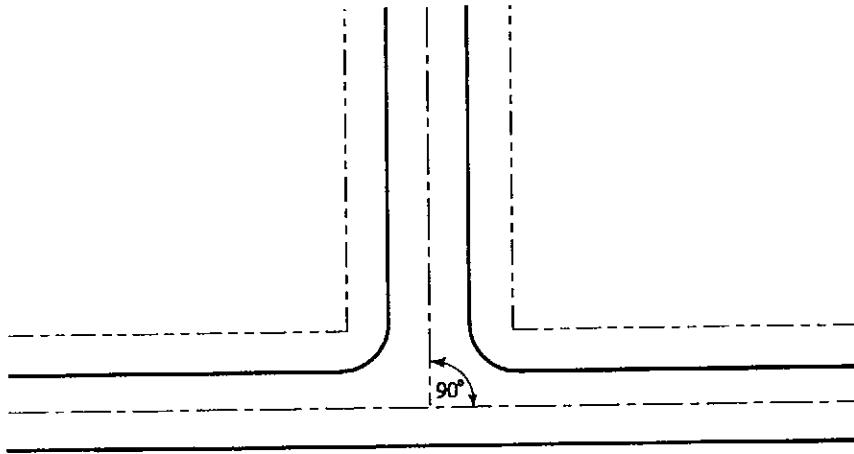
ILLUSTRATION 3

CURVE RADII

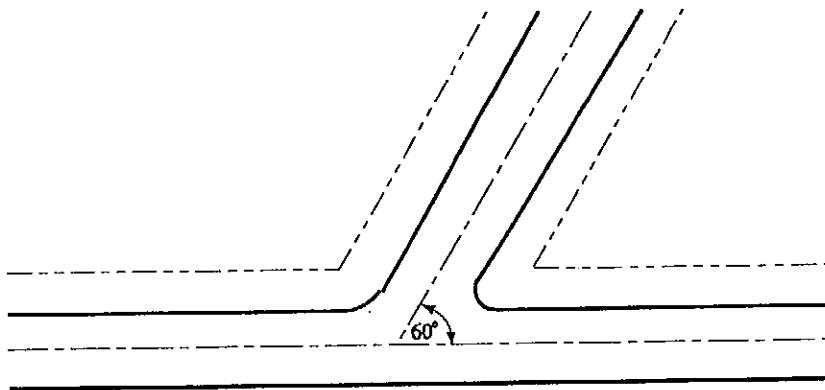


Note: NOT TO SCALE

ANGLE OF INTERSECTION



PREFERRED

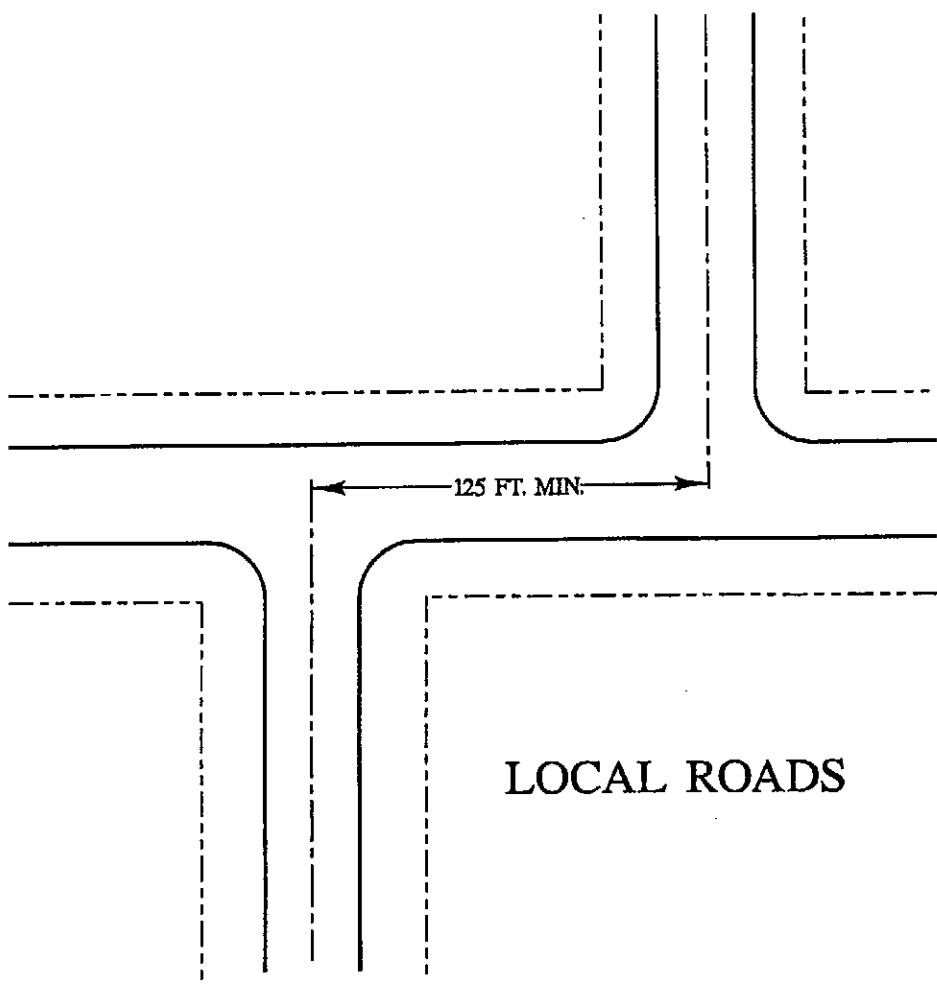


ACCEPTABLE

Note: NOT TO SCALE

ILLUSTRATION 5

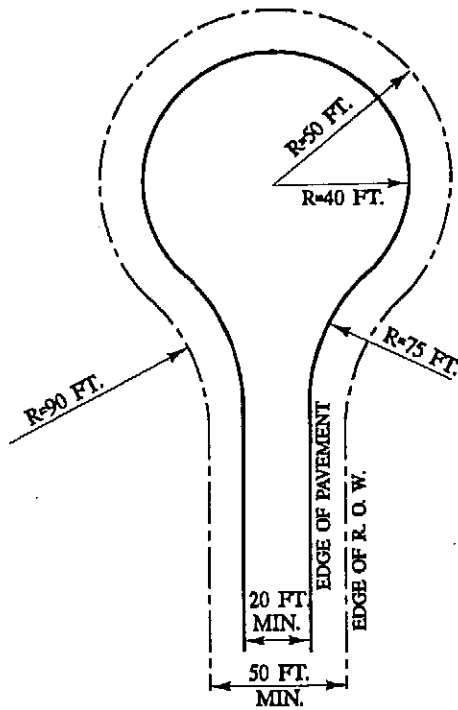
MINIMUM SPACING OF ROAD JOGS



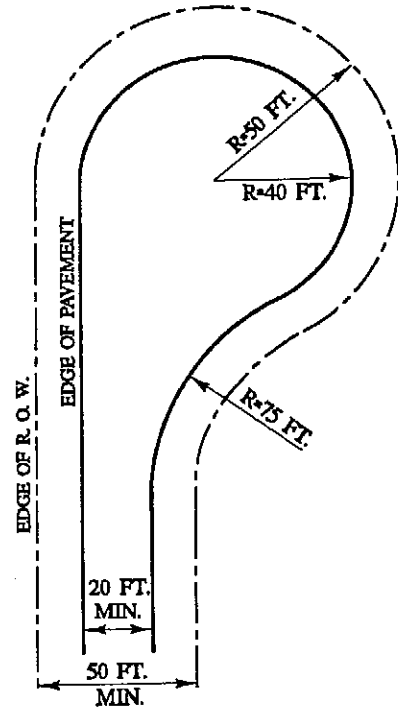
LOCAL ROADS

Note: NOT TO SCALE

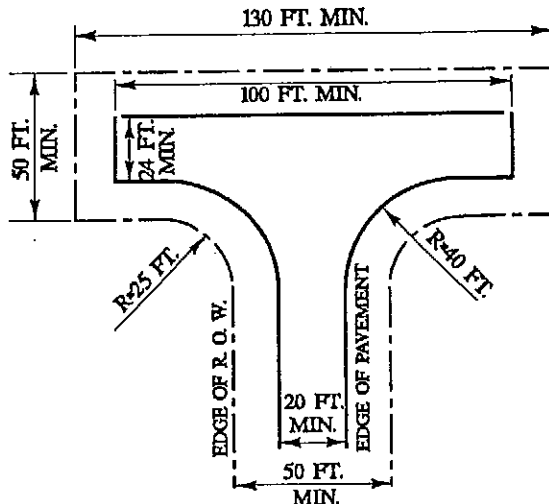
CUL-DE-SAC DESIGNS



CIRCULAR



OFFSET

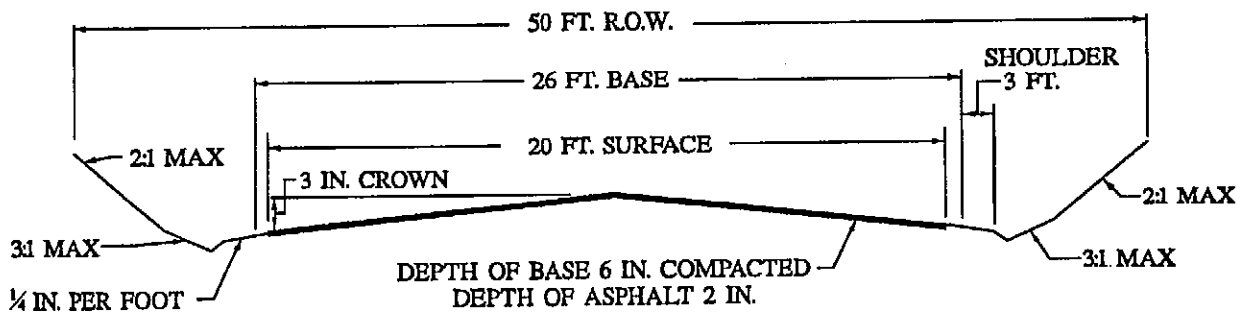


HAMMER

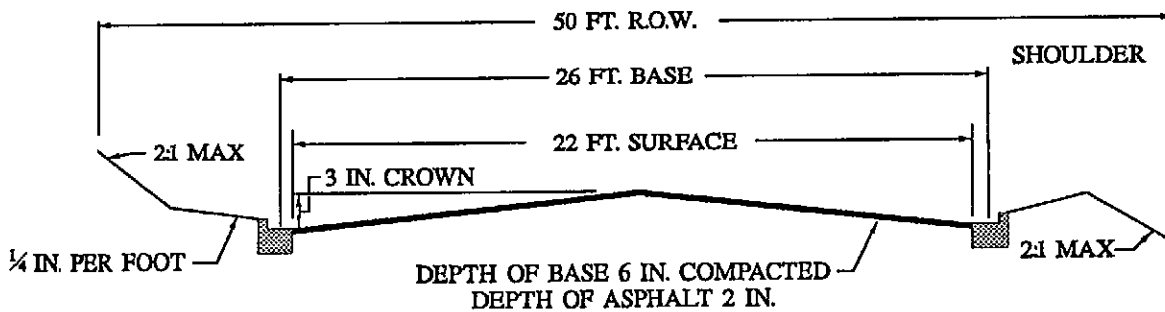
Note: NOT TO SCALE

ILLUSTRATION 7

MINIMUM LOCAL ROAD WIDTHS



WITHOUT CURB & GUTTER



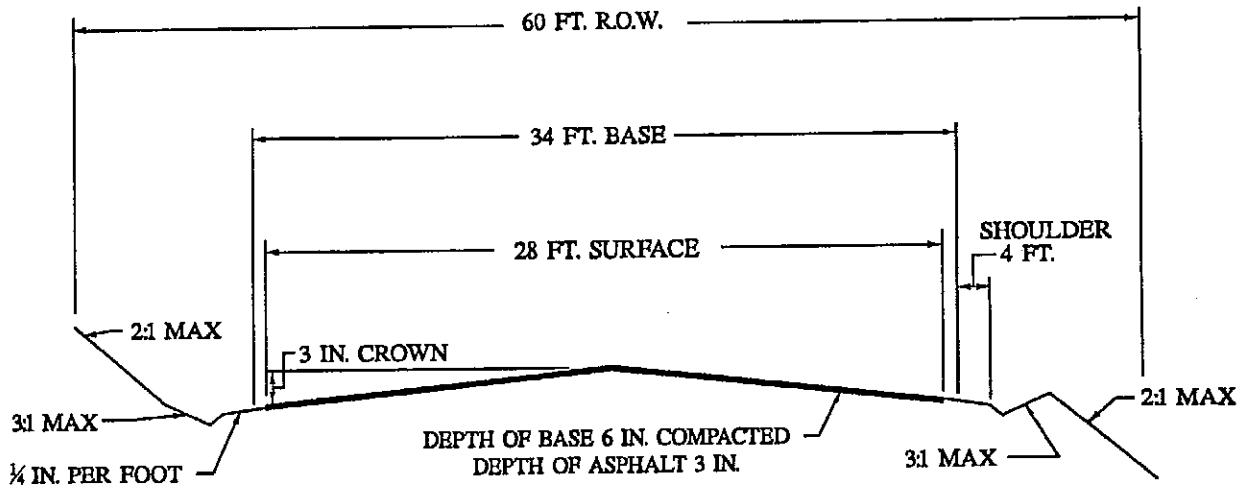
WITH CURB & GUTTER

SEE CURB & GUTTER ILLUSTRATION

Note: NOT TO SCALE

ILLUSTRATION 8

MINIMUM COLLECTOR ROAD WIDTHS

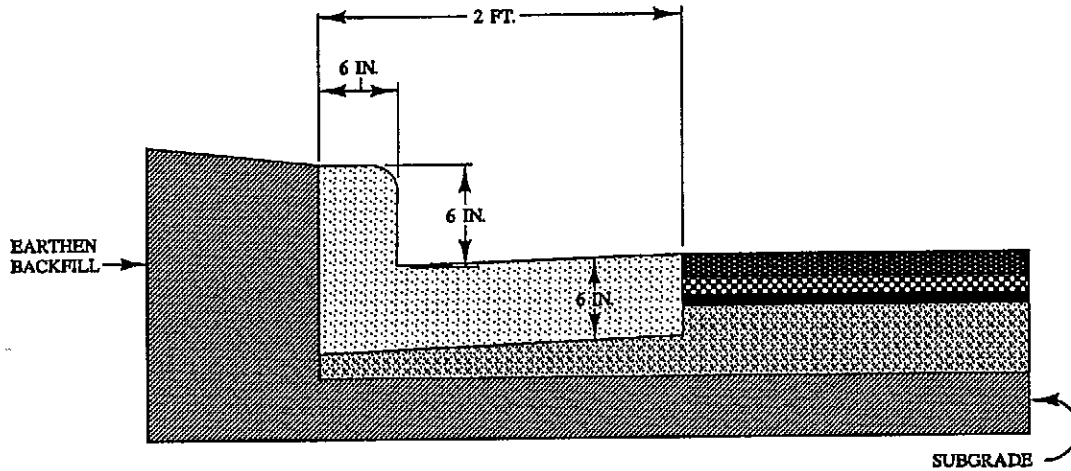


COLLECTOR

Note: NOT TO SCALE

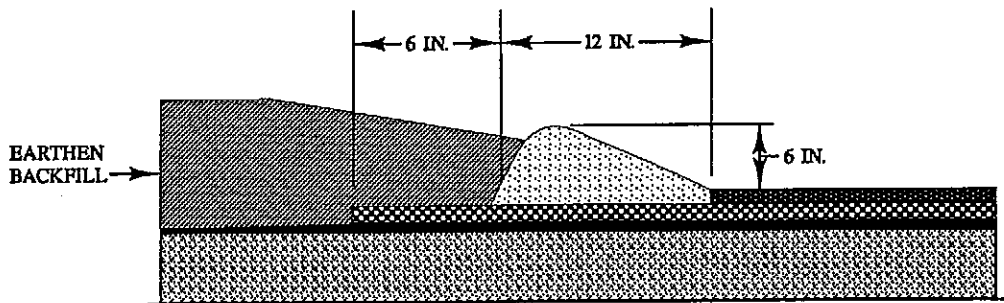
ILLUSTRATION 9

CURB & GUTTER DETAIL



INTEGRAL CURB & GUTTER

Note:
EXACT DIMENSIONS TO BE DETERMINED BY STANDARD CURB FORMS.



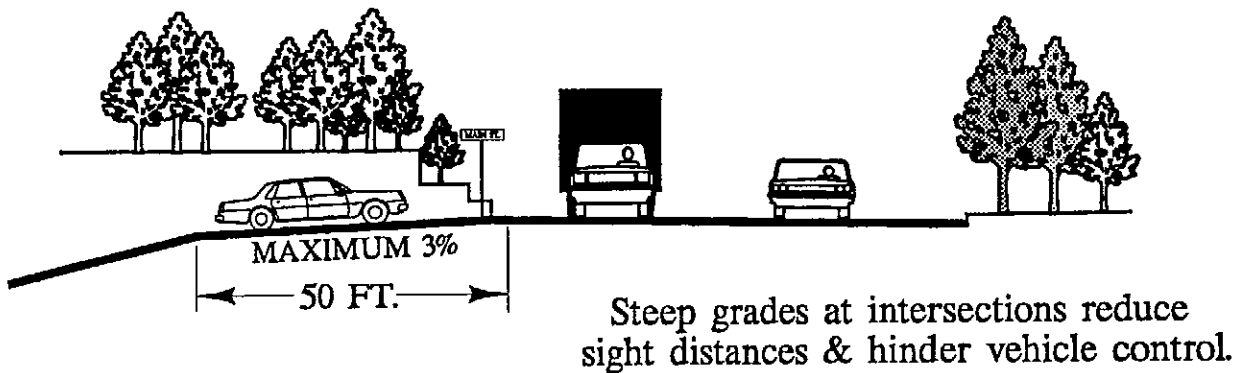
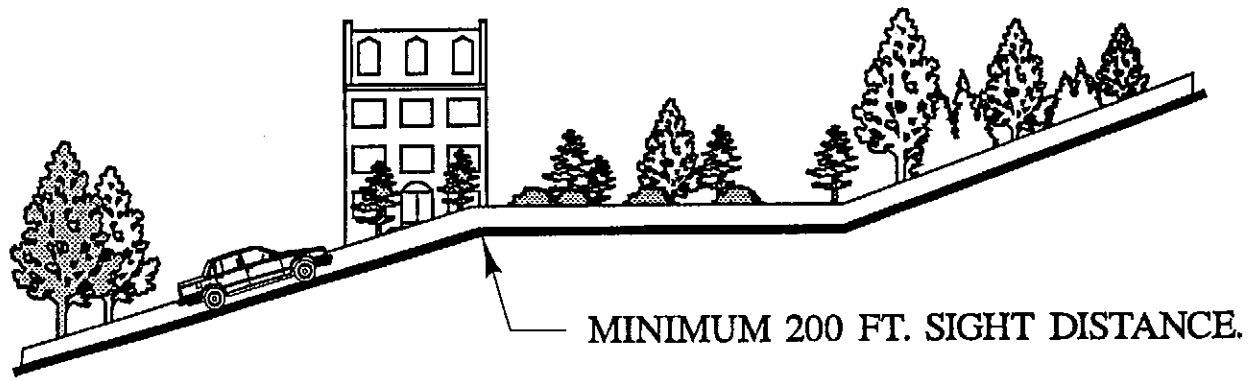
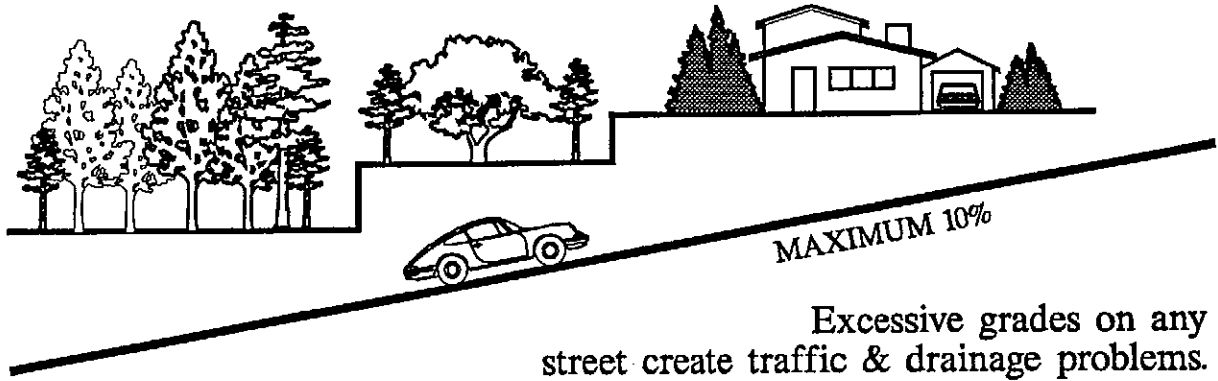
EXTRUDED CONCRETE CURB

Note:
EXACT CURB DIMENSIONS TO BE DETERMINED BY
STANDARD CURB MACHINES APPROVED BY CITY.

Note: NOT TO SCALE

ILLUSTRATION 10

GRADES



Note: NOT TO SCALE