



**AGENDA ITEM #: 44**

**MEMORANDUM**

**TO:** Metropolitan Planning Commission  
**FROM:** Dan Kelly, Development Services Manager  
**DATE:** Thursday, July 01, 2010  
**SUBJECT:** Amendments to MPC's Administrative Rules and Procedures regarding distribution for review and certification of final plat applications, minor subdivisions, and administrative plats and changing one-lot subdivisions to administrative plats  
7-A-10-OB

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**STAFF RECOMMENDATION:**

APPROVE the amendments

**BACKGROUND:**

There are two amendments being proposed to the Planning Commission's Administrative Rules and Procedures. The first proposed amendment is to Article VI, Section 3 - Final Plat Applications, that reflects proposed amendments to the Minimum Subdivision Regulations as presented in case number 7-A-10-OA which is agenda item # 6. The second proposed amendment is to Article VI, Section 5 which changes the plat designation from One-Lot Subdivisions to Administrative Plats. This correction reflects a change made to the Minimum Subdivision Regulations a few years ago.

Amendments to MPC's Administrative Rules and Procedures - 7-A-10-OB

New language shown bold and underlined.  
Deleted language shown with strikethrough

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## **ARTICLE VI SUBDIVISION APPLICATION**

### ***SECTION 3 – FINAL PLAT APPLICATIONS***

- A. **Eligibility** - Upon approval of a Concept Plan, the corresponding Final Plat may be acted upon by the Planning Commission.
- B. **Certificates and Approval Forms** - Except for Planning Commission certificates for recording, all certificates and approval statements as required by the *Knoxville-Knox County Minimum Subdivision Regulations* shall be placed on the original tracings of all Final Plats. If requested, the Planning Commission will place the required certifications and statements on the Final Plat by stamps. Otherwise, the certificates and statements shall be placed on the tracings by the developer or his engineer/surveyor, and shall correspond exactly with the required language provided in the *Knoxville-Knox County Minimum Subdivision Regulations*.
- C. **Distribution of Final Plats** – Upon receipt of a Final Plat, the Planning Commission staff will prepare a plat file, log the plan on the appropriate ledgers, prepare a location map for members of the Planning Commission and staff, and distribute copies of the Final Plat to the appropriate ~~utilities~~ and governmental agencies.
- D. **Staff Review** – The procedure for Staff Review for Final Plat shall be the same as for Concept Plans as set forth in Article VI, Section 2, Paragraph B hereof.
- E. **Certification and Distribution** – Upon the approval of a Final Plat, the applicant shall submit the required number ~~and type~~ of copies of the Final Plat for distribution to appropriate ~~utilities~~ and governmental agencies, and for certification and recording in accordance with the *Knoxville-Knox County Minimum Subdivision Regulations*. After a final staff review for discrepancies, the Planning Commission staff shall:
  - 1. Certify a paper copy for recording.
  - 2. Certify the remaining copies, and distribute them to appropriate public agencies.
  - 3. Upon request, certify any additional copies for the applicant's file.

### ***SECTION 4 – MINOR SUBDIVISION***

For applications or proposals that qualify as Minor Subdivisions under the *Knoxville-Knox County Minimum Subdivision Regulations*, all certificates and approval forms, distribution of plats and staff review shall be identical to the standards employed for Final Plats as described in Section 3 of this Article.

### ***SECTION 5 – ONE-LOT SUBDIVISIONS ADMINISTRATIVE PLATS***

For applications ~~submittals~~ or proposals that qualify as ~~One-Lot Subdivisions~~ **Administrative Plats** under the *Knoxville-Knox County Minimum Subdivision Regulations*, all certificates and approval forms and distribution of plats shall be identical to the standards employed for Final Plats as described in Section 3 of this Article.