

# **Williamson County, Tennessee Subdivision Regulations**

**ADOPTED MAY 13, 2021**

**EFFECTIVE MAY 13, 2021**

**AMENDED AUGUST 11, 2022**

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# **Article 1: General Provisions**

## **Section 1.01: Title**

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These Regulations shall be hereafter known, cited and referenced as the Subdivision Regulations of Williamson County, Tennessee (hereafter cited as “Regulations”).

## **Section 1.02: Authority**

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These Regulations are adopted by the Williamson County Regional Planning Commission (hereafter referred to as “Planning Commission”), pursuant to the authority and powers granted by Tennessee Code Annotated (TCA), Title 13, Chapter 3, Part 1 and Part 4. Having adopted a Major Thoroughfare Plan for the jurisdictional area, and having filed a certified copy of the same with the Williamson County Register of Deeds (hereafter known as “Register of Deeds”) as required by TCA Section 13-3-402, and having held a public hearing prior to the adoption of these Regulations as directed by TCA Section 13-3-403(c), these Regulations have fulfilled the requirements set forth in state law as prerequisites to their adoption.

## **Section 1.03: General Purpose and Intent**

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In addition to the purposes of platting regulations established in Section 13-3-403 of the Tennessee Code Annotated, which are incorporated herein, the purpose of these Regulations is to promote the health, safety and general welfare of present and future inhabitants of the County by:

- (A) Providing appropriate standards for the design and review of subdivisions in order to promote the orderly growth and development of land within the unincorporated County;
- (B) Coordinating growth with available or planned public services and infrastructure;
- (C) Ensuring that adequate and efficient transportation, water, wastewater and other public facilities are available to serve new development;
- (D) Protecting life and property from fire, flood and other danger;
- (E) Preventing congestion and overcrowding, and encouraging the proper arrangement of roads in relation to existing or planned roads;
- (F) Mitigating the impact of new development on elements of the natural environment;
- (G) Ensuring proper descriptions, monumentation and recordation of subdivided lands; and
- (H) Helping to implement the Goals and Objectives of the Comprehensive Land Use Plan.

## **Section 1.04: Applicability and Jurisdiction**

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- (A) **General**
  - (1) Unless exempted by Section 1.04(B) or State or Federal law, the provisions of these Regulations shall apply to all subdivision of land within the unincorporated areas of Williamson County, Tennessee including, but not limited to, the following:
  - (2) The division of land into two (2) or more lots, building sites, or other divisions requiring new road or utility construction;
  - (3) The division of land into two (2) or more lots, building sites, or other divisions where such lots, building sites, or other divisions are less than five acres in size;

- (4) All divisions of land creating a lot or parcel accessed by a private drive or easement which does not have sufficient frontage on a public road as specified in the Williamson County Zoning Ordinance;
  - (5) All division of land involving a new road or change in the right-of-way of existing roads;
  - (6) Re-subdivision involving the further division or relocation of lot lines of any lot or lots within an already approved subdivision; and
  - (7) The combination or consolidation of lots of record.
- (B) Exemptions**  
The following shall be exempt from the requirements of these Regulations:
- (1) The division of a lot or parcel where all such lots or parcels are five (5) acres or greater in size and where no new road or utility construction, other than the extension of individual service pipes or lines for the purpose of directly connecting a single lot, site or other division to existing utility mains, is required;
  - (2) The public acquisition of land for the widening or opening of new roads or for other public purposes by Williamson County or the State of Tennessee; and
  - (3) The partition of land by court decree.

## **Section 1.05: Relationship with Other Laws**

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- (A) Conformance with Applicable Rules and Regulations**  
In addition to the requirements established herein, all subdivision plats shall comply with all applicable rules, regulations and ordinances of Williamson County, including but not limited to:
- (1) Zoning Ordinance, Storm Water Management Regulations, and Regulations Governing On-Site Sewage Disposal.
  - (2) All subdivision plats shall also comply with all applicable federal and state laws and regulations, including the rules of the Tennessee Department of Transportation and the Tennessee Department of Environment and Conservation.
- (B) Conflicts with Other County Codes or Laws**  
If a provision of these Regulations is inconsistent with another provision of these Regulations, or with a provision found in another adopted code or ordinance of the County, the more restrictive provision shall govern unless the terms of the more restrictive provision specify otherwise. The more restrictive provision is the one that imposes greater restrictions or burdens, or more stringent controls.
- (C) Conflicts with Private Agreements**  
The County shall not be responsible for monitoring or enforcing private easements, covenants and restrictions, although the County may inquire as to whether land is subject to easements, covenants and restrictions during the review of applications.
- (D) Conflicts with State or Federal Law**  
If a provision of these Regulations is inconsistent with a provision found in the law or regulations of the State or Federal government, the more restrictive provision shall control, to the extent permitted by law.

## **Section 1.06: Severability**

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It is the intent of the Planning Commission in adopting these Regulations that all provisions shall regulate the subdivision of land in accordance with the existing and future needs of the County as established in these Regulations and promote the public health, safety, and general welfare of the land owners and residents of the County. If any section, subsection, sentence, boundary, clause, phrase or other provision of these Regulations is for any reason held by a court of competent jurisdiction to be invalid,

such decision shall not affect the validity of the remaining portions of these Regulations. The Planning Commission hereby declares that it would have passed these Regulations and any section, subsection, sentence, boundary, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, boundaries, clauses, phrases or other provisions be declared invalid.

## **Section 1.07: Saving Provisions and Transitional Rules**

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**(A) Effective Date**

These Regulations shall become effective on \_\_\_\_\_, and shall repeal and replace the previous Williamson County Subdivision Regulations, as originally adopted on August 11, 1994, and as subsequently amended. Any subsequent amendment to these Regulations are effective on the date noted in the approval of the amendment by the Planning Commission.

**(B) Prior Actions, Rights and Obligations**

These Regulations shall not be construed as altering, modifying, vacating or nullifying any action now pending or any rights or obligations obtained by any person, firm or corporation by lawful action of the County prior to the adoption of these Regulations, or any amendment thereto.

**(C) Completed Applications**

**(1)** Any application submitted and accepted as complete before the effective date of these Regulations or before the effective date of any amendment to these Regulations, but still pending final action as of that date, shall be reviewed and decided in accordance with the regulations in effect when the application was accepted.

**(2)** Completed applications shall be processed in good faith and shall comply with any time frames for review, approval, and completion as established in the regulations in effect at the time of application acceptance. If the application fails to comply with the required time frames, it shall expire and future development shall be subject to the requirements of these Regulations.

**(D) Approved Applications**

**(1)** Any development approvals granted before the effective date of these Regulations in accordance with the procedures outlines in the previous regulations shall remain valid until their expiration date. Developments with valid approvals or permits may be carried out in accordance with the terms and conditions of their approval and the development standards in effect at the time of approval, provided the permit or approval is valid and has not expired.

**(2)** If the prior approval expires or is revoked, any subsequent development of the site shall comply with the procedures and standards of these Regulations.

## **Section 1.08: Amendment**

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For the purpose of providing for the public health, safety and general welfare, the Planning Commission may, from time to time, amend these Regulations. Before the adoption of any such amendment, a public hearing shall be held by the Planning Commission in accordance with TCA Section 13-3-403(c).

## **Section 1.09: Variations and Exceptions**

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**(A)** Whenever a parcel of land to be subdivided contains extraordinary, exceptional or unique situations, or is surrounded by such development of unusual conditions that the strict application of the requirements contained in these Regulations would result in substantial hardship or inequity, the Planning Commission may vary or modify, except as otherwise indicated, such requirements of design, but not of procedure or improvements, so that the

subdivider may develop the property in a reasonable manner, keeping in mind that the public welfare and interests of the County are protected and the general intent and spirit of these Regulations are preserved. Such modifications may be granted by the Planning Commission upon written request by the subdivider, stating the reason(s) for each modification.

- (B) In approving any variances from these Regulations, the Planning Commission shall state the grounds for the variance and all of the facts upon which the decision is based.
- (C) In approving variances, the Planning Commission may impose such conditions as, in its judgment, will substantially secure the objectives, standards and requirements of these Regulations.
- (D) Any variance(s) shall be noted on the Final Plat.
- (E) The Planning Commission shall have no authority to grant a variance of a provision of the Zoning Ordinance.

## **Section 1.10: Enforcement**

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- (A) The enforcement of these Regulations and the penalties for violations are provided pursuant to TCA Section Title 13, Chapter 3, Part 4.
- (B) It shall be the duty of the Secretary of the Planning Commission or designee to enforce these Regulations and to bring to the attention of the County Attorney any violations or lack of compliance herewith.
- (C) Pursuant to TCA Section 13-3-402, no plat of a subdivision of land within the jurisdictional area of the Planning Commission shall be received or recorded by the Williamson County Register of Deeds until the plat has received final approval of the Planning Commission in accordance with these Regulations, and such approval has been endorsed in writing by the Secretary of the Planning Commission in the manner described herein.
- (D) Pursuant to TCA Section 13-3-410, no owner or agent of owner of any land shall convey such land contrary to the provisions stated in TCA Section 13-3-410.
- (E) Unless exempted by Section 1.04(B) of these Regulations, the subdivision of any lot or parcel of land by the use of metes and bounds description or survey without complying with plat provisions of these Regulations shall not be permitted.
- (F) Pursuant to TCA Section 13-3-406, the Williamson County Board of Commissioners shall not nor shall any public authority accept, lay out, open, improve, grade, pave, or light any public way, lay or authorize the laying of water mains or sewers, or construct or authorize the construction of other facilities or utilities in any public way located within the jurisdictional area of the Planning Commission unless such public way shall have been accepted, opened or otherwise received the legal status of a public way prior to the attachment of the Planning Commission's jurisdiction, or unless such public way corresponds in its location and lines to a way shown on a subdivision plat approved by the Planning Commission, and for which guarantee(s) in lieu of improvements has been posted, or on a public way plat made by the Planning Commission. However, the County Board of Commissioners may override the Planning Commission as provided in TCA Section 13-3-406. In the case of any state highway constructed or to be constructed within the jurisdictional area of the Planning Commission with state funds as a part of the state highway system, the submission to the Planning Commission shall be by the Tennessee Commissioner of Transportation, who shall have the power to overrule the disapproval of the Planning Commission as provided in TCA Section 13-3-406.
- (G) No building permit shall be issued for the construction of any building or structure located on a lot subdivided or sold in violation of any provision of these Regulations.
- (H) Pursuant to TCA Section 13-3-411, no building permit shall be issued, and no building or structure shall be erected on any lot within the jurisdiction, unless the public way giving access to the lot upon which the building or structure is proposed to be placed shall have been accepted or opened or shall have otherwise received legal status of a public way as provided by

law, or the lot fronts upon a permanent easement which conforms to all the rules, regulations and specifications applicable to the permanent easement of the Planning Commission or other department, division or agency of the County.

## **Section 1.11: Penalties for Violations**

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- (A) In accordance with TCA Section 13-3-402, no County Register of Deeds shall receive, file, or record a plat of a subdivision in violation of Section 1.10 of these Regulations.
- (B) Any owner or agent of an owner of any land who violates Section 1.10 of these Regulations shall be deemed guilty of a misdemeanor, pursuant to TCA Section 13-3-410.
- (C) Appropriate actions and proceedings may be taken in equity, including but not limited to seeking injunctive relief, to prevent any violation of these Regulations, to prevent unlawful construction, to recover damages; to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure, or premise. These remedies shall be in addition to the penalties described in this Section 1.11 of these Regulations.

## **Section 1.12: General Rules for Interpretation**

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The following rules shall apply for construing or interpreting the terms and provisions of these Regulations.

**(A) Meanings and Intent**

- (1) All provisions, terms, phrases and expressions contained in these Regulations shall be interpreted in accordance with the general purposes set forth in Section 1.03: General Purpose and Intent. When a specific section of these Regulations gives a different meaning than the general definition provided in Article 5: Definitions, the specific section's meaning and application of the term shall control.

- (2) Lot shall mean parcel, and parcel shall mean lot.

- (3) Plat shall mean plan and plan shall mean plat.

**(B) Headings, Illustrations and Text**

In the event of a conflict or inconsistency between the text of these Regulations and any heading, caption, figure, illustration, table, or map, the text shall control. Graphics and other illustrations are provided for informational purposes only and should not be relied upon as a complete and accurate description of all applicable regulations or requirements.

**(C) Lists and Examples**

Unless otherwise specifically indicated, lists of items or examples that use terms like “for example”, “including”, and “such as”, or similar language are intended to provide examples and are not exhaustive lists of all possibilities.

**(D) Computation of Time**

The time in which an act is to be completed shall be computed by excluding the first day and including the last day. If a deadline or required date of action falls on a Saturday, Sunday or holiday observed by the County, the deadline or required date of action shall be the next day that is not a Saturday, Sunday or holiday observed by the County. References to days are calendar days unless otherwise stated.

**(E) References to Other Regulations or Publications**

Whenever reference is made to a resolution, ordinance, statute, regulation, or document, it shall be construed as a reference to the most recent edition of such regulation, resolution, ordinance, statute, or document, unless otherwise specifically stated.

**(F) Delegation of Authority**

Any act authorized by these Regulations to be carried out by a specific official of the County may be carried out by a designee of such official.

**(G) Technical and Non-technical terms**

Words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases that may have acquired a peculiar and appropriate meaning in law shall be construed and understood according to such meaning.

**(H) Public Officials and Agencies**

All public officials, bodies, and agencies to which references are made are those of Williamson County, Tennessee, unless otherwise indicated.

**(I) Mandatory and Discretionary Terms**

The words “shall”, “must” and “will” are mandatory in nature, establishing an obligation or duty to comply with the particular provision. The words “may”, and “should” are permissive in nature.

**(J) Conjunctions**

Unless the context clearly suggests the contrary, conjunctions shall be interpreted as follows:

- (1)** “And” indicates that all connected items, conditions, provisions or events apply; and
- (2)** “Or” indicates that one or more of the connected items, conditions, provisions, or events apply.

**(K) Tenses and Plurals**

Words used in the present tense include the future tense. Words used in the singular number include the plural number and the plural number includes the singular number, unless the context of the particular usage clearly indicates otherwise. Words used in the masculine gender include the feminine gender, and vice versa.

**(L) Terms Not Defined**

If a term used in these Regulations is not defined in Article 5: Definitions, the Planning Director shall have the authority to provide a definition based upon the definitions used in accepted sources, including but not limited to the Williamson County Zoning Ordinance, A Planners Dictionary, A Glossary of Zoning, Development, and Planning Terms, and A Survey of Zoning Definitions.

# Article 2: Subdivision Review Procedures

## Section 2.01: General Procedures

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### (A) Subdivision Types

Before any land may be subdivided, the owner of the property proposed to be subdivided, or his/her authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures:

- (1) Minor Subdivision
  - a) Final Plat
- (2) Major Traditional Subdivision
  - a) Concept Plan
  - b) Preliminary Plat
  - c) Final Plat
- (3) Conservation Subdivision
  - a) Concept Plan
  - b) Preliminary Plat
  - c) Final Plat
- (4) Large-Lot Easement Subdivision
  - a) Preliminary Plat
  - b) Final Plat

### (B) Authority to File Applications

Applications for approvals for a specific parcel of land may be submitted by:

- (1) The owner(s) of the land on which the development is proposed; or
- (2) The contract purchaser(s) of the land; or
- (3) Any other person having a recognized property interest in the land (e.g., lessee); or
- (4) A person authorized to submit the application on behalf of the owner(s), contract purchaser(s), or other person(s) having a recognized property interest in the land, as evidenced by a letter or document signed by such owner(s), contract purchaser(s), or other person(s).

### (C) Submission and Review Schedule

The Planning Director is authorized and shall establish the submission and review schedule (including time frames for review) for applications. The Planning Director may amend and update these requirements as determined necessary.

### (D) Pre-application Conferences

#### (1) Purpose

The purpose of a pre-application conference is to familiarize the applicant and the County staff with the applicable provisions of the Subdivision Regulations and Zoning Ordinance, inform the applicant about the preparation of the application and Plat, and discuss the application and review process.

#### (2) Pre-application Conference Mandatory

Pre-application conferences between the applicant and County staff shall be mandatory before submission of the following:

- a) Concept Plans
- b) Preliminary Plats
- c) Final Plats
- d) Major Revisions to an Approved Final Plat



- (3) **Pre-application Conference Optional**  
A pre-application conference is optional before submission of Minor Subdivisions and Minor Revisions to an approved Final Plat.
- (4) **Timing of Pre-application Conferences**  
Mandatory pre-application conferences shall be held a minimum of 10 days before the applicable Planning Commission agenda submittal deadline.
- (E) **Determination of Completeness**
- (1) **Completeness Review**  
Upon receipt of an application, the Planning Director shall determine if the application is complete. A complete application is one that:
- a) Contains all information and materials established by these Regulations, the Zoning Ordinance and the Planning Commission as required for submittal of the particular type of Plat submitted;
  - b) Includes specific information necessary to evaluate the application and to determine whether it complies with the applicable standards of these Regulations and the Zoning Ordinance; and
  - c) Is accompanied by the fee established for the particular type of Plat submitted.
- (2) **Application Incomplete**
- a) If the application is determined to be incomplete, the Planning Director shall notify the applicant of the deficiencies within 10 business days of submittal, and the application shall not be processed. The applicant may correct the deficiencies and resubmit the application for completeness determination for a subsequent meeting.
  - b) Notwithstanding other provisions of this Subsection, after an application is determined to be incomplete following submittal for three separate agenda cycles, the applicant may request, and the Planning Director shall undertake, processing and review of the application even though it is not considered a complete application.
- (3) **Application Complete**  
If the application is determined to be complete, or the applicant has requested that the application be processed in accordance with Section 2.01(E)(2)(b) above, the Planning Director shall refer the application to the appropriate staff, review agencies, and review bodies for review in accordance with the procedures and standards of these Regulations and the Administrative Manual.
- (F) **Water and Sewer Availability**  
All applications subject to these Regulations shall include proof of the availability of potable water and proper treatment and disposal of wastewater in accordance with applicable County and State regulations, including but not limited to, the Williamson County Zoning Ordinance, Regulations Governing On-site Sewage Disposal Systems of Williamson County, and these Regulations.
- (G) **Public Hearings**
- (1) **When Required**  
Public Hearings are required at the Concept Plan stage for the following:
- a) Concept Plans for a proposed subdivision containing 50 or more lots;
  - b) Amendments to approved Concept Plans for any existing or proposed subdivision containing 50 or more lots; or
  - c) Where otherwise required by the Zoning Ordinance.
- (2) **Notice For Public Hearings**
- a) **Content**

Notice of Public Hearings, whether by publication or mail (written notice), shall, at a minimum:

- i) Identify the address or location of the property subject to the Public Hearing and the name of the applicant or the applicant's agent;
- ii) Indicate the date, time and place of the Public Hearing;
- iii) Identify the number of lots proposed within the subdivision;
- iv) Identify the location where the public may view the application and related documents; and
- v) Include a statement describing the method and deadline for providing written comments prior to the Public Hearing.

b) **Published Notice**

The Community Development Department shall be responsible for publishing notice of the Public Hearing in a newspaper of general circulation (selected by the County) a minimum of 10 days prior to the Public Hearing, unless additional notice is required by the Zoning Ordinance or TCA.

c) **Written (Mailed) Notice**

The Community Development Department shall notify all property owners subject to the request and all adjacent property owners by regular U.S. mail a minimum of 10 days prior to the Public Hearing.

d) **Notification Signs**

The Community Development Department shall post a notification sign in a prominent location on the property subject to the Public Hearing a minimum of 10 days prior to the Public Hearing.

e) **Constructive Notice**

- i) Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements.
- ii) Failure of a party to receive written notice shall not invalidate subsequent action.
- iii) When the publications, mailings and posting of notices as required by this Section are documented in the records of the County, it shall be presumed that notice of a Public Hearing was given as required by this Section.

**(3) Public Hearing Procedures**

Public Hearings shall be conducted in accordance with the procedures outlined in the Zoning Ordinance and Bylaws of the Planning Commission, and as amended.

## **Section 2.02: Concept Plan**

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**(A) Purpose and Intent**

The purpose and intent of a Concept Plan is to ensure that the conceptual layout and general design of a proposed subdivision is consistent with applicable requirements of these Regulations and the Zoning Ordinance prior to the applicant expending significant funds preparing a Preliminary Plat and detailed construction plans for the development.

**(B) Authority**

The Planning Commission shall review Concept Plans in accordance with the procedures and standards of these Regulations and the Zoning Ordinance.

**(C) Applicability**

A Concept Plan shall be required for all Major Traditional Subdivisions and Conservation Subdivisions.

**(D) Procedure**

**(1) Initiation**

Concept Plan review is initiated through the submission of an application along with all required plans and supporting documentation as listed on applicable checklists and the Williamson County Administrative Manual.

**(2) Staff Review and Recommendation**

No later than seven (7) days prior to the date set for the Planning Commission's consideration of the application, a staff report prepared by the Planning Director shall be provided to the Planning Commission. The staff report may incorporate reports from other officials or consultants to which the application is referred for review. These reports shall include a staff recommendation and the conditions of approval, if any, to eliminate any adverse effects on the general health, safety, and welfare of the community for which the official or consultant has special responsibility.

**(3) Review and Action by the Planning Commission**

- a) Upon a determination that the application is complete, the application shall be placed on the applicable Planning Commission meeting agenda.
- b) Within 60 days of the Planning Commission's initial meeting (and Public Hearing, if required) to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission shall take one of the following actions:
  - i) Approval of the application as submitted;
  - ii) Approval of the application with conditions; or
  - iii) Denial of the application, with reason(s) for denial specified.
- c) The failure of the Planning Commission to act within this time period shall constitute an approval of the application.

**(E) Amendments to an Approved Concept Plan**

**(1)** A Concept Plan may be amended only in accordance with the procedures established in this Section.

**(2)** A Concept Plan may not be amended so as to increase the total number of lots within the development after 2/3 of the total number of lots shown on the original Concept Plan have been recorded via Final Plat with the Register of Deeds office.

**(3)** The following proposed changes to an approved Concept Plan shall require submittal of a revised Concept Plan to the Planning Commission:

- a) Any increase in the total number of lots within a subdivision beyond that shown on the original Concept Plan approved by the County.
- b) Any addition or deletion or substantial change in location of an access point.
- c) Any substantial change in the layout of infrastructure or lots. Substantial change will be determined by the Planning Director.
- d) Any substantial change in identification or classification of natural resources, where natural resources are defined by the Zoning Ordinance. Substantial change will be determined by the Planning Director.

## **Section 2.03: Preliminary Plat**

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**(A) Purpose and Intent**

The purpose and intent of a Preliminary Plat is to provide a detailed layout and design of lots, roadways and other infrastructure within a subdivision (or an individual phase of that subdivision) upon which site preparation and infrastructure construction may be based.

- (B) Authority**  
The Planning Commission shall review Preliminary Plats in accordance with the procedures and standards of these Regulations and the Zoning Ordinance.
- (C) Applicability**  
A Preliminary Plat shall be required for all Major Traditional Subdivisions, Conservation Subdivisions and Large-Lot Easement Subdivisions.
- (D) Conformance with Concept Plan**  
The Preliminary Plat shall be in substantial conformance with the approved Concept Plan, as determined by the Planning Director.
- (E) Procedure**
- (1) Initiation**  
Preliminary Plat review is initiated through the submission of an application along with copies of the proposed Preliminary Plat, applicable construction plans, and supporting documentation as listed on applicable checklists and the Williamson County Administrative Manual.
- (2) Staff Review and Recommendation**  
No later than seven (7) days prior to the date set for the Planning Commission's consideration of the application, a staff report prepared by the Planning Director shall be provided to the Planning Commission. The staff report may incorporate reports from other officials or consultants to which the application is referred for review. These reports shall include a staff recommendation and the conditions of approval, if any, to eliminate any adverse effects on the general health, safety, and welfare of the community for which the official or consultant has special responsibility.
- (3) Public Meeting, Review and Action by the Planning Commission**
- a) Upon a determination that the application is complete, in accordance with Section 2.01(E), the application shall be placed on the applicable Planning Commission meeting agenda.
- b) Within 60 days of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission shall take one of the following actions:
- i) Approval of the application as submitted;
- ii) Approval of the application with conditions; or
- iii) Denial of the application, with reason(s) specified for denial.
- c) The failure of the Planning Commission to act within this time period shall constitute an approval of the application.
- (F) Construction Plans**  
Detailed construction plans depicting the precise design, location and profile of all proposed infrastructure as outlined in Appendix E of these Regulations must be submitted along with the Preliminary Plat. Construction plans shall be approved prior to issuance of a Land Disturbance Permit (LDP).
- (G) Amendments to an Approved Preliminary Plat**
- (1)** A Preliminary Plat may be amended only in accordance with the procedures established in this Section.
- (2)** If a Concept Plan is amended, resulting in a change in a previously approved Preliminary Plat, the Preliminary Plat must be amended to be consistent with the approved revised Concept Plan.
- (3)** Any change in the approved construction plans resulting in an alteration to the location or alignment of roads or rights-of-way on the approved Preliminary Plat that does not rise to the level of requiring a Concept Plan amendment, will require an amendment to the Preliminary Plat so that it is consistent with the revised construction plans.

- (4) Any change in the boundary of an approved Preliminary Plat requires a revised Preliminary Plat.

## **Section 2.04: Final Plat**

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**(A) Purpose and Intent**

The purpose and intent of a Final Plat is to officially delineate property boundaries and to describe and dedicate rights-of-way and easements prior to the sale of lots within a subdivision, or section thereof.

**(B) Authority**

The Planning Commission shall review Final Plats in accordance with the procedures and standards of this Section.

**(C) Applicability**

A Final Plat shall be required for all Minor Subdivisions, Major Traditional Subdivisions, Conservation Subdivisions and Large-Lot Easement Subdivisions.

**(D) Conformance with Preliminary Plat**

The Final Plat shall be in substantial conformance with the approved Preliminary Plat as determined by the Planning Director.

**(E) Procedure**

**(1) Initiation**

Final Plat review is initiated through the submission of an application along with copies of the proposed Final Plat and supporting documentation as listed on applicable checklists and the Williamson County Administrative Manual.

**(2) Staff Review and Recommendation**

No later than seven (7) days prior to the date set for the Planning Commission's consideration of the application, a staff report prepared by the Planning Director shall be provided to the Planning Commission. The staff report may incorporate reports from other officials or consultants to which the application is referred for review. These reports shall include a staff recommendation and the conditions of approval, if any, to eliminate any adverse effects on the general health, safety, and welfare of the community for which the official or consultant has special responsibility.

**(3) Public Meeting, Review and Action by the Planning Commission**

- a) Upon a determination that the application is complete, in accordance with Section 2.01(E) the application shall be placed on the applicable Planning Commission meeting agenda.
- b) Within 60 days of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission shall take one of the following actions:
  - i) Approval of the application as submitted;
  - ii) Approval of the application with conditions; or
  - iii) Denial of the application, with reasons specified for denial.
- c) The failure of the Planning Commission to act within this time period shall constitute an approval of the application.

**(4) Completion of Improvements/Posting of Surety**

Before an approved Final Plat may be signed by the Secretary of the Planning Commission, the applicant shall be required to complete the infrastructure improvements in accordance with Article 4 of these Regulations or post surety and accompanying Performance Agreements in accordance with Article 4 of these Regulations.

**(5) Signing and Recording of Final Plat**

- a) All of the applicable certificates in Appendix A must be affixed to the Final Plat and appropriately executed.
- b) Once any required surety associated with an approved Final Plat has been posted in accordance with Article 4, all required certificates on the Plat have been signed (See Appendix A), and all conditions of Planning Commission approval have been satisfied, the Secretary of the Planning Commission may sign the Final Plat.
- c) After the approved Final Plat is signed by the Secretary of the Planning Commission, the Plat may be recorded in the Williamson County Register of Deeds office.
- d) All Final Plats *without a required surety*, shall be recorded within 60 days of approval by the Planning Commission. Failure to record within 60 days will result in expiration of the approval of the Final Plat.
- e) All Final Plats *with a required surety*, shall have Performance Agreements executed and surety posted within 90 days of Planning Commission approval. Failure to post surety or execute Performance Agreement within 90 days will result in expiration of the approval of the Final Plat. All Final Plats with a required surety shall be recorded within 120 days of approval by the Planning Commission. Failure to record within 120 days will result in expiration of the approval of the Final Plat.

**(F) Effect of Final Plat**

The approval of a Final Plat shall not be deemed to constitute or effect the acceptance by the County of the dedication of any road or other improvement, facility or land shown on the Final Plat.

**(G) Minor Subdivisions**

- (1)** Final Plats for Minor Subdivisions may be approved administratively according to the following procedure:
  - a) Upon receipt of a complete application, the Planning Director may distribute the application to other appropriate County departments for review and comment. Such comments may be used by the Planning Director in making the decision whether to approve or deny the Final Plat.
  - b) The Planning Director shall review the application and take one of the following actions:
    - i) Approve the application as submitted; or
    - ii) Deny the application.
  - c) Following approval of the Final Plat for a Minor Subdivision, the Plat may be signed and recorded according to the provisions of Section 2.04(E)(5).
- (2)** Following the recording of a Minor Subdivision plat, no additional Minor Subdivision plat(s) involving the Minor Subdivision Lot(s) or the original parent parcel (i.e. the original parcel from which a Minor Subdivision is created) may be approved within 12 month period. The purpose of this provision is to prevent the circumvention of Major Subdivision requirements and to reduce the number of driveways on existing County roads.
- (3)** Where minor subdivisions are dependent upon an easement for access, the Private Driveway Notation found in Appendix A-7 must be affixed to the face of the plat and executed prior to recordation.

**(H) Amendments to an Approved Final Plat**

- (1)** Except as noted below, a Final Plat may be amended only in accordance with the procedures established in this Section.

- (2) Minor Revisions to an approved Final Plat may be approved administratively according to the following procedure:
- a) Upon receipt of a complete application, the Planning Director may distribute the application to other appropriate County departments for review and comment. Such comments may be used by the Planning Director in making the decision whether to approve or deny the minor revision.
  - b) The Planning Director shall review the application and take one of the following actions:
    - iii) Approve the application as submitted; or
    - iv) Deny of the application.
  - c) Following approval of the Minor Revision, the Plat may be signed and recorded according to the provisions of Section 2.04(E)(5).
- (3) All other revisions to an approved Final Plat must be reviewed in accordance with the procedures in Section 2.04(E).

## **Section 2.05: Expiration/Vesting**

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**(A) Major Subdivisions**

Following approval of a Concept Plan, the applicant has three (3) years to obtain approval of a Final Plat, secure necessary permits (e.g. Land Disturbance Permit) and commence site preparation. If any of these do not occur within three (3) years of Concept Plan approval, then the approval shall expire and a new approval must be sought. For purposes of this Subsection, approval of a Final Plat is obtained upon the recording of an approved Final Plat in accordance with Section 2.04(E) of these Regulations.

If the applicant satisfies these requirements, and provided that the applicant commences construction within two (2) years from the date the Concept Plan could have expired, and further provided that the applicant maintains all necessary permits, then the development standards applicable at the time of approval of the Concept Plan shall be in effect during the applicable vesting period as outlined in TCA Section 13-3-413, and as amended, except where there is an amendment to the Concept Plan or Final Plat that meets the requirements of TCA Section 13-3-413(h), and as amended, or violation of approval in accordance with TCA Section 13-3-413(f), and as amended.

**(B) Minor Subdivisions**

If construction commences within two (2) years from Final Plat approval, and provided that all necessary permits are maintained, then the development standards applicable at the time of approval shall be in effect during the applicable vesting period as outlined in TCA Section 13-3-413, and as amended, except where there is an amendment to the Final Plat that meets the requirements of TCA Section 13-3-413(h), and as amended, or violation of approval in accordance with TCA Section 13-3-413(f), and as amended.

For purposes of this Subsection, approval of a Final Plat is obtained upon the recording of an approved Final Plat in accordance with Section 2.04(E) of these Regulations.

**(C) Large Lot Easement Subdivisions**

Following approval of a Preliminary Plat, the applicant has three (3) years to obtain approval of a Final Plat, secure necessary permits (e.g. Land Disturbance Permit) and commence site preparation. If any of these do not occur within three (3) years of Preliminary Plat approval, then the approval shall expire and a new approval must be sought. For purposes of this Subsection, approval of a Final Plat is obtained upon the recording of an approved Final Plat in accordance with Section 2.04(E) of these Regulations.

If the applicant satisfies these requirements, and provided that the applicant commences construction within two (2) years from the date the Preliminary Plat could have expired, and further provided that the applicant maintains all necessary permits, then the development standards applicable at the time of approval of the Preliminary Plat shall be in effect during the applicable vesting period as outlined in TCA Section 13-3-413, and as amended, except where there is an amendment to the Preliminary Plat or Final Plat that meets the requirements of TCA Section 13-3-413(h), and as amended, or violation of approval in accordance with TCA Section 13-3-413(f), and as amended.

## **Section 2.06: Family Subdivisions**

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- (A)** Family subdivisions created pursuant to Article II of the Zoning Ordinance could be classified as Minor Subdivisions, Major Subdivisions or Large-Lot Easement Subdivisions based upon the size and number of lots involved. In conjunction with the recording of a Final Plat, the applicant shall execute and record a Family Subdivision Affidavit and Restrictive Covenant on a form provided by the Community Development Department, confirming compliance with the standards as prescribed in Article II of the Zoning Ordinance.
- (B)** The terms Family Subdivision and Immediate Family are incorporated herein as defined in Section 23.04 of the Zoning Ordinance.



# **Article 3: Requirements for Improvements, Reservations and Design**

## **Section 3.01: General Improvements**

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### **(A) Self-Imposed Restrictions**

If the applicant places restrictions on any of the land within a subdivision other than those required by the Zoning Ordinance or these Regulations, such restrictions or reference thereto may be required to be indicated on the subdivision plat. Any restrictive covenants or declarations adopted the developer shall be approved by the County Attorney for purposes of reviewing County rights and responsibilities and shall be recorded in the Register of Deeds Office with the recording of the first Final Plat.

### **(B) Plats Straddling Governmental Boundaries**

Whenever access to the subdivision is required across land in the jurisdiction of another governmental entity, the Planning Commission may request assurance from that governmental entity that access is legally established and that access is adequately improved, or that a performance bond has been duly executed and is sufficient in amount to assure the construction of the access road. In general, lot lines should be laid out so as not to cross municipal or county boundary lines.

### **(C) Monuments**

The applicant shall place permanent reference monuments in the subdivision as required herein and certified by a Land Surveyor licensed in Tennessee. Generally, subdivisions shall be surveyed and laid out based on a system of coordinates to reduce the number of monuments required and enhance future surveying within and adjacent to the subdivision. Such survey shall be tied to the Tennessee State Plane Coordinate System.

**(1)** All permanent reference monuments shall meet the specifications established in Appendix D-2 and shall be set flush with the finished grade.

**(2)** In all subdivisions but minor, permanent reference points shall be located and identified as follows:

- a) A monument shall be placed at each corner along the external boundary of the subdivision.
- b) Monuments shall be placed at each road corner as illustrated in Appendix D-1.
- c) Additional monuments may be required wherever necessary to maintain line-of-sight between monuments to ensure the capability to locate other points on the Final Plat.
- d) All other road right-of-way angle points, points of curvature, changes in radii of curvature, and other significant reference points shall be located with monuments.
- e) In cases where the 100-year floodplain encroaches on the property, a permanent benchmark shall be established and depicted upon the Final Plat.

- (3) In minor subdivisions, two (2) monuments shall be placed on a common line within the subdivision. Additional monumentation may be required wherever necessary to maintain line-of-sight between monuments.
- (D) **Subdivision and Road Names**

The proposed name of the subdivision and roads shall not duplicate, or too closely approximate phonetically, the name of any other subdivision or existing road within Williamson County and shall be approved by the Office of Public Safety. The Planning Commission shall have final authority for approving the names of subdivisions and roads.

## **Section 3.02: Lot Improvements**

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- (A) **Lot Arrangement**

The lot arrangement shall be such that there will be no foreseeable difficulties, for reasons of topography, drainage or other conditions, in securing building permits to build on all lots in compliance with all applicable County regulations and ordinances and in providing driveway access to buildings on such lots from an approved road. Where natural resources would affect the suitability of a proposed lot as a building site, such lot shall be evaluated according to the criteria in Article 13 of the Zoning Ordinance.
- (B) **Lot Dimensions**

The minimum lot size, lot width, road frontage, and setback requirements shall conform to that of the zoning restrictions of the appropriate classification as designated in the Zoning Ordinance. In general, all side lot lines shall be at right angles to road lines (or radial to curving road lines) unless a variation will give a better road or lot plan.
- (C) **Double Frontage Lots**

Double frontage and reverse frontage lots shall be avoided except where necessary to provide separation of residential development from traffic arterials or to overcome specific disadvantages of topography and orientation.
- (D) **Access to Lots**
  - (1) Lots in Major Subdivisions, except for Large Lot Easement Subdivisions, shall take access from a Local Road.
  - (2) **Large Lot Easement Subdivisions**
    - a) Lots in Large Lot Easement Subdivisions shall take access from a shared driveway with a minimum width of 16 feet and shall be located within an Access Easement. Such shared driveway shall meet the minimum standards as outlined in this Article and Appendix E and shall be constructed prior to submittal of a Final Plat.
    - b) The easement in Large Lot Easement Subdivisions shall be at least 50 feet in width and shall be arranged in such a way as to limit the number of lots or parcels that may access the easement to no more than 5. Further, the easement shall be set back a minimum of 5 feet from adjacent lots or parcels that will not access the easement.
  - (3) **Driveways**
    - a) Driveways for all lots in Minor Subdivisions that take access from a Collector or Arterial Road shall be separated from other driveways along the same side of the road by a distance of no less than 100 feet.

- b) The County Highway Department shall approve the location of all proposed driveways on existing County Roads. Driveways shall not exceed a grade of 20%.
  - c) The centerline of all driveways shall be a minimum of 50 feet from the centerline of the intersection of 2 roads. Double-access driveways shall be separated by a minimum of 50 feet.
  - d) Residential driveways shall not exceed a width of 30 feet where they intersect the public road. The minimum driveway width, measured at any location on the driveway, shall be 10 feet.
  - e) The locations of driveways shall be shown on the Site Plan accompanying Building Permit applications.
- (4)** When a permanent easement to a public way is used as access to a lot or tract of land having been or being separated from other property, such easement shall be at least 50 feet in width for the entire length and shall not be used to access more than 5 lots or tracts. A plat of subdivision pursuant to these Regulations shall be required prior to the issuance of a building permit. The easement for the common driveway shall run with the land and shall be binding on and shall inure to the benefit of all parties for whose benefit the common driveway exists, their heirs, successors and assigns.
- (E) Soil Preservation, Grading, Seeding**  
In order to preserve soils and prevent unnecessary erosion of lots created, both the area of and the time during which lots are exposed to potential erosion shall be kept to the minimum possible. During site preparation and construction of facilities to be dedicated to the public, it is the responsibility of the applicant to maintain stable soil conditions of lots draining to public areas. All unsold lots affected by grading and clearance during preparation of the subdivision shall be properly stabilized prior to approval of the Final Plat or release of the performance bond. During each Phase of construction, all pertinent requirements of the Storm Water Management Regulations must be met.
- (F) Lot Drainage**  
All lots shall be laid out so as to provide positive drainage away from all building areas, and individual lot drainage shall be coordinated with surrounding drainage features. Concentrated storm water flows shall be directed to the road or a lot-line swale or inlet.
- (G) Debris and Waste**  
No debris or waste material caused by construction shall be left in any area of the subdivision at the time of release of the maintenance bond.
- (H) Fencing**  
The Planning Commission may require the applicant to install permanent fencing if it determines that a hazardous condition exists or will exist following completion of the development.

**(I) Ponds and Lakes**

If a tract being subdivided includes a pond or a lake, lot lines shall be drawn so that the entire body of water is controlled in one of the following ways.

- (1)** Ownership and control shall be vested in one property owner within the subdivision, in which case the parcel containing the body of water may also be a building site, provided other requirements of these Regulations and the Zoning Ordinance are met.
- (2)** Where the pond or lake will be contained within dedicated Open Space, all property owners in the subdivision will have access to the body of water. The access and use rights of the property owners shall be secured through the covenants and restrictions recorded in the Register of Deeds office.
- (3)** Where the pond or lake is or will be an integral component of the publicly controlled storm water drainage system, public rights to the parcel shall be secured through dedications or fee simple ownership. When less than fee simple public rights are secured, an agreement shall be reached which clearly delineates subdivision property owners' rights to use of the pond or lake, and limits of public and private maintenance, responsibilities and liabilities, and such agreement shall be noted on the Final Plat.
- (4)** However control of the pond or lake is determined, an access route to the body of water shall be reserved by easement for the use of emergency and maintenance vehicles.

## **Section 3.03: Roads**

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**(A) General Requirements**

These requirements shall apply to roads within or providing access to proposed subdivisions.

- (1)** Any on-site or off-site engineering improvements shall be in accordance with the TDOT “Roadway Design Guidelines” and the AASHTO “A Policy on Geometric Design of Highways and Roads” unless otherwise noted. Other relevant TDOT, AASHTO, FHWA and ITE design documents should be consulted for guidance. The County Engineer shall make the final decision if any questions or conflicts arise between any of these referenced standards. Specific standards and details are also found in Appendix E.
- (2)** Roads in all subdivisions with public sewer, including nontraditional wastewater treatment and disposal systems, shall be constructed with curb and gutter sections in accordance with Appendix E.
- (3) Topography and Arrangement:**
  - a) Local roads shall be curved wherever possible to avoid conformity of lot appearance. Grades of roads shall relate as closely as possible to the original topography. A combination of steep grades and curves shall be avoided.
  - b) All roads shall be properly integrated with the existing and proposed system of arterial and collector roads as shown on the Major Thoroughfare Plan and other planning and design documents.
  - c) Local Roads shall be laid out to discourage use by cut-through traffic, to permit efficient drainage and utility systems, and to require the minimum length of roads necessary to provide convenient and safe access to property.

**(4) Road Names**

- a) Road names and their suffixes shall be approved by the Office of Public Safety.
- b) Roads which are or are planned to be a continuation of an existing road shall bear the same name.

**(5) Road Regulatory Signs**

The provision of necessary road regulatory signs on publicly maintained roads within a subdivision shall be the responsibility of the applicant with approval of the Williamson County Engineer. Intersection/stop/yield signage shall be installed prior to the issuance of the first building permit. All road signs must meet the requirements of the “Manual on Uniform Traffic Control Devices” and its revisions.

**(6) Reserve Strips**

Reserve strips may not be created adjacent to a proposed road so as to deny access from adjacent property to such road, except as permitted by the Planning Commission.

**(7) Dead-End Roads**

**a) Temporary Dead-End Roads**

- i) The arrangement of roads shall provide for the continuation of principal roads between adjacent properties when such continuation is necessary for convenient movement of traffic, effective fire protection, efficient provision of utilities, and where such continuation is in accordance with adopted plans. If the adjacent property is undeveloped and the road must be a dead-end road temporarily, the right-of-way shall be extended to the property line.
- ii) When a road is approved as a temporary dead-end road and eventual connection to adjoining property is indicated by the Planning Commission, then such temporary dead-end road shall meet the following criteria:
  - A. The road shall be built to the edge of the property line with temporary turn around area provided.
  - B. The temporary turn around area shall be located in open space.
  - C. All temporary dead-ends shall be so designated with appropriate signage at the entrance to the roads. Long dead-end roads, particularly those with sub-roads, may require additional signs.
  - D. A permanent sign shall also be installed at the dead end that provides the following notice: “Future Through Road, Subject to Future Extension”

**b) Permanent Dead-End Roads**

- i) When a road does not extend to the boundary of the subdivision and its continuation (immediately or in the future) is not required by the Planning Commission for access to adjacent property, its terminus normally shall be of sufficient distance from such boundary to allow for appropriate development of the intervening land.
- ii) A permanent turnaround shall be provided at the end of all permanent dead-end roads. Circular turnarounds shall be provided whenever

possible; however, where appropriate, other types of turnarounds may be approved.

- iii) Dead-end roads shall be restricted to a maximum length of 1,600 feet as measured from the end of the cul-de-sac to the centerline of the last intersecting road.
- iv) The minimum length of the dead-end road shall be 150 feet as measured from the end of cul-de-sac to the centerline of the last intersecting road and shall be of sufficient length to serve at least two lots having frontage only on the permanent dead-end road.
- v) All permanent dead-end roads shall be so designated with appropriate signage on the roads.

**c) Access to Publicly Maintained Roads**

Within a proposed subdivision, no new roads shall be accepted for public maintenance when such roads are not directly accessible by an existing publicly maintained road.

- (8)** Construction of fences, gates, entrance walls, or other obstructions deemed hazardous to the motoring public shall not be permitted in the road right-of-way. Determination of hazardous conditions shall be made by the Highway Superintendent and the County Engineer.

**(B) Design Standards**

**(1) General Requirements**

In order to provide for roads of suitable location, width, and improvement to accommodate prospective traffic and afford satisfactory access for emergency services, sanitation, and road maintenance equipment, and to coordinate roads so as to compose a convenient system and avoid undue hardships to adjoining properties, the minimum design standards for public roads designated in this Section and in Appendix E are required.

**(2) Minimum Design Speed**

Except for stop-controlled intersections and turnarounds, all local roads shall have a minimum design speed of 25 mph, per AASHTO.

**(3) Grades**

Grades for local roads shall not exceed twelve percent (12%). Grades for Collector Roads shall not exceed ten percent (10%). Grades for Arterial Roads shall not exceed seven percent (7%). For proper drainage, the minimum grade on any road should be one percent (1%). Road cross-slope (crown) shall be a minimum of two percent (2%) measured from the road centerline to the edge of pavement.

**(4) Road Surfacing and Improvements**

All engineering improvements, including but not limited to road surfacing, shoulders, drainage improvements and structures, curbs, and turnarounds shall conform to all standards contained in this Section and Appendix E.

**(5) Intersections**

- a) Roads shall be laid out so as to intersect as nearly as possible at right angles.

- b) A proposed intersection of two (2) new roads at an angle of less seventy-five (75) degrees shall not be permitted.
- c) Roads shall have a minimum 100 foot tangent section approaching an intersection.
- d) Property line radii at road intersections shall not be less than 25 feet.
- e) Not more than two (2) roads shall intersect unless specifically approved by the Planning Commission.
- f) Proposed new intersections along one side of an existing road shall, wherever practicable, coincide with any existing intersections on the opposite side of such road.
- g) Road jogs with centerline offsets of less than 125 feet are not allowed.
- h) All intersections shall provide a leveling area not to exceed three percent (3%) in grade for a minimum of fifty (50) feet.
- i) Where any road intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the applicant shall eliminate these obstructions in connection with the grading of the public right-of-way to the extent deemed necessary to provide adequate sight distance.
- j) All intersections are subject to the AASHTO sight distance requirements.

**(C) Road Dedications and Reservations**

**(1) Private Roads**

There shall be no private roads platted in any subdivision unless approved by the Planning Commission as provided in the Zoning Ordinance.

**(2) Widening and Realignment of Existing Roads**

**a) Existing Road Dedication Standard**

The Regional Planning Commission shall not require an owner of private property to dedicate real property to the public, or pay money to a public entity in an amount that is determined on an individual and discretionary basis, unless there is an essential nexus between the dedication or payment and a legitimate local governmental interest and the dedication or payment is roughly proportional both in nature and extent to the impact of the proposed use or development of the property. An owner of private property required to make a dedication or pay money in violation of this Subsection may seek relief through a common law writ of certiorari in chancery court.

**b) Minor Subdivisions**

Where a Minor Subdivision borders an existing County road with a right-of-way width that is less than that called for in the Major Thoroughfare Plan or when the Major Thoroughfare Plan indicates the realignment or widening of a road that would use some of the land in a proposed subdivision, the applicant shall be required to reserve right-of-way along the property frontage necessary for such widening and realignment.

**c) Major Subdivisions**

Where a Major Subdivision borders an existing County road with a right-of-way width that is less than that called for in the Major Thoroughfare Plan or when the

Major Thoroughfare Plan indicates the realignment or widening of a road that would use some of the land in a proposed subdivision, the applicant shall be required to either reserve right-of-way or provide a dedication for the land necessary for such widening and realignment along the property frontage, subject to the standards outlined in Section 3.03(C)(2)a) above. Additionally, the applicant may be required to improve such widened or realigned road or make off-site road improvements based upon the requirements of the Zoning Ordinance.

**(3) Dedication of New Road**

Prior to final approval of a subdivision plat or release of the maintenance bond (whichever occurs last) all public roads shall be completed and offered for dedication. Formal acceptance shall be in accordance with Section 4.05 herein.

**(D) Minimum Road Requirements for Issuance of Building Permits**

No building permits shall be issued until the applicant has completed construction of the road through placement of the initial asphalt surface, as indicated in Appendix E, and installation of the storm water drainage system, as defined in Section 3.04, herein. Building permits may only be issued upon inspection by the County Engineer or his designee confirming that this requirement has been met, and receipt by the Building Codes Department of notice that such installation has occurred.

## **Section 3:04: Drainage, Storm Sewers and Floodplain**

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**(A) General Requirements**

The Planning Commission shall not approve any plat of subdivision which does not make adequate provisions for storm water controls, which as a minimum, insure that the rate of runoff does not increase above that which was existing prior to construction and that flooding upstream and downstream will not increase.

**(1)** The review and approval of drainage plans for proposed subdivision shall be the responsibility of the County Engineer and such approval shall be based on the requirements in the Appendix E and the Storm Water Management Regulations.

**(2)** The review of drainage plans should generally include the following:

- a) The type of drainage facilities proposed (i.e., open channels versus storm sewers).
- b) Designs to avoid off-site impacts both upstream and downstream from the development.
- c) On-site or off-site improvements necessary to accommodate upstream drainage.
- d) Possible problems due to localized poor drainage or features such as sinkholes or wetlands.
- e) No construction shall be performed in such a manner as to materially increase the degree of flooding in its vicinity or in other areas whether by flow restrictions, increased run-off or by diminishing retention capacity.
- f) Applicants will coordinate drainage plans with any existing drainage plans or studies within the County.

**(B) Dedication of Drainage Easements**

**(1) General Requirements**

Where more than one lot in a subdivision is traversed by a watercourse, drainage way, channel or pipe, a storm water easement or drainage easement shall be provided



conforming substantially to the lines of such watercourse, and of such width and construction as will be adequate for the purpose. Whenever possible, it is desirable that the drainage way be maintained by an open channel with landscaped banks and adequate width, as described in Appendix E, for maximum potential flow.

**(2) Drainage Easements**

- a) Where topography or other conditions make inclusion of drainage facilities within the road right-of-way impractical, perpetual unobstructed easements of appropriate width, in accordance with Appendix E, for such drainage facilities shall be provided across property outside the right-of-way and with satisfactory access to the road. Easements shall be carried from the road to a natural watercourse or to other drainage facilities.
- b) The applicant shall dedicate, either in fee simple or by drainage easement, land on both sides of existing watercourse, with the width prescribed by Appendix E.
- c) Along waterways, low-lying land subject to flooding or periodic overflow during storm periods, whether or not included in areas for dedication, shall be preserved and retained in their natural state as areas for drainage.

**(C) Erosion/Prevention and Sediment Control (EPCS)**

In all proposed subdivisions the applicant shall give careful consideration to the control of erosion. Such consideration shall include those steps necessary to prevent erosion during the development of the subdivision, and the design of the subdivision and drainage system so as to avoid subsequent erosion problems after the subdivision is completed.

- (1) EPCS Plan- Prior to the approval of the Preliminary Plat, the Planning Commission shall require an EPCS plan to minimize erosion during construction of the subdivision. After an EPCS plan is prepared, such plan shall be approved by the County Engineer prior to the initiation of any grading or construction work within the subdivision.
- (2) In addition, it is the responsibility of the applicant to develop EPCS plans for each building lot. These plans shall prescribe minimum standards that the lot developer will be expected to meet. Failure to adhere to these minimum standards will result in an enforcement action as described in the Storm Water Management Regulations.
- (3) Improvements for Permanent EPCS- The Planning Commission may require, as necessary, structural or other improvements designated to prevent or minimize long term erosion and siltation from within the subdivision. All required improvements shall be included in calculating the performance bond.

**(D) Floodplain**

The Planning Commission shall not approve the subdivision of land if any building or structures would be damaged by flood waters. Buildings or structures are strictly prohibited within the area designated as the 100-year floodplain; as identified by current U. S. Army Corps of Engineers Studies, FEMA Flood Studies and maps, or any other recognized and accepted studies by or for this Planning Commission. Included is any encroachment by embankment to obtain elevations above the 100-year flood elevation. No filling whatsoever is allowed within the 100-year floodplain. Where open space is required in a subdivision, all land designated within the 100-year floodplain shall be located in required open space. Where open space is not required, all land designated within the 100-year floodplain may be located on a lot, but shall not be located within any building envelopes.

## **Section 3.05: Water Facilities**

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**(A) General Requirements**

- (1) No subdivision shall be approved until provisions are made for an adequate water supply for domestic use.
- (2) Any off-site water system improvements required by the water utility provider in order to serve a proposed subdivision shall be the responsibility of the applicant and/or utility provider, as determined by the utility provider.
- (3) All public water mains within a major subdivision (excluding Large Lot Easement Subdivisions) shall be rated for a minimum of 200 p.s.i. and at least 6 inches in diameter except as otherwise approved by the Planning Commission.
- (4) An adequate system of water mains shall be provided as part of the development to provide for adequate water and fire protection. Every attempt shall be made to establish a "looped" system with a minimum of dead-end lines.
- (5) Service connections shall be provided for each lot.

**(B) Fire Protection**

- (1) Fire protection for Major Subdivisions (Excluding Large Lot Easement Subdivisions) shall be subject to the following standards:
  - a) Fire hydrants with a minimum flowrate of 500 gpm must be provided. Fire Hydrants shall be spaced no more than 1,000 feet apart and no building envelope shall be located more than 500 feet from a hydrant.
  - b) Fire hydrant spacing shall be measured along a road and shall be located so that they will be accessible, protected from traffic hazards, and will not be obstructed.
- (2) Fire protection for Minor Subdivisions and Large Lot Easement Subdivisions shall be subject to the following standards:
  - a) Except as outlined below, fire hydrants with a minimum flowrate of 500 gpm must be provided. Fire hydrants shall be spaced no more than 1,000 feet apart and no building envelope shall be located more than 500 feet from a hydrant.
  - b) If fire hydrants are not provided in accordance with subsection (2)(a) above, building envelopes must be spaced no closer than 200 feet apart and either:
    - i) Sprinkler systems shall be provided in all habitable structures; or
    - ii) Acceptable fire apparatus access shall be provided for each structure, including the following:
      - A. The maximum driveway grade (including shared drives) to each structure shall not exceed 15 %;
      - B. If the length of any driveway (including shared drives) leading to a habitable structure exceeds 1,000 feet, a turnaround area with a radius of at least 40 feet shall be provided no further than 1,000 feet from such habitable structure(s);
      - C. The minimum width of any driveway (including shared drives) shall be 16 feet; and
      - D. A landing area with a grade no greater than 8 % shall be provided no further than 200 feet from all habitable structures in order to stage firefighting apparatus.
  - c) Fire hydrant spacing shall be measured along a road and shall be so located that they will be accessible, protected from traffic hazards, and will not be obstructed.

**(C) Dedication of Facilities**

All water facilities shall be constructed to the standards and specifications adopted by the Tennessee Department of Environment and Conservation, applicable utility districts/companies and Williamson County. Water facilities serving all Major Subdivisions, except Large Lot

Easement Subdivisions, shall be publicly dedicated and each separate building site shall be directly served by a public water line.

**(D) Minor Subdivisions and Large Lot Easement Subdivisions Without Public Water**

Where minor subdivisions and large lot easement subdivisions are proposed in areas where public water is not available, the following criteria must be met:

- (1)** Lot areas must be in excess of five acres;
- (2)** The Final Plat shall state: Public potable water is not available for this site. Williamson County bears no responsibility when approving this plat that a dedicated source of potable water is available.

## **Section 3.06: Sanitary Sewerage Facilities**

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**(A) General Requirements**

- (1)** No subdivision shall be approved until provisions are made for the adequate disposal of wastewater from the site.
- (2)** Wastewater services may be provided via individual subsurface sewage disposal systems for each lot, nontraditional wastewater treatment and disposal systems, as defined by the Zoning Ordinance or treatment and disposal facilities owned and operated by a governmental entity.
- (3)** The governmental entity or utility district or utility company providing sewer service must issue written intent to service this subdivision.

**(B) Subsurface Sewage Disposal Systems**

- (1)** All individual subsurface sewage disposal systems shall be approved by the Department of Sewage Disposal Management.
- (2)** The criteria for approval of individual subsurface sewage disposal systems by the Department of Sewage Disposal Management shall be those found in the Regulations Governing On-Site Sewage Disposal Systems of the Williamson County Department of Sewage Disposal Management, as adopted by the Board of Health.
- (3)** All lots approved solely with individual subsurface sewage disposal systems shall have a minimum lot area as determined by the Zoning Ordinance or by the Regulations Governing On-Site Sewage Disposal Systems of the Williamson County Department of Sewage Disposal Management, whichever is greater.
- (4)** The individual subsurface sewage disposal system shall be located upon the lot it is intended to serve. Any off-site septic easements may only be approved by the Planning Commission via a variance to these Regulations.

**(C) Nontraditional Wastewater Treatment and Disposal Systems**

All subdivisions intended to be served by a nontraditional wastewater treatment and disposal system shall meet all of the standards and regulations as outlined in Article 20 of the Zoning Ordinance and any rules, regulations and specifications of the Tennessee Department of Environment and Conservation.

**(D) Governmental Treatment and Disposal Systems**

All sewer facilities shall be constructed to the standards and specifications adopted by the Tennessee Department of Environment and Conservation or applicable municipality or utility district. All such facilities shall be dedicated to the appropriate entity. Public sewers shall include a service connection for each lot at the property line.

## **Section 3.07: Sidewalks**

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**(A) General Requirements**

The provision of sidewalks is not a requirement of these Regulations. However, in those instances where the Zoning Ordinance requires sidewalks or the applicant determines that the provision of sidewalks is in the best interest of the subdivision, the following standards shall apply.

**(B) General Standards**

- (1)** All sidewalks shall be constructed in accordance with all applicable state and federal laws and regulations, including but not limited to, the Americans with Disabilities Act (ADA).
- (2)** Except where ramps exist for access to intersections, all sidewalks shall be located outside of the proposed right-of-way.
- (3)** All portions of sidewalks within the right-of-way must be certified by the design engineer to comply with ADA requirements in their as-built condition.
- (4)** The cost of construction of the sidewalks located in the right-of-way shall be included in the calculation of the roads, drainage and erosion control bond.
- (5)** Maintenance of sidewalks shall be the responsibility of a homeowners association, except the portion of the sidewalk located in a public right-of-way, which will be accepted onto the County Road List. Such responsibility shall be noted on the Final Plat of the subdivision and the restrictive covenants governing this subdivision.
- (6)** Sidewalk location shall be delineated on the Final Plat, and shall be within a designated access easement.

## **Section 3:08: Street Lights**

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### **(A) General Requirements**

The provision of street lights is not a requirement of these Regulations. However, in those instances where the applicant determines that the provision of such is in the best interests of the subdivision, the standards to follow shall govern.

### **(B) General Standards**

- (1)** Street lights may be located within the proposed right-of-way, subject to the approval of the Highway Superintendent.
- (2)** Street light location shall be delineated on the Preliminary Plat.
- (3)** Maintenance of the street lights and the associated utility costs shall be the responsibility of a homeowners association, and such responsibility shall be noted on the Final Plat of the subdivision and the restrictive covenants governing the subdivision.
- (4)** Street lights shall be directed downward and shall use full cut-off lenses or hoods to prevent glare or spillover onto adjacent parcels and roads.

## **Section 3.09: Cable Utilities**

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In order to reduce maintenance costs, reduce dangers from storm damaged cable utilities, and improve the visual quality of new subdivisions, applicants are encouraged to install cable utilities underground. When such utilities will be outside the right-of-way, permanent utility easements of sufficient width shall be required, where necessary, to ensure the adequate provision of such services.

## **Section 3.10: Public Uses**

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If the County has adopted a plan calling for the provision of public uses or facilities (e.g. parks, schools, libraries, public safety facilities, greenway trails, etc.) in close proximity to a proposed subdivision, an applicant may be required to set aside land to accommodate such public uses or facilities. The Planning Commission may require the applicant to dedicate for use or reserve, for future acquisition by the County, any site which the Planning Commission considers suitable and necessary for future said public use.

## **Section 3.11: Additional Landscaping or Buffers**

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If the Planning Commission finds that the required buffer or landscaping requirements of the Zoning Ordinance are inadequate to screen the adjacent property from a proposed subdivision, due to topography or other conditions, the Planning Commission may require the applicant to provide additional plantings or methods of screening.

## **Section 3.12: Non-residential Subdivisions**

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In addition to the standards in these Regulations, which are appropriate to the planning of residential subdivisions, the applicant shall demonstrate to the satisfaction of the Planning Commission that the road, parcel, and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity.

- (A) Proposed industrial parcels shall be suitable for the area and dimensions to the types of industrial development anticipated, and shall conform to all requirements of these Regulations and the Zoning Ordinance.
- (B) Road rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereupon.
- (C) Special requirements may be imposed by the Planning Commission with respect to road, curb, gutter and sidewalk design and construction.
- (D) Special requirements may be imposed by the Planning Commission with respect to the installation of public utilities, including water, sewer, and storm drainage.
- (E) Every effort should be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial subdivision, including the provision of extra depth in parcels backing up to existing or potential residential development as well as provisions for the permanent landscaped buffer strip required by these Regulations and the Zoning Ordinance.

### **Section 3.13: Mail Delivery Guidelines**

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In conjunction with the submittal of the Concept Plan, the applicant is required to provide the County with a development-wide mail delivery plan, with proof that said plan has been approved by the United States Postal Service. The location of any centralized mail delivery receptacles shall be shown on the Preliminary Plat, demonstrating sufficient access by residents.

### **Section 3.14 Natural Gas Transmission Pipelines**

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- (A) In conjunction with the submittal of a Final Plat, the developer of any residential development shall notify the operator of any natural gas transmission pipeline(s) as required by TCA Section 13-3-414, and as amended, when the development is located within 660 feet of a natural gas transmission pipeline(s);
- (B) The developer shall affix a Certificate (See Appendix A-10) to the Final Plat certifying that the developer has notified the operator of the natural gas transmission pipeline(s); and
- (C) The developer shall provide the following note on the Final Plat:

“The developer has utilized reasonable means to notify the operator of the natural gas transmission pipeline to verify the location of the pipeline and the pipeline easement. The developer has reviewed, or attempted to review, preliminary information about the proposed development with the pipeline operator.”

# **Article 4: Surety for Completion and Maintenance of Improvements**

## **Section 4.01: Completion of Improvements**

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Before the Final Plat is signed by the Secretary of the Planning Commission, all applicants shall be required to:

- (A) Complete all of the road, water, sanitary and other improvements, including lot improvements as required in these Regulations, and as specified in the Final Plat; and
- (B) Dedicate all public improvements to Williamson County, the Tennessee Department of Transportation (TDOT), and/or the appropriate utility free and clear of all liens and encumbrances on the property and on said public improvements.

## **Section 4.02: Performance Guarantees**

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### **(A) Performance Agreement**

The Planning Commission, at its discretion, may waive the requirement that the applicant complete and dedicate all improvements prior to the execution of the Final Plat, and that as an alternative, allow an applicant to delay the installation of certain on-site and off-site infrastructure or improvements through the execution of a Performance Agreement with supporting surety. The Planning Commission may consider previous performance and/or maintenance by the applicant in its deliberations to grant a waiver.

- (1) In order for the plat to be eligible for execution by the Secretary of the Planning Commission and recordation in the Register of Deeds office, the applicant shall execute a Performance Agreement and post the supporting surety within 90 days of approval of a Final Plat by the Planning Commission. Failure to execute the Performance Agreement or post the surety within 90 days will result in expiration of the approval of the Final Plat.
- (2) The Performance Agreement shall be in the amount of 120 percent of the actual estimated cost of the construction of the infrastructure or improvements as determined by the Highway Superintendent, County Engineer, Planning Director or applicable utility district.
- (3) Said Performance Agreement and supporting surety shall be in a form and manner approved by the County Attorney and in accordance with the requirements of this Article. Upon determination by the County Attorney that these documents are acceptable, the County Attorney shall affix his signature to a copy of the surety and return the document to the Planning Commission Secretary, who will then notify the applicant that the Final Plat may be recorded.
- (4) The period within which required improvements shall be completed shall not exceed one year from the date the Performance Agreement is signed; however, extensions of time and reductions of surety may be approved by the Planning Commission in accordance with this Article.
- (5) The Performance Agreement shall remain in force in its full face amount until improvements are completed and recommended for maintenance by the County and its appropriate departments or utility district, as applicable; however, the Performance Agreement supporting surety obligation may be reduced by the Planning Commission as

provided in Section 4.02(C): Reduction or Release of Performance Agreement and Surety.

**(B) Surety Required**

- (1)** A Performance Agreement authorized by the Planning Commission shall be secured by either an irrevocable standby letter of credit from an approved financial institution with an automatically renewable feature, (often termed as an “evergreen” letter of credit), or a certified check from an approved financial institution. The beneficiary of the surety shall be the Planning Commission, the Williamson County Highway Department, or the applicable utility district.
- (2)** The financial institution shall permit the letter of credit to be presented for collection at an office or branch physically located within Williamson County, Tennessee, Davidson County, Tennessee or via overnight delivery service. If overnight delivery service is the chosen methodology, then such overnight delivery requirement shall not shorten the expiration date of the letter of credit.

**(C) Reduction or Release of Performance Agreement and Surety**

- (1)** Notwithstanding maintenance obligations which are governed by Section 4.03: Maintenance Obligations, after a Performance Agreement and supporting surety have been posted by the applicant, the Performance Agreement supporting surety obligation may be reduced by the Planning Commission as provided in Section 4.02(A): Performance Agreement.
- (2)** A request for reduction of the surety or release of the Performance Agreement by the applicant shall be submitted to the Community Development Department. The Planning Commission may release the Performance Agreement, extend the Performance Agreement, or reduce a surety after consultation with the applicable utility district or County departments. In the event the request for release or reduction occurs prior to the expiration of the last term authorized by the Planning Commission, an early review fee, as established in the Administrative Manual, will be assessed to the applicant at the time of the request.
- (3)** Performance Agreements may be extended as determined by the appropriate utility districts or County departments, but such extensions shall not exceed one year. Extensions of Performance Agreements may necessitate an increase in the Performance surety amount.
- (4)** If the applicant requests extension of any Performance Agreement because of inadequate completion, then an extension fee, as established in the Administrative Manual, shall be assessed to the applicant. If the County requests the extension because it would be in the best interest of the County, then this extension fee shall be waived.
- (5)** Except for maintenance obligations, which are governed by Section 4.03: Maintenance Obligations, a request for reduction of the surety or release of the Performance Agreement shall not be granted until all of the following have been completed:
  - a)** The applicant has presented a letter to the Community Development Department requesting reduction of the surety, including the percentage amount of completion of the improvement, or release of the Performance Agreement. Such requests shall include a letter from the engineer or landscape architect employed by the applicant stating that the improvements have been installed in accordance with the approved plans and specifications, or in the case of a request for reduction, specifying the percentage of completion of the improvement. If a letter for release, the letter shall certify that the engineer has inspected the project and attest that the improvements have been constructed per the approved design. The letter shall be signed and sealed by the engineer or landscape architect. Once such a written statement from the engineer or



- landscape architect has been received, an inspection by the applicable County department shall be performed at no cost to the applicant.
- b) The appropriate County department has submitted a statement to the Community Development Department indicating that the required improvements or required landscaping have been inspected and satisfactorily completed in accordance with the approved plans, or in the case of a request for reduction, specifying the status or percentage of completion of the improvement.
  - c) Inspection of improvements by appropriate County departments shall not be the basis of the applicant's evaluation of the work performed by its contractors. An applicant shall retain a licensed engineer to oversee the construction and certify compliance with the approved plans and specifications.
- (6) No Performance Agreement for public improvements or applicable private infrastructure shall be reduced to less than 25 percent of its full-face amount, irrespective of the estimated cost of completing the improvements. An amount equal to 25 percent of the original amount may be added to the reduced amount for possible future inflation cost.
  - (7) Performance Agreements for landscaping shall not be reduced to less than 75 percent of its full-face amount, irrespective of the estimated cost of completing the improvements.
  - (8) The applicant's costs incurred in connection with a request for the extension or reduction of the surety or the release of a Performance Agreement and surety (that is, landscape architect or engineering inspections fees, legal fees, and so forth) shall be borne by the applicant, regardless of whether his/her request is ultimately granted.
  - (9) Performance Agreement terms and requirements for Nontraditional Wastewater Treatment and Disposal Systems and accompanying collection systems are outlined in Article 20: Nontraditional Treatment and Disposal Systems of the Zoning Ordinance and are incorporated herein by reference.

### **Section 4.03: Maintenance Obligations**

---

Upon completion of the Performance period, the applicant shall be required to maintain the completed improvements and required landscaping to ensure against defects in workmanship and materials. Maintenance obligations shall be subject to the terms of the Performance Agreement, which may also address the maintenance obligations unless a separate Maintenance Agreement is executed. The maintenance obligations shall be applied in accordance with the following standards:

- (A) The maintenance obligation shall remain in effect for a minimum period of one year or until final release of the maintenance obligation by the Planning Commission or other appropriate County departments, whichever period is longer.
- (B) Such maintenance obligation shall be in an amount satisfactory to the Planning Commission or other appropriate County departments, whichever is applicable. However, the maintenance obligation for landscaping improvements shall not be less than 25 percent of the original full-face amount or \$3,000.00, whichever is less, and the maintenance obligation for all other improvements shall not be less than 25 percent of the original full-face amount or \$3,000.00, whichever is greater.
- (C) The applicant shall be required to execute a Maintenance Agreement, if not addressed in the Performance Agreement, ensuring the maintenance obligation and secured by supporting surety. The same requirements and restrictions applicable to the supporting surety for the Performance Agreement shall apply to the Maintenance Agreement as described in Section 4.02(B): Surety Required.

- (D) If the improvements are not accepted at the expiration of the one year maintenance period, the Planning Commission may extend the maintenance period in intervals of one year until accepted or called. The maintenance period will only begin after the water and all in-ground utilities are installed, and the road and shoulder base, binder and the drainage system for the roads have been properly constructed.
- (E) At 80% build out of the Final Plat, at the end of the one year Maintenance period, or when considered appropriate by the Planning Commission, the applicant shall complete the improvements. The release of the Maintenance Agreement and supporting surety shall be contingent upon the completion of the above and, in the case of public road improvements, acceptance of the dedication by the County Board of Commissioners.
- (F) The Planning Commission will not consider release of the Maintenance Agreement and surety until and unless assurances have been obtained through affidavits, releases, or waivers of liens from all contractors and subcontractors of the filing of public disclaimers, that liens will not be filed against the dedicated land or improvements after they are accepted by the Community Development Department or appropriate County department.
- (G) Maintenance Agreement terms and requirements for Nontraditional Wastewater Treatment and Disposal Systems and the accompanying collection systems are outlined in Article 20: Nontraditional Treatment and Disposal Systems of the Zoning Ordinance and are incorporated herein by reference.

#### **Section 4.04: Failure to Complete Improvements**

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- (A) Where a Performance Agreement has been executed with a supporting surety posted and required improvements have not been installed within the terms of such Performance Agreement, the Planning Commission may thereupon declare the Agreement to be in default and require that all the improvements be installed regardless of the extent of the building development at the time the agreement is declared to be in default.
- (B) Where a Maintenance Agreement has been executed with a supporting surety posted and required improvements have not been maintained within the terms of such Maintenance Agreement, the Planning Commission may thereupon declare the agreement to be in default and require that all the improvements be installed/maintained regardless of the extent of the building development at the time the Agreement is declared to be in default.
- (C) Further, the Planning Director shall notify the Building Codes Director that the Performance Agreement and/or Maintenance Agreement for the subject site is in default and request that no new building permits for principal structures be issued in the development following receipt of the notification of default. The Planning Director shall also issue a notice that the subject site is in default. Said notice shall be recorded in the Registers Office of Williamson County, Tennessee. In the event the subject site is thereafter found not to be in default for any reason, prompt notice shall be given to the Building Codes Director and a release of the default recorded in the Registers Office of Williamson County, Tennessee. A default of one section of a subdivision plat, where the development is being constructed in multiple phases or sections shall cause the entire development to be found in default and no new building permits for principal structures may be issued in that development. Additionally, no applications for additional phases or sections of the development maybe submitted for consideration by the Planning Commission until such time as the default is cured and released by the Planning Commission.
- (D) In the event the Performance Agreement and/or supporting surety or the Maintenance Agreement and/or supporting surety is not renewed or extended as approved by the Planning Commission within 14 days of the expiration date of same, or if the new documentation is not in accordance with this Article, then the Performance Agreement and supporting surety or

Maintenance Agreement and supporting surety may be declared in default and the Secretary of the Planning Commission, or his designee, may issue a call or draw letter.

- (E) In all instances where a development is declared in default for any reason, when the surety is provided by a financial institution, a call or draw letter shall be presented to said financial institution for payment. Otherwise, the call or draw letter shall be presented to the applicant. Funds “called” pursuant to the Performance Agreement and supporting surety or Maintenance Agreement and supporting surety shall be placed in escrow in the County treasury. A fee will be assessed for each letter of credit or surety “called” in accordance with this Section, as established in the Administrative Manual. Issuance of a call or draw letter by the Secretary of the Planning Commission, or his designee, does not relieve the applicant of the obligations as specified in the Performance or Maintenance Agreement. The applicant may also be responsible for the costs and fees of the County in enforcing the terms of the Performance Agreement or Maintenance Agreement, including, but not limited to, any legal fees incurred by the County.

## **Section 4.05: Acceptance of Dedication Offers**

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Acceptance of offers of dedication of public roads or other public improvements to Williamson County shall be by the Board of County Commissioners, after review by the Highway Commission and Planning Commission. Only after acceptance of said dedications by the Board of County Commissioners may a Maintenance Agreement and supporting surety be released. Approval of a subdivision plat by the Planning Commission shall not be deemed to constitute or imply acceptance by Williamson County of any public roads or other public improvements shown on the plat. The Planning Commission shall require said plat to be endorsed with appropriate notes to that effect.

# **Article 5: Definitions**

## **Section 5.01: Usage**

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For the purpose of these Regulations, certain numbers, abbreviations, terms, and words used herein shall be used, interpreted, and defined as set forth in this section.

## **Section 5.02: Words and Terms Defined**

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### **AGENT, APPLICANT, DEVELOPER, SUBDIVIDER**

The owner of land proposed to be subdivided or his representative. One who, having an interest in land, causes it, directly or indirectly, to be divided into a subdivision. Consent shall be required from the legal owner of the premises.

### **ARTERIAL ROADS**

Roads that are intended to provide for connectivity between or within communities, or to and from collectors and freeways.

### **COLLECTOR ROADS**

Roads that connect local roads to the highway system's arterial roads or provide access to nonresidential uses and arterial roads.

### **CONCEPT PLAN**

A generalized Concept Plan of subdivision offering information in regard to proposed improvements and natural features of the property in question prepared prior to Preliminary Plat to save time and expense in reaching general agreement as to the form of the plat and the objectives of these Regulations.

### **DRIVEWAY EASEMENT**

A fifty (50) foot wide easement from a public road for ingress and egress to one or more lot(s). Where lots are dependent upon an easement for access, affix the Private Driveway Notation in Appendix A-7 to the face of the proposed subdivision plat(s).

### **EASEMENT**

Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property.

### **FAMILY SUBDIVISION**

The division of a lot or parcel for the purpose of sale or gift to a member of the immediate family of the property owner, where the lot to be created does not meet the minimum size requirements for the zoning district in which it is located. lots must take access from a public road or an easement with a width of at least 50 feet.

### **FINAL PLAT**

Map or plan of record of a subdivision and any accompanying material, as described in these Regulations.

### **LAND DISTURBANCE PERMIT**

A permit to allow for the cutting, disturbing, filling, moving of earth, or other land disturbing activities as regulated by the Williamson County Stormwater Management Regulations.

### **LARGE LOT EASEMENT SUBDIVISION**

Any subdivision in which lots are five (5) acres or greater in area (except for lots created via a Family subdivision, which may be less than 5 acres in size), where lots are accessed by an easement.

**LOT**

A parcel of land that:

- (A) Is undivided by any road or private road;
- (B) Is occupied by or designated to be developed for buildings or principal uses which must meet all zoning and subdivision requirements of these Regulations and the Zoning Ordinance; and
- (C) Contains the accessory buildings or uses customarily incidental to such building, use, or development, including such open spaces and yards as are designed and arranged or required by the Zoning Ordinance for such building, use, or development.

**LOCAL ROADS**

Roadways, the main purpose of which is to provide access to abutting residential and nonresidential properties.

**LOT OF RECORD**

Any validly recorded lot, which at the time of its recordation complied with all applicable laws, ordinances, and regulations.

**MAJOR SUBDIVISION**

Any subdivision consisting of five (5) or more lots with the exception of those classified as Large Lot Easement subdivisions, as defined herein.

**MINOR REVISION OF PLAT**

An adjustment to the Final Plat that will not impact proposed or existing public improvements involving two (2) or fewer building lots.

**MINOR SUBDIVISION**

A subdivision, as herein defined, that is two (2) lots or less and does not involve any of the following:

- (A) Bondable improvements; or
- (B) A petition for a variance;

**MONUMENT**

A permanent surveying appurtenance that is utilized to verify location and elevation.

**OFF-SITE**

Any premises not located within the property to be subdivided, whether or not in the ownership of the applicant for the subdivision approval.

**OWNER**

Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these Regulations.

**PRE-APPLICATION CONFERENCE**

A meeting held between applicant and Planning Staff to discuss requirements of plat approval.

**PRELIMINARY PLAT**

The preliminary drawing or drawings, described in these Regulations, indicating the manner or layout of the subdivision to be submitted to the Planning Commission for approval.

**RESUBDIVISION (MAJOR REVISION OF PLAT)**

A change in a map of an approved or recorded subdivision plat if such change affects any road layout on such map or area reserved thereon for public use, or any lot line; or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions; or involving more than two (2) building lots.

**SLOPE**

The deviation of the land surface from the horizontal, generally expressed in percent, i.e. vertical rise or fall per foot dividing the horizontal distance between contour lines into the vertical interval of the contours as required by the appropriate regulations.

**SMALL MAJOR SUBDIVISION**

A subdivision that contains two (2) to four (4) lots of less than five (5) acres each with no public improvements (roads, waterlines or sewer lines) required and requiring Planning Commission approval. Unless otherwise specified, the procedure outlined for major subdivisions is applicable to small major subdivisions.

**SUBDIVISION**

The division of a tract or parcel of land into two (2) or more lots, sites or other divisions requiring new road or utility construction, or any division of five (5) acres or less or of more than five (5) acres in size for the purpose, whether immediate or future, of sale or building development and includes resubdivision and when appropriate to the context, related to the process of resubdividing or to the land or area subdivided.

**UTILITY**

Any construction of public roads, public water, public drainage, public sanitary facilities or any other improvement that is or will be dedicated to public use.

**VARIANCE**

Permission to depart from the literal requirements of these Regulations granted pursuant to Section 1.09.

# Appendices

# Appendix A: Plat Certificates

## Appendix A-1: Certificate of Ownership and Dedication

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### CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owner (s) of the property shown and described hereon. as evidenced in book number, page, R.O.W.C., and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction line, and that offers of irrevocable dedication for all public streets, utilities and other facilities have been filed as required by these Regulations.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Title (if acting for partnership or corporation)

## Appendix A-2: Certificate of Accuracy

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### CERTIFICATE OF ACCURACY

I hereby certify that the plan shown and described hereon is true and correct survey to the accuracy required by the Williamson County, Tennessee Regional Planning Commission and that the monuments have been or will be placed as shown hereon, to the specifications of the subdivision Regulations, as approved by the County Engineer.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Registered Land Surveyor



## **Appendix A-3: Certification of General Approval for Installation of Subsurface Sewage Disposal Systems with Restrictions**

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### CERTIFICATION OF GENERAL APPROVAL FOR INSTALLATION OF SUBSURFACE SEWAGE DISPOSAL SYSTEMS WITH RESTRICTIONS

General approval is hereby granted for lots proposed hereon as being suitable for subsurface sewage disposal with the listed and/or attached restrictions.

Before the initiation of construction, the location of the house or other structure and plans for the subsurface sewage disposal system shall be approved by the local health authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Of Sewage Disposal Management

## **Appendix A-4: Certification of the Approval of Streets**

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### CERTIFICATION OF THE APPROVAL OF STREETS

I hereby certify: (1) that all streets designated on this final subdivision plat have been installed in an acceptable manner and according to Williamson county Roadway and Drainage Regulations, or (2) that a surety bond has been posted with the Planning Commission to assure completion of all required improvements in case of default.

\_\_\_\_\_, 20\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
County Road Superintendent

## **Appendix A-5: Certificate of Approval of Utility Systems**

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### CERTIFICATE OF APPROVAL OF UTILITY SYSTEMS

I hereby certify that the following utility systems outlined or indicated on the final subdivision plat entitled have been installed in accordance with current local and/or state government requirements or that a surety bond has been posted with the Planning Commission to assure completion of all required improvements in case of default. Also, I certify that the hydraulic design criteria specified in Section 5.5 of Williamson County Subdivision Regulations have been met.

Water System \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name, Title, and Agency of  
Authorized Approving Agent

Sewer System \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name, Title, and Agency of  
Authorized Approving Agent

## **Appendix A-6: Certificate of Approval for Recording**

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### CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Williamson County, Tennessee, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission and that it has been approved for recording in the office of the County Register.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Planning Commission

THIS APPROVAL SHALL BE INVALID IF NOT RECORDED BY:

\_\_\_\_\_  
Date

## Appendix A-7: Private Driveway Notation

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### PRIVATE DRIVEWAY NOTATION

This is a private driveway and is not a public road. Williamson County does not have responsibility for building or maintaining the private driveway. The Williamson County Highway Commission may, at its discretion, agree to accept this private driveway as a public road into the County Highway System if all property owners agree to (1) petition the Highway Commission for a public road and (2) build or pay for upgrading the private driveway to County specifications in effect at the time of the request.

\_\_\_\_\_, 20 \_\_\_\_  
Date

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
County Road Superintendent

By signing below, the property owner(s) of all lots within the bounds of this plat acknowledge awareness of the above Private Driveway Notation, and understands Williamson County does not have responsibility for building or maintaining the private driveway

\_\_\_\_\_  
Owner Signature(s)

\_\_\_\_\_  
Tax Map & Parcel Number of Lot

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deed Book & Page

## Appendix A-8: Certificate for Addresses

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### CERTIFICATE FOR ADDRESSES

I do hereby certify that the addresses denoted on this final plat are those assigned by Department of Information Technology (IT).

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Department

\_\_\_\_\_  
Title

## **Appendix A-9: Certificate of Approval of Subdivision Name and Street Names**

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### CERTIFICATE OF APPROVAL OF SUBDIVISION NAME AND STREET NAMES

I do hereby certify that the subdivision name and street names denoted on this final plat have been approved by the Williamson County Emergency Management Agency (EMA).

\_\_\_\_\_  
Date

\_\_\_\_\_  
EMA Department  
or Authorized IT Representative

\_\_\_\_\_  
Title/Dept.

## **Appendix A-10: Natural Gas Transmission Pipelines**

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### CERTIFICATE OF NOTIFICATION OF NATURAL GAS TRANSMISSION PIPELINES

I (we) do hereby certify that I (we) have notified the operator of any natural gas transmission pipeline located within 660 feet as required by TCA Section 13-3-414, and as amended.

\_\_\_\_\_, 20\_\_\_\_\_  
Date

\_\_\_\_\_  
Developer Signature

\_\_\_\_\_  
Developer Name (Printed)

\_\_\_\_\_  
Title (if acting for partnership or corporate entity)

# Appendix B: Required Water Letters

## Appendix B-1: Water Letter for Major Subdivisions

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### WATER LETTER FOR MAJOR SUBDIVISIONS

Chairman  
Williamson County Regional Planning Commission  
1320 W. Main St, #400  
Franklin, TN 37064

RE: Water service for \_\_\_\_\_  
(Subdivision, Location, Number Lots)

Dear Mr. Chairman:

Upon submission of the above-noted preliminary plan to us by the developer, we have investigated our ability to provide water for this development.

After consultation with our engineer, \_\_\_\_\_, and considering the location and elevation of all the proposed residential building sites on the submitted plan, the \_\_\_\_\_ Utility District can and will furnish potable water at an adequate pressure and volume to serve this development.

By adequate service, it is understood that all proposed sites will have a minimum residual pressure of 20 p.s.i. at the water meter and of such volume that normal household demands will be met without significant pressure reduction and that at every fireplug there will be available a minimum volume of 250 gallons per minute with a residual pressure of 20 p.s.i. unless an unexpected emergency or an unforeseen circumstance arises, in which event the district does not guarantee any specific volume or pressure at any time or place.

Furthermore, our source of water is \_\_\_\_\_ which has a minimum daily capacity of \_\_\_\_\_ gallons per day. Our source is capable to and we will serve the required quantity of water for existing use, presently committee to taps and this project.

The water plans for the above mentioned development were reviewed and approved as reflected in the \_\_\_\_\_ minutes of the \_\_\_\_\_ Utility District.

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

## Appendix B-2: Water Letter for Minor Subdivisions

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### WATER LETTER FOR MINOR SUBDIVISIONS

Chairman  
Williamson County Regional Planning Commission  
1320 W. Main St, #400  
Franklin, TN 37064

RE: Water service for \_\_\_\_\_  
(Subdivision, Location, Number Lots)

Dear Mr. Chairman:

Upon the submission of the above-noted preliminary plan to us by the developers we have investigated our ability to provide water for domestic service to this development.

After consultation with our engineer, \_\_\_\_\_, and considering the location, the \_\_\_\_\_ can and will furnish potable water at an adequate pressure and volume to serve this development as required by the Tennessee Department of Public Health, except for unforeseen and uncontrollable interruptions.

Furthermore, our source of water is \_\_\_\_\_ which has a minimum daily capacity of \_\_\_\_\_ gallons per day and we are presently committed to \_\_\_\_\_ gallons per day. Our source is capable to and will serve the required quantity of water, for existing use, presently committed taps and this project.

The water plans for the above mentioned development were reviewed and approved by the Commissioners of the District. \_\_\_\_\_  
(Date)

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

# **Appendix C: Letter of Credit Minimum Requirements**

## **Letter of Credit Minimum Requirements**

### **Williamson County Regional Planning Commission**

#### **IRREVOCABLE DOCUMENTARY/STANDBY LETTER OF CREDIT**

The following components, at a minimum, shall be included in any letter of credit issued by any financial institution on behalf of an applicant to the Williamson County Regional Planning Commission.

- (1)** Date of Issue
- (2)** Name and Address of Issuing Bank
- (3)** Name and Address of Advising Bank, if any
- (4)** Credit Number
- (5)** Name and Address of Accountee
- (6)** Name and Address of the Beneficiary – if the for Planning Commission the address is:

Williamson County Planning Commission  
1320 West Main Street, Suite 400  
Franklin TN 37064

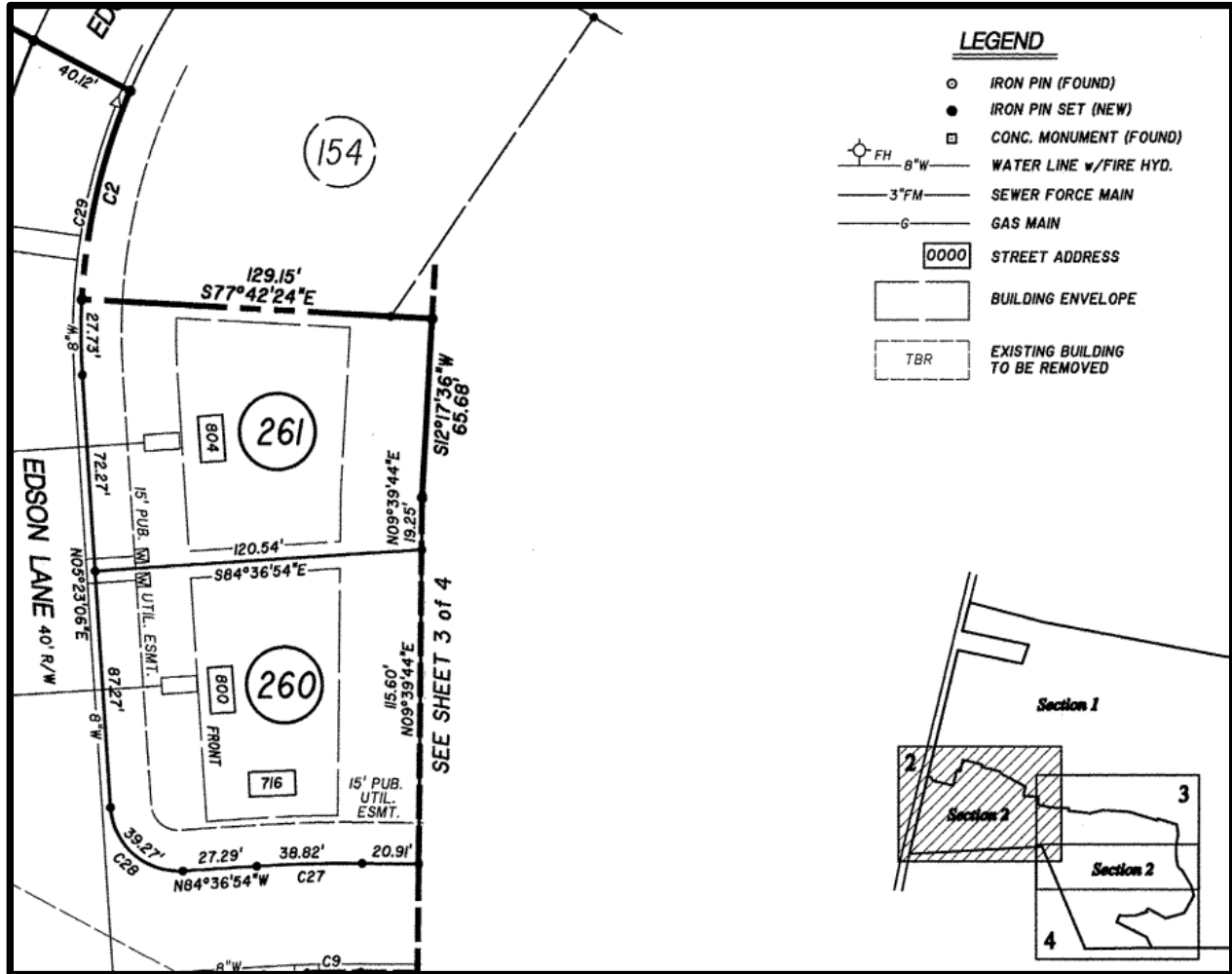
- (7)** Auto-renewal (Required)
- (8)** Maximum Amount
- (9)** Name of the Development and specific section or phase, if any, for which the letter of credit is issued.
- (10)** Description of the type of improvement the letter of credit is securing, for example: Roads, Drainage and Erosion Control, Landscaping; Off-Site Road Improvements; etc.
- (11)** Certification statement:

We hereby issued this documentary letter of credit in your (the beneficiary's) favor for which is available against your drafts at \_\_\_\_\_ accompanied by the following document: A certificate of default signed by the Secretary or other official of the Williamson County Regional Planning Commission certifying that the accountee has not complied with the terms of the agreement between the Planning Commission and the accountee and the amount of approximate damage to the local government, which amount shall be identical to the face amount of the accompanying draft.

- (12)** Location/Address of branch of Bank where draft may be presented, which shall be Williamson County, Davidson County, Tennessee or via overnight delivery.

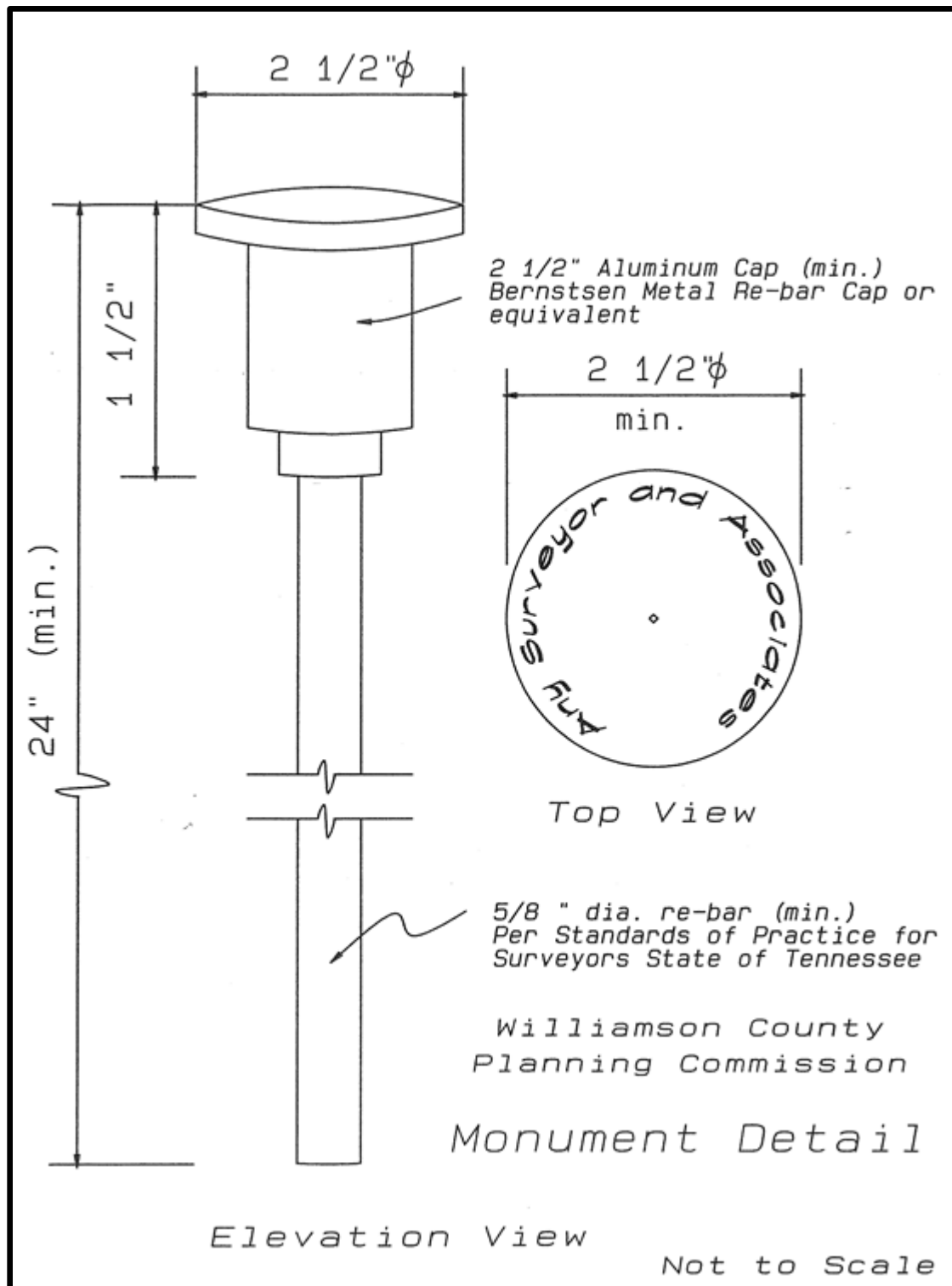
# Appendix D: Monumentation

## Appendix D-1: Monumentation Detail Number 1





## Appendix D-2: Monumentation Detail Number 2



# **Appendix E: Specifications for Subdivision Roadway and Drainage Construction Incidental to Land Development in Williamson County, Tennessee**

Adopted By:  
Williamson County Regional Planning Commission  
Date May 13, 2021

## Appendix E-1: General Procedure

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### (A) Construction Plans

The steps for review and approval of construction plans are as follows:

- (1) Concurrent with a Preliminary Plat Submittal, the Developer will submit detailed construction plans to the County Engineer, as described in Section III, for the phase of work to be accomplished.  
The plans will be submitted with all pertinent supportive data for review by the County. Such supportive data will include, but not be limited to, drainage work sheets, drainage computations, etc.
- (2) The data to be included and shown on the plans is noted in Section III.  
Upon review and approval of the construction plans by the County Engineer, an electronic copy will be stamped, signed, dated and made available to the applicant online.
- (3) A Land Disturbance Permit is required before construction can begin.
- (4) No final plats will be heard for approval by the Planning Commission until an approved set of construction plans have been obtained by the developer for the section being readied for recording.

## Appendix E-2: Classification by Use

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### (A) Classification

For the purpose of these regulations, roads shall be classified as follows:

- (1) Local  
Local roads are the typical road in a residential subdivision designed to serve a majority of light passenger car traffic. They are often designed to discourage through traffic and provide access to individual lots. Local roads are often classified by default. In other words, once all Arterial and Collector roadways have been identified, all remaining roadways are classified as Local Roads.
- (2) Collector  
Collectors gather traffic from Local Roads and funnel it to the Arterial network. Collector Roads may also provide land access and traffic circulation in higher density residential, commercial, and industrial areas.
- (3) Arterial  
Arterial Roads serve the highest traffic volume corridors and longest trips. They interconnect and provide continuity for Collector Roads by accommodating trips entering and leaving urban areas. Arterial Roads are not constructed within residential subdivisions.
- (4) A listing of Collector and Arterial Roads can be found in the Major Thoroughfare Plan.

### (B) Typical Sections and Standard Details

Supplementing these regulations are the attached typical roadway sections and details. To avoid unnecessary duplication, reference has also been made to TDOT standard drawings where applicable. For situations not specifically covered in this document, reference can be made to the current edition of A Policy On Geometric Design Of Highways And Streets by the American Association of State Highway and Transportation Officials (AASHTO).

## **Appendix E-3: Construction Plan Requirements for New Subdivision Development in Williamson County, Tennessee**

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The construction plans for a subdivision phase shall be submitted to the County Engineer through the County's online plans review system. The Construction Plan application will occur at the same time as an application for Preliminary Plat review. The PDF plan set shall consist of a Title Sheet, Detail Sheets, a Roadway and Sign Plan, a Grading and Drainage Plan, Plan and Profile Sheets, and any other information required for proper review of the proposed construction.

**(A) Title and Cover Sheet Shall Include:**

- (1) Name of Development
- (2) Name and Address of Developer/s
- (3) Name and Address of Engineer and Surveyor
- (4) Professional Engineer's or Surveyor's Stamp and Signature
- (5) Location Map

**(B) Detail Sheets Shall Include:**

- (1) Catch Basins, Junction Boxes and Headwalls
- (2) Bridges
- (3) Typical Road Sections
- (4) Typical Ditch Sections
- (5) Cross Drain Details
- (6) Erosion Control Structure Details
- (7) Any other structures or construction requirements of special detail.

**(C) Roadway And Sign Plan Shall Include:**

- (1) A layout of the road at a scale no less than 1" = 100'.
- (2) The width of all proposed and existing rights-of-way and pavements.
- (3) The proposed location of all traffic signs, warning signs, and regulation signs required along with a proposed striping plan.

**(D) Grading And Drainage Plans Shall Include:**

- (1) A complete plan of the proposed development of scale no greater than one inch (1") equals one hundred (100) feet. This plan is to include complete contours of interval no greater than two (2) feet. North American Datum of 1983 (NAD83) Datum is to be used exclusively. A north arrow will be shown on the plan. The source and date of the contour should be noted.
- (2) All proposed roads and lot patterns, with roadway stations shown on the road plans.
- (3) A detailed typical section indicating type of road construction proposed.
- (4) All drainage structures, including inlets, catch basins, junction boxes, culverts, crossdrains, headwalls, and drainage ditches, shall be shown in size, type, and material. Details of the structures shall be included with these plans. Ornamental entrances and structures will be examined on an individual basis. Roadway inlets and associated pipe culverts should be designed for the 10-year storm, and checked for the 100-year storm to insure that runoff does not bypass any detention structures. Crossdrains should be designed for the 25-year storm and checked for the 100-year storm.
- (5) All proposed drainage ditches, channel changes, or improvements shall be shown with typical section, slope, exact location, and length of change or improvements indicated. Open channels should be designed for the 10-year storm and checked for the 100-year storm to determine road overtopping and insure that any detention facilities are not bypassed.

- (6) Where a ditch section is used, the stabilization of roadside ditches will be as required by this Appendix, and shall be shown with length, grade, location and type of stabilization required.
- (7) All off road fill areas will be indicated as such, with the limits and elevation indicated on each lot affected.
- (8) At least one permanent Bench Mark location will be indicated, within the development, with the proper elevation and description of same. (NAVD88 Datum to be used exclusively.)
- (9) Design of the storm drainage system shall be based on the current Williamson County Storm Water Management Regulations. All Hydraulic data shall be stamped by a TN licensed engineer and submitted with the design plan.
- (10) Drainage Easements for Ditches/Swales (open channels) and Culverts:
  - a) Easements shall be dedicated for all drainage features conveying concentrated flow across property boundaries.
  - b) For engineered open channels, the entirety of the channel including the side slopes shall be within the easement.
  - c) For channels greater than five (5) feet in top width, the easement should also extend a minimum of five (5) feet beyond the top width of the channel on each side. Otherwise, the minimum easement width is ten (10) feet.
  - d) The engineered open channel shall be fully stabilized in accordance with these regulations, the Williamson County Storm Water Management Regulations, and done so in a way so that its location and geometry will be permanent and free of erosion.
  - e) Each easement shall be dedicated on the final plat of record and shall be dimensioned in such a fashion that it can be reproduced on the ground with certainty.
  - f) Any proposed open channel shall be constructed within the dedicated easement and any existing open channel not classified as a stream shall be located in the field with an easement of sufficient width dedicated.
  - g) The width and location of all easements shall meet the approval of the Williamson County Engineer.
  - h) Unless otherwise approved by the County Engineer, easements for all culverts conveying drainage across property lines shall be a minimum of twenty (20) feet in width. Greater widths may be required based on the depth of the culvert.

**(E) Plan and Profile Sheets**

The plan-profile sheets submitted with the grading and drainage plans shall include the following”

- (1) Detail plans for streets shall be plotted on standard plan and profile sheets to a scale of not less than 1" = 100' horizontal, and not less than 1" = 10" vertical. Mixing of scales within a set of plans is discouraged.
- (2) The street plan section shall include the street plotted to the proper scale with stationing shown; the stationing should match that shown on the profile section as nearly as possible.
- (3) Profile section shall be plotted to the same scale as heretofore mentioned, and shall include the proposed centerline finish grade profile, in addition to the existing centerline profile.
- (4) Where curb type development is to be used, existing ground profiles at the left and right right-of-way boundaries will be shown as to station and elevation. Combined curb and gutter should be utilized instead of extruded curb only. Detached post curb may be utilized for medians.

- (5) All vertical control points on or pertaining to the proposed centerline profile such as P.V.C., P.V.I., and P.V.T. points, all low points, and street intersections, shall be shown as to station and elevation.
  - (6) All percent grades and vertical curve data shall be shown.
  - (7) All drainage structures incidental to the street construction shall be shown giving the stationing, skew and type. A detail of the type structures shall be included with these plans.
  - (8) Invert and top grade elevations on all catch basins and inlets shall be shown in addition to flow line elevations, stations, and percent grades on all crossdrains and pipe between inlets and catch basins.
  - (9) Drainage arrows shall be shown indicating the intended direction of flow throughout the plan including all off road localized drainage.
  - (10) Where ditch section is used, the stabilization required for the roadside ditches shall be shown with both the length and type stabilization required.
  - (11) Where special structures, such as box culverts, bridges, or junction boxes are proposed in the development, detailed plans showing all dimensions, reinforcement, spacing, sections, elevations, structural design notes and other pertinent information necessary to complete said detailed plans shall be submitted to the County Engineer as part of the set of construction plans.
  - (12) Cross-sections for all public and private roadways shall be presented at each 50' station on the centerline and done so at a 1"=50'H and 1"=10'V scale. Other scales will be considered but must be discussed and approved by the County Engineer and the Highway Superintendent. Cross sections shall show all rights of way, easements, elevations, cross slopes, superelevation, underground and overhead utilities, and pavement section(s).
- (F) **Review**  
Omission of any of the heretofore mentioned requirements for detailed plans shall deem these plans as being incomplete and shall be returned to the Developer, or his Engineer, for completion before review.
- (G) **Revision of Plans**  
Prior to or during construction, should necessary changes be anticipated that would constitute a revision of the plans already approved by the County Engineer, said plans shall be reviewed with said changes shown, and resubmitted along with a letter stating why such changes are believed necessary. The County Engineer shall have the right to review the entire set of plans in the light of any requested change or deviation from the approved plans.
- (H) **Construction**  
The County Engineer will be notified by the Developer two (2) days prior to the date that work on the proposed development is to start. All offsite improvements tied to the existing county road system shall include notification to the Highway Superintendent.

## **Appendix E-4: Specifications for Materials and Construction Procedures**

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### **(A) General Procedures**

- (1)** The general procedure for building the subdivision roads required in these regulations as well as the construction of any offsite improvements shall be done in accordance with the current TDOT Standard Specifications for Road and Bridge Construction and is incorporated herein by reference, as part of these regulations in addition to the standards specified herein, with these standards to be used as directed or approved by the County Engineer or his authorized representative.
- (2) Ditch Section**

The stone base shall be primed for the width of the pavement. All loose stone and any debris shall be swept from the surface before the Hot Mix is placed per the approved set of plans. At 80% completion of the development or the last paving season before the end of the maintenance period, the E Mix/D Mix surface mix shall be applied.
- (3) Curb Section**

The stone base shall be primed in its entirety. The curb and gutter shall be laid directly on the base stone layer. Earth shall be placed behind all curbs so that within four (4) feet of the curb the ground slopes toward the roadway. Debris shall be swept from the primed surface and the Binder Mix shall be laid from curb to curb. At the completion of 80% of the development or the last paving season before the expiration of the maintenance bond, the E Mix/D Mix surface shall be applied.

### **(B) Drainage**

- (1)** The overall drainage of the road or network of roads will be coordinated with, and approved by, the County Engineer. Sizes and lengths of cross drains and driveway culverts, where required, shall be determined to be consistent with the following minimum requirements: For driveway culverts and street inlets, a minimum diameter of fifteen (15) inches, and a minimum length of twenty (20) feet; for cross drains, a minimum diameter of eighteen (18) inches.
- (2)** Reinforced concrete pipe shall conform to the minimum standards for Class III reinforced pipe shall be used on all cross drains. Alternative pipe material may be considered on a case by case basis and must be approved by the County Engineer and the Superintendent of Highways. In no case shall CMP be allowed;
- (3)** For all pipe cover and backfill requirements refer to TDOT Specifications.

Roadside ditches shall be built to a grade that will provide positive drainage, and in no case shall the slope of the ditch be less than 1 percent (a fall of 1 foot in 100 feet) without specific approval of the County Engineer and the Highway Superintendent.

Headwalls will be constructed at both ends of the cross drain and driveway pipes in accordance with current TDOT standard drawings, refer to Standard Drawing No. 1 for list for adopted TDOT standard drawings.
- (4)** All drainage ditches shall be stabilized to prevent erosion as required by these regulations. All storm sewer pipe connections shall be field inspected by a representative of the Geotechnical Engineer or qualified testing firm employed by the developer. This includes all areas associated with the storm drainage system and not limited to the dedicated rights of way.

### **(C) Stabilization of Ditches**

All open ditches shall be stabilized in accordance with Table F-4-I: Size of Nearest Culvert as well as generally accepted engineering practices with regard to open channels:

<b>TABLE E-4-1: SIZE OF NEAREST CULVERT</b>			
<b>Upstream</b>	<b>Seed[1]</b>	<b>Sod</b>	<b>Concrete Lined</b>
18"	Grades Less than 3.0%	Grades 3-12%	Grades exceed 12%
21"-24"	Grades Less than 1.5%	Grades 1.5%-7.0%	Grades exceed 7.0%
30"-36"	Grades Less than 1.0%	Grades 1.0%-4.0%	Grades exceed 4.0%
42"-72"	N/A	Grades 2.5% or less	Grades exceed 2.5%
[1]to include TDOT Type IV Erosion Control Matting			
Note: Where culverts empty into ditches with grades exceeding the grade of the culverts, the minimum requirements set forth above may not be satisfactory. In this case, the treatment shall be specified by the Williamson County Engineer or his representative.			

**(1) Concrete-Lining**

- a) Ditches requiring concrete lining (see Standard #1 for listing for adopted TDOT Standard Drawings.) shall be lined to a height above the bottom of the ditch no less than one-half (1/2) the diameter of the nearest culvert (upstream).
- b) However, in no case shall the lining extend less than one foot above the bottom of the ditch span.
- c) In addition, concrete ditch lining shall conform to the current TDOT Standard Drawing D-FLU-1 and be constructed in conformance to the current TDOT Standard Specifications for Road and Bridge Construction.

**(2) Sodding**

- a) Ditches that require sodding shall be sodded to a height above the bottom of the ditch not less than one-half (1/2) the diameter of the nearest culvert (upstream). However, in no case shall the sod extend less than one foot above the bottom of the ditch.
- b) The sod shall consist of a live, dense, well-rooted growth of permanent grasses, free from Johnson grass, Nut grass, and other objectionable grasses, and suitable for the soil in which it is to be placed.
- c) The sod shall be eight (8) inches wide, not less than eighteen (18) inches long, and have at least three (3) inches in thickness of soil in its roots.
- d) The sod shall be placed only when the soil is moist and favorable to growth.
- e) No sodding shall be done between November 1<sup>st</sup> and April 1<sup>st</sup> unless otherwise directed by the County Engineer.
- f) The area to be sodded shall be constructed to the designated lines and grade, and the surface loosened to a depth of not less than 3 inches with a rake or other device. If necessary, it shall be sprinkled until saturated at least one inch in depth and kept moist until the sod is placed thereon.
- g) It will not be required, but it is recommended, that immediately before placing the sod, commercial fertilizer (6-12-12) shall be uniformly applied at the rate of 18 pounds per 1,000 square feet. However, the County Engineer will hold the Developer responsible for an acceptable stand of grass in the ditches for stabilization.
- h) The sod shall be placed on the prepared surface with the edges in close contact and shall be pounded into place with wooden tamps, or other satisfactory equipment. On steep slopes, pinning or pegging will be required to hold the sod in place.

**(3) Seeding**

- a) The area to be seeded shall be constructed to the proper line and grade, and the surface loosened to a depth of not less than 3 inches with a rake or other device. After the top 3 inches of soil has been rendered loose, friable, and reasonably free from large clods, rocks, large roots, or other undesirable matter, lime and fertilizer shall be carefully worked into the soil in the following amounts:



- b) Agricultural Limestone (85% Calcium Carbonate Equivalent, 85% through a 10-mesh screen; 50% through a 40-mesh screen; 3 tons per acre, 140 pounds per 1,000-square feet.
  - c) Commercial Fertilizer (6-12-12) - 1,300 pounds per acre (30 pounds per 1,000 square feet.)
  - d) **Seeding Mixtures**
    - i) Seeds shall be uniformly sown on the prepared seedbed and raked, drilled or harrowed approximately one-quarter inch into the soil.
    - ii) The selection of the grass type is determined by the climate, irrigation, mowing frequency, maintenance effort, and soilbed conditions.
    - iii) Although grasses provide quick germination and rapid growth, they also have a shallow root system and are not as effective in stabilizing deep soils, where trees, shrubs and deep rooted ground covers may be more appropriate.
    - iv) Blue grass is good on dry, sandy soils that have good drainage.
    - v) Bermuda grass, on the other hand, is well adapted to regions where soils are dry, coarse and heavier.
    - vi) Specific seed mix and/or varieties for each site should be provided by an approved/qualified plant materials expert, or comply with TDOT or TDEC standards.
  - e) Seeded areas shall be mulched with one and one-half (1 ½) to two (2) tons per acre of small grain straw of fescue, orchard grass or native grass hay of less than 20% moisture, so that 25 – 30 % of the ground is visible.
  - f) The mulched area shall be watered if necessary to maintain a reasonably moist condition until germination and continued growth is insured.
- (4) **Headwall Requirements**
- a) All headwalls for cross drains and driveway pipe shall be poured in place concrete (Class “A”, 4000 p.s.i. 28 days) and conform to the current TDOT Standard Specifications for Road and Bridge Construction. Refer to Standard Drawing #1 for listing of adopted TDOT Standard Drawings.
  - b) Decorative or ornamental headwalls shall be submitted to County Engineer for review and approval such headwalls should be shown in detail on the construction plans.
  - c) Headwalls for driveway pipe on each individual lot will be inspected and approved by the County Engineer or his authorized representative prior to or concurrently with the County Building Inspector’s inspection for issuance of an occupancy permit.
- (5) **Curbs**
- All curb and gutter shall conform to the current TDOT Standard Specifications for Road and Bridge Construction, refer to Standard Drawing #6.

**(6) Clearing and Grubbing**

Before grading is started, the entire street right-of-way including side slopes, shall be cleared of all objectionable matter, such as trees, stumps, roots, weeds, heavy vegetation, debris, etc.: disposal of this material will be in accordance with current County, State, or Federal regulations.

**(7) Preparation of Subgrade**

- a) Fill material shall be evenly and uniformly spread in layers not to exceed eight (8) inches in thickness over the entire width and thickness of the embankment section.
- b) Each layer shall be thoroughly rolled with an approved sheeps foot or pneumatic tired roller.
- c) If, in the opinion of the County Engineer or the approved Geotechnical Engineer, the soil is too dry, water will be added by a pressure distributor or other approved method. Soils which are too wet will be allowed to dry before compaction and further filling is attempted. Fills shall be compacted to ninety-five (95%) percent of the maximum dry density according to standard proctor density (ASTM-D-698-70).
- d) Density tests shall be conducted by a local testing laboratory, approved by the County and licensed by the State of Tennessee, and shall be at the Expense of the developer. Reports shall be submitted directly to the County Engineer. A minimum of one density test per lift for each five-hundred (500) feet of roadway will be required.
- e) If rock is encountered it shall be removed to a depth of at least twelve (12) inches below the subgrade of the road, and suitable backfill material will be used to build the cut section up to proposed grade.
- f) The finished subgrade shall provide for super elevation and crown of the roadway.

**(8) Base and Paving**

**a) Typical Section**

The type base and surface to be used shall be shown on the approved plans and shall not vary from the typical roadway sections of these specifications. The placement of all base and surface materials shall be at the expense of the Developer. Test of the subgrade required by this Appendix of these specifications, by a private testing laboratory, shall be submitted to the County Engineer prior to placement of the base course.

**b) Crushed Stone Pug Mill Mix to be Used in Roadway Base Construction**

After the subgrade has been inspected and approved, by the County Engineer or his authorized representative, a base shall be constructed of the width and thickness indicated in the roadway typical sections. All pug material shall conform to the current TDOT Standard Specifications for Road and Bridge Construction section 303 for Type A Base Grading D.

**c) Paving Specifications and Procedures**

- i) The base, prepared as outlined herein, shall be sprinkled lightly with water to settle any loose dust. A bituminous prime coat shall then be applied as specified in current TDOT Standard Specifications for Road and Bridge Construction Section 402 – Prime Coat.
- ii) After the crushed stone base and prime coat has been inspected by the County Engineer or his authorized representative, the base shall be primed and the asphaltic concrete Black Base – A Mix or Binder – BM2 mix shall be placed as indicated on the roadway typical section and the material and placement shall conform to the current TDOT Standard

Specifications for Road and Bridge Construction section 407 – Bituminous Plant Mix Base (Hot Mix).

- iii) After the initial course of mix has been inspected and approved by the County Engineer or his authorized representative, a tack coat that is approved by TDOT shall be applied at the rate required in the current TDOT Standard Specifications for Road and Bridge Construction. The subsequent layers of Binder asphalt can be applied (if necessary).
- iv) At the time deemed appropriate and determined by the 80% build out or the aforementioned maintenance bond requirement, a layer of Tack Coat shall be again applied to the roadway and the Surface Hot Mix will be installed as indicated in the roadway typical sections and conform to the current TDOT Standard Specifications for Road and Bridge Construction, Section 411 – Asphaltic Concrete Surface Mix (Hot Mix). All surface mix shall be in place for a minimum of one year before transfer to Maintenance Bond.
- v) All Hot Mix shall conform to TDOT Standard Specifications for Road and Bridge Construction. The selection of the mix type, including any addition of pavement admixtures such as polymer modifications, fiber etc. to ensure an expected life cycle of the improvements shall be determined by the County Engineer and the Highway Superintendent. It also is the sole discretion of the county as to the requirement for a pavement design based on the expected EASLs on the roadway. Other roadways construction techniques such as Hot in Place Recycling, FDR, and others shall be considered at the sole discretion of the County Engineer and the Highway Superintendent and shall be based solely on extending the pavement life cycle and reducing the cost of maintenance to the county.

**(9) Signs**

The developer shall furnish and install all roadway signs. These shall include signs for warning, regulation, the direction of traffic and the proper labeling of streets.

- a) Street name signs shall be placed at every intersection. The name plate shall be 6"x 24" or 6"x 30" as required by the length of the street name. The lettering shall be 4 inch capitals, reflective silver on a green background engineering grade reflective sheeting. The name plate shall be 0.80 – 0.100 aluminum. The name plate or plates as necessary shall be placed by use of a properly fitting adapter on a 2½ inch round galvanized post or a two (2) pound per foot painted U-Channel railroad steel post.
- b) Traffic warning and regulation signs shall be placed as required at all appropriate intersections or on the roadside in accordance with the Traffic Plan which shall be submitted to the Williamson County Engineer to be approved with the construction plans. The size and placement of all traffic signs shall conform to the requirements of MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) published by The U.S. Department of Transportation and The Federal Highway Administration.

**(10) Testing of Roadway Infrastructure (to be Accepted into the County Road System)**

Testing shall be conducted by a TDOT certified testing laboratory or TN licensed geotechnical engineer approved by Williamson County, and shall be at the expense of the developer. Weekly reports detailing all site activities, including all test data, shall be provided to the County Engineer throughout the duration of roadway construction. A detailed letter from a licensed geotechnical engineer attesting that all roadway

improvements have been constructed in accordance with the specifications contained within this Appendix will be required prior to release of the Performance Bond. The letter shall contain the seal of the engineer, and be in report form, including all weekly project activity reports and the associated testing results.

**(11) Testing and Inspection of Backfill at Utility and Storm Sewer Trenches**

Testing shall be conducted by a certified laboratory, or under the supervision of a Tennessee licensed engineer with qualified experience, and shall be at the expense of the developer. Information provided shall include photographs of each pipe connection. Test data shall be included with weekly reports, and included with the final report provided by a licensed geotechnical engineer prior to release of the performance bond attesting that storm water infrastructure has been installed in accordance with the applicable details and specifications.

**(12) Testing and Inspection of All Offsite Improvements as Required by the Planning Commission of Existing County Roads**

Testing shall be conducted by a licensed laboratory, approved by the County Highway Superintendent, and shall be at the expense of the developer. Test data shall be included with weekly reports, and included with the final report provided by a licensed engineer prior to release of the letter of credit or performance bond required for the offsite improvements.

## Appendix E-5: Drainage Structures, Manholes, Grates, Endwalls and Erosion Prevention and Sediment Control

### DRAINAGE STRUCTURES, MANHOLES, GRATES AND ENDWALLS

TYPE	TDOT STANDARD DRAWINGS
CATCH BASINS	TDOT CATCH BASINS(TYPE) 10, 12, 13, 14, 16 AND 17
CATCH BASIN GRATES	D-CBB-12A AND D-CBB-13 (SEE NOTE 1 AND 2 BELOW)
AREA DRAINS - 1 GRATE	D-CB-42 SERIES
AREA DRAINS - 2 GRATES	D-CB-43 SERIES
AREA DRAIN GRATES	D-CBB-42
JUNCTION BOX	D-JBS-1 THRU D-JBS-5
MANHOLES	D-MH-2 THRU D-DRF-1
TRENCH DRAINS	D-TD-1
PROTECTED ENDWALLS	D-PE1 THRU D-PE-9F
PIPE CULVERT AND FLUMES	D-FLU-1, D-PB-1 THRU D-PB-3 AND D-PO-1
PIPE CULVERT INSTALLATION	D-PB-1, D-PB-2
CONCRETE LINED DITCH	RD-11-S11A

**NOTES:**

1. CATCH BASINS, DRAINS, GRATES, MANHOLES AND ENDWALLS TO BE CONSTRUCTED IN ACCORDANCE WITH THE APPLICABLE TDOT STANDARD DRAWINGS.

### EROSION PREVENTION AND SEDIMENT CONTROL

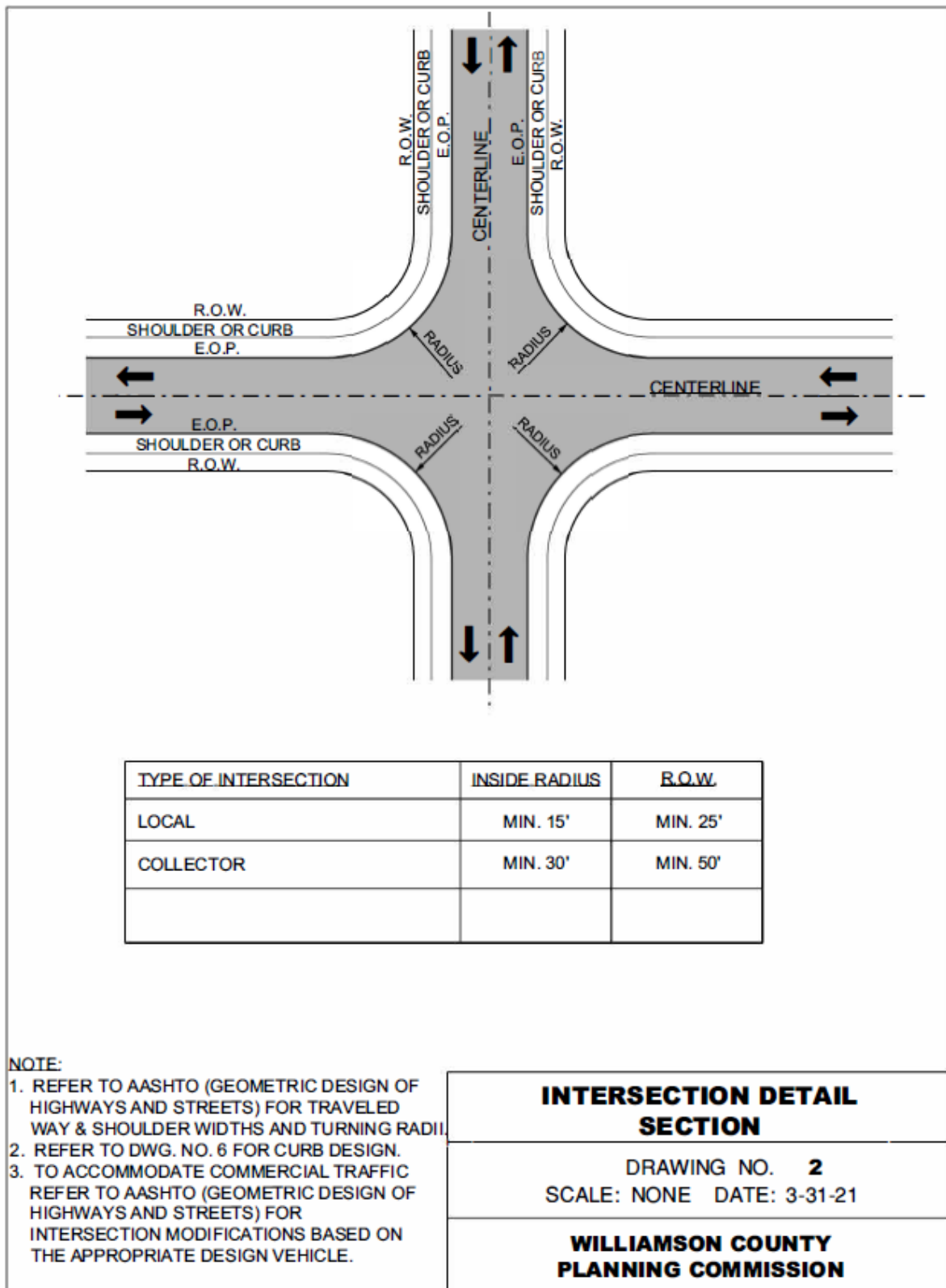
TYPE	TDOT STANDARD DRAWINGS
ROCK CHECK DAM	EC-STR-6
FILTER SOCK	EC-STR-8
SEDIMENT TUBE	EC-STR-37

### DRAINAGE STRUCTURES, MANHOLES, GRATES, ENDWALLS AND EPSC

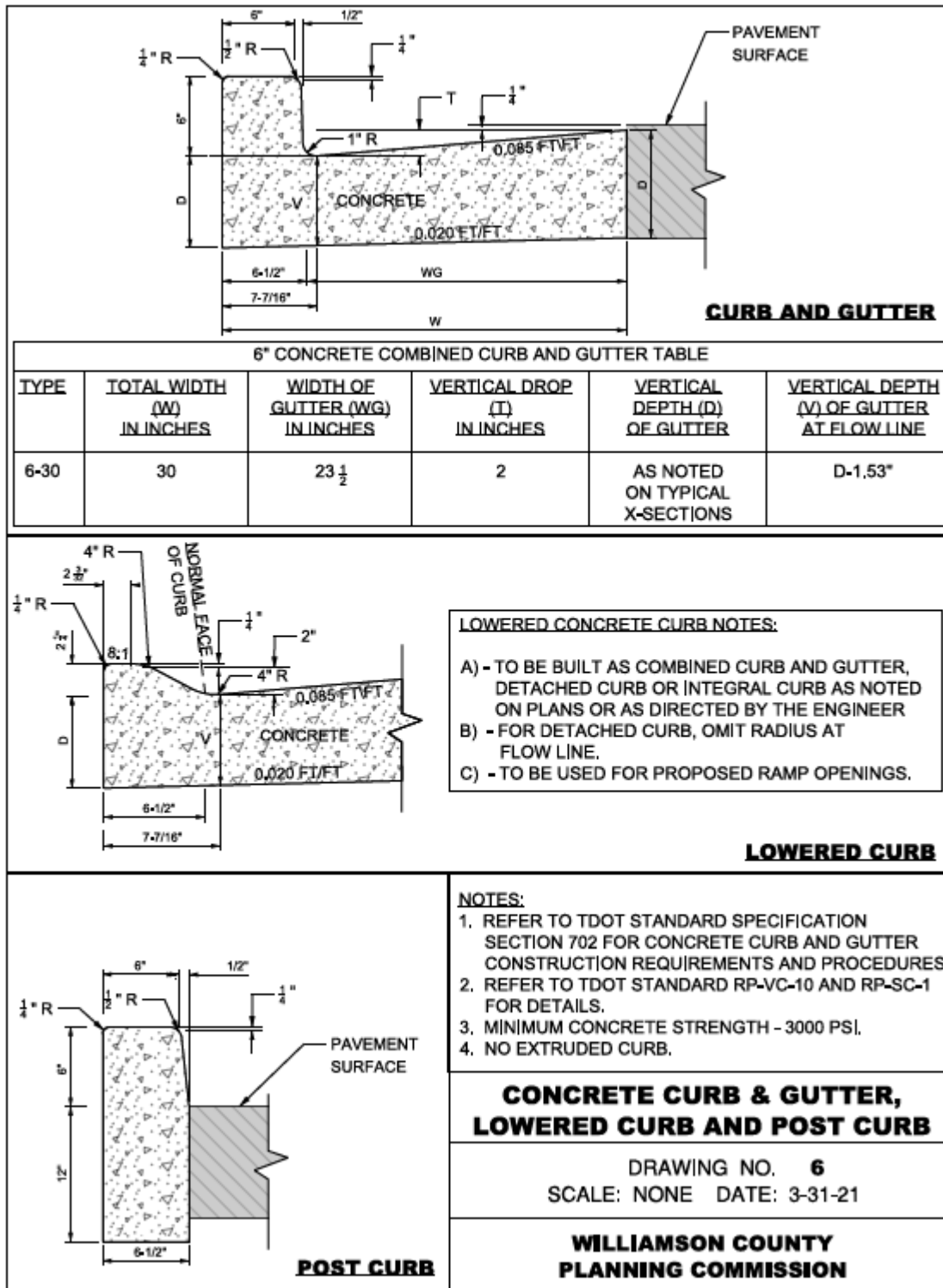
DRAWING NO. **1**  
SCALE: NONE DATE: 3-31-21

**WILLIAMSON COUNTY  
PLANNING COMMISSION**

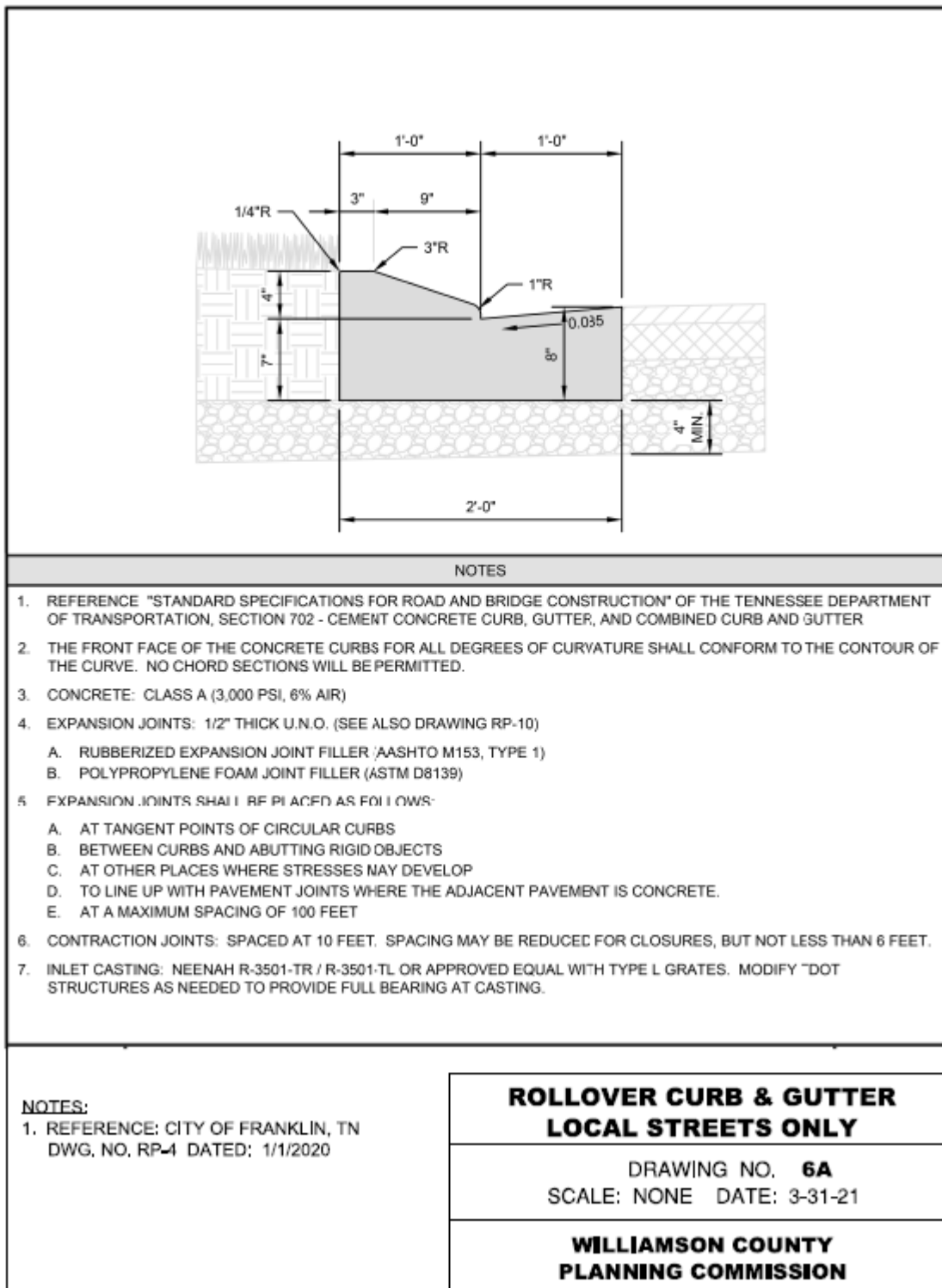
## Appendix E-6: Intersection Detail Section



## Appendix E-7: Concrete Curb & Gutter, Lowered Curb and Post Curb

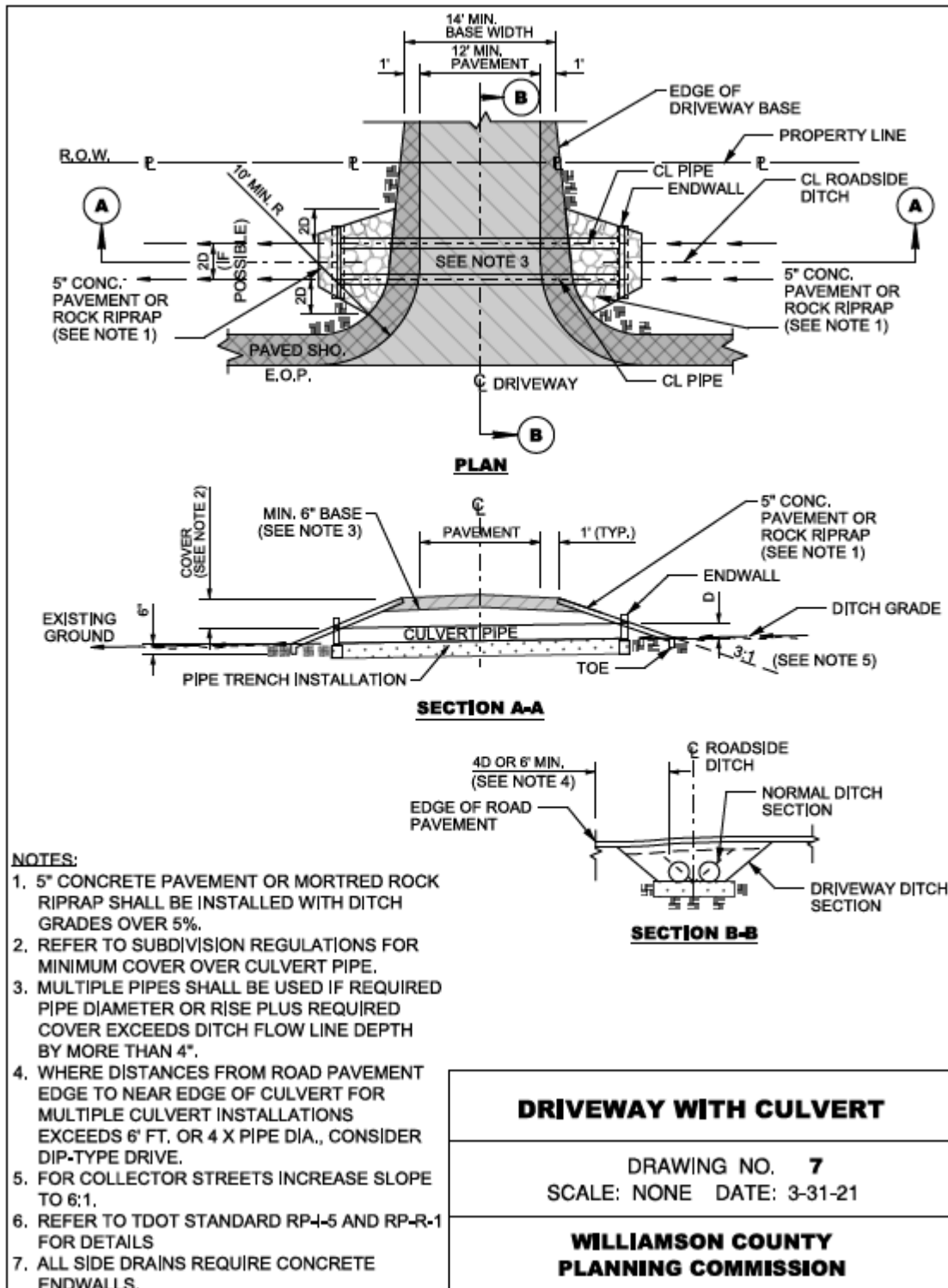


## Appendix E-8: Rollover Curb & Gutter-Local Streets Only

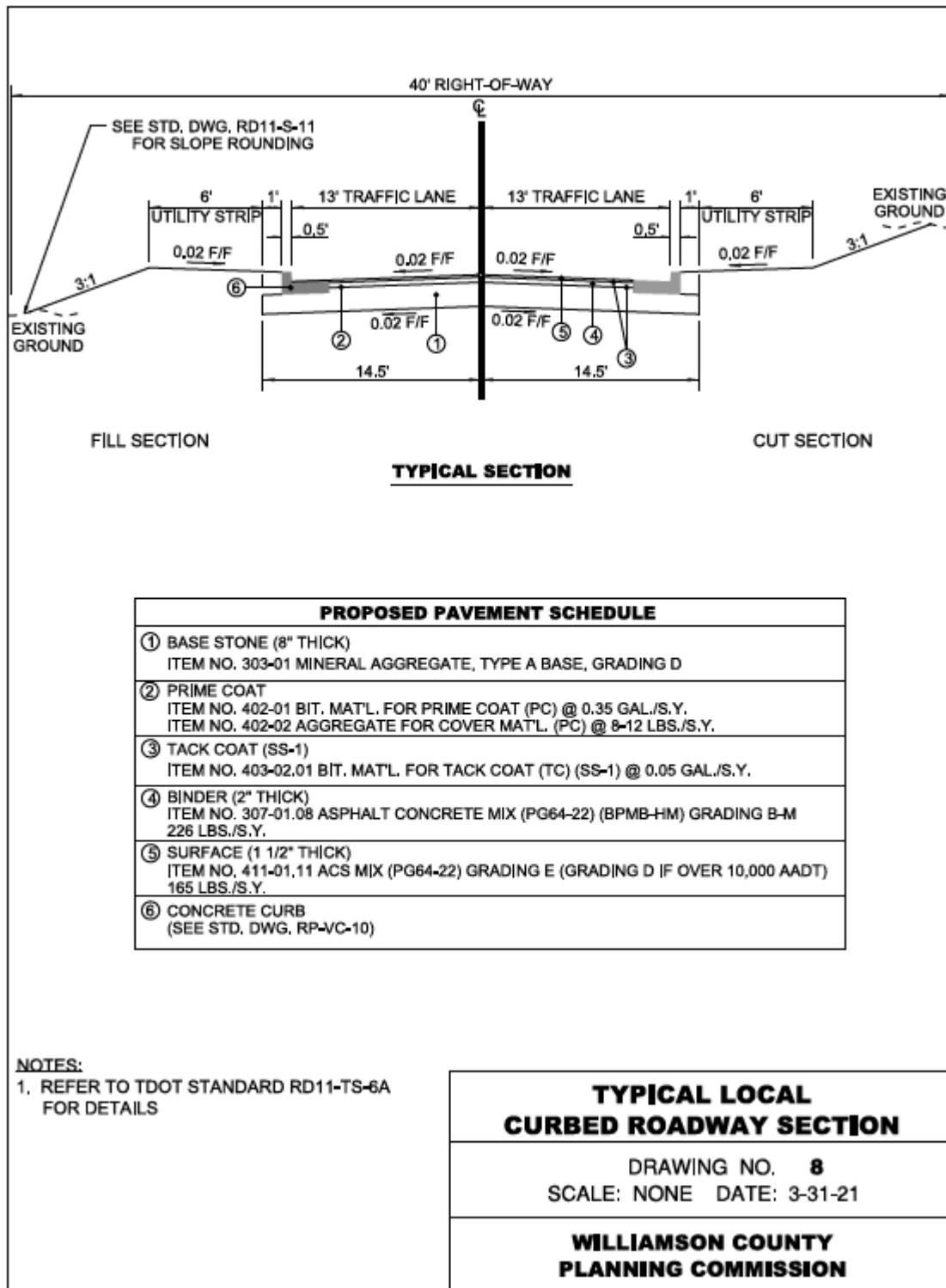




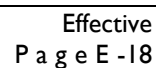
## Appendix E-9: Driveway with Culvert



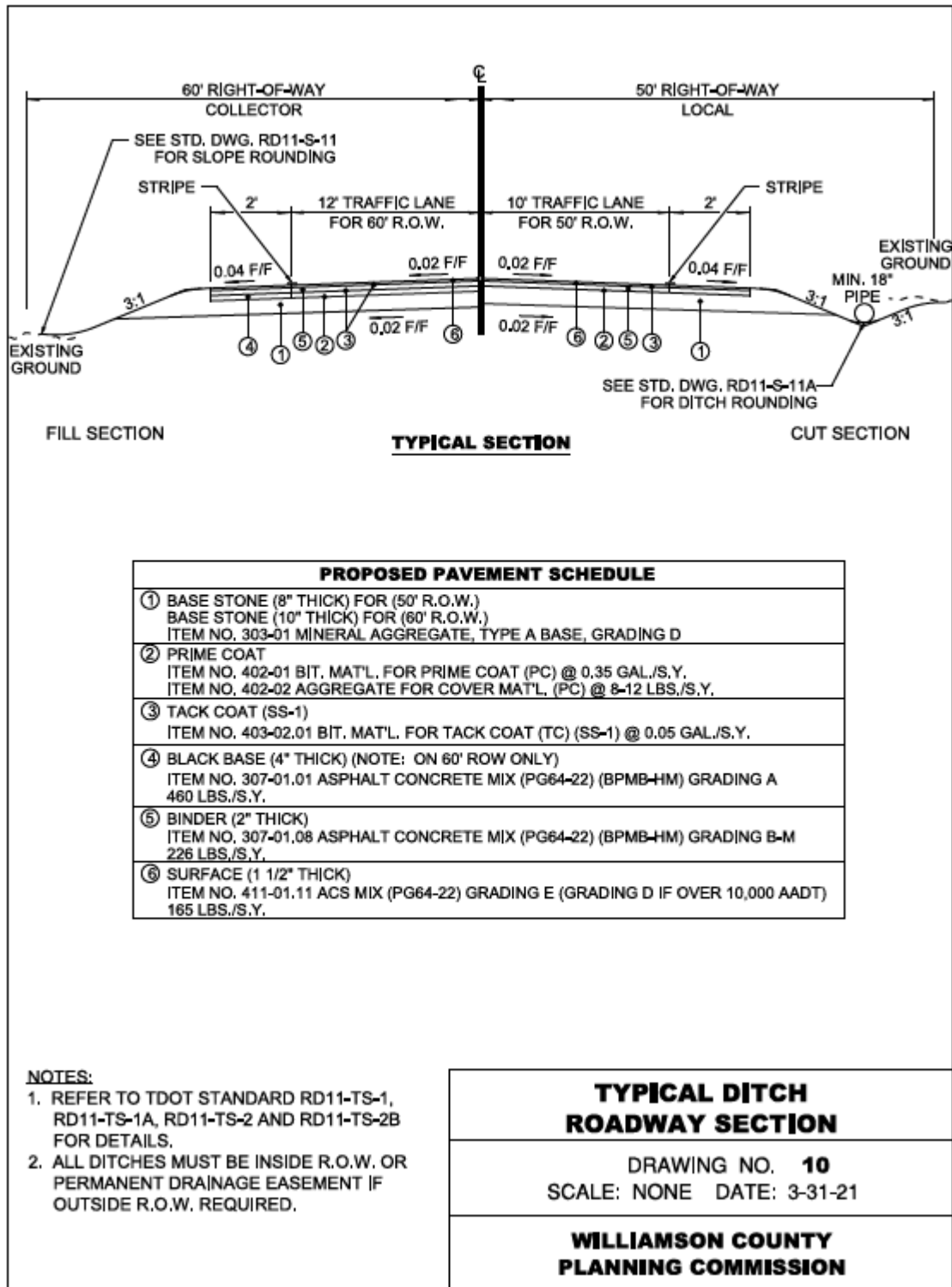
## Appendix E-10: Typical Local Curbed Roadway Section



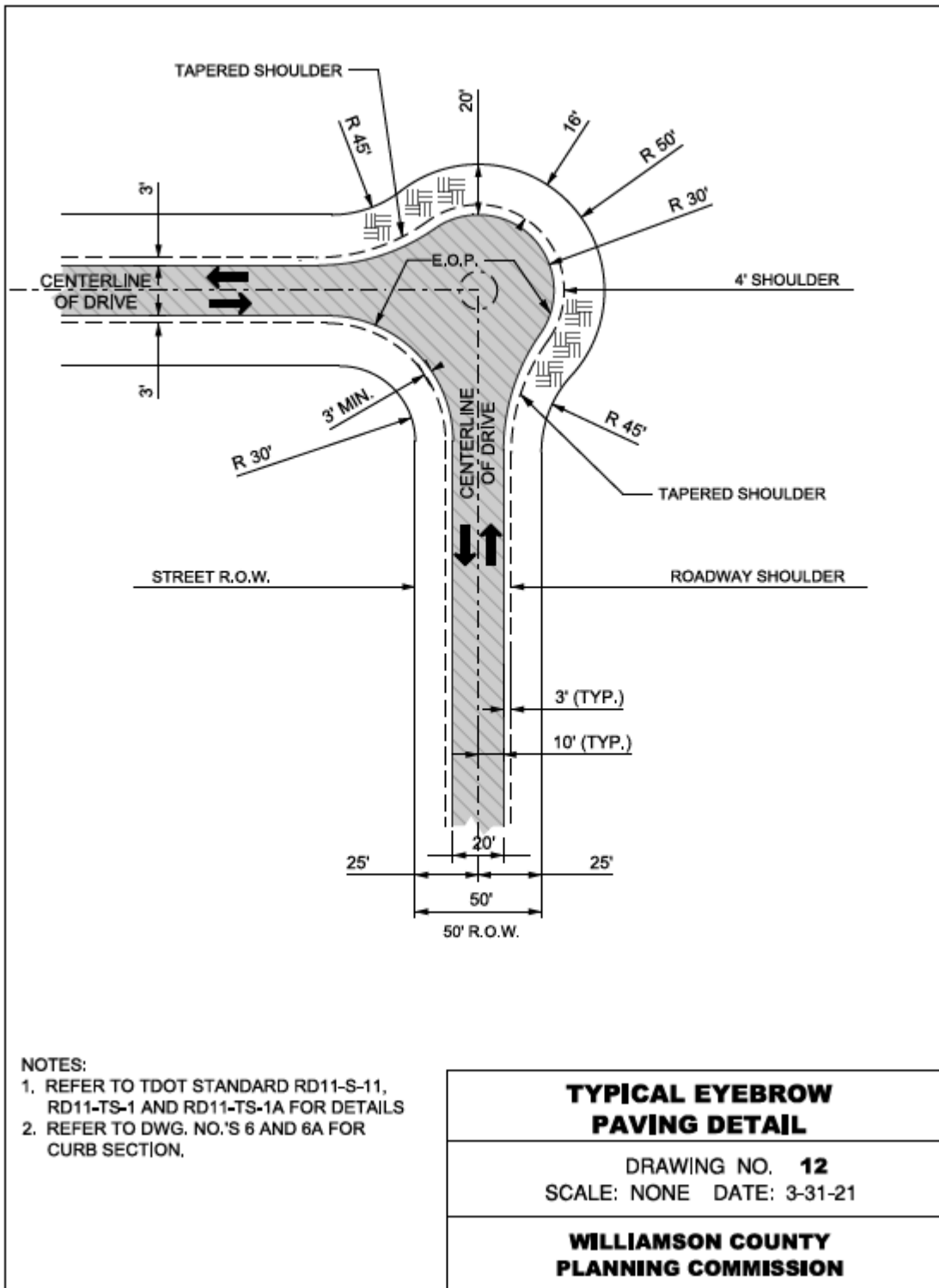
Williamson County, Tennessee – Subdivision Regulations  
Adopted May 13, 2021



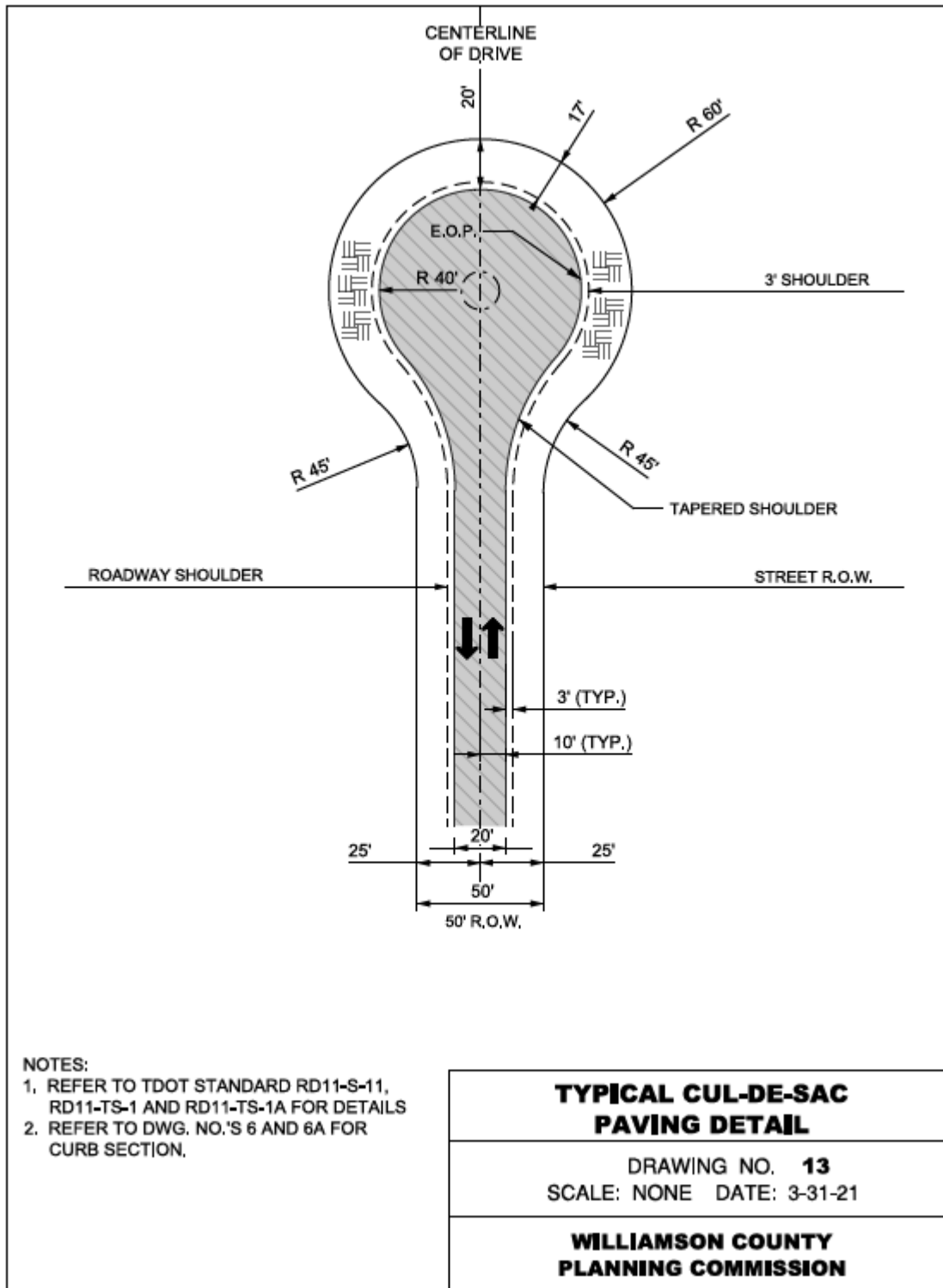
## Appendix E-12: Typical Ditch Roadway Section



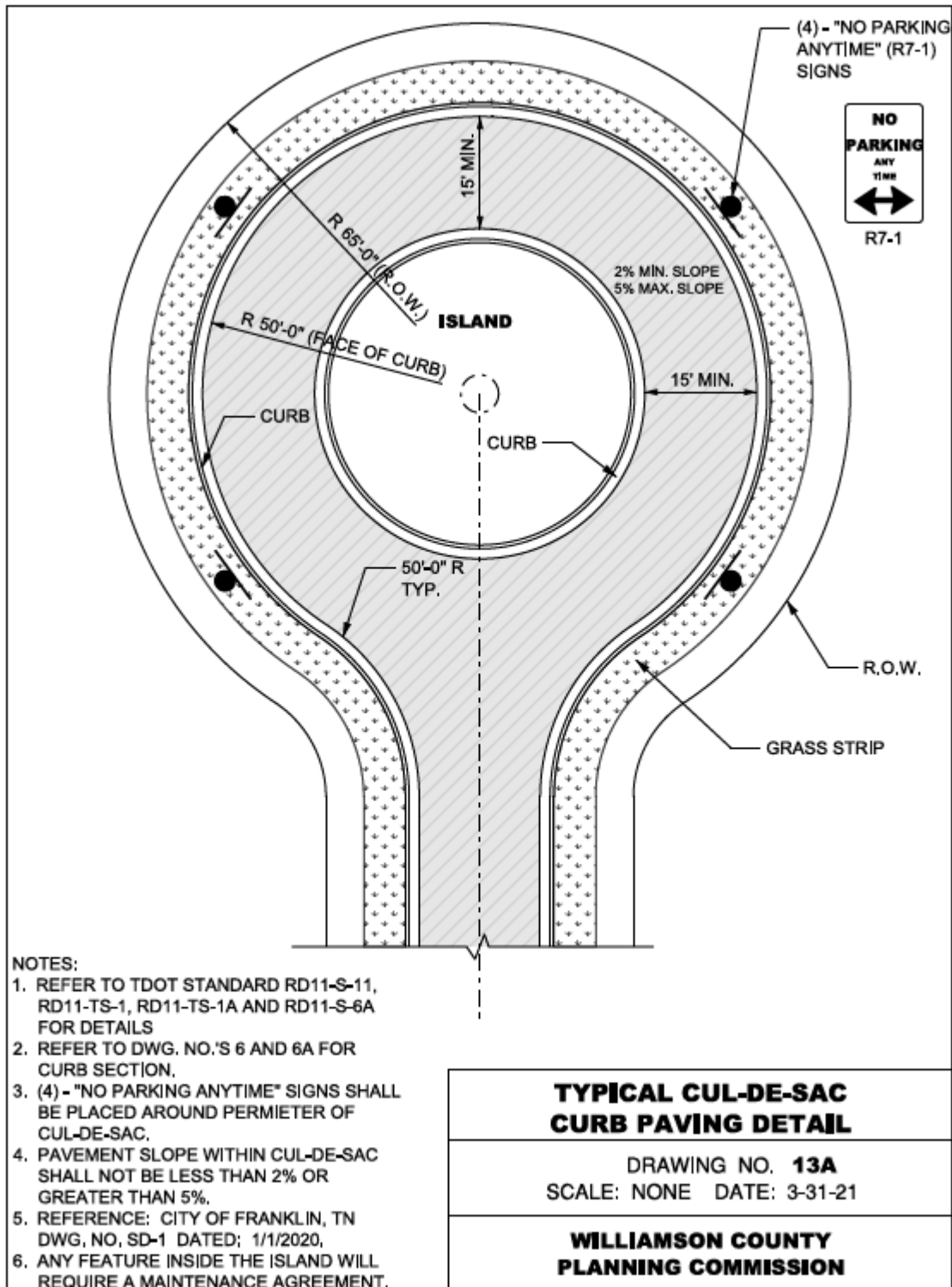
## Appendix E-13: Typical Eyebrow Paving Detail



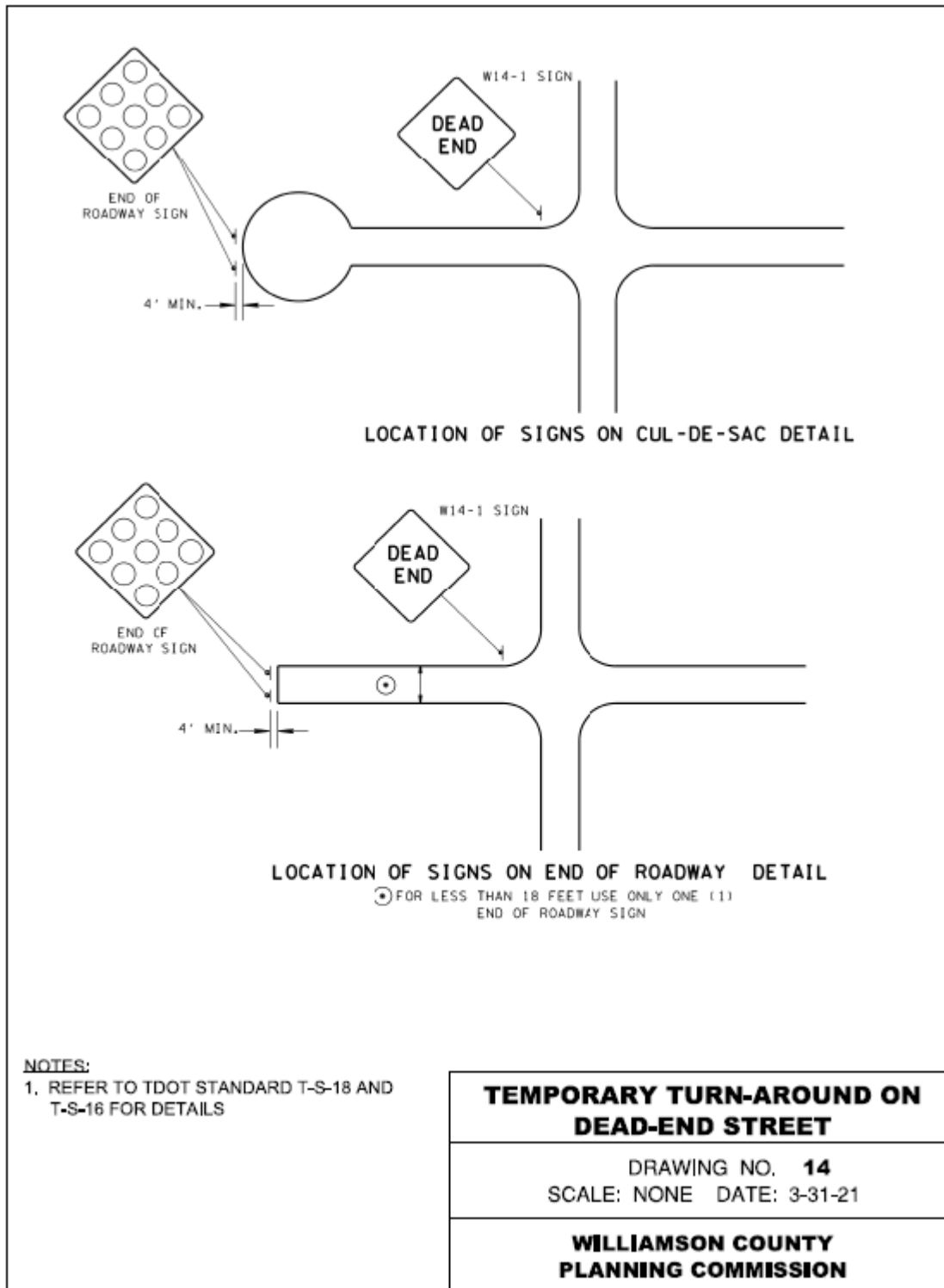
## Appendix E-14: Typical Cul-de-sac Paving Detail



## Appendix E-15: Typical Cul-de-sac Curb Paving Detail

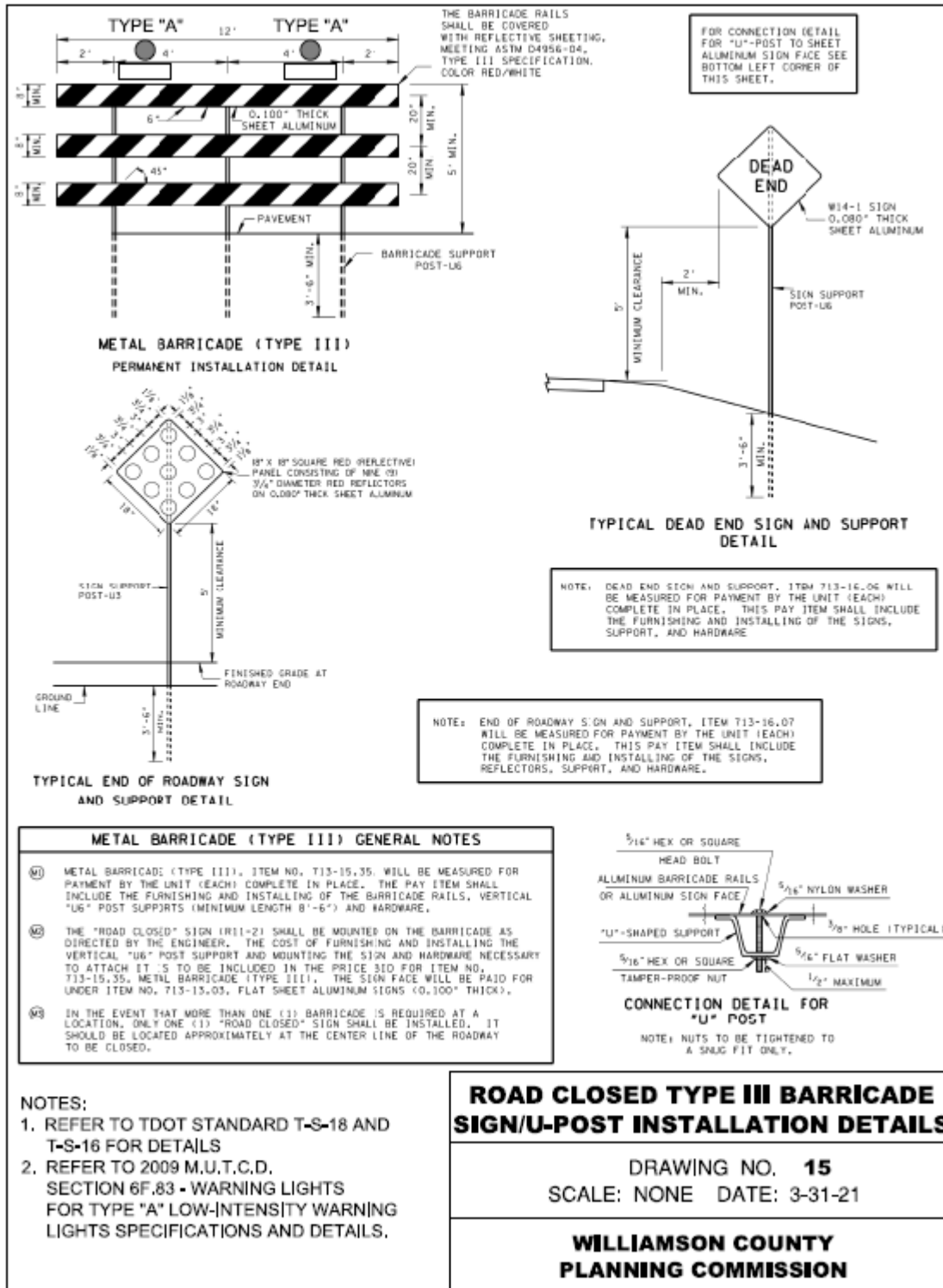


## Appendix E-16: Temporary Turn-Around on Dead-End Street

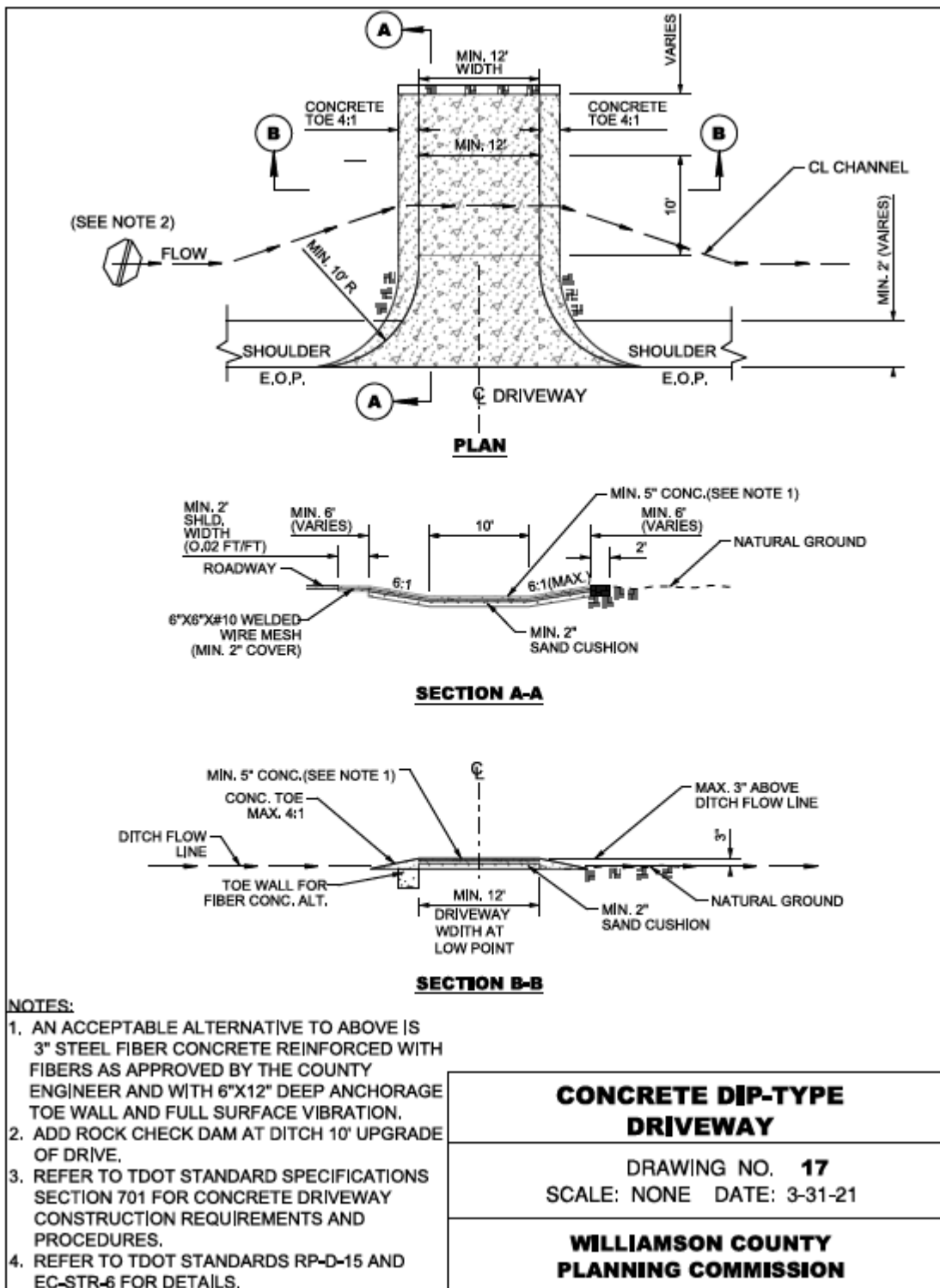




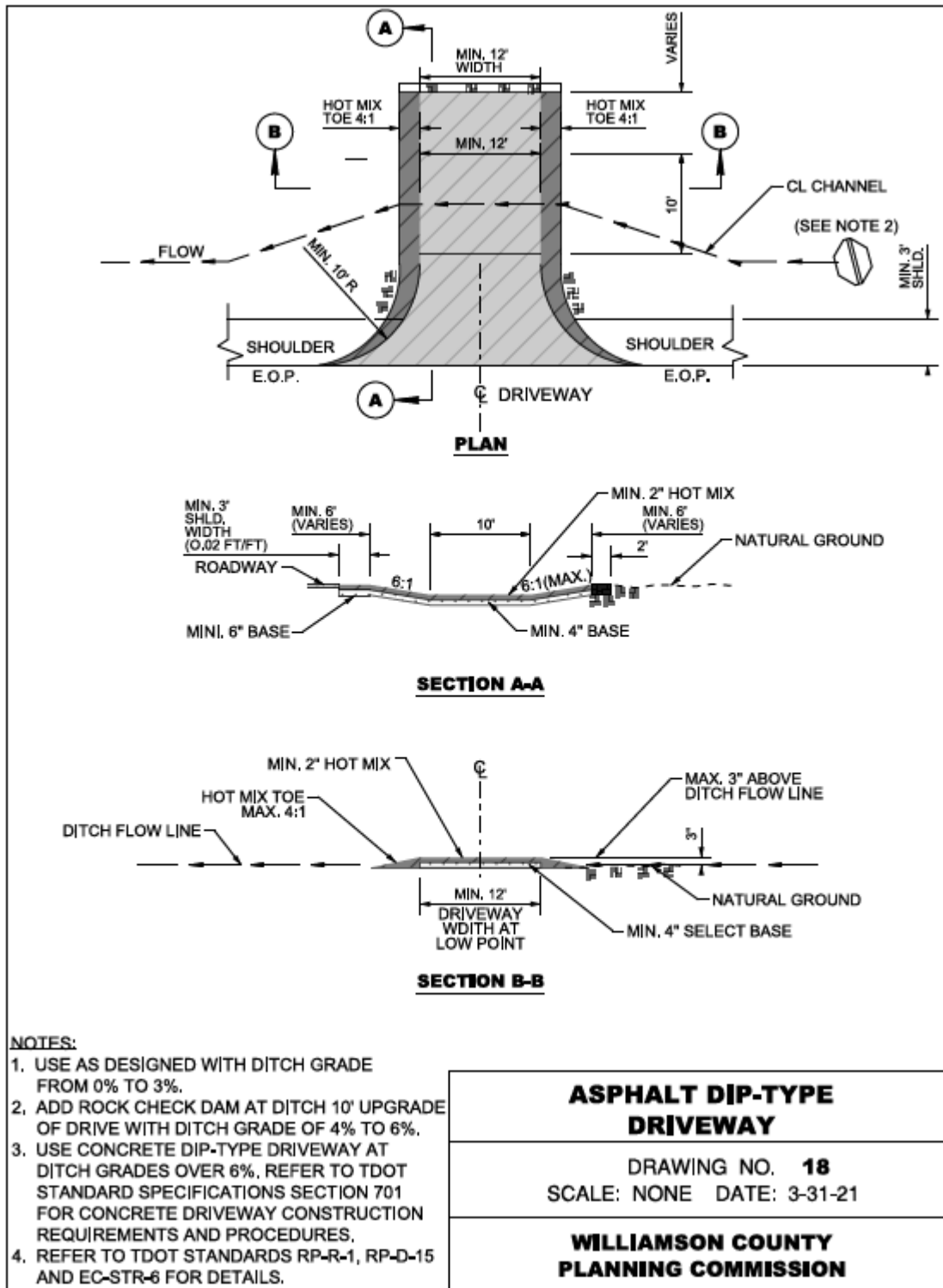
# Appendix E-17: Road Closed Type II Barricade Sign/U-Post Installation Details



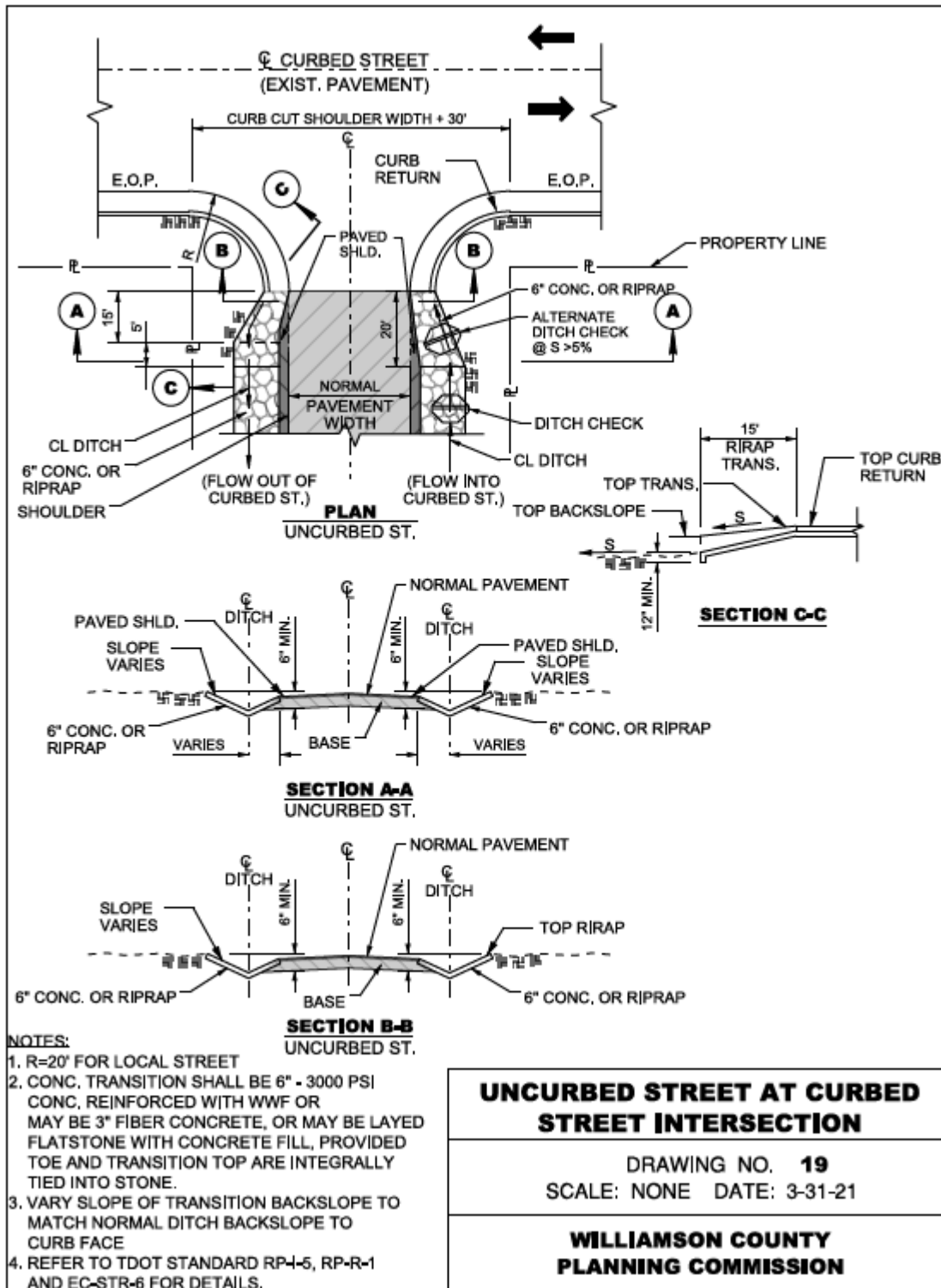
## Appendix E-18: Concrete Dip-Type Driveway



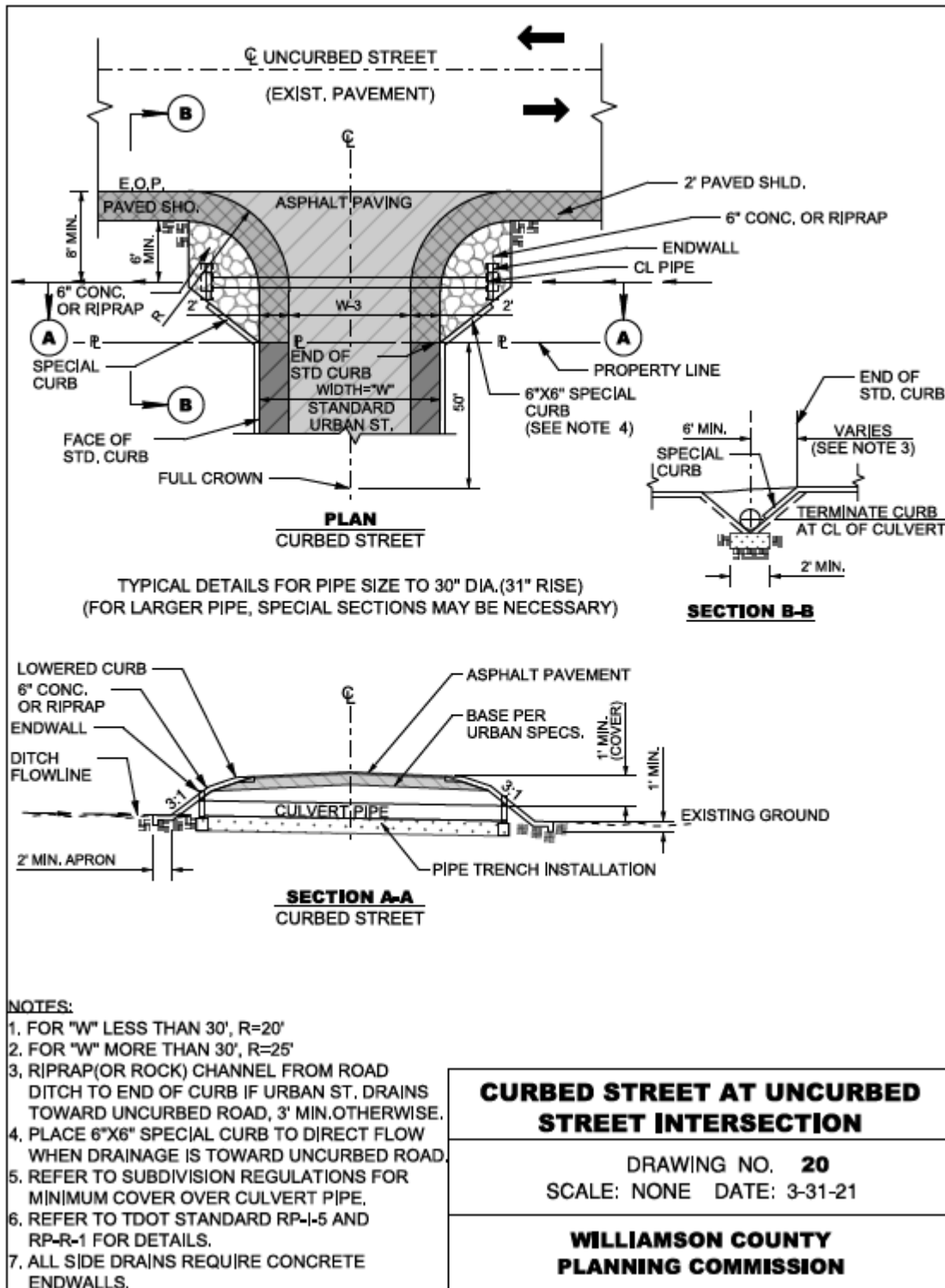
## Appendix E-19: Asphalt Dip-Type Driveway



## Appendix E-20: Uncurbed Street at Curbed Intersection



## Appendix E-21: Curbed Street at Uncurbed Street Intersection



# Appendix F: Appendix of Changes

Article	Section	Subsection	Description of Change	Date of Adoption
3			Add New Section 3.14: Natural Gas Transmission Pipelines	January 13, 2022
Appendix A			Add New Appendix A-10: Natural Gas Transmission Pipelines	January 13, 2022
2	2.04	G	Add New (1) and renumber existing (1) and (2)	August 11, 2022
2	2.05		Add new Subsection (C)	August 11, 2022
2			Add New Section 2.06: Family Subdivisions	August 11, 2022
3	3.03	(C)(2)	Delete in entirety and replace	August 11, 2022