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ARTICLE 3

CONTENTS AND FORMAT OF DOCUMENTS TO BE SUBMITTED

Any subdivider who proposes to develop a subdivision in the area of jurisdiction of these Subdivision Regulations as described in Section 1.300 shall submit plats and documentation with his application as provided in this Article.

Section 3.100 General Requirement

The following general requirements are applicable to both the Preliminary Layout and the Subdivision Plat submittal.

- a. They shall be clearly and legibly drawn or produced dimensional on stable material suitable for recording;
- b. Drawings, except those on U.S.G.S. Maps, shall be submitted on uniform size sheets 24" X 36" maximum size. When more than one sheet is required to show the Subdivision Plat, an index of the same size shall be submitted;
- c. An identifying title block of the subdivision plat shall contain the following seven points of information:
 - Name of the subdivision followed by the county name;
 - Name and address of the record owners and/or the subdivide;
 - Name, address, and seal or stamp of the licensed land surveyor responsible for the plat;
 - Acreage to a hundredth of an acre of land proposed for subdivision;
 - The date;
 - A graphic scale; and
 - Approximate true north pointer.
- d. Traffic Impact Study as described in Section 3.408

Section 3.200 Pre-Application Meeting Documentation

All parties concerned with a subdivision of land will land will benefit from a discussion during the Pre-Application meeting at which time the applicant should present the following information.

3.201 Vicinity Map

A vicinity map shall be prepared at a scale of two-thousand (2,000) feet to the inch, indicating the relationship of the proposed subdivision to existing facilities which serve it, such as roads, schools, parks. Such a sketch may be shown on a U.S.G.S. map of the area.

3.202 Sketch Plan

On a topographic survey map of the area proposed for subdivision, a simple plan in sketch form shall show the proposed general layout of streets, blocks and other significant features.

3.203 General Information

Any additional information to explain and/or supplement the vicinity map and sketch plan shall be submitted.

Section 3.300 Preliminary Layout Documentation

The Preliminary Layout shall meet standards as set forth in Section 2.201, Article 4; and shall satisfy the following requirements.

3.301 Scale

The plat plan shall be prepared at a scale of one (1) inch equals one-hundred (100) feet or larger as appropriate.

3.302 Vicinity Plan

The location of the proposed subdivision shall be shown with respect to all streets and property within two-thousand (2,000) feet of the applicant's tract and including those not included in this application, on a vicinity map at a scale of one (1) inch equals two-thousand(2,000) feet or larger if appropriate. This map shall be placed in the upper right hand corner of the plat.

3.303 Certification

The Preliminary Plat shall carry blocks showing the approvals listed in Section 2.201.

3.304 Technical Information

Preliminary layout submitted to the Planning Commission shall show or be accompanied by the following information, in addition to the General Requirements of Section 2.201, 2.307 and Section 3.100:

- a. Name of Subdivision
- b. Name of Owner/Owners
- c. Name of Street
- d. Zoning classification of development and adjacent properties
- e. Location, bearings, and distances of tract boundary of the proposed subdivision
- f. Names and addresses of all adjoining property owners and the names of adjacent developments along with intersecting property lines

- g. Location, name, widths, and other dimensions of existing streets, together with property lines, buildings, parks, and public properties, on and adjacent to the proposed subdivision tract
- h. Location of pertinent natural features that may influence the design of the subdivision, such as watercourses, swamps, rock outcrops and sinkholes
- i. Contours at an interval of five (5) feet. Contours beyond two hundred and fifty (250) feet of the boundary shall be shown when possible. Sinkholes shall be labeled and their low points clearly marked
- j. Preliminary Construction Plan submitted with the preliminary plat. These plans will show at a minimum the following:
 1. Location of existing utilities, sewers, water mains, culverts, and storm drains, electric transmissions lines, gas lines, and fire hydrants. Also the pipe size, grade, and direction of flow should be shown;
 2. Location, width, grade, proposed centerline, right of way, name and drainage for streets shall be shown along with the location of curbs, gutters and sidewalks;
 3. The proposed provision for water supply, sanitary waste disposal, fire protection, drainage and control of run off and erosion shall be shown. Also preliminary curves and radii shall be shown where applicable.
- k. Approximate lot lines, dimensions, number, and area of all proposed or existing lots with their suggested minimum building setback line.
- l. Existing and proposed easements and their locations, widths, and distances.
- m. Sites and their acreage, if any, to be reserved or dedicated for parks, playgrounds, schools, commons areas or other public uses. Also sites for semi-public commercial, or multi-family uses shall be shown.
- n. Protective covenants shall be submitted with the Preliminary plat. *(See Page 85)
- o. Signature and seal of the licensed surveyor responsible for the plat.

Section 3.400 Final Subdivision Plat

The final Subdivision Plat submitted to the Planning Commission shall meet the requirements set forth for the Preliminary Plat, Article 4 and the following requirements.

3.401 Scale

The Final plat shall be drawn to a scale of one-hundred (100) feet to the inch or larger.

It will be accompanied at the time of filing in the County Clerk's Office, with copies of the appropriate size suitable for filing as may be required by the County Clerk.

3.402 Certification

Blocks containing the following certificates shall be placed on the final plat:

- a. Certificate of Ownership and Dedication, by owner;
- b. Certificate of Accuracy and Certification monuments by Surveyor;
- c. Certificate of Approved Water Distribution System by Utility Company;
- d. Additionally, if connections are proposed to public sewerage and water systems, a Certificate of Approved Sanitary Sewer System;
- e. Certificate of Approved road or street design and construction plans show that bond, cash, or check has been posted;
- f. Certificate of Approval of Recording;
- g. Certificate or Approval for gas and/or electric service; and
- h. Certificate of Early Warning System.

3.403 Survey Data

All necessary descriptions and dimensions, including angles, bearings, radii, arcs, chords, central angles, to the nearest corner and lot monuments and similar data, to readily determine the location, bearing and length of all streets, lots, and boundary lines, and to reproduce the data on the ground, shall be clearly marked and described on the Final Subdivision Plat.

The locations and description shall be given as they relate to the triangulation points as described in Section 5.100 of these Subdivision Regulations.

3.404 Identification Information

The following identifying information shall also be shown with the necessary dimensions to the nearest one-hundredth of a foot:

- a. Name and right-of-way of each street, easement or other right-of-way, proposed and/or existing;
- b. Lot number, lot acreage in hundredths of an acre, or square foot as appropriate;
- c. Minimum building setback line;
- d. All lot dimensioned, including width at building line if applicable;

- e. Names and locations of adjoining subdivisions and streets;
- f. Names and addresses of all adjoining property owners. Addresses shall be submitted on a separate sheet as well as placing them on the plat;
- g. Vicinity map; and
- h. Protective Covenants.

3.405 Final Construction Plans

Final construction plans shall be submitted for review when the Final Plat is submitted for approval. The following minimums shall be included:

- a. Location, right of way width, pavement width and name of each street;
- b. The centerline of each proposed street, with stationing to .01 foot at points of intersection: points of tangent: points of curve, radii of curves, sub tangent lengths and lengths of curves;
- c. All proposed drainage structures, including manholes, catch basins junction boxes, pipe, storm drains, ditches and any other drainage facilities including headwalls. Size type and final elevations to be shown;
- d. Any proposed landscaping, lighting or parking;
- e. Methods for handling runoff and erosion control;
- f. Location of bench marks;
- g. Street Typical sections with the proposed pavement designs;
- h. Location of sidewalks, curbs and gutters;
- i. Adjoining streets, drainage ways, drainage structures affecting the design of the Subdivision;
- j. Location of all proposed utilities showing size type, elevations and dimensions;
- k. Location of all fire protection devices;
- l. Proposed street grades with percent of grade and lengths of vertical curves show along with sight distance;
- m. The elevation of proposed street grades to be to .01 foot at 50 foot intervals;
- n. Stationing shall be shown along the bottom of each sheet at 50 intervals;
- o. Cross Sections, showing the existing ground and the finished roadway template shall be shown at 100 foot intervals;
- p. The construction plans shall contain an approval certification to be signed by all of the affected utility companies;
- q. The appropriate fire protection official shall sign a certificate on these plans to indicate that the proposed fire protection meets the requirements of the fire district in which it is located;
- r. The engineer responsible for preparing the construction plans shall place his signature and seal on the plans;

- s. A copy of the Final Construction plans will be kept on file at the Planning and Zoning Office;
- t. Location of Streetlights when underground utilities are available;
- u. Residential, agricultural, commercial and/or industrial developments shall install an Early Warning System. A division of land for residential and/or agricultural purposes of fifteen (15) or more lots, tracts, dwelling units, etc., shall install an Early Warning System. Commercial or Industrial developments of fifteen (15) or more lots, tracts, etc., and/or that employ fifty (50) or more persons shall install an Early Warning System. The Early Warning System shall meet the specifications of the Shelby County Emergency Management Agency or its successors.

The intent of this regulation shall be to provide emergency and disaster warning to the citizens of Shelby County and cannot delineate every contingency and/or definition now or in the future used in Triple S regulations.

Following approval by the Planning Commission and the Shelby County Emergency Management Agency and expiration of normal warranties the system will be maintained by the Shelby County Fiscal Court. The authorized representative of the Shelby County Emergency Management Agency shall sign off on a certificate on the final plat and/or development plan.

This regulation may be waived if the decibel level is adequate to protect an adjoining subdivision according to the Shelby County Emergency Management Agency.

The location of the system shall be placed on a permanent accessible easement approved by the Shelby County Emergency Management Agency.

3.406 Utilities Data

Location, size, and invert elevations of existing and proposed storm water drains and sanitary sewers with the exact location of utilities and fire hydrants shall be shown on the construction plans.

3.407 Elements for Dedication

Accurate location of all property to be offered for dedication for public use shall be marked, with the purpose indicated thereon, and of all property to be reserved by deed covenant for the common use of the property owners of the subdivision. Formal offers of cession of all streets to the county shall be produced.

3.408 Traffic Impact Study

A Traffic Impact Study shall be required by the Triple S Planning Commission prior to consideration of any subdivision plat or development plan. The Traffic Impact Study will provide the Commission the information necessary to properly evaluate the impact of a development and to identify the need for any improvements to the transportation system to reduce congestion, maintain and improve safety, and provide site access and impact mitigation associated with the development. The Commission shall require that a Traffic Impact Study be submitted for:

1. All developments using a city street or county road for access and generating 25 or more additional (new) peak direction (inbound or outbound) trips to or from the site during the adjacent roadway's peak hour or the development's peak hour.
2. All developments using a state or federal highway for access and generate 50 or more additional (new) peak direction (inbound or outbound) trips to or from the site during the roadway's peak hour or the development's peak hour.

Agricultural tract development is exempt from a Traffic Impact Study if no new road or street is involved.

MINIMUM INFORMATION REQUIRED FOR A TRAFFIC IMPACT STUDY

1. A site plan and vicinity map;
2. A description of the proposed land use (size, type, location, phasing);
3. Study purpose and objectives;
4. Determination and identification of the area of influence of the development (impacted study area)
5. Description of existing roadway conditions including traffic volumes, accessibility, accidents, geometries, pedestrians, traffic signals and overall traffic operations and circulation. Current ADT and Peak Hour traffic volume counts on the adjacent road or roads and intersections (including turning movements), existing levels of service on roadways and physical characteristics of the subject roadways. Average peak hour traffic volume shall be the highest average Peak Hour volume for any weekday 24 hour period.
6. Identification of the traffic congestion, accident areas and other deficiencies of the transportation system in the study area as may be determined by accident data available to the public.
7. Anticipated nearby land development (planned or under construction) associated traffic; and overall growth trends in the area.
8. Capacity and level of service determination during the peak or critical period(s) for the full development year for all affected streets/roads and

the first intersections, in both directions, as measured from the boundary of the property to the first County Road/Street, City Road/Street, State Road/Highway or US Highway. The Commission may also require that other major intersections that may be impacted by the proposed development be included in the Traffic Impact Study. The Professional Engineer responsible for the study will consult with the Commission prior to beginning the study to determine if other intersections should be included. If the Traffic Impact Study indicates that the proposed development has a very insignificant or no effect on the existing road at the proposed intersection then additional intersection studies may not be required.

9. Projection of existing traffic volumes to the full development year (assuming full build out and occupancy) composed of all the following:
 - a. Existing Traffic Volumes;
 - b. Non-Site traffic volume growth in the corridor between the existing year and the full development year; and
 - c. The traffic volume added by the proposed development.
10. A future combined traffic volume plan for typical daily and key peak hours of the development and roadway system. A description of any roadway/intersection improvements which have been assumed as being in place at full development.
11. An assessment of the change in roadway operating conditions resulting from the development (quantifying the impact of the development).
12. Development and evaluation of potential improvement measures needed to mitigate the impact of the development to the level of acceptable service – Level of Service D.
13. Recommendations for site access and transportation improvements needed to maintain traffic flow to, from, within, and past the site at an acceptable and safe level of service. Improvements typically include roadway widening (minimum pavement width is 18 feet); turn lanes, traffic signals, safety (sight distance) measures, and transportation demand management strategies. Detailed improvements and their cost specifically associated with the development should be identified. Improvements needed to achieve Level of Service D should be recommended and would be constructed at the developer's expense.
14. On site issues including number and location of driveways, parking needs, circulation, pedestrians and truck access and operations.
15. The Traffic Impact Study report should be presented in a straightforward and logical sequence. It should lead the reader step-by-step through the various stages of the process and to the resulting conclusions and recommendations. Transportation improvements that achieve the needed level of site access and mitigate any adverse effects the development related traffic may have on the transportation system should be described. Sufficient detail should be included so the reviewing agency will be able to follow the methodology of the analysis and associated findings and recommendations.

TRAFFIC IMPACT STUDY GENERAL INFORMATION

The Triple S Planning Commission will, at the developer's expense, obtain a Traffic Impact Study for any subdivision plat or development plan as stated above. If no action is taken to advance the project within one (1) year, the Traffic Impact Study must be updated if the project continues. However, the Commission may request an updated Traffic Impact Study at any time.

Changes to the project during development will require that the Traffic Impact Study be revised to reflect the changes.

The Developer will submit all necessary information related to his development to the Commission prior to his request for action by the Commission. The Commission will contact a Professional Engineer in regard to preparing a Traffic Impact Study for the proposed development and obtain the cost associated with the Study. The Commission will then notify the developer of the cost of the Study and the Developer will submit payment to the Commission and/or Board for the study. The Engineer will not be given authority to proceed with the Traffic Impact Study until payment for the study has been received by the Commission. The Commission will forward the Developer a copy of the Study when received and determine if the Developer wishes to proceed with his development.

If the Developer chooses to provide his own Traffic Impact Study he will be responsible for payment to the Commission to cover the cost of checking the Study by an independent Engineer. The checking of this study must be paid for and completed prior to consideration by the Commission.

A Professional Engineer, who has specific training in transportation and traffic engineering relating to preparing such studies, must prepare the Traffic Impact Study.

The Professional Engineer responsible for the Traffic Impact Study shall sign and seal the report. The Engineer shall be responsible for all data collection, analysis and reporting associated with the Traffic Impact Study.

Generally the Traffic Impact Study will provide operating capacity and level of service analysis for critical roadway segments and intersections within the development impact area. The Impact Study will show that entrances and exits have been designed to accommodate anticipated traffic in a safe and efficient manner and will identify the impact on the surrounding streets and roads resulting from the development.

The Engineer preparing the Study will be responsible for identifying the development impact area, the critical intersections to be analyzed, and the scope of the study. The Planning Commission reserves the right to ask for

modifications to the study, as it may deem necessary. A proposed development may be denied if the Traffic Impact Study indicates that the development causes the existing or proposed roads and/or street and intersections to operate at a level of service D.

Improvements may be required by the developer to maintain the existing or an acceptable level of service before approval is given.

