

**MINIMUM REGULATIONS
FOR
SUBDIVISION DEVELOPMENT
WITHIN THE KINGSPORT, TENNESSEE PLANNING REGION**

**ARTICLE I
PURPOSE, AUTHORITY AND JURISDICTION**

1-1 PURPOSE AND INTENT

The purpose and intent of these regulations is as follows:

- A. To encourage the development of sound, healthful, and economically stable residential, commercial, industrial, and public areas.
- B. To coordinate land developments to ensure that future physical growth will be orderly, efficient, and conducive to a minimum outlay of private and public expense in providing services to new growth areas.
- C. To minimize fire hazards, provide for safe, convenient and efficient traffic circulation, and provide for light and air in habitable structures.
- D. To provide for the overall harmonious development in conformance to the adopted comprehensive plan.

1-2 AUTHORITY

These regulations are adopted pursuant to the authority established in the Tennessee Code Annotated, Title XIII, Section 13-3-401 through 13-3-411 and Section 13-4-301 through Section 13-4-309. From and after the passage of these regulations the Planning Commission shall be the official planning authority and no plat or plan of land subdivision shall be recorded by the County Register of Sullivan or Hawkins County unless said plat has received final approval in writing by the Planning Commission.

1-3 JURISDICTION

These regulations shall govern all subdivision of land within the corporate limits of the City of Kingsport and within the Kingsport Planning Region.

1-4 ADMINISTRATION

It shall be the duty of the ~~Director of Planning~~ **Planning Manager** designated by the City of Kingsport, Tennessee, to administer and establish the procedures for the proper implementation of these regulations.

1-5 APPLYING HIGHEST STANDARD

Whenever the provisions of these regulations and those of any other regulation, ordinance, rule or other provision of law apply to the same subject matter, whichever provisions are more restrictive or impose higher standards shall govern and hold true for all provisions of these regulations.

ARTICLE II DEFINITIONS

2-1 THE MEANING OF WORDS AND TERMS

Terms not herein defined shall have their customary dictionary definitions where not inconsistent with the context. The terms "shall" and "will" are always mandatory, and the word "may" is permissive. When not inconsistent with the context, words used in the singular number include the plural, and those used in the plural number include the singular. Words used in the present tense include the future. The word "person" includes a firm, partnership or corporation as well as an individual. The word "lot" includes the words "plot" or "parcel." The word "building" includes the word "structure."

The Planning Commission's interpretation shall be final, absent to any appeal to the proper Court of this State, as to the meaning of any definition, statement, requirements, symbol, and/or abbreviation used in connection with these regulations or application thereof.

2-2 DEFINITIONS

ARCHITECT - An individual licensed and registered by the State of Tennessee to practice architecture in the State of Tennessee.

BUILDING SETBACK - A line beyond which no foundation wall or part of the structure of any building shall project with the exception of open walkways and the sub-surface projection of footings.

BUILDING - Any structure used or intended for supporting or sheltering any use or occupancy.

BIKEWAYS - A facility that is explicitly provided for non-motorized bicycle travel.

CITY ENGINEER – Or designated official of the City of Kingsport.

CLUSTER BOX UNIT – A freestanding, pedestal-style centralized grouping of mailboxes that are individually locked and keyed providing for centralized mail delivery by the United States Postal Service.

COMMUNITY SEWER SYSTEM - A central sewage system which is owned, operated, and maintained by a private corporation or non-profit property owners' association.

COMPREHENSIVE PLAN - The comprehensive plan for the Kingsport Area approved by the Planning Commission which may consist of such elements as major street and road plan, major thoroughfare plan, general land use plan, and other maps, data, and descriptive matter for the physical development of the urban area or any portions thereof, including any amendments, extensions, or additions thereto as adopted by the Planning Commission.

COUNTY HEALTH OFFICER – (Appropriate) County Health Officer.

COUNTY ROAD COMMISSIONER - (Appropriate) County Road Commissioner.

COUNTY REGISTER'S OFFICE - (Appropriate) County Register of Deeds office.

DEDICATION - The setting aside of land and/or improvements for a particular use.

DESIGN MANUALS - The manuals adopted by Sullivan County, City of Kingsport, Tennessee Department of Transportation, and the Tennessee Department of Environment and Conservation for design and specifications of roads, water mains, sanitary sewers, erosion and sediment control, and any amendments thereto.

DEVELOPER - See "SUBDIVIDER."

~~DIRECTOR OF PLANNING~~ **PLANNING MANAGER** – Or designated official of the City of Kingsport.

EASEMENT - A grant by the owner of land for the use of such land by others including the public for a limited and specifically named purpose or purposes.

ENGINEER - An individual licensed and registered by the State of Tennessee to practice engineering in the State of Tennessee.

HEALTH DEPARTMENT - Tennessee Department of Environment and Conservation and Public Works Department for the City of Kingsport.

HIGHWAY DEPARTMENT - (Appropriate) Federal, State or County Highway Department.

INDIVIDUAL SEWAGE TREATMENT FACILITY - A sewage disposal system developed to function on an individual lot basis.

KINGSPORT GEODETIC REFERENCE NETWORK (KGRN 1990) - That network of

control monuments established across the Kingsport Planning Region in 1990, each of which were located within the Tennessee State Plane Coordinate System by First Order GPS (Global Positioning System) methods and for which an elevation has been established by field-run levels to meet Second Order, Class I specifications.

LOT - A portion of land separated from other portions by description as on a subdivision plat or record of survey map as described by metes and bounds and intended for transfer of ownership or for building development. For the purposes of the regulation, the term does not include any portion of a dedicated right-of-way.

LOT, CORNER - A lot on which two or more adjoining sides abut on a public street.

LOT, DOUBLE FRONTAGE - A lot which runs through a block from street to street.

LOT, INTERIOR - A lot other than a corner lot.

LOT REVERSE FRONTAGE - A double frontage lot which has its vehicular access point limited to the back of the lot rather than having access on its front.

LOT WIDTH - The mean horizontal distance across the lot measured at right angles to the depth.

MAJOR STREET AND ROAD PLAN - See "COMPREHENSIVE PLAN."

MINOR SUBDIVISION - A subdivision consisting of ten lots or less having all required improvements available.

PERMANENT EASEMENT - An easement providing legal access from one or more lots to an existing highway, street, or thoroughfare. Maintenance of such permanent easements shall not be the responsibility of Municipality or County.

PLANNING COMMISSION - Kingsport Municipal/Regional Planning Commission.

PLANNING REGION - For the purpose of these regulations the area composed of territory of the Kingsport, Tennessee, municipality together with its Urban Growth Boundary.

PUBLIC WATER SYSTEM - A central water system owned, operated and maintained by a municipality, county, or utility district.

PLAT - The map, drawing or chart upon which the plan of subdivision is presented to the Planning Commission for approval.

PUBLIC USAGE - Public parks, schools, administrative, cultural or service buildings not including public land or buildings devoted solely to the storage and maintenance of

equipment or material.

RESERVE STRIP - A portion of land set aside to limit and/or prohibit access.

RIGHT-OF-WAY - A portion of land being used, or proposed for use in the future, dedicated as a street, road, thoroughfare or crosswalk, pipeway, drainage canal, and/or similar use and designated by means of a right-of-way line.

ROAD -See "STREET."

ROADWAY - The portion of a street or right-of-way which contains the street pavement and curb and is used primarily as a channel for vehicular movement and secondarily as a drainage canal for storm water. In these regulations where curbs are required, the pavement is measured from the face to face of the curbs; without curbs is a measurement of the wearing surface.

SANITARY SEWERAGE SYSTEM - A municipal or community sewage disposal system of a type approved by the Tennessee Department of Environment and Conservation.

SECRETARY - A person designated by the Kingsport Municipal/Regional Planning Commission as the secretary.

STAFF - The employees of the City of Kingsport.

STORMWATER SYSTEM – The system of roadside drainage, roadside curbs and gutters, curb inlets, swales, catch basins, manholes, gutters, ditches, pipes, culverts, lakes, ponds, sinkholes, channels, creeks, streams, storm drains, water quality best management practices, and similar conveyances and facilities, both natural and manmade, located within the City which are designated or used for collecting, storing and conveying stormwater, or through which stormwater is collected, treated, stored or conveyed, whether owned or operated by the City or other owner/operator/person.

STREET - A general term used to describe a right-of-way which provides a channel for vehicular or pedestrian movement between certain points in the community, which may provide for vehicular, pedestrian and bicycle access to properties adjacent to it, and which may also provide space for the location of underground and aboveground utilities. **STREETS** are classified by functions as follows:

Freeways and Expressways - A freeway is a limited access facility designed for traffic requiring relatively high operating speeds and having relatively long operating distances.

Arterial Streets - Arterial streets are used primarily for the movement of vehicles, but may provide for vehicular access to adjacent property. When access to adjacent property is permitted, it should be by means of a marginal access type of street to serve several properties rather than permitting each property owner to have his own private driveway

access point.

Collector Streets - Collector streets are used more for movement of vehicles than for providing access to adjoining properties. Access to adjacent property should be planned and controlled so that minimum disturbance is made to the traffic-moving efficiency of the major collector street. This class of streets has an average daily traffic projection of 3,001 to 6,999.

Non-Residential Streets - Non-residential streets are to be constructed in areas appropriately zoned, or proposed to be developed for uses other than residential.

Local Streets - This class of streets is primarily a residential street that serves the internal traffic movement within an area of the City, such as a subdivision, and connects this area with a higher classification of street system. This class of streets has an average daily traffic projection of 1,501 to 3,000 trips.

Residential Streets - Residential streets are used primarily for providing access to adjacent properties. Such streets usually carry no through traffic. This class of street has an average daily traffic projection of 251 to 1,500 trips.

Lanes - Residential streets primarily used as cul-de-sacs, loop streets, and courts. Such streets have an average daily traffic projection of 1 to 250 trips.

Marginal Access Streets - Marginal access streets are local or residential streets which are parallel to and adjacent to arterial streets and expressways. These streets provide access to abutting properties and protection from through traffic.

Dead End Streets - Dead End Streets are streets having only one opening and providing no access to another street. The closed end provides a turn-around for vehicles.

Alleys - Alleys are minor right-of-ways, dedicated to public use, which afford a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes.

STREET FURNITURE - Any improvements placed within the street right-of-way such as utility poles, street signs, benches, bus shelters etc.

STREET WIDTH - The width of the street as measured from back of curb to back of curb and as shown in the typical details in Appendix B.

SUBDIVIDER - An individual, partnership, corporation, or other legal entity or agent thereof which undertakes the activities covered by these regulations. Inasmuch as the subdivision plan drawings are merely a necessary means to the end of assuring satisfactory development, the term includes "owner" or "builder", even though the persons

and their precise interests may vary at different project stages.

SUBDIVISION - The division of a tract or parcel of land as defined by the Tennessee Code Annotated.

SURVEYOR - An individual licensed and registered by the State of Tennessee to practice surveying in the State of Tennessee.

TRACT - A portion of land with definite and ascertainable limits or boundaries.

TRAFFIC CALMING – Physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users. Examples of traffic calming devices include speed tables, diverters, neck-downs, chicanes, bump-outs and roundabouts.

TRAFFIC PROJECTIONS - For the purpose of these regulations average daily traffic projections shall be ten (10) trips for each single family residential lot, seven (7) trips for each condominium unit, and seven (7) trips for each apartment unit accessing a public street.

UTILITY - Any person, firm, corporation or municipal department or board duly authorized to furnish under federal, state or municipal regulations to the public electricity, gas, communications, transportation, water or sewer.

ZONING REGULATIONS - The duly adopted zoning regulations enacted by the City of Kingsport, or appropriate County.

ARTICLE III PROCEDURE FOR PLAT APPROVAL

3-1 SUBDIVISION PROCESS

In order to secure review and approval of proposed subdivision by the **Planning Staff or the** Planning Commission, any owner of land lying within the City of Kingsport, Tennessee, or its Planning Region (see definitions) who wishes to subdivide such land shall prior to making any improvements or installations follow certain procedures as described below.

The review and approval of a Subdivision Plat consists of three steps. The initial step is *optional* and allows for submittal of a ~~Sketch Plat~~ **Concept Plan** and informational consultations with the planning staff. **The second step involves the preparation and submission of a Preliminary Plat and associated Construction Plans for review and approval.** ~~The second step involves the preparation and submission to the Planning Commission of a Preliminary Plat of the~~

~~proposed subdivision. Step three is the preparation and submission of a final plat for consideration and approval. to the Planning Commission of a Final Plat together with required certificates. This Final Plat becomes the instrument to be recorded in the County Register's Office when duly signed by the Secretary of the Planning Commission. The only exceptions are minor subdivisions of ten or fewer lots which do not involve the construction or opening of new streets, water or sewer facilities, or other utilities. These subdivisions shall be accepted by the Planning Commission in the form of a Final Plat.~~

Approval authority is dependent upon whether the plat meets the Minimum Subdivision Regulations without the need for a variance or not, as well as whether a Surety Instrument is required for Final approval. All subdivision plats (Conceptual, Preliminary and Final) that meet the Minimum Subdivision Regulations shall be approved by the Planning Staff and signed by the Secretary of the Planning Commission. The approved plat will then be presented for information purposes to the Planning Commission at their next regular meeting. If a variance is requested, or a Surety Instrument is needed, then the plat will need to be approved by the Planning Commission.

For the purpose of these regulations, the date of the regular meeting of the Planning Commission at which consideration of approval for the subdivision shall constitute the official submittal. The statutory period required for formal approval or disapproval of the plat shall commence at this meeting.

3-2 CONCEPT PLAN SUBMISSION

The subdivider may visit the planning offices and discuss the effects of the official planning literature as well as general design standards, zoning and other related matters which might affect the proposed subdivision. In addition, the subdivider may submit pre-application plans and data for review, advice and assistance by the Planning Commission, City staff, County Road Commissioner, Tennessee Department of Environment and Conservation, or appropriate utility agency. Such professional assistance at this early stage may save time and prevent costly revisions to making formal application for plat approval. The concept plan may also be submitted to the Planning Commission for approval **at the request of the subdivider**. A preliminary plat and construction plans can be prepared and approved based on this concept plan within two years of its approval.

3-3 CONCEPT PLAN CONTENT

The Concept Plan should show the entire tract and contain the following:

- 3.1 The location of the proposed subdivision in relation to the neighborhood in which it is located;
- 3.2 A simple plan showing general layout of lots and streets, major drainage-ways and other features relevant to existing conditions on the site and

adjoining street system;

- 3.3 General subdivision data including land characteristics, proposed community facilities and utilities, typical building sites, street widths, street cross sections, **total proposed disturbance**, and contours where necessary.

3-4 PRELIMINARY PLAT & CONSTRUCTION PLANS SUBMISSION

The purpose of the Preliminary Plat and Construction Plans is to safeguard the subdivider from unnecessary loss of time and expense of preparing a Subdivision Plat which does not conform to the specifications of the minimum standards for subdivision development and Design Standards adopted by the City. Public agencies having jurisdiction will review the Preliminary Plat and construction plans regarding matters within their jurisdiction.

The subdivider shall submit to the Kingsport Planning staff ~~five (5) copies or~~ **an** electronic pdf format of the Preliminary Plat and construction plans for distribution to reviewing agencies as determined by the location of the site. Submission shall be on the **fifteenth** of the **prior** month in which the plat is to be considered by the Planning Commission. The following agencies may review the preliminary plat and construction plans.

City Agencies

Planning Department
Transportation Department
Public Works Department
Building Department
Engineering Department
Fire Department
Police Department
Geographic Information System

Other Agencies

TDEC
USPS

County Agencies

Highway Department
Zoning Department
Emergency Communications District (911)

3-5 PRELIMINARY PLAT AND CONSTRUCTION PLANS CONTENT

The Preliminary Plat shall be prepared by a design professional and drawn on proper material to a scale of not less than one inch (1") equals one hundred feet (100').

5.1 Required Data:

- (A) Subdivision name, location map and total acreage of tract or parcel;
- (B) Subdivider and surveyor's name and address;
- (C) Date, graphic scale, and north arrow;
- (D) Location of existing physical features such as drainage systems,

- sanitary sewers, power lines, gas lines, water lines, buildings and water bodies;
- (E) Names, location, widths, and other dimensions of streets, alleys, easements and lot lines on adjoining property;
 - (F) Current zoning and building setback lines;
 - (G) Names of adjoining property owners of unplatted property;
 - (H) Contours at not more than 5' intervals and note stating where the contours were derived;
 - (I) One Percent annual chance flood area and drawn floodway boundary as defined by FEMA, or note stating the property is not subject to flooding based on the FEMA information;
 - (J) The proposed location of two concrete monuments;
 - (K) Location of any planting strips, signage, street plantings, sidewalks, or other features proposed as part of the public right-of-way;
 - (L) Typical street cross sections.
 - (M) Proposed utilities to be identified such as natural gas service, electrical service designating whether an overhead or an underground system will be utilized.
 - (N) **Location of Cluster Box Unit(s) and any associated improvements.**
 - (O) **Total disturbed acreage.**
 - (P) **No additional construction data will be reviewed or approved.**

The construction plans shall be submitted with the Preliminary Plat. These plans are to be prepared by a qualified professional licensed by the State of Tennessee, and meet all standards and regulations before being approved. **All Construction Plan content to be in strict accordance with and as outlined in the City of Kingsport Minimum Design Standards, Latest Edition.**

~~5.2 Required data construction plans:~~

~~(A) Street Construction Plan including the following:~~

- ~~1. Cover sheet with vicinity map and index of drawings.~~
- ~~2. Plan and profile(s) of proposed streets.~~
- ~~3. Detail plans plotted on plan and profile sheets sized 24" x 36", and to a minimum scale of one inch (1") = fifty feet (50') horizontal, and one inch (1") = ten feet (10') vertical.~~
- ~~4. Plan section including the street and right of way plotted to the proper scale with stationing shown, which should match that of the profile as nearly as possible.~~
- ~~5. Where conventional sections are used, the stabilization required for the roadside ditches, including the linear extent and type of~~

stabilization required.

6. ~~Typical roadway sections, as appropriate.~~
7. ~~Profile section plotted to the same scale as identified above and including the proposed center line finish grade profile, in addition to the existing center line profile at 2' contours.~~
8. ~~All vertical control points on or pertaining to the proposed center line profile such as P.V.C., P.V.I., P.V.T., all low points, street intersections, all percent grade and vertical curve data.~~
9. ~~All horizontal control points on or pertaining to the proposed center line alignment, such as P.C., P.I., P.T., radii, and angle of intersections.~~
10. ~~Location and KGRN station number of any reference monument whose use may be required by any provision contained herein. A minimum of two control points shall be indicated.~~

(B) ~~Stormwater Management Plan including the following:~~

1. ~~Proposed and existing stormwater systems, including *drainage basins*, inlets, catch basins, junction boxes, culverts, cross drains, headwalls, and outlet facilities with location, size, type and slope and calculations as required by the City of Kingsport's Design Standard of the latest issue.~~
2. ~~The location and size of the first drainage structure downstream of the development. This may be shown on a vicinity map not less than 1"=2000'.~~
3. ~~Invert and top of grade elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grade of all cross drains and between inlets and catch basins.~~
4. ~~Hydrologic and hydraulic calculations for appropriate design conditions and facilities. When sizing tiles and cross drains the contributing drainage basin shall be delineated on appropriate topographic maps.~~

(C) ~~Grading Plan including the following:~~

1. ~~Existing topographic contours at a maximum 2 foot interval.~~
2. ~~Limits of proposed clearing, grading, filling and/or other land disturbing activities.~~

- ~~3. The design, construction, and maintenance details for soil and sediment control BMPs required to stabilize the site before clearing of site will commence.~~
- ~~4. Existing and proposed topography, wetlands, water courses, water bodies and sink holes, including intermittent and wet weather conveyances.~~
- ~~5. Proposed area alterations including property lines, existing easements and proposed structures, utilities, driveways and roads.~~
- ~~6. Boundaries of designated floodplains and floodways.~~
- ~~7. A general description of the existing and proposed land cover, but individual trees and shrubs do not need to be identified.~~

~~(D) A copy of the Tennessee Construction General Permit Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) submitted to TDEC for the land disturbing activities detailed in the erosion and sediment control plan.~~

~~(E) Plan and Profile(s) of water lines and calculations;~~

~~(F) Plan and Profile(s) of sewer lines and calculations;~~

~~(G) Any required permits from applicable regulatory agencies.~~

5.3 Review by Individual Agencies: No *construction plans* shall be submitted to the Planning Commission without being reviewed by the City Engineer, City Public Works Director, County Road Commissioner, utility providers, as appropriate, or their designee. These agencies shall review the preliminary plat to the extent that each has jurisdiction within 15 days of receipt. If rejected, the agency shall provide the Planning Commission **staff** with a written statement specifying all reasons for rejection.

5.4 Vesting Rights: To avoid undue hardship, an approved preliminary subdivision plat shall be considered vested for a period of three (3) years from the date of Planning Commission approval provided the subdivider obtains construction plan approval and obtains the necessary permits. The vesting period shall be extended an additional two (2) years provided site preparation has begun during the initial three year period. If construction commences and the developer maintains all necessary permits, the preliminary plat remains vested for a period not to exceed ten (10) years from the date of Planning Commission approval. Subdivisions involving multiple phases are vested for a period of fifteen (15) years. The vesting period for an approved subdivision may be extended as deemed advisable by the Planning Commission. Final plats shall be submitted during the vesting period.

(A) Termination of Vesting Rights: During the vesting period, the Subdivision Regulations which are in effect on the date of approval of a preliminary plat remain the development standards applicable to the property described in the preliminary plat except such vested property rights terminate upon a written determination by the city under the following circumstances:

1. When the subdivider violates the terms and conditions specified in the approved preliminary plat; provided, the applicant is given ninety (90) days from the date of notification to cure the violation; provided further, that the city may, upon a determination that such is in the best interest of the community, grant, in writing, an additional time period to cure the violation;
2. When the subdivider violates any of the terms and conditions specified in the local ordinance or resolution; provided, the subdivider is given ninety (90) days from the date of notification to cure the violation; provided further, that the city may, upon a determination that such is in the best interest of the community, grant, in writing, an additional time period to cure the violation;
3. Upon a finding by the city that the subdivider intentionally supplied inaccurate information or knowingly made misrepresentations material to the Planning Commission or staff during preliminary plat approval or intentionally and knowingly did not construct the development in accordance with the approved preliminary plat or an approved amendment for the building permit or the preliminary plat; or
4. Upon the enactment or promulgation of a state or federal law, regulation, rule, policy, corrective action, or other governance, regardless of nomenclature, that is required to be enforced by the city and that precludes development as contemplated in the approved preliminary plat or building permit, unless modifications to the preliminary plat or building permit can be made by the subdivider, within ninety (90) days of notification of the new requirement which will allow the subdivider to comply with the new requirements.

5.5 As Built Drawings Documents: Before the final plat is approved or bond is released, the subdivider shall submit to the City of Kingsport Engineering Department two hard copies ~~and a copy in PDF format and ACAD format using the KGRN (Kingsport Geodetic Reference Network) of the As Built Drawings or a digital copy of the As Built Drawings~~ with transmittal letter containing date, Project title, Developer/Owner's name and address, list of documents,

and signature of Developer/Owner. A licensed surveyor or engineer shall certify that the submitted As-Built Drawings accurately portray what has been built. The As-Built Drawings shall accurately illustrate the installed location of all utilities, roads, storm water facilities, and any other public infrastructure. The installed locations shall be verified by a certified survey showing dimensions, locations, elevations, profiles, and cross-sections of construction. All easements and Rights-of-Way (ROW) shall be shown on the As-Built Drawings. The As-Built Drawings shall be standard size plan sheets (24" by 36") with a scale no greater than 1" = 50'.

3-6 FINAL PLAT SUBMISSION

A Final Plat shows all property lines and other dimensions important for the accurate and legal transfer of property, and records the location of street lines, easements, utilities, and improvements.

Subsequent to the Preliminary Plat with Construction Plan approval and installation or bonding of improvements, the subdivider shall submit to the Planning staff ~~seven (7) paper copies or an~~ electronic pdf format of the final plat for distribution to reviewing agencies as determined by the location of the site. Submission shall be on the **fifteenth** of the **prior** month in which the plat is to be considered **for approval**. ~~by the Planning Commission.~~ The following agencies may review the final plat.

City Agencies

Planning Department
Transportation Department
Public Works Department
Building Department
Engineering Department
Fire Department
Police Department
Geographic Information System

Other Agencies

TDEC
USPS

County Agencies

Highway Department
Planning and Zoning Department
Emergency Communications District (911)

3-7 FINAL PLAT CONTENT

The Final Subdivision Plat should be drawn to a scale of not less than one inch (1") equals one hundred feet (100') on a sheet 18 by 24 inches with a 1/2 inch border on all four sides. **Once the plat has been reviewed and is in final format, seven (7) paper**

copies with all required signatures will be required along with the associated fee.

7.1 Required Data:

- (A) Subdivision name, acreage of site, location map, north arrow, and subdivider's name;
- (B) A graphic scale and/or numerical scale;
- (C) Surveyors' stamp, name and registration number;
- (D) Streets on adjacent land;
- (E) Name and locations of adjoining properties;
- (F) Boundary lines of tract distinguished from adjacent property and length of courses to the nearest hundredth of a foot. In all cases where the tract being subdivided, either in whole or in part thereof, consists of less than five acres, the entire boundary of the tract, including all exterior lot lines as well as new interior subdivision lines, shall be shown on the plat to the nearest hundredth of a foot.
- (G) Location and KGRN station number of any reference monument whose use may be required by any provision contained herein;
- (H) Street names, bearings, angles of intersection, and width;
- (I) Arc-length, radii, chord bearing and distance;
- (J) Locations, widths, name and purpose of all easements;
- (K) All lot line distances expressed to the nearest one-hundredth of a foot and all lot line bearings expressed to the nearest minute of arc. There shall be an indication of the origin of the bearings used. For subdivisions that lie within two thousand (2,000) feet, as measured along the nearest public right-of-way, of an existing KGRN monument, there shall be a ground distance tie to that KGRN monument. The tie may be made using KGRN bearings or KGRN coordinates of two or more points within the subdivision. If KGRN bearings are used, there must be a statement as to whether or not the tie line has been reduced to sea level distances and if a scale factor has been applied. If KGRN coordinates are used, they must be reduced to sea level and have the proper scale factor applied with accompanying notation on the plat stating that these corrections have been made.

If the subdivision lies beyond two thousand (2000) feet, as measured along the nearest public right-of-way, of an existing KGRN monument, or if the developer so wishes, the City Engineering Department will

establish KGRN coordinates on the reference monuments for the proposed subdivision using global positioning at a specified charge to the developer prior to Final Approval.

- (L) Reservations and dedications indicated as to purpose on tract;
- (M) Lot numbers and block numbers, set-back lines with dimensions or notation that all lots conform to existing zoning ordinance;
- (N) Closure error of 1/10,000 or better;
- (O) One Percent annual chance flood area and drawn floodway boundary as defined by FEMA, or note stating the property is not subject to flooding based on the FEMA information.
- (P) All E-911 addresses.
- (Q) **Cluster Box Location**
- (R) **Total disturbed acreage**
- (S) Any other data as required by the City Engineer.

7.2 Certifications:

- (A) Certification of the approval of streets ~~and stormwater systems;~~
- (B) **Certificate of the approval of stormwater systems;**
- (C) Certificate of approval for recording;
- (D) Certification of the approval for 911 addressing assignments;
- (E) Certificate of ownership and dedication;
- (F) Certification of the approval of sewer system;
- (G) Certificate of approval for street light payment;
- (H) Certification of the approval of water system;
- (I) Certificate of accuracy.

7.3 Additional information may be required where necessary.

CERTIFICATION OF THE APPROVAL OF STREETS AND STORMWATER SYSTEMS

I hereby certify: (1) that constructions plans have been approved: (2) that streets ~~and storm water systems~~ have been installed in an acceptable manner and according to the specifications: (3) adequate rights-of-way dedication upon an existing public road shall serve these lots as proposed.

_____,
Date 20_____

City Engineer or County Road Commissioner

CERTIFICATION OF THE APPROVAL OF STORMWATER SYSTEMS

I hereby certify: (1) that constructions plans have been approved; (2) storm water systems installed or proposed for installation fully meet City of Kingsport requirements.

OR

I hereby certify: (1) that total cumulative land disturbance for all lots is less than one (1) acre as shown; (2) No public stormwater improvements are proposed.

_____,
Date 20_____

City Stormwater Manager

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations for Kingsport, 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 _____ Register. If required, a surety bond in the amount of \$_____ has been posted with the Kingsport Regional Planning Commission to assure completion of all required improvements in case of default.

_____,
Date 20_____

Secretary:

Kingsport Municipal/Regional Planning Commission

CERTIFICATION OF THE APPROVAL FOR 911-ADDRESSING ASSIGNMENT

I hereby certify that the addresses, as noted on the final plat, are approved as assigned.

_____ 20_____
Date

City G.I.S. Division or Sullivan County Director of 911 Addressing or his/her authorized representative

**CERTIFICATE OF OWNERSHIP
AND DEDICATION**

I (we) hereby certify that I am (we are) the owner (s) of the property shown and described hereon and that I (we) hereby adopt this Plan of Subdivision with my (our) free consent, establish the building lines, and dedicate all streets, alleys, walks, parks and other open spaces to public or private use as noted.

_____, 20_____
Date

Owner

CERTIFICATION OF THE APPROVAL OF SEWERAGE SYSTEM

I hereby certify that the sewerage disposal system installed or proposed for installation fully meets the requirements of the Tennessee Department of Environment & Conservation and is hereby approved as shown.

_____, 20_____
Date

Tennessee Department of Environment & Conservation

Or

Kingsport Authorizing Agent

CERTIFICATE OF APPROVAL OF STREET LIGHTING SYSTEM

I hereby certify that the street light system designed for this subdivision complies with the City of Kingsport's policies on roadway lighting within the City of Kingsport, and any required charges for the purchase and installation have been met.

20_____

Date

Traffic Engineering Manager

CERTIFICATE OF APPROVAL OF PUBLIC WATER SYSTEM

I hereby certify that the public water utility system installed or proposed for installation fully meets the requirements of the _____ water utility system and is hereby approved as shown.

_____,
Date

20_____

Authorizing Agent

CERTIFICATE OF ACCURACY

I hereby certify that the Plan shown and described hereon is a true and correct survey to the accuracy required by the Kingsport, Tennessee Regional Planning Commission and that the monuments have been placed as shown hereon.

_____,
Date

20_____

Surveyor

(or)

I hereby certify that this is a category _____ survey and the ratio of precision of the unadjusted survey is 1: _____ as shown hereon.

-

20_____

Surveyor TN. Reg. No.

3-8 MINOR SUBDIVISION PROCEDURE

Procedure for submitting Minor Subdivisions as defined in Article II is as follows:

8.1 Submission

~~The subdivider shall submit the plat to the staff on the **fifteenth** of the **prior** month it is to be considered for approval by the Planning Commission. Submission shall consist of paper copies.~~

8.2 Review

~~The platting information shall be the same as required for final plat approval. Under special circumstances where unusual topographic problems exist, the Planning Commission may require topographic information, a drainage plan, or a map showing existing utilities. If the staff determines that the Subdivision complies with such regulations governing a subdivision of land as adopted by the Planning Commission, the plat will be presented for approval.~~

3-9 TWO LOT SUBDIVISION

~~The staff shall review plats for subdivisions consisting of two lots within thirty (30) days of submittal. Platting information for subdivisions consisting of two lots shall be the same as required for Minor Subdivisions. If the staff determines the subdivision complies with these regulations it may certify the plat in writing to the Secretary of the Planning Commission to be signed. After recording the Final Plat, the staff shall report to the Planning Commission at the next regular meeting action relative to two lot Subdivision Plats.~~

3-10 FIELD TRIPS

The staff shall arrange for and conduct conferences with developers and field trips necessary for proper investigation of the Preliminary and Final Plats by affected City departments or area agencies and the Planning Commission.

3-11 NOTIFICATIONS

The staff shall notify the developer of the public meeting to consider approval of the Preliminary and Final Plats. The subdivider, or his representative, shall attend the meeting at which the plat is to be considered. The Commission may deny approval if the subdivider is not represented.

3-12 APPROVAL OR DISAPPROVAL

The Planning Commission shall receive the recommendations of its staff and approve or disapprove the plat. In the event that the Planning Commission fails to either approve or disapprove a plat within ~~thirty-five (35)~~ **sixty (60)** days of its presentation to the Planning Commission, such plat shall be deemed approved. If a plat is disapproved, reasons for such disapproval shall be stated in the minutes of the Planning Commission.

3-13 RECORDS

The staff shall keep a record of all plats and Planning Commission actions.

ARTICLE IV GENERAL REQUIREMENTS AND MINIMUM STANDARDS OF DESIGN

The purpose of this section is to assure that sound subdivision development will take place within the jurisdiction of the Kingsport Regional Planning Commission by establishing minimum standards for use in the design of subdivisions.

4-1 STREETS AND ROADS

1.1 Conformity to the Major Street and Road Plan:

The subdivision of land and the design of roads servicing such land shall be undertaken in conformity with the Major Street and Road Plan adopted by the Kingsport Regional Planning Commission.

1.2 Relation to adjoining Road Systems:

The proposed road systems of a subdivision shall provide for the continuation of existing or platted streets in adjoining or nearby tracts. Where in the opinion of the Planning Commission, it is desirable to provide for street access to adjoining property, streets shall be extended to the boundary of such property. Multiple access points for subdivisions should be provided whenever possible.

1.3 Widths of rights-of-way and pavements shall be as follows:

- (A) Freeways and Expressways - As specified by the Tennessee Department of Transportation.
- (B) Arterial Streets - As specified by the Tennessee Department of Transportation.
- (C) Collector Streets - Collector streets are those shown on the latest revision of the Major Street and Road Plan for the Kingsport Planning Region and shall have minimum rights-of-ways as specified by the City Engineer and approved by the Planning Commission. (Take Out - and pavement widths as shown in documents recorded as part of that Plan.)
- (D) Non-Residential Streets - Non-residential streets shall have a minimum right-of-way of sixty feet (60') and a street width of thirty-three feet (33').
- (E) Local Streets - Local streets are designed primarily for the purpose described in its definition. This type street shall have right-of-way

width of fifty (50') feet and a minimum street width of twenty-nine feet (29') feet.

- (F) Residential Streets - Residential streets shall have a minimum right-of-way width of ~~fifty~~ **forty** feet (~~50~~ **40'**) and a minimum street width of twenty-five feet (25').
- (G) Lanes - Lanes shall have a minimum right-of-way width of forty feet (40') and a minimum street width of twenty-three feet (23').
- (H) Marginal Access Streets - When a tract fronts on an arterial street, expressway or collector, the Planning Commission may require such lots to be provided with frontage on a marginal access street or may require reverse frontage lots. Marginal Access Streets or Frontal Roads where required will be designed on a case by case basis.
- (I) Alleys - Alleys shall have a pavement and right-of-way width of fifteen feet (15') for one way traffic and twenty feet (20') for two way traffic.

Note: See Chart in Appendix A – Street Design Summary Chart

- (1) Alleys may be provided in residential, commercial, and industrial subdivisions. Alleys should be used to assure provisions are made for service access, such as off-street loading, unloading, and parking consistent with and adequate for the uses proposed.
- (2) Dead-end alleys shall be prohibited unless a turn-around is provided and if provided shall meet Lane requirements for a cul-de-sac.
- (J) Dead End Streets - Permanent Dead End Streets shall be no less than one hundred fifty feet (150') and no longer than one thousand two hundred fifty feet (1,250') measured along the centerline from the entrance street right-of-way to the center of the cul-de-sac. For local streets a cul-de-sac shall have a right-of-way radius of not less than fifty feet (50'), the diameter of the paved area eighty feet (80'). For residential streets and lanes, the right-of-way radius shall be forty feet (40'), and the diameter of the paved area sixty-five feet (65'). A transition curve radius of not less than seventy-five feet (75') for connecting the turnaround with the end of the street is required, and the maximum grade of the turnaround shall not exceed eight percent (8%). The Planning Commission may

require additional rights-of-ways and roadway improvements if variances are granted.

- (K) Temporary Dead End Street - Where a street is provided to give access to adjoining property, the street shall be constructed to the property line. Such streets shall be provided with a paved, temporary turn-around which will be dedicated as public. The turn-around will have a roadway diameter of sixty-five (65) feet. When the adjoining property is subdivided and the streets extended, that adjacent property owner shall be required to eliminate the temporary turn-around and install curbing to join the streets together. Where a street is provided to give access to adjoining property, and does not have any lots with frontage on said street, the street shall be constructed to the property line. Such streets shall not be required to provide a turn-around.
- (L) Additional Width on Existing Streets - Subdivisions that adjoin existing streets shall dedicate additional right-of-way to meet minimum street or width requirements or requirements specified in the Major Street and Road Plan. The entire right-of-way shall be provided where any part of the subdivision is located on both sides of the existing street. When the subdivision is located on only one side of an existing street, one-half (1/2) of the required right-of-way, measured from the center line of the existing roadway, shall be provided.

1.4 Grades of streets and roads shall be as follows:

- (A) Freeway and Expressway Maximum Grade - As specified by the Tennessee Department of Transportation.
- (B) Arterial Maximum Grade - As specified by the Tennessee Department of Transportation.
- (C) Collector and Non-Residential Maximum Grade - The maximum grade on Collector and Industrial Streets shall not exceed twelve percent (12%).
- (D) Local, Residential, Lanes, and Marginal Access Maximum Grade - The maximum grade on Minor Collector, Marginal Access, and Local Street shall not exceed fifteen percent (15%).

- (E) Minimum Grade - The minimum grade of any street or road provided with curbs shall be not less than one-half of one percent (.5%).

1.5 For safety of travel, the minimum, horizontal curves, and vertical curves shall be as follows:

(A) Street Table

<u>STREET</u>	<u>SPEED</u>	<u>HORIZONTAL CURVE</u>	<u>VERTICAL CURVES</u>	<u>REQ. SIGHT DIST.</u>
1. Freeways, Arterials & Expressways as specified by the TDOT.				
2. Collector	30 mph	333 ft. /250* ft.	Crest 19 Sag 37	330'
3. Non-residential Street	30 mph	333 ft. /250* ft.	Crest 19 Sag 37	330'
4. Local	25 mph	200 ft.	Crest 12 Sag 26	275'
5. Residential	20 mph	100 ft.	Crest 12 Sag 26	220'
6. Lanes	20 mph	100 ft.	Crest 7 Sag 17	220'

* Only allowed with a maximum of 4% urban super elevation.

- (B) Tangents - ~~All reverse curves and broken back curves shall have tangents as outlined below:~~ **Tangents are measured along centerline of the roadway and defined as the distance between a curves point of tangency (PT) and the next curves point of curvature (PC). The tangent between curves shall be as outlined below:**

1. Tangents for Expressways and Arterial Streets - ~~Reverse curves to broken back curves~~ **Curves** in road right-of-way shall be connected by tangents as specified by the Tennessee Department of Transportation.
2. Tangents for Reverse Curves in Opposite Directions- ~~Reverse curves~~ **Curves in opposite directions (i.e. a curve to the right followed by a curve to the left)** in road rights-of-way shall be connected by tangents of not less than one hundred twenty (120) feet for collector and non-residential streets, one hundred ten (110) feet for local and residential streets or one hundred (100) feet for lanes.
3. Tangents for Broken Back Curves **Curves in the Same Direction** - ~~Broken back curves~~ **Curves in the same direction (i.e. a curve to the right followed by a curve to the right)** in road rights-

of-way shall be connected by tangents of not less than one hundred ninety (190) feet for collector and non-residential streets, one hundred thirty (130) feet for local and residential streets, and one hundred (100) feet for lanes.

1.6 Intersections, Street Offsets, and Radii at Intersections - Requirements for intersection and streets offsets shall be as follows:

- (A) Angle of Intersection - Streets shall be as nearly as possible at right angles, and in no case shall the intersection of street yield angles of less than sixty (60) degrees.
- (B) Grades at Intersections - The maximum grade of any street at the approach to an intersection shall not exceed five (5) percent for twenty-five (25) feet. This distance shall be measured from the nearest edge of pavement of the adjacent street. A vertical curve must be used to connect the five (5) percent or less grade at the approach with subsequent changes in grade, and shall begin at twenty-five (25) feet from the nearest edge of pavement of the intersecting street. The grade on the through street should remain constant.
- (C) Sight Distance at Intersections - Minimum corner sight distance shall be measured from a point on the minor road at least fifteen (15) feet from the edge of the major road pavement, and measured from the pavement surface to a height of eye at 3.5 feet on the minor road to a height of object at 3.5 feet above the pavement surface or the major road. See Table under 1.5A Street Table.
- (D) Street Offsets - A residential, local street, or lane entering opposite another similar street shall be designed directly opposite or with a minimum offset of one hundred and twenty-five (125) feet between their center lines. Collector streets shall have an offset of two hundred (200) feet and arterials shall have an offset of three hundred (300) feet.
- (E) Radii of Property Lines at Intersections - Radii of property lines at road intersection shall not be less than twenty feet (20') for residential, local streets, and lanes, and thirty feet (30') for collectors and non-residential streets. Where an acute angle of less than seventy-five (75) degrees occurs between roads at their intersection, the radii of property lines may be required to be increased. Property line radii at intersections for expressways and arterial streets shall be as specified by the Tennessee Department of Transportation.

1.7 Other street and road specifications:

- (A) Street Names - Streets which are in alignment with existing streets shall bear the name of the existing streets. Street names shall not duplicate or closely approximate the names of existing streets within either Sullivan County or Kingsport Water Service area. The number of characters, including spaces, should not exceed twenty (20). Suffixes for street names may include Street, Avenue, Drive, Way, Lane, Place, Court, Boulevard, Parkway, Crossing, Glen, Green, Path, Trail, Terrace, Trace, Square, Point, Loop, circle, as appropriate.
- (B) Street Lights - The City of Kingsport has an adopted set of design standards that establishes levels of illumination based on the classification of the roadway and the type of adjacent land uses. A local residential street requires a lower level of illumination than an arterial street in a commercial area that has higher vehicular volumes, higher speeds, more driveways and more median openings. These conditions are evaluated prior to requesting the preparation of a street lighting design plan. The Transportation Department will provide the desired level of illumination, type equipment to be used and other pertinent data needed, to the power company, to assist in the preparation of a design plan for the specific area.
- (C) Reserve Strips - Reserve strips controlling access to street or utilities shall be prohibited, unless required by the Planning Commission.
- (D) Permanent Easements - Permanent Easements may be used for access within Subdivisions, Planned Developments, Condominium Projects, and Apartment Complexes. Private streets within the permanent easement shall have the same right-of-way design standards and construction standards as public streets, and be inspected by the City Engineering Department or County Highway Department as appropriate.
- (E) Flood Elevation - Streets located within, but not crossing, a Flood Hazard area shall not be constructed lower than twelve inches below the identified 100-year flood elevation.

4-2 BLOCKS

The design of blocks in regard to length, width, and shape should reflect adequate

provision for building sites, needs to access and circulation, and limitations created by topographic features.

2.1 LENGTH

Blocks shall be no less than three hundred (300) feet in length, except as the Planning Commission considers necessary to secure efficient use of land, or desired features of street pattern.

2.2 WIDTH

Blocks shall be wide enough to provide two (2) tiers of lots minimum depth except where abutting or adjacent to marginal access roads and major streets, or prevented by topographical conditions or size of the property.

4-3 LOTS

Land for subdivision purposes shall be so selected as to provide sound building sites on suitable lots. The design and preparation of lots shall be undertaken, and the approval of such lots shall be based on the following standards.

3.1 FLOOD-FREE BUILDING SITE

Each lot in a subdivision shall contain a flood-free building site outside of the limits of any existing easement and/or building setback lines as required by any applicable regulations. Building sites, and sites for drain fields shall not be traversed by water and/or drainage courses and ditches.

3.2 LOT ARRANGEMENT

Insofar as practical, side lot lines shall be at right angles to straight street lines or radial to curved street lines. The shape and orientation of lots shall be such as the Planning Commission deems appropriate for the type of development and use contemplated.

3.3 CONFORMANCE TO ZONING

~~Minimum requirements for lot size and setback requirements shall conform to those established under any zoning ordinance in effect. In no instance shall lot frontage be less than 50 feet along a public street, road or permanent easement.~~

All lots shall have a minimum of 50' of frontage, along a public street, road

or permanent easement unless located in a Planned Development District or along a cul-de-sac.

Lots located in a Planned Development District shall have a minimum lot frontage of 40' along a public street, road or permanent easement.

Lots located in a cul-de-sac shall have a minimum width of 35' along a public street, road or permanent easement.

In all instances, minimum frontage shall conform to those established under any zoning ordinance in effect.

3.4 AREAS NOT ZONED

Those areas where no zoning is in effect shall conform as follows:

- (A) Residential lots served by a public sewerage system shall not be less than fifty (50) feet wide at the building setback line, nor less than seventy-five hundred (7,500) square feet in area.
- (B) Residential lots not served by a public sewerage system shall be at least eighty (80) feet wide at the building setback line, and shall provide a minimum area of twenty thousand (20,000) square feet. A larger area may be required for private sewage disposal by a public or private source of water supply if, in the opinion of the County Health Officer, there are factors of drainage, soil, or other conditions to cause potential health problems. The Planning Commission may require submission of test data as a basis for approval of subdivisions dependent upon private sewage disposal.

3.5 COMMERCIAL OR INDUSTRIAL PROPERTIES

Size of properties reserved or laid out for commercial or industrial properties shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated. Platting of individual lots should be avoided in favor of an overall design of the land to be used for such purposes.

3.6 BUILDING SETBACK LINES

The minimum depth of building setback lines shall conform to those established under the applicable Zoning Ordinance. In those areas where no zoning ordinance is in effect the front yard setback line shall be not less than thirty (30) feet from local and residential streets, and thirty-five (35) feet from all others. Minimum side yard requirements shall be not less than eight (8) feet on one

side for all lots and a total minimum distance of fifteen (15) feet between building lines. Corner lots shall be sufficiently wider and larger to permit the additional side yard requirements of not less than thirty (30) feet from the side street right-of-way line to the building line.

3.7 DOUBLE FRONTAGE AND REVERSE FRONTAGE LOTS

Double frontage lots may be employed to prevent excessive vehicular driveway access to streets, or to separate residential areas from other areas of conflicting land use or traffic use.

3.8 LOT SHAPE

Excessive depth in relation to width or very irregular shaped lots may not be permitted.

3.9 RESERVATIONS AND DEDICATIONS ON TRACT

The accurate outline of all property which is either offered for dedication to the public use or which is reserved by covenant in the deeds for the common use of the property owners in the subdivision shall be shown on the plat with the purpose printed thereon.

3.10 LOT NUMBERS, BLOCK NUMBERS AND SETBACK LINES

Lot numbers shall be in numerical order. Block numbers may be assigned by the City Planning staff. The front yard setback building lines with dimensions may be shown on the plat or noted to refer to zoning designations.

3.11 LOT SLOPE GRADING

No portion of any lot shall be graded greater than a 2-1 (horizontal: vertical) slope. Any slope failing to meet this requirement shall be designed by a professional engineer and submitted and reviewed for approval by the City of Kingsport.

3.12 TRAFFIC CALMING

Developers have the option to include traffic calming devices for any new development. Contact the Transportation Department for device placement and approved options.

ARTICLE V REQUIRED IMPROVEMENTS

These standards for the design and construction of streets and utilities are established to ensure that all proposed subdivisions are provided with adequate, safe, and sufficient services.

5-1 Street, Road, Sidewalk, Pedestrian Mobility Path and Nature Trail Construction

1.1 Street Construction Plans

Street construction plans will show profiles of all streets (vertical and horizontal alignments), typical cross sections, natural and finished grades, vertical curves, horizontal curves, tangents, grades at intersections, angle of intersection, property line radii, intersection sight distances, street offsets, and sidewalk width and position. Plans shall be approved prior to street construction.

1.2 Centerline

The centerline of proposed streets that intersect existing roadways should be marked or flagged in the right-of-way of the existing roadway prior to receiving preliminary approval from the Planning Commission.

1.3 Grading

The subdivider shall grade or fill horizontally all streets, roads, and alleys to the full width of their right-of-way. Due to special topographical conditions, deviation from the above will be allowed only with specific approval of the Planning Commission.

Preparation - Before grading is started the entire right-of-way area shall be cleared of all trees, stumps, roots, brush, and other objectionable materials.

Cuts - All tree stumps, boulders, and other obstructions shall be removed to a depth of two (2) feet below the sub-grade. Rock, when encountered, shall be scarified to the subgrade.

Fill - All suitable material from roadway cuts may be used in the construction of fills, approaches, or at other places as needed. Excess materials, including organic materials, soft clays, etc., shall be removed from the development site. The fill shall be spread in layers not to exceed six (6) inches loose and then compacted. The sub-grade shall be constructed as specified in the latest, "Standard Specifications for Road and Bridge Construction," Tennessee

Department of Highways.

Slope Stabilization – Any terrain with a slope equal to or greater than 2:1 (horizontal:vertical) shall be stabilized by a professional engineered design and approved by the City of Kingsport Engineering Department.

1.4 Base Construction

A base course as shown on figures 1 and 2 of the typical street cross-sections in Appendix B shall be installed. The types of base to be placed on roads and streets shall not be of a lower classification than TRAFFIC BOUND MINERAL AGGREGATE SURFACE ROADWAY as specified under Section 303, "Standard Specifications for Road and Bridge Construction," Tennessee Department of Highways, and latest revisions thereto. The center line of the roadway shall coincide with the center line of the right-of-way dedicated for such road or street.

1.5 Binder

After a thoroughly compacted base has been established, an asphalt binder course shall be constructed as shown on the details in Appendix B, as specified under Section 307, "Standard Specifications for Road and Bridge Construction," Tennessee Department of Highways, and latest revisions.

1.6 Surface Course

The surface course as shown on the details in Appendix B shall be installed as specified under the latest "Standard Specifications for Road and Bridge Construction," Tennessee Department of Highways, and latest revisions thereto.

1.7 Curbs

Concrete curb or curb and gutter shall be installed on both sides of all new streets. The curbs shall be backfilled and the fill shall slope into the storm drainage system. In all cases, curbs shall be designed and installed per the City of Kingsport design standards and construction specifications. Where a temporary turnaround is provided, curb shall be extended to the end of the transition curve.

1.8 Sidewalks

- (A) Sidewalks measuring a minimum of five feet in width are required on both sides of all streets in commercial subdivisions; and in residential subdivisions according to the following requirements:

1. Sidewalks are not required in the following instances:
 - a. Minor residential Subdivisions
 - b. Subdivisions utilizing existing street frontage
 - c. Subdivisions outside the City Limits but inside the Planning Region
 - d. Residential Lanes with a 40-foot right-of-way
2. ~~Residential Lanes with 40-foot right-of-ways are required to have installed sidewalks on only one side of the street subject to the following:~~
 - a. ~~If a grassy median is included between the sidewalk and the curb the median must be a minimum of 2 (two) feet in width and the sidewalk a minimum of 5 (five) feet in width with a minimum 4" (four inches) depth of concrete.~~
 - b. ~~If no median is to be included between the curb and the sidewalk there must be maintained a minimum of 5' (five feet) clear width of sidewalk beyond the depth of the mailbox structure. Typical mailbox structures vary from approximately 18" 24". The transition area shall include the area for the mailbox structure adjacent to the curb. This area may be of a differing material than curb or sidewalk or may be of the same material as the sidewalk if marked, colored or textured to indicate the edge of the sidewalk beyond the transition area. If no median is to be included then the sidewalk and transition area shall be constructed of a minimum 6" (six inch) depth of concrete.~~
3. Residential Roads and Residential Local Roads with 50 40-foot right-of-ways are required to have installed sidewalks only on one side of the street according to the following:
 - a. ~~If sidewalks are to be installed along both sides of the street then one of the following options are allowable:~~
 - 1) Sidewalks must be constructed of a minimum width of 5' (five feet) with a minimum 2 (two) foot width of grassy median included between the sidewalk and curb. These sidewalks must have a minimum 4" (four inch) depth of concrete.
 - 2) ~~Sidewalks with no grassy median must be constructed of a minimum 5' (five feet) clear width of sidewalk beyond the depth of the mailbox structure. Typical mailbox structures vary from approximately 18" 24". The transition area shall include the area for the mailbox structure adjacent to the curb. This area may be of a differing material than curb or sidewalk or may be of the same material as the sidewalk if marked, colored or textured to indicate the edge of the sidewalk beyond the transition area. If no median is to be included then the sidewalk and transition area shall be constructed of a minimum 6" (six inch) depth of concrete.~~
 - b. ~~If sidewalks are to be installed along only one side of the street then the following option is allowable:~~

- ~~1) Single sided sidewalk with no grassy median must be constructed of a minimum 6' (six feet) clear width of sidewalk maintained beyond the depth of the mailbox structure. Typical mailbox structures vary from approximately 18" 24". The transition area shall include the area for the mailbox structure adjacent to the curb. This area may be of a differing material than curb or sidewalk or may be of the same material as the sidewalk if marked, colored or textured to indicate the edge of the sidewalk beyond the transition area. If no median is to be included then the sidewalk and transition area shall be constructed of a minimum 6" (six inches) of concrete.~~
4. ~~Residential Local Roads with 50 foot or more of required right-of-ways must have installed sidewalks on both sides of the street at a minimum width of 5' (five feet) with a minimum 2 (two) foot width of grassy median included between the sidewalk and curb. These sidewalks shall have a minimum 4" (four inch) depth of concrete.~~
5. In a dead-end street sidewalks may end at the transition curve of the cul-de-sac with appropriate transition to the pavement.
- (B) Sidewalks shall meet all applicable ADA/ADAAG standards in commercial and residential subdivisions.
- (C) Sidewalks are required to include Spray-Lock Spray-Applied Concrete Treatment.
- (D) Sidewalks in the right-of-way shall follow the grade of the adjacent street not to exceed 15% (fifteen percent) in commercial and residential subdivisions. Sidewalks shall be designed and constructed per the latest design standards and construction specifications. (See Engineering Department)
- (E) Mobility Pathways are allowed as alternates to the sidewalk provisions in the Planned Development Zoning District. The technical specifications for a pedestrian mobility path are as follows:

Mobility Pathways

1. Mobility pathways shall be a minimum of eight (8) feet in width and constructed of asphalt.
2. Mobility pathways shall not exceed 15% grade.
3. A minimum of a six (6) inch compacted gravel base shall be installed as a sub-grade and extend a minimum of one foot beyond the edge of the paving.
4. A minimum of a two (2) inch thick hot asphalt surface mix shall be installed as the pavement surface or if concrete is used, meet sidewalk design and construction specifications.
5. Mobility pathways shall meet all applicable ADA/ADAAG standards.
6. Mobility pathways must serve and be closely adjacent to all units

within the development **and be constructed on pace with the phasing of the development.**

7. ~~Mobility pathways shall be submitted to and approved by the Planning Commission.~~

~~(F) Nature Trails within a development may be considered as an extra amenity and in conjunction with required sidewalks. The technical specifications for nature trails are as follows:~~

- ~~1. Nature trails shall be a minimum of eight (8) feet in width.~~
- ~~2. Nature trails shall meet all applicable ADA/ADAAG standards.~~
- ~~3. Nature trails shall be constructed of packed crushed stone, gravel fines compacted with a roller, packed soil or other natural materials bonded with synthetic materials to provide the required degree of stability and firmness to meet ADA requirements.~~
- ~~4. Nature trails shall be submitted to and approved by the Planning Commission. Exception: This does not apply to nature trails on private property.~~

1.9 Street Signs

Street signs will be provided and installed by the City's Transportation Department for subdivisions within the City. If the subdivider chooses to use other than City standard street signs they must meet current Manual Uniform Traffic Control Devices standards and be approved by the City Transportation Department. It shall be the responsibility of the subdivider to provide street signs as designated by the County Road Commissioner for subdivisions developed within the Planning Region.

5-2 Sanitary Sewerage Systems

2.1 Public Sewerage System

When the subdivision is located within the City, or the service area of a public sewerage system, sanitary sewers shall be installed by the developer and connected to the public system in accordance with TDEC and the City of Kingsport Construction Specifications and Design Standards.

2.2 Community Sewerage System

Whenever a public sewerage system is not reasonably available and whenever acceptable to (TDEC) the developer may design the subdivision to be served by a community sewerage system.

2.3 Individual Sewerage System

Whenever a public sewerage system is not reasonably available and a community sewerage system is not feasible or is not acceptable, the developer may utilize subsurface sewage treatment systems provided the systems meet (TDEC) approval. The septic system, including associated field beds, must be located on the lot it serves.

5-3 Water Supply System

Every subdivision shall be provided with a complete water distribution system adequate to serve the area (including adequate fire flow) being developed with lines, valves, and other water facilities needed to meet the needs of the subdivision. The City of Kingsport Construction Specifications and Design Standards copies are available thru the City of Kingsport Engineering Division. Also, the design standards of the State of Tennessee Department of Environment and Conservation Division of Water Supply, along with other State and Federal agencies whose regulations require certain approvals and permits must be obtained separately.

5-4 Stormwater System

The construction of storm sewers and stormwater management facilities shall be in accordance with the lines and grades shown on the approved plans and conform to the City of Kingsport Construction Specification and Design Standards latest issue.

5-5 Erosion Prevention and Sediment Control

To prevent soil erosion and sedimentation pollution, the subdivider shall comply with all requirements of the City of Kingsport Construction Specification and Design Standards.

5-6 Street Lights

Subdivisions within the City of Kingsport shall be served with street lights. The installation or payment of same shall be made prior to the granting of final approval by the Planning Commission. Procedures and responsibility for the installation and maintenance of street lights are as follows:

- (a) Subdivisions Served By An Underground Electrical System - When the subdivider determines that an underground electrical system will be a part of the amenities of the proposed subdivision, the decision also determines that a post-top street lighting system must be included as a part of the development requirements necessary to receive final approval by the Kingsport Regional Planning Commission. The City is responsible for the cost of power and maintenance for the system.
- 5-3 (b) Procedure For Design - On receipt of the approved preliminary plan, the Transportation Department will request the appropriate provider of electrical service design and provide a cost for the installation of a street lighting system in keeping with standards adopted by the City of Kingsport. The Transportation Department will inform the subdivider, in writing, of the installation cost in order that arrangements can be made to handle the financial obligations.
- 5-4 (c) Methods of Financing - Installation of street lighting systems is a requirement of the City of Kingsport. All financial arrangements for the street lighting system will be coordinated through the Transportation Department. Payment must be made to the City prior to final plat approval.

5-7 Easements

Easements for new, or the continuation of existing, utilities shall be provided for all subdivisions with the width and other characteristics as required by the Planning Commission. Easement widths shall be fifteen (15) feet, and may run completely through one lot, or split along side or rear lot lines equally on both sides of such common lot line. The limits of easements shall include the stated width, location and bearings and distances as necessary for the reasonable exercise and use. Easements shall be provided outside the public right-of-way for maintenance of public streets when deemed necessary by the City Engineer or County Road Commissioner.

5-8 Monuments

All major subdivisions which include improvements to the infrastructure (i.e. roads, water lines, sewer lines, etc...) shall have a minimum of two (2) permanent reference monuments. These monuments shall be tied to the current KGRN reference grid by either of the methods defined in Article 3. Final Plat Content, Section 7.1, (K) of these Regulations. An alternative to these methods shall be to directly tie the required monuments by utilizing a Global Positioning System (GPS) and providing the established state plane coordinates to the City Engineer for incorporation into KGRN. Each of the set monuments must be made of concrete and must have a ferrous metal core. An

alternative to these materials may be commercial cast iron or cast aluminum with imbedded magnet monuments if approved by the City Engineer prior to Final Approval. Each monument shall be at least thirty inches in length, and shall be at least four inches in diameter or four inches square. The top of the monuments shall be flush with the finished grade and shall have a disc, provided by or approved by the City Engineering Department and stamped with the appropriate KGRN station number. These monuments shall be placed after all grading and paving is complete, shall be accessible from public streets, and preferably intervisible from one another. If possible, each monument should be placed a minimum of two hundred (200) feet apart.

- (a) The proposed locations of the required monuments shall be shown on the preliminary plat and final plat with coordinates.
- (b) All other corners in the subdivision which are not marked by a permanent monument shall be identified with iron pins which comply with the Minimum Standards of Practice of the Tennessee State Board of Examiners for Land Surveyors.
- (c) In the event that an existing KGRN reference monument is to be displaced by the construction of the proposed improvements, the developer shall show the monument on the preliminary plat and notify the City Engineering Department in writing prior to disturbing the monument.
- (d) Prior to Final Approval of the subdivision plat, the developer shall pay the City a designated fee for each required new reference monument to cover the cost of locating and incorporating the monuments within the Kingsport Geodetic Reference Network (KGRN). This fee does not apply to those surveyors who established the coordinate locations of the permanent monuments using GPS themselves and providing the City Engineering Department with that information.
- (e) All required permanent reference monuments and required metal monuments shall be in place after final grading is completed and/or prior to release of any Performance Bond established by the Kingsport Regional Planning Commission.

5-9 Public Open Spaces

Where a school, park, or other use is shown on a General Community Plan and is located in whole or in part in a subdivision, the Planning Commission may require the reservation for public open space up to a total of ten (10) percent of the area of the subdivision for the City or County to purchase within a five year time period. Should the property not be purchased it would revert to the property owner.

5-10 Installation of Improvements

All of the underground utilities and all service connections shall be installed completely, and approved by the appropriate agency throughout the length of the road and across the right-of-way section. Driveway permits shall be obtained from the Transportation Department prior to obtaining a building permit. All driveways for houses to be built by the subdivider shall be cut and drained. All utilities shall be developed in accordance with appropriate state, local, and utility agency requirements, and meet the design standards contained in Article IV of these regulations.

5-11 Inspection of Improvements

All subdivisions shall be inspected by the City Engineer or the County Highway Department as appropriate. Sufficient inspections shall be made to ensure compliance with the specifications and standards set forth in these regulations. The developer should notify the appropriate agency of his intention to begin work five (5) days prior to commencing. This will provide time for scheduling inspection.

5-12 Guarantee of Improvements

No final subdivision plat shall be approved by the Planning Commission or accepted for recording by the County Register of Deeds until all required improvements have been constructed in a satisfactory manner and approved by the Planning Commission. In lieu of requiring the completion of all improvements prior to final plat approval, the Planning Commission, may at its discretion enter, into a contract with the subdivider whereby the subdivider agrees to complete all improvements required by the subdivision regulations or otherwise specified by the Kingsport Regional Planning Commission. The subdivider shall provide, in an amount specified by the City Engineer, or County Road Commissioner as appropriate, one of the following guarantees:

12.1 Surety Bond

The subdivider shall obtain a surety bond from a surety bonding company authorized to do business in the State of Tennessee. The bond shall be payable to the City and shall be in the amount sufficient to cover the entire cost as provided by the City Engineer or County Road Commissioner. The duration of the bond shall be until such time as improvements are accepted by the approving agency.

12.2 Escrow Account

The subdivider shall deposit cash, or other instrument readily convertible into cash at face value, either with the City, or in escrow with a federally insured financial institution. The use of any instrument other than cash, and in the case of an escrow account, the federally insured lending institution with which the funds are to be deposited shall be subject to the approval of the Kingsport Regional Planning Commission. The amount of the deposit shall be equal to the cost approved by the City Engineer or County Road Commissioner, of installing all required improvements. In the case of an escrow account, the subdivider shall file with the Kingsport Regional Planning Commission an agreement between the

federally insured financial institution and the Kingsport Regional Planning Commission guaranteeing the following:

- (a) That the funds of said escrow account shall be held in trust until released by the Kingsport Regional Planning Commission and may not be used or pledged by the subdivider as security in any other matter during that period;
- (b) And that in the case of a failure on the part of the subdivider to complete said improvements, the federally insured financial institution shall immediately make the funds of said account available to the Planning Commission for use in the completion of those improvements.

12.3 Irrevocable Letter of Credit

The subdivider shall provide, from a federally insured financial institution, an irrevocable letter of credit. This letter of credit shall be submitted to the Kingsport Regional Planning Commission and shall certify the following:

- (a) That the creditor does guarantee funds in an amount equal to the cost, as estimated by the subdivider and approved by the City Engineer or County Road Commissioner of completing all required improvements.
- (b) That in the case of failure on the part of the subdivider to complete the specified improvements within the required time period, the creditor shall pay to the Planning Commission immediately and without further action, such funds as necessary to finance the completion of the improvements up to the limit of credit stated in the letter.

12.4 Use of Bond

The Commission may utilize the Performance Bond, in lieu of completion of required improvements and previous to the final approval of the plat for an assessment or other method, draw upon the Performance Bond whereby the municipality or county is put in an insured position to do the work and make the installation at the cost of the owners of the property within the subdivision.

5-13 Time Limits

Prior to granting final plat approval the subdivider and the Kingsport Regional Planning Commission shall agree upon a deadline of the completion of all required improvements, such a deadline not to exceed two years from the date of final approval. The Planning Commission shall have the power to extend that deadline for one (1) year increments

where the subdivider can present substantial reasons for doing so, and agreement from the bonding company. The amount of the bond shall be re-evaluated for each requested extension.

5-14 Forfeiture of Guarantee

If any portion of the required improvement shall fail to be accepted for dedication within the allocated time period, either for reasons of incompleteness or for reasons of substandard construction, the subdivider will be notified that one of the following actions will be taken:

14.1 Declaration of Forfeiture

Where improvements have been guaranteed under provisions of the subdivision regulations, the Kingsport Regional Planning Commission shall declare whatever security has been pledged as a guarantee to be forfeited.

14.2 Possession of Securities

Where the Kingsport Regional Planning Commission is not already in possession of said guarantee it shall immediately take the actions necessary to obtain it. Upon receipt of these securities the Planning Commission shall use them or receipts from their sale if that is necessary to finance the completion of the contract and improvements for the rebuilding of such improvements to proper specifications.

14.3 Unused Securities

Unused portions of these securities shall be returned to the subdivider, bonding company or crediting institution as is appropriate.

5-16 Reduction of Guarantee

In cases where partial improvements have been made under provisions of the subdivision regulations the amount of the guarantee may be reduced upon compliance with the inspections and certifications by the City Engineer or County Road Commissioner and the dedication of a portion of the required improvements. The amount of the reduction shall not exceed the percentage of the improvements which have been completed. In no case, however, shall the Kingsport Regional Planning Commission reduce the improvement guarantees to less than 15% of the original amount until all work is complete.

5-17 Release of Guarantee

The Planning Commission shall formally release the guarantee once all required improvements are installed and approved by the appropriate agency.

ARTICLE VI GENERAL PROVISIONS

6-1 Area of Jurisdiction

These regulations shall govern all subdivisions of land within the corporate limits of Kingsport and/or within the Kingsport Planning Region.

6-2 Increased Standards

The Planning Commission may require standards above the minimum contained herein whenever it feels the public health, safety and welfare justifies such increases.

6-3 Variances

Where the Planning Commission finds that extraordinary hardships or particular difficulties may result from the strict compliance with these regulations, it may, after written application by the developer, grant variances to the regulations, subject to specified conditions, so that substantial justice may be done and the public interest secured, provided that such variances shall not have the effect of nullifying the intent and purpose of these regulations. The Planning Commission shall not grant variances to these regulations unless they shall make findings based upon the evidence presented to them in each specific case that:

3.1 Physical Surroundings

Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations was adhered to.

3.2 Unique Conditions

The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable, generally, to other property, and have not been created by any person having an interest in the property. A variance shall

not be based exclusively upon a desire for financial gain.

3.3 Detriment to Public Safety

The granting of the variance will not be detrimental to the public safety, health or welfare, or injurious to other property or improvements in the neighborhood in which the property is located.

6-4 Amendments

The Planning Commission may from time to time revise or modify or amend these regulations by appropriate action taken at a regularly scheduled meeting after the required notice and holding of a public hearing.

6-5 Enforcement and Penalties for Violations

The enforcement of these regulations and penalties for the unapproved recording or transfer of land is provided by state law in the authority granted by public acts of the State of Tennessee. The following procedures are provided in the Tennessee Code Annotated for the enforcement of subdivision regulations:

5.1 Recording

No plat or plan of a subdivision of land into two or more lots located within the area of planning jurisdiction shall be admitted to the land records of the county or received or recorded by the County Register of Deeds until said plat or plan has received final approval in writing by the Planning Commission as provided in Section 13-4-302 and Section 13-3- 402, Tennessee Code Annotated.

5.2 Acceptance of Streets and Utilities

No board, public officer, or authority shall light any street, lay or authorize the laying of water mains or sewers, or the construction of other facilities or utilities in any street located within the area of planning jurisdiction unless such street shall have been accepted, opened, or otherwise received the legal status of a public street prior to the adoption of these regulations, or unless such street corresponds in its location and lines to a street shown on a subdivision plat approved by the Planning Commission, or on a street plan made and adopted by the Planning Commission as provided in Section 13-4-303 and Section 13-3-403, Tennessee Code Annotated. Acceptance of a new street shall not be complete until approved by the Planning Commission on a subdivision plat and approved by the Board of Mayor and Aldermen or County Commission by resolution.

6-6 Penalties

For violation of these regulations, the following penalties are provided by the Tennessee Code Annotated:

6.1 Recording

No county register shall receive, file, or record a plat of a subdivision within the planning region without the approval of the Planning Commission as required in Section 13-4-302 and Section 13-3-402, Tennessee Code Annotated; and any county register so doing shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law.

6.2 Transfer or Sale of Land

Section 13-3-410 and Section 13-4-306, Tennessee Code Annotated provides that whoever being the owner, or agent of the owner, of any land, transfers or sells or agrees to sell or negotiates to sell such land by reference to or exhibition of or by other use of a plat of subdivision of such land without having submitted a plat of such subdivision to the Planning Commission and obtained its approval as required before such plat is recorded in the office of the appropriate county register, shall be deemed guilty of a misdemeanor, punishable as other misdemeanors as provided by law; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The municipality, through its solicitor or their official designated by its chief legislative body and/or the county attorney or other officials designated by the County Commission, may enjoin such transfer or sale or agreement by action or injunction.

6.3 Erection of Structures

Any building or structure erected in violation of the subdivision regulations shall be deemed an unlawful building or structure, and the Building Official or other official designated by the chief legislative body may bring action to enjoin such erection or cause it to be vacated or removed as provided in Section 13-3-411 and Section 13-4-308, Tennessee Code Annotated.

6-7 Fees

The subdivider shall, at the time of submission of the preliminary plat, and/or final plat, pay a fee as adopted by the Kingsport Board of Mayor and Aldermen.

6-8 Separability

Should any section, subsection, paragraph, or provision of these regulations be held invalid or unenforceable by a court of competent jurisdiction, such decision shall in no way affect the validity of any other provision of these regulations.

6-9 Repealer

All regulations in conflict with the provisions of these requirements are hereby repealed; except that all plats having preliminary approval prior to the adoption of

6-10 Public Hearing, Adoption, and Effective Date

Before adoption of these regulations, a public hearing as required by Sections 13-4-303 and 13-3-403, Tennessee Code Annotated, was afforded any interested person or persons and was held on February 16, 2012. Notice of said hearing was announced in the Kingsport Times News, being a newspaper of general circulation in Sullivan and Hawkins Counties and within the Kingsport Planning Region. These formal regulations shall be in full force and effect from and after their adoption and effective date.

Adopted:

(date)

Secretary

Kingsport Regional Planning Commission

6-10 Public Hearing, Adoption, and Effective Date

Before adoption of these regulations, a public hearing as required by Sections 13-4-303 and 13-3-403, Tennessee Code Annotated, was afforded any interested person or persons and was held on September 17, 2020. Notice of said hearing was announced in the Kingsport Times News, being a newspaper of general circulation in Sullivan and Hawkins Counties and within the Kingsport Planning Region. These formal regulations shall be in full force and effect from and after their adoption and effective date.

Adopted: _____
(date)

Secretary

Kingsport Regional Planning Commission

APPENDIX A
STREET DESIGN SUMMARY CHART

Street Type	Minimum ROW Width	Street Width (Back of Curb to Back of Curb)	Design Parameters
Freeways & Expressways	As Specified By TDOT	As Specified By TDOT	As Specified By TDOT
Arterial Streets	As Specified By TDOT	As Specified By TDOT	As Specified By TDOT
Collector Streets	As Specified By the Major Street and Road Plan	As Specified By the City Engineer & approved by the Planning Commission	Class of streets serves 3,001 to 6,999 trips per day
Non-Residential Streets	60 feet wide	Minimum 33 feet	Class of streets serves areas developed for non-residential uses
Local Streets	50 feet wide	Minimum 29 feet	Class of streets serves 1,501 to 3000 trips per day
Residential Streets	50 40 feet wide	Minimum 25 feet	Class of streets serves 251 to 1,500 trips per day
Lanes	40 feet wide	Minimum 23 feet	Class of streets serves 1 to 250 trips per day
Alleys	15 feet wide or 20 feet depending on one way or two way alley.	15 feet one way and 20 feet for two way.	Class serves as a secondary means of access.

APPENDIX B
DESIGN SPECIFICATIONS