



## CITY OF KINGSPORT, TENNESSEE

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September 29, 2004

RE: 911 Address Requirements For Final Plat Submission

I am writing you in regards to a new requirement for final plat approval. If the subdivision is within the city limits of Kingsport then 911 addresses must now be noted on the final plat and a member of the GIS Division must certify them before signing it.

*The Minimum Regulations For Subdivision Development Within The Kingsport, Tennessee Planning Region*” were adopted on February 17, 1994 and revised on July 17, 2003. Article III of the document describes the procedure for plat approval. Section 3-6.2 (G) on page 20 requires, “Certification of the Approval for 911 Addressing Assignments”.

That section requires the final plat to be signed by a member of the city’s GIS Division if the subdivision is within the corporate limits of Kingsport. It certifies that the 911 addresses, as noted on the final plat, are approved as assigned. If the 911 addresses are not noted on the final plat the GIS Division cannot certify the final plat and therefore cannot sign the final plat. Please beware that if the land subdivision is within the City of Kingsport it is a requirement for the 911 addresses, as approved by the GIS Division, to be noted on the final plat.

The GIS Division will work with you prior to submitting the final plat in order for you to have the information you need to meet the requirements of Section 3-6.2 (G). In order for the GIS Division to create a 911 address scheme for land subdivision it may be necessary for us to have access to the plan in question. This will allow us to provide you 911 addresses that meet and comply with Kingsport’s Code of Ordinances.

The contact person in the GIS Division for 911 addressing is Chris Campbell. He can be reached by phone at (423) 224-2670 or by email at [campbell@ci.kingsport.tn.us](mailto:campbell@ci.kingsport.tn.us). If he is unavailable you can call me at (423) 224-2465 or email me at [whitej@ci.kingsport.tn.us](mailto:whitej@ci.kingsport.tn.us). Thank you in advance for your help in meeting the requirements relating to the certification of 911 addresses for final plat approval.

Thank you,

Jake White  
GIS Manager