

The surveyor or their client is responsible for obtaining all required signatures on a final subdivision plat. Two processes are available, electronic or in-person, as described below.

Electronic signature process

- All signatures, including the surveyor, are electronic
- Plat must remain at original scale; do not shrink to a smaller paper size
- Do not print, sign and scan the plat multiple times as this reduces the quality and legibility
 - If the plat quality is low, the Register of Deeds may not record it
- Software such as DocuSign cannot be used due to potential security risks
- Page 3 provides instructions for adding a signature to a pdf using Adobe Acrobat Reader DC
- Page 5 provides contact information for all agencies/departments

Step 1: Gather electronic signatures from the owner, engineering, taxes, and utility district, and if applicable, health department and notary

Step 2: Request electronic signatures from Knoxville-Knox County Planning

- Email the plat to Knoxville-Knox County Planning at plats@knoxplanning.org
 - The subject line of the email should read: REQUESTING SIGNATURES: PLANNING FILE #
- Planning staff will complete the Addressing, Zoning and Planning Staff Certification of Approval stamps and return the certified plat by email

Step 3: Email the Knox County Property Assessor when the plat is ready to record

- Email a PDF of the certified plat to Property.Assessor.Map@knoxcounty.org
 - The subject line of the email should read: PLAT RECORDING
- The Property Assessor will provide a copy to the Register of Deeds

Step 4: Notify the Knox County Register of Deeds

- Notify the Knox County Register of Deeds at maps.rod@knoxcounty.org
 - The subject line of the email should read: PLAT RECORDING
 - Include the following information in the body of the email:
 - Owner(s) name
 - Phone number to pay by credit card or
 - Escrow account to charge
 - To establish an escrow account contact Justin at 865.215.3544
- The receipt will include the recording instrument number

Step 5: Provide a copy of the plat to City of Knoxville Technical Services

- *For plats containing property within the City of Knoxville only*
- Email the certified plat to bdavidson@knoxvilletn.gov; bedalton@knoxvilletn.gov; and cgoforth@knoxvilletn.gov
 - Include the instrument number assigned by the Register of Deeds

In-person signature process (with exception of KUB)

- Paper copies are required for the following agencies:
 - Knoxville-Knox County Planning
 - Knox County Register of Deeds
 - Knox County Property Assessor
 - City of Knoxville Technical Services (for property within the city limits only)
 - Property owner (if desired)

Step 1: Gather signatures from utility districts and health department (if applicable)

- **Note: KUB will not sign plats in-person**
 - Email PDF of plat to nsvplats@kub.org
 - Recommend obtaining this signature before printing paper copies
- Knox County Health Department is located at 140 Dameron Avenue
 - Hours: 8:00 to 9:30 am and 3:00 to 4:30 pm only

Step 2: Obtain owner and notary (if applicable) signatures

Step 3: Request signatures from engineering, taxes, and Planning

- Engineering certifications
 - City Technical Services: City County Building, 400 Main Street, 4th Floor, suite 475
 - County Engineering and Public Works: 205 W Baxter Avenue
- Tax certifications
 - City Taxes: City County Building, 400 Main Street, 4th Floor, suite 450
 - County Trustee: City County Building, 400 Main Street, 4th Floor, suite 418
- Addressing, Zoning, and Planning Staff Certification of Approval
 - Knoxville-Knox County Planning: City County Building, 400 Main Street, 4th Floor, suite 403

Step 4: Provide a copy of the certified plat to the Register of Deeds and Property Assessor

- Knox County Register of Deeds: City County Building, 400 Main Street, 2nd Floor, suite 225
- Knox County Property Assessor: City County Building, 400 Main Street, 2nd Floor, suite 204

Step 5: Provide a copy of the recorded plat to City of Knoxville Technical Services

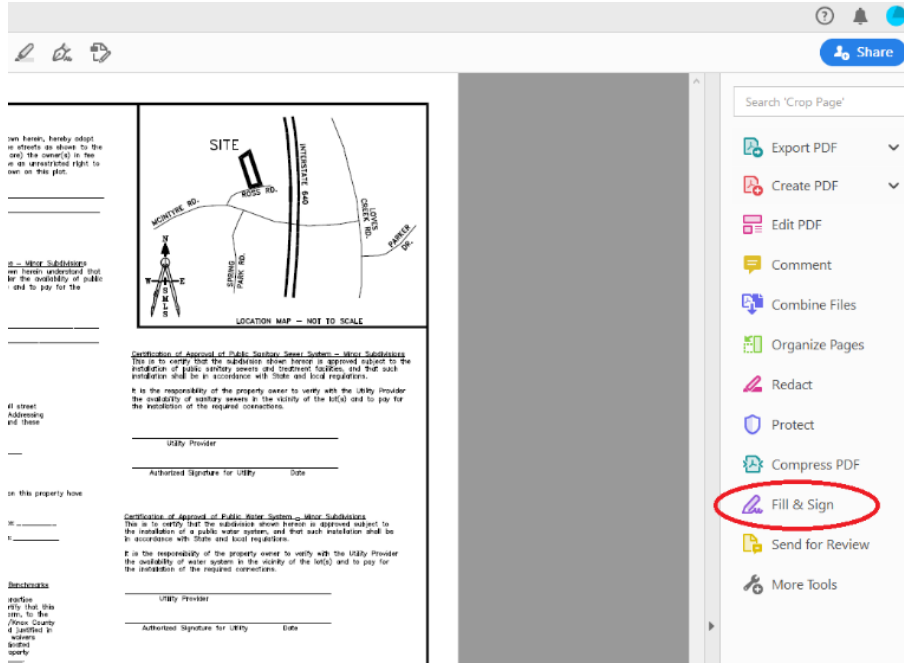
- **Note: For plats containing property within the City of Knoxville only**
- This copy must include the instrument number assigned by the Register of Deeds
- City Technical Services: City County Building, 400 Main Street, 4th Floor, suite 475

Town of Farragut Plats

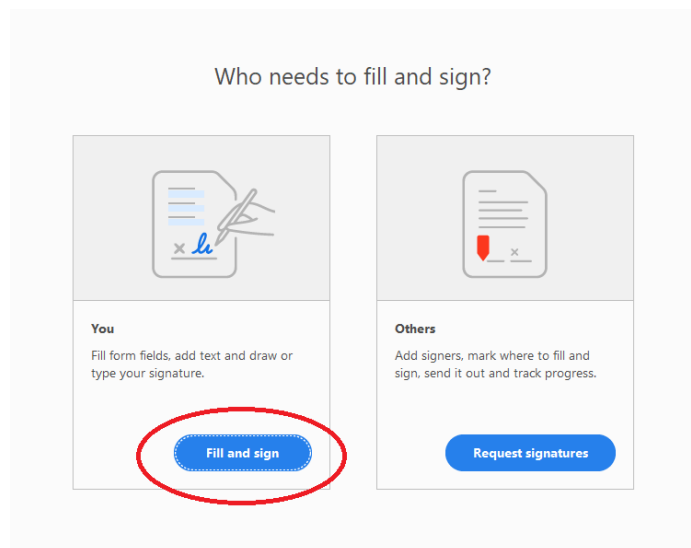
- Plats are reviewed by Knoxville-Knox County Planning for addressing only
- Email the plat to addressing@knoxplanning.org for review or signature
- Town of Farragut Planning and Land Use Department [website](#)

How to Add Electronic Signatures Using Adobe Acrobat Reader DC

1. Open the file in Adobe and select the “Fill & Sign” button on the right.

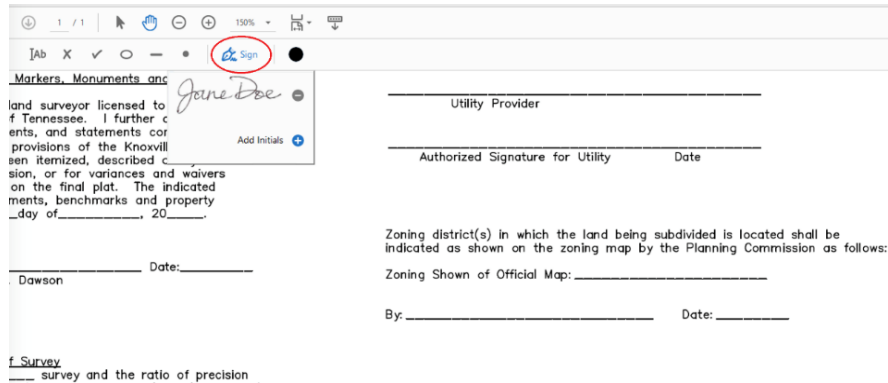


2. Select “Fill and Sign”

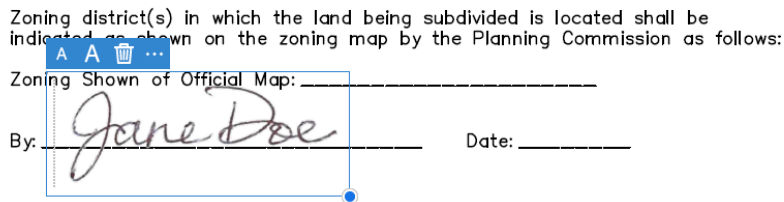


3. **Zoom to signature area and then select the “Sign” button on the toolbar. Select your signature from the drop-down.**

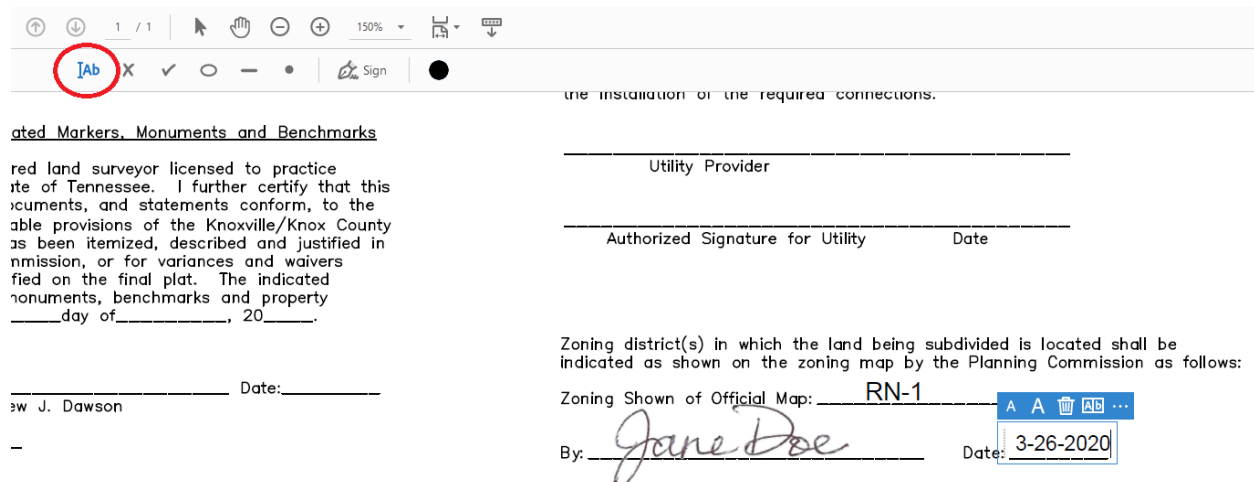
Note: The first time you do this, you will click “Add Signature” and then select “Image”. Browse to your electronic signature (JPG) that is saved on your computer. Check the box for Save Signature and hit Apply. This will save your signature for future uses.



4. **Click to add your signature in the desired location. Signature can be repositioned by using the crosshairs. The size can be adjusted by using the small or large A button. Note: It is recommended to stretch your signature over the line and/or place the signature slightly overlapping text. This makes it more secure and more challenging for someone to manipulate the signature.**



5. **To add the date or other text, chose the “Ab” button from the toolbar. Click on a line on the plat to add text. You can reposition and adjust text size as needed.**



6. **Save the file by selecting File > Save. The file will need to be saved with a new name. Close the document.**

Contact Information for Electronic Signatures

Company	Email	Name	Phone
UTILITIES			
AT&T	ja2344@att.com		
Charter	barry.sipe@charter.com	Barry Sipe	865.740.1511
Comcast	michelle_moore2@comcast.com	Michelle Moore	
	jimmy_gardner@comcast.com	Jimmy Gardner	865.437.0333
First Utility District	edeyton@fudknox.org	Edwin Deyton	865.218.3690
	cheise@fudknox.org	Stina Sanford Heise	865.777.2511
Frontier	james.heatherly@ftr.com	Jim Heatherly	865.236.5083
	backup	Vicki Miller	865.947.8275
Hallsdale-Powell Utility District	mapplats@hpud.org	Cody Humphrey	865.925.3921
	dfrear@hpud.org		
Knox Chapman Utility District	gis@knoxchapman.org	Pete Kwaak	865.577.4497 x103
Knoxville Utilities Board (KUB)	nsvplats@kub.org	N/A	865.558.2555 (new service)
LCUB	amcdaniel@lcub.com	Andrew McDaniel	
Luttrell Blaine Corryton Utility District	jimmylangley@comcast.net	Jimmy Langley	865.771.4160
Northeast Knox Utility District	gregg.morgan@nekud.com	Gregg Morgan	865.687.5345 Ext 101
TDS	tom.nitz@tdstelecom.com	Tom Nitz	865.671.4546 (w) 865.679.4779 (c)
West Knox Utility District	jreese@wkud.com	Jim Reese	N/A
TAXES			
City of Knoxville Tax Office	dfdyer@knoxvilletn.gov	Donna Dyer	865.215.2084
Knox County Trustee	trustee@knoxcounty.org	Kristin Phillips	865.215.2196
ENGINEERING			
City of Knoxville (Technical Services)	b davidson@knoxvilletn.gov	Ben Davidson	865.215.2103
	cgoforth@knoxvilletn.gov	Charlotte GoForth	
	bedalton@knoxvilletn.gov	Billy Dalton	
Knox County	Leo.lacamera@knoxcounty.org	Leo LaCamera	865.215.5800
HEALTH DEPARTMENT (For septic only)			
Knox County Health Department	groundwater@knoxcounty.org	Sharon Beam	865.215.5200