

Knoxville-Knox County Planning is responsible for regulations governing the subdivision of all land in Knox County, Tennessee, including the incorporated City of Knoxville, but excluding all land located within the corporate boundaries of the Town of Farragut (see bottom of page 3). Final plats are reviewed by Planning staff, except those that include a request for a variance from the subdivision regulations, which require review and approval by the Planning Commission.

All subdivision plats should be submitted to Planning electronically for review. Below are instructions for submitting the plat, application, and payment as well as an overview of the plat review and certification process.

Plat and Application Submittal

- Download application at <https://archive.knoxmpc.org/dandf/forms/development.pdf>
- Email plat and application (closure sheet for county plats) to applications@knoxplanning.org
 - Subject line should include project title (for example: "New Plat for Jones Property")
- Planning staff will check the application and reply with the total fee amount and payment options
 - A file number will be assigned after payment is received

Payment

- The review process will not begin until payment is received
- Payment by check made out to Knoxville-Knox County Planning
 - Email color image of the front of a completed check to applications@knoxplanning.org
 - Ensure all four corners of the check are visible on the image
- Payment by bank card (Visa, Mastercard, or Discover only)
 - Call Planning at 865.215.3193 to pay over the phone
 - 2.32% service fee for credit cards; 1.25% service fee for debit cards
- Payment by URL link
 - Email applications@knoxplanning.org to request a URL payment link
 - Payment must be completed the day the link is generated

Plat Review

- Plats will be distributed for review to: Planning staff (including addressing department), City of Knoxville Engineering, Knox County Engineering and Public Works, and utility districts
- Comments will be emailed to the surveyor within 10 business days
 - Direct follow-up questions to the specific individual who provided the comments
- The surveyor is responsible for making corrections and emailing a revised subdivision plat for review
 - Check the plat review status at <https://knoxplanning.org/plats>
 - It is unnecessary for the applicant or owner to contact Planning during this process
- Planning staff will notify the surveyor when all approvals are received and the plat is ready to certify

Plat Certification and Recording

- Surveyors or their clients are responsible for obtaining applicable signatures on the plat
- Signatures can be obtained either electronically via email or in person
 - Planning recommends obtaining signatures electronically as much as possible
- Black and white plats are preferred for recording purposes although color is acceptable
 - Avoid yellow, green and red if possible and be mindful of shading