

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). The Knoxville-Knox County Planning Commission has delegated review authority of final plats to Planning staff. This delegation does not apply to final plats that include a request for a variance from the subdivision regulations, which will still require review and approval by the Planning Commission.

All subdivision plats should be submitted to Planning electronically for review. Below are instructions for submitting plats, applications, and payment. Also included is an overview of the plat review and certification process, a step by step guide to adding electronic signatures, and a list of agency contacts.

Plat Submittal and Application

- Submit plat and application via email to applications@knoxplanning.org
 - Download application at <https://archive.knoxmpc.org/dandf/forms/development.pdf>
- Planning staff will review application and assign a file number
- Do not send payment until contacted by Planning staff with the correct fee amount

Payment

- The review process will not begin until payment is received
- Three payment options:
 - Payment by check
 - Email image of the front of check to applications@knoxplanning.org
 - Payment by credit card
 - Call Planning at 865.215.3193 to pay over the phone
 - Payment by URL link
 - Email sherry.michienzi@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), City of Knoxville Engineering, Knox County Engineering and Public Works, and utility districts
- Comments will be emailed to the surveyor within 10 working days
 - Direct follow-up questions to the specific individual who provided the comments
 - For example: contact addressing staff with address-related questions
- 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 from the various agencies. A list of contacts is provided at the end of this document
- Signatures can be obtained either electronically via email or in person; Planning recommends obtaining as many electronic signatures 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

Electronic signature process

- See page 4 for instructions to add an electronic signature to a pdf using Adobe Acrobat Reader DC
- To ensure plans maintain their original quality, do not print, sign and scan the plat multiple times
 - If the plat quality is low, the Register of Deeds may not record it
- Do not use software such as DocuSign as emails submitted by this software are blocked by Knox County due to potential security risks
- Note: surveyor's signature must be electronic also

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

- The utility district(s) to contact can be found here: <https://knoxplanning.org/plats>
 - Search by Planning's file number and review the details

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 as follows:
 - REQUESTING SIGNATURES: PLANNING FILE #
- Do not send multiple plats in one email for certification as this will delay the process
- 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 the certified plat to Property.Assessor.Map@knoxcounty.org
 - The subject line of the email should read as follows:
 - PLAT RECORDING
 - Attach the certified plat as a PDF
- 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 as follows:
 - 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 Technical Services

- *For plats containing property within the City of Knoxville only*
- Email the plat to bdavidson@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)

- The utility district(s) to contact can be found here: <https://knoxplanning.org/plats>
 - Search by Planning's file number and review the details
- **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 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 Technical Services

- *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

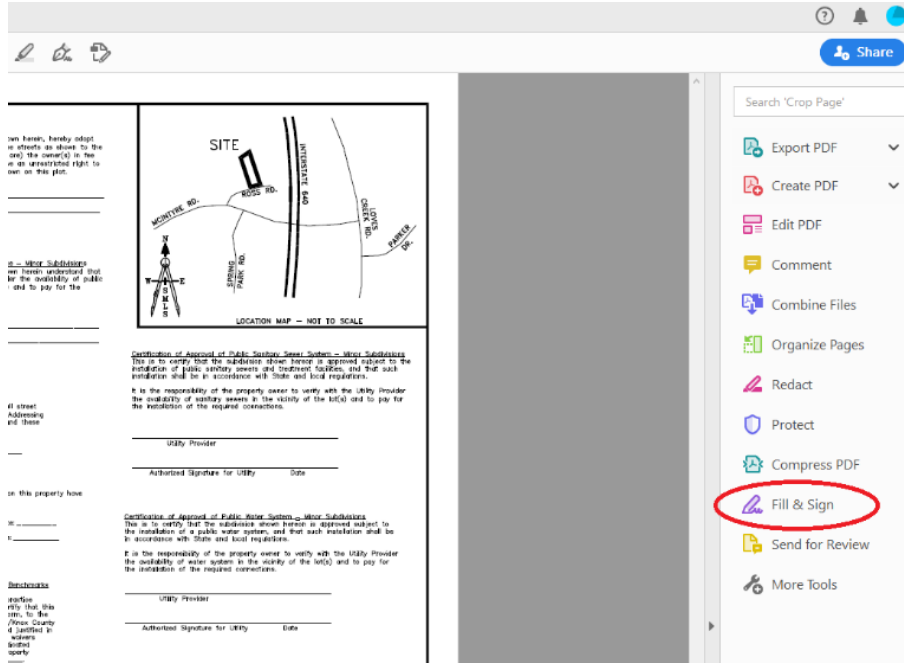
Town of Farragut Plats

Plats are reviewed by Knoxville-Knox County Planning for addressing only

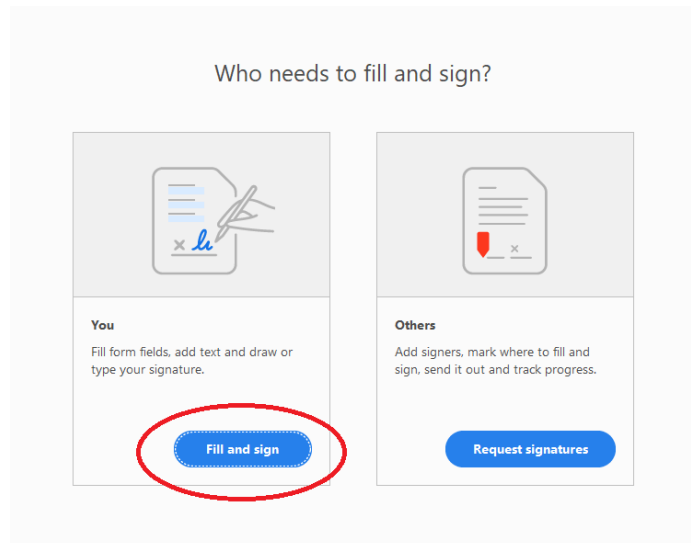
Email the plat to addressing@knoxplanning.org for review or signature

Instructions for Adding Electronic Signatures Using Adobe Acrobat Reader DC

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

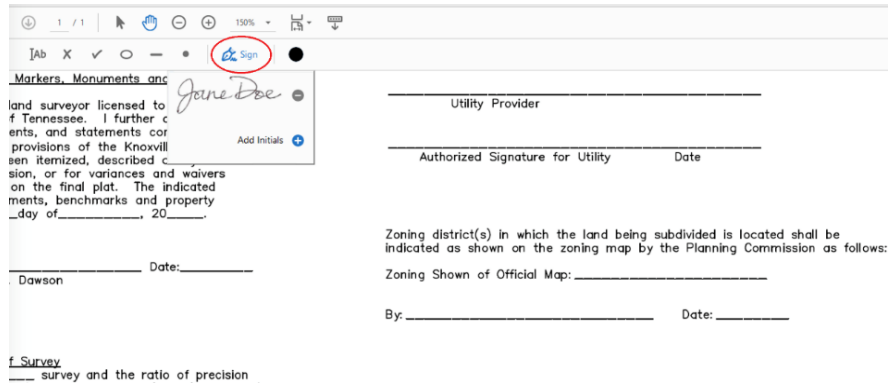


2. Select “Fill and Sign”

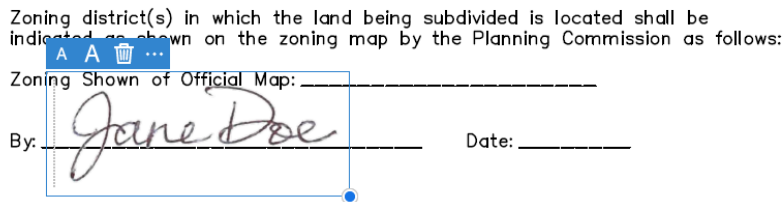


3. **Zoom to signature area and then select the “Sign” button on the toolbar.**
Select your signature from the drop-down.

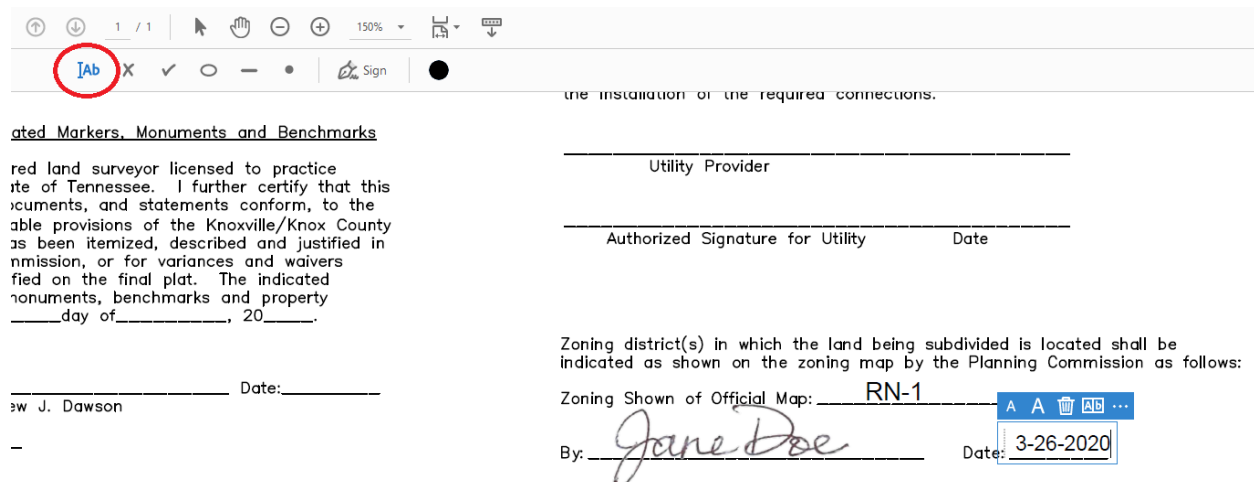
Note: The first time you do this, you will click “Add Signature” and then select “Image”. Browse to your electronic signature (JPG) that is saved on your computer. Check the box for Save Signature and hit Apply. This will save your signature for future uses.



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) | bdavidson@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 |