PORTLAND MUNICIPAL PLANNING COMMISSION

Portland City Hall - Council Chambers
100 South Russell St. Room 111
AGENDA for February 10, 2026

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

A. January 13, 2026

5. Public Comment Period

In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited. The number of individuals speaking and/or the allotted time to speak may be limited by the presiding officer to ensure opposing viewpoints are fairly represented. Each speaker is limited to a maximum of 5 minutes for public comment and must sign-up to speak in person before the start of the meeting. Sign-up sheets will be available just before the start of each meeting in the same room where the meeting is being held.

6. Public Hearing

A. Adoption of Updated City of Portland Municipal Subdivision Regulations

Notice of this public hearing was published in the *Portland Sun* on January 13, 2026, and posted on the municipal website and at City Hall in accordance with state law.

7. New Business

A. Richard Graves (applicant) requests Final Plat approval for the Re-Subdivision of Deer Run Section 3: location: 380, 384A & 384B Three Brothers Way, Portland, TN. (Tax Map 033K Parcels 014.00 and015.00 & Map 33 P/O Parcel 073.00) Sumner County, 0.98 +/- acres. Zoned RM-1(High Density Residential) & R7.5 (Medium Density Residential)

B. Andy Leath (applicant) request a Site Plan approval for 109 Access at: location 808 Hwy 109 North, Portland TN. (Tax Map 019E Parcel 004.00) Sumner County, 0.67 +/- acres. Zoned GCS (General Commercial Services)

C. Adoption of Updated City of Portland Municipal Subdivision Regulations

8. Old Business-No Old Business

9. Presentation

A. Portland Development Tracker

10. City Planner's Comments

11. Planning Commission Members Comments

Adjournment

CITY OF PORTLAND

PORTLAND MUNICIPUL PLANNING COMMISSION
MEETING MINUTES
January 13, 2026
5:00 PM

LIVE VIDEO ON THE CITY OF PORTLAND WEBSITE

City of Portland City Hall
100 South Russell Street- Room 111
Portland TN 37148

Call To Order

Roll Call

Ann Blackburn asks for roll call at 5:00 pm.

MEMBERS PRESENT:
Ann Blackburn-Chairwoman
Vice Mayor Megann Thompson
Jessica Hunter
Robert Tooker
Ted Jernigan
Gail Gentry
Jim DiPiazza

MEMBERS ABSENT:
Ty Crowder
Luther Bratton

A quorum was established.

STAFF PRESENT:
Nate Heisler-City Planner
Tracey Griffin-Planning Asst.
Zech Rowley- Utilities Department
Corbin Keen- Assistant Public Works Director

Other Interested Parties:

Drew Ferguson, Zach Wilkinson, Ben Patton.

Approval of Agenda

Motion to Approve: Robert Tooker
Second Motion: Jessica Hunter. All were in favor, motion carried.7-0.
Yes: Ted Jernigan, Vice Mayor Megann Thompson, Jim DiPiazza, Robert Tooker, Gail Gentry, Jessica Hunter, Chairwoman Ann Blackburn
Absent: Ty Crowder, Luther Bratton

Approval of Minutes: December 9, 2025

Motion to Approve: Jessica Hunter
Second Motion: Ted Jernigan. All were in favor, motion carried. 7-0.
Yes: Ted Jernigan, Vice Mayor Megann Thompson, Jim DiPiazza, Robert Tooker, Chairwoman Ann Blackburn, Jessica Hunter, Gail Gentry

Draft

Absent: Luther Bratton, Ty Crowder

Public Comments

In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items, except where otherwise prohibited. The number of individuals speaking and/or the allotted time to speak may be limited by the presiding officer to ensure opposing viewpoints are fairly represented. Each speaker is limited to a maximum of 5 minutes for public comment and must sign-up to speak in person before the start of the meeting. Sign-up sheets will be available just before the start of each meeting in the same room where the meeting is being held.

Public Hearings

No One Spoke/Closed the Public Hearing

New Business

A. Andy Leath (applicant) requests Preliminary Plat approval for Ruby Springs: location: 780 College Street, Portland, TN. (Tax Map 034 Parcels 072.07, 072.09 and Parcel 072.10) Sumner County, 30.85+/acres. Zoned R-15 PUD (Residential Planned Unit Development).

Nate Heisler: This was originally approved by Planning Commission in 2023. The last meeting in December Planning Commission approved an amendment to this PUD to change lot orientation on the internal part of the development. This is the start to the plating process, and we will see final plats later on. This is the Preliminary Plat, 46 lots that are single family. Staff has done reviews on this, and it meets the regulations for the PUD that was approved.

Motion to approve: Robert Tooker
Second Motion: Jessica Hunter - All were in favor, motion carried.7-0.
Yes: Vice Mayor Megann Thompson, Ted Jernigan, Robert Tooker, Jessica Hunter, Gail Gentry, Jim DiPiazza, Chairwoman Ann Blackburn
Absent: Luther Bratton, Ty Crowder
Motion Passed: (Voice Vote)

B. Ben Patton (applicant) request a Site Plan Minor Amendment approval for Fred White Blvd Boat and RV Storage, Location: 0 Fred White Blvd. (Tax Map 026, Parcel 001.00), Robertson County, 6.15 +/ acres. Zoned IG (Industrial General).

Nate Heisler: This site plan had come through the Planning office as a minor site plan and was approved. What we have here is a plat amendment request for the landscaping. When the site plan originally came through with the landscaping, it was approved per the City's regulations. After the approval, the applicant gotten with the Planning Department and requested to make changes to the landscaping ordinance based off contact from CEMC. The email from the Operations Manager at CEMC it was based off high voltage industrial lines on the front of the property. The city's zoning ordinance requires a mixture of trees and shrubbery on the frontage of properties. On the new site plan the trees have been removed but the shrubbery is still showing. Nate shows the Planning Commissioners the email that was received from CEMC Operations Manager. The existing trees that are on the front near the entrance are going to stay.
Vice Mayor Megann Thompson: I think we need to look at partnering with CEMC for

future site plans and things like this, so they don't come up.
Nate Heisler: That is one thing we have discussed at staff level, is if there are pre app meetings for site development plans for empty lots, talking with CEMC and seeing if they can include a representative from their department to join us, maybe virtually, so we can find out everything we need to know on the front end.

Motion to approve: Robert Tooker
Second Motion: Ted Jernigan - All were in favor, motion carried.7-0.
Yes: Vice Mayor Megann Thompson, Ted Jernigan, Robert Tooker, Jessica Hunter, Gail Gentry, Jim DiPiazza, Chairwoman Ann Blackburn
Absent: Ty Crowder, Luther Bratton
Motion Passed: (Voice Vote)

C. Jessica Hood (applicant) request a Site Plan approval for Zaxby's: location 409 Hwy 52W, Portland TN. (Tax Map 034E Parcel 018.10) Sumner County, 2.489 +/- acres. Zoned GCS (General Commercial Services)

There were people coming for the Zaxby's project, they were delayed by Nashville traffic and missed the meeting.

Nate Heisler: This location is off Hwy 52; Zaxby's will be between Waffle House and Scooter's Coffee. One of the topics of conversation we have had with the applicant is the shared access. One of the access showing is the shared access with Waffle House and an additional access on the one on the side. We were able to pull together a meeting with TDOT, it was my understanding they wanted to have one access only, shared with Waffle House. The second meeting with TDOT confirmed that TDOT wanted it to be one access. On the plan that you are looking at, it shows two accesses, the only thing that will change is it will be one access, and it will be widened off of Hwy 52, to 36 feet to accommodate for Zaxby's. The parking does meet the requirements, they actually went over on parking, per our ordinance. There are a couple of comments left, so approval would need to be contingent to a TDOT permit and staff comments.

There was representation coming for the Zaxby's project, they were delayed by Nashville traffic and missed the meeting.

Motion to approve Contingent with TDOT Approval- Permit and Staff Comments: Robert Tooker
Second Motion: Gail Gentry - All were in favor, motion carried. 7-0.
Yes: Vice Mayor Megann Thompson, Ted Jernigan, Robert Tooker, Jessica Hunter, Gail Gentry, Jim DiPiazza, Chairwoman Ann Blackburn
Absent: Ty Crowder, Luther Bratton
Motion Passed: (Voice Vote)

D. Zach Wilkinson (applicant) request Final Master Development Plan (FMDP) approval: Location 304-310 Fowler Ford Road, Portland TN (Tax Map 033J Parcels 001.00, 011.00 and 012.00) Sumner County, 3.37 +/- acres Zoned RM-1 PUD (Planned Unit Development)

Nate Heisler: This property is located off Hwy 52; it has split zoning. The Preliminary Development Plan and Pattern Book was approved September 9, 2025, and approved by City Council October 20, 2025. This is the Final Master Development Plan; this is the last step before PUD zoning is granted. After the FMDP is approved by Planning Commission, the plating process starts. This is the last step for the PUD zoning process. Staff has gone through review on this FMDP, it meets all the criteria of the original PUD and stipulations that were agreed to at the

Planning Commission and the City Council. This is a duplex development; there are access points off of Hwy 52 and to the South also.

Motion to Approve: Gail Gentry
Second Motion: Jessica Hunter -All were in favor but one, motion carried. 6-0.
Yes: Vice Mayor Megann Thompson, Jim DiPiazza, Robert Tooker, Jessica Hunter, Gail Gentry, Chairwoman Ann Blackburn
No: Robert Tooker
Absent: Ty Crowder, Luther Bratton
Motion Passed: (Voice Vote)

E. Zach Wilkinson (applicant) request Gateview Drive Concept approval: Location 1035 Gateview Drive and 1041 Gateview Drive, Portland TN (Tax Map 034 Parcels 131.00 and 132.00) Sumner County, 5.18 +/- acres Zoned RM-1(High Density Residential)

Nate Heisler: This is off Gateview Drive, it was rezoned back in 2021to straight zone RM1, the zoning is already there for this property. This is the Conceptual Plan for a subdivision process. This process is Conceptual, Preliminary Plat and then Final Plat. When we were looking at the plans, this is more of a technical review, based off RM1 zoning. This is 22 units off of Gateview Drive, the road is proposed at a public road and does meet the requirements for lane widths and right of way requirements. One thing you will notice is it is a hammerhead, not a typical Cul de sac. During the review phase and going through the pre app meetings, we wanted to make sure this was appropriate for emergency services. There were comments from Fire to extend the hammerhead and after speaking with Fire Marshal Tyson and the Engineer addressed the comments, Fire is ok with this specific Hammerhead. Public Works, Corbin, is good with the trash truck side of it also. There are 2 spaces per unit for parking
Vice Mayor Megann Thompson: When you went back to 2021, was there a proposal attached to the straight rezone, what they wanted to do with it?
Nate Heisler: I went back and watched both City Council and the Planning Commission voted 9/0, there were no objections and they just showed the lots, that's al you needed for a rezone.

Motion to approve: Ted Jernigan
Second Motion: Jessica Hunter - All were in favor, motion carried.7-0.
Yes: Vice Mayor Megann Thompson, Ted Jernigan, Robert Tooker, Jessica Hunter, Gail Gentry, Jim DiPiazza, Chairwoman Ann Blackburn
Absent: Ty Crowder, Luther Bratton
Motion Passed: (Voice Vote)

Old Business-No old Business

City Planner's Comments: Nate Heilser: I had expected to have the new subdivision regulations on this meeting, but we had a hiccup with advertising. We got with the newspaper, and we will for sure have that as an action item on the February meeting.

Adjournment 5:33PM
Motion to Adjourn: Jessica Hunter
All in Favor: Vice Mayor Megann Thompson, Robert Tooker, Jessica Hunter, Gail Gentry, Ted Jernigan, Chairwoman Ann Blackburn, Jim DiPiazza
Absent: Ty Crowder, Luther Bratton
Motion Passed: (Voice Vote)

_____ _____

Chairwoman Ann Blackburn Date

_____ _____

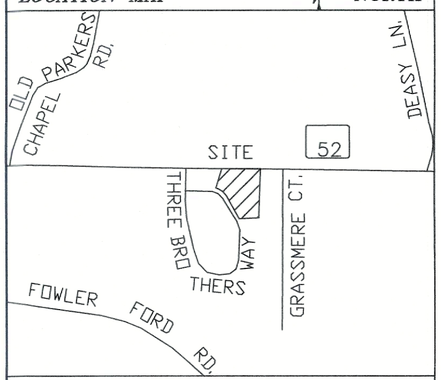
Recording Secretary Date

Draft

Final Plat of the Re-Subdivision of Deer Run Section 3 – Lots 20 & 21 16th Civil District Sumner County, TN

(Inside Portland City Limits)

LOCATION MAP — **NORTH**



NOT TO SCALE

MS4 Storm Water Notes:

1: PRIOR TO ANY FUTURE CONSTRUCTION, THE OWNER SHALL APPLY FOR A LAND DISTURBANCE PERMIT FROM THE CITY OF PORTLAND.

2. ANY LOT THAT IS TO HAVE A DISTURBED AREA OF 1 ACRE OR GREATER IS TO HAVE AN INDIVIDUAL NOTICE OF COVERAGE FROM TDEC.

3. THE PROPERTY OWNER IS RESPONSIBLE FOR MAINTENANCE OF EROSION CONTROL MEASURES UNTIL ALL DISTURBED AREAS ARE STABILIZED WITH PERMANENT VEGETATION.

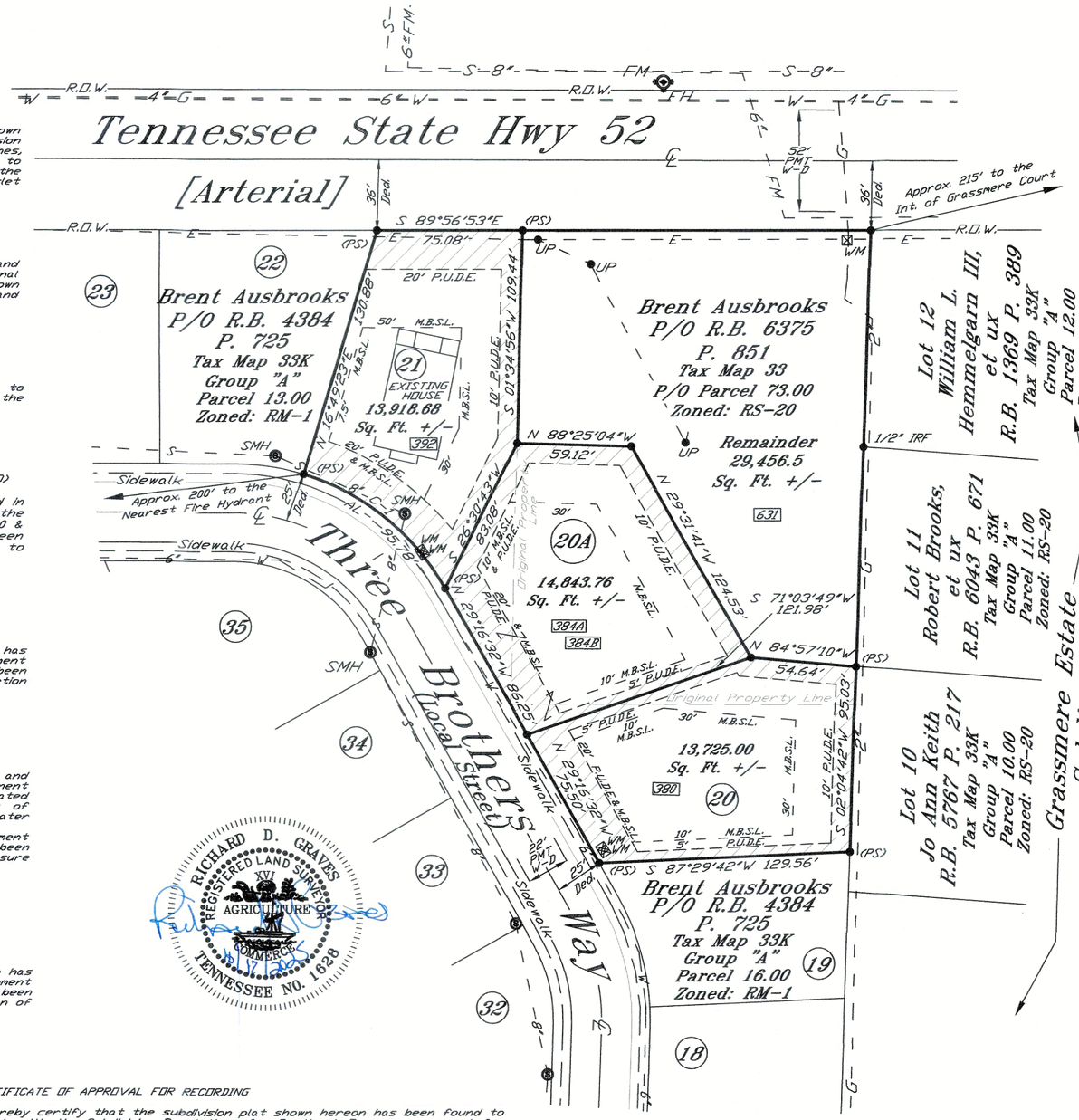
4. THE PROPERTY OWNER IS REQUIRED TO MAINTAIN ALL DRAINAGE DITCHES AND KEEP THEM FREE OF OBSTRUCTION.

5. STREAM BUFFER, IF ANY, ARE TO BE KEPT IN A NATURAL VEGETATIVE STATE, NO BUILDINGS OR STRUCTURES ARE ALLOWED WITHIN THE BUFFER. DRIVEWAYS OR UTILITY CROSSINGS ARE PERMITTED WITH WRITTEN CONSENT OF THE CITY OF PORTLAND MS4 MANAGER.

6. POSITIVE DRAINAGE SHALL BE REQUIRED FOR A MINIMUM OF 10 FEET FROM THE DWELLING, INCLUDING GARAGE DOORS, AS REQUIRED BY THE PORTLAND BUILDING CODES OFFICE.

4: 15" MINIMUM DRIVEWAY CULVERT (IF REQUIRED) AS STREETS ARE CURBED.

5: ALL DRIVEWAYS TO CONFORM TO AND MEET MINIMUM REQUIREMENTS OF DIAGRAM PW STD. DW-01 FOR THE CITY OF PORTLAND.



N

TN STATE PLANE GRID, NORTH, NAD 83 FOR GIS MAPPING PURPOSES ONLY

Legend

●	1/2" IRON RE-BAR SET UNLESS OTHERWISE NOTED
IRF	IRON RE-BAR FOUND
—E—	ELECTRIC LINE
—G—	GASLINE
—W—	WATERLINE
—S—	SEWER LINE
—FM—	FORCE MAIN
UP ●	UTILITY POLE
(PS)	1/2" IRON RE-BAR SET PRIOR SURVEY CAPPED R.L.S #1628
M.B.S.L.	MINIMUM BUILDING SETBACK LINE
WM ⊠	WATER METER
FH	FIRE HYDRANT
P.U.D.E.	PUBLIC UTILITY DRAINAGE EASEMENT
SMH Ⓢ	SEWER MANHOLE
000	911 ADDRESS
	LAND HOOK
P/O	PART OF

50 25 0 50 100 150

GRAPHIC SCALE – FEET SCALE: 1"= 50'

DEED REFERENCE: P/O R.B. 4384 P. 725
P/O R.B. 6375 P. 851
SEE ALSO: P.B. 36 P. 9 LOTS 20 & 21
P/O P.B. 16 P. 383 LOT 1

TAX MAP REFERENCE: MAP 33K GROUP C PARCEL 14.00 & 15.00
MAP 33 P/O PARCEL 73.00

THIS SURVEY WAS PERFORMED USING A CARLSON BRX7+ DUAL FREQUENCY, REAL TIME KINEMATIC (RTK) GLOBAL POSITIONING SYSTEM ROVER AND LOCAL BASE STATION: H/W D214870400119 ROVER: H/W D220770400310I FOR REDUNDANT AND REPETITIVE MEASUREMENTS WERE TAKEN TO INSURE CORRECT POSITIONS OF ALL DATA POINTS. THE RELATIVE POSITIONAL ACCURACY EXCEEDS THE ACCURACY STANDARDS FOR A CATEGORY 1 SURVEY WITH A RATIO OF PRECISION OF THE UNADJUSTED SURVEY BEING AT LEAST 1:10,000 OR BETTER.

ALL COORDINATES AND BEARING DATA IS BASED UPON THE TENNESSEE STATE PLANE COORDINATE SYSTEM, SINGLE ZONE, NAD 83 NAVD 88, GEOID 03. MULTIPLE REDUNDANT MEASUREMENTS WERE TAKEN ON EACH PROPERTY CORNER, EACH MEASUREMENT EXCEEDING A TOLERANCE OF 0.07' PLUS 50 PARTS PER MILLION FOR POSITIONAL ACCURACY.

SURVEYOR'S NOTE: ACCORDING TO THE FLOOD INSURANCE RATE MAP PANEL NUMBER 47165C0 175G, EFFECTIVE DATE APRIL 17 2012, THIS PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD ZONE.

DATE: October 17, 2025

_____RICHARD D. GRAVES_____ Tenn. R.L.S. No. 1628

ZONED: Lot 20 RM-1
Lot 20A R-7.5
Lot 21 RM-1

TOTAL AREA BEING SURVEYED: 0.98 Acres + –

OWNERS:
Brent Ausbrooks
2057 Highway 52E
Portland , TN. 37148

SURVEYORS NOTES:

1: THE PURPOSE OF THIS PLAT IS TO CREATE ONE NEW LOT IN DEER RUN SECTION 3.

2: ALL UNDERGROUND UTILITIES ARE APPROXIMATE. LOCATION SHOWN SHOULD NOT BE RELIED UPON WITHOUT VERIFICATION FROM THE PROPER UTILITY AUTHORITY HAVING JURISDICTION. NOT ALL UTILITIES ARE SHOWN.

3: THIS SURVEYOR WAS NOT FURNISHED WITH A TITLE SEARCH OR TITLE POLICY, THEREFORE THIS SURVEY IS SUBJECT TO THE FINDINGS OF AN ACCURATE TITLE SEARCH. ONLY THE DOCUMENTS NOTED HEREON WERE SUPPLIED TO THIS SURVEYOR. THERE MAY EXIST OTHER DOCUMENTS THAT WOULD AFFECT THE SUBJECT PROPERTY. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH. THE SURVEYOR RESERVES THE RIGHT TO REVISE ANY EASEMENT(S) NOT PROVIDED FOR OR KNOWN OF PER THE DATE OF THIS SURVEY.

4: ONLY PAPER COPIES OF THIS SURVEY WITH THE SURVEYOR'S ORIGINAL STAMP AND SIGNATURE WILL CONSTITUTE AN ORIGINAL COPY OF THIS SURVEY.

5: SUBJECT TO ANY DRAINAGE THAT MAY CROSS THE PROPERTY DUE TO NATURAL CAUSES.

6: SUBJECT TO ANY LEASES, RIGHT-OF-WAYS, RESTRICTIONS, ENCROACHMENTS, EASEMENTS, LIENS, ETC. THAT MAY EXIST AND/OR APPLY TO THE SUBJECT PROPERTY.

7: ALL DRIVEWAYS TO CONFORM TO AND MEET MINIMUM REQUIREMENTS OF DIAGRAM PW STD. DW-01 FOR THE CITY OF PORTLAND.

8: THE RECORDING OF THIS PLAT VOIDS, VACATES, AND SUPERCEDES THE RECORDING OF LOTS 20 AND 21 OF THE FINAL PLAT OF DEER RUN, SECTION 3 SUBDIVISION OF RECORD IN P.B. 36 P. 9 AND LOT 1 OF THE FINAL PLAT OF JAMES YOUNCE SUBDIVISION OF RECORD IN P.B. 16 P. 383.

9: ALL LOTS THAT CONNECT TO A RESIDENTIAL ZONE OTHER THAN RM-1 WILL BE REGULATED BY THE CITY OF PORTLAND LANDSCAPE ORDINANCE 4-111 AS WELL AS SPECIAL PROVISIONS FOR FRONT YARD SETBACK SECTION 6-305.607 & SPECIAL YARDS & SETBACKS ALONG DISTRICT BOUNDARIES 6-305.608.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I an (we are) the owners of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks and other open spaces to public and private use as noted, along with all necessary easements for the construction of cut and fill slopes, cut and fill ramps, inlet and outlet ditches or channel changes beyond the right-of-way limits of the road.

_____ _____
Date Brent Ausbrooks

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 Portland Municipal-Regional Planning Commission and that the monuments have been placed as shown hereon to the specifications of the State Board of Examiners for Land Surveyors.

Date: 10/17/2025 Richard D. Graves
Registered Surveyor No.1628

CERTIFICATE OF PROPERTY NUMBERS AND STREET NAMES

I hereby certify that the property numbers assigned herein conform to Sumner County Emergency Communications District (E-911) polices and the street name(s) conform to the inter-local agreement for non-duplication.

_____ _____
Date Sumner County Emergency Communications E-911 District

CERTIFICATE OF THE APPROVAL OF PUBLIC STREETS (CITY OF PORTLAND)

I hereby certify: (1) that the public streets have been installed in an acceptable manner and according to City specification in the subdivision entitled: Re-Subdivision of Deer Run Section 3 – Lots 20 & 21 or, (2) that a Letter of Credit in the amount of $0, has been posted with the City of Portland Department of Public Works to assure completion of all required improvements in case of default.

_____ _____
Date Name & Title

CERTIFICATE OF SEWER SYSTEM

I hereby certify: (1) that the sewer system outlined or indicated hereon has been installed in accordance with current State and/or local government requirements or, (2) that a Letter of Credit in the amount of $0 has been posted with the City of Portland Utilities Department to assure completion of all required sewer improvements in case of default.

_____ _____
Date Name & Title

CERTIFICATE OF STORMWATER SYSTEM (CITY OF PORTLAND)

I hereby certify that general drainage plans have been submitted and approved for this subdivision and that all required temporary and permanent erosion control, stabilization, and other water quality and water related requirements have been designed in a manner which meets the City of Portland Drainage Requirements. I hereby certify: (1) that the stormwater system outlined or indicated hereon has been installed in accordance with current State and/or local government requirements or, (2) that a Letter of Credit in the amount of $0 has been posted with the City of Portland Public Works Department to assure completion of all required stormwater improvements in case of default.

Date: _____ _____
Name & Title

CERTIFICATE OF THE APPROVAL OF WATER SYSTEM (PORTLAND UTILITY DEPARTMENT)

I hereby certify: (1) that the water system outlined or indicated hereon has been installed in accordance with current State and/or local government requirements or, (2) that a Letter of Credit in the amount of $0 has been posted with the City of Portland Utilities Department to assure completion of all required water improvements in case of default.

Date: _____ _____
Authorized Signature

RICHARD D. GRAVES REGISTERED LAND SURVEYOR XVI AGRICULTURE COMMERCE TENNESSEE NO. 1628

Prepared by:

Richard D. Graves
Land Surveying
1768 New Highway 52
Westmoreland, Tn. 37186
Phone: (615) 644-2077
Fax: (615) 644-3200
Graves.R1628@hotmail.com

TENNESSEE ONE-CALL SYSTEM
BEFORE YOU DIG CALL 811
UTILITIES SHOWN ARE APPROXIMATE. ALL UTILITIES ARE NOT SHOWN.

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Portland, Tennessee, except for Special Exceptions, if any, as noted in the minutes of the Planning Commission and that it has been approved for recording in the Office of the County Registrar.

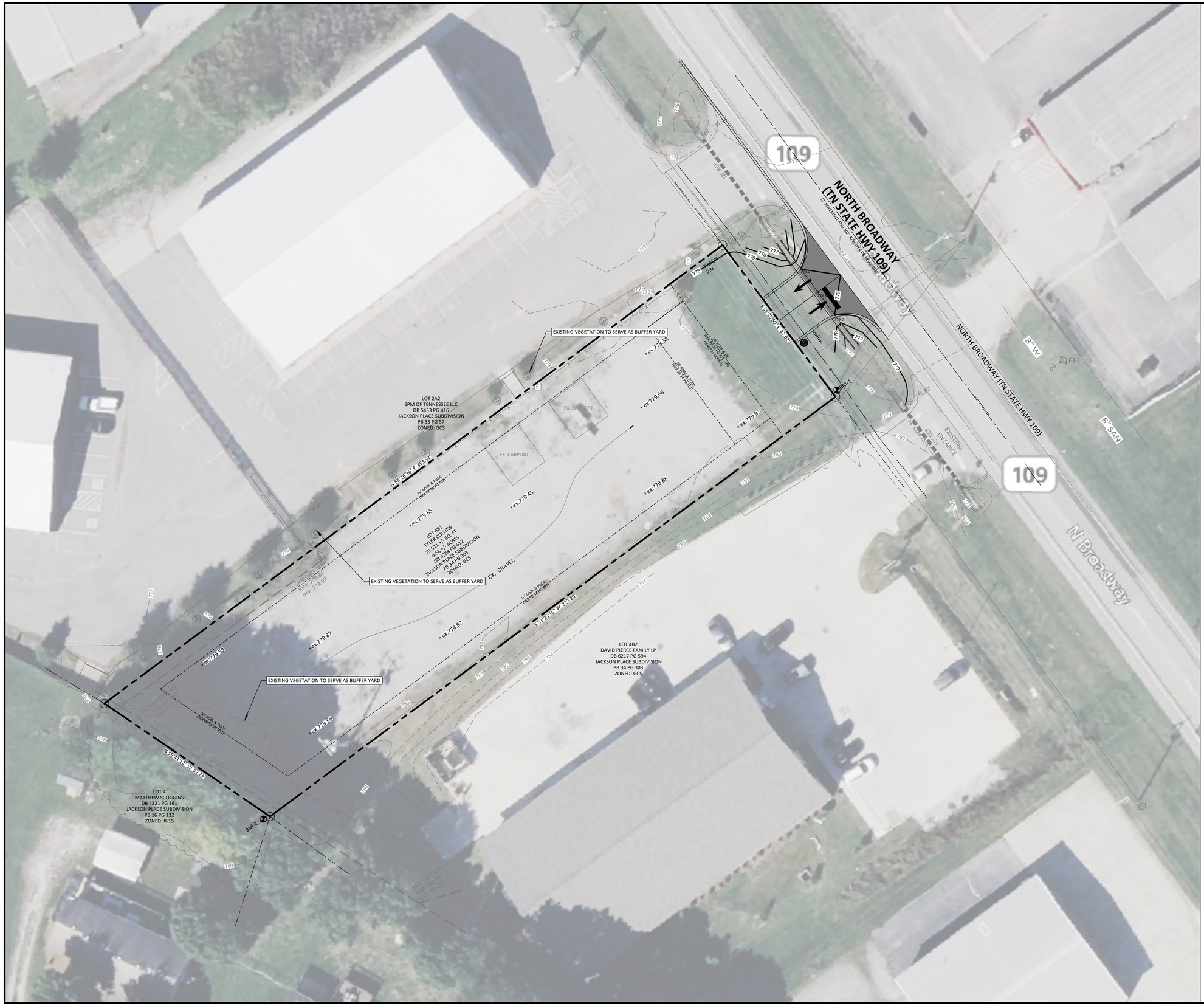
_____ _____
Date Secretary of the Planning Commission

Void if not recorded by: _____

Curve Line Data Table

Curve	Radius	Tangent	Length	Delta	Chord	Chord Bear.
C-1	125.00'	50.38'	95.78'	43°54'05"	93.45'	N 51°13'34" W

Job # 24116TML
REF Job # 17005TB



N

GRAPHIC SCALE

0 - - -

1 inch = - ft

LEGEND

- CONCRETE MONUMENT (OLD)
- CONCRETE MONUMENT (NEW)
- IRON ROD (OLD)
- IRON ROD (NEW)
- BENCHMARK
- BOUNDARY LINE
- BUFFER
- SETBACK / YARD
- PUDE
- EXTRUDED CURB
- SS — SANITARY SEWER LINE
- W — WATER LINE
- STORM SEWER
- G — GAS LINE
- OHE — OVERHEAD UTILITY LINE
- UGT — UNDERGROUND UTILITY LINE
- FENCE
- TREE LINE
- UTILITY POLE
- UTILITY POLE W/ LIGHT
- GUY ANCHOR
- TELEPHONE MANHOLE
- ELECTRIC JUNCTION BOX
- CABLE PEDESTAL
- SANITARY SEWER MANHOLE
- WATER METER
- WATER VALVE
- BLOW OFF VALVE
- AIR RELEASE ASSEMBLY
- FIRE HYDRANT
- GAS METER
- GAS VALVE
- A/C PAD

IF YOU DIG IN TENNESSEE
CALL 811 FIRST!
or (800) 351-1111 or (615) 366-1987
TENNESSEE ONE CALL IT'S THE LAW

GreenLID Design
114 B West Main Street
Gallatin, TN 37066
615-230-7269
office@greenliddesign.com

JOHN ANTHONY LEATH
REGISTERED ENGINEER
AGRICULTURE
COMMERCE
NO. 00111602
STATE OF TENNESSEE

01-14-26

TYLER COLLINS PROPERTY
SITE PLAN
808 N BROADWAY
CITY OF PORTLAND, 16TH CIVIL DISTRICT
SUMNER COUNTY, TENNESSEE

LANDSCAPE PLAN

NO.	DATE	REVISION

SHEET NO.
L 1.0
SHEET 8 OF 8

24.098G JANUARY 14, 2026

CITY OF

PORTLAND

TENNESSEE

SUBDIVISION REGULATIONS

PREPARED FOR THE PORTLAND MUNICIPAL PLANNING COMMISSION

ADOPTED: _____

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LIST OF AMENDMENTS

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CHAPTER 1: GENERAL PROVISIONS

101 TITLE

These regulations shall hereinafter be known and cited as the Subdivision Regulations of Portland, Tennessee.

102 AUTHORITY

These Subdivision Regulations are adopted by the Portland Municipal Planning Commission (hereinafter referred to as "Planning Commission"), pursuant to the authority and powers granted by the Tennessee General Assembly. Having adopted a major street or road plan for the jurisdictional area, and filed a certified copy of the plan with the County Register of Deeds (hereinafter referred to as "County Register"), and having held a public hearing as required by these regulations and state statute, the Planning Commission has fulfilled the requirements set forth in state law as prerequisites to adoption of these regulations.

103 JURISDICTION

These Subdivision Regulations shall apply to all subdivisions, as herein defined, located within the City of Portland, Tennessee. No land shall be subdivided within the City until the subdivider submits the plat required by these regulations, obtains Planning Commission approval of the plat, and files the approved final plat with the County Register of Deeds.

104 POLICY AND PURPOSE

It is hereby declared to be the policy of the Planning Commission to consider the subdivision of land and the development of a subdivision plat as subject to control of the adopted Comprehensive Plan of the jurisdictional area to ensure orderly, planned, and efficient physical and economic development.

Land to be subdivided shall be of such character that it can be used for building purposes without danger of fire, flood, or other menace. Land shall not be subdivided until provisions have been made for drainage, water, sewerage, other public utilities, and for other required public services. The existing and proposed public improvements shall generally conform to and be properly related to the Comprehensive Plan.

The regulations herein shall supplement and facilitate enforcement of the provisions and standards contained in the City of Portland's adopted Comprehensive Plan, the Zoning Ordinance of Portland, Tennessee, the Portland Stormwater Ordinance, and such other relevant policies and regulations as may be adopted by the City Council.

These regulations are adopted for the following purposes:

A) To promote the public health, safety, and general welfare of the jurisdictional area.
B) To guide development of the jurisdictional area in accordance with the Comprehensive Plan, considering the suitability of non-residential and public areas and having regard for the most beneficial land use in such areas.
C) To provide for adequate light, air, and privacy; to secure safety from fire, flood, and other dangers; and to prevent overcrowding of the land and undue congestion of population.
D) To enhance the character and economic stability and encourage the orderly, beneficial development of the jurisdictional area.
E) To conserve the value of land, buildings, and improvements throughout the jurisdictional area and to minimize detrimental conflicts among the uses of land and structures.
F) To guide public and private policy and action providing for transportation, water, sewerage, schools, recreational areas, and other public requirements and facilities.

G) To provide for the most beneficial relationship between the uses of land and buildings and the efficient movement of traffic throughout the jurisdictional area.
H) To establish reasonable standards of design and procedures for subdivisions and resubdivisions; to further the orderly layout and use of land; and to ensure proper legal descriptions and proper monumenting of land.
I) To ensure that public facilities are available and will have sufficient capacity to serve all proposed subdivisions.
J) To prevent pollution of air, streams, and ponds; to assure adequacy of drainage facilities; to safeguard the water table; and to preserve the integrity, stability, beauty, and value of land within the jurisdictional area.
K) To preserve the natural beauty and topography of the City of Portland, and to ensure appropriate development with regard to these natural features.
L) To provide for open spaces through efficient design and layout of the land.
M) To encourage subdivision design which would maximize conservation of all forms of energy.

105 INTERPRETATION, CONFLICT, AND SEVERABILITY

A) Interpretation

These regulations shall be held to be the minimum requirements for promotion of health, safety, and general welfare of persons within the City of Portland. Where any provision of these regulations imposes restrictions different from those imposed by any other ordinance, rule, or regulation of law, whichever provision(s) are more restrictive or impose higher standards shall govern.

B) Conflict with Public and Private Provisions

1) Public Provisions: These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule, regulation, statute, or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.
2) Private Provisions: These regulations are not intended to abrogate any easement, covenant, or other private agreement or restriction; provided, that where these regulations are more restrictive or impose higher standards than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern.
    a. Where any private provision exceeds the standards set forth herein, such regulations shall be considered a private contract between the parties of interest, and, as such, beyond the jurisdiction of the Planning Commission.

C) Severability

It is hereby declared to be the intention of the Planning Commission that the several provisions of this ordinance are separable in accordance with the following:

1) If any court of competent jurisdiction shall adjudge any provision of this ordinance invalid, such judgment shall not affect any other provision of this ordinance not specifically included in said judgment.
2) If any court competent jurisdiction shall adjudge invalid the application of any provision of this ordinance to a particular property, building, or other structure, such judgment shall not affect the application of said provisions to any other property, building, or structure not specifically included in said judgment.

106 SAVING PROVISION

These regulations shall not be construed as abating any action now pending, or by virtue of prior Subdivision Regulations; or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue; or as affecting the liability of any person; or as waiving any right of the City Council or Planning Commission under any section or provision existing at the time of adoption of these regulations; or as vacating or annulling any rights obtained by any person by lawful action of the City Council or Planning Commission, except as expressly provided otherwise in these regulations.

107 RESUBDIVISION OF LAND

If any change in an approved or recorded subdivision plat would affect the layout of any public street, alley, or road (hereinafter referred to as public way) shown on such plat, or area reserved thereon for public use, or any lot line, or if it would affect any map, plan, or plat legally recorded before adoption of any Subdivision Regulations, such amendment shall be approved by the same procedure, rules, and regulations as for a subdivision.

108 CONDITIONS

The developer has the duty of compliance with all reasonable conditions imposed by the Planning Commission for design, dedication, improvement, and restrictive use of the land.

109 NOLLAN/DOLAN STANDARD

Per Tennessee Acts of 2022, Public Chapter 1128, the Planning Commission shall not require an owner of private property to dedicate real property to the public or pay money to a public entity in an amount that is determined on an individual and discretionary basis, unless there is an essential nexus between the dedication or payment and a legitimate local governmental interest (see Nollan v. California Coastal Commission) and the dedication or payment is roughly proportional both in nature and extent to the impact of the proposed use or development of the property (see Dolan v. City of Tigard). An owner of private property required to make dedication or pay money in violation of this provision may seek relief through a common law writ of certiorari in chancery court.

110 VARIANCES

A) General

If the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations, a Variance from these regulations may be granted. However, such Variance shall not have the effect of nullifying the general intent and purpose of these regulations. The Planning Commission shall not approve a Variance unless it shall make findings based upon written evidence presented to it in each specific case that:

1) Granting of the Variance will not be detrimental to the public safety, health, or welfare, or be injurious to other property or improvements in the neighborhood where the property is located;
2) 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;
3) Because of the particular physical surroundings, shape, or topographical condition of the specific property involved, a particular hardship (not self-imposed or financial in nature) to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out; and
4) The Variance will not in any manner alter provisions of the Comprehensive Plan, the Major Thoroughfare Plan, or the Zoning Ordinance.
5) There is no alternative proposal possible that would satisfy the intent of the regulation in question.

B) Variance Procedures

Each Variance from these Subdivision Regulations sought by a subdivider shall be specifically applied for by indicating the specific chapter and section in writing by the subdivider.

1) A separate form provided by the City Planner shall be utilized to list all Variances being requested. This form shall accompany the Preliminary Plat for Major Subdivisions.
2) Any condition shown on the plan, which would require a Variance, shall constitute grounds for disapproval of the plan unless application for a Variance is made.
3) In approving any Variance from these regulations, the Planning Commission shall state fully in its minutes the grounds for the Variance and all of the facts upon which the decision is made.
4) The minutes of the meeting where the action approving the Variance(s) is taken shall reflect the specific nature and content of such Variance(s).

C) Conditional Approval of Variances

In approving a Variance, the Planning Commission may impose such reasonable conditions as in its judgment will secure substantially the objectives, standards, and requirements of the regulations.

111 REPEAL OF PREVIOUS REGULATIONS

Upon the adoption and effective date of these regulations by the Portland Municipal Planning Commission, the Subdivision Regulations, of Portland, Tennessee, adopted August 11, 2020 as amended, are, hereby, repealed and replaced in their entirety.

112 FEES FOR PLAT AND CONSTRUCTION PLAN REVIEW

Any individual who is seeking to subdivide property within the Portland City Limits shall pay such filing and review fees as are required by the city. These fees shall be paid prior to the City Planner initiating review of the item or the item being placed on an agenda for consideration by the Planning Commission.

113 RELATIONSHIP TO ZONING AND OTHER REGULATIONS

No subdivision plat of any of land within the Portland City Limits will be approved unless it conforms to the Portland Zoning Ordinance. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in zoning ordinance, building code, or other official regulations, the most restrictive standard shall apply.

CHAPTER 2: PROCEDURE FOR PLAT APPROVAL

201 PURPOSE AND APPLICABILITY

The provisions of this Chapter apply to applications for both "Major" and "Minor" subdivisions submitted under authority of these regulations. Checklists are available as appendices to these Regulations.

202 GENERAL PROCEDURE

A) Plat Approval Requirements

Before any land is subdivided or any contract is executed for the sale of any parcel of land that is proposed to be subdivided and before any permit for the erection of any structure in a proposed subdivision is granted, the owner of the property or a designated attorney-in-fact (hereinafter "applicant"), shall, upon payment of applicable fees, apply for and secure approval of the proposed subdivision in accordance with the standards as set forth in these Regulations.

B) Classification of Subdivisions

Utilizing the following definitions, the City Planner shall determine whether the application is a major subdivision, or a minor subdivision.

1) Major Subdivision

A division of land into more than two (2) lots, or any subdivision that includes any of the following conditions for major subdivision review:

a. A subdivision requiring the construction or extension of a public or private street, not including future street alignments illustrated in a plat of re-subdivision,
b. Required improvement(s) within an existing street right-of-way; other than:
    i. A repair or construction of sidewalk(s) or other pedestrian connections required by any development regulations
    ii. Fire hydrants or other types of minor improvements necessary to serve the lots being created.
c. The construction of any public utility, excluding private service lines.
d. Earthmoving activities except those incidental to construction of a single-family dwelling on each lot.
e. Drainage improvements either new or altered that will be common to more than one lot (other than individual on-lot storm water management systems).
f. A future public-school site, park site, greenway corridor open space site shown on the adopted Comprehensive Plan or other adopted plan.
g. Dedications, reservations, improvements, or any other factors that, in the opinion of the City Planner, require construction documents to be reviewed prior to final plat approval to ensure the public health, safety and welfare.
h. Any subdivision which seeks approval for any variance or deviation from any provision contained in these regulations, the Zoning Ordinance, the Comprehensive Plan, or Major Thoroughfare Plan.

2) Minor Subdivision

A division of land in which less than three (3) lots are being subdivided, and in which the conditions for major subdivision review are not present.

203 PREAPPLICATION CONFERENCE

A) Preapplication Conference Required

Prior to submitting plans for subdivision of property in the City of Portland, a developer shall request a pre-application conference with the City Planner to review the location, scope, and nature of the proposed development; to clarify development issues; and to discuss other matters as may be relevant to the development review and approval process. The following shall apply:

1) To better facilitate scheduling of preapplication meetings, the City Planner shall be authorized to promulgate a preapplication meeting request form.
2) A separate preapplication conference shall generally be required for each step of the platting process (Conceptual Lot Layout, Preliminary Plat, and Final Plat).
3) A pre-application conference shall not be required where the City Planner determines that no purpose will be served by having such a conference.
4) The developer shall be responsible for obtaining a water and sewer availability letter in advance of the preapplication meeting to facilitate discussion of any required utility improvements.
5) Matters discussed at the preapplication meeting are for informational purposes. No statements or commitments made at a preapplication meeting shall be binding upon the City of Portland or the Planning Commission.

B) Attendance of Developer's Design Representative Required

To satisfy the requirement for a preapplication meeting, the attendance of the licensed surveyor or professional engineer who will be preparing the plans for city review shall be mandatory. If the meeting is held without the professional representative in attendance, the requirements of this section shall not be met and a new preapplication meeting must be scheduled. The landowner or developer's attendance at such meetings shall be optional but strongly encouraged.

C) Preapplication Conference Purpose

The purpose of the pre-application conference is to provide an opportunity for an informal exchange of information and ideas between the developer's team and City staff and to identify parties responsible for various tasks involving the development design. The conference is intended to introduce the developer's team to the City's development process, to identify timeframes for submittal and review, and, if applicable, zoning changes or waivers from these regulations. It is expected that during the preapplication conference topics including, but not limited to, the following may be discussed:

1) The possible need for traffic studies, as set forth in the Zoning Ordinance, or as determined by the City Planner and/or City Engineer.
2) The flood insurance program.
3) Utility availability and capacity. (Additional forms required by Utility Department. The Developer is responsible for obtaining a water/sewer availability letter in advance of the preapplication meeting.)
4) Polices and expectations for street improvements and traffic improvements.
5) Items required by the Stormwater Ordinance.

D) Official Plat Submission Date

The official plat submittal date for each month will be set by the Planning Commission as a part of their annual approval of an official Planning Commission Submittal Calendar.

204 CONCEPTUAL LOT LAYOUT

A) Intent

Conceptual Lot Layouts are intended to provide an opportunity for an applicant to obtain nonvoting Planning Commission feedback upon a proposed subdivision design concept, prior to the expenditure of significant time and financial resources entailed with preparation of a Preliminary Plat. Conceptual Lot Layouts are not intended to establish any "vested" property rights provided in applicable state law.

B) When Required

A Conceptual Lot Layout shall be required to be submitted for Planning Commission review and comment at least one month prior to the submittal of a Preliminary Plat application for any Major Subdivision not part of a Planned Unit Development that involves construction, extension or improvement of any public road.

C) Planning Commission Review

The Planning Commission shall not vote on any submitted Conceptual Lot Layout, but shall discuss the plan's contents with the applicant at the public meeting and may make design recommendations within the scope of these regulations. Conceptual Lot Layouts shall be submitted to the City Planner for agenda inclusion in accordance with the annually established submittal calendar and shall include the number of paper copies required by the City Planner and one (1) electronic PDF copy.

D) Plan Contents

Conceptual Lot Layouts should contain the following:

1) A scale drawing of the property and the names of the owners of adjoining property.
2) Size of the original tract(s) being subdivided.
3) Notation of any existing legal rights-of-way or easements or other encumbrances affecting the property.
4) Current zoning of the subject property as well as all surrounding properties.
5) Approximate topography of the site extended into adjacent properties.
6) Identification of any lands subject to flooding, or that would otherwise qualify as a Critical Lot.
7) The location of all known watercourses and intermittent streams.
8) General road and lot pattern.
9) Proposed phasing, if any.
10) Location map of the property.
11) Name of owner; name of plat designer; and zoning classification.
12) Vicinity map of property, date and approximate north point.

E) Conceptual Lot Layout Resubmittals

Conceptual Lot Layout submittals shall be followed by a Preliminary Plat submittal within one (1) year of the Planning Commission's review of the Conceptual Lot Layout. Failure to submit a Preliminary Plat in a timely manner will result in the Conceptual Layout being resubmitted for additional Planning Commission review and comment.

205 PRELIMINARY PLAT

A) General

The Preliminary Plat is a detailed planning and engineering document developed by appropriately licensed Engineers and/or Land Surveyors. Such plat will reflect results of design decisions that have been made in the process of adapting the requirements contained within these regulations to the engineering of the site.

B) Preliminary Plat Submission Requirements

The applicant shall submit to the City Planner, in accordance with the time schedule established by the

Planning Commission, the number of paper copies required by the City Planner and one (1) electronic PDF copy of a Preliminary Plat of the proposed subdivision. The Preliminary Plat application shall include any other plans or supporting documents, reports, or studies that may be required by the Planning Commission, along with the payment of all required fees.

1) The scale shall be no smaller than one (1) inch equals one hundred (100) feet for developments with lots 15,000 square feet or larger.
2) The scale shall be no smaller than one (1) inch equals fifty (50) feet for developments with lots 15,000 square feet or smaller.

C) Required Preliminary Plat Information

The Preliminary Plat shall provide the following information:

1) The proposed subdivision name and location, the name and address of the owner or owners, including the name, address and telephone number of a trustee or contact person, and the name of the design professional and contact information.
2) Typical Regular and Corner Lot configuration for the development, including all required setbacks and Public Utility and Drainage Easements (Consult "Typical Lot" definition at Appendix A for an example).
3) Date of original submittal and each revision thereafter, approximate north point, graphic scale, and location map.
4) The location of existing and platted property lines, streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, gas lines, electric transmission lines, and any public utility easements. Existing features shall be distinguished from those that are proposed.
5) The present zoning classification, of the land to be subdivided and of the adjoining land, and the names of adjoining property owners and/or subdivisions, as well as relevant Map and Parcel identification numbers.
6) Plans of proposed utility layouts (sewer, water, etc.) showing feasible connections to the existing or any proposed utility systems. When such connections are not considered practical, any proposed individual water supply and/or sewage collection and disposal system must be approved by the Utilities Director and the appropriate State of Tennessee Departments.
7) The names, locations, widths and other dimensions of proposed streets, alleys, easements, parks, and other open spaces, reservations, lot lines, building setback lines, and utilities.
8) Contours at vertical intervals of not more than two (2) feet apart.
9) The acreage of the land to be subdivided and bearings and dimensions of property boundary.
10) Lots labeled in numerical sequence. Lot 1 shall be located in the first section/phase of the proposed development.
11) The location, dimension, and area of all proposed or existing lots.
12) Location sketch map showing relationship of subdivision site to area.
13) Location and elevation of the 100-year floodplain; location of the floodway.
14) All lots that have some geographic feature (i.e. sinkhole, floodplain, steep slopes, or drainage easements) that would affect the location and construction of a structure/building, parking, accessory structures, or utilities shall be designated as "Critical Lots" with an asterisk (*).
15) Name and location of any cemetery on the property and/or access easements to any offsite cemetery through the property.
16) Proposed phasing.
17) The functional classification and average daily traffic volume of all proposed streets along with designation of construction routes.
18) The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of an existing public street and to the original corner of the original survey of which it is a part.

19) All lots that have some geographic feature (i.e. sinkhole, floodplain, steep slopes, or drainage easements) that would affect the location and construction of a structure/building, parking, accessory structures, or utilities (i.e. water, sewer, septic tank, well, electricity, phone) shall have a specific notation placed on the affected lot or in an appropriate location on the plat by the applicant's engineer or surveyor noting it as a "Critical Lot" that is readily visible.
20) A form for endorsement of Planning Commission approval of the Preliminary Plat, which shall read as follows: ***Approved by the Portland Municipal Planning Commission, with exceptions or conditions as are indicated in the Minutes of the Planning Commission held --/--/----(date). Preliminary approval shall not constitute final approval of the Subdivision Plat***.
21) The City Planner shall maintain an application and checklist that is required with all Preliminary Plat submittals. The City Planner may require items in addition to those listed above, to ensure compliance with applicable ordinances and regulations.
22) The following notes shall also appear upon the face of Preliminary Plat:
    a. "No grading or construction shall take place until construction plans containing the information required by the Portland Subdivision Regulations are approved."
    b. "Road construction shall not begin without approval of the City of Portland Department of Public Works."
    c. "This property [is not/is] in an area designated as a special flood area, as shown on Community Map_____Panel Number_____, Effective date_____."
    d. If a stream appears as a blue line on a USGS 7½ minute quadrangle map, the following note shall appear: "No alterations of this (these) stream(s) shown will occur prior to written approval being granted by the appropriate authorities."
    e. Additional notes may be required by the City Planner or City Engineer to ensure compliance with these regulations or other development regulations.

D) Other Supporting Documentation for Preliminary Plats

The following supporting documentation shall also be provided with all Preliminary Plat submittals:

1) Construction Plans as required by these regulations.
2) Street name determinations from Emergency Communications E911 showing approved street names.
3) Applicable deed of ownership for the property under consideration.
4) Letter of Agency signed by property owner.
5) Location map showing relationship of subdivision site to area.
6) Letter of water services availability from the relevant utility providing domestic and fire demands for the proposed subdivision.
7) Letter of sewer services availability from the relevant utility.
8) For lots to be served by septic systems, a High Intensity Soil Map stamped and approved by a Soil Scientist licensed in the State of Tennessee.
9) Supporting information as identified in pre-application conference, including, but not limited to, traffic studies, geotechnical reports, Hydrologic Determinations, etc.

E) Preliminary Plat Expiration

Preliminary Plats expire three (3) years from the date of Planning Commission approval unless one of the following occurs:

1) A one-time extension for one (1) additional year is granted by the Planning Commission.
    a. Extension requests must be submitted no less than sixty (60) days prior to the expiration of the original approval.
2) A notice to proceed has been issued by the City Engineer and construction activity consistent with

the approved Construction Drawings has occurred; or

3) A Final Plat based on the approved Preliminary Plat is approved and recorded.

On all expired Preliminary Plats, any Construction Drawings or unapproved Final Plats based upon such plan will also be expired. Expired Preliminary Plats shall be resubmitted as totally new applications subject to any applicable regulations in place on the date of submittal.

F) Amendments to Approved Preliminary Plats

Approved Preliminary Plats shall be approved using the following guidelines:

1) Minor Preliminary Plat Amendments: Minor revisions shall be approved by the City Planner if revisions are deemed not to be significant. For all revisions determined by the City Planner to be Major, Planning Commission approval will be required.

2) Major Preliminary Plat Amendments: The Planning Commission shall hear and vote on all proposed Major amendments to approved Preliminary Plats, which shall be submitted identically to a new Preliminary Plat application. Major Preliminary Plat revisions include, but are not limited to:
   a. A change in location and number of access points.
   b. An increase in total number of lots.
   c. A reduction in size of lots.
   d. A change in size and/or use of open space.
   e. Significant changes to lot configuration or road locations/alignments.
   f. Other changes that in the opinion of the City Planner are not reflective of the original intent of the Planning Commission's initial Preliminary Plat approval.

Where applicable, the threshold of a five (5) percent change or greater will be used to distinguish between minor and major revisions.

206 CONSTRUCTION PLANS

A) General

Construction plans are to be submitted for all major subdivisions containing three (3) or more lots or in which public infrastructure improvements are proposed or required. Construction plans shall be submitted concurrently with the Preliminary Plat and shall be revised to conform to the Preliminary Plat as approved by the Planning Commission. Construction plans shall be designed in accordance with requirements and specifications outlined in these regulations. The complexity of plans submitted shall be commensurate with the complexity and nature of the development proposed.

The Planning Commission will consider no Final Plats for approval, and no land disturbance permits shall be issued, until the City Planner and City Engineer have affixed their approvals to a set of Construction Plans and Reclamation Surety in the required amount has been received by the Planning Department. Following required revisions and final governmental approval of the Construction Plans, a Pre-Construction Conference shall be held between the applicant's representative(s), the applicant, and City staff.

B) Construction Plans Preparation

All Construction Plans shall be prepared and stamped by a Tennessee Licensed Engineer engaged in the practice of civil engineering.

C) Development Agreement

Drafts of proposed Development Agreements prepared on forms provided by the City shall accompany all initial Construction Plans submittals. The development agreement shall reference the design incorporated

within the approved Construction Plans and shall be sufficient in form to assure that the methods and materials meet or exceed minimum standards established by the City. The Development Agreement shall be sufficient to assure construction of the following:

1) All off-site improvements required to serve the development;
2) All on-site improvements located within the section of the project contained within the Construction Plans, including improvements that are required to serve future portions of the development not contained within the plans;

D) Required Construction Plans Information

All Construction Plans shall, at a minimum, contain the following:

1) Title and Cover Sheet
    a. Name of Development.
    b. Name and Address of Developer(s) and Property Owner(s) if different from Developer.
    c. Name and Address of Engineer and Surveyor.
    d. Professional Engineer's and Surveyor's stamp and signature.
    e. Location Map.
    f. Note area for approval by the City Planner and City Engineer
    g. Note with total area to be disturbed during construction.
2) Details Sheets
    a. Headwalls.
    b. Typical Street Sections.
    c. Typical Ditch Sections.
    d. Cross Drain Details.
    e. Erosion Control Structures.
    f. Street lighting Details
    g. Any other structures or construction requirements of special details at the discretion of the City Engineer.
3) Street Plan & Profile Sheet
    a. Detail plans plotted on plan and profile sheets to a minimum scale of 1" (one inch) = 100' (one hundred feet) horizontal, and 1" (one inch) = 10' (ten feet) vertical.
    b. Plan section including the street and right-of-way plotted to the proper scale with stationing shown and matching that of the profile section as nearly as possible.
    c. Typical roadway sections, as appropriate.
    d. Where conventional roadway sections are authorized, the stabilization required for the roadside ditches, including the linear extent and type of stabilization required.
    e. Profile section plotted to the same scale as identified above and including the proposed centerline finish grade profile, in addition to the existing centerline profile with roadside ditch profiles.
    f. All vertical control points on or pertaining to the proposed centerline profile such as P.V.C.,
    g. P.V.I., and P.V.T.; all low points and street intersections as to station and elevation.
    h. For all percent grades and for vertical curves, design curves in accordance with the Street Standards contained at Appendix D of these Regulations.
    i. Centerline finished grade elevations every one hundred (100) feet, or cut sheets, to the nearest hundredth of a foot, at the bottom of the profile sheet.
    j. The proposed location of all traffic signs, warning signs, and regulatory signs as required.
    k. The proposed location and layout for all pavement markings.
    l. The proposed design for all traffic signals as required.
    m. Proposed street lighting plan.
    n. All sheets must be signed and sealed by a Tennessee professional engineer.

4) Grading, Drainage and Erosion Prevention and Sediment Control Plans

A complete plan of the proposed development at a scale no less than one-inch equals one hundred feet (1" =100') shall be submitted. This plan is to include the GIS Coordinate System (Example: North American Datum of 1983) if available. The source and date of the contour shall be noted. Contours shall extend to the centerline of all roads bordering the site. Where drainage ultimately enters the groundwater via a sinkhole or drainage well, the drainage well, and the drainage area tributary to the sinkhole or drainage well shall be delineated. Specific sinkhole requirements of these regulations shall apply.

Omission of any of the below requirements for detailed plans and calculations shall render the application incomplete, and it will be returned to the design engineer for additional information. In the event of a conflict between these requirements and the City's Stormwater Management Ordinance, the latter shall govern. The following shall be included:

a. North arrow
b. Any existing or proposed easements.
c. Location of proposed basins showing direction of flow, taking into account offsite runoff being routed through or around the project.
d. Existing buildings on the property.
e. Existing and proposed drainage structures, including inlets, catch basins, junction boxes, drive pipes, culverts, cross drains, headwalls, and outlet facilities, with size, type, slope (top and sides), invert elevations, and quantity indicated.
f. Hydrologic and hydraulic calculations for appropriate design conditions and facilities.
g. Detention pond control structure details. All Detention/Retention Areas require an emergency overflow, unless approved by the City Engineer.
h. Any proposed swale ditches, channel changes, or improvements, with typical section and length of change indicated. If invert elevations are not on the drawing, then depth, slope, and top and bottom width (if varies from typical), or elevations of slopes with flat bottom width.
i. Any high water or flood lines, either calculated or observed in the vicinity of the proposed development, and the source of said line or elevation indicated.
j. All fill areas indicated as such, with the limits and elevations indicated. At least one benchmark located, with the proper elevation indicated for each subdivision.
k. The location and size of at least two (2) drainage structures immediately downstream of all stormwater discharge points from the proposed development including ditch cross-sections. This may be shown on a vicinity map with a scale no less than 1" (one inch) = 2000' (two thousand feet).
l. Drainage arrows indicating the existing and proposed direction of runoff throughout the development.
m. Invert and top of grade elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grades of all cross drains and pipe between inlets and catch basins.
n. Floodplain areas require the following information: existing and proposed flood plain and floodway boundaries along with flood plain elevations, and minimum pad and floor elevations for buildings in the floodplain.
o. Temporary erosion and sediment control measures to be implemented during construction shall be shown on a separate sheet.
p. Driveway Culvert Size Chart, depicting each lot number with proposed culvert sizes.
q. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes 2:1 or greater shall be stabilized with rip rap, sod or by other methods approved by the City Engineer. Show stabilization for each ditch.

r. Where special structures such as box culverts, bridges, or junction boxes are proposed, detail plans showing dimensions, reinforcement, spacing, cross-sections, elevations, and other pertinent information shall be submitted.
s. Plans and engineering calculations shall be signed and sealed by a Tennessee registered engineer.

5) Utilities Plans
Utilities Plans shall meet the specifications established by the Portland Department of Utilities. The official Portland Utilities Design Requirements checklist is contained at Appendix F of these Subdivision Regulations.

6) The City Planner and/or City Engineer may require items in addition to those listed above, to ensure compliance with applicable local, state, and federal ordinances and/or regulations.

E) Construction Plans Expiration

The approval of Construction Plans shall run concurrent and identically with the applicable Preliminary Plat approval. Approvals from State/Federal agencies shall run in concurrent with those agency's policies but shall not supersede or extend any local approval period required by these regulations.

F) Reapproval for Expired Construction Plans

Construction Plans shall be reapproved in the same manner and at the same time as the Preliminary Plat.

207 FINAL PLAT

A) General

Final Plats are required for both "Major" and "Minor" Subdivisions, as defined in these regulations. All substantive planning of the subdivision and the preparation of required documents must be accomplished prior to submission of the Final Plat for Planning Commission review.

B) Conformance with the Approved Preliminary Plat

The Final Plat shall conform to the Preliminary Plat and Construction Plans as approved. If desired by the applicant, the Final Plat may constitute only that portion of the approved Preliminary Plat proposed for recording at the time, provided, however, that such portion conforms to all City requirements and standards.

C) Final Plat Preparation

The Final Plat shall be prepared by a Registered Land Surveyor, as required by applicable state law.

D) Submission Requirements

The applicant shall submit to the City Planner, in accordance with the Planning Commission's official submittal calendar, the number of paper copies required by the City Planner and one (1) electronic PDF copy of the Final Plat of the proposed subdivision. The application shall also include any other plans or supporting documents, reports, or studies that may be required by the Planning Commission, along with the payment of all required fees.

1) The scale shall be no smaller than one (1) inch equals one hundred (100) feet for developments with lots 15,000 square feet or larger,
2) The scale shall be no smaller than one (1) inch equals fifty (50) feet for developments with lots 15,000 square feet or smaller.
3) Plats shall be drawn to an appropriate scale on an 18" x 24" or 24" x 36" sheet (outside dimensions).

E) Final Plat Requirements

The Final Plat shall meet the minimum standards of design as set forth in these regulations, and shall provide the following information:

1) Statement of purpose for the plat.
2) The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, reservations, easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
3) Typical Regular and Corner Lot configuration for the development, including all required setbacks and Public Utility and Drainage Easements (Consult "Typical Lot" definition at Appendix A for an example).
4) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight, and including true north point. This shall include the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
5) All dimensions to the nearest one hundredth (100th) of a foot and angles to the nearest minute.
6) Locations and descriptions of monuments, pins, etc.
7) Location of existing and proposed fire hydrants.
8) Square footage of all proposed parcels on the plat.
9) The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining un-subdivided property.
10) Date, title, name and location of subdivision, graphic scale, and true north point.
11) Location sketch map showing site in relation to surrounding area.
12) Total acreage of entire development, acreage of this phase and road frontage of any remaining acreage to be developed.
13) The length of any proposed utilities for the subdivision phase.
14) One hundred (100) year flood limit, including the floodway, as determined by most recently published FEMA maps on file with the Planning Commission, with that portion of the property lying below the one hundred (100) year flood elevation being shown shaded or hatched, along with minimum pad and floor elevations for impacted lots. Flood panel information shall also be shown.
15) Size and location of culverts; location and description of proposed erosion controls.
16) Location, description, and elevation of benchmark(s) within the subdivision.
17) A plat note stating the recording information of the articles of incorporation, bylaws and declaration of covenants and restrictions of the homeowner's association if required.
18) A plat note stating the recording information of the Stormwater Maintenance Agreement, if required.
19) All lots that have some geographic feature (i.e. sinkhole, floodplain, steep slopes, or drainage easements) that would affect the location and construction of a structure/building, parking, accessory structures, or utilities shall be designated as "Critical Lots" with an asterisk (*).
20) If applicable, specific area to be used for septic sewage disposal, as well as any applicable Septic Restrictions at the discretion of the Tennessee Department of Environment and Conservation.
21) All required MS4 Notes.
22) The following notes shall appear:
    a. "Road construction shall not begin without approval of the City of Portland Department of Public Works."
    b. "This property [is not or is] in an area designated as a special flood area, as shown on Community Map_____Panel Number_____, Effective date_____."
    c. If a stream appears as a blue line on a USGS 7½ minute quadrangle map, the following note shall appear: "No alteration of this (these) stream(s) shown will occur prior to written

approval being granted by the appropriate authorities."

d. "Drainage easements outside dedicated right-of-way's are not the responsibility of the City of Portland."
e. Additional notes may be required by the City Planner to ensure compliance with these regulations or other development regulations.

The City Planner may require items in addition to those listed above, to ensure compliance with applicable ordinances and regulations.

F) Other Supporting Documentation for Final Plats

In addition to the information noted above and below, the following supporting documentation shall be included with all Final Plat submittals if a Preliminary Plat approval is not required (Minor Final Subdivision Plats):

1) Applicable deed of ownership for the property under consideration;
2) Letter of Agency signed by Property owner;
3) Letter of water services availability providing domestic and fire demands for proposed subdivision;
4) Letter of sewer services availability from the relevant utility if the development is served by public sewer;
5) For lots to be served by septic systems, a High Intensity Soil Map stamped and approved by a Soil Scientist licensed in the State of Tennessee.

G) Final Plat Certificates

The following Certificates shall be required and endorsed on all Final Plats. The specific text required for each Certificate is available at Appendix B of these regulations.

1) Certificate of Ownership and Dedication
2) Certificate of Accuracy
3) Certificate of Property Numbers and Street Names
4) Certificate of the Approval of Public Streets
5) Certificate of Sewer System
6) Certificate of Stormwater System
7) Certificate of the Approval of Water System (specifying Portland Utility Department or White House Utility District)
8) Certification of Common Areas Dedication
9) Certificate for Approval of Recording

H) Endorsement of Final Plat

The Certificate of Approval of Recording shall be signed only when the Final Plat has received approval, and any applicable Planning Commission conditions of approval have been met. The Final Plat shall be endorsed by all other appropriate officials prior to receiving the endorsement of the Secretary of the Planning Commission.

I) Plat Filing With County Register

It shall be the responsibility of the property owner or their agent to obtain all required signatures and to file the plat with the County's Register's office within two years of the approval date by the Planning Commission. The following shall apply in all such situations:

1) Any plat not filed with the County Register's office within the period of time set forth herein shall be considered null and void.
2) The developer shall therefore be required to submit a new application and obtain new approvals for such plans, subject to any new zoning restrictions and/or subdivision regulations.
3) Minor Plats, as defined herein, as well as Plat Amendments and Consolidation Plats shall expire two years following the submittal of staff comments to the surveyor of record.

208 MISCELLANEOUS PLATTING SITUATIONS

A) Consolidation Plats

The following shall govern Consolidation Plats:

1) Any number of existing lots of record may be combined into an equal or lesser number of lots by submittal of a Final Plat as described in this chapter.
2) The Final Consolidation Plat shall additionally show the original lot lines as dashed lines and the proposed lot lines as solid.
3) Combining lots shall require administrative approval by the City Planner.
4) Any lots resulting from such consolidation shall meet all applicable regulations. Consolidation plats that require a waiver from these regulations shall be deemed to be a Major Subdivision requiring Planning Commission approval.

B) Condominium Plats

The following shall govern Condominium Plats:

1) Any public or private infrastructure, easement, dedications or other improvements/encumbrances shall be platted in accordance with the applicable sections and procedures of these regulations.
2) All requirements of the City of Portland's Zoning Ordinance shall be met.
3) The platting of individual condominium units in accordance with an approved Preliminary Plat, Site Plan, PUD Master Plan, or other document shall be in accordance with the Tennessee Condominium Act of 2008 rules and requirements.

C) Vacation of Plats

The following shall govern Vacation of Recorded Plats:

1) Provided that the resultant lot will be in excess of five (5) acres, any plat or any part of any plat may be vacated by the owner of such, by a written instrument, to which a copy of such plat shall be attached, declaring the same to be vacated.
2) A new legal description or boundary survey of the resultant lot shall be provided as an exhibit.
3) Such instrument shall be approved administratively by the City Planner and shall be recorded with the Sumner County Register of Deeds in like manner as other subdivision plats.
4) Being recorded, such instrument shall operate to destroy the force and effect of the recording of the plat so vacated.

D) Subdivision Plat Amendments

The following shall govern Subdivision Plat Amendments:

1) Subdivision Plats which have been previously approved and recorded with the Sumner County Register of Deeds may be amended with the signature of the City Planner provided that such changes are minor in nature.
2) The grounds for such Plat Amendments shall be limited to the following:
    a. Correction of scrivener's and other inadvertent typographic errors and omissions upon the face of the plat, provided that such corrections do not alter the intent of the original approval.
    b. Alteration of depicted septic soil areas, provided that such areas do not cross lot lines, and further provided that the signature of the Tennessee Department of Environment and Conservation is also obtained upon the Plat Amendment and upon any visual exhibits.
    c. Addition, alteration or removal of a public drainage easement, public utility easement, or ingress/egress easement, provided that all impacted property owners also shall sign the plat amendment, and that the entirety of the easement shall be described and shown as an exhibit.
3) Plat Amendments shall state clearly the action being taken, shall clearly and prominently reference the plat being amended and shall be recorded with the Register of Deeds after obtaining all signatures.
4) Any visual depiction or exhibit of the Plat Amendment shall have a signature block for the Planning

Commission Secretary upon its face, in addition to any signature areas contained elsewhere in the document.

5) Any fees established by the City Council for planning review of Minor Plats as defined herein shall also apply to Subdivision Plat Amendments.
6) Any Plat Amendment, which shall be deemed to be outside the scope of the above limitations as determined by the Planning Director, shall be required to submit a Major or Minor Subdivision Plat as defined by these regulations for approval. Examples of such requests include, but are not limited to, those which may seek to:
    a. Alter a depicted lot line.

E) Townhome Subdivisions

The following shall govern Townhome Subdivisions:

1) Townhomes Defined: For the purposes these regulations, Townhomes are defined as follows: *A dwelling type in which each dwelling unit is on an individual lot with no dwelling units above or below with each dwelling unit being separated from the other units by a party wall*.

2) Purpose of This Provision: The development of townhomes to be sold in fee simple, with each townhome upon its own small lot, requires special regulations not provided elsewhere within these Subdivision Regulations. Reasons for special regulations include:

    a. The narrow lots needed for townhouses are not suitable for any other housing type and are not provided elsewhere within these Subdivision Regulations.
    b. Unlike any other housing type, townhouse blocks must be under construction, with at least joining walls being built, before Final Subdivision Plat approval is granted.
    c. If such townhome lots were sold to different owners and builders prior to construction, the owners and builders would have great difficulty arranging a coordinated townhouse construction program.

3) Applicability: Townhome Subdivisions shall be allowed within any residential zoning district that allows the construction of Townhomes, to include approved Planned Unit Developments.

4) Townhome Subdivision Plat Approval Procedure: To prevent the sale of individual lots prior to construction, no individual lots shall be recorded until the following steps in the subdivision and development process have been followed by the townhome developer:

    Step 1: Civil Engineer or Surveyor Prepares a Conceptual Lot Layout for the proposed townhome development for Planning Commission review and input. *Note: This step is not required for townhome subdivisions contained in Planned Unit Developments.*

    Step 2: Civil Engineer prepares a "Townhome Preliminary Plat" for the Townhome Development. The Preliminary Plat shall be drawn to scale and must include the following:
        a. A Preliminary Plat component meeting all requirements for Preliminary Plats contained in these Subdivision Regulations, and showing:
            i. Proposed location of each townhouse group showing number of units in each building.
            ii. Locations and dimensions of all property lines including each individual townhouse lot.
        b. A Site Development Plan component containing all required information and features generally required for Site Development Plans by the Portland Zoning Ordinance.

    Step 3: Civil Engineer Submits the "Townhome Preliminary Plat" and Any Required Supporting Documentation to the City Planner.

Step 4: Planning Commission Review/Approval of the "Townhome Preliminary Plat."

Step 5: Approval of Construction Plans by City Staff, scheduling of Preconstruction Meeting, and Posting of Surety by Developer.

Step 6: Construction of all required improvements (roads, drainage facilities, and utilities) **as well as the townhouse units** for the whole development or for one or more phases.

a. The standards for subdivision roads, drainage, water supply, and sewerage extensions contained in these regulations shall apply for all townhouse subdivisions in the same manner as a conventional subdivision.

Step 7: Surveyor prepares a "Final Townhome Subdivision Plat" of the built phase(s) showing the proposed partition of individual lots for each individual townhouse.

a. The Final Subdivision Plat shall show the individual lot lines exactly where the side walls of the townhouse units were built after any site adjustments were made.

Step 8: Surveyor submits the "Final Townhome Subdivision Plat" of the built phases to the City Planner for plat review.

Step 9: Planning Commission review of "Final Townhome Subdivision Plat."

a. If all road and/or utilities and other required improvements have been completed or an adequate surety has been posted, then the Planning Commission shall review the project and approve or deny it based on compliance or non-compliance with applicable development regulations.

Step 10: Recording of the "Final Townhome Subdivision Plat", allowing individual units to be sold.

5) Townhome Subdivision Design Requirements

The following shall be the minimum standards of design for Townhome Subdivisions.

a. Conversion of existing apartment/condo structures to fee simple townhome complexes shall not be allowed unless all building codes, fire, utility or other public service concerns are addressed, at the developer/owners' expense, to the satisfaction of each service provider. All requirements of these regulations shall be met.
b. If one or more townhouse units are destroyed by fire or other cause, no structures shall be placed on any vacant townhouse lot except another townhouse unit which must be built according to the intent of these Subdivision Regulations.
c. Domestic water/sewer shall be required for all townhome subdivisions. Proof of availability shall be provided as for all other subdivision applications.
d. All Townhome Subdivisions shall comply with all applicable stormwater management requirements in the Portland Stormwater Ordinance, these Regulations, and any other applicable development regulations.
e. The building sites within the Townhome Subdivision shall be located outside of the floodplain and floodway areas of the City of Portland.
f. Townhome buildings placed along existing public streets shall be designed and oriented so as to appear to face the existing street and shall provide road or alleyway access to the rear of such townhome buildings.

Figure 1: Townhomes Fronting Public Street (Credit: Google Earth Streetview)

g. Off-street parking spaces shall be provided for each townhouse dwelling unit. All off-street parking requirements of the Portland Zoning Ordinance shall be met.
h. Required parking spaces shall be located entirely on private property and not within the public right-of-way.
i. Parking shall be to the side or rear of the buildings in a Townhouse Subdivision and shall be accessed via internal roads or alleys.

Figure 2: Portion of Townhome Development with Alley and Parking (Credit: Google Earth)

j. Parking areas shall be designed to prevent backing into any public right of way.
k. School bus access and circulation shall be included in any Townhome Subdivision design. The Planning Commission may require a separate school bus pull-off area, where deemed appropriate due to proximity to a major thoroughfare. The relevant School district shall be consulted with regard to the design of any such improvements
l. Public or private streets within a townhome subdivision shall meet the requirements and specifications outlined within these regulations.

m. Sidewalks shall be provided on both sides of all public and private streets (excepting alleys) in accordance with all requirements of these regulations.
n. Site improvements, including sidewalks, exterior lighting, landscaping, and other site development standards shall be provided in accordance with the requirements of these regulations, Zoning Ordinance, Design Standards, and other Development Regulations
o. The requirements of any applicable approved Planned Unit Development shall apply.

209 GENERAL CONDITIONS

A) Site Alterations

During the subdivision review process, no site disturbance shall take place, such as road construction or grading, except that which is directly related to obtaining any required approvals (e.g., surveying, test pits and the location of stakes). No clearing, grading or other sitework of any kind shall begin until the City has approved Construction Plans and a Development Agreement, reclamation or performance surety has been posted by the developer, and a grading permit has been issued by the City.

B) Concurrent Review by Other Agencies

When approvals by other agencies of government are required, such approvals may be achieved concurrently with the review processes required by these regulations.

C) Preconstruction Conference Required

A formal preconstruction conference shall be held with City Staff prior to the start of construction on each project or project phase. At the preconstruction conference, the contractor and owner shall sign documentation acknowledging construction and inspection requirements.

D) Authorization to Construct Improvements Required

Following approval of a Preliminary Plat by the Planning Commission, approval of a Development Agreement and Construction Plans by the City, the posting of required securities by the developer, and the holding of a Preconstruction Conference with City Staff, the City may issue a grading permit which shall serve as a notice to proceed with the commencement of construction activities on the development site.

E) Construction of Improvements

Construction shall be completed to the approved Construction Plan specifications, construction requirements of these regulations, and to the specifications of any other applicable departments and agencies.

F) Inspections During Construction

All infrastructure construction is to be completed as described in the approved Construction Plans and Development Agreement and is subject to inspection by City staff during construction in order to ensure compliance with all approved plans and regulatory requirements.

1) The contractor shall give twenty-four (24) hours notification to the applicable departments or agencies prior to beginning work on each phase of construction. All completed work is subject to inspection and approval by the City.
2) Failure to obtain the required inspections and approvals may require work to be removed, certifications and testing by a licensed geotechnical engineering firm to be provided, or any future acceptance by the applicable department or agency to be jeopardized.
3) If the City finds that any of the required improvements have not been constructed in accordance with the approved construction standards and specifications, the applicant shall be responsible for completing the improvements to the required standards.
4) The fact that the City inspects the facilities in no way relieves the developer from designing or

installing such facilities in accordance with the provisions of the approved Construction Plans, these regulations and the established Development Agreement.

5) Whenever the cost of improvements is covered by a performance surety, the applicant and/or the applicable financial institution shall be liable severally and jointly for completing said improvements according to specifications.
6) No plat shall be approved by the Planning Commission if the subdivider is in default on a previously approved plan.

G) "As Built" Drawings Required

All applicants are required to submit "As-Built" plans indicating the actual location of all installed roadway, drainage and utility improvements. In addition to the As Built Requirements checklist provided at Appendix G, the following requirements shall apply:

1) The "As-Built" Drawings must show the final design specifications for all infrastructure and must be sealed by a registered Professional Land Surveyor or Engineer licensed to practice in the State of Tennessee.
2) Required improvements shall not be considered to be completed until the improvements have been inspected and approved by the City and a drawing satisfactory to the City Planner has been submitted.
3) Monuments marking all underground utilities shall be shown as actually installed.
4) A final inspection and approval of submitted As-Built drawings by the City Engineer is required before any building permits and/or Performance Surety will be released.
5) If the subdivider completes all required improvements, then "As-Built" Drawings shall be submitted prior to endorsement of the Final Plat by the Secretary of the Planning Commission.
6) If the subdivider is authorized by the Planning Commission to provide a surety for all required improvements as specified, such surety shall not be released until such "As-Built" Drawings are approved by the City Engineer.

H) Streets Designated as Construction Routes

Streets to be utilized as construction routes shall be designated within all major subdivisions, as the term is defined in these regulations. The following requirements shall apply:

1) Where possible, construction routes shall coincide with the network of collector and arterial routes designated upon the Major Thoroughfare Plan and within the plan of development for the particular subdivision
2) Construction routes should avoid existing local streets whenever possible.
3) The City may require surety to be posted by the applicant in the event that local streets are proposed to be utilized as construction routes during construction.

CHAPTER 3: ASSURANCES FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS

301: TIMING OF IMROVEMENTS

A) Infrastructure Installation Prior to Final Plat Approval

The Planning Commission may require that all utility, road, and stormwater improvements be installed to a point of "Substantial Completion," as defined at Appendix A of these regulations, following approval of a Preliminary Plat with 25 or more lots, but prior to submittal of a Final Plat for Planning Commission review.

In such instance, the applicant shall provide Performance Surety in accordance with this Chapter upon submittal of a Final Plat application for all remaining improvements, to include final surface asphalt, sidewalks, amenities, and landscaping. The Secretary of the Planning Commission shall endorse approval on the plat after all conditions have been satisfied and all improvements substantially completed.

B) Infrastructure Installation After Final Plat Approval

For Preliminary Subdivision Plats of less than 25 lots, the Planning Commission may authorize the developer to post performance surety for all public improvements prior to Planning Commission approval of the Final Plat. The amount and form of such surety shall in all regards be sufficient to ensure satisfactory construction, installation, and dedication, free and clear of any encumbrances, of the incomplete portion of required improvements

Unless specifically authorized by this section or by a majority vote of the Planning Commission for a Nonresidential Subdivision, in no case shall a Final Plat be signed by the Planning Commission Secretary until such time as all depicted infrastructure is substantially complete. In no case whatsoever shall building permits be issued until such time as a Final Plat is recorded.

302: THE DEVELOPMENT AGREEMENT

A completed Development Agreement shall have been prepared and executed prior to initiation of any land development activity within any major subdivision. A draft Development Agreement shall be prepared following approval of the Construction Plans. The draft Development Agreement shall reference the design incorporated within the approved Construction Plans and shall be sufficient in form to assure that proposed construction methods and materials meet or exceed minimum established standards. The draft Development Agreement and an estimate of the amount of surety shall be sent to the applicant for approval. In no event shall any land development activity be initiated within any subdivision unless and until a Development Agreement has been executed and required surety has been established.

303 CLASSIFICATIONS OF SURETIES

A) Reclamation Surety

Where land is being subdivided that will require installation of public improvements, a Reclamation Surety shall be required prior to the initiation of construction. Reclamation Surety shall be sufficient to ensure that funds are available to stabilize a development site to prevent damage to public property or nearby private property in the event the developer does not complete the work.

"Reclamation" is to include filling trenches, closing off streets, performing drainage work, re-seeding and other actions necessary to make the property safe and to remedy any nuisance, such as stagnating water or

soil erosion, the property may be causing to surrounding property owners or the public in general.

Standard Reclamation Surety amounts shall be based on the size of the phase of the development under construction and shall be calculated as follows:

1) 1-5 Acres: $5,000
2) 6-10 Acres: $10,000
3) 11-25 Acres: $15,000
4) 26-50 Acres: $50,000
5) 51 Acres or More: $75,000

Reclamation Surety amounts may be increased at the discretion of the City Planner or City Engineer if circumstances warrant. Reclamation Surety amounts may be decreased at the discretion of the City Planner or City Engineer if the applicant furnishes adequate written justification in the form of an itemized quote from an area construction company.

B) Performance Surety

A performance surety may be used as the means of providing surety for all unconstructed public improvements and privately maintained amenities required under the various provisions of these Regulations and shown on the Plat and Construction Plans associated with the phase or section being recorded.

All performance sureties shall provide a location within Sumner County or a county adjoining Sumner County where such surety may be drawn upon. Performance Sureties shall be drafted so that the City need only notify the financial institution that requirements have not been met and the letter is to be called by the City. Sample wording is available at Appendix C. The City may call the entirety of the surety posted, or may call only a portion thereof if deemed necessary to gain compliance with these regulations.

C) Maintenance Surety

The applicant shall be required to bear the costs to maintain all improvements for one year as a warranty period after acceptance of the public improvements by the City Council. The applicant shall be required to file a maintenance/warranty surety with the City Council prior to dedication. Such sureties shall be in an amount considered adequate by the City to assure satisfactory condition of the required improvements. In no event will this surety be set below an amount equal to fifteen (15) percent of the estimated original cost of such improvements.

304 SURETY STANDARDS AND REQUIREMENTS

A) General

To ensure that work is completed in accordance with approved plans and specifications, all improvements proposed in conjunction with any subdivision must be covered by adequate surety unless such work is to be completed prior to the filing of any Final Plat for any portion of the development site. When the work is to be completed prior to filing of a Final Plat, a reclamation surety sufficient to ensure that the building site may be stabilized in the event of the failure of the applicant to complete the work shall be provided.

B) Amount of Surety

The applicant shall post good and sufficient surety with the Planning Commission in the amount of one hundred twenty-five (125) percent of the City Engineer's estimate of cost to assure completion of the work.

C) Acceptable Types of Surety

Subject to the standards and requirements of this Chapter and acceptance by the Planning Commission, the following types of sureties may be accepted for purposes of guaranteeing completion of improvements required by the regulations:

1) Irrevocable Standby Letter of Credit

An irrevocable standby letter of credit may be utilized as the means of providing surety for improvements required under the various provisions of these Regulations. Surety shall be posted utilizing the language contained upon the template found at Appendix C of these regulations.

2) Cash Escrow Deposits for Improvements

The term "Cash Escrow" as used in these regulations refers to cash or other near cash (i.e., certificates of deposit) guarantees, all funds shall be maintained in accounts that are beyond the reach of the developer and subject to an escrow agreement.

All escrows shall be held by the City, kept in its bank accounts, and totally under control of the City. A detailed "Escrow Agreement" shall be prepared and appropriately endorsed by all parties to such agreement at the time of creation of any escrow account.

D) Annual Surety Inflationary Adjustment

Any surety posted shall be required to be adjusted annually to account for inflationary cost increases over time related to materials, labor, and other expenses. An escalation percentage of 10% shall be applied annually for any outstanding uncompleted items.

305: COMPLETION OF IMPROVEMENTS

A) General Requirements for Completion

All required improvements shall be completed in accordance with these regulations, the Development Agreement, and the approved Construction Plans. The following specific requirements shall apply.

1) Final installation of asphalt shall be completed after 75% of the houses are completed and prior to 90% completion within the associated phase or section of the development area.
2) The City may specify that the final asphalt be completed before 75% of the houses are complete if more than three years have lapsed since the start of construction and the lack of final asphalt is presenting maintenance or safety problems.
3) The City Engineer may specify that the final asphalt be completed after 90% of the houses are complete if said street(s) are used as a construction entrance.
4) All other remaining required improvements, except sidewalks shall be completed prior to 90% completion of all houses in the phase of construction.
5) Streets must be in like-new condition upon City acceptance of the street right-of-way. If the final course of asphalt is faded or damaged, the City Engineer, or Public Works Director, may specify a treatment to repair or rejuvenate the pavement at the developer's expense.
6) Building Permits may be withheld on the final 10% of the houses if improvements are not complete.
7) Under no circumstances shall final paving occur until all utility installations, including service lines to individual lots, are complete.

B) Failure to Complete Improvements

In those cases where a Development Agreement has been established, surety instruments have been posted and required improvements have not been installed within the terms of such agreements, the City Planner,

may declare the surety to be in default and require that all improvements be installed regardless of the extent of the building development at the time the surety is declared to be in default. If the improvements are not completed within the time period specified, no additional building permits shall be issued for any lot or portion of such property until such facilities are completed to the satisfaction of the City.

306: RELEASE OR REDUCTION OF RECLAMATION OR PERFORMANCE SURETY

A) Certificate of Completion

Prior to release of any performance surety, the engineer in charge of construction of such improvements shall be required to certify that such improvements have been completed and installed in accordance with provisions of these regulations, the approved Development Agreement and the approved Construction Plans and specifications. Upon receipt of such Certificate of Completion and As-Built Drawings, the City Council may, upon recommendation of the Planning Commission, accept the dedicated improvements in accordance with the procedures set forth in these regulations.

B) Reduction of Performance Sureties

The surety instruments guaranteeing installation of improvements may be reduced upon completion, dedication and acceptance of such improvements. The surety may only be reduced by the total cost to complete the public improvement. In no event shall a performance surety be reduced below fifteen (15) percent of the principal amount prior to final acceptance of all items covered under such instrument.

307: ACCEPTANCE OF DEDICATION OFFERS

A) Dedication of Improvements

Acceptance of offers of dedication of improvements for public maintenance shall be by action of the City Council. Such action shall be in the form of a resolution recommended by the Planning Commission to the City Council.

B) Approval by Planning Commission Does Not Constitute City Acceptance

Approval by the Planning Commission of a subdivision plat shall not be deemed to constitute or imply acceptance by the City of Portland of any public way, easement, or other ground shown on the plan.

308: ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

Where Development Agreements and surety instruments have been required for a subdivision, or any section of a subdivision, and are determined to be in default, no building permit or certificate of occupancy shall be issued for any building in the subdivision prior to completion and dedication of the improvements to the appropriate governmental body.

CHAPTER 4: GENERAL REQUIREMENTS AND DESIGN STANDARDS

401: GENERAL REQUIREMENTS

A) Comprehensive Plan Consistency Required

Proposed public improvements shall conform to and be properly related to the adopted Portland Comprehensive Plan and all applicable capital improvements plans.

B) Adequate Public Facilities

No Preliminary Plat shall be approved unless the Planning Commission determines that public facilities will be adequate to support and service the area of the proposed subdivision. The applicant shall submit sufficient information and data on the proposed subdivision to demonstrate the expected impact on and use of public facilities and services by possible uses of said subdivision. Public facilities and services to be examined for adequacy will include Water, Sewer, Stormwater Management, and Streets.

1) Domestic Water

All habitable buildings and building lots shall be connected to a public water system capable of providing water for health and emergency purposes, including adequate fire protection. A letter of water service availability from the relevant utility shall be provided for each application for development demonstrating that adequate capacity exists to service the proposed development.

2) Sewage Disposal

All habitable buildings and building lots, within the Portland City limits, shall be served by Sanitary Sewer. A letter of sewer service availability from the relevant utility shall be provided with each application for development demonstrating that adequate capacity exists to service the proposed development. No lot smaller than 40,000 square feet shall be created that will be served by a subsurface sewer disposable system. Lots on septic systems shall furnish a High Intensity Soils Map stamped by a licensed soil scientist.

3) Stormwater Management

Drainage improvements shall accommodate potential runoff for the entire upstream drainage area and shall be designed to prevent increases in downstream flooding. The City may require the use of control methods such as retention or detention, and/or the construction of offsite drainage improvements commensurate with the development's impact to mitigate the impacts of the proposed development.

4) Streets

Proposed streets shall provide a safe, convenient, and functional system for vehicular, pedestrian, and bicycle circulation; shall be properly related to the Comprehensive Plan, Major Thoroughfare Plan or other adopted plans; and shall be appropriate for the traffic characteristics of each proposed development.

C) Public Improvement Extension

All public improvements, to include streets, utility lines, and drainage facilities as well as all required easements shall be extended through the parcel on which new development is proposed. The Planning Commission may require the developer to extend offsite improvements to reach the subdivision or oversized required public facilities to serve anticipated future development as a condition of plat approval if such future anticipated development is supported by the City's Comprehensive Plan, Major Thoroughfare Plan

or other approved plan.

402: SUBDIVISION NAME

The proposed name of the subdivision shall not duplicate the name of any other subdivision within the County in which it is located. The Planning Commission shall have final authority to designate the name of the subdivision, which shall be determined at the Preliminary Plat stage.

403: LOT REQUIREMENTS

A) Lot Arrangement and Size

Insofar as practical, side lot lines shall be at right angles to straight street lines or radial to curved street lines. The City Planner shall be authorized to require approval of a variance for any proposed configuration that is drawn contrary to this provision. Minimum lot sizes and other bulk regulations are specified in the Zoning Ordinance.

B) Corner Lots

Corner lots shall be sufficiently wider and larger to permit the additional side yard requirements of the Zoning Ordinance. Information shall be provided on the Final Plat showing which direction a house located on a corner lot will face and derive its access.

C) Lot Dimensions

Where lots are more than double the minimum area required by the Zoning Ordinance, the Planning Commission may require that such lots be restricted to prevent further resubdivision or be arranged so as to allow further subdivision and the opening of future public ways where they would be necessary to serve such potential lots, all in compliance with the zoning ordinance and these regulations.

D) Lot Frontage

The minimum lot frontage on a public way shall be fifty (50) feet, except for Townhome lots and any lots along the radius of a cul-de-sac. Such Cul-de-Sac lots shall have at least 35 thirty-five (35) feet of frontage.

E) Building Setbacks from High Voltage Electric Lines

In the case of electric transmission lines where easement widths are not definitely established, a minimum building setback line from the center of the transmission line shall be established as follows:

Table 1: Building Setbacks from High Voltage Electric Lines

Voltage of Line	Building Setback
7.2 KV	15 feet
13 KV	25 feet
46 KV	40 feet
69 KV	50 feet
161 KV	75 Feet

F) Double Frontage Lots

Creation of lots with double frontage (street abutment front and rear) shall be avoided except where necessary in the judgement of the Planning Commission to provide separation of residential development from traffic arterials, or to overcome specific disadvantages of topography and orientation. This may be accomplished by providing an alley or frontage road along arterials or collectors.

G) Access from Arterial or Collector Streets

The Planning Commission may require that lots shall not, if avoidable, derive access exclusively from arterial or collector streets. The following standards shall apply:

1) Dwelling units shall face the arterial or collector with vehicular access via a shared frontage road, driveway easement, or rear alley.
2) Where driveway access from arterial or collector streets may be necessary for several adjoining lots, the Planning Commission may require that the lots be served by a combined access drive or frontage road to limit possible traffic hazards on such street.
3) Driveways shall be designed and arranged to avoid requiring vehicles to back onto arterial or collector streets.

H) Flag Lots

Flag lots, as defined by these regulations, shall not be permitted in any zoning district that permits residential uses.

I) Large Tracts or Parcels

When land is subdivided into parcels greater than one and a half (1.5) times the minimum lot size required for that zoning district, such parcels shall be arranged so as to allow for the opening of future streets and logical further resubdivision.

J) Road Frontage Lots

Lots that are subdivided along an existing street or road shall provide at least one fifty (50) foot wide access for every ten (10) lots or every one thousand two hundred (1,200) feet, whichever is least, when the remainder could be further subdivided. The access shall not be provided through an easement. This section shall not be construed to allow flag lots, as prohibited by these regulations.

404: CONNECTIVITY, ACCESS, AND BLOCKS

A) Connectivity

The following provisions related to Connectivity shall apply to all subdivisions in the City of Portland:

1) Developments shall provide roadways permanently open to the public that provide community wide access as part of an overall connectivity network in which spacing generally occurs at intervals as stated in these Regulations.
2) Existing streets in adjacent or adjoining areas shall be continued in a new development without the placement of gates or other barriers for access.
3) Whenever connections to anticipated or proposed surrounding streets are required by the Subdivision Regulations, the Zoning Ordinance, or the Major Thoroughfare Plan (or other adopted Plan), the right-of-way shall be extended and the street fully constructed to the property line of the property at the point where the connection to the anticipated or proposed street is expected.
    a. Signage indicating that the street is to be extended in the future shall be installed by the Developer prior to acceptance by the City.
4) Temporary turnarounds may be required to be constructed at the end of stub streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency or service vehicles.
5) No cul-de-sac street shall be permitted in excess of 500 feet unless no other practical alternative is available and a Variance is granted by the Planning Commission.

6) Developments shall provide sufficient external access points to the existing or future roadway network as follows, except to meet access management requirements contained in these regulations.

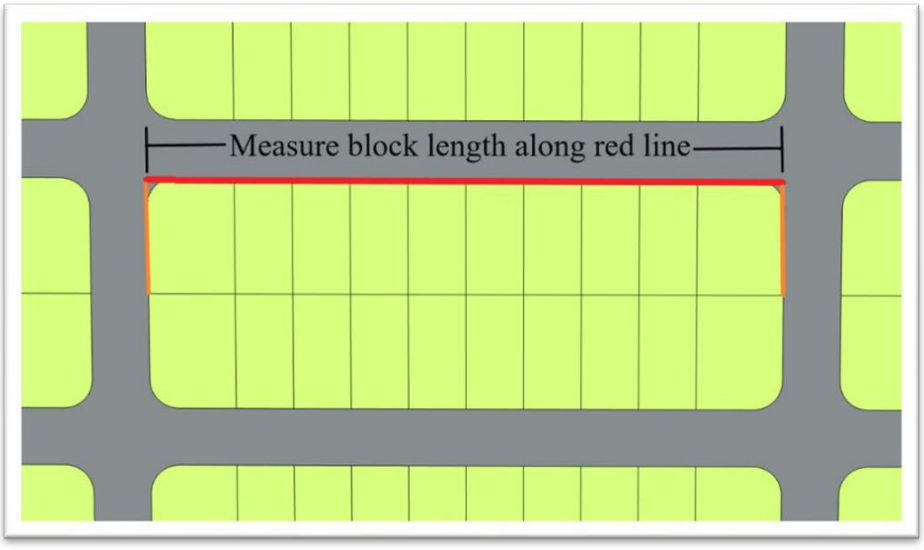
Table 2: Accesses Required by Number of Units			
Number of units	Required Connections	Immediate Accesses	Future Accesses
Less than 50 units	2	1	1
50 to 124	3	2	1
125 to 199	4	2	2
200 to 299	4	3	1
Each additional 100 units	1 additional [A]		
[A] – Any immediate access shall be utilized before future accesses are provided.			

7) Street stubs into adjacent properties shall be required to ensure adequate circulation. All existing stub streets, contiguous to the property, shall be connected to the proposed street system.
8) Where a subdivision is proposed along both sides of an existing street, each side of the street shall be treated as a separate subdivision for the purposes of determining the number of immediate or future accesses that are required.
9) A minimum of two points of access to an arterial or collector street shall be required for all residential developments consisting of 124 or more lots and/or units.
    a. The second point of access may connect to an adjacent development if the adjacent development has direct access to an arterial or collector street.

B) Blocks

1) Blocks shall be defined as a section of land bound by four (4) intersecting streets.
2) Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth.
3) Block lengths in residential areas shall not be more than twelve hundred (1,200) feet in length. Blocks designed for industrial or commercial uses shall be of such length and width as determined necessary by the Planning Commission.
4) Block length shall be measured along the front lot lines exclusive of any radii at street intersections as depicted in Figure 3, below.

Figure 3: How to Measure Block Length



C) Specific Variance Criteria for Connectivity, Access and Blocks

The Planning Commission may consider a variance from Connectivity, Access and Blocks standards when one of the following hardships prohibits compliance:

1) A railroad track would need to be crossed.
2) The Interstate would need to be crossed.
3) The airport land would need to be crossed.
4) A stream would need to be crossed or encroached upon that would require an Aquatic Resource Alteration Permit from the State of Tennessee.
    a) Note: The Planning Commission can require stream crossings for any stream as required in the Major Thoroughfare Plan or as needed for a pressing transportation concern.
5) A topographic feature that would cause the slope of a street to be greater than 10%.
6) An existing development pattern (including cemeteries) prevents the reasonable extension of a road.
    a) If this is the case, additional pedestrian connections or a pocket park may be required by the Planning Commission.
7) An alternative that would satisfy the intent of these regulations is not available.
8) Anywhere the Subdivision Regulations or Zoning Ordinance require access management, in which case, a variance shall not be required.

To ensure that the surrounding transportation network will not be negatively impacted, a traffic impact study meeting the requirements of the Portland Zoning Ordinance may be required to be submitted as part of any such variance application.

405: STREETS

A) Purpose

These provisions are intended to establish appropriate standards for the design of streets in residential subdivisions that will:

1. Promote the safety and convenience of vehicular traffic,
2. Protect the safety of neighborhood residents,
3. Minimize crime and congestion in residential areas,
4. Protect the residential qualities of neighborhoods by limiting traffic volume, traffic speed, noise and fumes,
5. Encourage the efficient use of land,
6. Promote construction methods and criteria that provide high quality and efficient design; to provide for initial cost concerns, future maintenance cost and general liability cost for the community.
7. Minimize the construction of impervious surface, thereby protecting the quantity and quality of the community's water resources.
8. Provide satisfactory access for emergency vehicles.

B) General Requirements

The design of all streets shall conform to the general design standards presented within this section and to the detailed criteria found in Table 9: Minimum Street Standards located at Appendix D.

1. Rectilinear or grid street layouts are generally preferred, although curvilinear layouts shall be acceptable when designed to interconnect and to produce terminal vistas of protected open space or prominent structures.

2. Streets shall be interconnected as far as practicable (employing cul-de-sacs only where essential), and they may also be supplemented with back lanes or alleys.
3. Where cul-de-sacs are deemed to be unavoidable, continuous pedestrian circulation shall be provided by connecting sidewalks that link the end of the cul-de-sac with the next street or open space.
4. Streets shall be laid out to promote pedestrian circulation and ease of access from all points in the residential areas to commercial or institutional facilities.
5. Stub-outs shall be required to permit streets to be extended to allow adjoining properties to be connected in the future.
6. Street widths proposed must take into account the need for on-street parking spaces, which generally increases as lot widths decrease. The Planning Commission may require space for dedicated on street parking where deemed necessary.

C) Conformity to Major Thoroughfare Plan

The location and width of all streets and roads shall conform to the City's adopted official Major Thoroughfare Plan.

D) Street and Road Names

Proposed streets, which are obviously in alignment with others already existing and named, shall bear the names of existing streets. In no case shall the name for proposed streets duplicate existing street names within the County, irrespective of the use of the suffix street, avenue, boulevard, driveway, place, or court. Street names and addresses shall be approved in writing by the appropriate 911 authority. All final plats shall have the signature of the responsible representative from the appropriate 911 authority.

E) Grading and Improvement Plan

Streets shall be graded and improved to conform to the standards required by this section and shall be approved as to design and specification by the City Engineer in accordance with the specifications required by these Subdivision Regulations.

F) Traffic Impact Analysis

As a part of any subdivision proposal, the Planning Commission, City Planner and/or City Engineer may require, at no cost to the city, a traffic impact study, which shall be prepared to the specifications contained in the City of Portland Zoning Ordinance.

G) Street Functional Classification and Design

A functional roadway system facilitates a progressive transition in the flow of traffic, from the provision of access to the provision of movement. Interstate (or Freeways) and arterial facilities primarily provide the function of moving vehicles, while collector and local streets concentrate more on providing access to property. Streets within the City are classified by the following functional categories. Individual streets are indicated upon the transportation component of the City's adopted Comprehensive Plan.

1) Interstate: A divided arterial highway for through traffic, with full or partial control of access, and grade separations at major intersections. Interstate 65 functions as an interstate in the City of Portland and is fully access controlled.

2) Arterial: A class of roads serving major traffic movements (high-speed, high volume) for travel between major points. Arterials emphasize a high level of mobility for through movement. While they may provide access to abutting land, their primary function is to serve traffic moving through the area; therefore, arterials require a much higher level of access control than collectors or local streets. Shared or cross access should be used to manage access along arterial roadways.

a) Major Arterials: Major arterials are high volume roadways that provide priority to mobility over access. They often provide service to traffic entering and exiting the city and between major activity centers within the city.
b) Minor Arterials: Minor arterials are moderate volume roadways that provide priority to mobility over access and form an integrated network providing interstate and inter-county service.

3) Collector Streets: Collector roadways have the primary purpose of collecting traffic from local roadways and distributing it to its destination or to an arterial roadway. Collectors offer a compromise between mobility and access.
   a) Major Collectors: Streets providing a link between local streets and arterials with moderate to low volumes that provide service to other municipal jurisdictions and to other traffic generators of equivalent intra-county importance such as consolidated schools, shipping points, parks and important mining and agricultural areas.
   b) Minor Collectors: Streets with moderate to low volumes that collect traffic from local roads and bring all developed areas within reasonable distance of a Collector.

4) Local Streets: Local Streets primarily provide access to adjacent land and provide connectivity to roads of higher classification categories.

Each proposed street shall be classified and designed for its entire length to meet or exceed the minimum standards for one of the following street types:

Table 3: Design Capacity by Street Type

Functional Classification	Design Capacity (ADT)	
	Maximum	Minimum
Major Arterial	8,500	2,000
Minor Arterial	6,000	1,500
Major Collector	2,600	300
Minor Collector	1,110	150
Local	400	15

During the plan review process, each street abutting or affecting the design of a subdivision or land development that is not already classified on the Major Thoroughfare Plan shall be classified according to its function, design and use. The classification of existing streets shall reference an adopted Major Thoroughfare Plan or other Transportation Plan, if available, or the above table if not classified.

H) Street Design

1. Topography and Arrangement
   a. All streets shall be arranged to obtain as many of the building sites as possible at or above the grades of the street. Grades of public ways shall conform as closely as possible to the original topography. A combination of steep grades and curves shall not be permitted.
   b. All streets shall be properly integrated with the existing and proposed system of streets and dedicated rights-of-way as established on the Major Thoroughfare Plan or other adopted plan.
   c. All public ways shall be properly related to special traffic generators, such as industries, business districts, schools, churches, shopping areas or centers; to population density; and to the pattern of existing and proposed land use.

d. In commercial and industrial developments, public ways and other access routes shall be planned to minimize conflict of movement among the various types of traffic, including pedestrian traffic.

2. Street Improvements in Areas Prone to Flooding

Given that construction of new streets and street connections within the floodplain tends to create long-term maintenance issues for the City and safety issues for future residents, the following shall apply:

a. Construction of New Streets within the Floodplain: The finished elevation of proposed public ways subject to flooding shall be no less than one (1) foot above the 100-year floodplain elevation.
b. Connection to Existing Streets within the Floodplain: Subdivisions shall not be allowed to construct a new public road access onto a segment of an existing City street that is located in the floodplain. The applicant shall take steps to either elevate the existing street segment in the manner noted by this section or provide an alternate public street access not located within the floodplain.
c. Floodplain Administrator to Ensure Compliance: To determine compliance with these requirements, the City's designated Floodplain Administrator shall require profiles and elevations of public ways subject to flood. All drainage structures shall be sufficient to discharge flood flows without increasing flood height, and a "No-Rise Certification" shall be provided by the Engineer of Record prior to construction.
d. Placement of Fill for Road Construction: Where fill is approved by the City's Floodplain Administrator to bring the finished elevation of any public way to the required elevation, such fill shall not encroach upon a floodway and shall not result in ponding. Fill shall be protected against erosion by engineered vegetative cover or other methods deemed acceptable by the City Engineer and Floodplain Administrator.

3. Intersections

a. Street intersections shall be as near to right angles as is possible. No intersection shall be at an angle of less than sixty (60) degrees.
b. At street intersections in residential areas, the minimum radius of return shall be twenty-five (25) feet at the right-of-way and thirty (30) at the edge of pavement.
c. At street intersections in commercial and industrial areas, and when a residential street intersects with a non-residential street, the minimum radius of return shall be thirty (30) feet at the right-of- way and fifty (50) at the edge of pavement.
d. Should the expected right-turning truck volume exceed ten (10) vehicles per hour in the design hour, then the designer shall use larger radii or three (3) centered compound curves to provide for the turning movement of the larger vehicles.
e. Where the angle of the street intersection is less than ninety (90) degrees, the City Engineer may require a greater radii.
f. Intersections with arterial and major collector streets shall be at least eight hundred (800) feet apart.
g. Street jogs and/or intersections on minor collector and local streets of less than two hundred (200) feet shall not be allowed, except where both intersecting streets are cul-de-sacs in which case the street jogs with centerline offsets of less than one hundred and twenty-five (125) feet shall not be allowed.
h. All intersections of two or more streets shall have a grade that does not exceed four (4) percent within the following distances from the intersection:
    i. Arterial Streets – 150 feet
    ii. Collector Streets – 100 feet
    iii. Local Streets – 60 feet

4. Acceleration and Deceleration Lanes

a. Deceleration or turning lanes may be required along existing and proposed streets as determined by a traffic impact study.

b. Deceleration lanes shall be designed to the following standards:

i. On a State Route the lane shall be designed in conformance with the requirements of the Tennessee Department of Transportation.

ii. The lane width shall be the same as the required width of the roadway moving lanes for its full stacking length.

iii. A taper shall begin at the end of the deceleration lane and shall be 8:1 up to thirty (30) mph and 15:1 up to fifty (50) mph.

iv. The minimum lane length shall be as recommended by AASHTO or as follows:

Table 4: Minimum Deceleration Lane Lengths

Design Speed of Road (mph)	Minimum Deceleration Lane Length
30	170 feet
35	220 feet
40	275 feet
45	340 feet
50	410 feet
55	485 feet

c. Acceleration lanes are also required when indicated as needed by a traffic impact study. The design shall be as per the recommendation of the City Engineer. As necessary, a paved taper shall be provided for right turns.

5. Relation to Adjoining Street System

The proposed street system shall extend existing streets or projects at the same or greater width, but in no case less than the required minimum width.

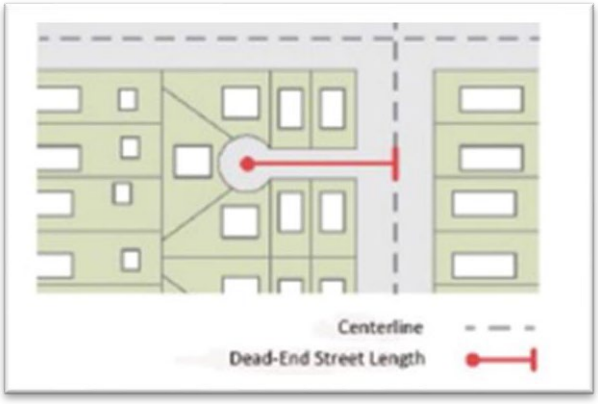
6. Cul-de-sac Streets

a. Permanent Cul-de-sac

i. Minor terminal streets or courts designed to have one end permanently closed shall be no more than five hundred (500) feet but not less than one hundred fifty (150) feet in length.

ii. Cul-de-sac streets shall be measured from the centerline of the intersecting street to the center of the cul-de-sac along the centerline of the street.

Figure 4: Measurement of Cul-de-sac



iii. Dimensions of cul-de-sacs shall match the specifications shown at Appendix F.
iv. Cul-de-sacs shall not serve more than twenty (20) dwelling units, unless approved as a variance by the Planning Commission.

b. Temporary Cul-de-sac

Where required by these regulations, proposed streets shall be extended by dedication to the boundary of such property. Such dead-end streets shall be provided with a temporary turn-around easement of at least ninety (90) feet. The developer who extends a street that has been provided with a temporary turnaround shall remove the temporary turnaround and restore the area of the temporary turnaround.

7. Frontage Streets and One-Way Streets

a. Classification and design of marginal access streets

Frontage or marginal access streets may be utilized as an alternative to creating a row of lots along existing or proposed collector or arterial streets. Marginal access streets shall be classified and designed to conform to the design standards of Local Streets.

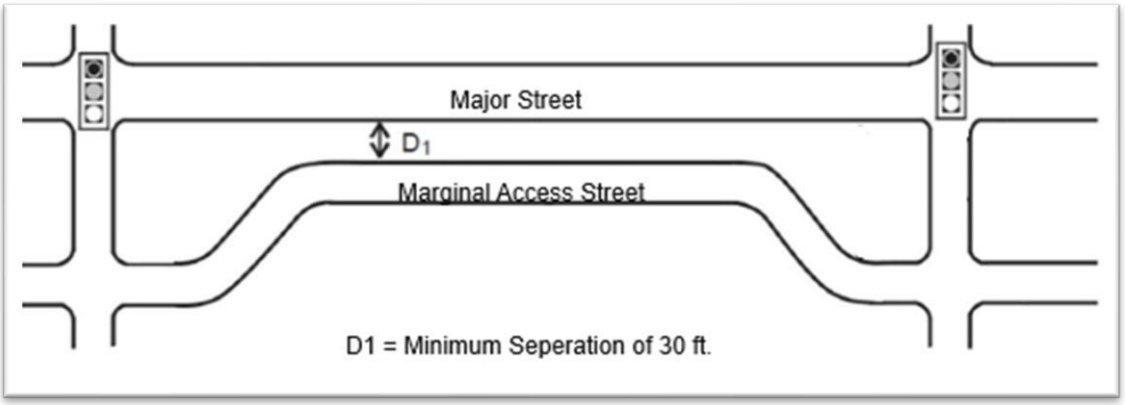
i. Intersection spacing

The minimum distance between intersections of the marginal access street with collector streets shall meet corner clearance requirements contained in the Access Management portion of these regulations.

ii. Distance between travelways

A minimum green space of thirty (30) feet shall be provided between the right-of-way of the marginal access street and the right-of-way of the higher order street as indicated by "D1" in Figure 5, below.

Figure 5: Distance between marginal access street (frontage road) and Major Street



b. Utilization and design of one-way streets

One-way streets may be permitted as loop streets or marginal access streets where there is need to separate the directional lanes to preserve natural features and/or to avoid excessive grading for street construction on steep slopes. One-way streets shall have a minimum of a twenty (20) foot paved surface and a forty (40) foot right-of-way. Pavement and curb transitions shall be approved by the City Engineer.

8) Dedication and Improvement of Substandard Public Streets

a) Substandard Right of Way Generally

Substandard right of way encompassed by or adjacent to the proposed subdivision shall be dedicated to the proper government entity by the developer in accordance with the minimum standards set forth in Table 9: Minimum Street Standards, for the portion of such street that is located within the boundaries of the subdivision or the abutting street half.

b) Future State Project Right of Way

The Planning Commission shall require a developer to reserve right-of-way, for known Tennessee Department of Transportation projects, on any plat that is submitted along the planned route. The area shall be shown on the plat, labeled, and noted as "reserved for future right-of way" and any required yard area shall be measured from such reservation line. Reserved right-of-way area shall count toward the minimum lot size but shall not include any area used for Subsurface Sewage Disposal System.

The following note shall be added to each plat with a reserve area: *The "reserved for future right-of-way-area" shall remain as a portion of the lot until acquired by the Tennessee Department of Transportation. No buildings, whether permanent or temporary, shall be constructed within the reserved area."*

c) Substandard Streets and Pavement

i. Substandard Streets identified as an arterial or collector shall be improved for the portion of such street that is located within the boundaries of the subdivision or the abutting street half, by the developer in accordance with the minimum standards set forth in Table 9: Minimum Street Standards, found at Appendix D, or the applicable State or Local Transportation Plan, whichever is more restrictive.

ii. Substandard Streets identified as a local street by these regulations or in a transportation plan adopted by the City shall be improved in accordance with the minimum standards set forth in Table 9: Minimum Street Standards, found at Appendix D for the portion of the street that is located within the boundaries of the subdivision or the abutting street half.

d) Substandard Public Streets Variances

In the event the City Engineer determines that the construction of the street improvements are premature or may result in conditions that may be unsafe or problematic until the remainder of the street improvements are constructed, the Developer may request approval of a variance from the Planning Commission.

Approval of the variance will allow the developer dedicate the necessary right-of-way required in Table 9: Minimum Street Standards, found at Appendix D; and to provide to the City a payment in lieu of construction in an amount equal to the current cost of the required improvements. The amount of such payment in lieu of construction shall be determined prior to the approval of a Development Agreement by the City. The payment in lieu of construction shall be made prior to receiving authorization to begin construction of the development.

9) Alleys

Alleys Generally: An alley is a narrow accessway that is typically provided at the rear of residential lots and commercial areas providing necessary vehicular access to garages or other parking areas and providing

service accommodations, such as utilities, drainage, and trash pick-up. Alley widths vary with differing land use contexts.

Declaration of Alleys as a Planning Commission Priority: The appropriate use of alleys as an element of Subdivision design is hereby deemed essential to the Planning Commission's ability to effectively regulate and mitigate the traffic, safety, and aesthetic impacts of new development.

Figure 6: Alley Example (Credit: Google Earth Imagery)

The Planning Commission may require the addition of alleyways as part of the design of any subdivision within the City of Portland, particularly where small lots are proposed and where lots will front major streets. Alley specifications Cross Sections for various uses are provided at Appendix D.

The following standards shall apply to alleys:

a) Alleys shall not count as road frontage for the purposes of subdividing land.
b) Alleys, wherever practicable, shall connect with streets at their ends. Dead-end alleys shall be avoided. Turnarounds shall be provided if a dead-end alley is longer than one hundred-fifty (150) feet.
c) Alleys may contain turns and intersections with other alleys provided service vehicles can be accommodated.
d) Alleys shall serve as a utility corridor and wherever practicable, utilities shall be located to the rear of buildings.
e) Alleyways shall by default be privately maintained. Any alleys proposed to be publicly maintained shall be constructed, approved and accepted as public streets by the City.
f) For all lots where the distance from the dwelling unit to the street via the alley may be greater than one hundred-fifty (150) feet, the alley shall serve as a fire lane as well as providing vehicular access to dwelling units.
g) All attached residential uses, to include townhomes, duplexes, and condominiums fronting onto any existing or proposed through street shall provide rear access via an alley. Such units shall be designed so that the rear of the structure faces the alley, and the front of the structure faces the through street.
h) If a tract abuts an existing alley, vehicle access shall be from the alley.
i) For detached single family development, alleys shall be constructed with a minimum of 16 feet of

pavement width with a minimum of 20 feet of right of way.

j) For commercial, multifamily, and all attached residential uses, to include townhomes, duplexes, and condominiums, alleys shall be constructed with a minimum of 20 feet of pavement width with a minimum of 30 feet of right of way.
k) Alleys that also serve the purpose of a fire lane shall be constructed to the standards of a fire lane as required by the Portland Fire Department.
l) Alleys shall have a maximum grade of 6%. Alleys shall maintain a maximum cross-slope of 2% at the intersection of the adjacent sidewalk.
m) Alleys shall not intersect with collector or arterial streets.
n) Alleys shall not intersect with a roundabout.
o) Alleys shall not align with existing or future streets or driveways on the opposite side of a street. Alleys shall be offset from such a street or driveway by a minimum of 75 feet measured from the edge of the alley to the edge of the street or driveway.
p) The distance between alleys on opposite sides of an undivided street shall be less than 15 feet or greater than 75 feet as measured between the closest point between the edge of pavement of one alley and the edge of pavement of the other alley.

10) Private Streets

Private streets may be allowed in a residential subdivision subject to the conditions set forth below and any other applicable City regulations.

a) Private streets shall be the principal access between a public street and platted lots that do not abut a public street. Such private streets are not dedicated to the public and shall not be publicly maintained. The term "private street" may include both the pavement and areas of streets or service roads within a development.
b) With the exception of privately maintained alleyways, there shall be no private streets platted in any residential subdivision unless approved within a Planned Unit Development (PUD) as defined in the City of Portland Zoning Ordinance. Every lot in all other subdivided properties shall possess the public road frontage required by these regulations.
c) Private streets shall not be approved when a street is identified in the Major Thoroughfare Plan or in any Transportation Plan adopted by City Council or Planning Commission and approving the private street would prohibit connection from or to neighboring properties.
d) Private streets shall be owned and maintained in perpetuity by a homeowner's association. The Master Deed or declaration of covenants shall contain in its description of the common element(s), a specific designation of the private street as the responsibility of the Homeowners Association and not of the City of Portland and shall also provide for a sufficient level of funding to offset the reasonable and foreseeable costs of maintaining the private street.
e) All private streets shall be constructed to equal or exceed the base materials, compaction, and final surfacing standards for public streets and must be certified as such by the City Engineer.
f) The subdivision of lots off of an existing or new private street must be indicated as such on the approved PUD regulating pattern book.
g) A private street shall be labeled on the final plat as a Private Street, Public Utility and Access Easement, and be assigned a lot number.
h) Private streets shall be reserved for use by owners and residents served by such private streets and all governmental and utility entities providing services and regulatory enforcement, as well as private service entities.
i) Access to subdivisions containing private streets may be controlled by a 24-hour security guard or a self-activated gate at the entrance. All gates and security barriers shall be approved and meet the standards of applicable state law and any applicable City Codes.

j) If a gate or security barrier is installed at the entrance, queueing spaces shall be provided out of the public right-of-way. Gates that serve residential units shall provide queueing spaces at the standard of one (1) space for 30 units or less and two (2) spaces for more than 30 units. Queueing spaces shall measure 10 feet by 20 feet.
k) All private streets shall be treated as public street rights-of-ways for purposes of determining required front setbacks and lot widths.
l) The final plat shall be conditioned as follows and include the following notes:
   i. Requirement for perpetual maintenance of private streets by a homeowner's association to the same standards as connecting public streets for the safe use of persons using the streets; and
   ii. Statement that the City has absolutely no obligation or intention to ever accept such streets as public right-of-way; and
   iii. Certification and signature of the Executive Officer of the Homeowner's Association and the Planning Commission Secretary attesting that the streets have been constructed to the standards of the City of Portland or that adequate surety has been posted to guarantee completion.

11) Street Signage & Traffic Control Devices for all Streets, Public and Private

a) All signage shall conform to the current edition of the Manual of Uniform Traffic Control Devices published by the United States Department of Transportation or in compliance with applicable State Statute.
b) The developer shall purchase and install appropriate regulatory and warning signs.
c) No building permit may be issued until such time as street signage to serve the development is installed.
d) Regulatory and warning signs may be included as a part of the letter of credit covering streets, drainage and other public improvements.
e) All subdivision plats that require street name signs, or temporary dead-end street signs shall require a note stating: *"No building permit shall be issued for any lot until street name, regulatory and warning signs are installed and verified on all streets on which such lot depends for access."*

12) Driveways

Driveways, both residential and non-residential, shall be concrete paved within the right-of-way of the street or to the back of the sidewalk, whichever is farthest from the curb. Driveway width and quantity shall be allowed as provided in the Zoning Ordinance, for both residential and non-residential developments.

13) Reserve Strips

There shall be no Reserve Strips, as defined by these regulations, controlling access to any street, whether public or private, except where the control of such strips is placed under the ownership and/or control of the City of Portland under conditions approved by the Planning Commission.

14) Street Construction Specifications

The street construction specifications included in these regulations, as Appendix E: Street Construction, are adopted as a part hereof. These specifications shall be the minimum standards for any subdivision within the City of Portland.

406: UTILITIES

A) Domestic Water

1) General Requirements

a) Water mains, within the City Limits, shall be extended, improved, and connected to the City of Portland's water distribution system in such a manner as to adequately serve all lots

shown on the subdivision plat for both domestic service and fire protection. This shall require that each lot have a water line along its frontage with the water meter located on said lot.

b) The size and location of water mains, as well as the location and types of valves and hydrants shall be approved by the Planning Commission subject to the detailed review and approval by the City Planner and Utilities Director confirming that the design and construction shall be in accordance with the Utility District and State of Tennessee Department of Environment Conservation (TDEC) Standards and Specifications.

c) No subdivision development shall be approved until adequate fire flows and pressures are available or an appropriate plan of services is approved. Adequate fire flows shall be based on current State of Tennessee requirements.

d) Under no circumstances shall a lot be approved without direct access to the water line that serves the property. Access may not be provided through an easement.

e) In the event of a conflict between these regulations and any applicable rules and policies governing domestic water that are adopted by the City Council, those rules and policies adopted by the City Council shall govern.

B) Fire Hydrants

1) For commercial districts or commercial subdivisions within the corporate limits, there shall be one (1) or more hydrant(s) at each street intersection depending on the required fire flow, with intermediate hydrants no more than five hundred (500) feet apart.
2) For residential districts or residential subdivisions within the corporate limits, there shall be a hydrant at each street intersection with intermediate hydrants no more than five hundred (500) feet apart. In no event shall any new residential lot be less than 250 feet from a fire hydrant.
3) All hydrants shall satisfy the pressure and flow requirements of the City of Portland Department of Utilities.

C) Sanitary Sewer

1) Mandatory Connection Required
   a) All lots having access to the City's Sanitary Sewer system shall be served by public sewer.
   b) Sanitary Sewer service shall be extended by the subdivider from the existing sewage collection system to any development within the Portland City limits.
   c) Sanitary Sewer shall not be extended beyond the Portland City limits unless specifically authorized by the Portland City Council.

2) Septic Systems Allowed Subject to Conditions: Whenever a subdivision of property cannot be reasonably served, in the opinion of the City Planner and Utility Director, by an extension of the sewage collection system, lots served by an individual disposal system may be approved by the Planning Commission. The following shall apply:
   a) All proposed septic lots must be forty thousand (40,000) square feet or larger;
   b) A High Intensity Soils Map stamped by a Tennessee Professional Soil Scientist must be provided;
   c) All applicable TDEC requirements shall be met.
   d) The Final Plat shall be signed by the appropriate TDEC representative.
   e) The entire individual disposal system, including all drainage fields, shall be located on the lot with the principal structure such system is to serve.
   f) No building permit may be issued for any lot utilizing a septic system until such time as a septic permit has been issued for the lot by the State of Tennessee.

3) General Sanitary Sewer Requirements:
   a) The size and location of sewer mains, services, manholes, pump stations and related sewage facilities shall be approved by the Planning Commission subject to the detailed review and approval by the Utilities Director confirming that the design and construction shall be in accordance with Standards and Specifications of the City of Portland and State of Tennessee Department of Environment and Conservation.
   b) Sewer capacity shall be granted based on the City of Portland Sanitary Sewer Capacity Management Plan.
   c) All sanitary sewer facilities located in a flood hazard area shall be floodproofed to the regulatory flood protection elevation. All sewer facilities located below the regulatory flood protection elevation shall be designed to prevent infiltration of floodwaters into the sewer system and discharges from the system into floodwaters.
   d) Under no circumstances shall a sewered lot be approved without direct access to the sewer line that serves the property. Access may not be provided through an easement.
   e) Sewer lift stations shall only be allowed when, in the opinion of the Utilities Director, there is not a feasible way to serve the property with a gravity flow system. Any lift station that is approved shall be designed in a manner to allow for the future extension of the gravity system and removal and/or relocation of the approved lift stations.
   f) In the event of a conflict between these regulations and any applicable rules and policies governing Sanitary Sewer that are adopted by the City Council, those rules and policies adopted by the City Council shall govern.

D) Natural Gas

Natural Gas shall be provided in accordance with applicable Portland Utility District policy and ordinances.

E) Electrical Telephone, and Television

This section shall apply to all subdivisions built within the City of Portland.

1) Underground Utilities Required
   a) Following adoption of these regulations, all electrical, telephone and television service lines located within any subdivision approved under authority of these regulations shall be placed underground.
   b) Except as provided herein, it shall be unlawful to erect or construct permanent above ground utility equipment within any subdivision approved under authority of these regulations.
   c) The following exceptions shall apply to the application of this section.
      i. Aboveground utility equipment may be installed, maintained and utilized by utility companies for a period not to exceed ninety (90) days in order to provide emergency utility services. This time limit may be extended, if warranted, by the Planning Commission.
      ii. Utility equipment utilized for vehicular or pedestrian traffic control purposes.
      iii. Utility equipment appurtenant to underground facilities, such as service- mounted, pedestal- mounted, or pad-mounted transformers, terminal boxes, meters and meter cabinets.
      iv. Temporary utility equipment utilized exclusively in conjunction with construction projects. Upon installation of permanent utility equipment, the temporary equipment shall be removed.
      v. Fire hydrants, fire plugs and other utility equipment utilized exclusively for fire-fighting purposes.
      vi. Telephone and television transmission towers as authorized by the Portland Zoning Ordinance.

vii. Equipment installed by an electric utility which should not be installed underground for engineering or safety reasons, and not for reasons related to cost.
viii. Electrical transmission lines and switch gear.

407 STREET LIGHTING

All industrial, commercial, and residential subdivisions shall be required to install street lighting. Lighting plans shall be submitted to the City Planner for review and approval. Subdivision lighting plans shall be reviewed per the following requirements:

A) Street light spacing shall not be greater than 400 feet, or no greater than every four side yard lines, whichever is less.
B) Street lighting shall be provided at all entrances, intersections, and other potentially dangerous traffic areas, as determined by the City Planner and or City Engineer.
C) Street lights shall be provided at the ends of all cul-de-sacs.

This spacing may vary slightly based on lot configurations and practical locations determined by the Cumberland Electric Membership Corporation (CEMC), which may constitute grounds for the Planning Commission to grant a variance from these street lighting requirements. Lighting shall be installed and functional prior to issuance of the first certificate of occupancy for that phase of the development.

408 SIDEWALKS

All industrial, commercial, and residential subdivisions shall be required to install sidewalks. Construction plans shall indicate sidewalks along all existing and proposed city streets and state routes. The following requirements shall apply:

A) General Requirements:

1) Sidewalks shall be required along both sides of all streets, excluding alleys.
2) Sidewalks shall be required along the proposed subdivision's frontage on existing public streets.
3) The width of sidewalks shall be as prescribed in Table 5 below. Width shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, signage, street furniture, etc.
4) The lack of an existing sidewalk along an existing street (often described as the "Sidewalk to Nowhere" argument) generally shall not constitute grounds for waiving the installation of sidewalk segments as required by this section.

Table 5: Minimum Sidewalk Width

Zoning	Minimum Planting Strip	Minimum Sidewalk Width
Residential (< 4 units an acre)	6'	5'
Residential (4 units or more per acre)	6'	6'
Mixed Use	6'	8'
Commercial	7'	6'
Industrial	7'	5'

B) Design Criteria

Sidewalks shall be included within the dedicated non-automobile portion of the right-of-way or public access easement. A grassed planting strip meeting the requirements of Table 5 above shall separate all

sidewalks from adjacent streets.

1) Where extraordinarily difficult topographic conditions exist, other design solutions, such as a wider separation, may be used.
2) Where necessary, the Planning Commission may require pedestrian access to schools, parks, playgrounds, or other nearby public facilities. To accomplish this purpose, the Planning Commission may require perpetual unobstructed easements at least twenty (20) feet in width. Said easement shall include a sidewalk that meets these requirements.
3) Sidewalks shall be designed and constructed comply with ADA Standards for Accessible Design.
4) All sidewalks shall be designed and installed to meet FHWA Public Right of Way Accessibility Guidelines (PROWAG) or successor document.
5) For blocks greater than eight hundred (800) feet in length, a pedestrian access easement a minimum of twenty (20) feet in width and containing a sidewalk meeting these specifications may be required to traverse blocks deemed essential to provide access to Open Space, Community Facility Activities, or Commercial Activities.

C) Waivers and Alternative Pedestrian Ways

Developers and the Planning Commission may reach alternative arrangements concerning sidewalks where strict compliance with the provisions of this section would cause an undue hardship. Such alternative provisions may include:

1) Payment to a fund for construction of the sidewalks by the City of Portland at a later date, if this option is approved by the City Council; or
2) The actual construction of sidewalks at another location.
3) In the absence of mutual agreement, the developer shall construct the sidewalks in the manner provided herein.
4) Offsite sidewalk improvements or payment in lieu thereof shall, in the opinion of the City Attorney, be essentially related to and roughly proportional to what would otherwise be required for the subject property being developed (known as the "Nollan/Dolan Test").

D) Sidewalk Maintenance

The lot owner shall maintain grass and vegetation between the roadway and the property line and the City shall maintain the sidewalk.

409 BIKE LANES

A) Bike Lanes Along New Streets

Bike lanes may be provided along new streets and shall be required if included in any adopted Transportation Plan or Bike Ped Plan.

B) Bike Lanes Along Existing Streets

Bike lanes may be provided along existing streets if other improvements are required and shall be required if included in any adopted Transportation Plan or Bike Ped Plan.

C) Bike Lane Width

Bike lanes shall be provided at a minimum of five (5) feet in width or as provided in any adopted Transportation Plan or Bike Ped Plan.

D) Shared Bike Lane

Shared bike lanes shall not be provided on streets with a speed limit greater than 30 mph and shall be marked as required in the Manual on Uniform Traffic Control Devices (MUTCD).

E) Design Criteria

Any bike lanes shall meet the standards set forth in the latest edition of NACTO "Guide for the Development of Bicycle Facilities", Manual on Uniform Traffic Control Devices (MUTCD), or other guidelines adopted by the City Council.

410 STORMWATER AND DRAINAGE

The current policies and guidelines as set forth in the Portland Stormwater Ordinance and these Subdivision Regulations generally shall be applied to all drainage design for all projects within the City of Portland.

411 ACCESS MANAGEMENT

A) State Route 109

The State Route 109 Access Management Standards contained in the Portland Zoning Ordinance shall govern all access to the State Route 109, to include the Portland By-Pass.

B) Other Arterials and Collectors

1) Purpose and Applicability

The purpose of these provisions is to provide and manage access to land development while preserving the regional flow of traffic in terms of safety, capacity, and speed. These Access Management standards shall apply to all streets identified on a Tennessee Department of Transportation Functional Classification Map, or any Transportation Plan Adopted by the City of Portland. The following access management standards also apply to all properties abutting a functionally classified street or intersection within the City of Portland.

2) Traffic Signal Spacing

Signalized intersections shall not be approved at increments less than 2,400 feet along arterials and 1,200 feet along collectors. Any signal to be installed shall meet signal warrants as required by the TDOT Traffic Design Manual and receive approval from TDOT and the City of Porland.

3) Street Spacing

a) Street spacing shall be measured from the centerline of the proposed street pavement to the nearest edge of the street of the adjacent or opposite driveway or street as indicated below.
b) Separation between streets and driveways on all arterials and collectors shall be based upon the functional classification of the roadway in accordance with Table 6 below.

Table 6: Street Spacing Requirements	
Major Arterial	750 ft
Minor Arterial	350 ft
Collector	250 ft

c) Opposite left street or driveway spacing shall be at least two-hundred (200) feet.
d) Existing driveways shall be upgraded to streets and used as an access point when a property develops. If necessary, the access point shall also be relocated to comply with spacing requirements, or to more evenly space access points along arterials and collectors.
e) Spacing requirements may be reduced in situations where they prove impractical due to topography or natural features, but in no case shall the permitted spacing be less than 80%

of the applicable standard. Such a reduction in spacing requirements must still result, to the greatest extent possible, in uniform spacing between adjacent driveways. Reductions shall be made as a variance request to the Planning Commission.

4) Driveways

a) Driveway access spacing shall be measured from the centerline of the proposed driveway pavement to the nearest edge of the roadway of the adjacent or opposite driveway or street.

b) Separation between driveways on all arterials and collectors shall be based upon the functional classification of the roadway in accordance with Table 7, below.

Table 7: Driveway Spacing Requirements	
Major Arterial	500 ft
Minor Arterial	350 ft
Collector	250 ft

c) Opposite left street or driveway spacing shall be at least two-hundred (200) feet.

d) No new driveway access shall be permitted when a lot is subdivided unless the spacing requirements of this section can be met. Alleys, joint access easements, frontage roads, or reverse frontage roads shall be utilized to limit access points onto arterials and collectors.

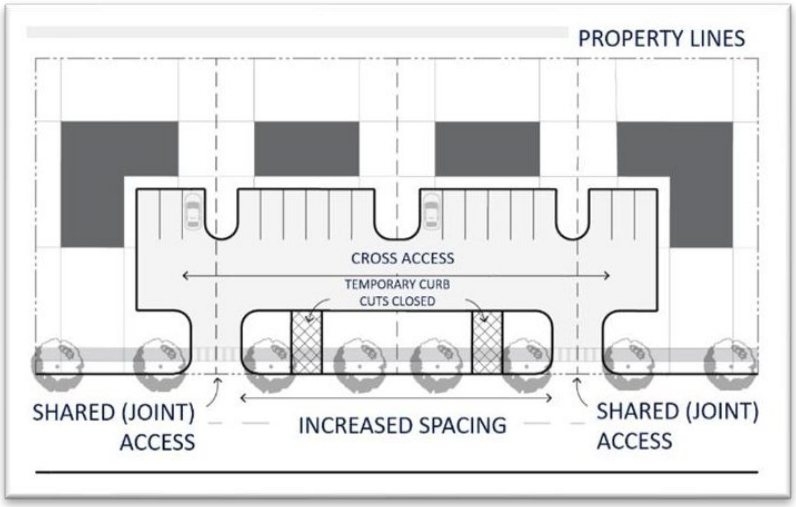
e) Direct access to individual one- and two-family dwellings shall be prohibited on any United States Highway or Tennessee State Highway. Driveways that have not been previously approved by TDOT will not be approved by the City. In the event of an access being abandoned, driveways may be relocated to provide even spacing and more logical service to parcels.

f) Driveway spacing requirements may be reduced in situations where they prove impractical due to topography or natural features, but in no case shall the permitted spacing be less than 80% of the applicable standard. Such a reduction in spacing requirements must still result, to the greatest extent possible, in uniform spacing between adjacent driveways. Reductions shall be made as a variance request to the Planning Commission.

f) Joint/Cross access easement(s) shall be required between adjacent lots fronting on arterial and collector streets in order to minimize the total number of access points along those streets and to facilitate traffic flow between lots. The location and dimensions of said easement(s) shall be shown on the Preliminary and Final Subdivision Plats and approved by the Planning Commission.

g) Subdivisions with frontage on an arterial street shall be designed with shared access points to and from the arterial street.

Figure 7: Joint/Cross Access Easement Example



5) Corner Clearance

a) Corner clearance is the distance between the edge of an intersection and the nearest driveway or private access point

b) Corner clearance for street or driveway access on collector or arterial streets shall meet or exceed the minimum street or driveway spacing requirements noted in Tables 6 and 7 above.

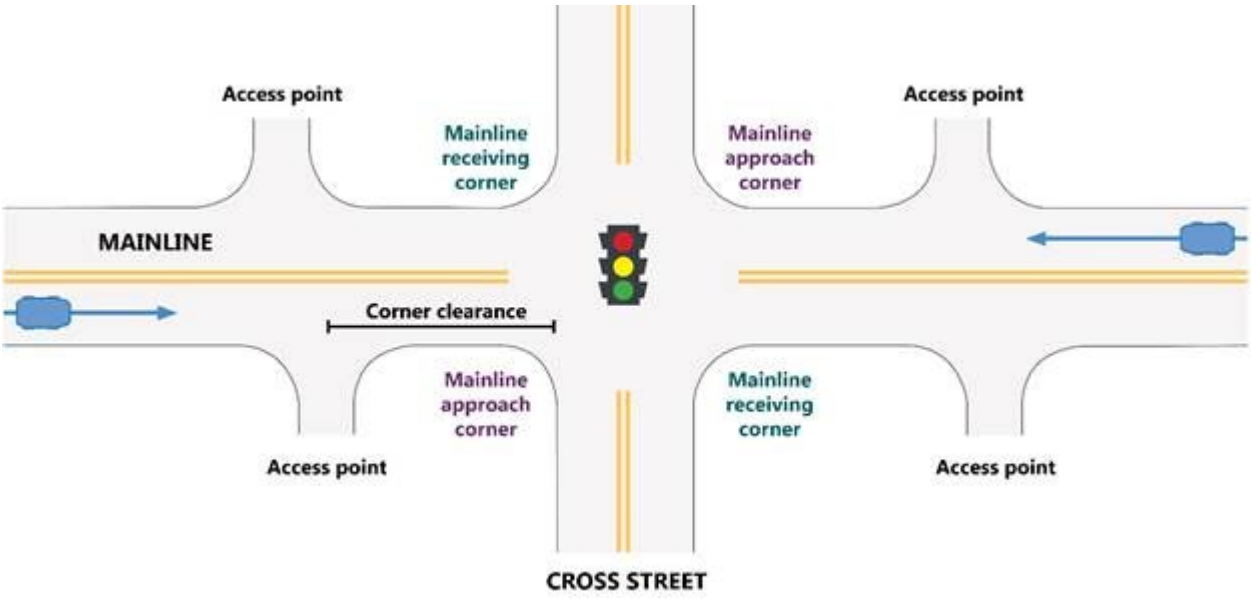
c) No driveway on an intersecting street may be located closer to the corner than as shown in Table 8 below.

Table 8: Corner Clearance Requirements

		Functional Classification of Street to Accessed by Street or Driveway		
		Arterials	Collectors	Locals
Functional Classification of Intersecting Street	Arterials	200 ft	150 ft	100 ft
	Collectors	150 ft	100 ft	50 ft
	Locals	125 ft	50 ft	N/A

d) Corner Clearance measurements shall be taken from the edge of pavement to the centerline of the proposed street or driveway, as shown in Figure 8, below.

Figure 8: How to Measure Corner Clearance



412 NONRESIDENTIAL SUBDIVISIONS

A) General

If a proposed subdivision includes land that is zoned for a commercial or industrial purpose, the layout of the subdivision shall adhere to such provisions as the Planning Commission may require. A nonresidential subdivision shall be subject to all the requirements of these regulations; as well as such additional reasonable standards as set forth by the Planning Commission.

B) Standards

In addition to the principles and standards in these regulations which are appropriate to the planning of all subdivisions, the subdivider shall demonstrate to the satisfaction of the Planning Commission that the public way, parcel, and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed:

1) Proposed nonresidential parcels shall be suitable in area and dimensions to the types of nonresidential development as outlined in the zoning ordinance
2) Special requirementsmay be imposed with respect to any public way, curb, gutter, and sidewalk design and construction specifications;
3) Every effort shall be made to protect adjacent residential areas from potential nuisances from the proposed nonresidential subdivision, including provisions of extra depth in parcels abutting potential or existing residential development and provisions requiring permanently landscaped buffer strips, when necessary.
4) Applicable provisions of any adopted Planned Unit Development shall apply to any proposed Nonresidential Subdivision. Deviations from the requirements of any adopted Planned Unit Development generally require the adopted plan set to be amended via the procedure established by the Portland Zoning Ordinance.

413 SUITABILITY OF LAND; CRITICAL LOTS

The Planning Commission shall not approve the subdivision of land if, after review by all relevant federal, state, and local agencies, it has been determined that the site is not suitable for platting and development purposes of the kind proposed.

Land subject to flooding and land deemed to be topographically or geologically unsuitable shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life or property or aggravate erosion or flood hazard. Such land within the plat shall be set aside for uses deemed to be suitable by the Planning Commission such as open space, agricultural activities, etc.

A) Karst Features (Sinkholes)

Sinkholes are depressions formed in soluble rock by the erosion of subterranean water and are a potential point of significant groundwater recharge. Because of the many drainage problems commonly associated with sinkholes and karst geology, the following requirement shall apply prior to alteration of the natural drainage for watersheds discharging to such features.

1) Any sinkholes shall be designated as permanent conservation and drainage easements and shall have a dedicated twenty-five (25) foot wide buffer area around the top perimeter of each sinkhole. No structures, fill or development activity shall be permitted within the buffer area.
2) Sinkholes may not be utilized as part of the drainage system unless an overflow outlet is provided.
3) Proposed onsite and offsite drainage channels that are tributary to a sinkhole throat or drainage well inlet shall be delineated, along with appropriate hydraulic calculations to define the existing and altered (if appropriate) 100 year flood plain and to confirm that offsite flooding will not be increased. Drainage plans and hydraulic calculations are to be certified by a registered engineer.
4) Detailed contours are to be shown for all sinkholes that are to receive stormwater runoff from the site. These contours are to have a maximum interval of two feet and are to be verified by field surveys.
5) A geologic investigation of all sinkholes receiving stormwater runoff from the site shall be performed unless an overflow outlet is provided. The report from this investigation shall be certified by a registered engineer experienced in geology and groundwater hydrology or a registered geologist and shall contain the following:
    a. Location and nature of underground aquifers.
    b. Direction of flow for the subsurface drainage associated with the sinkhole.
    c. Estimated safe discharge from sinkhole to aquifers. Include information on method of sinkhole discharge estimation.
    d. Potential for siltation problems
    e. Foundation problems that may be expected around sinkhole.
    f. Details of drainage structures to be built around sinkholes.
    g. Any other factors relevant to the design of drainage from sinkholes.
    h. Plans showing the current and altered (if appropriate) 100-year flood plain.
    i. Compliance with all conditions that may be required by the federal government or the State of Tennessee shall be documented. TDEC is the primary regulatory agency for drainage wells. Drainage into a sinkhole may require a permit from TDEC for a class V well under the rules for Underground Injection Control (UIC).
    j. When sinkholes are utilized for drainage, it must be assumed that the sinkhole is blocked. A surface outlet must be provided to prevent stormwater from rising above the 100-year flood elevation. No development will be allowed within the drainage basin of a sinkhole if such development will lead to any additional increase in flood levels within that or adjacent basins unless an overflow outlet is provided. Special care will be required during construction to prevent eroded soil and debris from being washed into the sinkhole.

B) Flood Prone Areas

All requirements of the Portland Zoning Ordinance and these regulations related to Floodplain Development shall be met by the applicant for any construction activity near or within the Floodplain. The City's designated Floodplain Administrator may also impose special conditions on lots in areas of known local flooding to ensure water is not held under or around the foundation of structures. The following shall apply:

1) No new lot(s) may be created that do not have a buildable site located completely outside of the floodway.
2) If deemed necessary by the Planning Commission, City Engineer or Floodplain Administrator, specific engineering studies shall be formulated by the developer in those areas where flood data are not currently available.
3) If the buildable site of any lot is within the 100-year flood zone and in compliance with the City's Flood Prevention Ordinance, a plan acceptable to the Floodplain Administrator shall be submitted documenting that said buildable site may be filled to the extent the finished floor elevation will at least one (1) foot above the 100-year flood elevation.
4) In any instance where the lot is served by subsurface sewage disposal, the area of the disposal fields shall not lie within the Regulatory Floodway.
5) Adding fill material within the 100-year flood boundary area will not be permitted unless approved by the Planning Commission and all necessary permits (e.g., Army Corps of Engineers, FEMA, etc.) as well as a "No Rise" certificate are on record with the Floodplain Administrator.
6) If filling within the floodplain is approved, the fill shall be protected against erosion by riprap, vegetative cover, or other methods deemed acceptable to the City Engineer.
7) No subdivision, nor part thereof, shall be approved by the Planning Commission if proposed levees, areas of fill, structures, or other features within the subdivision will individually or collectively, increase flood flows, heights, duration, or damages.

C) Steep Slopes

Any lot or portion of a lot with a slope exceeding 20% shall be set aside and noted on the plat as a "No Disturbance Area". No grading operations or construction of any kind shall be permitted within the "no disturbance area." Lots containing slopes between 15% and 20% shall be designated "Critical Lots" as per requirements below.

Any lots, Critical or otherwise, proposing to contain a retaining wall shall submit all required information contained in the Standards for Retaining Walls provided in these Regulations at Appendix H.

D) Critical Lots

1) When a proposed lot contains natural or manmade features that affect the feasibility of construction, such a lot shall be designated a critical lot.
2) Lots are designated as critical during the preliminary plat review process and/or subsequent subdivision submittals based on soil conditions, degree of slope, flooding, or other lot features, as detailed below.
3) A star symbol (*) shall be used to identify critical lots on the face of the preliminary plat, construction plans, and final plat.
4) No building permit shall be issued at any time prior to approval of the critical lot plan.
5) Prior to application for a building permit on all lots designated as "critical", a scaled plan shall be submitted to the City Planner for approval drawn at a scale of 1" = 20'. Said plan shall be stamped by a State of Tennessee licensed professional surveyor or engineer. The plan shall provide a survey of existing conditions extended a minimum of ten (10) feet outside the boundaries of the lot, details of the proposed development, and shall address any concerns in

relation to the feasibility of construction.

6) Lots are to be designated as "Critical Lots" upon the plat if they meet any of the following criteria:

   a. When the lot is created on a natural slope of fifteen (15%) percent to twenty (20%) percent. Any lot/area with a slope exceeding twenty (20%) percent shall be set aside and noted on the plat as a "No Disturbance Area" that is not to be disturbed by grading operations.
   b. When it contains natural floodplain, as indicated on FEMA FIRM maps or is identified as a local area prone to flooding by the City's designated Floodplain Administrator. Lots in floodplains shall be subject to the floodplain/floodway development standards of the City's current Flood Prevention Ordinance.
   c. If it is adjacent to a large and/or significant drainage channel, blue line stream, sinkhole, and/or otherwise low-lying area with the potential for flooding as determined by the City Planner or City Engineer.
   d. If it contains an adverse earth formation/topography including but not limited to sinkholes or dropouts.

7) No Certificate of Occupancy will be issued for any lot designated as critical until an As-Built certification has been provided to the City Planner stating that the site has been built per the approved Critical Lot Plan.
8) For lots that require a minimum finished floor elevation or minimum crawlspace elevation, certification from a registered surveyor stating the exact elevations of all structures including garages shall be required.
9) Critical Lot Plan Checklist: Critical Lot plans shall contain all required information contained in the City's official Critical Lot Plan Checklist found at Appendix G of these Regulations.
   a. Any lots, Critical or otherwise, proposing to contain a retaining wall shall also submit all required information contained in the Standards for Retaining Walls contained in these Regulations at Appendix H.
10) A digital submittal of the critical lot plan shall be submitted to the City Planner along with any required fees in order to initiate a staff review. Within 14 days of the submittal date, the City Planner shall notify the applicant of the approval or disapproval of the plan or of with any changes necessary to gain approval.

414 COMMON OPEN SPACE

A) Reservation of Open Space

The Planning Commission encourages providing open space within a subdivision to provide passive recreation to those living in the subdivision or to preserve environmental features. These regulations do not set a percentage of common open space area required to be provided, with the exception of Planned Unit Developments governed by the Portland Zoning Ordinance. Any common open spaces shall be maintained by a homeowners' association or other third-party entity and shall not become a City responsibility unless formally accepted by the Portland City Council.

B) Maintenance of Open Space

All open space and usable open space shall be deeded to a homeowners or property owners' association, and the developer shall submit a draft declaration of covenants and restrictions that will govern the association concurrently with the preliminary plat application. The City Attorney shall review the documentation as to conformity with this Article. The restrictions shall include, but not be limited to the following:

1) The association must be set up before the recording of the first Final Plat for the development;
2) Membership must be mandatory for each buyer and any successive buyer;
3) The open space and usable open space restrictions must be permanent and not just for a period

of years;

4) The association must be responsible for liability insurance, local taxes and the maintenance of recreational and other facilities;
5) Property owners must pay their prorated share of the cost of any assessment levied by the association to meet changed needs.
6) The association must assume perpetual responsibility for all Stormwater infrastructure located within an Open Space area and must enter into a Long Term Stormwater Maintenance Agreement with the City as per state and local requirements.

C) Dedication of Open Space by Developer

All land shown on the approved Final Subdivision Plat as Common Open Space may be either:

1) Conveyed to a public body, if the public body agrees to accept it and to maintain the common open space and any buildings, structures or improvements which have been placed on it; or
2) Conveyed to a homeowner or property owner's Association for ownership and maintenance

No Common Open Space shall be conveyed or dedicated by the developer or any other person to any public body, homeowner's association or other responsible party unless the Planning Commission has determined that all required improvements have been completely and satisfactorily installed.

D) Owner's Association Default

The following provisions shall govern in the event of a default by an Owner's Association or other entity charged with ownership and maintenance of Common Open Space:

1) In the event that the organization established to own and maintain common open space, or any successor organization, shall at any time fail to maintain the open space in accordance with the approved plans, the City may serve written notice upon such organization and/or the owners or residents of the development and hold a public hearing.
2) If, 30 days following the public hearing, the deficiencies of maintenance remain uncorrected, the City Attorney shall call upon all the owners of property within the development to maintain the common open space, and, in default thereof, the City may maintain same.
3) The cost of such maintenance by the City shall be assessed severally and proportionally against the properties within the development that have a right of enjoyment of the common open space and shall become a lien on the properties.
4) Unless otherwise agreed to by the City Council, the cost and responsibility of maintaining common facilities and Open Space Land shall be borne by the property owner, condominium association, homeowners' association, or conservation organization.

CHAPTER 5: ENFORCEMENT, VIOLATIONS & PENALTIES

501 GENERAL

A) Authority
The enforcement of these regulations and the penalties for violations are provided pursuant to Title 13, Tennessee Code Annotated.

B) Role of the City Planner
It shall be the duty of the City Planner to enforce these regulations and to promptly bring to the attention of legal counsel any violations or lack of compliance with these Subdivision Regulations.

C) Recording of Plats
No subdivision plat within the Portland City Limits shall be received or recorded by the County Register until the plat has received final approval of the Planning Commission in accordance with these regulations, and such approval has been endorsed in writing on the plat by the Secretary of the Planning Commission in the manner prescribed by these regulations.

D) Building Permits
No building permit shall be issued for construction of any building or structure located on a lot or plat subdivided or sold in violation of any provision of these regulations. It shall be the duty of the property owner to bring such lots into compliance with these regulations prior to issuance of any permits by the City.

E) Access to Lots by Public Way or Private Easement
No building permit shall be issued and no building or structure shall be erected on any lot within the Portland City limits, unless the public way giving access to the lot whereon the building or structure is proposed to be placed shall have been accepted or opened or shall have otherwise received the legal status of a public way prior to that time or unless such way corresponds in its location and lines with a way shown on a subdivision plan approved by the Planning Commission, or on a street plan made and adopted by the Planning Commission, or unless such lot fronts upon a permanent easement that conforms to all rules, regulations and specifications set forth herein.

F) Planning Commission Approval Required for Plat Recording
No county register shall receive, file, or record a plat of subdivision within the Portland City limits without the written approval of the Planning Commission.

G) Use of Unapproved Plats
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, 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 be 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 city through its city attorney may enjoin such transfer or sale or agreement by action of injunction.

H) Illegal Buildings
Any building or structure erected or to be 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 city

may bring action or enjoin such erection or cause it to be vacated or removed.

I) Civil Enforcement

Appropriate actions and proceedings may be taken in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages; to restrain, correct, or abate a violation, or to prevent illegal occupancy of a building, structure, or premise.

CHAPTER 6: ADOPTION AND AMENDMENTS

601 NOTICE OF PUBLIC HEARING

Prior to the consideration of amendments to these regulations or new regulations, the Planning Commission shall set a date for a public hearing. The public hearing shall be advertised in the body of one newspaper of general circulation thirty (30) days prior to the date of the public hearing in accordance with applicable state law.

602 AMENDMENTS

A) Enactment

The Planning Commission may, from time to time, amend these Regulations for the purpose of providing for the public health, safety, and general welfare. Before adoption of any amendment to these regulations, a public hearing thereon shall be held by the Planning Commission, as required by State Law

B) Initiation of Amendment

Amendments may be initiated by the Planning Commission, the City Planner, or by an application by any other interested persons.

C) Application for Amendment

An application for amendment shall be filed with the City Planner and is subject to all applicable fees approved by the City Council.

D) Codification and Distribution

Subsequent to adoption of any amendment to these regulations, such amendment shall be incorporated into the text of these regulations in the following manner.

1. Replacement pages shall be prepared incorporating the new or changed language. Each such new or replacement page shall have the amendment number and shall be dated so as to indicate the date of last revision of the page.
2. In these regulations, each adopted amendment shall be numbered consecutively and noted in a table at the beginning of these Regulations by noting the Section being amended and a brief description of the amendment.
3. Amendments shall be approved in Planning Commission Resolutions that are numbered consecutively and that fully state any language deleted from these regulations and any language added and the place in the text of each such change. Said resolution shall be signed by the Chairman and Secretary of the Planning Commission and retained in the Office of the City Planner.

603 ORIGINAL ENACTMENT

A) Original Enactment

In order that land shall be subdivided in accordance with the objectives and standards set forth in these regulations, these Subdivision Regulations are hereby adopted on this XX day of the month of XXXXXX, 20XX, and shall be in full force and effect the XX day of the month of XXXXXXXX, 20XX.

B) Public Hearing
A required public hearing was held on these regulations the XX day of XXXXXXX, 20XX, at 5:00 P.M., in Portland, Tennessee.

C) Public Hearing Notice
Notice of the Public Hearing was given by publication in the Portland Sun, on the XX day of the month of XXXXXXX, 20XX.

D) Signatures
Original signatures are on file at the Portland City Hall.

_____ _____

Chairman or Planning Commission Date

ATTEST:

_____ _____

Secretary of Planning Commission Date

APPENDIX A: DEFINITIONS

A.1 USAGE

1) For the purpose of these regulations, certain numbers, abbreviations, terms, and words used herein shall be used, interpreted, and defined as set forth in this article.
2) Unless the context clearly indicates to the contrary, words used in the present tense include the future tense and words used in the plural include the singular; the word "herein" means "in these regulations"; and the word "regulations" means "these regulations".
3) A "person" includes a corporation, a partnership, and an unincorporated association of persons, such as a club; "shall" is always mandatory; a "building" or "structure" includes any part thereof; "used" or "occupied", as applies to any land or building, and shall be construed to include "intended, arranged, or designed to be used or occupied".

A.2 RULES FOR CONSTRUCTION OF LANGUAGE

In the construction of these Subdivision Regulations, the rules contained in this Appendix shall be observed and applied, except when the context clearly indicates otherwise:

1) The particular shall control the general.
2) The word “shall” is always mandatory.
3) The word “may” is permissive.
4) The word “lot” shall include the words “piece” or “parcel”.
5) The word “structure” includes all other structures, or parts thereof, of every kind regardless of similarity to buildings; and the phrase “used for” shall include the phrases “arranged for”, “designed for”, “intended for”, “maintained for”, and “occupied for”.
6) In the case of any difference of meaning or implication between the text of these Subdivision Regulations and any caption, illustration or table the text shall control.
7) Words used in the present tense shall include the future, and words used in the singular include the plural, and the plural the singular, unless the context clearly indicates the contrary.
8) Unless the context clearly indicates to the contrary, conjunctions shall be interpreted as follows:
    a) “And” indicates that all connected items, conditions, provisions or events shall apply.
    b) “Or” indicates that one or more of the connected items, conditions, provisions, or events shall apply.
    c) “Either or” indicates that the connected items, conditions, provisions or events shall apply single but not in combination.
    d) “The greater of” indicated a quantity higher than the one indicated.
9) All public officials, bodies, and agencies to which reference is made are those of the appropriate jurisdiction or City of Portland.
10) The title “City Planner” shall refer to the City of Portland City Planner or an authorized City representative.
11) The title “City Engineer” shall refer to the City of Portland City Engineer or an authorized City representative who may work on a contractual basis for the City.
12) The title “Utilities Director” shall refer to the City of Portland Utilities Director or an authorized City representative.

A.3 WORDS AND TERMS DEFINED

AASHTO. Abbreviation for “American Association of State Highway and Transportation Officials”

Abutting. Lots that are touching or sharing a common point or line but does not include lots that are across a public way from each other.

Access. The place, means, or way by which pedestrians, bicyclists, and/or vehicles have safe, adequate, and usable ingress and egress to a property or use. A private access is an access not in public ownership or control by means of deed, dedication, or easement.

Adjacent. Lots that are touching or sharing a common point or line including lots that are across a public way from each other.

Alley. A typically private low volume right-of-way primarily designed to serve as access to the side or rear of those properties whose principal frontage is on different street and not intended for the purpose of through vehicular traffic.

Applicant. The owner or optionee of land proposed to be subdivided or his/her authorized representative, also referred to as subdivider or subdivider's agent. See "Subdivider and Subdivider's Agent". Consent shall be required from the legal owner of the premise(s).

ASTM. Abbreviation for "American Society for Testing Materials"

Bike Lane. A portion of the street that has been designated by striping, signage, or pavement markings for the preferential or exclusive use of bicyclists.

Block. A tract of land bounded by four (4) intersecting streets.

Block Face. A single boundary of a block described in the definition of a block. A block face is opposing when it is across a public street.

Building. Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind. The term includes any permanent structure including manufactured homes and mobile homes.

Building Envelope. The area formed by the front, side and rear setback lines on a lot within which the principal buildings must be located.

Building Site. Land occupied or intended to be occupied by a building and interrelated buildings, together with all open space required to meet the provisions of any applicable zoning ordinance, which is located on a lot that has been lawfully created and meets all criteria of the local government for the intended use.

Capital Improvements Program. A proposed schedule of future projects, listed in order of construction priority, together with cost estimates and the anticipated means of financing each project. All major projects requiring the expenditure of public funds, over and above the annual local government operating expenses, for the purchase, construction, or replacement of the physical assets of the community are included.

Cash Escrow. A deposit of cash with the City Council in lieu of posting a reclamation, performance or maintenance surety.

City Council. The governing body of the City of Portland. May be referred to as the Board of Mayor and Aldermen in some other documents.

City Planner. The City Planner shall be the duly appointed Planning Director for the City of Portland. If that position is vacant, the temporary City Planner shall be designated by the Mayor of the City of Portland. The City Planner shall be responsible for enforcing provisions of these regulations.

Common Elements. Any portion of a condominium, townhome, or multi-family dwelling unit which is held in common ownership by owners of condominium units. These elements may be either general common elements or limited common elements, as defined below.

Common Open Space. Any portion of a condominium, townhome, or multi-family dwelling unit site or a subdivision held in joint ownership by property owners or a homeowners' association and intended for the use or enjoyment of the occupants. Common Open Space can include property that is left in a natural state and has primarily scenic value. Land to accommodate required subdivision infrastructure, including green infrastructure such as planting strips, street medians/islands, and drainage fields for individual sewage disposal systems are excluded from common open space calculations.

Complete Application. The completed form or forms and all accompanying documents, maps, exhibits and fees required of an applicant, including all information required by the appropriate Submittal Checklist available from the City Planner and/or contained within the appendices of these Regulations.

Comprehensive Plan. The currently adopted Comprehensive Plan for the City of Portland.

Conceptual Lot Layout. A conceptual rendering submitted by the applicant for Planning Commission review and comment prior to submittal of a Preliminary Plat and Construction Plans. Such Conceptual Plans are not subject to a vote by the Planning Commission, nor are they intended to establish any vested property right.

Condominium. A form of ownership of less than the whole of a building or system of buildings under state statute, which provides the mechanics and facilities for formal filing and recording of divided interests in real property, whether the division is vertical or horizontal. Also referred to as a horizontal property regime.

Condominium Subdivision. The subdivision of property through the establishment of a condominium or horizontal property regime. In Condominium Subdivisions the owners own the unit in the building but not the land beneath it, which is held by the Associations.

Condominium Unit. A space conveyed by separate title and located within a condominium structure.

Conservation Easement. The grant of a property right or interest from the property owner to a unit of government or nonprofit conservation organization stipulating that the described land shall remain in it its natural, scenic, open or wooded state, precluding future or additional development. The land may contain historic structures and archaeological sites.

Construction Plan. The maps or drawings accompanying a subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with requirements of the Planning Commission.

Contractor. An individual, firm, or corporation with whom an owner or authorized agent has executed a work agreement.

Conventional Subdivision. A lot-by-lot division of land that spreads development evenly throughout a parcel; minimum lot size is determined by underlying zoning

Critical Lots. Lots designated as critical during the concept plan review process based on soil conditions, degree of slope, flooding, or other lot features that could affect the feasibility of construction.

Deed Restriction. A restriction on the use of a property set forth in the deed.

Design Specifications. Written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship required for a project intended for local government ownership or maintenance.

Developer. The owner or contracted purchaser of land proposed to be subdivided or his authorized representative.

Dwelling Unit. A room, or rooms connected together constituting a separate, independent housekeeping establishment for owner occupancy, rental or lease on a daily, weekly, monthly, or longer basis; physically separated from any other room(s) or dwelling units which may be in the same structure; and containing independent cooking, restroom, and sleeping facilities.

Easement. Authorization by a property owner for the use by another, for a specified purpose, of any designated part of his property.

External Subdivision Boundary. All points along the periphery of a subdivision.

Fee Simple. When the structure and land are owned completely, without any limitations or conditions.

Final Subdivision Plat. The final map or drawing and accompanying materials, described in these regulations, on which the subdivider's plan of the subdivision is presented to the Planning Commission for approval and which, if approved by the Commission, is recorded with the County Register of Deeds.

Flag Lot. See "Lot, Flag"

Flood. A temporary rise in stream level that results in inundation of areas not ordinarily covered by water.

Floodway. The stream channel and adjacent overbank areas required to carry and safely discharge the 100-year flood without increasing flood levels more than one (1) foot above natural flood levels.

Flood Frequency. The statistically determined average for how often a specific flood level or discharge may be equaled or exceeded.

Flood Hazard Boundary Map. An official map on which the boundaries of the floodplain areas having special flood hazards have been delineated.

Flood Hazard or Flood Prone Area. The maximum area of the floodplain that, on average, is likely to be flooded once every one hundred (100) years (i.e., that has a one (1%) percent chance of being flooded in any year).

Flood Profile. A graph showing the water surface elevation or height or a particular flood event for any point along the longitudinal course of a stream. The flood profile is determined through the use of standard open-channel hydraulic calculations.

Floodplain. A land area adjoining a river, stream, watercourse, bay, or lake which is likely to be flooded. It is composed of a floodway and floodway fringe.

Floodproofing. Any combination of structural and nonstructural additions, changes, or adjustments to properties and structures which reduce or eliminate potential flood damage to lands; water facilities, sanitary facilities, and other utilities; structures; and contents of buildings; and which prevent pollution of floodwaters from such natural or man-made sources.

Floodway Fringe. The area adjoining a watercourse which, although not lying within a floodway, has been or may hereafter be covered by a 100-year flood.

Frontage. That side of a lot abutting on a street and ordinarily regarded as the front of the lot. The term

frontage shall not be used for any portion of a lot along an alley.

Frontage Street. See “Street, Frontage.”

Functional Classification System. See “Street, Classification”.

General Common Elements. Any of the common elements of a condominium which are held in joint ownership by all owners of the condominium.

Governmental Agency. Any public body other than the City Council.

Governmental Representative. An outside person or designated local official or employee authorized to act on behalf of the City Council and or Planning Commission in making determinations regarding legal, public works, planning, community development, or other public business.

Grade. The slope of a road, other public facility, or terrain generally specified in percentage terms.

Highway, Limited Access. A freeway or expressway providing a traffic-way for through traffic, in respect to which owners or occupants of abutting property or lands and other persons have no legal right of access to or from the traffic-way, except at such points and in such manner as may be determined by the public authority having jurisdiction over such traffic-way.

Homeowners’ Association. An incorporated community association responsible for the maintenance and management of commonly owned properties or facilities.

Horizontal Property Act. "The Tennessee Horizontal Property Act", as codified in Title 66, Chapter 2, Tennessee Code Annotated.

Improvements. See "Lot Improvement" or "Public Improvement".

Individual Sewage Disposal System. A septic tank and disposal field, seepage tile sewage disposal system, or any other sewage treatment device other than a public treatment system, that serves an individual lot and is approved by the appropriate governmental representative.

Internal Subdivision Boundary. All points within a subdivision such as lot corners, street lines, etc., which do not constitute external boundaries.

Irrevocable Standby Letter of Credit. A commitment from a financial institution to pay an agreed sum of money to a third party in compliance with the terms of the letter.

Joint Ownership. Joint ownership among persons shall be construed as the same owner for the purpose of imposing Subdivision Regulations.

Land Development Activity. The physical extension and/or construction of urban land uses. Development activities include: subdivision of land; construction or alteration of structures, roads, utilities, and other facilities; installation of septic systems; grading; deposit of refuse, debris, or other fill materials; and clearing of natural vegetative cover (with the exception of agricultural activities).

Lands Held in Common. Lands held in common are all lands held by a Homeowners’ Association or equivalent and includes: lands designated as Common Open Space and Conservation Lands; land used for the provision of infrastructure common to all subdivisions such as roads, sidewalks, planting strips, stormwater facilities, planted portion of hollow-core turnarounds, closes and eyebrows; and land used for drainage fields for individual sewage disposal systems.

Landscape Buffer. A required yard located at the perimeter of the lot containing landscaping, berms, walls, or fences that shield the use of adjacent properties from those uses occurring on the subject property.

Legal Counsel. The person designated by the City Council to provide legal assistance for the administration of these and other regulations. May also be described as the City Attorney.

Limited Common Elements. Any of the common elements of a condominium which are reserved for use by the owner of a particular condominium unit or group of units.

Lot Improvement. Any building, structure, place, work of art, or other object or improvement of the land on which such items are situated constituting a physical betterment of real property, or any part of such betterment.

Lot, Corner. A lot situated at the intersection of two (2) public rights-of-way, the longest dimension of which is to be considered the side.

Lot, Double Frontage. A lot other than a corner lot that has frontage on two or more streets that do not intersect at a point abutting the property.

Lot, Flag. Lots that have access to a public or private street by a narrow strip of land, and the largest portion of the lot is situated behind adjoining lots which front on a public or private street.

Figure 9: Flag Lot (Credit: TN Map Aerial)

Lot, Through. See "Lot, Double Frontage".

Lot. A tract, plot, or portion of a subdivision or parcel of land intended as a unit for the purpose, whether immediate or future, for transfer of ownership or for creation of a building site.

Major Street. A street that is classified as a collector or arterial street according to these regulations or by the Major Street Plan. See "Street, Arterial," "Street, Collector," and "Major Street Plan".

Major Subdivision. The division of land into more than two (2) lots, or any subdivision that includes any of the following conditions for major subdivision review:

1) A subdivision requiring the construction or extension of a public or private street, not including future street alignments illustrated in a plat of re-subdivision,
2) Required improvement(s) within an existing street right-of-way; other than:
    a. A repair or construction of sidewalk(s) or other pedestrian connections required by these or any other development regulations,
    b. Fire hydrants or other types of minor improvements necessary to serve the lots being created;
3) The construction of any public utility, excluding private service lines;
4) Earthmoving activities will take place except those incidental to construction of a single-family dwelling on each lot;

5) Drainage improvements either new or altered that will be common to more than one lot (other than individual on-lot storm water management systems);
6) A future public-school site, park site, greenway, corridor, or open space site shown on the adopted Comprehensive Plan or other adopted plan;
7) Dedications, reservations, improvements, or any other factors that, in the opinion of the City, with advice from reviewing agencies, require construction documents to be reviewed prior to final plat approval to ensure the public health, safety and welfare;
8) Any subdivision which seeks to gain approval for any waiver or exception to any provision contained in these regulations, Land Use Plan, or Major Thoroughfare Plan; or

Major Thoroughfare Plan. The plan adopted by the Planning Commission, showing, among other things, "the general location, character, and extent of public ways... (and) the removal, relocation, extension, widening, narrowing, vacating, abandonment or change of use of existing public ways..." The Major Thoroughfare Plan may be part of the adopted Comprehensive Plan.

Minor Street. A public way that is not classified as an arterial or collector.

Minor Subdivision. Any subdivision containing not more than two (2) lots fronting on an existing street; not involving any new or improved road, the extension of county facilities, or the creation of any public improvements and not containing any flood-prone area, not adversely affecting the remainder of the parcel or adjoining property, not requiring any variance from these regulations, and not in conflict with any provision of the adopted Zoning Ordinance, Comprehensive Plan, or Major Thoroughfare Plan.

Multi-use Path. A form of infrastructure that supports multiple recreation and transportation opportunities, such as walking, bicycling, inline skating and people in wheelchairs.

National Flood Insurance Program. A program established by the U.S. Government in the National Flood Insurance Act of 1968, and expanded in the Flood Disaster Protection Act of 1973, in order to provide flood insurance at rates made affordable through a federal subsidy in local political jurisdictions which adopt and enforce floodplain management programs meeting the requirements of the National Flood Insurance Program Regulations.

Off-Site. Any premises not located within the area of the property to be subdivided, whether or not in the same ownership of the applicant for subdivision approval.

One Hundred (100) Year Flood. A flood having an average frequency of occurrence of once in one hundred (100) years or a 1% likelihood of occurring each year. It is based on statistical analysis of stream flow records available for the watershed and analysis of rainfall and runoff characteristics in the general region of the watershed.

Open Space. Open space includes, but is not limited to, parks, plazas, courtyards, playing fields, trails, greenways, and golf courses. Open space may be public or privately held and may be used for active or passive recreation.

Owner. Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the real property, including contracts to purchase.

Passive Recreation Uses. Including but not limited to walking trails, picnic shelters, gazebos, and similar passive recreation amenities.

Pedestrian Access. Pedestrian accesses are accessways that provide direct and continuous pedestrian passage through blocks. They are designed to provide continuous pedestrian routes by connecting

a public street to another public street or a residential area, neighborhood activity center, an industrial or commercial center, a transit facility, a park, a school, open space, or a trail facility.

Perimeter Street. Any existing street to which the parcel of land to be subdivided abuts on only one side.

Planning Commission. The Portland Municipal Planning Commission.

Planning Region. All land lying within the municipal limits of the City of Portland.

Plaza. An open space designed for the use of the occupants of a building or group of buildings. Seating and other elements encouraging use and occupation shall be included in its design, and it should form an integral part of the circulation pattern within the overall project. Plazas shall be between 5,000 sq. ft. and 40,000 sq. ft.

Preliminary Plat. The preliminary drawing or drawings, described in these regulations, indicating the proposed manner of layout of the subdivision to be submitted to the Planning Commission for approval.

Premise(s). A tract of land together with any buildings or structures which may be located thereon.

Private Street. See "Street, Private".

Public Improvement. Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the City Council may ultimately assume responsibility for maintenance and operation or which may affect an improvement for which government responsibility is established.

Public Way. Any publicly owned street, alley, sidewalk, or right-of-way which provides for movement of pedestrians or vehicles.

Register of Deeds. The County Register of Deeds for the County of the proposed subdivision.

Registered Architect. An architect certified and registered by the State Board of Architectural and Engineer Examiners pursuant to the Tennessee Code Annotated, to practice in Tennessee.

Registered Engineer. An engineer certified and registered by the State Board of Architectural and Engineer Examiners pursuant to the Tennessee Code Annotated, to practice in Tennessee.

Registered Land Surveyor. A land surveyor certified and registered by the State Board of Land Survey Examiners pursuant to the Tennessee Code Annotated, to practice in Tennessee

Registered Landscape Architect. Landscape architect certified and licensed by the State Board of Landscape Architects pursuant to the Tennessee Code Annotated, to practice in Tennessee.

Reserve Strip. A narrow strip of land created with the intent to regulate access to any street. Reserve strips shall be deeded to the City immediately at the recording of the plat at the expense of the subdivider creating the reserve strip.

Resubdivision. A change of any approved or recorded subdivision plat if such change affects any street layout on such map, or any area reserved thereon for public use, or any lot line, or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions.

Right-of-Way. A strip of land occupied or intended to be occupied by public facilities such as streets, crosswalks, railroads, electric transmission lines, oil or gas pipelines, water mains, sanitary or storm sewer lines, or for another similar use. The usage of the term "right-of-way," for land platting purposes, shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within

the dimensions or area of such lots or parcels.

Sale or Lease. Any immediate or future transfer of ownership, including contract of sale or transfer, of an interest in a subdivision or part thereof, whether by metes and bounds, deed, contract, plat, map, or other written instrument.

Same Ownership. Ownership by the same person, corporation, firm entity, partnership, or unincorporated association or ownership by different corporations, firms, partnerships, entities, or unincorporated associations, in which a stockholder, partner, associate, or a member of his family owns an interest in each corporation, firm, partnership, entity, or unincorporated association.

Sanitary Sewer. A system of subterranean conduits that carries liquids or other waste matter to a plant where the sewage is treated, as contrasted with storm drainage systems (that carry surface water) and septic tanks or leech fields (that hold refuse liquid and waste matter on site). Excluded from this definition are centralized STEP systems, which are prohibited within the Portland City limits.

Setback. The distance between a building wall and the nearest public way right-of-way.

Sidewalk. That portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

Special Flood Hazard Map. The official map designated by the Federal Insurance Administrator to identify floodplain areas having special flood hazards.

Square. An open space that typically represent the “heart" of a community or development. Squares are formally arranged, spatially defined by buildings, and located at the intersection of important streets within a community. Square shall be between a half (0.5) acre and three (3) acres.

Standard Specifications. Standard Specifications for Road and Bridge Construction, Tennessee Department of Transportation, Bureau of Highways, Nashville, Tennessee, March 1, 1995, and subsequent revisions and additions. Also see “Street Design”

Street. A public thoroughfare within the City Limits of Portland, including road, highway, drive, lane, avenue, place, boulevard, and any other thoroughfare that affords the public the principal means of access to abutting property.

Street Design (Standard Specifications and Details). The standards for engineering design and construction of roads, highways, streets, alleys, and related structures within a public street right of way or in an easement created to grant public use of a street. Also see “Standard Specifications”

Street Plan, Neighborhood. The pattern and hierarchy of streets that provide structure to a compact, walkable neighborhood. The organic network, curvilinear network, orthogonal grid, and diagonal network are types of neighborhood street plans that provide good connectivity, multiple routes, and efficient low-speed vehicular movement.

Street, Arterial. A major public way intended to move traffic to and from major industrial areas or a route for traffic between communities or large areas and which has an average daily traffic count in excess of 3,000 vehicles.

Street, Classification. For the purpose of providing for the development of the streets, highways, roads, and rights-of-way in the City and for their future improvement, reconstruction, realignment, and necessary widening, including provision for curbs and sidewalks, each existing street, highway, road, and right-of-way and those located on approved and filed plats have been designated on the Major Thoroughfare Plan and classified herein. The classification of each street, highway,road, and right-of-way is based upon its location in the respective zoning districts of the City, its present and

estimated future traffic volume, and its relative importance and function as specified in the Comprehensive Plan.

Street, Close. A "U" shaped loop street having two open ends, each end generally connecting with the same street. Property fronts on the outside of the "U" but the interior of the "U" is a natural or landscaped open space. The close street is used as an alternative to cul-de-sacs in areas where it is difficult to provide a through street.

Figure 10: Close Street (Credit: Google Earth Imagery)

Street, Collector. A major public way intended to move traffic from local streets to arterial routes. Collector routes serve a neighborhood or large subdivision(s), and normally have an average daily traffic count ranging from 1,001 to 3,000 vehicles.

Street, Cul-De-Sac. A minor street having only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement; definition includes: dead-end, turn-around, or turn-about.

Street, Eyebrow or Knuckles. A partial bulb located adjacent to the serving road that provides access to lots and serves as a vehicle turnaround. Eyebrows shall only be allowed when necessitated by topography. Designs that require backing maneuvers for vehicles will be prohibited. Any island or median shall be maintained by the homeowners' association.

Figure 11: Eyebrow or Knuckle Street (Credit: Google Earth Imagery)

Street, Frontage. A minor street giving access to lots usually running parallel to an arterial or collector street.

Street, Local. A street whose principal function is providing access to individual properties.

Street, Loop. A local service street that originates from and returns to the same street.

Figure 12: Loop Street (Credit: Google Earth Imagery)

Street, Marginal Access. A local street or collector street parallel and adjacent to an arterial or collector street, providing access to abutting properties and protection from arterial or collector streets. Also known as a frontage street.

Figure 13: Marginal Access or Frontage Street (Credit: Google Earth Aerial)

Street, Private. A way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons. A private street is not maintained by the local government.

Street, Right-of-Way Width. The distance between property lines measured at right angles to the centerline of the road.

Street, Temporary Cul-De-Sac. A local or collector, closed-end street that is only acceptable as a temporary street condition. Temporary dead-end streets are similar to cul-de-sacs except that they provide a temporary turnaround circle at their closed end. Temporary dead-end streets are designed to provide for future connections.

Structure. Anything constructed above or below ground.

Subdivider. Any person who (1) has an interest in land, causes it, directly or indirectly, to be divided into a subdivision or who (2) directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel site, unit, or plot in a subdivision or who (3) engages, directly or indirectly, or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development a subdivision or any interest, lot, parcel, site, unit, or plot in a subdivision or who (4) is directly or indirectly controlled by or under direct or indirect common control with any of the foregoing.

Subdivision. "Subdivision" means the division of a tract or parcel of land into two (2) or more lots, sites, or other divisions requiring new street or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and when appropriate to the context, relates to the process of resubdividing or to the land or area subdivided.

Subdivision Agent. Any person who represents or acts for or on behalf of a subdivider or developer in selling, leasing, or developing or offering to sell, lease, or develop any interest, lot, parcel, unit, site, or plot in a subdivision, except in an instance where only legal counsel is provided.

Subdivision, Major. See “Major Subdivision.”

Subdivision, Minor. See “Minor Subdivision.”

Substandard Street. A street is deemed substandard by less pavement, right-of-way width, construction technique, or otherwise non-conforming with current Standard Specifications and Details as is required by these regulations for the applicable class of street.

Substantial Completion. Represents a significant stage where a project is deemed usable, marking a transition point between construction and occupancy. The core of substantial completion is whether the owner can utilize the infrastructure or structures as planned and city departments have conducted approved inspections.

Surety. An instrument where a sum of money is fixed as a penalty, binding the party(s) to pay the same: conditioned amount, moreover, that the payment of the penalty may be avoided by the performance of certain acts of one or more of the parties involved. As used in these regulations, the term surety may include letters-of-credit, and escrow accounts. Such surety instruments shall comply with all statutory requirements and shall be satisfactory to legal counsel as to form, sufficiency, and manner of execution, as set forth in these regulations. The period within which required improvements must be completed shall be specified in the resolution approving the final subdivision plat and shall be incorporated in the surety instrument(s).

Surety, Maintenance-warranty. A letter of credit established to assure a "continuing warranty" during a specified time period following completion and dedication of required improvements. The purpose of such surety being an assurance of the "implied warranty" associated with such improvements.

Surety, Performance. A letter of credit established to assure specific performance of the "Development Agreement" established by these regulations. The amount and form of such sureties shall in all regards be sufficient to guarantee to the City Council the specific performance of the "Development Agreement" including satisfactory construction, installation, and dedication, free and clear of any encumbrances, of the required improvements.

Surety, Reclamation. A letter of credit established for purposes of assuring the ability of the City to secure and stabilize a development site in the event of default by the developer and/or contractor. A Reclamation Surety is intended to prevent soil erosion, uncontrolled drainage or other conditions associated with an abandoned development site from harming either public streets and other facilities or nearby private property.

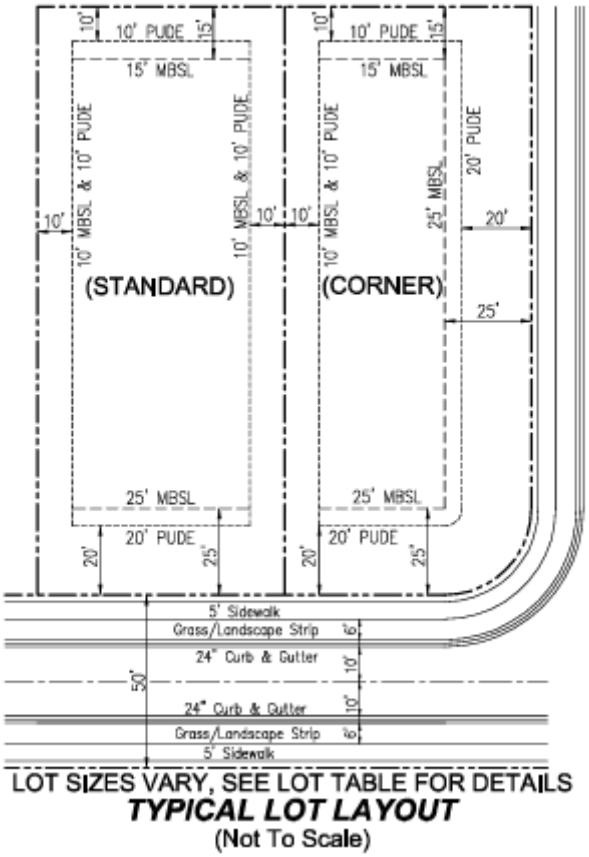
TDOT. Abbreviation for "Tennessee Department of Transportation."

TDEC. Abbreviation for "Tennessee Department of Environment and Conservation."

Temporary Improvement. Any improvement built and maintained by a subdivider during construction of the subdivision and prior to release of the surety for completion of required improvements.

Typical Lot. A visual depiction of the typical standard interior and corner lots contained within the development shown on the Preliminary and Final Plat, showing required setbacks, easements, building area and other information.

Figure 14: Example Typical Lot Depiction (Note: Setbacks and other data shown for informational purposes only)



Utility Companies. Any person, governmental body, organization or entity of any type, or their agents, representatives and employees, supplying electricity, natural gas, water, communications or similar and associated services to lots within the planning jurisdiction.

Utility Equipment. Includes poles, support towers, wires, conductors, circuits, guys, stubs, platforms, cross arms, braces, transformers, insulators, cut-outs, switches, communication circuits, appliances, attachments and appurtenances used or useful in supplying electricity, natural gas, water, communication or similar associated services to residential areas within the planning region of the City.

Water Surface Elevation. The heights in relation to mean-sea-level expected to be reached by floods of various magnitudes and frequencies at pertinent points in the floodplain. Water surface elevation also refers to the level of natural flows or collectors or water which may be expected to be found above or below surface.

Yard. The area of any lot where building is restricted by the Zoning Ordinance, including front and side yards which shall remain unobstructed by buildings, and rear yard which shall remain unobstructed by the principal building.

Zoning Ordinance. The current adopted Zoning Ordinance of the City of Portland, Tennessee.

APPENDIX B: CERTIFICATES REQUIRED ON FINAL PLATS

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owners of the property shown and described hereon and that I (we) adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks and other open spaces to public and private use as noted, along with all necessary easements for the construction of cut and fill slopes, cut and fill ramps, inlet and outlet ditches or channel changes beyond the right-of- way limits of the road.

_____ _____

Date Signature of Owner

CERTIFICATE OF COMMON AREAS DEDICATION

_____ (Owner Name) in recording this plat has designated certain areas of land shown hereon as common areas intended for use by the homeowners within _____ (Name of Subdivision), for recreation and related activities. The above-described areas are not dedicated for use by the general public but are dedicated to the common use of the homeowners within the named subdivision. The Declaration of Covenants, Codes, and Restrictions applicable to the above-named subdivision, is hereby incorporated and made a part of this plat.

_____ _____

Date Signature of Owner

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 Portland Municipal Planning Commission and that the monuments have been placed as shown hereon to the specifications of the State Board of Examiners for Land Surveyors.

_____ _____

Date Signature & Stamp of Registered Surveyor

CERTIFICATE OF PROPERTY NUMBERS AND STREET NAMES

I hereby certify that the property addresses and/or street names assigned and depicted herein have been approved by the Sumner County Emergency Communications District.

_____ _____

Date Sumner County Emergency Communications District

CERTIFICATE OF THE APPROVAL OF PUBLIC STREETS

I hereby certify: (1) that the public streets have been installed in an acceptable manner and according to City specifications in the subdivision entitled:_____or, (2) that a Letter of Credit in the amount of $_____has been posted with the City of Portland to assure completion of all required improvements in case of default.

_____ _____

Date Name & Title

CERTIFICATE OF SEWER SYSTEM

I hereby certify: (1) that the sewer system outlined or indicated hereon has been installed in accordance with current State and/or local government requirements or, (2) that a Letter of Credit in the amount of $ _____has been posted with the City of Portland Utilities Department to assure completion of all required sewer improvements in case of default.

_____ _____

Date Name & Title

CERTIFICATE OF APPROVAL BY DEPARTMENT OF ENVIRONMENT AND CONSERVATION

I hereby certify that the sewage disposal systems installed or proposed for installation in the subdivision entitled _____ fully meet the requirements of the Tennessee Department of Environment and Conservation and are hereby approved subject to the terms and conditions noted upon this plat.

_____ _____

Date TDEC Division of Groundwater Resources Representative

CERTIFICATE OF STORMWATER SYSTEM

I hereby certify that general drainage plans have been submitted and approved for this subdivision and that all required temporary and permanent erosion control, stabilization, and other water quality and water related requirements have been designed in a manner which meets the City of Portland Drainage Requirements. I hereby certify: (1) that the stormwater system outlined or indicated hereon has been installed in accordance with current State and/or local government requirements or, (2) that a Letter of Credit in the amount of $_____has been posted with the Planning Commission to assure completion of all required stormwater improvements in case of default.

_____ _____

Date Name & Title

CERTIFICATE OF THE APPROVAL OF WATER SYSTEM (PORTLAND UTILITY DEPARTMENT)

I hereby certify: (1) that the water system outlined or indicated hereon has been installed in accordance with current State and/or local government requirements or, (2) that a Letter of Credit in the amount of $_____ _____has been posted with the City of Portland Utilities Department to assure completion of all required water improvements in case of default.

_____ _____

Date Name & Title

CERTIFICATE OF THE APPROVAL OF WATER SYSTEM (WHITE HOUSE UTILITY DISTRICT)

I hereby certify that the water system improvements outlined or indicated hereon have been installed in accordance with current local and/or state government requirements; or a bond or other form of surety has been filed with White House Utility District to guarantee installation of the water system improvements.

_____ _____

Date Name & Title

CERTIFICATE FOR APPROVAL OF RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Portland, Tennessee, except for variances, if any, as noted in the minutes of the Planning Commission and that it has been approved for recording in the Office of the County Register.

_____ _____

Date Secretary of the Planning Commission

Void unless recorded by:_____

APPENDIX C: LETTER OF CREDIT REQUIREMENTS

The following information must be contained in each Letter of Credit:

Beneficiary: City of Portland

Planning Department

ATTN: City Planner

100 S. Russell Street

Portland, TN 37148

The following statements are not required to be verbatim; however, verbiage must accurately reflect all significant elements of the statements below:

1) Expiration Date:
2) We hereby open our Irrevocable Letter of Credit in your favor for the account (Developer), (Address) for a sum not to exceed the aggregate amount of $_____ available to the City of Portland on one or more clean drafts drawn at sight on us or by certified mail.
3) Each draft so honored must be marked "Drawn under (Institution and address), Letter of Credit #_____" and be accompanied by a signed statement by the City of Portland that (Developer) has failed to honor his/her/its obligations with the City of Portland, its subsidiaries, and affiliates for the construction of (Improvement LOC is held for) for (project name and/or phase) .
4) Partial drawings are permitted.
5) It is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for one year from the expiration date hereof, or any future expiration date, unless sixty (60) days prior to any expiration date we send notice to you by receipted registered mail or receipted overnight courier that we elect not to consider this Letter of Credit renewed for any such additional period. Upon receipt of such notification, Beneficiary has the right to draw on the full amount of the Letter of Credit. Letter of Credit non extension notice shall be sent to the beneficiary at the address as stated above, or as amended.
6) We hereby agree with you that all drafts drawn under and in compliance with the terms of this credit will be duly honored if drawn and presented for payment to our (main) office, located at (Address) .
7) Funds under this Letter of Credit are available at the office of the issuer at Bank Address or by certified mail.
8) Letters of Credit must include phone number and email address for BOTH the Developer and Bank Official.

Additional requirements:

1) Letter of Credit must be able to be drawn from a local bank within or bordering Sumner County (Bank must be in Sumner County, Davidson County, Macon County, Robertson County, Trousdale County, or Wilson County, Tennessee or Allen County or Simpson County, Kentucky).
2) Beneficiary information as listed at top must be on the Letter of Credit.
3) The Letter of Credit must clearly state the name, address, and telephone number of the contact person from the bank itself.

4) Letter of credit must have the signature of the Bank Official.
5) A renewed letter of credit (or amendment to the original letter of credit) must be submitted to the City each year before the expiration date with the new expiration date. The bank may request that the letter of credit with the expired date be returned to the bank upon approval of the renewed letter of credit.
6) As authorized by these regulations, any surety posted shall be required to be adjusted annually to account for inflationary cost increases over time related to materials, labor, and other expenses. An escalation percentage not to exceed 10% shall be applied annually for any outstanding uncompleted items.
7) The City may call the entirety of the surety posted, or may only call a portion of the surety amount if deemed necessary to meet the requirements of these regulations.

NOTE: All performance sureties shall be drafted so that the only requirement for the City to draw upon such surety is to notify the financial institution (grantor) that:

> *"We have incurred liability by reason of the failure of the applicant/developer/ owner to complete the construction of their project* _____ _____*[insert name of subdivision and plans] in accordance with the definitive subdivision plans and development agreement and the rules and regulations governing the subdivision of land within Portland, Tennessee." The amount drawn, which may be more than required to complete the project, will be held in a segregated bank account until the work can be bid competitively and the bid awarded and paid for or until the contract for the work is, otherwise, let and the work paid for. Any excess over the cost of completing the work will be returned to the grantor."*

Developers and/or financial institutions are strongly encouraged to contact the City of Portland to discuss requirements prior to submitting any letter of credit. Please contact the Portland Planning Department at 615-325-6776.

SAMPLE LETTER OF CREDIT

BANK STATIONARY

Letter of Credit # _____Issuer:
Applicant:
Project: (Project and Phase/Section)
Beneficiary: City of Portland
Amount:
Date Issued:
Expiration:

The issuer hereby issues in favor of the Beneficiary this Irrevocable Standby Letter of Credit with the above Letter of Credit Number_____, for the account of the Applicant in an amount not exceeding the above dollar amount. If a date certain is indicated above as the expiration date, this Letter of Credit shall expire at the close of business on that Expiration Date; however, the term of this Letter of Credit is perpetual, the Letter of Credit shall not expire except in accordance with applicable law. Funds under this Letter of Credit are available at the office of the Issuer at (Address), after presentation of draft(s) drawn at sight on the Issuer at its counters or by certified mail.

The sight draft(s) shall bear the clause "Drawn under Letter of Credit Number_____of _____Bank, dated_____."

The draft(s) shall be accompanied by the following documents:

(1) A sworn affidavit from an official representative of the City of Portland stating that an event of default exists and the City of Portland is entitled to the funds under the terms of the Letter of Credit.

It is a condition of this Letter of Credit that it is shall be deemed automatically extended for one year from the present or any future expiration date hereof, unless sixty (60) days prior to any such date we shall notify you in writing by certified mail, receipted overnight mail or receipted courier at the above address that we elect not to consider this Letter of Credit renewed for any such additional period.

Except to the extent that the non-variable provisions of the State of Tennessee's Commercial

Code – Letters of Credit (Tenn. Code Ann. #47-5-101 et seq.) and the specific terms of this Letter of Credit dictate otherwise, this Letter of Credit is governed by the International Standby Practices, 1998 ed., ICC Publication No. 590 ("isp98").

Bank Name

_____

Office of the Bank Name

APPENDIX D: STREET CROSS SECTIONS

Table 9: Minimum Street Standards

	Arterial		Collector		Locals			
	Major	Minor	Major	Minor	Commercial & Industrial	Mixed Use	Residential	Alley[4]
Right-of-Way Minimum	100’	80’	60’	60’	50’	54’	50’	20/30
Lanes of Travel	3	3	2	2	2	2	2	2
Lane Width	12’	12’	11’	11’	11’	11’	11’/10’[2]	8/10
Center Turn Land Width	12’	12’	N/A	N/A	N/A	N/A	N/A	N/A
Total Lane Width	36’	36’	22’	22’	22’	22’	22/20’	16/20
Curb & Gutter Vertical or Mountable	Vertical	Vertical	Vertical	Vertical	Vertical	Mountable	Mountable	Mountable
Parking Lane Width	N	N	N	N	N	8’	8’[3]	N/A
Min. Sidewalk Width	S[1]	S[1]	S	S	S	S	S	N
Multi-Use Path Width	12’[1]	12’[1]	N	N	N	N	N	N
Planting Strip Width	S	S	S	S	S	S	S	N
Traffic Volume	>2,000	6,000 – 1,500	2,600 - 300	1,110 - 150	<400	<400	<400	<400
Speed Limit (mph)	50	45	40	35	30	25	25	15
Driveway & Access	Very Limited	Very Limited	Limited	Limited	Frequent	Frequent	Frequent	No Limit
Street Lights	Req.	Req.	Req.	Req.	Req.	Req.	Req.	N/A
Bike Lane	B	B	B	B	Shared (B)	Shared (B)	Shared (B)	N/A
Traffic Calming	None	None	None	None	Possible	Possible	Possible	None
Min. Grade	1%	1%	1%	1%	1%	1%	1%	1%
Max. Grade	7%	7%	7%	7%	7%	10%	10%	10%
Min. Horizontal Curve (ft)	1,200	1,200	1,039	1,039	510	510	510	N/A
Min. Sight Distance (ft)	475	400	400	375	250	250	250	N/A
“K” Value for Crest Vertical Curve	84	61	44	29	19	12	12	N/A
“K” Value for Sag Vertical Curve	96	79	64	49	37	26	26	N/A
Pavement Crown	The paved surface shall slope downward from the centerline of the street outward to the edge of the paved surface on each side at a rate of 2%.							

Notes:

N/A = Not Applicable

N = Not Permitted

B = See Section 409 related to bike lanes.

S = See Table 5 related to sidewalk width

[1] = One side of the road only.

[2]= Residential streets carrying less than 100 trips per day must have 10 foot travel lanes. Residential streets carrying more than 100 trips per day must have 11 foot travel lanes.

[3] = Parking Lanes shall only be used in combination with alleys as no driveways shall be allowed along streets with parking lanes.

[4] =Additional Alleyway requirements are found at Chapter 4 and in the example cross sections below.

The City’s minimum design speed is 25 MPH. Lower design speeds will require approval of the Portland Municipal Planning Commission. See standard drawing details for sidewalk locations; curb types, and inlets requirements.

Where fill or cut slopes, utilities, roadway features, or other highway development must be included, additional right-of-way may be required. Right-of-way requirements above are minimum additional right-of-way may be required by Portland Municipal Planning Commission.

Where a deflection angle of more than 10˚ in the alignment of a street occurs, a long radius curve shall be introduced. For multi-lane facilities, the centerline is to be considered as the centerline for each direction of traffic.

Minimum sight distance is based on the stopping site distance. For a horizontal curve, this is to be measured along the centerline of the inside lane around the curve with the site line being chord of curve.

“K” values are the coefficients by which the algebraic difference in grades shall be multiplied to determine the minimum length in feet for the specific vertical curve (L=KA).

Minimum values - subject to a traffic impact study. A traffic study may require additional lanes.

This distance is the minimum centerline radius with no superelevation.

Deviations from the above criteria shall be made via a Variance request submitted to the Planning Commission by the applicant in accordance with the Portland Subdivision Regulations based upon engineering evidence/criteria presented by a registered engineer.

Street classifications are hereby assigned for all street streets designated as Major Thoroughfares in the Portland Comprehensive Plan, Major Thoroughfares Plan, Tennessee Department of Transportation Functional Classification Map, or other Transportation Plan. These cross sections are intended to be an illustrative example of information found in Table 9: Minimum Street Standards. If conflicts exist between these illustrative cross sections and Table 9: Minimum Street Standards, the table shall prevail.

Note: Setbacks and buildings shown on the illustrations below are intended for illustrative purposes only. Requirements of the City's Zoning Ordinance will govern all matters regarding building placement and setbacks.

Illustration D -1: Major Arterial Cross Section

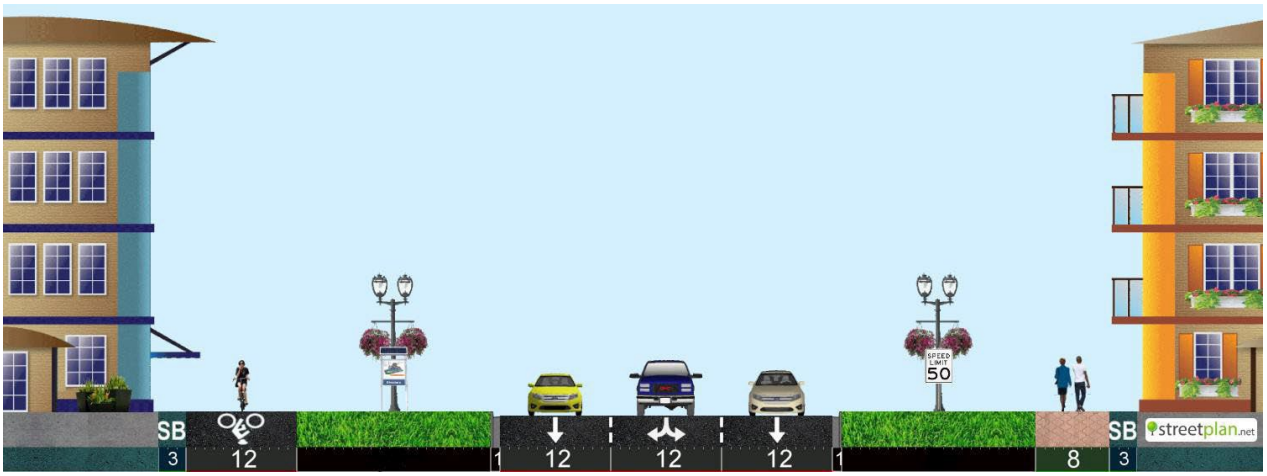


Illustration D-2: Minor Arterial Cross Section

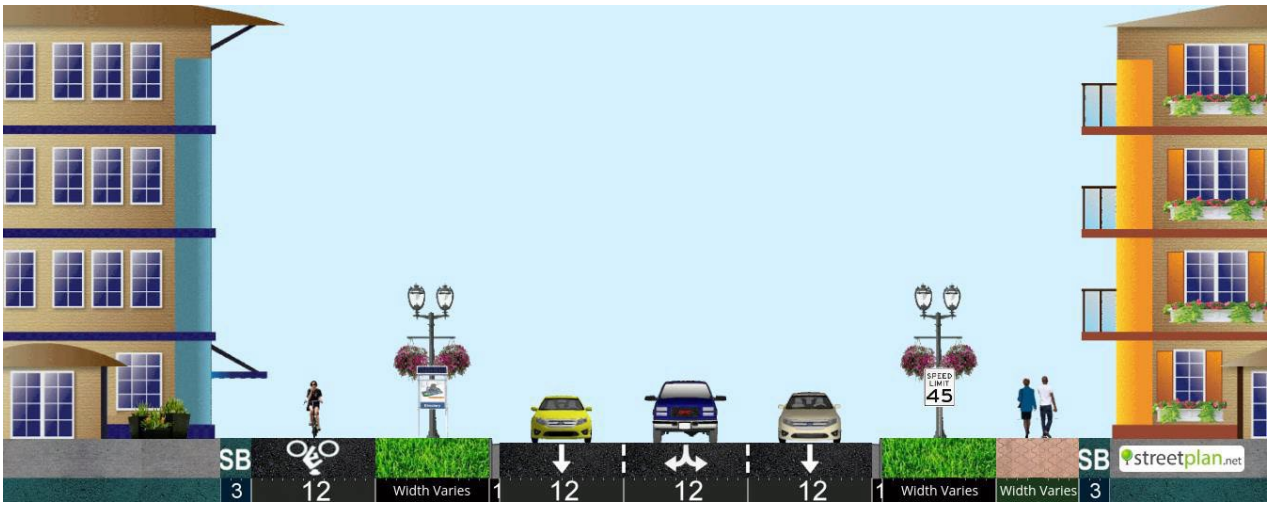


Illustration D-3: Major/Minor Collector Cross Section

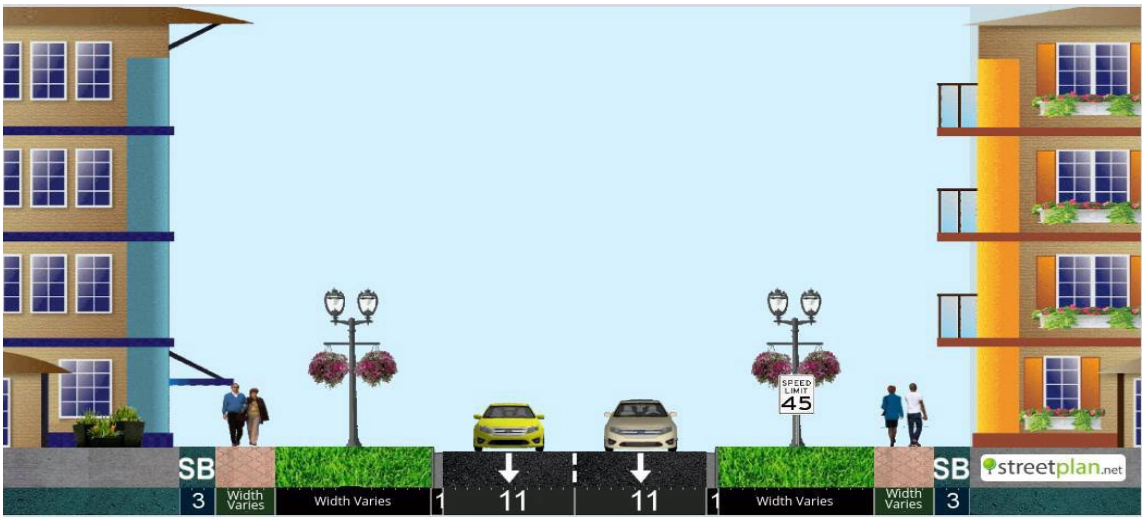


Illustration D-4: Local Street for Commercial and Industrial Cross Section

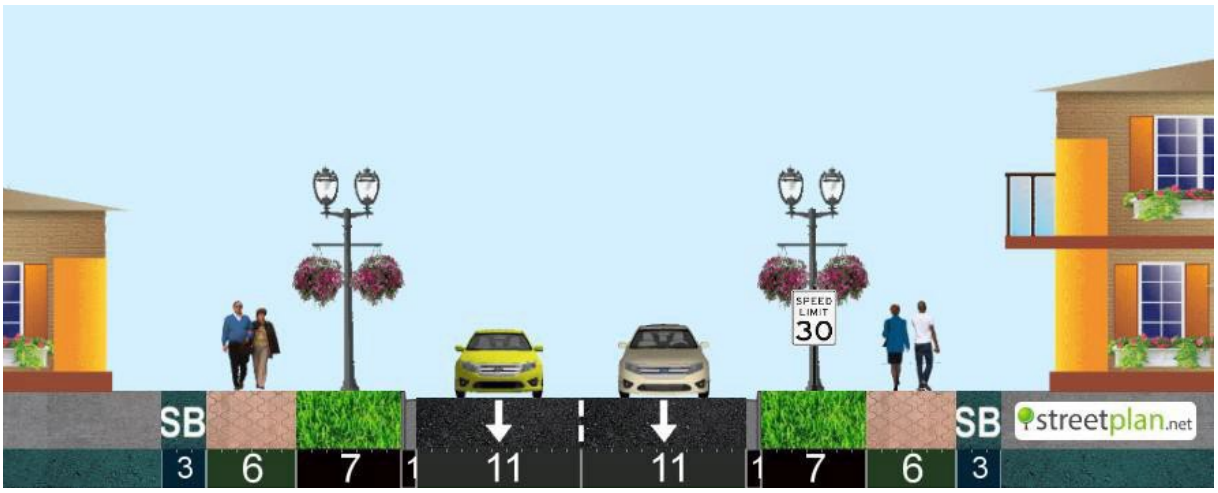


Illustration D-5: Local Street for Mixed Use Cross Section

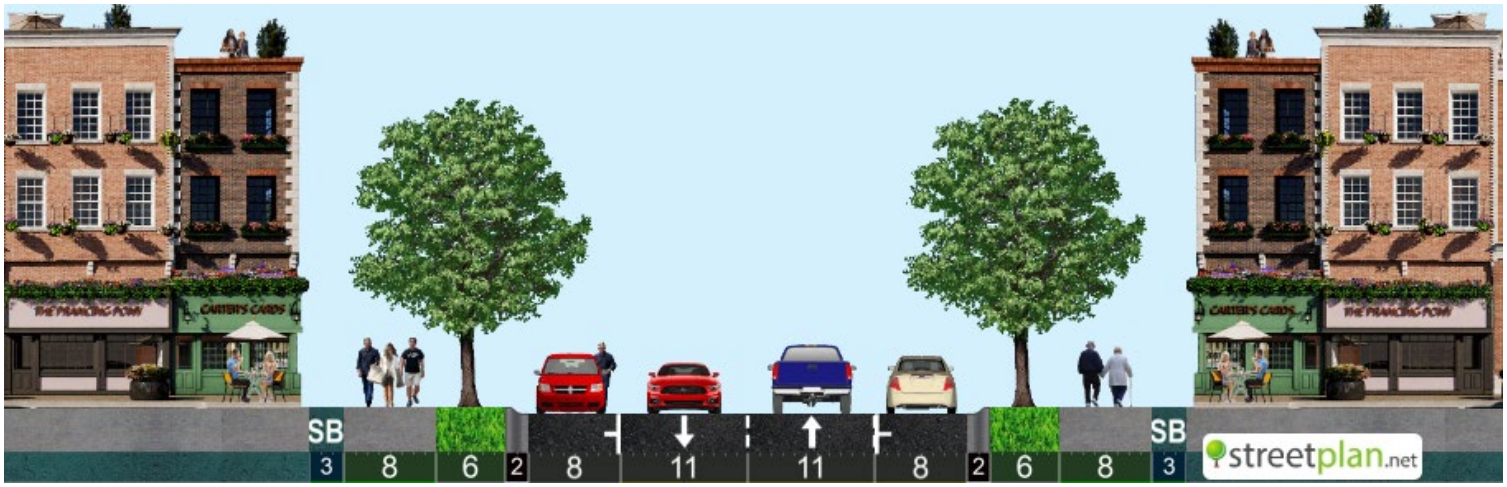


Illustration D-6: Local Residential Street (LESS THAN 100 Vehicle Trips Per Day)

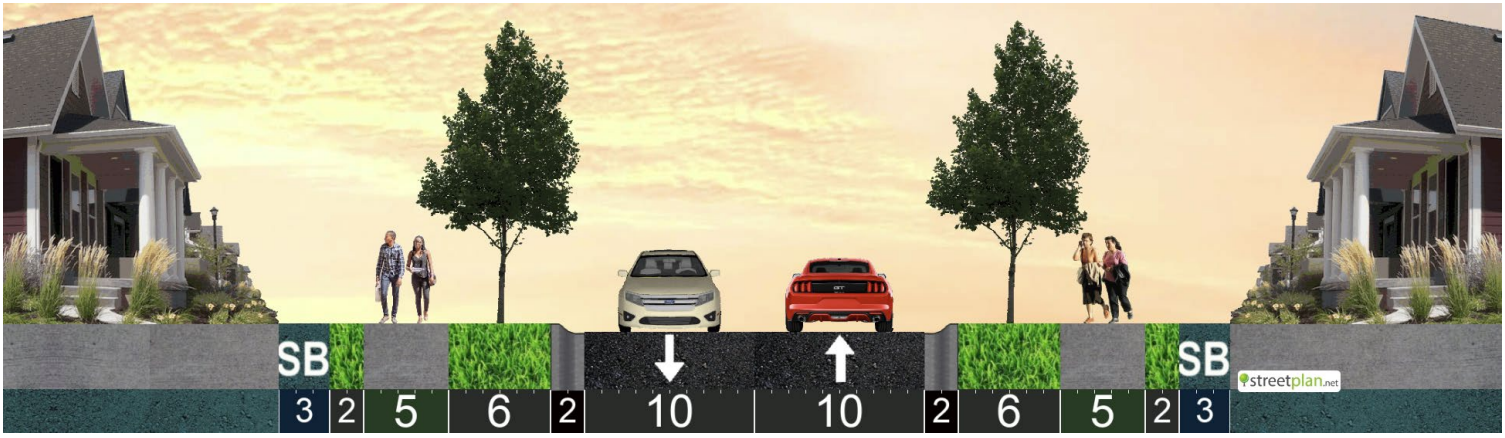


Illustration D-7: Local Residential Street (MORE THAN 100 Vehicle Trips Per Day)

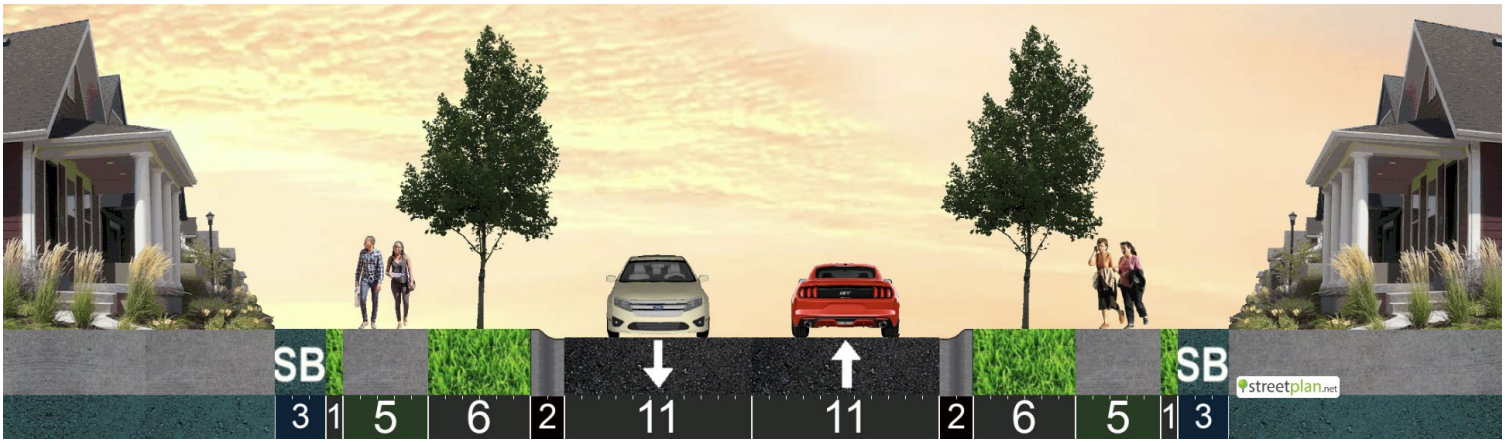


Illustration D-8: Local Residential Street with On-Street Parking

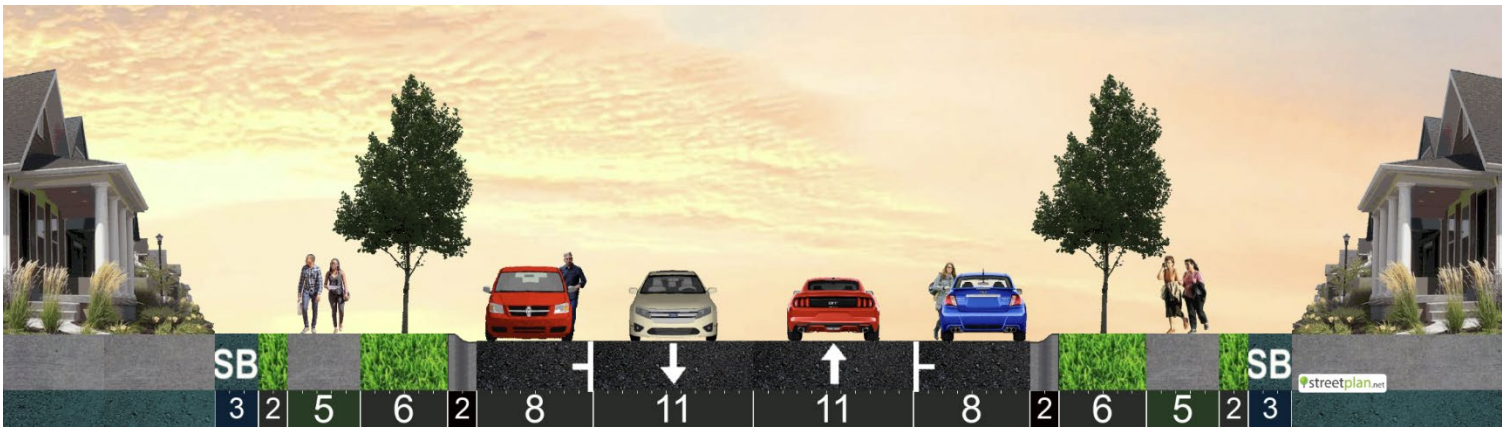


Illustration D-10: Alley Cross Section for Single Family Residential, Duplexes, and Townhomes

Illustration D-9: Alley Cross Section for Multifamily, Commercial, Industrial, and all others in which a fire lane is required by the Portland Fire Marshal

APPENDIX E: STREET CONSTRUCTION

E.1 GENERAL

A) Purpose
The purpose of these specifications is to establish standards of design and construction, including construction procedures and quality of materials, that are adequate to assure the safety, convenience, and welfare of the people within the planning jurisdiction.

B) Approvals
All Construction Plans shall be prepared and submitted to the City Planner. The content and submission procedure shall be as set forth in these regulations.

C) Acceptance
Acceptance for public maintenance of any facilities or improvements located within any subdivision may only be accomplished by formal action of the City Council. Any approval of plans, etc., submitted in conformance with these provisions, shall not in any manner bind or presuppose acceptance of these facilities by the City Council.

D) Responsibility for Compliance
In all matters involving enforcement of, or compliance with, the provisions contained herein, the subdivider (as defined in these regulations at Appendix A) is considered as the party legally responsible for performance; and the use of engineers, contractors, or other agents shall in no way diminish or absolve the subdivider of this basic responsibility.

E.2 PLANNING

A) Plan Preparation
All construction plans for improvements within land subdivisions shall be prepared by engineers registered to practice within the State of Tennessee. The plans shall bear the stamp and signature of the individual responsible for their preparation.

B) Content
Construction Plans meeting the requirements of these Subdivision Regulations shall be required. In any instance where special conditions may warrant, additional data may be required.

C) Submission, Review, and Approval
When the plans are complete, they shall be submitted to the City Planner for review and comment prior to formal presentation before the planning commission. If the City Planner finds that the plans are in order and all required information is presented, he shall forward the plans to the planning commission for review and approval. Should any disagreement between the City Planner and the subdivider (or his engineer) arise as to the nature of, or requirement for, any particular improvement or facility, the plans may be forwarded to the planning commission for arbitration of the dispute.

Action by the planning commission may come in the form of unconditional approval of the plans as submitted, conditional approval, or disapproval. Should the commission's action come in the form of conditional approval, the applicant may modify and resubmit the plans to the City Planner for further review. Should the City Planner find that the conditions established by the commission have been met, he may so certify in which instance the plans shall be considered approved

D) Action Upon Approval

Once the plans and preliminary subdivision plat have received approval, construction may begin.

E.3 STANDARD DRAWINGS

See Appendix E: Standard Drawings.

E.4 MATERIALS SPECIFICATION AND CONSTRUCTION PROCEDURES

A) Preliminary Work

1) Location and Protection of Underground Utilities

Prior to beginning excavation or grading, the subdivider shall determine, insofar as possible, the actual locations of all underground utilities in the vicinity of his operations and shall clearly mark them so that they can be avoided by equipment operators. Where such utility lines or services appear to lie in the path of construction, they shall be uncovered in advance to determine their exact location and depth and to avoid damage due to excavation or grading operations. Existing facilities shall be protected during construction or removed and replaced in equal condition, as necessary.

Should any existing utility line or service be damaged during or as a result of the subdivider's operations, the subdivider shall take such emergency measures as may be necessary to minimize damage and shall immediately notify the utility agency involved. The subdivider shall then repair the damage to the satisfaction of the utility agency or shall pay the utility agency for making the repairs. In all cases the damaged structure shall be in as good or better condition as before the damage occurred.

2) Surveying and Staking

The subdivider shall be responsible for his own surveys and establish his own grades unless otherwise directed by the City.

3) Removal of Obstructions

The subdivider shall be responsible for the removal, safeguarding, and replacement of fences, walls, structures, culverts, street signs, billboards, shrubs, mailboxes, or other obstructions which must be moved to facilitate construction. Such obstructions shall be restored to at least their original condition.

4) Clearing and Grubbing

The subdivider shall be responsible for cutting, removing, and disposing of all trees, brush, stumps, roots, and weeds within the construction area. Disposal shall be by means of chippers, landfills, or other approved methods not in conflict with state or local ordinances.

Care shall be taken to avoid unnecessary cutting or damage to trees not in the construction area. The subdivider shall be responsible for loss or damage to trees outside the permanent easement or rights-of-way.

5) Traffic Control and Safety

The subdivider shall provide and maintain access to and from all properties along the line of his work. The subdivider shall also provide temporary bypasses and bridges where necessary to route traffic and shall maintain them in a safe and usable condition whenever, in the opinion of the City, detouring of traffic to parallel routes cannot be done without hardship or excessive increase in travel by the public.

Where single-lane by-passes are provided, the subdivider shall furnish signalmen to control traffic operations and minimize delays.

The subdivider shall provide, erect, and maintain adequate barricades, warning signs, and lights at all excavations, closures, detours, points of danger, and uncompleted pavement.

B) Street Construction

1) Stripping, Stockpiling, and Placing Topsoil

All topsoil shall be stripped within the street right-of-way and from any other area designated by the City. Topsoil shall be stored in stockpiles. All organic matter within the right-of-way shall be stripped and disposed of unless directed otherwise by the City.

A two (2) or three (3) inch layer of topsoil shall be placed where seeding is required or where required by the City.

After the stockpiled topsoil has been placed as specified above, the area where the topsoil was stockpiled shall be neatly graded and dressed.

2) Excavation

Excavation shall conform to limits indicated on the plans. Excavation materials shall be removed in such manner that the slopes can be neatly trimmed. Excavation shall not be made below grade except where rock is encountered or undercutting of unstable materials is required. Materials removed below grade shall be replaced with approved materials thoroughly compacted. Where borrow materials are required to complete embankments or fills the subdivider shall be responsible for providing them.

Rock excavation shall be removed to a minimum depth of twelve (12) inches below the subgrade and backfilled with approved materials which shall be thoroughly compacted.

Where a spring or seepage water is encountered that is not provided for on drainage plans it shall be reported to the City.

3) Fills and Embankments

Embankment and fill materials shall be free from frost, stumps, trees, roots, sod, or muck. Only materials from excavation or borrow pits, or other materials approved by the City shall be used. Materials shall not be placed on frozen ground.

Where excavated materials are used in fill construction and the materials consist of earth and various grades of rock, the fills shall be carefully constructed with the larger or hard rock on the bottom followed by the smaller or soft rock and finally the earth fill to provide a well-compacted and void-free embankment.

All depressions or holes below the natural ground surface, whether caused by grubbing, rock removal, undercutting, or otherwise, shall be filled with suitable materials and compacted to ground surface before fill construction is started.

Backfilling around a structure shall have been completed and thoroughly compacted to ground surface before any embankment materials are placed thereon.

Embankments shall be so constructed that adequate surface drainage will be provided at all times.

Fill areas shall be compacted by a sheep's foot roller, to a density of not less than ninety-five (95) percent of optimum density and within three (3) percent of optimum moisture content per ASTM D 698, and each lift of fill materials shall be rolled until the roller "walk out", meaning that the roller has achieved sufficient density to allow it to less prominent holes in the surface.

Fill materials shall be placed in eight (8) inch lifts, maximum thickness. Where excavated materials consist mainly of rock too large to be placed in the normal eight (8) inch thickness without crushing or further breaking down the pieces. Such materials shall be placed in the fill in layers not exceeding three (3) feet in depth. No rock larger than eighteen (18) inches in dimension shall be placed in fill. Care shall be taken to fill all voids between large rock and to assure that fill materials are compacted such that settling is minimized. Compaction of the top six (6) inches of cuts or fills shall be accomplished with pneumatic-tire rollers.

Backfill around structures shall be of crushed stone or earth meeting the approval of the City; and the fill shall be placed and compacted in eight (8) inch lifts and brought up evenly on all sides of the structure.

4) Undercutting

This work shall consist of the removal and disposal of unsatisfactory materials below grade in cut sections or areas upon which embankments are to be placed. It shall also include undercutting for pipes and box culverts where required.

Known areas to be undercut shall be designated on the materials approved by the City. The backfill materials shall be placed in eight (8) inch lifts and compacted as specified for fill construction.

Disposal of unsatisfactory materials shall be approved by the City.

5) Subgrade Construction and Preparation

The subgrade shall be prepared in reasonably close conformity with the lines and grades as shown on the plans.

Grading of subgrade shall be performed in such manner as to provide ready drainage of water. Ditches and drains shall be maintained to provide proper drainage during construction.

Hauling over finished subgrade shall be limited to that which is essential for construction purposes, and all ruts or rough places that develop in a completed subgrade shall be smoothed and recompacted. Soft areas shall be removed and replaced with crushed stone or as directed by the City.

The subgrade shall be checked and approved by the City for adherence to the plans before any base materials are placed.

6) Shoulders and Slopes

All shoulders and slopes shall be trimmed and shaped to conform with the cross sections shown on the plans and as specified below. Rock cuts shall be sealed of all loose fragments, projecting points, etc., so as to

leave a clean and neat appearance. Shoulders shall be completed where required as shown on the plans and shall be double bituminous surface treated, with care being taken to protect the surface and edges of pavement. Shoulder materials shall be placed in uniform layers and compacted by overlapped rolling of both base course and pavement. The finished shoulder shall be firm against the pavement.

C) Base and Paving

1) Base Stone

After the sub-base has been inspected and approved by the City, a base shall be constructed of the width and thickness indicated in the selected roadway cross-section.

The base course of stone shall be placed and compacted in layers or lifts upon the prepared subgrade to a finish thickness as described and shown on the plans. The base shall be constructed in two or more layers of approximate equal thickness. For total base thickness of 8", lifts shall be placed and compacted in four (4) inch thicknesses. For ten (10) inch base thickness, lifts shall not exceed five (5) inches.

The base course shall be a mix of mineral aggregate conforming to the technical specifications set forth in the Mineral Aggregate Base Section, of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction. The aggregate base shall not be spread on a subgrade that is frozen or that contains frost. The stone shall be mixed with graders or other equipment until a uniform mixture is obtained. Each layer shall be compacted by rolling with alternate blading until a smooth, even, and uniformly compacted finish is obtained.

The base stone shall be graded and rolled while it is still moist from the pugmill mix. If the City determines that the mix is too dry, water shall be added with a distributor tank truck while the stone is being graded and rolled. Compaction shall be uniform for the entire width of the roadway until a density of eighty (80) percent of the solid volume has been achieved. Placement and compaction of each layer shall be approved by the City before materials for the next successive layer are placed.

No pavement shall be placed until the stone base has been approved by the City.

2) Prime Coat

After the base stone has been prepared as outlined above, a bituminous prime coat shall be applied uniformly over the surface of the base by the use of an approved bituminous distributor. The prime coat shall be applied at the rate of the three-tenths (3/10) gallon per square yard, using Grade RC-70 or RC-250, or refined tar Grade RT-2, RT-3, or emulsified asphalt, Grade AE-P. If, after the bituminous materials have been applied, they fail to penetrate before the time that the roadway is to be used by traffic, dry cover materials shall be spread at a rate established by the City, (between eight (8) and twelve (12) pounds per square yard) to prevent damage to the primed surface. An excess of cover materials shall be avoided. No succeeding stage of construction shall be placed upon the prime coat until it has properly cured. Aggregate for cover materials shall be Size No. 78 or 8.

In addition to these general requirements, unless otherwise stipulated, all materials and methods of installation shall conform to the technical specifications set forth in Prime Coat Section, of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction.

3) Tack Coat

A tack coat shall be applied to old or existing pavement surface or to a previously prepared base or surface to provide bond for an overlaid course. The tack coat shall be applied at the rate of one-tenth (1/10) gallon per square yard using materials and methods of installation set forth in the Tack Coat Section, of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction.

4) Asphalt Base Mix

Upon completion of the application of the prime coat, or tack coat, an asphaltic concrete (hot mix) base shall be applied. The base mix shall be the thickness shown on the detail sheet for that class street. All materials and methods of installation shall conform to the technical specifications set forth in the Bituminous Plant Mix Base Section and Bituminous Plant Mix Pavements Section, of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction. The base mix shall be constructed of Grade BM (B-modified) materials, described in the Aggregate for Plant Mix Base and Leveling Courses Section, of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction.

Suitably sized samples for the determination of thickness and density of the completed pavement may be removed and tested, as directed by the City. the contractor shall replace without cost where samples are removed. If the deficiency in composition, density and thickness exceeds the requirements specified, they shall be removed and replaced by the contractor. Only materials that have been demonstrated by test as satisfactory for the intended use will be accepted.

5) Asphaltic Wearing Surface

The final asphalt wearing surface shall not be placed until a minimum of seventy-five (75) percent of the residences served by the street are complete, any potholes in the binder have been repaired, the binder has been leveled, and where curbs are provided, the backfill behind such placed and compacted.

Upon approval of the City, the final wearing surface may be applied. The wearing surface shall be the thickness shown on the detail sheet for that class street. All materials and methods of installation shall conform to the technical specifications set forth in the Asphaltic Concreate Surface Section., of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction, for asphaltic concrete surface. The wearing surface shall be constructed of Grade D or E materials, described in Section 903.11, Standard Specifications, and shall utilize asphaltic cement Grade RT-4 or 5, or TRCB-5 or 6, as set forth in the Bituminous Materials Section, of the latest of the Tennessee Department of Transportation Standard Specifications for Road and Bridge Construction.

Suitably sized samples for the determination of thickness and density of the completed pavement may be removed and tested, as directed by the City. The contractor shall replace without cost where samples are removed. If the deficiency in composition, density and thickness exceeds the requirements specified, they shall be removed and replaced by the contractor. Only materials that have been demonstrated by test as satisfactory for the intended use will be accepted.

6) Shoulders

Shoulder construction shall be completed by blading, moistening as necessary, and by thoroughly compacting. The shoulders shall be the width and thickness shown on the typical section as required herein and covered with a double bituminous service treatment. The surface shall be prepared as directed in advance of the surface construction. Upon completion of the prime coat, a double bituminous surface treatment shall be applied with the first course being at a rate of between 0.38 and 0.42 gallons per square yard. If the width of application is wider than the distributor, each width of spread shall not be less than one-half (1/2) the surface to be treated. Areas inaccessible to the distributor shall be treated either with hand sprays or pouring pots. Immediately after each application of bituminous materials has been made, it shall be covered uniformly with Size No. 6, mineral aggregate. The aggregate shall be allowed to cure for a length of time to be determined by the City before the second application is begun.

The second application of bituminous materials shall be applied in the same manner as the first application, at a uniform rate of between 0.30 and 0.35 gallons per square yard. Mineral aggregate, Size No. 7, shall then be spread in the same manner as for the first spread at a rate between twenty (20) and twenty-five (25) pounds per square yard.

Immediately after each spread of cover aggregate, uniform coverage shall be achieved by hand brooming. Additional aggregate shall be placed by hand on thin or bare areas.

Immediately after spreading and brooming the cover aggregate, the entire surface shall be rolled, beginning at the edges and progressing to the edge of the pavement. Rolling shall begin within thirty (30) minutes after the aggregate had been spread. The same rolling and curing procedures required in making the first application shall be repeated in making the second application.

D) Drainage System Design

1) Ditching and Channelization

This work shall consist of the construction of ditches adjacent to roadway shoulders and feeding to and from culverts under or adjacent to the roadway. All drainage ditches shall be graded in their entirety during the time the roadways are being graded; such grading shall be completed prior to final inspection of the roadways.

2) Stabilization of Ditches

All open ditches shall be stabilized in accordance with the following requirements:

Table 10: Ditch Stabilization Specifications

Size of Nearest Culvert (Upstream)	Seeding Required	To Be Sod Required	Concrete Lined
15”	Grades 1.00%- 3.00%	Grades 3.00% - 12.00%	Grades Exceeding 12.00%
18” thru 24”	Grades 1.00% - 1.5.0%	Grades 1.50% - 7.00%	Grades Exceeding 7.00%
30” thru 36”	Grades 1.00% - 1.50%	Grades 1.00% - 4.00%	Grades Exceeding 4.00%
42” thru 72”		Grades 2.50% or less	Grades Exceeding 2.50%

3) Concrete Ditch Paving

Concrete ditch paving shall consist of the construction of paved ditches on a prepared subgrade. The subgrade shall be shaped and compacted to a firm even surface. All soft materials shall be removed and replaced with acceptable materials and shall be compacted as directed by the City.

Concrete ditch pavement shall be four (4) inches in thickness throughout and shall be backfilled immediately after the concrete has set and the forms have been removed. The backfilled materials shall be thoroughly compacted. Expansion joints shall be located as directed by the City.

4) Culverts and Storm Drains

This work shall consist of the construction of pipe culverts and storm sewers as shown on the plans. No metal pipe shall be used without approval of the City. Reinforced concrete pipes shall conform to minimum standards for Class III, Reinforced Concrete Pipes, ASTM. C76. High-Density Polyethylene (HDPE) pipe shall conform to minimum standards for AASHTO M294, and Polypropylene (PP) pipe shall conform to minimum standards for AASHTO M330.

Bedding and backfill for pipe culverts shall be Class "B" material. Class "B" material shall be Size No. 7, as shown in Chart No. 903.23, of the Tennessee Department of Highways Standard Specifications. Excavated trench widths for all pipes shall be a minimum of eighteen (18) inches on either side of the pipe to allow sufficient backfill placement and compaction. All pipes shall be bedded on a minimum of six (6) inch thickness of Class "B" material, backfilled by Class "B" material in lifts not exceeding six (6) inches, and compacted to a minimum level of 90% Standard Proctor Density. Class "B" material shall be backfilled to a depth of fifty (50) percent of RCP pipe diameters and to the top of HDPE and PP pipes. Culverts and storm drains in existing roadways shall be backfilled to the depth of the cut. Minimum cover heights for all pipes shall be twelve (12) inches from top of pipe.

Reinforced Concrete Pipe (RCP) joints shall meet the performance requirements of ASTM C443. High-Density Polyethylene (HDPE) and Polypropylene (PP) pipe joints shall meet the performance requirements of ASTM D3212.

5) Headwalls

Concrete headwalls shall be constructed at both ends of cross drains as shown and detailed on the standard drawings included herein.

6) Catch Basins

This work shall consist of constructing catch basins complete within inlets, outlets, and inverts. Tops and inlets shall be constructed to conform to roadway grade so that drainage can easily be caught and no ponding created. Catch basins shall be constructed as shown and detailed on the standard drawings contained herein.

7) Box Culverts and Bridges

Design of box culverts and bridges shall be submitted to the City for approval before construction is permitted. These designs shall be stamped and signed by a licensed engineer in the State of Tennessee, before submittal to the City for approval.

8) Extruded Concrete Curb or Formed Curb with Gutter

Concrete curbs or curbs with gutters shall conform to the standard drawings as detailed herein. Concrete for curbs and gutters shall be Class "A", at thirty-five hundred (3,500) psi. Curbs and gutters shall be constructed to the lines and grades shown on the plans, or as designated by the City. The final subgrade for curbs and gutters shall be carefully graded and compacted to an even density and shall be smooth and true to grade.

Formed curbs with gutters shall be constructed in sections of uniform length of approximately ten (10) feet, unless otherwise shown on the plans or directed by the City. Expansion joints shall be formed at intervals of approximately fifty (50) feet using three-fourths (3/4) inch thick joint filler.

The contractor shall backfill behind all curbs. Parallel ditches behind and adjacent to curbs and gutters will not be allowed.

Concrete shall be tested in accordance with provisions set forth in AASHO T-22, by a private testing laboratory. the frequency of testing shall be two tests for each fifty (50) cubic yards, and fraction thereof, placed in one day. Test specimens are to be made and cured in accordance with AASHO T-23. The aforesaid tests will be conducted at the expense of the developer and test results shall be submitted to the City.

E) Final Dressing, Seeing, and Sodding

1) Final Dressing

This work shall consist of dressing all slopes and areas to within close conformity to the lines and grades indicated on the plans, or as directed by the City. Final dressing shall be performed by hand or machine to produce a uniform finish to all parts of the roadway including embankments, ditches etc. Rock cuts shall be cleaned of all loose fragments; side slopes shall be laid back to a three to one (3:1) slope and seeded as described in these specifications.

The entire right-of-way shall be cleaned of all weeds and brush and all structures both old and new shall be cleared of all brush, rubbish, sediment, or other objectionable materials.

2) Seeding

In all areas damaged or disturbed where established ground cover was present before beginning of construction, the subdivider shall be responsible for restoring the ground cover after completion of construction, unless noted otherwise on drawings. All areas seeded shall be graded smooth prior to seeding and the subdivider shall be responsible for maintenance of the smooth finished grade until grass is established.

After designated areas have been carefully hand graded, soil shall be prepared for fertilizing and seeding. Fertilizer shall be a standard commercial fertilizer Grade 15-15-15, or equivalent, and shall be applied at a rate of not less than ten (10) pounds per one thousand (1,000) square feet. The fertilizer shall be lightly harrowed, raked, or otherwise incorporated into the soil for a depth of approximately one half (1/2) inch. The subdivider shall be responsible for any regrading or reseeding required to produce an acceptable grass cover. Rutting and washing shall be restored by reseeding and strawing; in areas of extreme erosion sodding may be required. The seed shall be as follows:

Table 11: Seed Mix Requirements

Name	Percent by Weight
Lespedeza	20
Serices Lespedeza	15
Kentucky 31 Fescue	40
English Rye	15
White Dutch Clover	5
Weeping Love Grass	5
Or	
Kentucky 31 Fescue	55
Redtop	15
English Rye	20
White Dutch Clover	5
Weeping Love Grass	5
The seed shall be sown uniformly at the rate of one and one-half (1 1/2) pounds per one thousand (1,000) square feet.	

3) Sodding

Sodding shall consist of furnishing and placing sod at all locations shown on the plans, or as directed by the City. Work shall include the furnishing and placing of new sod, consisting of live, dense, well- rooted growth of permanent grasses free from Johnson grass and other obnoxious grasses or weeds, well suited for the soil on which it is placed. All sod shall be cleanly cut in strips having a uniform thickness of not less than two and one-half (2 1/2) inches. Sod shall be set when the soil is moist and favorable to growth. No setting shall be done between October 1 and April 1, without permission of the City. The area to be sodded shall be brought to the lines and grades shown on the plans, or as directed by the City.

The surface of the ground to be sodded shall be loosened to a depth of not less than one (1) inch with a rake or other device. If necessary, it shall be sprinkled until saturated for a minimum depth of one (1) inch and kept moist until the sod is placed. Immediately before placing the sod, fertilizer and lime shall be applied uniformly to the prepared surface of the ground. Fertilizer shall be applied at the rate of eight (8) pounds of Grade 15-15- 15, or equivalent, per one thousand (1,000) square feet.

Sod shall be placed as soon as practical after removal from the point of origin, it shall be kept in a moist condition during the interim. Sod shall be carefully placed by hand on the prepared ground surface with the edges in close contact and, as far as possible, in a position to break joints. Each strip of sod laid shall be fitted into place and tamped. Immediately after placing, the sod shall be thoroughly wetted and rolled with an approved roller. On slopes of two to one (2:1) or steeper, pinning or pegging may be required to hold the sod in place.

The sod shall be watered as directed by the City for a period of two (2) weeks. The subdivider shall not permit any equipment or materials to be placed on any planted area and shall erect suitable barricades and guards to prevent equipment, labor, or the public from traveling on or over any area planted with sod.

F) Inspection of Work

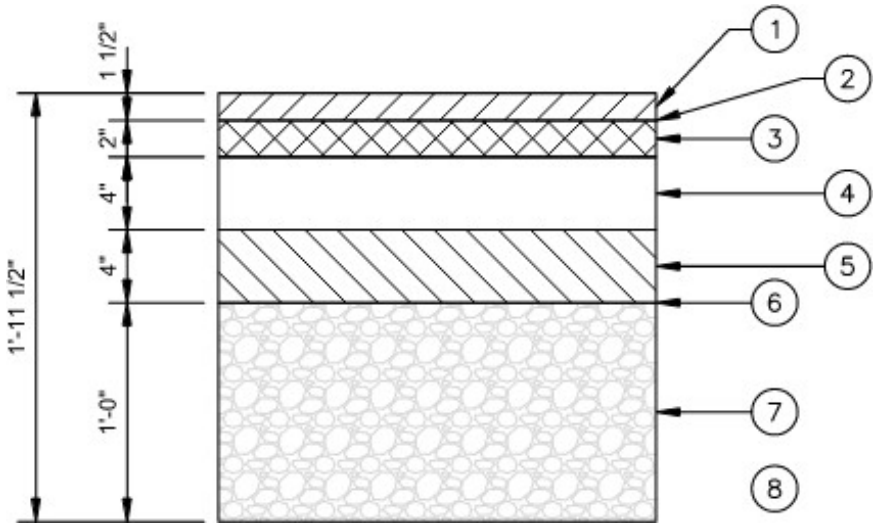
1) Notice of Work Beginning

Prior to the beginning of construction, the contractor shall notify the City in writing at least twenty-four (24) hours in advance.

2) Testing and Inspection

The City shall be supplied with a copy of all construction plans, profiles and specifications required by these regulations. All results of tests required by these regulations shall be provided to the City. All testing shall be conducted at no expense to the City.

APPENDIX F: STANDARD DRAWINGS



Pavement Schedule:

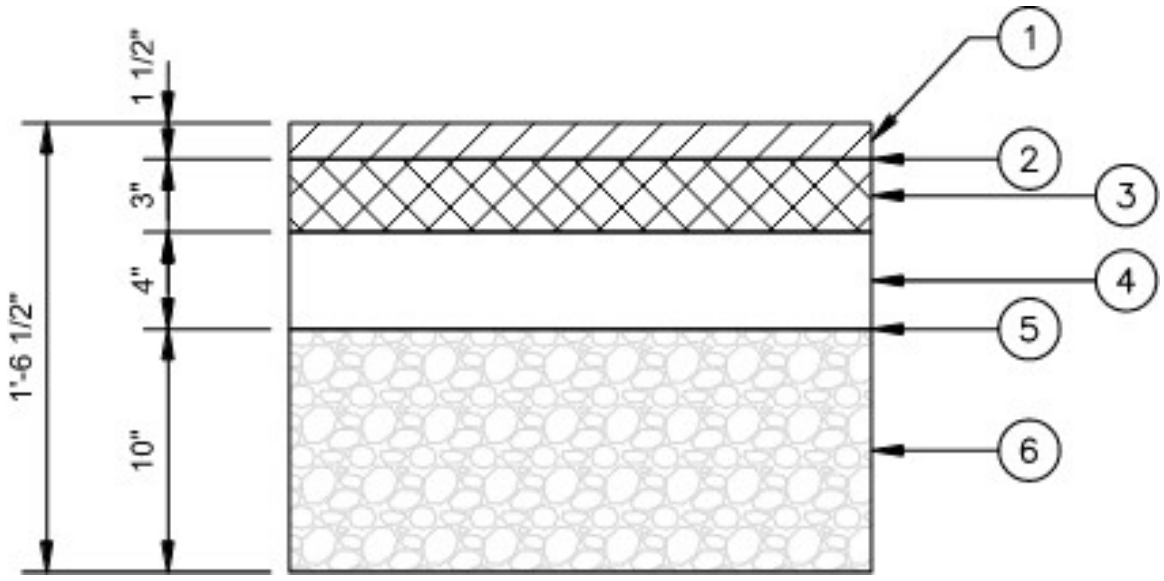
1. 1.5" - BITUMINOUS SURFACE COURSE
   411-02.10 ACS MIX (PG 70-22) GRADING D
2. TACK COAT
   403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) @0.07 GAL/SY (@0.10 GAL/SY MILLED SURFACES)
3. 2" - ASPHALT BINDER (226 LB/SY)
   307-02.08 ASPHALT CONCRETE MIX (PG 70-22) (BPMB-HM) GRADING B-M2
4. 4" - ASPHALTIC AGGREGATE BASE BINDER (460 LB/SY)
   307-02.01 ASPHALT CONCRETE MIX (PG 70-22) (BPMB-HM) GRADING A
5. 4" - ASPHALT AGGREGATE BASE (360 LB/SY)
   307-02.02 ASPHALT CONCRETE MIX (PG 70-22) (BPMB-HM) GRADING A-S
   307-02.03 AGGREGATE (BPMB-HM) GRADING A-S
6. PRIME COAT
   402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) @0.30-0.35 GAL/SY
   402-02 AGGREGATE FOR COVER MATERIAL (PC) @8-12 LB/SY
7. 12" - MINERAL AGGREGATE BASE
   303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D
8. AGGREGATE UNDERDRAINS WITH PIPE (NOT SHOWN)
   (COORDINATE WITH TDOT STD. DRAWING RD-UD-3)

Notes:

1. THICKNESSES SHOWN ARE MINIMUMS. FINAL DESIGN THICKNESS TO BE DETERMINED BY A GEOTECHNICAL ENGINEER.
2. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION

Major and Minor Arterial Pavement Section

City of Portland, TN	Standard Detail	SD-1



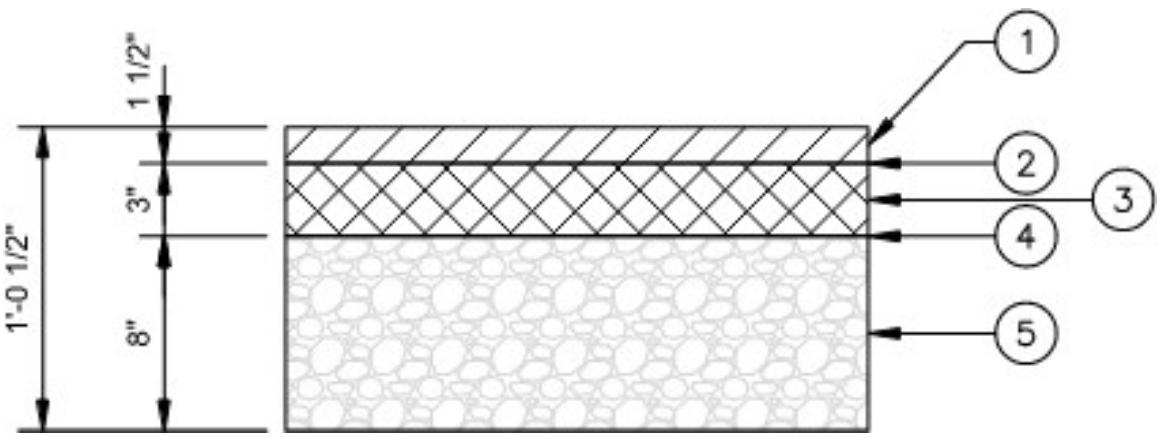
Pavement Schedule:

1. 1.5" - BITUMINOUS SURFACE COURSE
   411-02.10 ACS MIX (PG 70-22) GRADING D
2. TACK COAT
   403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) @0.07 GAL/SY (@0.10 GAL/SY MILLED SURFACES)
3. 3" - BITUMINOUS AGGREGATE BASE
   307-02.08 ASPHALT CONCRETE MIX (PG 70-22) (BPMB-HM) GRADING B-M2
4. 4" - BITUMINOUS AGGREGATE BASE (460 LB/SY)
   307-02.01 ASPHALT CONCRETE MIX (PG 70-22) (BPMB-HM) GRADING A
5. PRIME COAT
   402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) @0.30-0.35 GAL/SY
   402-02 AGGREGATE FOR COVER MATERIAL (PC) @8-12 LB/SY
6. 10" - MINERAL AGGREGATE BASE
   303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

Notes:

1. THICKNESSES SHOWN ARE MINIMUMS. FINAL DESIGN THICKNESS TO BE DETERMINED BY A GEOTECHNICAL ENGINEER.
2. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION

Major and Minor Collector Pavement Section		
City of Portland, TN	Standard Detail	SD-2



Pavement Schedule:

1. 1.5" - BITUMINOUS SURFACE COURSE,
   411-01.11 ACS MIX (PG 64-22) GRADING E RDWY

2. TACK COAT
   403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) @0.07 GAL/SY (@0.10 GAL/SY MILLED SURFACES)

3. 3" - BITUMINOUS AGGREGATE BASE
   307-01.08 ASPHALT CONCRETE MIX (PG 64-22) (BPMB-HM) GRADING B-M2

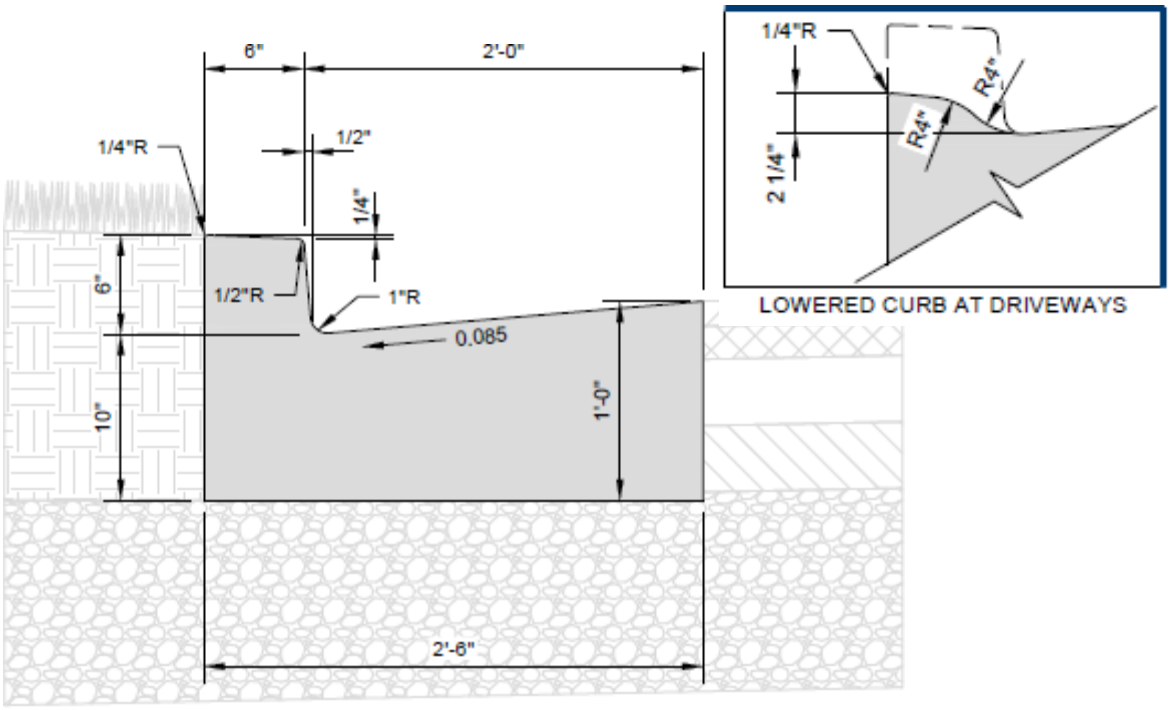
4. PRIME COAT
   402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) @0.30-0.35 GAL/SY
   402-02 AGGREGATE FOR COVER MATERIAL (PC) @8-12 LB/SY

5. 8" - MINERAL AGGREGATE BASE
   303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

Notes:

1. THICKNESSES SHOWN ARE MINIMUMS. FINAL DESIGN THICKNESS TO BE DETERMINED BY A GEOTECHNICAL ENGINEER.
2. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION

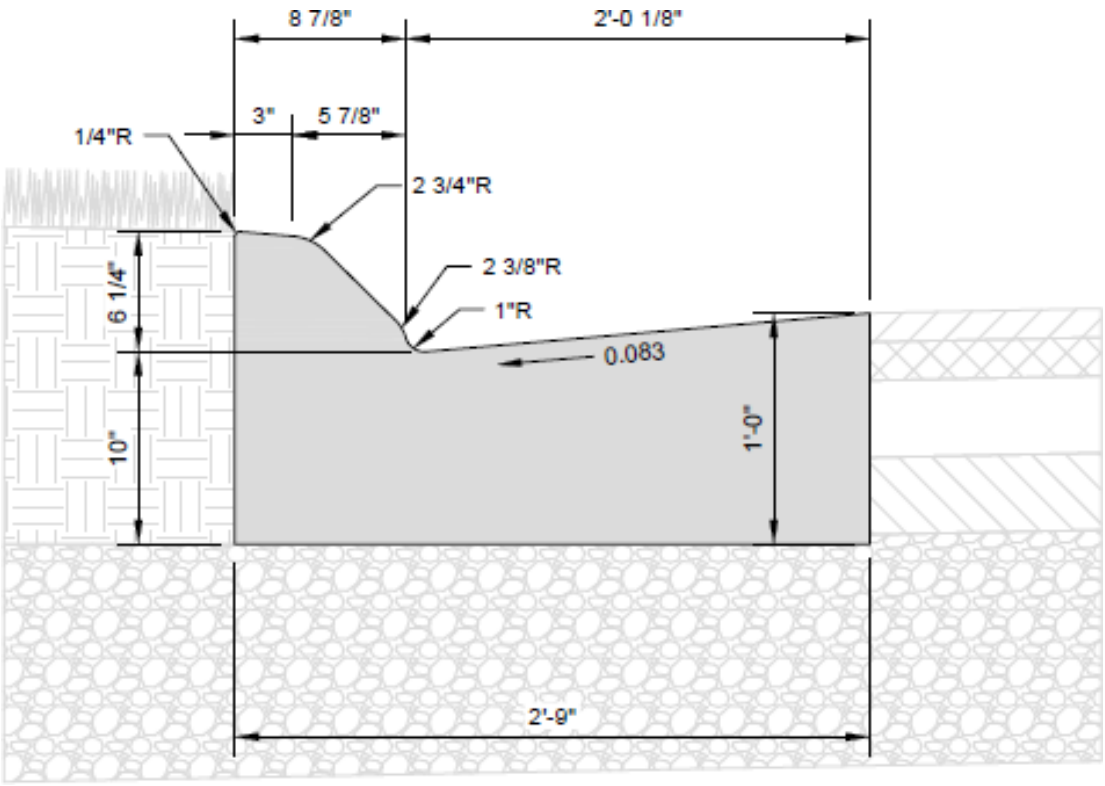
Local and Alley Pavement Section		
City of Portland, TN	Standard Detail	SD-3



Notes:

1. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION, SECTION 702 - CEMENT CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
2. THE FRONT FACE OF THE CONCRETE CURBS FOR ALL DEGREES OF CURVATURE SHALL CONFORM TO THE CONTOUR OF THE CURVE. NO CHORD SECTIONS WILL BE PERMITTED.
3. CONCRETE: CLASS A (3,000 PSI, 6% AIR)
4. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
   A. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
   B. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
5. EXPANSION JOINTS SHALL BE PLACED AS FOLLOWS:
   C. AT TANGENT POINTS OF CIRCULAR CURBS
   D. BETWEEN CURBS AND ABUTTING RIGID OBJECTS
   E. AT OTHER PLACES WHERE STRESSES MAY DEVELOP
   F. TO LINE UP WITH PAVEMENT JOINTS WHERE THE ADJACENT PAVEMENT IS CONCRETE.
   G. AT A MAXIMUM SPACING OF 100 FEET
6. CONTRACTION JOINTS: SPACED AT 10 FEET. SPACING MAY BE REDUCED FOR CLOSURES, BUT NOT LESS THAN 6 FEET.
7. COMBINED CURB AND GUTTER BASED ON TDOT STD. DRAWING RP-VC-10
8. INLET CASTING: JBS 3300-V OR APPROVED EQUAL WITH DIRECTIONAL VANE GRATES AND SURFACE MOUNT ENVIRONOTICE PLATES STATING "DUMP NO WASTE DRAINS TO RIVER"

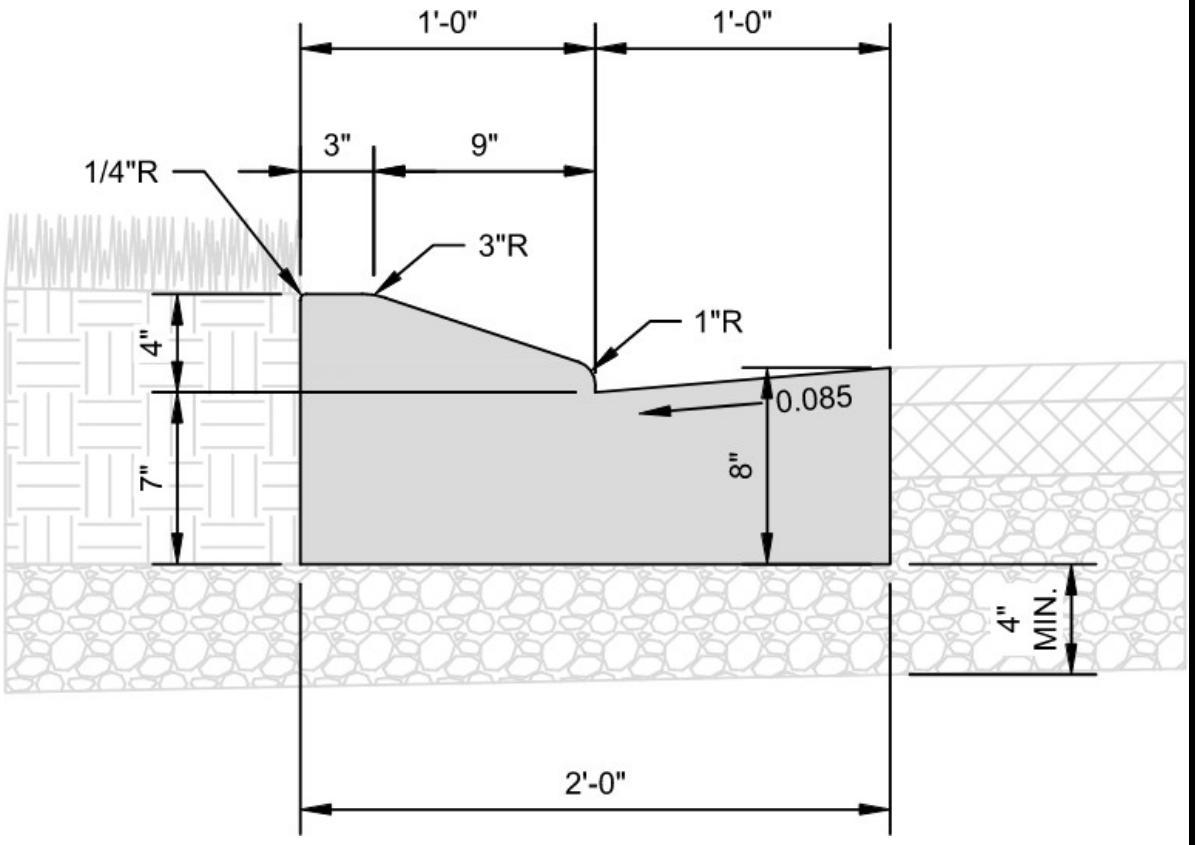
Arterial and Collector Curb and Gutter		
City of Portland, TN	Standard Detail	SD-4



Notes:

1. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION, SECTION 702 - CEMENT CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
2. THE FRONT FACE OF THE CONCRETE CURBS FOR ALL DEGREES OF CURVATURE SHALL CONFORM TO THE CONTOUR OF THE CURVE. NO CHORD SECTIONS WILL BE PERMITTED.
3. CONCRETE: CLASS A (3,000 PSI, 6% AIR)
4. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
    A. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
    B. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
5. EXPANSION JOINTS SHALL BE PLACED AS FOLLOWS:
    A. AT TANGENT POINTS OF CIRCULAR CURBS
    B. BETWEEN CURBS AND ABUTTING RIGID OBJECTS
    C. AT OTHER PLACES WHERE STRESSES MAY DEVELOP
    D. TO LINE UP WITH PAVEMENT JOINTS WHERE THE ADJACENT PAVEMENT IS CONCRETE.
    E. AT A MAXIMUM SPACING OF 100 FEET
6. CONTRACTION JOINTS: SPACED AT 10 FEET. SPACING MAY BE REDUCED FOR CLOSURES, BUT NOT LESS THAN 6 FEET.
7. COMBINED CURB AND GUTTER BASED ON TDOT STD. DRAWING RP-SC-1

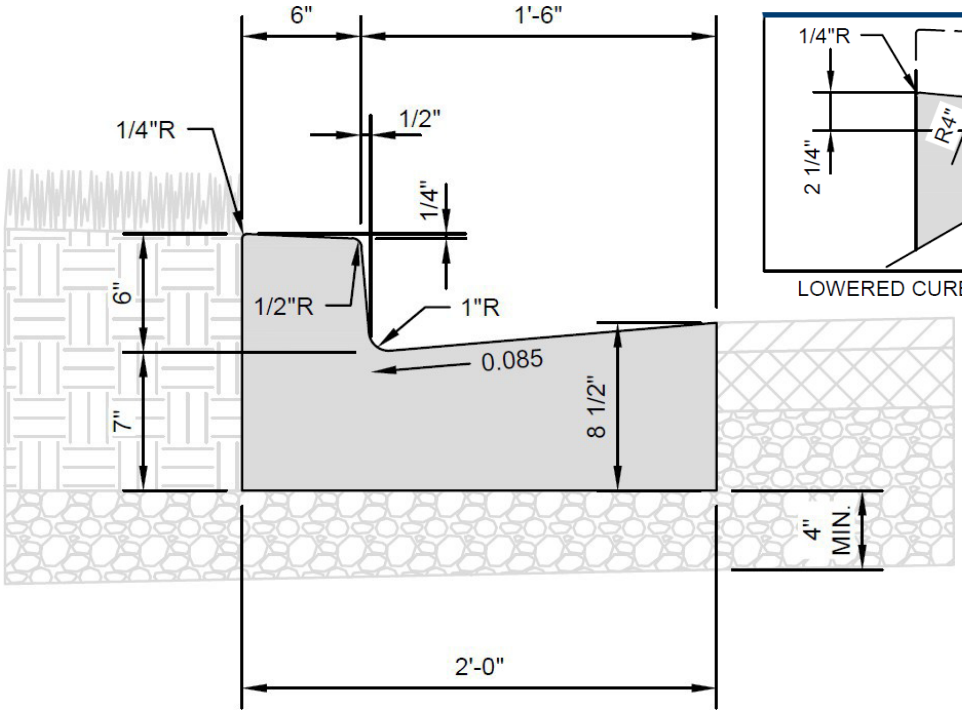
Arterial and Collector Curb and Gutter (Sloping Curb)		
City of Portland, TN	Standard Detail	SD-5

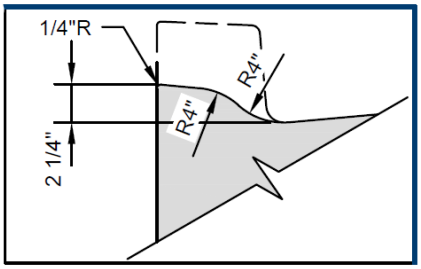


Notes:

1. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION, SECTION 702 - CEMENT CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
2. THE FRONT FACE OF THE CONCRETE CURBS FOR ALL DEGREES OF CURVATURE SHALL CONFORM TO THE CONTOUR OF THE CURVE. NO CHORD SECTIONS WILL BE PERMITTED.
3. CONCRETE: CLASS A (3,000 PSI, 6% AIR)
4. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
    A. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
    B. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
5. EXPANSION JOINTS SHALL BE PLACED AS FOLLOWS:
    A. AT TANGENT POINTS OF CIRCULAR CURBS
    B. BETWEEN CURBS AND ABUTTING RIGID OBJECTS
    C. AT OTHER PLACES WHERE STRESSES MAY DEVELOP
    D. TO LINE UP WITH PAVEMENT JOINTS WHERE THE ADJACENT PAVEMENT IS CONCRETE.
    E. AT A MAXIMUM SPACING OF 100 FEET
6. CONTRACTION JOINTS: SPACED AT 10 FEET. SPACING MAY BE REDUCED FOR CLOSURES, BUT NOT LESS THAN 6 FEET.
7. INLET CASTING: NEENAH R-3501-TR / R-3501-TL OR APPROVED EQUAL WITH TYPE L GRATES. MODIFY TDOT STRUCTURES AS NEEDED TO PROVIDE FULL BEARING AT CASTING.

Local Street Rollover Curb and Gutter – Residential Zoning Only		
City of Portland, TN	Standard Detail	SD-6



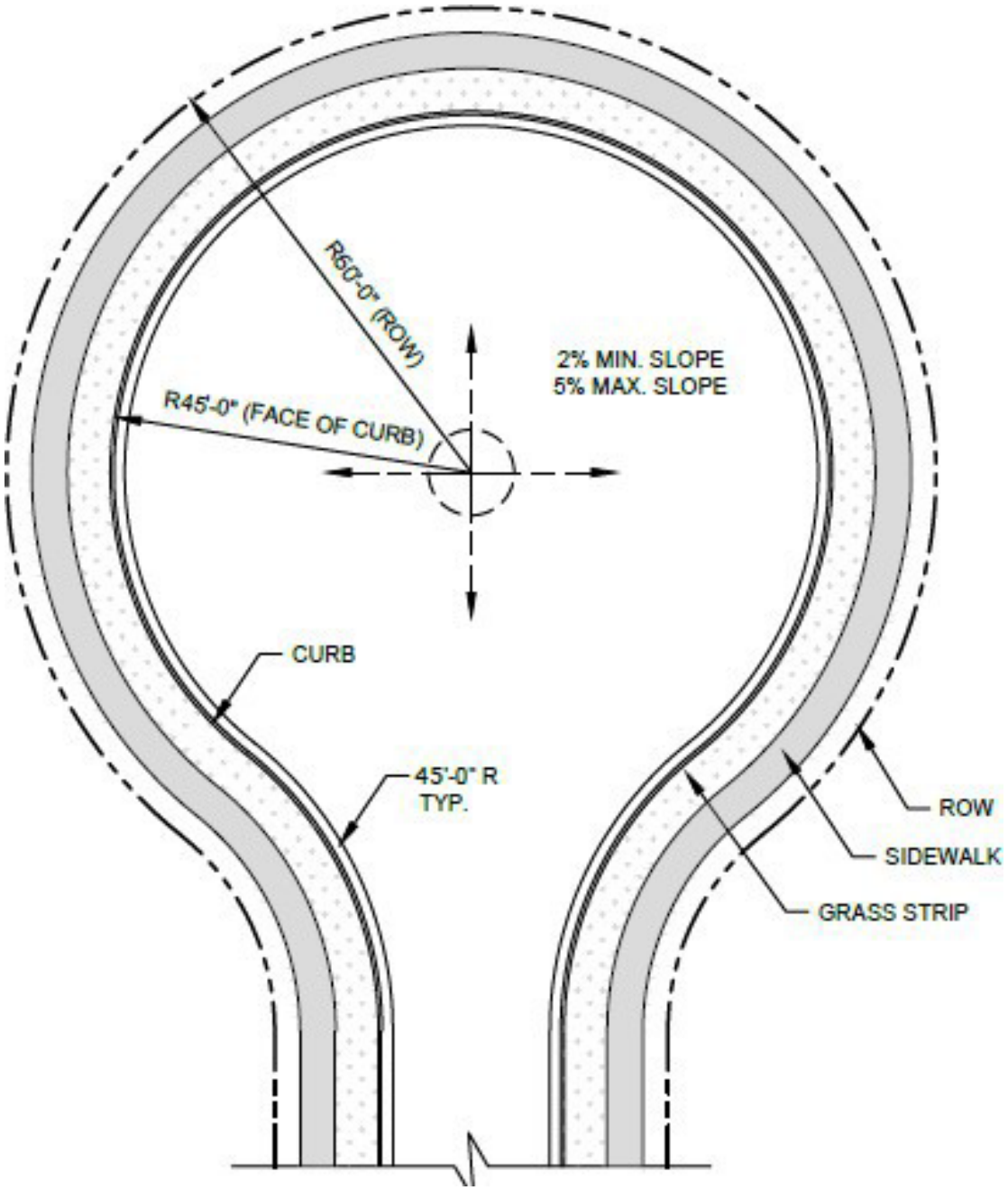


LOWERED CURB AT DRIVEWAYS

Notes:

1. REFERENCE "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" OF THE TENNESSEE DEPARTMENT OF TRANSPORTATION, SECTION 702 - CEMENT CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
2. THE FRONT FACE OF THE CONCRETE CURBS FOR ALL DEGREES OF CURVATURE SHALL CONFORM TO THE CONTOUR OF THE CURVE. NO CHORD SECTIONS WILL BE PERMITTED.
3. CONCRETE: CLASS A (3,000 PSI, 6% AIR)
4. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
   A. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
   B. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
5. EXPANSION JOINTS SHALL BE PLACED AS FOLLOWS:
   A. AT TANGENT POINTS OF CIRCULAR CURBS
   B. BETWEEN CURBS AND ABUTTING RIGID OBJECTS
   C. AT OTHER PLACES WHERE STRESSES MAY DEVELOP
   D. TO LINE UP WITH PAVEMENT JOINTS WHERE THE ADJACENT PAVEMENT IS CONCRETE.
   E. AT A MAXIMUM SPACING OF 100 FEET
6. CONTRACTION JOINTS: SPACED AT 10 FEET. SPACING MAY BE REDUCED FOR CLOSURES, BUT NOT LESS THAN 6 FEET.
7. INLET CASTING: JBS 3080-V OR APPROVED EQUAL WITH DIRECTIONAL VANE GRATES AND SURFACE MOUNT ENVIRONOTICE PLATES STATING "DUMP NO WASTE DRAINS TO RIVER". MODIFY TDOT STRUCTURES AS NEEDED TO PROVIDE FULL BEARING AT CASTING.

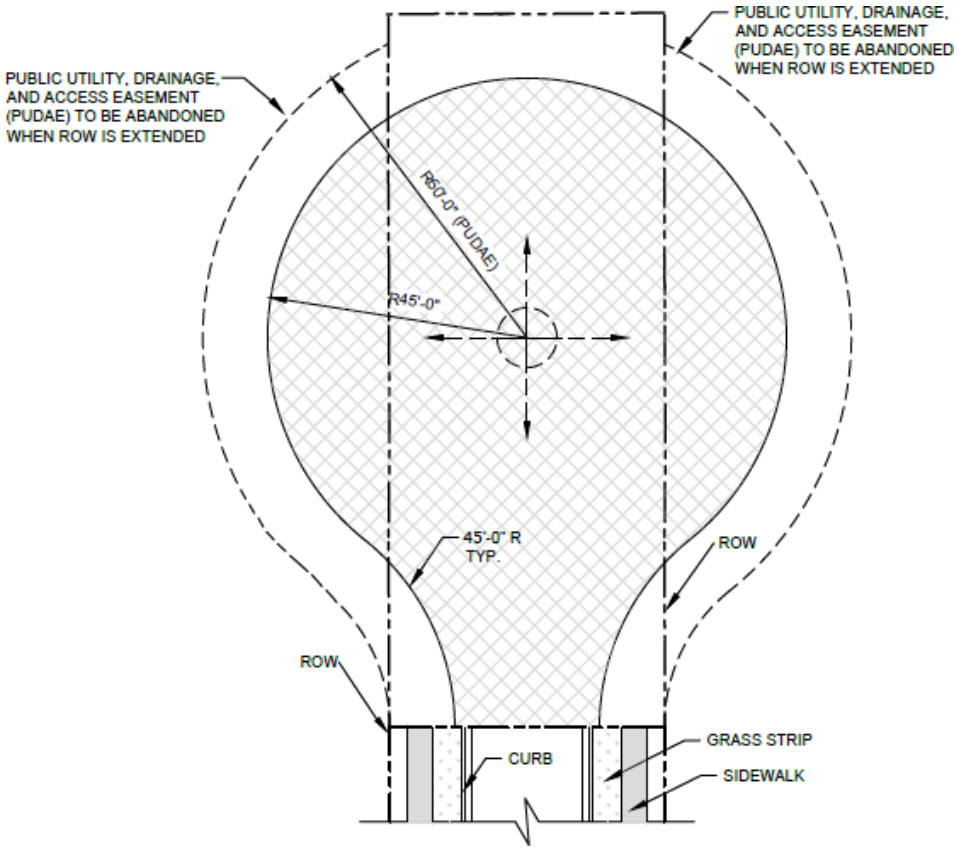
Local Curb and Gutter – Non-Residential Zoning Only		
City of Portland, TN	Standard Detail	SD-7



Notes:

1. PAVEMENT SLOPE WITHIN CUL-DE-SAC SHALL NOT BE LESS THAN 2% OR GREATER THAN 5%.

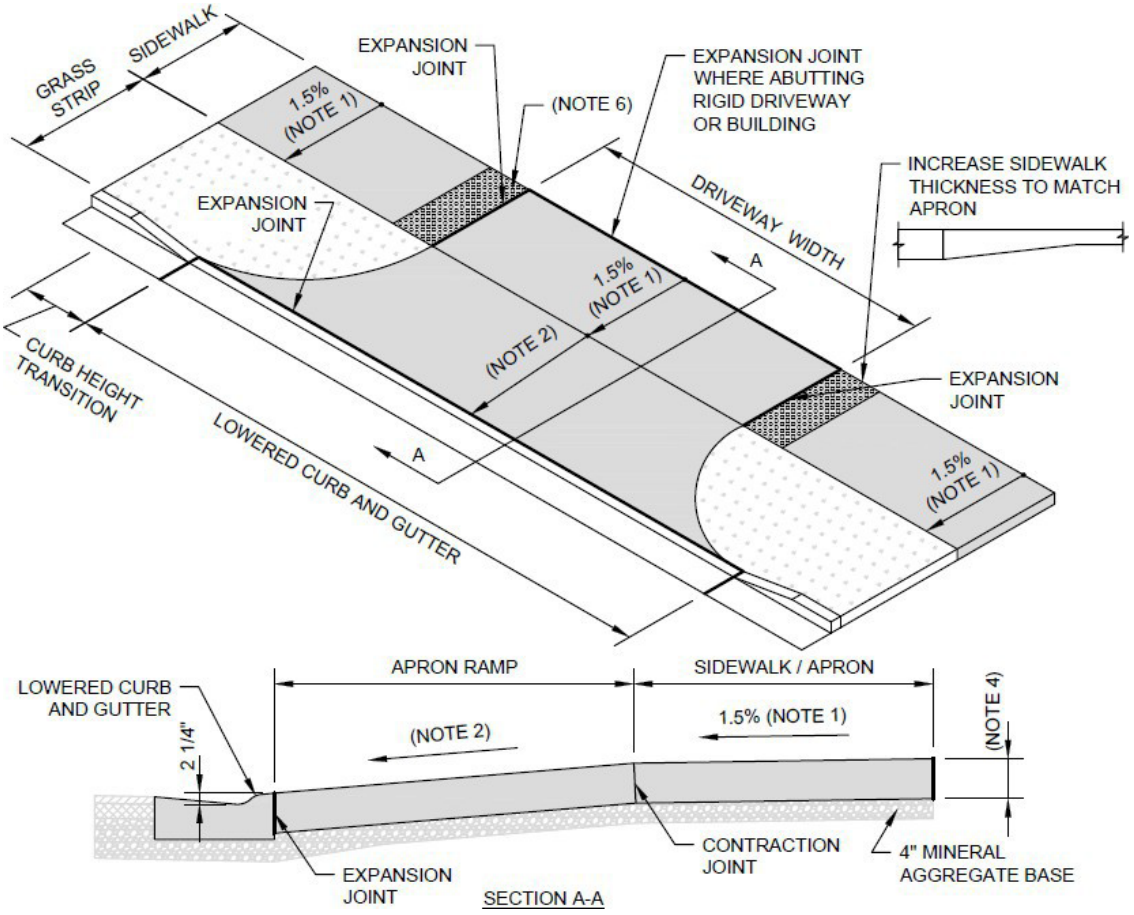
Permanent Cul-de-sac		
City of Portland, TN	Standard Detail	SD-8



Notes:

1. TEMPORARY CUL-DE-SACS SHALL ONLY BE USED INTERNAL TO DEVELOPMENTS FOR CONSTRUCTION PHASING PURPOSES WHERE THE FINAL BUILD-OUT OF THE OVERALL DEVELOPMENT ALLOWS THE TEMPORARY CUL-DE-SAC TO BE ELIMINATED.
2. TEMPORARY CUL-DE-SACS SHALL NOT BE USED AT THE PERIMETER OF DEVELOPMENTS WHERE ELIMINATION OF THE TEMPORARY CUL-DE-SAC REQUIRES IMPROVEMENTS IN EXISTING ADJACENT DEVELOPMENTS.
3. PAVEMENT SLOPE WITHIN CUL-DE-SAC SHALL NOT BE LESS THAN 2% OR GREATER THAN 5%.
4. TEMPORARY CUL-DE-SAC MATERIALS SHALL MATCH THOSE REQUIRED FOR A LOCAL STREET.
5. TEMPORARY CULS-DE-SAC SHALL BE REMOVED AND REPAIRED TO MATCH THE EXISTING DEVELOPMENT, BY DEVELOPER EXTENDING THE STREET WITH THE CUL-DE-SAC.

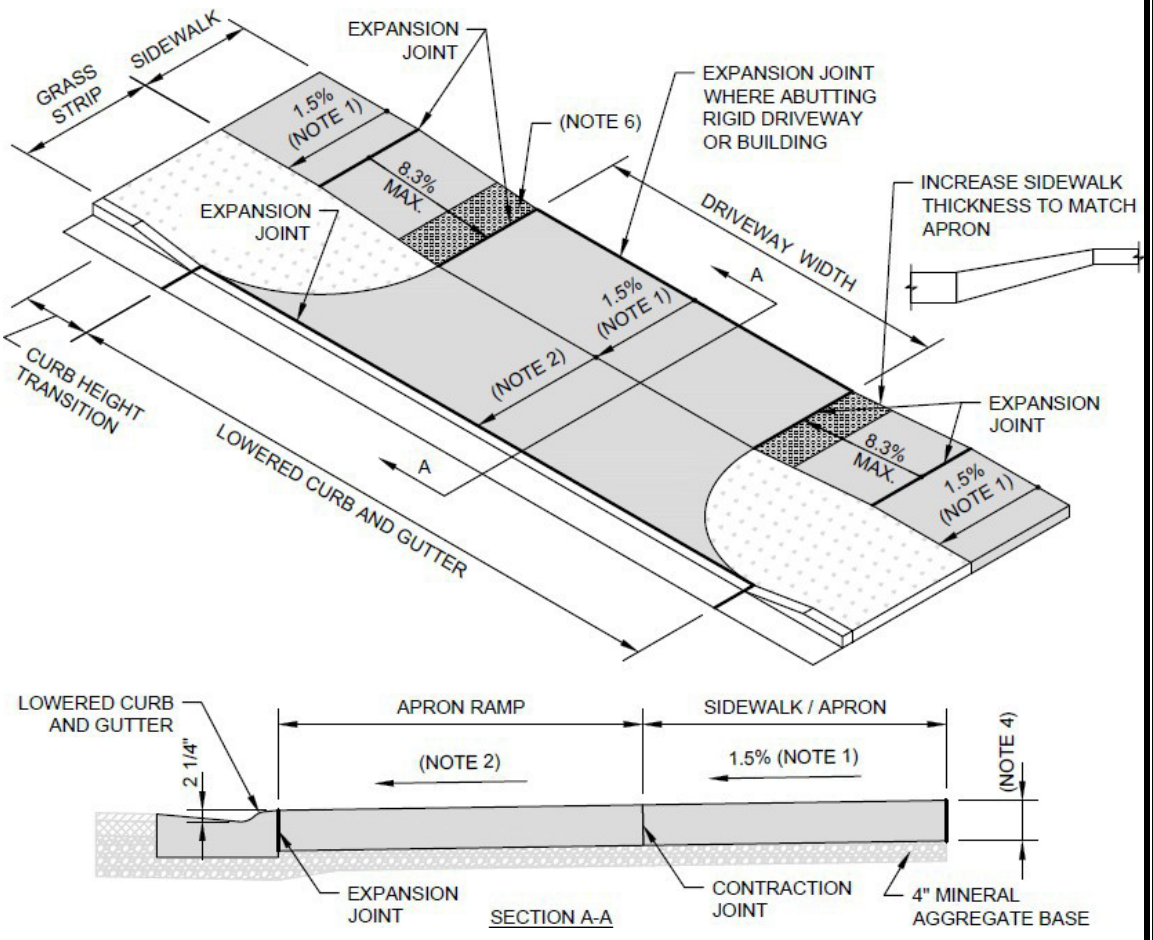
Temporary Cul-de-sac		
City of Portland, TN	Standard Detail	SD-9



Notes:

1. SIDEWALK CROSS SLOPE: 1.5% DESIRABLE, 2.0% MAX.
2. APRON RAMP SLOPE:
    a. 8% MAX., 1.5% MIN. AT RESIDENTIAL DRIVEWAYS, EXCEPT MULTI-FAMILY RESIDENTIAL
    b. 6% MAX., 1.5% MIN. AT ALL OTHER DRIVEWAYS
3. MINERAL AGGREGATE BASE: 4" MIN. THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING d
3. CONCRETE: CLASS A (3,000 PSI, 6% AIR) WITH SYNTHETIC FIBER REINFORCEMENT
    a. 6" MIN. THICK AT RESIDENTIAL DRIVEWAYS, EXCEPT MULTI-FAMILY
    b. 8" MIN. THICK AT NONRESIDENTIAL, MIXED-USE, AND MULTI-FAMILY RESIDENTIAL DRIVEWAYS
4. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
    a. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
    b. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
5. DETECTABLE WARNING SURFACE.
    a. PROVIDE AT DRIVEWAYS WITH YIELD OR STOP CONTROL ONLY

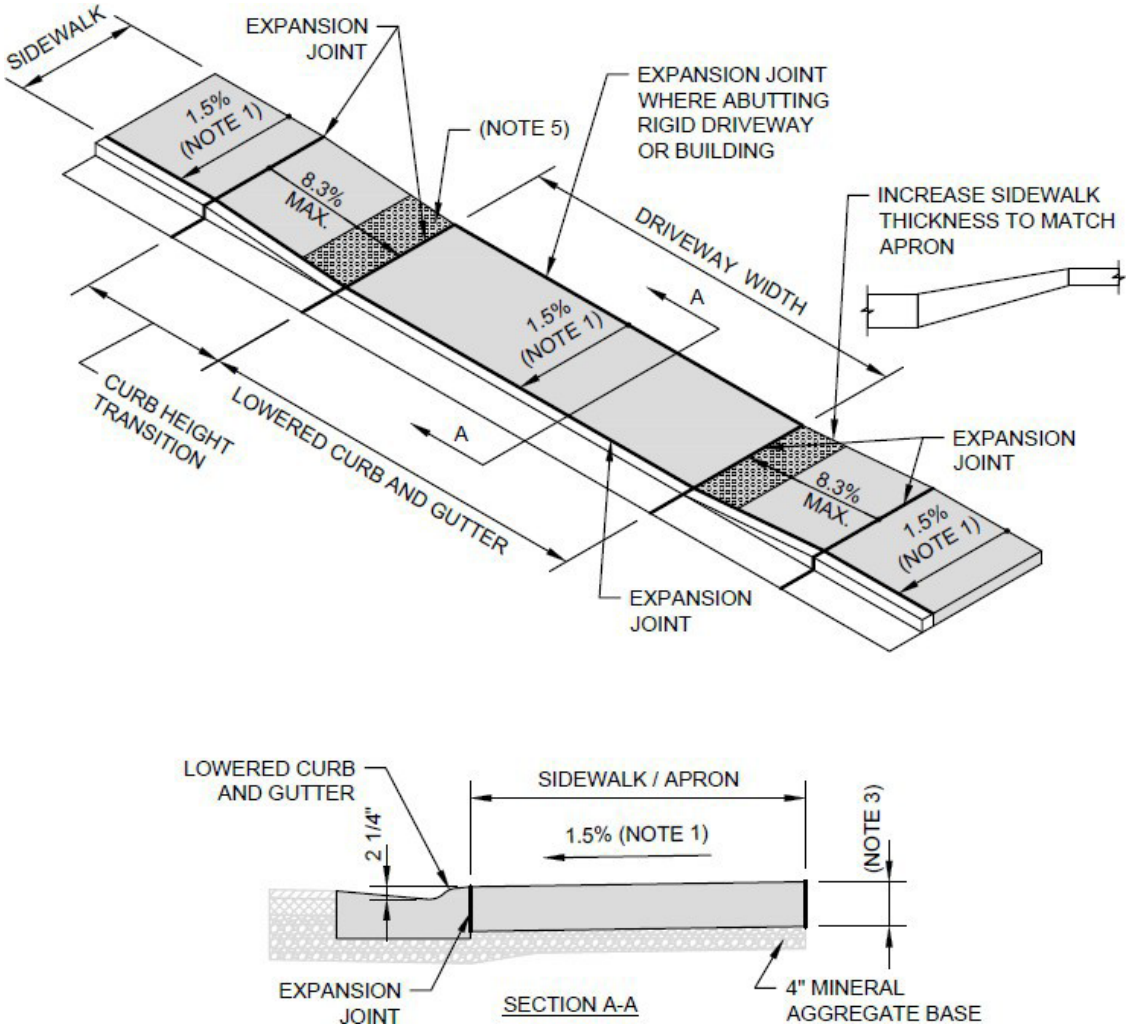
Concrete Driveway Apron with Grass Strip		
City of Portland, TN	Standard Detail	SD-10



Notes:

1. SIDEWALK CROSS SLOPE: 1.5% DESIRABLE, 2.0% MAX.
2. APRON RAMP SLOPE:
   a. 8% MAX., 1.5% MIN. AT RESIDENTIAL DRIVEWAYS, EXCEPT MULTI-FAMILY RESIDENTIAL
   b. 6% MAX., 1.5% MIN. AT ALL OTHER DRIVEWAYS
3. MINERAL AGGREGATE BASE: 4" MIN. THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D
4. CONCRETE: CLASS A (3,000 PSI, 6% AIR) WITH SYNTHETIC FIBER REINFORCEMENT
   a. 6" MIN. THICK AT RESIDENTIAL DRIVEWAYS, EXCEPT MULTI-FAMILY
   b. 8" MIN. THICK AT NONRESIDENTIAL, MIXED-USE, AND MULTI-FAMILY RESIDENTIAL DRIVEWAYS
5. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
   a. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
   b. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
6. DETECTABLE WARNING SURFACE.
   a. PROVIDE AT DRIVEWAYS WITH YIELD OR STOP CONTROL ONLY

Lowered Concrete Drive with Grass Strip		
City of Portland, TN	Standard Detail	SD-11



Notes:

1. SIDEWALK CROSS SLOPE: 1.5% DESIRABLE, 2.0% MAX.
2. MINERAL AGGREGATE BASE: 4" MIN. THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D
3. CONCRETE: CLASS A (3,000 PSI, 6% AIR) WITH SYNTHETIC FIBER REINFORCEMENT
    a. 6" MIN. THICK AT RESIDENTIAL DRIVEWAYS, EXCEPT MULTI-FAMILY
    b. 8" MIN. THICK AT NONRESIDENTIAL, MIXED-USE, AND MULTI-FAMILY RESIDENTIAL DRIVEWAYS
4. EXPANSION JOINTS: 1/2" THICK U.N.O. (SEE ALSO DRAWING RP-10)
    a. RUBBERIZED EXPANSION JOINT FILLER (AASHTO M153, TYPE 1)
    b. POLYPROPYLENE FOAM JOINT FILLER (ASTM D8139)
5. DETECTABLE WARNING SURFACE.
    a. PROVIDE AT DRIVEWAYS WITH YIELD OR STOP CONTROL ONLY

Lowered Concrete Drive without Grass Strip		
City of Portland, TN	Standard Detail	SD-12

Sidewalk Detail		
City of Portland, TN	Standard Detail	SD-13

Handicap Ramp		
City of Portland, TN	Standard Detail	SD-14

NOTES:

1. DETECTABLE WARNINGS SHALL BE INSTALLED PER MANUFACTURERS SPECIFICATIONS.
2. WIDTH OF DETECTABLE WARNING AREA SHALL BE A MINIMUM OF 4 FEET AND VARY WITH WIDTH OF RAMP.
3. LENGTH OF DETECTABLE WARNING AREA SHALL BE 2 FEET REGARDLESS OF SECTION WIDTH.
4. DETECTABLE WARNING DOMES SHALL BE ALIGNED ON A SQUARE GRID IN THE PREDOMINANT DIRECTION OF TRAVEL TO PERMIT WHEELS TO ROLL BETWEEN THE DOMES.
5. THE MATERIAL USED TO PROVIDE CONTRAST SHALL BE AN INTEGRAL PART OF THE WALKING SURFACE.
6. DETECTABLE WARNINGS USED ON INTERIOR SURFACES SHALL DIFFER FROM ADJOINING WALKING SURFACES IN RESILIENCY OR SOUND-ON-CANE CONTACT.
7. THE MATERIAL USED TO PROVIDE CONTRAST SHOULD CONTRAST BY AT LEAST 70%. CONTRAST IN PERCENT IS DETERMINED BY:

CONTRAST = [(B1-B2)/B1] x 100

WHERE B1 = LIGHT REFLECTANCE VALUE (LRV) OF THE LIGHTER AREA AND B2 = LIGHT REFLECTANCE VALUE (LRV) OF THE DARKER AREA.
(NOTE THAT IN ANY APPLICATION BOTH WHITE AND BLACK ARE NEVER ABSOLUTE: THUS, B1 NEVER EQUALS 100 AND B2 IS ALWAYS GREATER THAN 0.

8. ALL MATERIALS AND WORKMANSHIP SHALL MEET CURRENT ADA REQUIREMENTS.

TRUNCATED DOME PLAN VIEW

Detectable Warning (Tuncated Dome)		
City of Portland, TN	Standard Detail	SD-15

APPENDIX G: CHECKLISTS

Note: The City Planner shall be authorized to make minor adjustments to these checklists from time to time, provided that the changes are reflective of the requirements of these regulations. The City Planner shall ensure that the checklists contained and published within these regulations are kept current.

PRELIMINARY PLAT CHECKLIST

The applicant shall submit to the Planning Department, in accordance with the submittal calendar established by the Planning Commission, one (1) electronic copy, in a PDF format, of a Preliminary Plat of the proposed subdivision, drawn to a scale of not less than one 1" = 100' (lots over 15,000 sq/ft), or 1" = 50' (lots less than 15,000 sq/ft), including any other plans or supporting documents/reports/studies that may be required by the Planning Commission, along with the payment of all required fees. By the second submittal deadline, the applicant shall submit a revised plat as required by the Planning Department for inclusion in the Planning Commission meeting packet.

Date of Application: _____ Subdivision Name: _____

Map, Group & Parcel #: _____ Address: _____

Applicant Name and Phone #: _____

# of Lots: _____ Zoning: _____

Baseline Information	
Proposed subdivision name	
Location, name and address(es) of the owner(s), name and address of the designer of the plan, along with professional registration and contact information	
Typical Regular and Corner Lot configuration for the development, including all required setbacks and Public Utility and Drainage Easement (Consult "Typical Lot" definition at Appendix A for an example).	
Date, north arrow, scale (written and graphic), location map, legend of all symbols and abbreviations	
Location of existing property lines, building envelopes, streets, buildings, water courses, railroads, sewers, bridges, culverts, streams, buildings to be removed and any public utility easements or lines	
Names of adjoining property owners, subdivisions and streets with corresponding property map and parcel number(s), deed book and page references for all existing easements and property zoning	
Plans for proposed public utility layouts (sewers, water) showing feasible connections to the existing utility systems	
Proposed property lines, locations, widths and names of proposed streets, alleys, drainage easements, utility easements, parks and other open spaces, reservations, water quality buffers, outlines and other building setback lines. Staff will establish required stream buffers and review any lot containing wetlands	
Lots labeled in numerical sequence. Lot 1 shall be located in the first section/phase of the proposed development	
Contours of vertical intervals not more than two (2) feet, except this requirement may be waived if requested in writing by the applicant to Planning staff	
Acreage of land to be subdivided and bearings and dimensions of overall property boundary. Total square footage of all proposed parcels on plat and total area surveyed.	
FEMA panel number showing the one hundred (100) year flood limit, including floodway, with that portion of the property lying below the one hundred (100) year flood elevation being shown shaded or hatched	
Limitations for development such as sinkholes, rock outcrops, wetlands, topographic depressions, excessive slopes (15% or greater), jurisdictional waters of the state, etc.	
Name and location of any cemetery on the property and/or access easements to any off-site cemetery through the property	
Proposed phasing (if any)	
A form for endorsement of Planning Commission approval of the Preliminary Plat, which shall read as follows: "Approved by the Portland Municipal Planning Commission, with exceptions or conditions as are indicated in the Minutes of the Planning Commission (date). Preliminary approval shall not constitute final approval of the Subdivision Plat."	

Draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions	
The functional classification of all proposed streets along with designation of construction routes.	
The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of an existing public street and to the original corner of the original survey of which it is a part.	
All lots that have some geographic feature (i.e. sinkhole, floodplain, steep slopes, or drainage easements) that would affect the location and construction of a structure/building, parking, accessory structures, or utilities (i.e. water, sewer, septic tank, well, electricity, phone) shall have a specific notation placed on the affected lot or in an appropriate location on the plat by the applicant's engineer or surveyor noting it as a "Critical Lot" that is readily visible	
The following notes shall also appear upon the face of Preliminary Plat: "No grading or construction shall take place until construction plans containing the information required by the Portland Subdivision Regulations are approved." "Road construction shall not begin without approval of the City of Portland Department of Public Works." "This property [is not or is] in an area designated as a special flood area, as shown on Community Map Panel Number , Effective date ." If a stream appears as a blue line on a USGS 7½ minute quadrangle map, the following note shall appear: "No alterations of this (these) stream(s) shown will occur prior to written approval being granted by the appropriate authorities." Additional notes may be required by the City Planner or City Engineer to ensure compliance with these regulations or other development regulations.	

Other supporting documentation to be included with all Preliminary Plat Submittals	
Construction plans meeting the requirements of the Portland Subdivision Regulations	
Hydrologic Features Report - as required by staff	
Traffic Impact Study - as required by Portland Zoning Resolution and/or City of Portland Staff during pre-application meeting	
Drainage calculations meeting the requirements of the Portland Stormwater Management Ordinance	
Street name determinations from Emergency Communications E911 showing approved street names	
Applicable deed of ownership for the property under consideration	
Letter of Agency signed by property owner	
Letter of water services availability from the relevant utility providing domestic and fire demands for proposed subdivision	
Letter of sewer services availability from the relevant utility	
For lots to be served by septic systems, a High Intensity Soil Map stamped and approved by a Soil Scientist licensed in the State of Tennessee	
Supporting information as identified in pre-application conference	
A draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions	

I do hereby submit the attached Preliminary Plat and accompanying construction drawings (with separate Construction Plans Checklist completed and included) for review and recommendation by the Portland Municipal Planning Commission. The appropriate copies of the plat and drawings have been provided. I have reviewed the above checklist and do believe that all the information required has been presented.

Date _____ Signature of Surveyor/Engineer _____

*Any items checked Not Applicable by the submitter that are deemed applicable by City staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact City Planning Staff

Please note: No plan will be reviewed until all information required is presented in a full and complete manner.

CONSTRUCTION PLANS CHECKLIST

The applicant shall submit one (1) electronic PDF copy of the proposed Construction Plans to the Planning Department, in accordance with the submittal calendar approved by the Planning Commission. Any applicable Construction Plans review fees shall apply. Construction plans are to be submitted for all major subdivisions. Construction plans shall be submitted concurrently with the Preliminary Plat and shall be revised to conform to the Preliminary Plat as approved by the Planning Commission All Construction Plans shall be prepared and stamped by a Tennessee Licensed Engineer engaged in the practice of civil engineering. The complexity of plans submitted shall be commensurate with the complexity and nature of the development proposed.

Date of Application: _____ Subdivision Name: _____

Map, Group & Parcel #: _____ Address: _____

Applicant Name and Phone #: _____

# of Lots: _____ Zoning: _____

Baseline Information	
Title and Cover Sheet:	
a. Name of Development;	
b. Name and Address of Developer(s);	
c. Name and Address of Engineer and Surveyor of Record;	
d. Professional Engineer's and Surveyor's Stamp and/or Signature;	
e. Location Map;	
f. Note area for approval by the City Planner and City Engineer	
g. Note with total area to be disturbed during construction.	
Details Sheets:	
a. Headwalls;	
b. Typical Street Sections;	
c. Typical Ditch Sections;	
d. Cross Drain Details;	
e. Erosion Control Structures;	
f. Any other structures or construction requirements of special details at the discretion of the City Engineer;	
g. Headwalls;	
h. Typical Street Sections;	
i. Street Lighting Details.	
Street Plan & Profile Sheet:	
a. Detail plans plotted on plan and profile sheets to a minimum scale of 1" (one inch) = 100' (one hundred feet) horizontal, and 1" (one inch) = 10' (ten feet) vertical;	
b. Plan section including the street and right-of-way plotted to the proper scale with stationing shown, and matching that of the profile section as nearly as possible;	

c. Typical roadway sections, as appropriate;	
d. Where conventional roadway sections are used, the stabilization required for the roadside ditches, including the linear extent and type of stabilization required;	
e. Profile section plotted to the same scale as identified above and including the proposed centerline finish grade profile, in addition to the existing centerline profile with roadside ditch profiles;	
f. All vertical control points on or pertaining to the proposed centerline profile such as P.V.C.,	
g. P.V.I., and P.V.T.; all low points and street intersections as to station and elevation;	
h. For all percent grades and for vertical curves design curves in accordance with the Roadway and Drainage Specifications contained as an Appendix to these Regulations;	
i. Centerline finished grade elevations every one hundred (100) feet, or cut sheets, to the nearest hundredth of a foot, at the bottom of the profile sheet;	
j. The proposed location of all traffic signs, warning signs, and regulatory signs as required;	
k. The proposed location and layout for all pavement markings;	
l. Proposed Street Lighting Configuration	
m. The proposed design for all traffic signals, as required;	
n. All sheets shall be signed and sealed by a professional engineer registered in the State of Tennessee.	
Grading, Drainage and Erosion and Sediment Control Plans:	
a. A complete plan of the proposed development at a scale no less than one-inch equals one hundred feet (1" =100') shall be submitted	
b. GIS Coordinate System (Example: North American Datum of 1983) if available.	
c. The source and date of all contour information	
d. Contours shall extend to the centerline of all roads bordering the site.	
e. Where drainage ultimately enters the groundwater via a sinkhole or drainage well, the drainage well, and the drainage area tributary to the sinkhole or drainage well shall be delineated. All requirements of the Portland Subdivision Regulations related to sinkholes shall be met.	
f. North arrow	
g. Any existing or proposed easements.	
h. Location of proposed basins showing direction of flow, taking into account offsite runoff being routed through or around the project.	
i. Existing buildings on the property.	
j. Existing and proposed drainage structures, including inlets, catch basins, junction boxes, drive pipes, culverts, cross drains, headwalls, and outlet facilities, with size, type, slope (top and sides), invert elevations, and quantity indicated.	
k. Hydrologic and hydraulic calculations for appropriate design conditions and facilities.	
l. Detention pond control structure details. All Detention/Retention Areas require an emergency overflow, unless approved by the City Engineer.	
m. Any proposed swale ditches, channel changes, or improvements, with typical section and length of change indicated. If invert elevations are not on the drawing, then depth, slope, and top and bottom width (if varies from typical), or elevations of slopes with flat bottom width.	
n. Any high water or flood lines, either calculated or observed in the vicinity of the proposed development, and the source of said line or elevation indicated.	
o. All fill areas indicated as such, with the limits and elevations indicated. At least one benchmark located, with the proper elevation indicated for each subdivision.	
p. The location and size of at least two (2) drainage structures immediately downstream of all Stormwater discharge points from the proposed development including ditch cross- sections. This may be shown on a vicinity map with a scale no less than 1" (one inch) = 2000' (two thousand feet).	
q. Drainage arrows indicating the existing and proposed direction of runoff throughout the development.	
r. Invert and top of grade elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grades of all cross drains and pipe between inlets and catch basins.	
s. Floodplain areas require the following information: existing and proposed flood plain and floodway boundaries along with flood plain elevations, and minimum pad and floor elevations for buildings in the floodplain.	
t. Temporary erosion and sediment control measures to be implemented during construction shall be shown on a separate sheet.	
u. Driveway Culvert Size Chart, depicting each lot number with proposed culvert sizes.	
v. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes 2:1 or greater shall be stabilized with rip rap, sod or by other methods approved by the City Engineer. Show stabilization for each ditch.	

w. Where special structures such as box culverts, bridges, or junction boxes are proposed, detail plans showing dimensions, reinforcement, spacing, cross-sections, elevations, and other pertinent information shall be submitted.	
x. Plans and engineering calculations shall be signed and sealed by a Tennessee registered engineer.	
y. After the pre-construction meeting and upon review and approval of the road and drainage plans by the City Engineer, a plan set will be stamped approved, signed, dated and issued by the City Engineer.	
Utilities Plans shall meet the specifications established by the Portland Department of Utilities, which are beyond the authority of the Planning Commission. The official Portland Utilities Design Requirements checklist is contained at Appendix F of the Portland Subdivision Regulations. All relevant utilities information shall accompany these construction plans as a single plan set	

I do hereby submit the attached Construction Plans for review and recommendation by the Portland Municipal Planning Commission. The appropriate copies of the plat and drawings have been provided. I have reviewed the above checklist and do believe that all the information required has been presented.

Date Signature of Applicant

*Any items checked Not Applicable by the submitter that are deemed applicable by City Planning staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact City Planning Staff

Please note: No plan will be reviewed until all information required is presented in a full and complete manner.

FINAL PLAT CHECKLIST

The applicant shall submit one (1) electronic PDF copy of the proposed Final Plat to the Planning Department, in accordance with the submittal calendar approved by the Planning Commission as well as all applicable fees. By the second submittal deadline, the applicant shall submit a revised plat as required by the Planning Department for inclusion in the Planning Commission meeting packet. The approved Final Plat shall be recorded with the County Register of Deeds office where it will become the official plat of record. The applicant shall be responsible for paying all recording fees.

Date of Application: _____ Subdivision Name: _____

Map, Group & Parcel #: _____ Address: _____

Applicant Name and Phone #: _____

Required Information: The Final Plat shall meet the minimum standards of design as set forth in the subdivision regulations, be drawn to a scale of 1" = 100' (lots over 15,000 sq/ft), or 1" = 50' (lots less than 15,000 sq/ft) on an 18" x 24" or 24" x 36" sheet (outside dimensions)	
Statement of purpose for the plat	
The lines of all streets and roads, existing buildings, alley lines, lot lines, building setback lines, lots numbered in sequential/logical order, all easements and water quality buffers, and any areas to be dedicated to public use or sites for other than residential use with note stating their purpose and any limitations	
Typical Regular and Corner Lot configuration for the development, including all required setbacks and Public Utility and Drainage Easement (Consult "Typical Lot" definition at Appendix A for an example).	
Location of existing and proposed fire hydrants	
Square footage of all proposed parcels on the plat	
Proposed public and/or private road names and lot addresses as approved by the Planning staff and Emergency Communications (E911)	
Total acreage of the entire development, acreage of this phase, and road frontage of any remaining acreage to be developed	
Existing zoning(s) and setbacks chart with exceptions clearly depicted on specific lots	
Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, boundary line, block line and building line whether curved or straight, and including magnetic north point. This shall include the radius, central angle and arc length distance for the curved streets right-of-way and the curved property lines that are not the boundary of curved streets	
All dimensions to the nearest one hundredth (0.01) of a foot and angles to the nearest second	
Location and description of monuments, pins, etc; location and description of benchmarks within the subdivision	
The length of any proposed utilities for this subdivision phase.	
The names and locations of adjoining subdivisions and streets, existing easements, and the location and ownership of adjoining un-subdivided property; map, parcel, book, page	
Date, title, name and location of subdivision, graphic scale, and true north point	
Location sketch map showing site in relation to area	
Distance to nearest intersection	
If applicable, specific area to be used for sewage disposal as well as any applicable septic restrictions at the discretion of the Tennessee Department of Environment and Conservation	
All required MS4 and Stormwater notes	
Size and location of culverts	

One hundred (100) year flood limit, including the floodway, as determined by most recently published FEMA maps on file with the Planning Commission, with that portion of the property lying below the one hundred (100) year flood elevation being shown shaded or hatched, along with minimum pad and floor elevations for impacted lots. Flood panel information shall also be shown	
All lots that have some geographic feature (i.e. sinkhole, flood plain, or drainage facilities) that would affect the location and construction of a structure/building, parking, accessory structures, or utilities (i.e. water, sewer, septic tank, well, electricity, phone) shall be designated as "Critical Lots" with an asterisk (*)	
If the Final Plat depicts a portion of the development that has common ownership, plans for improvements and maintenance of the common areas shall be presented to the Planning Commission for verification before recording of the Final Plat	
A plat note stating the recording information of the articles of incorporation, bylaws and declaration of covenants and restrictions of the homeowner's association if required	
A plat note stating the recording information of the Stormwater Maintenance Agreement, if required	
Block showing time and date of recording, along with plat book and page numbers	
Critical Lots, as identified within these Regulations	
Notation of Possible Flooding – If any portion of the land being subdivided is subject to flooding, as defined in these regulations, a notation shall be made on the plat that development or modification of the land within any floodway delineated on the plat is prohibited and that development within floodway fringes delineated on the plat shall be done in such a manner that any structure shall be protected against flood damage to at least the regulatory flood protection elevation, which elevation shall be stated in the notation. Any additional restrictions imposed by the Planning Commission upon development within flood-prone areas also shall be indicated on the plat	
Notation of Septic Restrictions – Any restrictions related to septic disposal systems required by the Tennessee Department of Environment and Conservation shall be clearly indicated on the plat	
Notation of Private Restrictions – Private restrictions and trusteeships and their periods of existence shall be indicated on the plat. Should these restrictions or trusteeships be of such length as to make their lettering impracticable and, thus, necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat or, if the restrictions and trusteeships are of record, the plat shall note where they are recorded	
The following notes shall appear: "Road construction shall not begin without approval of the City of Portland Department of Public Works." "This property [is not or is] in an area designated as a special flood area, as shown on Community Map_____Panel Number_____, Effective date_____." If a stream appears as a blue line on a USGS 7½ minute quadrangle map, the following note shall appear: "No alteration of this (these) stream(s) shown will occur prior to written approval being granted by the appropriate authorities." "Drainage easements outside dedicated right-of-way's are not the responsibility of the City of Portland." Additional notes may be required by the City Planner to ensure compliance with these regulations or other development regulations.	

Other supporting documentation to be included with all Final Plat Submittals (if a Preliminary Plat submittal is not required)	
Applicable deed of ownership for the property under consideration	
Letter of Agency signed by property owner	
Letter of water services availability from the relevant utility providing domestic and fire demands for proposed subdivision	
Letter of sewer services availability from the relevant utility	
For lots to be served by septic systems, a High Intensity Soil Map stamped and approved by a Soil Scientist licensed in the State of Tennessee	

I do hereby submit the attached Final Plat for review and recommendation by the Portland Municipal Planning Commission. The appropriate copies of the plat have been provided. I have reviewed the above checklist and do believe that all the information required has been presented.

_____ _____

Date Signature of Surveyor

*Any items checked Not Applicable by the submitter that are deemed applicable by City staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact City Planning Staff.

Please note: No plan will be reviewed until all information required is presented in a full and complete manner.

CRITICAL LOT PLAN CHECKLIST

When a proposed lot contains natural or manmade features that affect the feasibility of construction, based on soil conditions, degree of slope, flooding, or other lot features such a lot must be designated as a Critical Lot per the Portland Subdivision Regulations. Prior to application for a building permit on all lots designated as "critical", a scaled plan shall be submitted to the City Planner for approval. Said plan shall be stamped by a State of Tennessee licensed professional land surveyor or engineer. Any review fees established by the City Council shall be paid prior to initiation of staff review. No building permit shall be issued upon a Critical Lot until a Critical Lot plan is approved by the City. No Certificate of Occupancy shall be issued until an As-Built drawing is provided showing that the requirements of the approved Critical Lot Plan have been met.

Date of Application: _____ Subdivision Name: _____

Map, Group & Parcel #: _____ Address: _____

Applicant Name and Phone #: _____

Required Information: The Critical Lot Plan shall meet the minimum standards as set forth in the Subdivision Regulations, be drawn to a scale of 1" = 20'. The plan shall provide a survey of existing conditions extended a minimum of ten (10) feet outside the boundaries of the lot, details of the proposed development, and address any concerns in relation to the feasibility of construction.	
The diversion of runoff away from foundations. A five (5%) percent grade over a minimum of 5' from the structure on all sides with the exception of the garage entrance is required. The garage entrance requires a minimum one (1%) percent grade	
Grading near lot boundaries that does not undercut trees on adjacent lots or concentrate stormwater flow to adjacent lots and structures.	
Driveways that cross sidewalks must be in compliance with these Subdivision standards and ADA accessibility standards.	
Grading at the minimum necessary to allow for building construction.	
Existing and proposed contour lines (including driveways) at a minimum of two (2) foot intervals (shown to a point 10 feet outside the lot boundaries).	
The location and elevation of the curb or edge of pavement fronting the lot and the elevation of the driveway at the house	
Lot dimensions, easements, setbacks, etc. which are shown on the recorded plat or a note designating setbacks to be determined by the zoning and/or any easements if not shown on the plat.	
Notations of significant natural features such as blue line streams, drainage ways, wetlands, marshes, springs, rock outcrops, and karst features such as dropouts and/or sinkholes.	
If applicable, the floodplain and/or floodway as shown on the adopted FEMA FIRMs or as shown on the plat for local areas;	
Any required Creek/Stream Buffers;	
Exact proposed building footprint;	
Garage and first floor elevations;	
For lots in a FEMA designated floodplain, the plan shall show minimum finished floor elevation (includes garage), and HVAC unit elevations based on the current floodplain ordinance	
For lots in a local designated floodplain or flood prone area, the plan shall show minimum crawlspace elevation (includes garage), and HVAC unit elevations based on the current floodplain ordinance or stormwater ordinance;	
For lots not in a designated floodplain, but adjacent to a large drainage channel, blue line stream, sinkhole, and/or otherwise low lying area with the potential for flooding, the plan shall show minimum finished floor elevation or minimum crawlspace elevation (includes garage), and HVAC unit elevations based on the requirements determined by the City Planner	
Proposed driveway access dimensions and distance from property line	
Location of other proposed lot improvements	
If applicable, all information contained in Retaining Wall Requirements at Appendix H of Portland Subdivision Regulations	

Design details of any retaining walls subject to structural loading	
Specified and illustrated methods for stabilization of the lot including temporary measures for construction purposes and permanent stabilization after construction	
Limits of grading	
Arrows showing direction of water draining away from structures	
Methods of managing storm water runoff, to include the type and location of erosion control facilities	
The name, address, and phone number of the professional responsible for the design of the Critical Lot Plan	
The name, address and phone number of the owner of the lot	
The name, address and phone number of the builder that will be working on the site	
One of the above three individuals must be designated as the primary contact on the cover sheet of the plan	
Any other information the City Planner deems reasonably necessary in the evaluation of such critical lots	
The City Planner or City Engineer may request additional technical evaluation and analysis of a proposed critical lot by a professional engineer specializing in geotechnical, soils, hydrology, and/or structures	

I do hereby submit the attached Critical Lot Plan for review by the City of Portland. I have reviewed the above checklist and do believe that all the information required has been presented.

Date _____ Signature of Professional Land Surveyor/Engineer _____

*Any items checked Not Applicable by the submitter that are deemed applicable by City staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact City Planning Staff.

Please note: No plan will be reviewed until all information required is presented in a full and complete manner.

AS-BUILT INFORMATION CHECKLIST

The record drawing must include, at a minimum, the following information:	
Boundary of the site as shown on the final plat of record. The as-built plan must show any geodetic reference points located on the site.	
Edge of pavement, centerline, curb and gutter, sidewalk	
Locations of all storm sewers, drainage structures, sanitary sewers mains, fire hydrants, and associated easements.	
For storm sewers, pipe materials should be identified based on visual inspection only. Include sizes, length, invert-in and invert-out elevations, and percent grade of pipe as computed.	
Ponds—including detention, retention and water quality ponds—showing elevations of top of embankments, toes of embankments, weirs, spillways, drainage structures, low flow channels, access easements and capacities of such ponds. Capacities must be shown both volumetrically and topographically with sufficient elevations to calculate the capacities.	
Locations of improved channels and swales in dedicated easements with spot elevations and slopes.	
Retaining walls requiring permits, indicating the type and showing the top elevations and the adjacent finished grades.	
Show all drainage and access easements for maintenance of the pond/dam and related facilities with Deed Book and Page Number.	
Field observations and measurements of other areas having the potential to be critical, as depicted on the approved plans and profiles.	

I do hereby submit the record drawings for review. I have reviewed the above checklist and do believe that all the information required has been presented.

Date

Signature of Surveyor or Engineer

PORTLAND
Department of Utilities
Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND
DEPARTMENT OF UTILITIES
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437

PORTLAND DEPARTMENT OF UTILITIES (PDU)
DESIGN REQUIREMENTS

Please include the following information on the Construction Plans Submittals. **DO NOT** submit separate plans for Portland's Department of Utilities and Planning to review. It needs to be one, complete submittal.

The following checklist must be completed and submitted through the IDT Portal. ***Incomplete packets shall result in a delayed review by Staff.***

	Included	Not Included	Not-Applicable
1. Approval stamp on the Cover Page of the plans:			

PORTLAND DEPARTMENT OF UTILITIES APPROVAL STAMP:

The Water and/or Sewer Plans have been reviewed and approved for construction.

_____ _____
Portland Dept. of Utilities Representative Date

2. Submit the PDU approved Capacity Letter with your IDT submittal of the Construction Plans/Plat.	❑	❑	❑
3. Plans must be stamped by a Tennessee registered engineer.	❑	❑	❑
4. Include PDU STANDARD NOTES on the Plans.	❑	❑	❑
5. Must use most-current PDU Details on the plans, uploaded on the City's website.	❑	❑	❑
6. Show all P.U.D.E.'s* on plans. Provide PDU with a copy of the recorded easements, if no Final Plat has been recorded.	❑	❑	❑
7. Provide existing and proposed site contours at an interval no greater than two (2) feet and no less than one (1) foot apart.	❑	❑	❑
8. Provide a project Benchmark for all Sewer Plans, with TN NAD 1983 state plane coordinates.	❑	❑	❑

	Included	Not Included	Not-Applicable
9. Provide stationing for water and sewer mains.	❑	❑	❑
10. Show a plan view of the **entire** development (i.e. entirety of the lots on one sheet)	❑	❑	❑
11. For all subdivisions show proposed lot lines, lot numbers, and E911 addresses.	❑	❑	❑
12. Provide project description on cover. State the total linear feet of proposed water and/or sewer mains, diameter of pipes, type of pipe, number of manholes, total number of proposed lots, and the total existing services to be moved to new mains.	❑	❑	❑
13. Provide an approved permit for all proposed PDU utility crossings from the appropriate agencies. (i.e. Gas Companies, CSX, TDEC, etc.)	❑	❑	❑
14. Include all proposed and existing utilities within and adjacent to the proposed development.	❑	❑	❑
15. Plan and Profile Sheets must be provided for all water and sewer mains.	❑	❑	❑
16. Provide profiles for all open-cut or dry bore & jack road crossings. Include easements for bore pit and receiving pit.	❑	❑	❑
17. Show profile on sewer services for commercial and industrial properties.	❑	❑	❑
18. Show all existing and proposed utilities, including storm pipes on plan and profile sheets.	❑	❑	❑
19. Show plan view enlargements for all tie-ins (i.e. proposed water main tying to existing water main).	❑	❑	❑
20. Provide profile of creek and/or ditch crossings.	❑	❑	❑
21. All utility mains must run parallel to street rights-of-way or within parallel P.U.E.'s**. Utilities may only run along property lines within P.U.E.'s** where approved by PDU.	❑	❑	❑
22. Show all proposed sewer and water services.	❑	❑	❑
23. All waterline replacement/extensions in the county shall be installed within a Public Utility Easement on the property being subdivided.	❑	❑	❑

	Included	Not Included	Not-Applicable
24. Extend all water mains for future road stub-outs, with end-of-line hydrant or auto flusher as directed by PDU, so adjacent properties can connect in future.	❑	❑	❑
25. All waterline replacement projects tying back into an existing main shall be done as per the PDU end of line connections details, W-15 or W-16.	❑	❑	❑
26. Within City Limits, install Fire Hydrants every 500 feet and at every roadway intersection	❑	❑	❑
27. All dead-end waterline extensions shall be installed as per detail W-21.	❑	❑	❑
28. For water booster stations, include all information associated with the station. (i.e. flow & pressure requirements, make, model, piping, pad, enclosure, electrical, telemetry, etc.)	❑	❑	❑
29. All sewer main extensions are reviewed as per TDEC Design Criteria for Review of Sewerage Works Construction Plans and Documents Checklist. Submit the completed TDEC Checklist with IDT submittal for project.	❑	❑	❑
30. Extend all sewer mains for future road stub-outs, with end-of-the-line manhole, so adjacent properties can connect in future.	❑	❑	❑
31. Show concrete collar 10 feet upstream from every manhole on Utility Plan(s) and Profile(s). (See Detail WW-09)	❑	❑	❑
32. Show horizontal separation between water and sewer mains of ten (10) feet and vertical separation of eighteen (18) inches. (Water mains below sewer mains shall be avoided.)	❑	❑	❑
33. Any sewer line thirteen (13) feet or greater in depth, as measured from the invert of the pipe to the top of ground, shall be Ductile Iron Pipe. Pipe shall be continuous between MH's. PDU will not allow a change in material between MH's.	❑	❑	❑
34. For all lots lower than the road they abut, provide earthen pad elevations for each lot to ensure gravity flow into the gravity sewer system while maintaining cover.	❑	❑	❑
35. For sewer lift stations, include all information associated with station. (i.e. flow & head requirements, make, model, piping, pad, enclosure, electrical, telemetry, etc.) PDU requires High Tide telemetry units on all Proposed Lift Stations.	❑	❑	❑

	Included	Not Included	Not-Applicable
36. Abandoned lift stations to be demolished below grade and backfilled as per detail WW-12. Add note on plans stating the following: *City shall be responsible for electrical disconnect. Contractor shall be responsible for demo and removal of all electrical and mechanical equipment. PDU personnel shall inform contractor what City shall keep. Contractor shall be responsible for the disposal of all other items.*	❑	❑	❑
37. Provide Sewer Calculations stamped by a Tennessee Licensed Engineer. Use 250 gpd per residence and a peaking factor of 4.	❑	❑	❑

Project Name _____

Applicant _____

Date _____

*Public Utility & Drainage Easement
**Public Utility Easement

APPENDIX H: RETAINING WALL REQUIREMENTS

APPENDIX H: RETAINING WALL REQUIREMENTS

H.1 GENERAL: Retaining walls measuring four feet in height and greater from bottom of footing/leveling pad to top of wall or supporting a surcharge shall require a building permit from the City of Portland Codes Department and be designed by a licensed Professional Engineer. Plans and design calculations must be signed and stamped by a Professional Engineer registered in Tennessee. Submittal of the design information shall be made to the City of Portland Codes Department. Prior to issuance of a building permit, the submittal must be reviewed and approved by the City Engineer.

H.2 SUBMITTAL REQUIREMENTS: The submittal packet must include the following information:

1) A general site plan that includes:
    a. Existing and proposed contours
    b. Property lines, public easements, and setback lines
    c. Locations of existing and proposed utilities (water, sanitary sewer, electrical, communication, etc.)
    d. Drainage features and stormwater runoff including direction of flow.
    e. Wall locations.
    f. Distances from wall to existing and proposed structures
2) Detailed retaining wall construction plans shall include:
    a. Site plan showing the walls with each wall numbered and stationed.
    b. Wall height by labeling top of wall elevation (T.W.) and bottom of wall elevation (B.W.) at key locations including low, high, and transition points.
    c. Spot elevations of finish grade at the top of wall and bottom of wall.
    d. Profiles for each wall with station numbers, elevations (existing and proposed), and any locations where utilities penetrate or go under a wall.
    e. A typical section showing wall, batter, footing or leveling pad dimensions, steel reinforcement details, subsurface drainage systems, weep hole locations, top of wall swale for stormwater drainage, front and back slopes.
    f. Details/specifications for wall blocks, including features that retain the blocks such as pins or lips, geogrid, grout, backfill material, etc.
    g. Identify limits of guard rails atop or immediately behind walls.
3) Set of design calculations for each wall sealed by a Professional Engineer registered in Tennessee. Calculations should include:
    a. Soil parameters (for footing/leveling pad, backfill behind walls or any other use),
    b. Safety factors with names, required value, and calculated value.
    c. Slope conditions for both sides of the walls.
    d. Design loads, etc.
4) If the retaining wall has the potential to impact right-of-way, a geotechnical report must be included in the submittal.

H.3: ADDITIONAL DESIGN REQUIREMENTS

1) Wooden retaining walls are not allowed. The material to be used for the wall must be approved by the City Engineer and the Planning Department.
2) The top of the retaining wall shall be at least three inches above the ground surface.
3) Stormwater is not allowed to flow over the top of the wall.
4) Geogrids will not be acceptable within right of way limits or public utility and drainage easements.
5) A single retaining wall shall not exceed 10 feet in height, unless approved by the City Engineer.

6) Terracing of retaining walls is permitted where justified by topographic conditions, but the combined height of all walls shall not exceed 20 feet. In a terrace of retaining walls, a minimum horizontal separation between the footings of the walls must be maintained of at least half the height of the tallest wall.
7) The use of standard designs from reputable manufacturers is allowable, but the Professional Engineer who stamps the drawings and computations is responsible for all aspects of the retaining wall design.
8) Retaining walls are to be built under the supervision of a Professional Engineer, preferably the engineer that sealed the design plans and calculations.
9) The Design Engineer shall provide the City of Portland certification that the retaining wall was built according to the submitted design.
10) Design Engineer certification shall be accompanied by a report that details inspections of the wall and contains pertinent compaction testing. Additionally, the City Engineer may require a proposed retaining wall to be inspected by an independent geotechnical engineer during the construction process.
11) If required, the independent geotechnical engineer shall submit inspection reports at agreed-upon intervals based on the construction schedule, size, and type of retaining wall, and types of soil testing involved. Inspection reports must demonstrate that the retaining wall is constructed safely and will function as designed.
12) In some cases, construction modifications may be required if the soil design parameters are insufficient.
13) All retaining walls must be maintained in a structurally safe and sound condition and in good repair.