



SUMNER COUNTY
ASSESSOR OF PROPERTY

JOHN C. ISBELL
ASSESSOR

355 N. BELVEDERE DRIVE, ROOM 206
GALLATIN, TENNESSEE 37066
PHONE (615) 452-2412 • FAX (615) 442-1108

PLAT APPROVAL PROCEDURES

Overview

This chapter presents the procedure for applying for Plat approval and the process by which the Planning Department reviews and approves plats.

Digital Submittal Requirements

The Sumner County Assessor of Property maintains and updates an inventory of the County's parcel data, using Geographic Information Systems (GIS) software. Digital plans for new developments and redevelopments can be submitted and incorporated into the GIS, allowing the County to maintain up-to-date mapping of the County's system as development occurs. Pursuant to the County's (Insert ordinance here), the Sumner County Planning Department is requiring that development plans be **submitted in both digital and hard copy formats.** This section defines the standards and specifications that will apply to all digital submissions to the Planning Department.

Standard specifications in this document pertain to the digital drawings for all developments and redevelopments. Furthermore, the digital submissions and standard specifications shall not supersede the current requirements for hard copy drawing submittal; the digital submission of drawings shall be **in addition** to all existing plan submittal requirements.

All digital data submitted to the Planning Department shall be formatted in accordance with the standards contained in these sections. Digital submittals that contain incorrectly formatted data, unreadable data, or missing required information shall be returned to the responsible agency or person for corrections and resubmittal. Approval shall be contingent upon the submission of correct and accurate digital data. Failure to provide the digital information in the format required may cause the plan to be rejected.

Acceptable Digital Submittal Formats

The Planning Department will accept the following file formats for digital submittals:

Acceptable Formats for Digital Files

File Format	Preliminary Submittals	Digital As-Built ¹ Certifications
*.dgn (Microstation)	X	X
*.dwg (AutoCAD)	X	X
*.dxf (drawing interchange file)	X	X
*.shp (ArcView shapefile)	X	X

Notes: 1. All as-built submittals must be georeferenced.

Digital Submittal Standards

The data presented in all digital submittals will be comprised of four distinct features: text, points, polygons, and continuous lines. Different features shall be placed on separate layers to aid integration of the digital data into the County's existing GIS database. Drawings shall be properly annotated on separate layers. All lines must be solid, continuous, and snapped at all intersections. No lines shall be broken by text; all annotation must be located above or below the line work. All point features must be true points (not just line symbology). However, additional symbology may be included as well.

All drawings shall be oriented North and georeferenced horizontally to the Tennessee State Plane, North American Datum of 1983 (NAD83), with map units in US Survey Feet. The submittal should display State Plane Coordinates for at least two points. The accuracy of the State Plane Coordinates should be consistent with the accuracy of the submittal.

We will use the files to help maintain Sumner County's GIS Enterprise System. Your digital files will not be redistributed in any way.

Summary of Digital Submittal Requirements:

Digital submittals for new developments and redevelopments must:

1. Be georeferenced to Tennessee State Plane Coordinates, North American Datum 1983 (NAD83);
2. Provide control points, properly labeled;
3. Provide layers for each distinct data;

4. Provide lines that are solid, continuous, and snapped at all intersections;
5. Provide annotation located above or below the line, point, or polygon;
6. Provide point features as true points, however, symbology may be used along with a true point.

Transfer Media Requirements

Digital submittals must be presented to the Sumner County Planning Department using the following media:

- DVD-ROM
- CD-ROM

Digital submittals presented to the Planning Department using media other than those listed above will not be accepted.

The media should be labeled with the name of the Development along with any other pertinent information.

Implementation Timeline

Phase I

Effective March 1, 2008. Submittals to the Planning Department will include digital media to be forwarded to the Assessor of Property's Office for processing.

Phase II

Effective August 1, 2008. Digital Submittals shall be oriented North and georeferenced horizontally to the Tennessee State Plane, North American Datum of 1983 (NAD83), with map units in US Survey Feet. The submittal should display State Plane Coordinates for at least two points. The accuracy of the State Plane Coordinates should be consistent with the accuracy of the submittal.



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Digital Submittal Exception Request

Date: _____

Subdivision Information

Subdivision Name: _____ Subdivision Number: _____

Contact Information

Company Name: _____ Phone Number: _____

Person Requesting Exception: _____

E-mail: _____

Reason Exception Should be Considered

- One or Two Lot Subdivision
- Plat Drawn by Hand
- Digital File has already been Submitted (New file Must be Submitted if ANY Change is Made to Size, Shape or Area of Lots, Open Space or Right of Way)
- Plat is a Continuation of a Subdivision Started Before Digital Submittal Requirements

Last Recorded Phase or Section: _____

Instrument Number: _____

Assessor of Property's Decision

Date: _____ Staff: _____

- Approved
- Disapproved

Explanation for Disapproval: _____