

- Signatures on plats may be obtained electronically or in-person, instructions are provided below.
- Signatures may be obtained in any order, but the Certification of Approval must be signed last.
- When signatures are gathered on paper, the plat must remain in paper form to be recorded.
- The Knox County Register of Deeds may not record the low-quality or blurry plats.
- The surveyor or their client is responsible for obtaining all required signatures.
- The surveyor or their client is responsible for recording the plat with the Register of Deeds.
- The instrument number for access easements/HOAs must be added to the plat prior to recording.

Page 1: Electronic signature process

Page 2: In-person/paper signature process and Town of Farragut process

Page 3: Agency contact information

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Page 5: Using Adobe Acrobat Reader to add electronic signatures to PDF

Electronic signature process

Step 1: Gather signatures (see page 3 for agency contact information)

- Email each agency individually and request their signature
 - Use the subject line – URGENT: Requesting Plat Signatures for File #
- Wait for the plat to be signed and returned before emailing it to another agency
- Recommend emailing Planning last

Step 2: Request certification from Knoxville-Knox County Planning

- Email the plat to plats@knoxplanning.org
 - Use the subject line – REQUESTING CERTIFICATION: FILE #
- Planning staff will sign the Certification of Approval for Recording
- The certified plat will be returned by email and is ready to record

Step 3: Record plat with the Knox County Register of Deeds

- Email the plat to Knox County Register of Deeds at maps.rod@knoxcounty.org
 - Use the subject line – PLAT RECORDING
 - Include the following information in the body of the email:
 - Owner(s) name
 - Phone number to pay by credit card or
 - Escrow account to charge
 - To establish an escrow account call 865.215.3544
- A receipt will be returned with the recording instrument number

Step 4: Provide a copy of the plat to City of Knoxville Technical Services (If applicable)

Applies to plats containing property within the City of Knoxville only

- Email the certified plat to cityplats@knoxvilletn.gov
 - The plat must include the instrument number assigned by the Register of Deeds

In-person/paper signature process

Paper copies are required for the following agencies:

- Knox County Register of Deeds
- Knoxville-Knox County Planning (or a digital scan at office))
- City of Knoxville Technical Services (for property within the city limits only)
- Property owner (if desired)

Step 1: Gather signatures (see page 3 for agency contact information)

- Call in advance to ensure staff availability and schedule an appointment
- Obtain all signatures except for the following:
 - Addressing
 - Zoning
 - Certification of Approval for Recording

Step 2: Request certification from Knoxville-Knox County Planning

Planning's office: City County Building, 400 Main Street, 4th Floor, suite 403

- Planning will sign the Addressing, Zoning and Certification of Approval for Recording
- Once all signatures are complete the plat is certified and ready to record

Step 3: Provide a copy of the certified plat to the Register of Deeds

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

- Take the certified plat to the Register of Deeds office for recording
- The recording instrument number will be added and the plat recorded

Step 4: Provide a copy of the recorded plat to City of Knoxville Technical Services (if applicable)

Applies to plats containing property within the City of Knoxville only

City Technical Services: City County Building, 400 Main Street, 4th Floor, suite 475

- Return a paper copy with the instrument number assigned by the Register of Deeds

Town of Farragut process

- Contact Town of Farragut Planning and Land Use Department at 865.675.2384
- Plats are reviewed and signed by Knoxville-Knox County Planning's addressing staff only
 - Email the plat to addressing@knoxplanning.org for review or signature

Agency Contact Information

UTILITIES			
AT&T	ef2042@att.com ja2344@att.com	Ed Finley James Atkins	865.254.2908 865.789.4721
Charter	seth.delong@charter.com billy.click@charter.com	Seth DeLong Billy Click	865.740.1511 865.388.7524
Comcast 5720 Asheville Highway	Joshua_Jones@comcast.com michelle_moore2@comcast.com (in-person Mon to Thurs. 8-12 by appt)	Joshua Jones Michelle Moore	865.719.7590 865.740.1793
First Utility District	edeyton@fudknox.org mgresham@fudknox.org	Edwin Deyton Michael Gresham	865.218.3690
Frontier	james.heatherly@ftr.com	Jim Heatherly	865.236.5083
Hallsdale-Powell Utility District	chumphrey@hpud.org dfrear@hpud.org; mapplats@hpud.org	Cody Humphrey Derek Frear	865.925.3921 865.922.7547
Knox Chapman Utility District	gis@knoxchapman.org	Dylan Prater	865.577.4497 x104
Knoxville Utilities Board (4505 Middlebrook Pike)	nsvplats@kub.org (call to schedule an appointment for in-person signatures)	Biswa Pokharel Travis Franklin	865.558.2728 865.558.2260
Lenoir City Utility Board	amcdaniel@lcub.com	Andrew McDaniel	865.988.0774
Luttrell Blaine Corryton Utility District	jimmylangley@comcast.net	Jimmy Langley	865.771.4160
Northeast Knox Utility District	gregg.morgan@nekud.com jamie.smith@nekud.com matt.morgan@nekud.com	Gregg Morgan Jamie Smith Matt Morgan	865.687.5345
TDS	rick.hudson@tdstelecom.com	Rick Hudson	865.671.5144
West Knox Utility District	ckidd@wkud.com jreese@wkud.com	Christian Kidd Jim Reese	865.690.2521
TAXES			
City of Knoxville 400 Main St., 4 th Floor	dfdyer@knoxvilletn.gov	Donna Dyer	865.215.2084
Knox County 400 Main St., 4 th Floor	trustee@knoxcounty.org bart.anderson@knoxcounty.org	Kristin Phillips Bart Anderson	865.215.2196 865.215.2310
ENGINEERING			
City of Knoxville (Technical Services) Email all 4 contacts 400 Main St., 4 th Floor	cityplats@knoxvilletn.gov	Ben Davidson Charlotte GoForth Vicky Harrell	865.215.2103
Knox County 205 W Baxter Avenue	landdevelopment@knoxcounty.org	Amanda Purkey	865.215-5800
HEALTH DEPARTMENT (For septic only)			
Knox County Health Dept. 140 Dameron Avenue (8-9:30 & 3-4:30 only)	sharon.beam@knoxcounty.org don.gill@knoxcounty.org	Sharon Beam Don Gill	865.215.5205 865.215.5222

Party Responsible for Signing Certifications

Surveyor

Certification of Final Plat- All Indicated Markers, Monuments and Benchmarks Set
Certification of the Accuracy of Survey
Certification of No Recorded Easements

Owner

Certificate of Ownership and General Dedication
Owner Certification for Public Sewer and Water Service
Owner Certification on Release of Easement

Utility Provider

Certification of Approval of Public Sanitary Sewer System
Certification of Approval of Public Water System
City/County Release of Easement

City Tax Clerk or Knox County Trustee

Taxes and Assessments

Knoxville Technical Services

City Release of Easement
City of Knoxville Department of Engineering Certification

Knox County Engineering

County Release of Easement
Knox County Department of Engineering Certification

Knox County Health Department

Certification of Approval of Subsurface Sewage Disposal System

Knoxville-Knox County Planning (obtain these signatures last)

Addressing Department Certification
Zoning
Planning Staff/Commission Certification of Approval for Recording- Final Plat

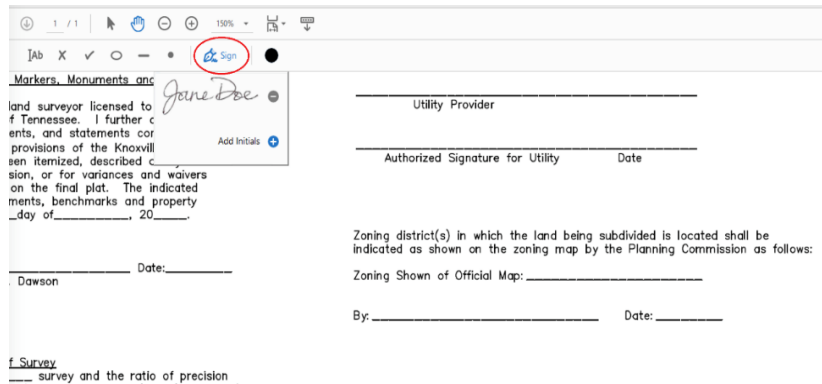
How to Add Electronic Signatures Using Adobe Acrobat Reader DC

1. Open the file in Adobe and select the pen icon. or select "Fill and Sign" from the tools



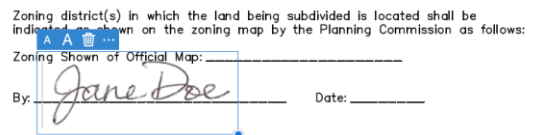
2. Zoom to signature area and then select the "Sign" button on the toolbar.

Select your signature from the drop-down.



Note: The first time you do this, click "Add Signature" and then select "Image". Browse to your electronic signature (JPG) saved on your computer. Check the box for Save Signature and hit Apply.

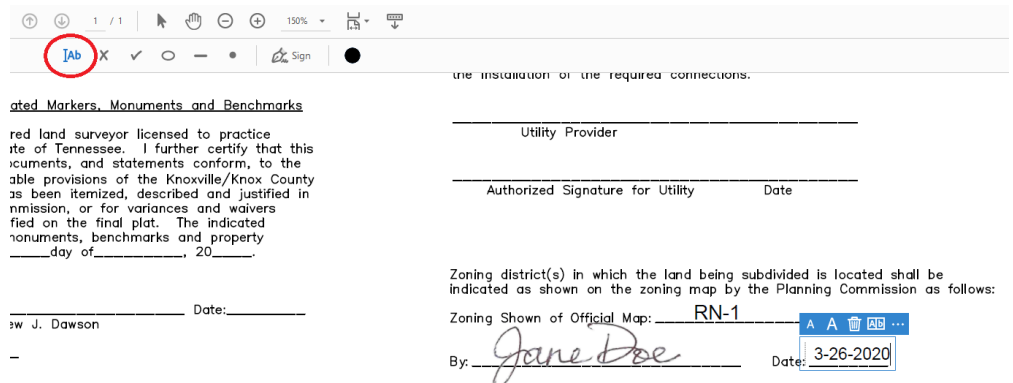
3. Click to add your signature in the desired location. Reposition the signature by using the crosshairs. Adjust the size by using the small or large A button.



4. To add the date or other text, chose the "Ab" button from the toolbar.

Click on a line on the plat to add text.

Reposition and adjust text size as needed.



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