

Subdivision plats should be submitted electronically for review by Knoxville-Knox County Planning. The Town of Farragut Municipal Planning Commission reviews subdivision plats for property within the Town of Farragut. Plats dividing property into 5 or more acres, which do not require new street or utility construction, are exempt from review.

1. EMAIL PLAT AND APPLICATION

- a. Download an application at <https://archive.knoxmpc.org/dandf/forms/development.pdf>
- b. Email the completed application and plat to applications@knoxplanning.org
 - Include the plat title in the subject line (i.e.: "Resubdivision Plat of Rob Jones Property")
- c. Planning will check the application for completeness and calculate the total fee
 - The review process begins after payment is received

2. SUBMIT PAYMENT

NOTE: A 2.5% vendor fee applies to all credit or debit card transactions (fee will be added to Planning's fee at the time of payment)

- a. Use the emailed payment link to pay via check, debit or credit card
- b. Pay by check made out to Knoxville-Knox County Planning
 - Checks may be mailed or brought to Planning's office for processing

3. CHECK REVIEW AND APPROVAL STATUS

- a. Check the plat review status using the assigned file number at <https://knoxplanning.org/plats>
 - It is unnecessary for the applicant or owner to contact Planning during this process
- b. Plats are reviewed by Planning staff (including addressing department), City or County engineering, utility districts, and the health department (if necessary)
- c. The surveyor is responsible for correcting the plat and providing a revised plat for review
- d. Planning staff will notify the surveyor when all approvals are received (i.e. ready to certify)

4. GATHER SIGNATURES AND RECORD THE CERTIFIED PLAT

- a. Surveyors or their clients are responsible for obtaining applicable signatures on the plat
 - Signatures may be obtained either electronically via email or in-person
- b. Planning staff will "certify" the plat for recording after all signatures are gathered
- c. The certified plat may then be recorded with the Knox County Register of Deeds
 - A copy should also be provided to the Knox County Property Assessor