

## CITY OF BRISTOL, TENNESSEE DEVELOPMENT RELATED MEETING DATES

- The Council meets at the Slater Center, 325 McDowell Street, at 7:00 PM the first Tuesday of each month.
- The Municipal Regional Planning Commission meets at the Easley Municipal Annex Building, 104 8th Street, at 6:00PM the third Monday of each month.
- Please phone the Department of Community Development to verify that meeting dates and times have not changed.

### OFFICE LOCATION

Our offices are located at 104 8th Street in the Easley Municipal Annex Building on the corner of 8th and Shelby Streets. The double door entrance is adjacent to the Shelby Street parking lot .

#### From Interstate 81:

Exit 3 to 381/Commonwealth. Follow Commonwealth from Bristol, Virginia to the State Street intersection. Turn Left onto State Street, travel one block, turn right onto 8th Street. Travel one block to the stop sign at the intersection of 8th and Shelby Streets, then turn right onto Shelby Street.

#### From Volunteer Parkway and 11-E:

Follow Volunteer Parkway to its intersection with Anderson Street (look for the green dining car at Anderson). Turn onto Anderson Street, travel one block to turn left onto 8th Street. Travel one block to the stop sign at the intersection of Shelby and 8th Streets, then turn left onto Shelby Street.

Find application forms, the subdivision regulations, and other information online at: <http://www.bristoltn.org/Planning.cfm>.

### THE DEPARTMENT OF COMMUNITY DEVELOPMENT

## PROPERTY SUBDIVISION OVERVIEW



104 8th Street  
Bristol, Tennessee 37601

Phone: 423-989-5514  
Fax: 423-989-5717  
<http://www.bristoltn.org>

## IMPORTANT PROPERTY SUBDIVISION CONTACTS

### City of Bristol, Tennessee

#### Community Development Department

Shari Brown, AICP,  
Director of Community Development,  
[sbrown@bristoltn.org](mailto:sbrown@bristoltn.org) 423-989-5514

Judy Carrier, Administrative Office Coordinator,  
Planning,  
[jcarrier@bristoltn.org](mailto:jcarrier@bristoltn.org) 423-989-5514

Sheila Wilson, Secretary  
[swilson@bristoltn.org](mailto:swilson@bristoltn.org) 423-989-5515

#### **Planners:**

Heather Moore,  
[hmoore@bristoltn.org](mailto:hmoore@bristoltn.org) 423-989-5549

Patricia Oldham, AICP,  
[toldham@bristoltn.org](mailto:toldham@bristoltn.org) 423-989-5518

#### **Planning Technicians:**

Mary Butler,  
[mbutler@bristoltn.org](mailto:mbutler@bristoltn.org) 423-989-3083

Hakim Merrill,  
[hmerrill@bristoltn.org](mailto:hmerrill@bristoltn.org) 423-989-5564

#### **Department of Public Works: Engineering Division**

Timothy Beavers, P.E.  
City Engineer 423-989-5566  
[tbeavers@bristoltn.org](mailto:tbeavers@bristoltn.org)

#### **State of Tennessee Department of Environment and Conservation** (Water Quality/NPDES Permits)

(Johnson City ) 423-854-5400  
*Online applications, handbooks, and permit info:*  
<http://www.state.tn.us/environment/permits/>

### Other Infrastructure Contacts:

**Bristol Tennessee Essential Services (BTES) (Electrical)** 423-968-1526

**ATMOS Energy** (Natural Gas) 888-824-3434

#### **Water Utility Districts:**

City of Bristol, Tennessee 423-989-5664  
Blountville Utility District 423-323-2189  
Bristol Utility District 423-989-5649  
Bristol-Bluff City 423-764-4183  
South Bristol/Weaver Pike 423-764-4183

#### **Tennessee Department of Environment and Conservation: Groundwater Protection**

(Septic/SSDS)  
(Sullivan Co. Environmental Office) 423-279-2776

<http://www.state.tn.us/environment/permits/septcons.shtml>

<http://www.state.tn.us/environment/gwp/>

#### **Tennessee Department of Environment and Conservation-**(Water and Sewer Plans Review)

(Johnson City ) 423-854-5400  
*Online applications, handbooks, and permit info:*  
<http://www.state.tn.us/environment/permits/>

### **Sullivan County Tennessee Offices:**

**Sullivan County Land Use Office:**  
(Blountville) 423-323-6440

**Sullivan County Tax Assessor:** 423-323-6455

**Sullivan Co. Register of Deeds**  
(Maintains and Records Plats and Deeds)

**Bristol:** 423-989-4370  
*Civil districts 1, 2, 17, 19, 21, & 22*

**Blountville:** 423-323-6420  
*All other districts*

# PROPERTY SUBDIVISION OVERVIEW

## When is a subdivision approval required?

Approval of major or minor subdivisions is required anytime that:

- A) a parcel of land is divided, re-subdivided, or combined into two or more, lots, site or divisions less than five acres.
- B) any land is divided, re-subdivided, or combined into two or more lots, sites, or divisions which requires new utility construction, or a new street

See also: *Tennessee Code Annotated Title 13, section 13-3-401 through 13-3-411 and Section 13-4-301 through 13-4-309.*

## How long has Bristol, Tennessee had subdivision regulations?

The Planning Commission was chartered in 1943.

## Where can an applicant learn more about the property subdivision process?

In order to encourage communication with applicants, as well as ensure applications are complete and ready to distribute for staff and interagency review, staff welcomes pre-submission meetings for the applicant, the surveyor, and Community Development

staff to review a rough or sketch plat prior to submitting a formal subdivision request application. The staff also will help determine if the plat will be classified as either a major or a minor subdivision. For further information about setting an appointment or working with staff members for additional assistance, please call the Department of Community Development at 423-989-5514

## How do I apply for property subdivision?

Subdivision Applications, checklists, and the *Subdivision Regulations* are available at the Department of Community Development, located on the corner of 8th and Shelby Streets, or online in the Subdivision Regulations at: <http://www.bristoltn.org/Planning.cfm>. Applications may be submitted to 104 8th Street, Bristol, Tennessee 37620. All applications and required documentation are due by the monthly meeting of the Planning Commission, held on the third Monday of the month, one month prior to the Planning Commission meeting when the item should be reviewed. (For example, if the item is to be heard in May, the deadline is the April Planning Commission meeting.) Please phone 423-989-5514 for subdivision review fees and Sullivan County Register of Deeds recording costs.

## What is the property subdivision plat approval process?

Once an applicant submits the preliminary and/or final subdivision plat to the Department of Community Development, staff reviews it for conformity with requirements of the *Subdivision Regulations* and adopted plans, and the applicable zoning code. If corrections to the plat are necessary, the plat will be returned to the professional with a corrections letter, which is also copied to the applicant(s). Many minor plats, which

involve two or fewer lots and do not require infrastructure expansion, may receive expedited approval by the Planning staff. All other plats are reviewed by the Planning Commission. The Planning Commission will either approve or disapprove the plat within thirty-five (35) days from the date of its meeting, which is considered the submission date to the Planning Commission. If disapproved, the applicant has up to one year to correct the plat and resubmit the document for additional review and approval under the original application. If approved, or approved pending corrections, then upon receipt of required surety, the Community Development staff records the corrected final subdivision plat with the Sullivan County Register of Deeds. .

## What are the types of subdivision plats which lead to final subdivision approval?

- **Sketch Plat: (optional)**  
The sketch plat shows conceptual, general layout of lots, streets, and other relevant land characteristics. It is reviewed by the staff or planning commission for general design comment prior to the preparation of a preliminary or final plat by a surveyor and/or engineer licensed to practice in Tennessee.
- **Preliminary Plat:**  
The preliminary plat and any related infrastructure plans and calculations are reviewed interdepartmentally and by other outside agencies for accuracy and compliance with the Subdivision Regulations, Construction Standards, Transportation and Land Use Plan, and Major Thoroughfare Plan. A minor subdivision plat will not require the submission of a preliminary

plat. Minor subdivisions consist of any subdivision containing less than five lots fronting on an existing public way; not involving any new or improved public way, the extension of public facilities, or the creation of any public improvements, and not in conflict with any provision of the adopted general plan, major street or road plan, zoning ordinance or subdivision regulations. All other subdivisions which do not fit that definition are considered major subdivisions.

- **Final Plat:**  
Following preliminary plat approval, or in conjunction with, the final plat is reviewed for approval for recordation at the Sullivan County Register of Deeds. A final plat may be recorded in phases, based upon the approved preliminary plat. Infrastructure surety may be required in phases accordingly.

## Why are subdivisions reviewed, even those outside the City Limits?

Tennessee law provides the Municipal Regional Planning Commission the authority to review subdivisions located within Bristol, Tennessee and its extraterritorial region (Urban Growth Boundary). The use of standard regulations also provides guidance concerning the long term, beneficial use and division of land, infrastructure development, transportation system design, public facilities planning, and the overall economic stability of the planning region.