**Planning Commission Membership**

The Planning Commission is comprised of nine (9) members, five (5) of which are appointed by the Marion County Mayor and approved by the Marion County Commission. Appointed members terms are four (4) years with staggered expiration dates. The other four (4) members’ services are coterminous and are comprised of:

Marion County Mayor

Marion County Road Superintendent

Two (2) Marion County Commissioners

**Marion County Regional Planning Commission Membership**

Mayor David Jackson, Marion County Mayor, Chairman

Gene Hargis, Marion County Commissioner, District 2, Seat B, Co-Chairman

Louise Powell, Secretary

Keith Garth, Alternate Secretary

Cory Pickett, Marion County Road Superintendent

Robert Kelly

Chris Morrison, Marion County Commissioner, District 5, Seat C

Johnny Rogers

Jimmy Sneed

**Staff:** Garrett Haynes, Senior Planner, SETDD, Chattanooga, TN

SETDD **–** Southeast Tennessee Development District

 ghaynes@sedev.org

William Gouger, Marion County Attorney

bgouger@CGCRTA.com

Renea Wilson, Administrative Staff, Marion County Planning Office

rwilson@marioncountytn.net

The Marion County Planning Office is located in the Minter Building at 24 Courthouse Square, Suite 105, Jasper, TN 37347.

**Plat Submittal Guidelines**



**Community:** UnincorporatedMarion County

**Planner:** Garrett Haynes

**Email:** ghaynes@sedev.org

**Phone:** (423) 424-4245

1. Plats must be submitted electronically via email to the SETD Planner, Garrett Haynes, ghaynes@sedev.org
2. Plats should be in PDF format attached to the email or a link provided in the body of the email for larger files. Staff may request CAD drawings for larger subdivisions to assist with review.
3. Only one plat may be submitted per email. If you have multiple plats, please send an email for each plat.
4. The email subject should be the same as the plat title.
5. The email should be sent to:
* Garrett Haynes, ghaynes@sedev.org
* Renea Wilson, rwilson@marioncountytn.net
* **All others who wish to receive a copy of the staff review.** Staff will use **“REPLY ALL”** to send the staff review
1. If not clear and obvious from the plat, please include a brief statement of the intended purpose of the plat in the body of the email.
2. **All requested variances should be listed on the plat**. Please provide a brief explanation as to why each variance is needed in the body of the email.
3. Electronic submission is required **IN ADDITION TO** delivery of all required hard copies to the Marion County Planning Office. The following hard copies are required by the Marion County Subdivision Regulations:
* Two hard copies are required for review by Marion County officials. These must be submitted by noon on plat review day, which is ten (10) business days prior to the next regularly scheduled meeting.
* Preliminary Plats: Nine (9) hard copies with corrections are due by noon on the day of the Planning Commission meeting
* Final Plats: Eight (8) hard copies with corrections are due by noon on the day of the Planning Commission meeting

The Marion County Subdivision Regulations can be downloaded from this website or picked up in the Planning Office.

 **Meetings**

The Marion County Regional Planning Commission regularly scheduled monthly meeting is the first Tuesday of each month, 4:00 P.M. CST at the Lawson Building located at 300 Ridley Drive, Jasper, TN 37347.

To be added to the Agenda please contact the Marion County Planning Office at least ten (10) business days prior to the next regularly scheduled meeting.

**Plat Review Day**

Plat Review Day is held on the Tuesday two (2) weeks prior to each Planning Commission monthly meeting.

All plats must be submitted to the Marion County Planning Office no later than noon CST of Plat Review Day in order to be placed on the next meeting’s Agenda; otherwise it will be placed on the following month’s Agenda.

Plats can be submitted to the Planning Office during regular business hours Monday through Friday, 8:00 – 4:00 CST. The individual leaving the plat in the Planning Office will be required to complete information on the PLAT LOG – SIGN IN for each plat being left in the Planning Office.

**Types of Plats**

**Staff Approved** Plat containing two (2) lots or less, requiring no improvements or variances and are in compliance with the Subdivision Regulations can be approved by Staff. After review of the Final Plat by the Planner, **eight (8) copies of the plat with original signatures** **on all copies are required** to be submitted to the Planning Office for the Planning Commission’s Secretary and Planning Commission’s Staff signatures.

**Preliminary** Are required in subdivisions which have five (5) or more lots. After review by the Planner, **nine (9) hard copies with corrections** are required for the meeting and due in the Planning Office by noon on the day of the Planning Commission meeting. If a utility company is involved, the appropriate agency should be contacted at or before the Preliminary Plat stage. This plat must receive the Planning Commission’s approval prior to Final Plat Approval.

**Final:** Are required for all developments. After review by the Planner, **eight (8) hard copies with corrections** are due in the Planning Office by noon on the day of the Planning Commission meeting.These copies will be reviewed by the Planning Commission for approval or denial.

***Before any plat can be registered each, plat copy must have the original signature and***

***date for all required signature certification blocks on each plat copy.***

**IMPORTANT Note:** It is the owner or surveyor for the owner’s responsibility to obtain all necessary signatures except for those of the Planning Commission Secretary and Planning Commission Staff.

The Senior Planner (Garrett Haynes) reviews plats upon submittal, contacts the appropriate surveyor

with corrections, if any, and reviews the plats with corrections prior to the monthly Planning Commission meeting.

**Zoning**

There is no zoning in unincorporated Marion County, Tennessee.

**IMPORTANT Note:** Individuals are strongly encouraged to check for any Deed Restrictions, Provisions, Covenants and/or HOA’s thru the Marion County Register of Deeds Office at 423 942 2573.

The State Tax Map and Parcel Number will need to be provided when contacting the Register of Deeds office.

If the State Tax Map and Parcel Number is not known, that information can be found online at [Tennessee Property Data Home Page (tn.gov)](https://www.assessment.cot.tn.gov/RE_Assessment/).

or

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

**Plat Registration**

Once plats receive Final Plat approval from the Planning Commission, the Plat must be registered at the Marion County Courthouse in the Register of Deeds Office. Until this is done, the plat is not a legal document, and lots cannot be sold.

**Signatures on Previously Recorded Plats**

In accordance with State law a revised plat, which is a re-subdivision of a portion of a previously approved Subdivision that is on file in the Register of Deeds Office, shall only be required to have the surveyor’s, Owner’s and Planning Commission Secretary’s certification blocks and signatures on the plat when requesting Final Plat Approval.

In most cases, even though this type plat only requires the three (3) signature certification blocks, the plat is still required to come back before the Planning Commission regardless of the number of lots. These plats still must go through the same approval process.

**Signatures Required from the Following Agencies on *most* Final Plats:**

**IMPORTANT Note:** It is the owner or surveyor for the owner’s responsibility to obtain all necessary signatures except for those of the Planning Commission Secretary and Planning Commission Staff.

Sequachee Valley Electric CoOp 423 837 8605 512 Cedar Avenue, South Pittsburg, TN

9 1 1, Jerry Don Case 423 942 4423 105 West First Street, Jasper, TN

TDEC (Septic) Micah Gravitt 423 634 5745 No office In Marion County, reachable by phone

Marion County Road Superintendent 423 942 2581 513 East Valley Road, Jasper, TN

Any Existing Water or Sewer Company

Planning Commission Secretary 423 942 3527 24 Courthouse Square, Suite 105, Jasper, TN

\* In order for TDEC to obtain the necessary soil analysis prior to their signature being placed on a Final Plat, they should be notified at the Preliminary Stage of your development.

**Marion County Subdivision Regulations**

The Subdivision Regulations for unincorporated Marion County, Tennessee are prepared by the Marion County Regional Planning Commission and are available on the Marion County website. You must have Adobe Reader on to access them.

**Subdivision Regulations for Marion County, TN may be downloaded from the website**