

## CENTRALIZED PLAT SIGNATURE AND RECORDING PROCESS

**Purpose:** To make the plat signature and recording process more efficient.

**Process:** Each week plats that are received for signatures will be batched together, signed by staff, and recorded on a specific day. Applicants will not be required to move the plat internally within departments.

To ensure the complete and timely processing of your plat please follow the following instructions.

- On Monday by 2pm, please send an email to [ltompson@chattanooga.gov](mailto:ltompson@chattanooga.gov) with a PDF copy of the plat that you will need signed. This includes staff approved plats and major final plats. This also includes any plats that are not typically signed by RPA, but might need signatures from one of our County departments, for example Red Bank or Collegedale. A log of the plats that have been submitted for signatures will be prepared and shared with the staff that will need to sign the plats. Plats that do not follow these process steps will not be added to the batch for the week and will be delayed.
- Printed copies of the plats will need to be delivered to the DRC and placed in the drop off box located in the lobby. We ask that you have the copies in the drop off area no later than 3pm on Tuesday. Please note that the plat copies must be 24x30 and we will send two paper copies and the Mylar to the Register's Office for recording. You are welcome to bring additional copies if you need a signed copy for your records. We do ask that you sign your plat in on the provided log.
- Staff will meet on Wednesdays to sign the plats. Again, plats not received by the deadline will be delayed till the next week's batch.
- On Thursday, the RPA staff will sign the plat and take it to the GIS office to be signed and recorded.
- Please enclose with your plat a check for \$100 made payable to the RPA for the review fee and a check for \$17 made payable to the Register of Deeds office for the recording fee. If you prefer to pay the RPA fee via credit card please leave a note with the plat and we will have a staff member call you to collect your credit card information. At this time only checks are being accepted for the Register of Deeds payment.
- If your plat is within the City of Chattanooga you will need to file a review application with the LDO office via their Viewpoint platform. The link to submit your application is <https://chattanoogatn.viewpointcloud.com/categories/1102/record-types/6526>. You can also pay the City of Chattanooga application fee of \$140 via this online tool. Or make payment via check or cash in person.
- Once the plat is recorded by GIS any extra signed copies will be picked up in the drop off area. There is a pick up box where your plat copies will be placed. Copies can be picked up on Friday. If your plat is for one of our other jurisdictions, but needs a DRC signature, it will be signed and placed in the pick up area on Thursday. A staff member will let you know it is ready for pickup so you can take it to the jurisdiction that needs it next.

For any questions about the centralized plat process please call the Subdivision Coordinator at 423-643-5916 or send an email at [ltompson@chattanooga.gov](mailto:ltompson@chattanooga.gov).

## FAQS:

### **What do I do if my plat needs a septic review?**

If your plat requires a septic signature you will need to submit an application for a septic review with the Hamilton County Groundwater Protection team. This review will need to be completed before your plat can be recorded. For more information please contact the Groundwater Protection team at 423-209-7861 or by visiting their website at <http://www.hamiltontn.gov/inspect/Septic/Default.aspx>.

### **What size does my plat have to be?**

The Hamilton County Register of Deeds requires plats to be 24x30. Two paper copies and one Mylar copy must be submitted.

### **I hear the City has a new online application for staff approved plats? How do I find more information on this tool?**

The City LDO team has implemented an online application process for permits and staff approved plats. The link to the portal is <https://chattanooga.viewpointcloud.com/categories/1102/record-types/6526>. For more information on this service please reach out to Ed Lecompte at 423-643-5880.

### **How long does it take to get my plat recorded?**

Typically if you have followed all the above processes your plat will be recorded on Thursday of the week it is submitted. If it does have to be delayed we do our best to get it recorded the next week. This is a 3 day turnaround time.

### **Do I have to take my plat to each office for signatures?**

No, you are no longer responsible for moving the plat to each department. Once you drop it off, we will internally move the plat through the departments and locations that are required. When you come back you will be receiving a recorded copy of the plat. Doesn't that sound so much easier?!

### **Can only my surveyor drop off the plat?**

Anyone is welcome to drop off the plat. However, it is always best to coordinate between the owner and the surveyor who is going to be responsible for getting the plat delivered and ensuring all the process steps have been met. Also, we can't give a copy of the recorded plat to anyone other than the owner or surveyor unless we have written permission to do so.

We greatly appreciate your patience as we continue to work to improve our processes. Our goal is to provide exceptional customer service to you and ensure the timely processing of plats. We value your partnership and would love to hear from you if you have any suggestions for making the process even better. Please send any comments to [lthompson@chattanooga.gov](mailto:lthompson@chattanooga.gov) or call me at 423-643-5916.