

Hancock County Subdivision Regulations Cheat Sheet

This sheet is intended to be used as a guide for the purpose of subdividing only and does not constitute or guarantee approval.

Subdivision means the division of a tract or parcel of land into two or more lots, sites, or divisions for the purpose of immediate or future sale, building development, or resubdividing for this purpose. Once land is cut into streets, lots, or blocks by a certificated land surveyor, architect, or engineer and submitted to the planning commission, staff will review the plat for compliance with the below items. No plats may be recorded after December 13th, 2021 without approval of Planning Commission or staff. Meetings are held the third Thursday of every month at 2:00 p.m. in the Hancock County Courtroom.

- 1) Owners, Agents, Engineers, or Surveyors should consult early and informally with Planning Staff to prevent unnecessary and costly revisions.
Point of Contact for Hancock County Planning Commission: Amber Orlikowski, 423.722.5202, aorlikowski@ftdd.org
- 2) When to get an Administrative Approvals that is exempt from planning commission meetings:
 - a. If no new lots are formed or there is a valid will or court order.
 - b. Boundary Surveys
 - c. Multiple Owners moving to individual ownership.
- 3) Preliminary Plats should be submitted if new infrastructure or improvements are required.
 - a. Submit to Planning Staff electronically prior to the deadline
 - b. Approval of preliminary plat does not constitute acceptance by the public of the dedication of any streets or other public way or ground.
 - c. Approval of the Preliminary Plat will lapse within three years from the date of approval. Large Projects done in Phases have ten years from the date of approval.
 - d. For subdivisions off of an existing easement that is not a county maintained road, the right of way must be dedicated to the county as a public road or to the surrounding homeowners by a road maintained agreement drafted by a lawyer. The lawyer's letter must accompany the plat during recording.
- 4) Final Plats should be submitted if the proposed subdivision fronts an existing public road for at least 40 feet and all utilities are already installed.
 - a. Submit to Planning Staff electronically prior to deadline.
 - b. Final Plats must include all certifications and shall also be submitted to the power company (Powell Valley) for review, at least ten days prior to the Planning Commission Meeting.