



April 2017

City of Johnson City Planning Division

Minor Subdivision Review Process

Minor Subdivisions include:

1. The creation of no more than two (2) new tracts or parcels which do not involve new street, utility, or drainage construction;
2. The shifting of existing property lines so that the total number of tracts or parcels is unchanged;
3. Changing existing property lines so that the total number of tracts or parcels is reduced.

Submission Requirements

1. One (1) mylar original and three (3) paper copies, each being 18" x 24", of the final plat sheet signed by the owner(s).
2. The name and telephone number of the owner of the property or the designated representative.
3. Processing fee of \$25.00 payable to the "City of Johnson City".
4. If public sewer service is not available for the property, a septic system permit from the Tennessee Department of Environment and Conservation Field Office may be required. The telephone number for the Field Office is 854-5400.

Deadline for Submittals

There is no deadline for submitting minor subdivisions. Office hours for the Planning Department are 8 a.m. - 5 p.m., Monday through Friday.

Review and Approval

Minor subdivisions are reviewed and approved at the staff level, provided that all conditions to the Subdivision Regulations and Zoning Code have been met. Necessary waivers to the Subdivision Regulations are considered by The Johnson City Regional Planning Commission, and variances to the Zoning Code requirements are considered by the Board of Zoning Appeals. Staff will review all requested plats to determine whether or not waivers or variances are needed, and will direct applicant on how to proceed.

Upon receipt of the required submission items, the staff will review the proposed subdivision to determine its conformance with the Subdivision Regulations and the Zoning Code. The owner or representative will be notified if any deficiencies are found.

If the final plat is acceptable, the staff will see that the appropriate officials sign the plat. The original plat sheet will be filed with the Planning Department, and the copies will be returned to the owner or representative for recording in the County Register of Deeds office.

Who to Contact

For questions about the Minor Subdivision Review Process, please contact:

Monie Honeycutt
Sr. Planning Technician

434-6077