



## Plat Submittal Guidelines

**Community:** Unincorporated Marion County

**Planner:** Ashley Gates

**Email:** [agates@sedev.org](mailto:agates@sedev.org)

**Phone:** (423) 424-4218

1. Plats must be submitted electronically via email to the SETD Planner, Ashley Gates, [agates@sedev.org](mailto:agates@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:
  - Ashley Gates, [agates@sedev.org](mailto:agates@sedev.org)
  - Renea Wilson, [rwilson@marioncountyttn.net](mailto:rwilson@marioncountyttn.net)
  - **All others who wish to receive a copy of the staff review.** Staff will use **“REPLY ALL”** to send the staff review
6. 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.
7. **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.
8. 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