



Marion County Plat Submittal Guidelines

Planner: Rohan Thompson

Email: rthompson@sedev.org

Phone: (423) 424-4260

1. Plats must be submitted electronically via email to the SETD Planner, Rohan Thompson.
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 and be sent to:
 - Rohan Thompson, rthompson@sedev.org
 - Renea Wilson, 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
5. 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.
6. 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.
 - **Plat review day:**
 - 20 lots or greater: The first Tuesday of each month.
 - 19 lots or fewer: 10 business days prior to the meeting.
 - **Preliminary Plat Revisions:** Nine (9) hard copies with the corrections made are due by noon, three (3) business days prior to the Planning Commission meeting
 - **Final Plat Revisions:** Eight (8) hard copies with the corrections made are due by noon, three (3) business days prior to the Planning Commission meeting
 - ***In addition to the hard copies, all revised plats with the corrections made must be sent to the SETD Planner via email three (3) business days prior to the meeting.***
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.

As of 10.01.24, the Planning Commission will not take positive action on plats with missing signatures. It is recommended that the applicant withdraw the plat if all required signatures are not present on the plat at the time of the Planning Commission meeting.