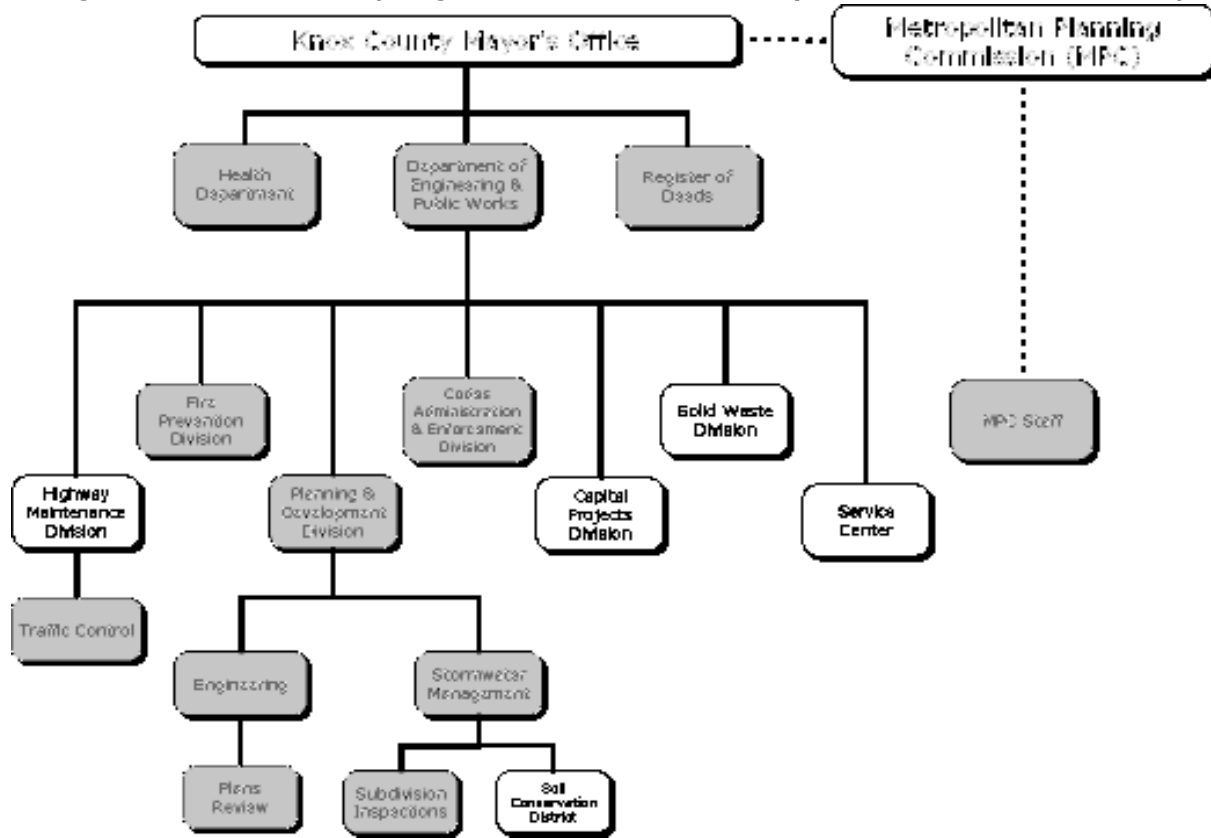




2.1 Organization

An organization chart for the local government and planning entities that are pertinent to property development and stormwater management is presented in Figure 2-1. Shaded boxes indicate the departments, divisions, or agencies that have direct responsibilities with regard to property development regulations and standards.

Figure 2-1. Knox County Organizational Chart (Development Related Services Only)



The responsibilities for each division or agency shown in a shaded box on the organization chart are discussed below. A list of addresses and phone numbers for these and other relevant local, state, and federal agencies is presented in Appendix C.

2.1.1 Planning and Development Division (Knox County Engineering)

In general, Knox County staff that are located in the Department of Engineering and Public Works Planning and Development Division are housed at one location and interact together on a day-to-day basis with regards to development related services. Further differentiation between the sections of this division in this manual is not necessary because such divisional separations are likely transparent to developers and property owners that are served by these staff. Therefore, for purposes of this manual, the Planning and Development Division, including all of its subsections, will henceforth be referred to as “Knox County Engineering”.

Knox County Engineering manages all activities within Knox County that relate to new development and redevelopment, both residential and non-residential. All plans and reports pertaining to new development, redevelopment, and grading must be reviewed and approved by Knox County Engineering prior to the start of grading and/or construction activities. Further, this division has the overall responsibility for implementation of Knox County’s stormwater management program and



enforcement of the Knox County Stormwater Management Ordinance, and the Knox County Stormwater Management Manual. With regards to property development and stormwater management, the responsibilities of Knox County Engineering include:

- Administering and enforcing the Knox County Stormwater Management Ordinance, the Knox County Stormwater Management Manual and other development related codes and regulations;
- Performing engineering reviews of roadway geometry and the stormwater management system for concept plans;
- Performing engineering reviews of stormwater management plans;
- Receiving applications for and issuing grading permits;
- Reviewing preliminary and final plats;
- Reviewing As-Built Certifications;
- Attending any voluntary pre-design conferences and all mandatory pre-construction conferences;
- Reviewing new roads and road closings;
- Performing periodic construction site inspections for compliance with stormwater management plans (including grading and erosion prevention and sediment control), and other development related plans;
- Reviewing development related traffic studies and providing guidance on traffic calming;
- Attending and providing engineering guidance at Metropolitan Planning Commission meetings and County Commission meetings;
- Calculating of performance bonds and executing Performance and Indemnity Agreements;
- Responding to erosion prevention and sediment control complaints;
- Overseeing Knox County's floodplain management program and its participation in the National Flood Insurance Program (NFIP) and Community Rating System (CRS) program;
- Overseeing Knox County's water quantity/quality program to ensure compliance with applicable state and Federal NPDES and other water quantity/quality related permits and programs;
- Assisting with regulatory and development issues pertaining to construction in and around floodplains, sinkholes and water quality buffers;
- Stormwater master planning and watershed planning;
- Overseeing municipal drainage improvement designs, streambank restoration initiatives, etc.;
- Participating in local watershed and water quality associations; and,
- Public education with regards to any of the above.

2.1.2 Codes Administration and Inspection Division

Knox County Codes Administration and Inspection Division's mission is to protect the safety, health, welfare, and property of the citizens of Knox County. This is accomplished through administration, public education, and enforcement of regulatory codes. With regards to property development in Knox County, the Codes Administration and Inspection Division is responsible for receiving applications for, and issuing, building permits, and performing inspections of new construction for compliance with local building codes.



The Codes Administration and Inspection Division has prepared a detailed procedures manual to assist developers and property owners with understanding applicable building and construction codes, building permit application procedures, construction site inspections, and final approval processes. The procedures manual is available from the Codes Administration and Inspection Division offices, or can be viewed at the following website: <http://www.knoxcounty.org>.

2.1.3 Knox County Health Department

The Knox County Health Department typically becomes involved in development and redevelopment related issues when septic systems are proposed for wastewater management, and/or when demolition landfills are proposed for disposal of construction-related wastes. For septic system issues, the Health Department will review concept and design plans, and will perform inspections of septic system construction in new development. A negative review by the Health Department on any development related plan is cause for denial of a concept plan or a building permit application.

2.1.4 Knox County Register of Deeds

The Knox County Register of Deeds is a constitutional office established by the State Legislature as the custodian of legal documents pertaining to real property. These documents include Warranty Deeds, Deeds of Trust, Releases, Powers of Attorney, Liens, and other miscellaneous documents designated by state law to be recorded by the Register of Deeds. With regards to new development and redevelopment, the Register of Deeds is responsible for recording deeds, final plats, and Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices.

2.1.5 Board of Zoning Appeals

The Knox County Board of Zoning Appeals (BZA) is comprised of a group of nine citizens that are appointed by the County Commission. As authorized in Section 6.60 of the Knox County Zoning Ordinance, the function of the BZA is to hear and decide appeals and variance requests from the requirements of the Knox County Zoning Ordinance and the Knox County Stormwater Management Ordinance. The Board meets monthly for this purpose.

2.1.6 Metropolitan Planning Commission

The Knoxville-Knox County Metropolitan Planning Commission (MPC) is responsible for comprehensive planning and subdivision and development plan review in all of Knox County, excluding the Town of Farragut. With regard to the subdivision and site planning process in Knox County, MPC has the following general responsibilities¹:

- Maintain and administer the county-wide zoning plan, the Knox County Zoning Ordinance, and the Knoxville-Knox County Minimum Subdivision Regulations;
- Receipt and distribution of all plans and plats, except design plans, to appropriate administrative and utility agencies for review as to conformance with the individual agency's requirements;
- Review all plans and plats for conformance to the Minimum Subdivision Regulations;
- Notify the developer and general public of public hearings on concept plans or final plats;
- Recommend approval, disapproval, or postponement of concept plans or final plats;

¹ Knoxville-Knox County Minimum Subdivision Regulations, Metropolitan Planning Commission, Amended through August 2004.



- Arrange and conduct all conferences and field trips necessary for investigation of plans and plats submitted to MPC;
- Consolidate the review recommendations and comments of MPC and other agencies for concept plans or final plats, and make recommendations for approval or disapproval to the Planning Commission;
- Consolidate the submission of statements certifying approval of design plans from the appropriate reviewing agencies;
- Certify that approved final plats are ready for recording with the Knox County Register of Deeds.
- Distribute final plats to appropriate administrative and utility agencies; and
- Keep all records of plans and plats, agency review comments and Planning Commission actions.