

CHECKLIST FOR MAJOR SUBDIVISIONS:

FINAL PLATS

APPLICANT CHECK-OFF	REQUIRED:	COUNTY CHECK-OFF	COMMENTS
	1. Six (6) copies of signed final plat, submitted thirty (30) days prior to meeting at which it is to be considered		
	2. Final plat in digital format – if plat contains five (5) lots or more (DXF only) submitted to this office <u>and</u> e-mailed to collinsc@loudoncounty-tn.gov .		
	3. Plat drawn at a scale of not less than one (1) inch equals one hundred (100) feet		
	4. Plat drawn on sheets 17-1/2 x 22-1/2 inches in size		
	5. Index sheet (if applicable) on sheet of same size showing entire subdivision with streets lettered alphabetically as a key		
	6. Lines of all streets and roads, alley lines, building setback lines (show on each lot), reservations, and easements (label all private streets as such, including street names) Location of all drainage structures in right-of-way.		
	7. Lots numbered in numerical order (circled or underlined)		
	8. Any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations (acreage)		

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	9. Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line, and building line, whether curved or straight, including the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets		
	10. True north point		
	11. All dimensions to the nearest one hundredth (100 th) of a foot and angles to the nearest minute		
	12. Location and description of monuments		
	13. SUBDIVISIONS WITH FIVE (5) OR MORE LOTS must have a survey tied to the Tennessee State Plane Coordinate System, by referencing either: - the survey from two existing Loudon County Geographical System (LCGIS) state plane coordinate monuments; or - two new monuments set by a Global Positioning System (GPS) contractor that is approved by LCGIS		
	14. APPLICATIONS FOR NEW SUBDIVISIONS WITH A SURVEY THAT REFERENCES AN <i>EXISTING</i> LCGIS MONUMENT SHALL HAVE: - Surveyor's name and address		
	15. APPLICATIONS FOR NEW SUBDIVISIONS WITH A SURVEY THAT REFERENCES A <i>NEW</i> MONUMENT SET BY A GPS CONTRACTOR require inclusion of the LCGIS form entitled "New GPS Monument Form"		
	16. Names and locations of adjoining subdivisions and streets		
	17. Location and ownership of adjoining unsubdivided property with deed reference and tax map and parcel number.		
	18. Date, title, name, and location of subdivision		

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	19. Location sketch map showing site in relation to area		
	20. Limit of area(s) subject to flood (as defined in Article III Section E)		
	21. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (see standard format)		
	22. Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments (see standard format)		
	23. Certification that the water supply system meets requirements of the state health department (see standard format)		
	24. Certification that the subsurface sewage disposal system is approved by the local health authority that the public sewerage system meets requirements of the state health department (see standard format)		
	25. Certification that all streets and appurtenances have been installed in accordance with established standards (see standard format)		
	26. Certification for recording by the Planning Commission (see standard format)		
	27. Certification form, signed and stamped by a qualified engineer, regarding compliance of drainage structures and elements to local standards		
	28. Certification of compaction report submitted at completion of final grading		
	29. A copy of the most recent deed		
	30. Evidence that taxes are current on the property		
	31. Private roads should be identified as joint permanent easements on the plat		
	32. Plat shows the centerline of the road, edge of pavement, width of pavement, and r.o.w. from centerline of road to property line		

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	<p>33. Plat notes to include:</p> <ul style="list-style-type: none"> a. iron pins at all corners b. 5' utility and drainage easement each side all interior lot lines; 10' inside all exterior boundary lines c. Deed reference d. Map number, group and parcel e. Total number of lots; acreage of lots f. Zoning and setback requirements g. Total acreage, acreage in roads, acreage in common areas 		
	<ul style="list-style-type: none"> h. E-911 house numbers in box <input type="checkbox"/> on each lot i. This plat approved under provisions of Section 4.080 of the Zoning Resolution of Loudon County, Tennessee as approved by the Loudon County Regional Planning Commission and Loudon County Board of Zoning Appeals j. Storm water detention structures shall not be disturbed or altered except with the approval of the appropriate governing agency. The local governing body reserves the right to maintain or improve said structure as it deems necessary. (Only required if development includes structures.) k. The declaration of covenants, conditions and restrictions for _____ development, are a part of the approval for this development and are recorded at the Loudon County Register of Deeds Office, Book _____, Page _____. 		

ADDITIONAL COMMENTS:

REVIEWED BY: _____ DATE: _____

I have read and understand these requirements.

APPLICANT'S SIGNATURE

DATE