

**CHECKLIST FOR
MINOR SUBDIVISIONS
FINAL PLATS**

A MINOR SUBDIVISION PLAT IS COMPRISED OF FIVE (5) LOTS OR LESS

APPLICANT CHECK-OFF	REQUIRED:	COUNTY CHECK-OFF	COMMENTS
	1. Four (4) copies submitted (3 to be retained by Planning Office) – Initial submittal (1) copy		
	2. Drawings on sheets 8 ½” x 14” (recommended), otherwise 17 ½” x 22 ½”		
	3. Minimum scale of 1” = 100’ (Required if TDEC is to sign off on plat)		
	4. Locations of all streets, including street edges, centerlines, and rights-of-way; street names		
	5. Plat note with setbacks and zoning for each lot and setback envelope drawn on lots		
	6. Verify the scaled dimensions on all proposed lot lines.		
	7. Notes of all existing and proposed easements and dedications of right-of-way		
	8. Lot numbers (circled or underlined)		
	9. E-911 house numbers		
	10. Acreage of land to be subdivided; acreage of lots		
	11. Location map		
	12. Name(s) and address(es) of the owner(s)		

APPLICANT CHECK-OFF	REQUIRED:	COUNTY CHECK-OFF	COMMENTS
	13. Name of the registered surveyor		
	14. Date, title, name, and location of subdivision		
	15. Location of all structures		
	16. Names of adjoining property owners or subdivisions with deed book & page reference, tax map and parcel		
	17. Graphic scale		
	18. Deed book reference and tax map and parcel number for property being divided		
	19. True north point		
	20. Release of easements, if any adjustments of interior lot lines		
	21. Drainage and utility easement language in plat note		
	22. Locations of existing natural drainage features, with easements shown		
	23. Original lot lines (if applicable)		
	24. A copy of the most recent deed		
	25. Evidence that taxes are current on the property		
	26. Allow up to 30 days for review		

APPLICANT CHECK-OFF	REQUIRED:	COUNTY CHECK-OFF	COMMENTS
	27. Original signatures and surveyor's stamp for recorded document		
	28. Application form and fee (\$100 minimum)		
	29. Submittal in digital format if subdivision is 5 lots (DXF only) to this office and e-mailed to collinsc@loudoncounty-tn.gov		
	30. Survey is tied to two (2) GIS Monuments with the Tennessee State Planning Coordinate System if five (5) lots or more.		
	31. If lots are five acres or less, septic tank and reserve area must be drawn on plat if structure is located on the lot. Check with TDEC Office for any plans filed that would designate location.		
	32. Certification of the following: <ul style="list-style-type: none"> - Ownership (see standard form) - Surveyor (see standard form) - Planning Commission (see standard form) - Easement release, if applicable (see standard form) - Sewerage or Subsurface Disposal (see standard form) - E-911 - Utilities - Highway Superintendent/Streets 		

NOTES:

- No preliminary plat approval is required for minor subdivisions of no more than two (2) lots.
- Minor subdivisions of between three (3) and five (5) lots require approval by the Planning Commission. No preliminary plat is required.
- A “resubdivision” is the combination of two (2) or more lots to form one (1) tract, or the shifting of interior lot lines. All applicable release of easements must be shown (see item #18 above).

ADDITIONAL COMMENTS:

REVIEWED BY: _____ DATE: _____

I have read and understand these requirements.

APPLICANT’S SIGNATURE

DATE