

**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 doyle12@esper.com | | |
| | 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