

FINAL PLAT & AS-BUILT PLANS CHECKLIST

A subdivision qualifies for Final Plat approval when the entire infrastructure is completed, or a bond has been posted (for more information concerning performance bonds, please see Section 65.23). Final Plat approval allows conveyance of the subdivision lots and the issuance of Zoning Permits and/or Building Permits to third parties, and shall be given subsequent to Preliminary Plat approval.

Subsequent to the Preliminary Plat with Construction Plans approval and installation of improvements, the subdivider shall submit to the Planning staff four (4) paper copies for distribution to the appropriate reviewing agencies. A digital copy in a .dwg format or a GIS shapefile (.shp) shall be submitted for the City's use only. Digital copies will not be released to outside entities without the written permission of the licensee of record. Two (2) sets of "As-Built" engineering drawings and a digital format, as approved by the Engineering Department, shall be submitted with the Final Plat.

The Final Plat and Construction Documents must receive approval from all reviewing agencies before being considered by the Regional Planning Commission. Once all approvals are verified, the Final Plat will be considered by the Regional Planning Commission at the next available meeting. To be eligible for that meeting, all approvals must be complete and verified by the planning staff a minimum of ten (10) business days prior to the meeting date.

The Final Plat shall be drawn at a scale of not less than one inch equals one hundred feet (1" = 100') on a sheet 18 x 24 inches. Multiple pages with appropriate match lines may be considered for large subdivisions that cannot meet these parameters. An index sheet, with detailed page numbering, must be provided for multi-page subdivision plats or replats.

The Final Plat shall be prepared, and stamped, by a land surveyor licensed to practice in the State of Tennessee. Plats that do not clearly display the surveyor's stamp and signature shall immediately be deemed incomplete and shall not be reviewed further by the staff and the Regional Planning Commission.

The general layout of the Final Plat shall conform to the sample template provided in Figure 603.7-A3.

SUBMITTED	APPROVED	NOT APPLICABLE	
			FINAL PLAT
			Subdivision name
			Total acreage
			Location map
			Tax map, group and parcel number
			The name and address of the property owner
			Surveyor's name, address, registration number and stamp with date and signature
			Date of preparation
			Graphic scale
			North arrow
			Streets abutting property, their names and right of way widths
			Locations, widths, name and purpose of all existing and proposed easements (including utilities).

SUBMITTED	APPROVED	NOT APPLICABLE	
			Boundary lines of tract distinguished from adjacent property and length of courses to the nearest hundredth of a foot. In all cases where the tract being subdivided, either in whole or in part thereof, consists of less than five acres, the entire boundary of the tract, including all exterior lot lines as well as new interior subdivision lines, shall be shown on the plat to the nearest hundredth of a foot.
			Location and SCM station number of any reference monument whose use may be required by any provision contained herein. For subdivisions that lie within two thousand (2,000) feet, as measured along the nearest public right-of-way, of an existing SCM monument, there shall be a ground distance tie to that SCM monument. The tie shall be made using SCM coordinates of three or more points within the subdivision. The SCM coordinates shall be conveyed as true elevations above sea level. If the subdivision lies beyond two thousand (2000) feet, as measured along the nearest public right-of-way, of an existing SCM monument, the City Engineering Department will establish SCM coordinates on the reference monuments for the proposed subdivision using global positioning at a charge assessed to the developer due to the City of Morristown.
			All lot line distances expressed to the nearest one-hundredth of a foot and all lot line bearings expressed to the nearest second of arc.
			Reservations and dedications indicated as to purpose on tract.
			Lot numbers and block numbers, setback lines with dimensions or notation that all lots conform to existing zoning ordinance.
			Closure error of 1/10,000 or better.
			One hundred year flood elevation and drawn floodway boundary as defined by FEMA, or shown on a FIRM map or a notation to the effect that the surveyor has confirmed that none of the property lies within such a hazard area.
			The total number of new lots and their square footage.
			Existing or proposed sewer laterals (one for each lot).
			A note acknowledging the required ten (10) feet utility easement along the interior of all lot lines.
			New street addresses.
			Zoning classification and building setbacks.
			Additional right of way granted required
			Street names, bearings, angles of intersection, and width.
			Arc-length, radii, degree of curvature, and tangent distances.
			The total length of proposed new streets.
			Certifications
			Certificate of Ownership
			Certificate of Accuracy
			Certification of the Approval of Public Ways and Bond Posting
			Certification of the Approval of Water System
			Certification of Approval of the Power System
			Certificate of the Approval of Sewerage System
			Certification of Approval for Recording by MRPC

