

Final Plat Checklist – Minor/Two Lot Subdivision

Subdivision: _____ Date In: _____ Case No.: _____

Please route this item to the next person on the list and check off items under your department:

- _____ Planning
- _____ Public Works – Jim Whitbeck
- _____ Wastewater – Donnie Vannoy
- _____ G.I.S.
- _____ Rich DeGroseilliers
- _____ Industrial Board *(if applicable)*

Planning

- _____ Completed application
- _____ Prepared on 18" X 24" size paper (Min. 1" = 100'-0" scale); _____ Multiple sheets with match lines/page numbers
- _____ Graphic scale, north arrow & location map
- _____ Date of preparation
- _____ Subdivision name
- _____ Total acreage of tract or parcel(s) being subdivided
- _____ Property owner's name, address and telephone number (sub-divider)
- _____ Surveyor name and contact information
- _____ Surveyor seal with date, signature & state license number
- _____ Street names and right of way widths; _____ Additional right of way donated
- _____ Tax map, group and parcel number(s)
- _____ Adjoining property owners names, map, group and parcel numbers or deed book reference
- _____ Property boundaries, meets and bounds, corner pins, arc lengths, radii, etc.
- _____ Existing easements (other than utilities)
- _____ New and/or revised lot numbers; lot square footage
- _____ Minimum lot size for zoning
- _____ Surveyor has determined the property does not lay within a flood hazard area or 100 year flood elevation and floodway boundary is shown
- _____ Note: There is a 10'-0" drainage and utility easement along the interior of all lot lines
- _____ Existing zoning classification
- _____ Building setbacks; setback lines noted
- _____ Existing structures
- _____ Certification blocks (Accuracy, Ownership, Recording, Engineering, Power, Water & Sewer Systems, Public Ways)

Public Works/Wastewater

- _____ Existing utilities/sewer laterals. Estimate to install new lateral(s): _____
- _____ Existing utility easements (widths and purpose)

G.I.S.

- _____ Closure error of 1/10,000 or better
- _____ Ground distance tie/ SCM station number of any reference monument (within 2000')
- _____ Existing and proposed street addresses

Signatures & Approvals:

- _____ Accuracy – Surveyor
- _____ Ownership & Dedication
- _____ Approval for Recording – RPC Secretary
- _____ Sewerage System (lateral fees paid) or TDEC stamp (UGB)

Fees Collected:

Recording _____ ; Sewer Installation _____ ; Monument(s) _____ ; Other _____

Comments forwarded _____ ; Plat recorded _____