



Minor Plat Application

Applicant/Surveyor

Name		Phone	
Address		Email	

Owner of Record

Name		Phone	
Address		Email	

Site information

Address/location			
	Tax map:	Group:	Parcel:
Subdivision Name			
Summary of Subdivision			

Submittal Guidelines

- Provide 3 paper copies of the plat.
- Provide a digital copy of the plat on either a USB drive or disc media. Please do not submit scanned documents, only digital files of original documents.

Checklist

Complete the checklist on the following page. This checklist must be filled out to completion for the plat to be considered for review.

Print Name

Signature

Date

Amount due: \$ 125.00

- Name of proposed subdivision.
- Contact information for the owner, including name, address, email, and phone.
- Contact information for professional(s) preparing the plat and documents.
- North arrow, legend, and site vicinity map.
- Graphic scale: between 1 inch = 10 feet and 1 inch = 100 feet, unless otherwise approved.
- Purpose note that describes the intent of the plat.
- Survey stamped by a State of Tennessee Licensed Professional Land Surveyor, with all project boundaries including bearings and angles to the nearest hundredth.
- Note referencing Tennessee State Plane Coordinate System, NAD 83 Datum.
- The size of total property to be subdivided in square feet and acres.
- All property boundaries, easements, and encumbrances.
- Parcel identification, owner names, and deed and plat references of adjoining properties.
- The location of all streams, waterbodies, conveyances, and wetlands.
- The location of all cemeteries, geologic features such as sinkholes, or features that may restrict the land use.
- The location of all existing structures within the property.
- The approximate location of all existing structures adjacent to the property.
- FEMA Special Flood Hazard Area (SFHA), 100-year Floodplain (F-P) and Floodway (F-W) boundaries with elevations and the exact location of the nearest benchmark. Indicate the Flood Insurance Rate Map (FIRM) panel number, its effective date, and flood insurance zones.
- The location, dimension, square footage of lot, and lot numbers of all lots.
- Typical lot layout depicting proposed setbacks and easements.
- Identify all critical lots.
- Streets and alleys including widths, classification, names, and proposed ownership and maintenance responsibility.
- Sidewalks, trails, and other pedestrian elements.
- Location and dimension of any aquatic buffer zones.
- Location and dimension of any buffers.
- The location and size of all common and open space lots and parkland dedications.
- Connections to existing and proposed streets (including classification) located outside the development.
- Location, size, and type of existing and proposed utility easements and utility features including, but not limited to, potable water, fire hydrant, sanitary sewer, storm sewer, and power and communication facilities.
- Storm drainage system including areas for detention or retention and water quality.
- All required plat certificates (**Appendix A**).
 - A.1 Certificate of Ownership and Dedication
 - A.2 Certificate of Survey Accuracy
 - A.3 Certificate of Approval of Water System
 - A.4 Certificate of Approval of Streets, Drainage, and Utilities
 - A.5 Certificate of Approval for Recording
 - A.6 Certificate of Approval of Subdivision Name, Street Names and Street Signs
 - A.7 Certificate of Approval of Sewer System
 - A.8 Certificate of Compliance
- Paper size to be no more than 24"x36" and no less than 8 1/2" x 14"