

Final Plat Checklist

Subdivision Name		
Subdivision Location (street and nearest cross street)		
Tax Map	Group	Parcel
Owner		Surveyor/Engineer
Phone		Phone
Developer		Project Number (office use only)
Phone		

Required Information

PLEASE NOTE: Additional items have been added to the Final Plat checklist. The new items are highlighted in yellow.

Yes	No	N/A*	
			substantially conforms to the approved preliminary plat
			scale drawing of the property
			scale no smaller than 100 feet to an inch; smaller scale may be permitted for lots larger than 2 acres; developments with lots 15,000 square feet or smaller can have a scale no smaller than 50 feet to an inch.
			if more than one sheet, sheets numbered in sequence with first sheet as index; first sheet shall show the entire subdivision
			location of the property to be subdivided with respect to surrounding property(s) and public way(s)
			names of all adjoining property owners of record or the names of adjoining developments
			names of adjoining public ways
			exact boundary lines of the tract, determined by a field survey, showing angles to the nearest second and distance to the nearest one hundredth (1/100) of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the <u>Tennessee Code</u> , for the category of survey required by these regulations, as determined by the average size of the lots within the proposed subdivision. The survey shall be tied into the Tennessee Grid Coordinate System.
			Average Lot Size
			Unadjusted Accuracy
			One (1) acre or less
			Category 1 Urban and Subdivision
			Greater than one (1) acre/less than ten (10)
			Category 2 Suburban and Subdivision
			Ten (10) acres or more
			Category 3 All Other Lands
			a distance and bearing shall be provided which will link a point on the boundary of the subdivision to a reference point in the right-of-way of the nearest prominent public way intersection
			the location of all public ways, easements, water bodies, streams or rivers, railroads, parks, and cemeteries
			limits of the floodway and floodway fringe areas and the regulatory flood elevation and regulatory flood protection elevation; as determined by the planning commission
			location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots
			location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth (1/100) of a foot and angles to the nearest second. Lot areas shall be shown to the nearest square foot.
			location, dimensions, and area of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose therefor, and conditions, if any, of the dedication or reservation. All dimensions shall be field run to the nearest one hundredth (1/100) of a foot and angles to the nearest second. Lot areas shall be shown to the nearest square foot.

Subdivision Name			
			signed 911 street name approval form

final plat of a condominium subdivision shall contain, in addition to the other required information:

		only	an "as-built" building location and boundary survey to "American Land Title Association" or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and locations relative to those boundaries of the building(s) which constitute the condominium subdivision
		subdivisions	for vertical condominiums, some sort of datum plane or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relations to the vertical reference (e.g., an appropriate permanent monument or other acceptable reference datum or fixed known point)
		condominium	copies of deed covenants, the charter and bylaws of any homeowners' association established; and special information which the planning commission may require to protect the rights of future owners of the condominium or the public in general
			construction plans for condominium subdivisions shall contain "as built" drawings of all underground utilities for each individual unit, regardless of proposed ownership, and the construction design of all public facilities which are proposed for dedication
			name and address of the owner(s) of the land being subdivided
			name and address of the subdivider (if different than the owner)
			name and stamp of the land surveyor or other person preparing the plat
			approximate true north point and date of the plat
			scale
			title of the subdivision
			sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include radius, central angle, and tangent distance for the centerline of the curved public way and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat.
			names of all public ways
			zoning classification of all lots
			indication of uses other than residential proposed by the subdivider
			total acreage within the subdivision
			lot numbers and street numbers
			include typical lot (corner and interior) showing setback lines, easements, etc.
			lines size and location of water and sewer facilities
			location of electrical power lines and equipment (note lines as overhead or underground and specify type of equipment)
			location of all fire hydrants
			diameter and width of all driveway culverts
			for any lot where public sewer or water system is not available show areas to be used for sewage disposal and existing and proposed water wells
			applicable certifications in the form reproduced in Subsection 4-195.3 of the City of Hendersonville Subdivision Regulations. All required certificates shall bear the signature of the approving or authorizing agent at the time of application for the final plat approval, except the form for endorsement of the planning commission's approval for recording shall appear unsigned at the time of application for approval
			commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the planning commission

Subdivision Name		
		upon resubmittal, all final plats shall be submitted in a digital form compatible with MicroStation (.dgn), AutoCAD (.dwg), ArcGIS shape files (.shp), ArcGIS Layer files (.lyr) or other approved file formats. In addition to all features included in section 4-105.2 of the Subdivision Regulations, all street center lines shall be included. All similar features shall be located in the same level or layer. An index of all features with corresponding layers and descriptions shall be provided.
		for stormwater detention facilities, show permanent drainage easement and provide a note of reference to the deed book and page reference in which the Stormwater Detention Maintenance Agreement is recorded
		Improvements are required for all existing streets on which a proposed subdivision has frontage. Existing streets must be improved to City standard. If additional right-of way is required, it must be dedicated with plat.
		Provide a stamped approved plan from the appropriate electrical service provider (NES or CEMC). Final Plat will not be accepted by Planning Staff without stamped approved plan

Additional items:	_____

I do hereby submit the attached final plat for review and recommendation by the Hendersonville Regional Planning Commission. The appropriate number of copies of the plat have been provided, I have reviewed the above checklists and do believe that all the information required has been presented.

_____ Date

_____ Signature of Individual Submitting Plat

*Any items checked Not Applicable by the submitter that are deemed applicable by city staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, the Staff Planner or City Engineer.

PLEASE NOTE: NO PLAN WILL BE REVIEWED UNTIL ALL INFORMATION REQUIRED IS PRESENTED IN A FULL AND COMPLETE MANNER.