

# Final Plat Checklist

Please mark Yes (Y), No (N), or Not Applicable (N/A) for each item in the righthand column.

<b>Project Name:</b>		
<b>Project Address:</b>		
<b>General Information</b>		
1	Substantially conforms to the approved Preliminary Plat	
2	Scale drawing of the property.	
3	Scale no smaller than one hundred (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 fifty (50) feet to an inch.	
4	If more than one (1) sheet, sheets numbered in sequence with first sheet as index. First sheet shall show the entire Subdivision.	
5	Location of the property to be subdivided with respect to surrounding property(s) and public way(s).	
6	Names of all adjoining property owner(s) of record or the names of adjoining developments.	
7	Names of adjoining public ways.	
8	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.	
9	Average Lot Size	Unadjusted Accuracy
	One (1) acre or less	Category 1 Urban & 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
10	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.	
11	The location of all public ways, easements, water bodies, streams or rivers, railroads, parks, and cemeteries.	
12	Limits of the floodway and floodway fringe areas and the regulatory flood elevation, and regulatory flood protection elevation, as determined by the Planning Commission.	
13	Location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.	
14	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 in the nearest square foot.	
15	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.	
16	Signed 911 street name approval form.	

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17		Final Plat of a Condominium Subdivision shall contain, in addition to the other required information:	
18	Condominium Subdivisions 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.	
19		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).	
20		Copies of deed covenants, the charter, and the by-laws of any homeowners' association established; and special information which the Planning Commission may require to protect the rights of future owners or the condominium or the public in general.	
21		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.	
22		Name and address of the owner(s) of the land being subdivided.	
23		Name and address of the subdivider (if different than the owner).	
24		Name and stamp of the Land Surveyor or other person preparing the plat.	
25		Approximate true north point and the date of the plat.	
26		Scale	
27		Title of the Subdivision.	
28		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.	
29		Names of all public ways.	
30		Zoning classification of all lots.	
31		Indication of uses other than residential proposed by the subdivider.	
32		Total acreage within the subdivision.	
33		Lot numbers and street numbers.	
34		Include typical lot (corner and interior) showing setback lines, easements, etc.	
35		Lines size and location of water and sewer facilities.	
36		Location of electrical power lines and equipment (note lines as overhead or underground and specify type of equipment).	
37		Location of all fire hydrants.	
38		Diameter and width of all driveway culverts.	
39		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.	
40		Applicable certifications in the form reproduced in Subsection 4-195.3 of the City of Hendersonville Subdivision Regulations. All required certificates shall bear the	

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	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.	
41	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.	
42	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. All files shall be in Tennessee State Plane projection.	
43	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.	
44	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.	
45	Provide a stamped approved plan from the appropriate electrical service provider (NES or CEMC). Final Plat will not be accepted by the Planning Staff without stamped approved plan.	
46	Submit electronic version of the application and plan to Planning.	
<b>Additional Items</b>		

I do hereby submit the attached Final Plat and recommendation by the Hendersonville Regional Planning Commission. The appropriate copies of the plat have been provided. I have reviewed the above checklist and do believe that all the information required has been presented.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Individual Submitting Plat

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