

Preliminary 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 Preliminary Plat checklist. The new items are highlighted in yellow.

Yes	No	N/A*	General Information
			sketch plat complete and approved?
			have staff comments and other conditions of Planning Commission approval of sketch plat been addressed?
			if more than one sheet, sheets numbered in sequence with 1st sheet as index
			scale drawing of the property
			scale no smaller than one hundred (100) feet to an inch (in developments with lots 15,000 square feet or smaller, the scale shall be no smaller than 50 feet to an inch)
			prepared and certified by a Licensed Land Surveyor licensed in Tennessee
			date of the plat
			approximate true north arrow
			scale
			name and address of the owner of the land to be subdivided
			name and address of the subdivider (if different than the owner)
			name and address of the land surveyor or other person preparing the plat
			name of the subdivision
			Phase Number (if applicable)
			property tax map parcel numbers as recorded on the land tax maps of the county
			size of the original tract to be subdivided
			zoning classification of all zoned lots
			names of adjoining public ways
			names of adjoining property owners with deed or record book and page reference or the names of adjoining developments
			sufficient data to determine readily the general location, bearing and length of all lines necessary to reproduce such lines upon the ground
			key map showing relation of the subdivision to all public ways, railroads and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: 1 inch = 1,000 feet)
			preliminary design certification which indicates that the plat either fully complies with all provisions of the city's zoning ordinance and subdivision regulations or that the plat complies with such provisions with specifically noted exceptions

Subdivision Name

Existing Features

			location of property with respect to surrounding property and public way(s). Include entire subdivision (or phase if phasing is requested) and all land immediately adjacent (extending 200 ft) and all land directly opposite of the property (extending 200 ft from the public way frontage of such opposite land)
			lot patterns of surrounding development of area within 200 ft of the proposed development
			location of existing public ways, easements, water bodies, streams, and other prominent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, and other features as determined by the planning commission
			width of all existing easements, alleys, and other public ways
			location and sizes of existing sewers and water mains within the tract and immediately adjacent
			location of existing electric power lines (note if lines are overhead or underground)
			classification of all easements (public use; access; drainage; utility; etc.)
			explanation of site easements
			explanation of reservations
			location, dimension and area (to the nearest foot) of all existing lots
			setback lines for existing buildings
			location of all "Land Unsuitable for Development" (specified in Subsection 4-101.401)
			limits of floodway and floodway fringe areas and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to the flood maps or flood studies as required
			title flood elevation and regulatory flood protection elevation
			topographic contours at an interval of not more than 2 feet apart
			the bearing, shown to the nearest second and length of all tangent boundary lines of the property, figured to the nearest 100th of a foot; and complete curve data for all curved boundary lines (bearing shall be reference to true north or add adequate notes as to the reference)

Proposed Features

			location, dimension and area (to the nearest foot) of all proposed lots
			if development is a condominium development, show position of all existing and proposed buildings
			indication of all uses other than residential, proposed by the subdivider
			location and width of all proposed streets, easements, alleys, street rights of way, and other public ways
			name of all new public ways
			location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation and maintenance
			location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any of the dedication or reservation
			proposed building setback lines
			include a typical lot (both corner and interior) showing setback lines, utility easements, etc.
			preliminary storm drainage design noting approximate volumes, direction of flows, and location of proposed detention or retention areas
			proposed extensions of water and/or sanitary sewer service to the property along with the proposed routing of such within the subdivision including fire hydrants
			proposed electric power lines and equipment (note if lines are overhead or underground and note the type of equipment)
			culverts and associated drainage structures located and sized along with necessary drainage easements
			all other required utility easements
			minimum finished floor elevation of houses to be constructed on lots within floodway fringe areas

Subdivision Name

Proposed Features (cont.)

			for any lot where the public sewer or water system is not available, the following: areas designated for use as septic fields; water well; and rock outcroppings, marshes, springs, sinkholes, natural storm drains and other outstanding topographical features
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			distance and bearing of one of the corners of the boundary of the subdivision, to the boundary of the existing public ways and to the original corner of the original survey of parcel of which it is a part
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			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.
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			At the time of submittal of the Preliminary Plat to the Planning Department, submit 2 copies of the plat to the appropriate electrical service provider (NES; CEMC) for review and approval of electrical service plan
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Additional items: _____

I do hereby submit the attached preliminary plat and accompanying construction drawings for review and recommendation by the Hendersonville Regional Planning Commission. The appropriate number of copies of the plat and drawings 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, 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.