

## Sketch 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

Yes	No	N/A*	General Information
			scale drawing of the property
			scale no smaller than two hundred (200) feet to an inch
			names of the owners of adjacent property
			size of the original tract(s) being subdivided
			vicinity map showing streets and other general development of the surrounding area (suggested scale 1"=1000)
			date and approximate north point
			name of owner
			name, address & telephone number of the professional person(s) responsible for subdivision design, design of public improvements and surveys
			zoning classification

### Existing Features

			name and lot patterns of adjoining developments along with the book and page number of recordation within two hundred (200) feet of any perimeter boundary of the subdivision
			notation of any existing legal rights-of-way or easements, or other encumbrances affecting the property
			approximate topography of the site, at no more than five (5) foot intervals, extended into adjacent properties
			any areas which may be affected by flooding
			location of all streets, intersections and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision
			location and sizes of existing sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent to the site

### Proposed Features

			proposed phasing (if applicable)
			location, dimensions and areas of all proposed or existing lots (in the instance of a condominium subdivision, show the position of all buildings)
			location, width and names of all planned streets or other public ways within or immediately adjacent to the tract
			location, dimensions and area of all parcels of land proposed to be set aside for public use or for the use of the property owners of the proposed subdivision
			preliminary proposals for connection with existing water supply and sanitary sewer systems, or alternate means of providing water supply and sanitary waste treatment and disposal
			preliminary provisions for collecting and discharging surface water drainage

Subdivision Name
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Additional items: _____

I do hereby submit the attached sketch 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 checklist and do believe that all the information required has been presented.

\_\_\_\_\_  
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.**