

MILAN, TENNESSEE

CITY HALL

1061 South Main

Milan, Tennessee 38358

(731) 686-0774 fax: (731) 686-2986

Due 14 days prior to scheduled Planning Commission meeting

CHECK LIST
FINAL SUBDIVISION PLAT SUBMITTAL

Note: the **Preliminary Plat** should be approved before Final Plat approval is granted*

(FIVE LOTS OR MORE AND/OR REQUIRING THE EXTENSION OF UTILITIES OR ROADS)

Name of Development: _____

Location _____

Name and Address of Owner of Record _____

Tax Map & Parcel Number(s) _____

Engineer/Designer _____

Contact Number () _____

Date submitted for approval _____ Fee due _____

_____ Have the construction drawings been submitted and approved by the city? (Y/N)

When were the construction drawings approved? _____
Date

Checklist: (failure to check or indicate N/A shall result in application being rejected)

_____ Six (6) copies submitted 14 days **prior** to Planning Commission meeting for planning commission approval and signature.

_____ The subdivision's name and location.

_____ The name(s), address(es) and phone number(s) of owner/ owners of record.

_____ Name, address and phone number of designer and/or engineer.

_____ Date, approximate north point, and graphic scale.

_____ Sufficient information to determine location and bearings (to nearest minute) dimensions (to nearest hundredth of feet), widths of all streets (and names), alleys and lots.

_____ Location of proposed easements and/or land reserved or dedicated for public use.

_____ All building set back lines.

_____ Reservations for easements and other areas dedicated to the public.

_____ Lots numbered in numerical order.

_____ Location map showing the relationship of the subdivision site to the county.

_____ Ownership of adjoining non-subdivided property.

_____ Any restrictive covenants which apply to lots and parcels in the subdivision.

_____ Include individual lot restrictions/notes as provided by the Tennessee Department of Environment and Conservation (TDEC).

_____ Label all proposed street names and street types for review by E911.

_____ Submitted an electronic copy of the plat or site plan to city GIS department.

_____ Certification of ownership and dedication.

_____ Certification of both water and sewer showing that one of the following alternatives have been met: (a) installation of improvements are in accordance with regulations or (b) a sufficient bond has been posted.

_____ Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.

_____ Certification by the Tennessee Department of Environment and Conservation (TDEC) of sub-surface sewer construction plans and/or private water supply indicating plans meet the department's requirements. Or a letter from Tennessee department of health certifying their approval of sub-surface sewer construction plan (one/two lot subdivisions only).

_____ Certification to be signed by a representative of the applicable utility district.

_____ Certificate of approval to be signed by the Secretary of the Planning Commission.

Date Staff Review Complete: _____, 20__

Signature signifies all requirements have been met and are on the plan submittal.

Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal and regional zoning and subdivision regulations.