

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

**CHECKLIST
MINOR PLAT SUBMITTAL**

**(ONE TO FOUR LOTS, NOT REQUIRING EXTENSION OF ROADS OR UTILITIES)
(MINOR PLAT APPROVAL CAN BE ACCOMPLISHED IN ONE MEETING BEFORE THE
PLANNING COMMISSION)**

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 \$** _____

**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 numbers (s) or owner or 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 (nearest minute), dimensions to nearest hundredth of feet), widths of all streets and names, alleys and lot
- _____ Location of proposed easements and/or land reserved or dedicated for public use
- _____ All building setback 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 city
- _____ Ownership of adjoining non-subdivided property
- _____ Any restrictive covenants which apply to lots and parcels in the subdivision
- _____ Signed certificate showing the applicant is the landowner and dedicates streets, right-of-way, utilities and any site for public use
- _____ Signed certification by surveyor or engineer to accuracy of survey and plat and placement of monuments
- _____ Certificate of approval to be signed by the secretary of the planning commission
One/Two Lot Subdivisions Only, with no improvements required, can be signed by secretary without going to planning commission meeting. This approval can be accomplished in office of building department.
- _____ Attached sub-surface sewer disposal construction permit from TDEC
- _____ Attached TDEC letter of inspection for sub-surface sewer

Note: certificates not valid unless signed where applicable

Signature

Date

***Signature signifies all requirements have been met and are on the plan submittal where applicable and all proper fees were paid.**

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.

