



Due 15 days prior to scheduled Planning Commission meeting

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### **FINAL SUBDIVISION PLAT SUBMITTAL CHECK LIST**

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name and Address of Owner of Record

\_\_\_\_\_

Tax Map & Parcel Number(s) \_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number \_\_\_\_\_

Date submitted for approval \_\_\_\_\_ Fee due \$ \_\_\_\_\_

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Have the Master Design Plan and Engineering Plans been submitted and approved by the city? ( Y / N )

When were the Engineering Plans approved? \_\_\_\_\_

Date

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#### **The following items should be on the Final Plat document:**

##### **CHECKLIST: FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED**

\_\_\_\_\_ Eight (8) copies submitted 15 days prior to Planning Commission.

\_\_\_\_\_ 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.

\_\_\_\_\_ The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, reservations for easements and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.

\_\_\_\_\_ Sufficient data to determine readily and reproduce on the ground, the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or

straight, and curved property lines that are not the boundary of curved streets. All dimensions to the nearest one hundredth (100th) of a foot and bearings to the nearest minute.

\_\_\_\_\_ Location and description of monuments.

\_\_\_\_\_ The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.

\_\_\_\_\_ Date, title, name and location of subdivisions and streets and the location and ownership of adjoining unsubdivided property.

\_\_\_\_\_ Date, title, name and location of subdivision, graphic scale, and true north point.

\_\_\_\_\_ Any restrictive covenants which are to apply to lots or other parcels within the subdivision.

\_\_\_\_\_ Tax map and parcel number reference for subject property.

\_\_\_\_\_ Digital Flood Insurance Rate Map reference for subject property.

\_\_\_\_\_ Zoning classification of the subject property.

\_\_\_\_\_ Certification of the landowner and dedication of rights-of-way for streets, utilities and any sites for public use to the City of McKenzie or appropriate County Government;

\_\_\_\_\_ Certification by a licensed professional land surveyor within the State of Tennessee to accuracy of survey and plat and placement of monuments; and

\_\_\_\_\_ Certification of approval and installation of water and sewer systems or a note stating the amount of sufficient financial surety to insure completion of all required improvements signed by the McKenzie Water Department;

\_\_\_\_\_ Certification of receipt of a letter from Tennessee Department of Environment and Conservation of their approval of water and sewage system plans signed by a designated representative of the McKenzie Water Department;

\_\_\_\_\_ Certification of approval of installation of streets and drainage or a note stating the amount of sufficient financial surety to insure completion of all required improvements signed by Review Staff designated by the Planning Commission;

\_\_\_\_\_ Certification of approval to be signed by the Secretary of the Planning Commission.

**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 zoning and municipal/regional subdivision regulations of the City of McKenzie,**