

City of Portland Planning Commission
Preliminary Plat Checklist
Date of Submittal _____
TO BE COMPLETED BY APPLICANT

Name of Subdivision _____

Location _____ Zoning District _____ Civil District _____

Owner _____ Address _____

Telephone Number _____ Surveyor _____

Address _____ Telephone Number _____

Preliminary Design Certification

A "Preliminary Design Certification" shall accompany any preliminary plat submitted under authority of the Subdivision Regulations of Portland, Tennessee. Such certification shall indicate that such 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. Any variance(s) requested from these regulations shall conform to the provisions of Subsection 1-111.2, Variance Procedures. This certification requirement is meant to provide the city with assurance that the proposed plan can be accomplished within the current ordinances and regulations of the city.

Tentative Approval

After the planning commission has reviewed the preliminary plat, exhibits, and the results of administrative review, the applicant shall be advised of any required changes. The planning commission shall tentatively approve (subject to approval of construction plans), conditionally approve, or disapprove the preliminary plat.

No action of the planning commission tentatively approving a preliminary plat shall become final until construction plans meeting the specifications appearing in Section 5-103, of the Subdivision Regulations of Portland, Tennessee have been approved.

Final Approval of Preliminary Plat

Following tentative approval of the preliminary plat, construction plans shall be presented for review and approval of the City Engineer. Upon approval of the construction plans, a development agreement shall be drafted and submitted to the applicant for acceptance. When the signed development agreement is received at the office of the City Engineer, the preliminary plat shall be placed on the agenda of the Planning Commission for final approval.

General

The preliminary plat shall be prepared by a surveyor, landscape architect, architect, land planner, or engineer engaged in the practice of civil engineering, at a convenient scale no smaller than one hundred (100) feet to an inch. The sheets shall be numbered in sequence if more than one sheet is used.

Features

- _____ The location of the property to be subdivided with respect to surrounding properties and public ways;
- _____ The names of all adjoining property owners of record, or the names of adjoining developments;

- _____ The names of adjoining public ways;
- _____ The location and dimensions of all boundary lines of the property, figured to the nearest hundredth (1/100) of a foot;
- _____ The location of existing public ways, easements, water bodies, wetlands, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the planning commission;
- _____ The location and width of all existing and proposed easements, alleys, and other public ways, and building setback lines;
- _____ The location, dimension, and area of all proposed or existing lots;
- _____ Within proposed condominium developments, the position of all existing or proposed buildings;
- _____ The location and dimension of all "conservation lands" and any other 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;
- _____ The limits of floodway and floodplain and the associated one-hundred year regulatory flood elevation and regulatory flood protection elevation, of two (2) feet above the elevation of the one-hundred year regulatory flood;
- _____ The name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor or other person preparing the plat;
- _____ The date of the plat, approximate true north point, scale, and title of the subdivision;
- _____ Sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines within the area to be subdivided;
- _____ Name of the subdivision and all new public ways, as approved by the planning commission;
- _____ The functional classification (See Section 4-104, Functional Design Criteria), of all proposed streets along with designation of construction routes as required by Subsection 4-103.209, Designation of Construction Routes;
- _____ The zoning classification of all lots, as well as an indication of all uses, other than residential, proposed by the subdivider;
- _____ The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of an existing public street and to the original corner of the original survey of which it is a part;
- _____ 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: one (1) inch to one thousand (1,000) feet);
- _____ Contours at vertical intervals of not more than two (2) feet where the proposed subdivision has an average slope of five (5) percent or less, or at vertical intervals of not more than five (5) feet where the average slope exceeds five (5) percent (contours to be field surveyed or taken from map information acceptable to the planning commission);
- _____ Map § Parcel Numbers as recorded on the land tax maps of the county

_____ The following notations:

_____ explanation of drainage easements;

_____ explanation of site easements;

_____ explanation of reservations; and

_____ for any lot where public sewer or water systems are not available, the following:

- i. areas to be used for sewage disposal and their percolation results, or if the planning commission desires, any other acceptable data to show that the site can be served effectively by septic tanks;
- ii. water wells (existing and proposed); and
- iii. rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features;

_____ Draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions;

_____ A form of endorsement of planning commission approval of the preliminary plat that shall read as follows:

This preliminary plat was tentatively approved by the Portland Regional Planning Commission, with such exceptions or conditions as indicated in the minutes of the commission on _____ (date).

This approval shall not become final and no grading or construction shall take place until construction plans containing the information required by Section 5-103 of the Subdivision Regulations are approved.

Planning Commission Secretary

Eighteen (18) copies of the plat and this completed checklist must be submitted by the "turn in date". Checklist must be complete!

Date

Signature of Individual Submitting Plat