

City of Portland Planning Commission
Final 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 _____

General

The final subdivision plat shall be prepared on transparent drafting material at a scale no smaller than fifty (50) feet to the inch on sheets of county register plat book size. The use of an appropriate smaller scale may be permitted for lots larger than two (2) acres. When more than one (1) sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the sheets numbered in sequence.

Features

The final plat shall include:

_____ The location of the property to be subdivided with respect to surrounding property (s) 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 exact boundary lines of the tract, determined by a field survey, showing angles to the nearest minute and distance to the nearest one hundredth (1/100) of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the Tennessee Code, for a Category II (Suburban Subdivision). The survey shall be tied into the Tennessee Grid Coordinate System;

A distance and bearing shall be provided which will link a point on the boundary of the subdivision to a monument in the right-of-way of the nearest prominent public way intersection;

_____ The location of all public ways, easements, water bodies, streams or rivers, railroads, parks, and cemeteries;

_____ The limits of floodway and floodway fringe areas and the regulatory flood elevation and regulatory flood protection elevation; as determined by the planning commission;

- _____ The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots;
- _____ The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one-hundredth (1/100) of a foot and angles to the nearest minute. Lot area shall be shown to the nearest tenth (1/10) of a square foot;
- _____ The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots;
- _____ The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:
 - (a) an "as-built" building location and boundary survey, to "American Land Title Association" or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and locations relative to those boundaries of the building(s) which constitute the condominium subdivision;
 - (b) some sort of datum plane or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical reference, (e.g., an appropriate permanent monument or other acceptable reference datum or fixed known point). Elaborate exterior elevations and architectural detail are not necessary to satisfy this requirement; and
 - (c) copies of deed covenants, the charter and by-laws of any homeowners' association established; and special information which the planning commission may require to protect the rights of future owners of the condominium or the public in general;
- _____ The name and address of the owner(s) of the land being subdivided;
- _____ The name and address of the subdivider, if other than the owner;
- _____ The name and stamp of 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 location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the centerline of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat;
- _____ The names of all public ways;
- _____ The zoning classification of all lots as well as an indication of uses other than residential proposed by the subdivider;
- _____ The total acreage within the subdivision;

- _____ Lot numbers and street numbers;
- _____ The line size and location of water and sewer facilities;
- _____ The location of all fire hydrants;
- _____ The diameter and width of all driveway culverts;
- _____ For any lot where a public sewer or water system is not available, the following shall be shown:
 - (a) areas to be used for sewage disposal; and
 - (b) water wells (existing and proposed);
- _____ Applicable certifications in the form reproduced in this section shall appear upon the final plat. All required certificates shall bear the signature of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the planning commission's approval for recording shall appear unsigned at the time of application for approval;
- _____ Commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the planning commission.

Plat Certificates

1. Certification showing that the applicant is the landowner; that he offers for dedication public ways, rights-of-ways, and any site for public use; and that he consents to the subdivision plan.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owners of the property shown and described hereon and that I (we) adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks and other open spaces to public and private use as noted, along with all necessary easements for the construction of cut and fill slopes, cut and fill ramps, inlet and outlet ditches or channel changes beyond the right-of-way limits of the road.

_____ Date

_____ Owner

_____ Title (if acting for partnership or corporation)

2. Certification by a registered land surveyor as to the accuracy of the land survey.

CERTIFICATE OF ACCURACY

I hereby certify that the plan shown and described hereon is a true and correct survey to the accuracy required by the Portland Municipal-Regional Planning Commission and that the monuments have been placed as shown hereon.

Date

Registered Surveyor

3. Certification by appropriate governmental or quasi-governmental official(s) that sewage disposal and/or water system(s) has/have been installed.

CERTIFICATE OF APPROVAL OF UTILITY SYSTEMS

I hereby certify that the following utility systems outlined or indicated hereon have been installed in accordance with current local and/or state government requirements.

Water System

Date

Authorized Signature

Sewer System (if applicable)

Date

Authorized Signature

CERTIFICATE OF GENERAL APPROVAL FOR INSTALLATION OF SUBSURFACE SEWAGE DISPOSAL WITH RESTRICTIONS

General approval is hereby granted for the proposed subdivision hereon as being suitable for subsurface sewage disposal with the listed and/or attached restrictions. Before the initiation of construction, the local health authority shall approve the location of the house or other structure and plans for the subsurface sewage disposal system.

Date

Local Health Authority

Lots (s) # _____, shall not have a residence with more than _____ bedrooms, unless otherwise approved by the local health authority.

Date

Owner

6. Certification on the final plat of planning commission approval for recording of the plat.

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations, for Portland, Tennessee, except for variances, if any, as noted in the minutes of the planning commission and that it has been approved for recording in the Office of the County Registrar.

Date

Secretary, Planning Commission

Void, unless recorded by:

Date

7. Notation of Possible Flooding -- If any portion of the land being subdivided is subject to flooding as defined in these regulations, a notation shall be made on the plat that development or modifications of the land within any one-hundred year floodplain boundary delineated within the plat is prohibited. Development within known flood areas delineated on the plat shall be done in such a manner that any structure shall be protected against flood damage to at least two (2) feet above the known flood elevation, which elevation shall be stated in the notation. Any additional restrictions imposed by the planning commission upon development within flood prone areas also shall be indicated on the plat.
8. Notation of Health Restrictions -- Any modifications or limitations that may be imposed by the state or county health department shall be clearly indicated on the plat.
9. Notations of Private Restrictions -- Private restrictions and trusteeships and their periods of existence shall be indicated on the plat. Should these restrictions or trusteeships be of such length as to make their lettering impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat or, if the restrictions and trusteeships are of record, the plat shall note where they are recorded.

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