

## SUBMITTAL REQUIREMENTS FOR FINAL PLATS

- \_\_\_\_\_1. **Application form** must be filled out completely, including all contact information for all parties listed. The **property owner must sign** the application, or the written and **signed certification** of the owner permitting a representative to sign on the owner's behalf must be on or with the application **and be notarized**.
- \_\_\_\_\_2. A **written description** of the project explaining the subdivision amount/number of lots, purpose of the subdivision, and circumstances.
- \_\_\_\_\_3. **Fee** of \$100.00 plus \$25.00 per dwelling unit or lot.
- \_\_\_\_\_4. **10 copies** of the Final Plat containing all necessary items per Section 3 of the Subdivision Regulations. All **plats must be folded** in order to fit inside an 8 ½ inch by 11 inch file folder.
- \_\_\_\_\_5. The Final Plat must be accompanied by a **Compact Disc (CD)** with a digital version of the site plan **or emailed** to the city planner before the deadline.
- \_\_\_\_\_6. **Meet the deadline** by submitting at the office of the City Planner by 2:00 pm on the Monday, four weeks prior to the planning commission meeting. The **Submittal Log Book must be filled** by the applicant/representative/runner in order for a submittal to be considered as meeting the deadline.
- \_\_\_\_\_7. The above applications must be **supported by any other information** or data as might be deemed necessary by the La Vergne Planning Commission
- \_\_\_\_\_8. **Any submittal without all of the above information will not be accepted by the City of La Vergne for processing.**

X.

Date:

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Signature of City Planner verifying that all submittal requirements have been met

## 2-105 Final Subdivision Plat (Minor and Major Subdivision)

### 2-105.1 Application Procedure and Requirements

A subdivider shall file with the planning commission a final plat. The plat shall be prepared in accordance with Section 3-104 and:

1. include the entire subdivision, or section thereof, for which final approval is sought;
2. be accompanied by a minimum of ten (10) copies of the final subdivision plat as described herein.
3. comply substantially with the preliminary plat, where such plat is required;
4. be presented at the office of the City Planner by 2:00 p.m. on the Monday, four weeks prior to the planning commission meeting;
5. final plat review and lot fees shall be paid to the City Planner upon submittal of the plat;
6. be accompanied by formal irrevocable offers of dedication to the public of all public ways and uses, utilities, parks, and easements, in a form approved by legal counsel, as applicable. (The subdivision plat shall be marked with a notation indicating the formal offers of dedication as shown in Article V of these regulations.);
7. be accompanied by a completed "Form for Offer of Irrevocable Dedication" as set forth in Section 3-105, if required, for completion of required improvements;
8. be accompanied by a performance bond, if required, in a form satisfactory to legal counsel and in an amount specified by the "Form for Offer of Irrevocable Dedication". It shall be submitted to the City Recorder ten (10) days prior to the regular meeting of the commission at which it is to be considered. It shall include provisions that the principal of the bond shall comply with all the terms of the resolution of final subdivision plat approval, as determined by the planning commission, including, but without limitations, the performance of all required subdivision and off-site improvements, and that all improvements and land included in the irrevocable offers of dedication shall be dedicated to the planning commission free and clear of all liens and encumbrances on the premise(s);
9. include the amount of the performance bond on the final plat with a statement of improvements to be completed;
10. be accompanied by written assurance from any public utility companies serving the area of the subdivision that necessary utilities will be installed and by proof that the applicant has submitted petitions in writing for the creation or extension

of any utility districts as required by the planning commission upon preliminary plat approval; and

11. be accompanied, if the final plat contains open space, or recreational facilities, or if any portion of the site is in common ownership, by the following documentation for approval by the planning commission:
  - (a) plans for improvement and maintenance of the open space or facilities located thereon;
  - (b) articles of incorporation and bylaws of the co-owners association or other legal entity (where open space or facilities are to be deeded to a co-owners association by similar organization acting on behalf of the joint owners of said property) charged with improving or maintaining the open space or facilities, and declaration of covenants and restrictions pertaining to each and every property within the subdivision; and
  - (c) declaration of covenants and restrictions pertaining to open space and facilities which assure the continued use of said facilities for the purpose intended, where open space or facilities are to be retained by the developer.
12. be submitted on a reproducible milar with the owner's signature(s) already in place. The City Recorder shall be responsible for obtaining the governmental signatures required.
13. be accompanied by a compact disc (CD) with a digital version of the concept plan, or the digital version of the concept plan must be emailed to the City Planner. Any concept plan submitted without a CD containing the digital concept plan will not be accepted by the City of La Vergne for processing, unless the digital version of the concept plan is emailed to the City Planner by the deadline date and time.

3-104 Final Subdivision Plat

3-104.1 General

The final subdivision plat shall be prepared on transparent drafting material at a scale no smaller than two hundred (200) 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.

Construction drawings, if required as described in Section 3-103 of these regulations, shall have been approved prior to planning commission approval of the final subdivision plat.

3-104.2 Features

The final plat shall include:

1. The location of the property to be subdivided with respect to surrounding property(s) and public ways.
2. The names of all adjoining property owners of record or the names of adjoining developments.
3. The names of adjoining public ways.
4. 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 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 Annotated, for the category of survey required by these regulations. The category of survey shall be determined according to the average size of lots (see Table below) within the proposed subdivision. The survey shall be tied into the Tennessee Grid Coordinate System.

ACCURACY OF SURVEYS	
<u>Average Lot Size</u>	<u>Unadjusted Accuracy</u>
One (1) Acre or Less	Category "B" Suburban Land Survey
Greater than One (1) Acre but Less than Ten (10) Acres	Category "C" Rural Land Survey
Ten (10) Acres or More	Category "D" Farm Land Survey

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.

5. The location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries.
6. The limits of floodway and floodway fringe areas and the regulatory flood elevation and regulatory flood protection elevation; as determined by the planning commission.
7. The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.
8. The location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth of a foot and angles to the nearest minute. Lot areas shall be shown to the nearest tenth of a square foot.
9. The location, area, and dimensions, to the accuracy set forth in Item 8 above, of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
10. 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.
11. The name and address of the owner(s) of the land being subdivided.
12. The name and address of the subdivider if other than the owner.
13. The name and stamp of the land surveyor or other person preparing the plat.

14. The date of the plat, approximate true north point, scale, and title of the subdivision.
15. 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 center line 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.
16. The names of all public ways.
17. The zoning classification of all lots, as well as an indication of uses other than residential proposed by the subdivider.
18. The total acreage within the subdivision.
19. Lot numbers, where required.
20. The line size and location of water and sewer facilities.
21. The location of all fire hydrants.
22. The diameter and width of all driveway culverts.
23. For any lot where 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).
24. 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.
25. State Department of Health and Environment, public water and sewer design layout and approval stamps, if applicable; also, actual design plans for filing in appropriate governmental representative's office.
26. 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.