

SUBMITTAL REQUIREMENTS FOR PRELIMINARY 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 \$20.00 per dwelling unit or lot.
- _____ 4. **10 copies** of the Preliminary 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 Preliminary 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:

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

2-103 Preliminary Plat (Minor and Major Subdivisions)

2-103.1 Application Procedure and Requirements

The applicant shall file with the planning commission a preliminary plat. **The failure of the applicant to satisfy the requirements of this section with full and correct information shall be cause for disapproval of a preliminary plat.** The preliminary plat shall be prepared in accordance with Section 3-102 and:

1. 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;
2. preliminary plat review and lot fees shall be paid to the City Planner upon submittal of the plat;
3. include all land which the applicant proposes to subdivided and all land immediately adjacent, extending two hundred (200) feet there from, or of that directly opposite thereto, extending two hundred (200) feet from the public way frontage of such opposite land. The lot pattern of surrounding development shall be shown within that area located within two hundred (200) feet of the proposed development; and
4. for the administrative review session, be accompanied by four (4) copies of the preliminary plat as described herein; a minimum of ten (10) copies of the preliminary plat are required for the planning commission meeting.
5. 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.

2-103.2 Administrative Review

An administrative review meeting shall be conducted on the preliminary plat, and any exhibits submitted in conformance with these regulations. This review shall include the staff assistant to the planning commission and any other appropriate governmental representative. The review shall be held prior to the regularly scheduled planning commission meeting at which the plat is to be reviewed. The findings of the review committee shall be presented to the planning commission.

With expert assistance, as necessary, the subdivider shall prepare a report, on any proposed subdivision containing or abutting a **floodprone area**. Such report shall estimate the discharge of the regulatory flood; determine the specific flooding threat at the site of the proposed subdivision; and indicate whether the subdivision is located in a floodway or floodway fringe area by:

1. calculation of water surface elevations and regulatory flood protections based upon a hydraulic analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood;
2. computation of the floodway required to convey the regulatory flood without increasing natural flood heights of the regulatory flood more than one foot at any point; and
3. unless otherwise established, computation of increase in flood heights caused by any encroachment shall be based upon the reasonable assumption that there will be an equal degree of encroachment on both sides of the stream within that reach. No increase in flood storage attributable to encroachments on the floodplain of any river or stream shall be permitted in any one reach or for the cumulative effect of several reaches.

2-103.3 Notice of Hearing

A planning commission shall hold a hearing as required by Chapter 3 and 4 of Title 13, Tennessee Code Annotated, on each plat brought before it.

2-103.4 Preliminary 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 approve, conditionally approve, or disapprove the preliminary plat within thirty (30) days after date of the regular meeting of the planning commission at which the hearing on preliminary approval, including adjourned date thereof, is closed. A certificate of preliminary approval shall be issued by the secretary of the planning commission, upon demand, and the applicant may proceed to apply for final subdivision plat approval in the manner prescribed by Section 2-104 of these regulations. After the planning commission approves, conditionally approves, or disapproves the preliminary plat, **one copy of the proposed preliminary plat shall be returned to the developer** with the date of approval, conditional approval, or disapproval thereon. If a preliminary plat is disapproved the planning commission shall state specific reasons for disapproval which shall be entered into the minutes of the meeting. Before the planning commission approves a preliminary plat showing land for any public use, the planning commission shall obtain approval for the land reservation from the planning commission or appropriate governmental agency.

2-103.5 Effective Period of Preliminary Approval

The approval of a preliminary plat shall be effective for a period of twelve (12) months, at the end of which time final approval of the subdivision plat must have been obtained from the planning commission, although the plat need not have been signed and filed with the county register. Any plat not receiving final approval within the period of time set forth herein **shall be null and void**, and the developer shall be required to submit a new plat for approval subject to any zoning provisions and the subdivision regulations currently in effect. **Prior to the expiration** of the preliminary approval and upon proper request by the developer, the approval **may be extended for one (1)**

additional year if the commission deems such to be advisable based upon progress made in developing subdivision.

2-103.6 Zoning Regulations

Every plat shall conform to any existing zoning regulations and subdivision regulations applicable at the time of proposed final approval, except that any plat which has received preliminary approval shall be exempt from any subsequent amendments to such zoning ordinance or these regulations rendering the plat nonconforming as to bulk, use, or development standards, provided, that final approval is obtained within the effective period of preliminary approval set forth in Subsection 2-103.5, herein.

3-102 Preliminary Plat

3-102.1 General

The preliminary plat shall be prepared by a land surveyor, or engineer engaged in the practice of civil engineering, at a convenient scale no smaller than two hundred (200) feet to an inch. The plat shall be prepared in pen, and the sheets shall be numbered in sequence if more than one sheet is used. The map prepared for the preliminary plat may be used for the final subdivision plat and should be permanently reproducible.

3-102.2 Features

The preliminary plat shall include:

1. the location of the property to be subdivided with respect to surrounding property(s) and public way(s);
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 location and dimensions of all boundary lines of the property, figured to the nearest hundredth (100th) of a foot;
5. the location of existing public ways, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the planning commission;
6. the location and width of all existing and proposed easements, alleys, and other public ways, and building setback lines;
7. the location, dimension, and area of all proposed or existing lots;
8. Culverts, driveway tiles, associated drainage structures sized along with necessary easements; electrical and telephone easements;
9. the position of all existing or proposed buildings within proposed condominium developments;
10. the location and dimension of all 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;
11. the limits of floodway and floodway fringe areas and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required;

12. the name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, an a stamp or signature by certified planner, engineer, architect or landscaped architect;
13. the date of the plat, approximate true north point, scale, and title of the subdivision;
14. sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground;
15. name of the subdivision and all new public ways, as approved by the planning commission;
16. the zoning classification of all zoned lots, as well as an indication of all uses other than residential proposed by the subdivider;
17. the distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing public ways and to the original corner of the original survey of which it is a part;
18. 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) (suggested scale: one (1) inch to one thousand (1,000) feet);
19. 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 aerial photographs acceptable to the planning commission);
20. map parcel numbers as recorded on the land tax maps of the county;
21. Proposed walls, fences, and signs including approximate heights and types of materials.
22. Existing vegetation:
 - (a) approximate location(s) of tree masses and natural hedgerows;
 - (b) general description of the principle species of trees and range of sizes within tree masses;
 - (c) approximate location and identification of trees fifteen (15) inches in caliper or larger measured six (6) inches from the ground;
 - (d) approximately location and identification of cedar trees ten (10) inches in caliper or larger measured six (6) inches from the ground.

24. Proposed vegetation by type of plant.
25. Identification of slopes twelve (12) to twenty (20) percent and twenty (20) percent or greater and identification of soils on slopes. (taken from a generalized soil map).
26. Selected profiles demonstrating the adaptability of proposed buildings and structures to site conditions in areas where cutting and filling is proposed to exceed five (5) feet from the natural grade.
27. The following notations:
 - (a) explanation of drainage easements;
 - (b) explanation of site easements;
 - (c) explanation of reservations; and
 - (d) 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;
28. a draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions; and
29. a form for endorsement of planning commission approval of the preliminary plat which shall read as follows:

Approved by the LaVergne Planning Commission, with such exceptions or conditions as are indicated in the minutes of the Commission on

_____.

Date

Preliminary plat approval shall not constitute final approval for recording purposes.