



Preliminary Plat Checklist

A Preliminary Plat is required for Major Subdivisions (Articles 2-103 and 5-102). The Preliminary Plat shall be prepared by a surveyor, landscape architect, land planner or engineer engaged in the practice of civil engineering, at a convenient scale no smaller than fifty (50) feet to an inch. The "Preliminary Design Certification" required by a Section 2-103.4 (Preliminary Design Certification) shall appear upon the face of such plat. The plat shall be prepared in permanently reproducible form with the sheets numbered in sequence if more than one sheet is used. Failure to satisfy the requirements of Article 2-101 of the Subdivision Regulations shall be cause for disapproval. No clearing of trees (except for surveying) or site grading may commence prior to final approval of the preliminary plat and construction drawings and the issuance of a Land Disturbance Activity Permit by the Public Works Department.

An application for Preliminary Plat shall contain a brief explanation of the purpose and justification of the proposed request. The plat shall include the entire subdivision, or, when phasing has been approved, section thereof, for which preliminary approval is sought and all land immediately adjacent, extending two hundred (200) feet therefrom, 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.

An application submitted for approval by the Planning Commission shall include the following: nine (9) full-sized and two (2) half size sets of plans with the initial application and nine (9) full-sized and 18 half size sets of plans following Tech Review.

The preliminary plat shall be prepared in accordance with Section 5-102 of the Subdivision Regulations and include:

- ___ 1. The location of the property to be subdivided with respect to surrounding properties and public ways.
- ___ 2. Legal description, including the map and parcel numbers as recorded on the Wilson County land tax maps for the property being subdivided, the name and address of said owners and the zoning of the property.
- ___ 3. Show the map and parcel numbers as recorded on the Wilson County land tax maps for all adjoining property, and the names of owners of record, or the names of adjoining developments and the zoning thereof.
- ___ 4. The names of adjoining public ways.
- ___ 5. The location and dimensions of all boundary lines of the property, figured to the nearest one hundredth (1/100) of a foot.
- ___ 6. The location of existing public ways, easements, water bodies, wetlands, streams, karst elements, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches and bridges. The location and dimension of all "conservation lands," Common Areas, 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. Provide approvals and/or determinations from appropriate state or federal agencies.
- ___ 7. The location and width of all existing and proposed easements, alleys, and other public ways, the width of existing rights-of-way and any right-of-way proposed to be dedicated with the plat, and building set back lines on all lots.

- ___ 8. The location, dimension, and area of all proposed or existing lots.
- ___ 9. For areas within a Residential PUD, provide a preliminary landscape plan for all common open space areas; including entry signs, monuments, and wall/fencing details. Commercial PUD plans submitted with site plan. Any irrigation proposed for such landscaping shall be noted. No irrigation improvements shall be installed in any public right-of-way without the prior approval of the City of Mt. Juliet.
- ___ 10. Provide a Boundary & Topographical Survey for the site, no older than six (6) months, showing the position of all existing or proposed buildings, structures, pavements, and impervious surfaces.
- ___ 11. Existing buildings, structures, pavements and other features proposed to be retained shall be so noted on the plat. All known or suspected encroachments shall be identified.
- ___ 12. Provide information and show location of Critical Lots. The reason for lots being classified as 'critical' shall be noted on the plat; e.g. slope, karst, flood, etc.
- ___ 13. The actual limits and classifications of all floodplains, floodways, and floodway fringe areas existing on the subject property and the regulatory flood elevation and regulatory flood protection elevation; as determined by the requirements of Section 4-104.206, and Appendix C, of the Subdivision Regulations shall be shown graphically as a part of the plat drawing. This is in addition to any flood related notes on the plat.
- ___ 14. The name and mailing address of the owner(s) of the land to be subdivided and the subdivider if other than the owner. The owner shall either; sign the required application form or submit a letter acknowledging support for the application and action requested.
- ___ 15. The date of the plat, approximate true north point, scale and title of the subdivision.
- ___ 16. Sufficient data to determine readily the general location, bearing and length of all lines necessary to reproduce such line within the area to be divided.
- ___ 17. The functional classification (See Section 4-104, Functional Design Criteria) of all proposed streets along with designation of construction routes as required by Section 4-103.209, (Designation of Construction Routes).
- ___ 18. 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 part.
- ___ 19. Location 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 (1000) feet)
- ___ 20. 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)
- ___ 21. Legend with symbols and explanations for drawing notations.
- ___ 22. The following notations:
 - (a) Explanation of drainage easements;
 - (b) Explanation of site easements;
 - (c) Explanation of reservation; and
 - (d) for any lot where public sewer or water systems are not available, the following:
 - i. areas to be used for subsurface sewage disposal, or if the Planning Commission desires, any other acceptable data to show that the site can be served effectively by a subsurface disposal system;
 - ii. water wells (existing and proposed); and
 - iii. rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other

outstanding topographical features;

- ___ 23. Draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions.
- ___ 24. Complete and provide all information on the City of Mt. Juliet Storm Water Development Checklist to the Storm Water office at 71 E. Hill Street.
- ___ 25. A sewer availability letter issued from Public Works. This request must be made in writing to the Public Works Director.
- ___ 26. For the platting of any land in the Urban Growth Boundary, but outside the city limits of the City of Mt. Juliet, and under the zoning authority of Wilson County, the proposed plat shall first be submitted to the Wilson County Planning Department to determine compliance with applicable Wilson County zoning requirements.
- ___ 27. The Title, name, address, stamp, and signature of the engineer or Registered Land Surveyor who prepared the plat with a current date.
- ___ 28. Recent/current title report or deed for the property.
- ___ 29. A form or endorsement of the planning commission approval of the preliminary plat shall read as follows:

This preliminary plat received approval by the Mt. Juliet Regional Planning Commission, with such exceptions or conditions as indicated in the minutes of the commission on _____.
(DATE)

This approval shall not become effective and no grading or construction shall take place until Construction Plans required by Section 2-104, of the Subdivision Regulations are approved, a development agreement established, and a Land Disturbance Activity Permit is issued. Preliminary plat approval shall not constitute final approval for recording purposes.

To the best of my knowledge, or except as noted on the drawings, the plans submitted herewith contain all information required in the checklist above.

Authorized Signature

Print Name

Company Name