



City of Mt. Juliet Planning & Zoning Department

Final Plat Checklist

The Final subdivision plat shall be prepared on Mylar drafting material at a scale no smaller than fifty (50) feet to the inch on sheets measuring 24" x 36". 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.

An application for Final Plat shall include a brief explanation of the purpose and justification of the proposed request.

The Final Plat shall include:

- ___ 1) The location of the property to be subdivided with respect to surrounding properties and public ways.
- ___ 2) The names of all adjoining property owners of record or the names of adjoining developments and the zoning thereof.
- ___ 3) The names of adjoining public ways.
- ___ 4) The exact boundary lines of tract, determined by a field survey, showing angles to the nearest ten seconds 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). A minimum of two property corners shall be tied to the Tennessee State Plane 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.
- ___ 5) The location of all existing public ways, easements, water bodies, streams or rivers, railroads, parks and cemeteries.
- ___ 6) 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.
- ___ 7) The location and width of all required building setbacks, existing and proposed easements, alleys, and other public ways, the widths of existing rights-of-way and any right-of-way proposed to be dedicated with this plat
- ___ 8) All existing and proposed buildings and structures shall be shown and their relationship to any new or altered property line noted to determine conformance with zoning requirements.
- ___ 9) 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 ten seconds. Lot areas shall be shown to the nearest tenth (1/10) of a square foot. Lot Area to be provided in a table containing the size of each lot in sq. ft. and acres, a total area for all lots, and the minimum, maximum, and average area of all lots.

- ___ 10) 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.
- ___ 11) The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:
 - (a) show 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. At the end of each phase of construction, but prior to certificate of occupancy an As-built survey shall be provided to the Public Works Department.
 - (b) State plane coordinate data shall be used for horizontal and 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 mailing address of the owner(s) of the land being subdivided, the subdivider if other than the owner, and the land surveyor preparing the plat. Provide one line for owner signatures and one line for names to be printed.
- ___ 12) The date of the plat, approximate true north point, numerical and bar scale and title of the subdivision. Legend with necessary symbols.
- ___ 13) 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.
- ___ 14) The approved names of all public ways.
- ___ 15) The zoning classification of all lots contained within the plat, as well as an indication of uses other than residential proposed by the subdivider.
- ___ 16) The total acreage within the subdivision.
- ___ 17) Lot numbers and street numbers (addresses)
- ___ 18) The line size and location of water and sewer facilities
- ___ 19) The location of all fire hydrants and the distance to the nearest fire hydrant.
- ___ 20) The diameter and width of all driveway culverts
- ___ 21) 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 water wells (existing and proposed)
- ___ 24) Applicable certifications in the form contained in Article V of the Subdivision Regulations of the City of Mt. Juliet 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 approval for recording shall appear unsigned at the time of application for approval.
- ___ 25) Provide information and show location of Critical Lots. The reason for each individual lot being classified as 'critical' shall be noted on the plat; e.g. streams, slope, karst, flood, etc.

- ____ 26) PDF of the landscape plan shall be e-mailed to Jennifer Stewart at jStewart@cityofmtjuliet.org
- ____ 27) 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.
- ____ 28) For a Minor Final Plat, 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.
- ____ 29) For stormwater detention facilities:
 - (a) Show as a permanent drainage easement, and
 - (b) Provide a note of reference to the deed book and page reference in which the Stormwater Detention Maintenance Agreement is recorded.
- ____ 27) All final subdivision plats shall receive approval of Subdivision and Street Names and shall be addressed by the appropriate E-911 Agency. Lot addresses will be shown on the final subdivision plat prior to final plat approval.
- ____ 28) The Title, name, address, stamp, and signature of the Registered Land Surveyor who prepared the plat with a current date.
- ____ 29) The following plat certificates shall be provided as applicable (5-104.3): (see #24)
 - a) Certificate of Ownership and Dedication
 - b) Certificate of Accuracy
 - c) Certificate of Approval and Utility Systems
 - d) Certificate of General Approval for Installation of Subsurface Sewage Disposal with Restrictions
 - e) Certificate of Acknowledgement of Water Utility Bond
 - f) Certificate of Acknowledgement of Sewer Utility Bond
 - g) Certificate of Approval of Public Ways for Bond Posting
 - h) Certification of Common Areas Dedication
 - i) Certificate for Approval for Recording
 - j) Form for Offer of Irrevocable Dedication
 - k) Certificate of Approval of Street Names and Addressing from E-911.
- ____ 30) For a Final Minor Plat involving 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.

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