



TOWN OF THOMPSON'S STATION PRELIMINARY PLAT REVIEW CHECKLIST

- One completed application packet including
 - Application form
 - Project proposal statement
 - Copy of legal description of subject property
 - Copy of deed and consent to subdivide
 - Copy of pre-application meeting form
- Plat Map - 10 copies, folded
 - Project title and location
 - Drawn to scale (no smaller than 1" to 100') with north arrow (oriented toward the top of the sheet) and vicinity/location map
 - Property lines and dimensions of all existing and proposed conditions
 - Adjacent land uses and access points (include access points on opposite side of any public right-of-way)
 - Project details, including setbacks, existing and proposed square footage, flood information area, etc.
 - Landscaped areas (Landscape Plan may be required)
 - Legend with project information, including zoning, use, lot size, floor area ratio, setbacks, building height, percentage of landscaping and open space, and
 - Legend with parking information
- Sketch Plan, if applicable – Date Sketch Plan approved _____
- Resource Protection Plan
 - Flood information
 - Location of any waterway/course, floodplain, etc.
- Grading and Drainage Plan, 5 copies, folded
 - All existing and proposed grades (contour interval two foot minimum unless otherwise approved by staff)
 - Street grades and building pad elevations
 - Average slope calculations
 - Locations and elevations of any proposed or existing retaining walls
 - Cross sections of proposed cut/fill areas
 - Storm drain systems/detention areas
 - Location and ownership of drainage easements (inclusive of Maintenance Plan)
 - Soil erosion and sedimentation controls plans
- Water and Sewer Plans (additional fees apply for non-traditional sewage disposal)
- Evidence of fire flows
- Processing Fee

ADDITIONAL INFORMATION MAY BE REQUIRED ON A CASE BY CASE BASIS. ALL SUBMITTAL REQUIREMENTS INCLUDING ANY ADDITIONAL INFORMATION, IF REQUIRED WILL BE NECESSARY TO SUBMIT A COMPLETE INFORMATION. PLEASE NOTE, AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED.