

Project: _____ Project Number _____

Review Date: _____ TSPC Meeting: _____



FINAL PLAT CHECKLIST

Submittals should include one (1) paper copy of the listed items and one (1) electronic upload.
 All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.

Preliminary Information

1	Pre-application Conference Form	
2	Project Application and Signed Property Owner Statement	
3	Cost estimates for all public infrastructure	
4	Proposed or existing subdivision name	
5	Revision number	
6	Name, address, telephone, and e-mail address of land owner. The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
7	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
8	Town of Thompson's Station Project number (to be assigned once initial submittal is made)	
9	Fee (nonrefundable) NO FINAL PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
10	All information determined to be necessary by the Department of Community Development	

Vicinity Map

11	Date	
12	North Arrow	
13	Corporate limits (if within 1/2 mile of site)	
14	Site location	
15	Tax map, group, and parcel number(s) of site	
16	Existing streets and street names adjacent to site	

Final Plat

17	Name of development and all individual neighborhoods within subdivision (if applicable)	
18	Revision number and all other resubdivision indicators	
19	North Arrow	
20	Closure error	
21	Town, County, Civil District, and Date	
22	Total acres in the subdivision to the nearest hundredth, and the existing map, group and parcel numbers from which the subdivision, resubdivision, or revision will be created	
23	Existing Sector and Zoning district classifications	
24	Information related to any HOA or other private restrictions	
25	Setbacks and building envelopes	
26	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
27	Boundary lines of properties adjoining, but not a part of the subdivision, shown with dashed lines	
28	Adjoining property owners and/or subdivisions	
29	Lengths of the boundaries of the subdivision, measured to the nearest foot and decimals, with calls	
30	The lengths of all lines dimensioned in feet and decimals to the nearest hundredth of a foot	
31	Square feet and acreage of each lot (square feet to the nearest foot and acreage to the nearest hundredth of an acre)	
32	Total number of lots and lot numbers	
33	The values of all true bearings and angles dimensioned in degrees and minutes	

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34	Street and alley rights-of-way widths, classification, and names within the proposed project	
35	Connections to existing and proposed streets (including street classification) located outside the development	
36	Sidewalk locations	
37	At all temporary turnarounds, a sign shall be placed stating, "Street to be extended by authority of the Town of Thompson's Station."	
38	Acres and linear footage totals of new streets	
39	Linear feet of new streets	
40	Existing buildings	
41	Proposed street light location, metering points and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	
42	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
43	All easements (including drainage) with dimensions and designation as to type	
44	Mineral rights (if held by parties other than the owner of record)	
45	Existing and proposed utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
46	Underground Utility Note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground."	
47	Watercourses, conveyances, and springs (perennial only)	
48	Water bodies, including canals	
49	100-year Floodplain	
50	Any additional NFIP Floodplain Data	
51	Common open space lots	
52	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones	
53	Lots shall conform to all the requirements of the LDO	
54	Concrete monuments	
55	Iron pins, which shall be placed at all lot corners.	
56	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording	
57	A copy of the final plat, in digital format, must be submitted, with the following information: a. Use of Tennessee State plane coordinate system, Zone 5301, Fipszone 4100. b. NAD 83 datum. c. Use of feet as the unit of measure. d. Furnished in DXF or AutoCAD r14 format. f. Other information as requested by the Town Staff.	
58	Electronic/PDF Submittal: With resubmittal/second submittal to the Planning Commission, a copy of the plan, in digital PDF format, must be submitted to the Department of Community Development. The electronic file shall be uploaded to the Town's electronic plan review portal.	