

City of Millersville Subdivision/Pre-Plat Checklist

General Submittal Requirements	
1	Planning commission application + fees
2	Owner/agent authorization letter
3	Legal Description of the property.
4	The existing and intended use of the lot and structures upon it.
5	2 paper copies + 1 electronic copy of the site overview.
General Information	
6	If more than one (1) sheet, are sheets numbered in sequence with first sheet as index?
7	Scale drawing of the property 1"= 50 ft.
8	Scale shall be no smaller than one hundred (100) feet to an inch (in developments with lots 15,000 square feet or smaller, the scale shall be no smaller than fifty (50) feet to an inch).
9	Prepared and certified by a Tennessee Licensed Land Surveyor.
10	Date of the Plat.
11	Approximate true north arrow.
12	Scale.
13	Name and address of the owner of the land to be subdivided.
14	Name and address of the subdivider (if different than the owner).
15	Name and address of the land surveyor or other person preparing the plat.
16	Name of the Subdivision.
17	Phase number (if applicable).
18	Property tax map parcel numbers as recorded on the land tax maps of the county.
19	Size of the original tract to be subdivided.
20	Zoning Classification of all zoned lots.
21	Names of adjoining public ways.
22	Names of adjoining property owners with deed or record book and page reference or the names of adjoining developments.
23	Sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground.
24	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) mile (suggested scale: 1 inch = 500 feet).
25	Preliminary design certification which indicates that the plat either fully complies with all provisions of the City's Zoning Ordinance and Subdivision Regulations or that the plat complies with such provisions with specifically noted exceptions.
Existing Features	
26	Lot patterns of surrounding development of area within two hundred (200) feet of the proposed development.

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27	Location of property with respect to surrounding property and public way(s). Include entire Subdivision (or phase if phasing is requested) and all land immediately adjacent (extending 200 feet) and all land directly opposite of the property (extending two hundred (200) feet from the public way frontage of such opposite land).
28	Location of existing public ways, easements, water bodies, streams, and other prominent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, and other features as determined by the Planning Commission.
29	Width of all existing easements, alleys, and other public ways.
30	Location and sizes of existing sewers and water mains within the tract and immediately adjacent.
31	Location of existing electric power lines (note if lines are overhead or underground).
32	Classification of all easements (public use; access; drainage; utility; etc.).
33	Explanation of site easements.
34	Explanation of reservations.
35	Location, dimension, and area (to the nearest foot) of all existing lots.
36	Setback lines for existing buildings.
37	Limits of floodway and floodway fringe areas and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to the flood maps or flood studies as required.
38	Title flood elevation and regulatory flood protection elevation.
39	Topographic contours at an interval of not more than two (2) feet apart.
40	The bearing, shown to the nearest second and length of all tangent boundary lines of the property, figured to the nearest 100th of a foot; and complete curve data for all curved boundary lines (bearing shall be reference to true north or add adequate notes as to the reference).
Proposed Features	
41	Location, dimension, and area (to the nearest foot) of all proposed lots.
42	If the development is a condominium development, show position of all existing and proposed buildings.
43	Indication of all uses other than residential, proposed by the subdivider.
44	Location and width of all proposed streets, easements, alleys, street rights of way, and other public ways.
45	Name of all new public ways.
46	Location and boundary of all open space with the proposed owner(s) and designating the entity responsible for care, operation, and maintenance.
47	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.
48	Proposed building setback lines.
49	Include a typical lot (both corner and interior) showing setback lines, utility easements, etc.

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50	Preliminary storm drainage design noting approximate volumes, direction of flows, and location of proposed detention or retention areas.
51	Proposed extensions of water and/or sanitary sewer service to the property along with the proposed routing of such within the Subdivision including fire hydrants.
52	Proposed electric power lines and equipment (note if lines are overhead or underground and note the type of equipment).
53	Culverts and associated drainage structures located and sized along with necessary drainage easements.
54	All other required utility easements.
55	Minimum finished floor elevation of houses to be constructed on lots within floodway fringe areas.
56	For any lot where the public sewer or water system is not available, the following: areas designated for use as septic fields; water well; and rock outcroppings, marshes, springs, sink holes, natural storm drains, and other outstanding topographical features.
57	Distance and bearing of one of the corners of the boundary of the Subdivision, to the boundary of the existing public ways and to the original corner of the original survey of parcel of which it is a part.
58	Improvements are required for all existing streets on which a proposed Subdivision has frontage. Existing streets must be improved to City standard. If additional right-of-way is required, it must be dedicated with a plat.
59	At the time of the submittal of the Preliminary Plat to the Planning Department, submit two (2) copies of the plat to the appropriate water (White House Utility District) and electrical service provider (NES,CEMC) for review and approval of electrical service plan.

Note: Current Zoning Regulations Apply.

Note: This is Not a Complete List of Rezone Requirements. Other Items Maybe Required at The Descretion of The Planning Department.