

FINAL PLAT/MINOR SUBDIVISION PLAT CHECKLIST

Project Name:	Map #: Group: Parcel #:
Contact Person:	PC File Number:

The Final Plat checklist is designed to assist applicants with identifying the information that must be included on all Final Plat applications. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided.

- Date of pre-application meeting with Staff
Date: _____ Staff Member: _____
- Construction plans must be approved by the Engineering Division before a final plat can be placed on the Planning Commission agenda**
- Construction plans must be approved by the Public Utilities Department before a final plat may be submitted for Planning Commission signatures and recording Staff Review:**
- Agent letter, if application not signed by the property owner
- Final Plat matches approved Preliminary Plat, per Sec. 2-105.1.4
- Label title of subdivision (including if a re-plat of existing subdivision)
Plat Requirements: (Sec. 2-105.1)
 - Show north arrow on plat and location map
 - Scale – no smaller than 1 inch to 200 feet
 - Provide location map of the property
 - Professional seal of surveyor or certified designer
 - City Limits, if applicable
 - Provide Plat Notes listing:
 - Voids and vacates note, if applicable
 - Property owner name and address
 - Property location/address
 - Tax Map and Parcel number(s), and total acreage
 - Plat Book & Page, Block & Lots # of any adjacent lots
 - Name & address of person preparing plat & date
 - Existing zoning of property and all surrounding property
 - Indicate all monuments and pins (Sec. 2-107)
 - Existing and proposed use of the property
 - Other applicable bulk regulation information
- Legend
- Note regarding purpose of plat
- Plat must show relationship of subdivision to streets, railroads and water courses within one-half (1/2) mile
- Label distance and bearing of one original corner of the boundary of the subdivision
- Provide boundary survey with at least one benchmark.
- Label location and dimensions of property boundary lines for existing and proposed lots to the nearest hundredth of a foot
- Label names of adjoining property owners and names of adjoining developments even across rights-of-way
- Label and show rights-of-way and pavement width of existing and proposed streets & where recorded, if applicable.
- Label location and description of all existing and proposed easements – including but not limited to, public utility and drainage easements, landscape easements, access easements, stream buffers, open space tracts, proposed parks, etc.
- Label location of existing physical features: roads, railroads, buildings, cemeteries, drainage ways, bridges, utility lines
- Label location of areas subject to flooding, any applicable Base Flood Elevation (BFE) for each lot and provide FEMA floodplain note and flood zone
- Provide street names, lot numbers and certification of approval by the Engineering Division and E911 with addresses for each lot.
- Label location of fire hydrants
- Label location and details of sewage disposal areas and location of existing and proposed wells, if applicable.
- Provide approval documentation for septic system, if applicable
- Add note that no construction is permitted in septic fields, if applicable.
- Provide copy of proposed restrictive covenants, per Sec. 2-105.1.8a
- Provide Irrevocable Offers of Dedication, per Sec. 2-105.1.6
- Final Plat must be 18" x 24" for recording
- Submit digital file for all plats prepared using Computer Aided Drafting and Design (CADD)
- Subdivision Performance Surety shall be submitted prior to the recording of the Final Plat, per Sec. 2-105.1.7
- Provide Certificates of Endorsement, per Sec. 2-105.1.9:
 - Ownership and Dedication
 - Accuracy – Surveyor (Do not place seal over certificate)
 - Water and Sewer or Septic Approval
 - Approval for Bonding of Roads (City Engineer if inside City limits or County Road Superintendent if outside City limits)
 - Common Area Dedication
 - Planning Commission Approval
 - Note describing that all common area open space tracts shall be owned and maintained by the Home Owners Association, per Sec. 2-105.1.8.c
 - Certificate of Staff Approval (Only for minor subdivision plats containing 2 lots or less)
 - Two (2) folded half size copies of the plan.
- Electronic file (pdf; dwg) of plans. Include CADD layer or other electronic file for setbacks.

The City of Gallatin ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact JamiAnn Hannah, ADA/504 Coordinator at 615-230-0681, or Tennessee Relay Services by dialing 7-1-1.