

Due 14 days prior to scheduled Planning Commission meeting

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**FINAL SUBDIVISION PLAT SUBMITTAL CHECK LIST**

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name and Address of Owner of Record  
\_\_\_\_\_

Tax Map &amp; Parcel Number(s) \_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number \_\_\_\_\_

Date submitted for approval \_\_\_\_\_ Fee due \$ \_\_\_\_\_

Have the construction drawings been submitted and approved by the city? ( Y / N )

When were the construction drawings approved? \_\_\_\_\_

Date

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**CHECKLIST: FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED**

\_\_\_\_\_ Prior to submittal deadline provide six (6) copies for staff final review date \_\_\_\_\_.

\_\_\_\_\_ The subdivision's name and location.

\_\_\_\_\_ The name(s), address(es) and phone number(s) of owner/ owners of record.

\_\_\_\_\_ Name, address and phone number of designer and/or engineer.

\_\_\_\_\_ Date, approximate north point, and graphic scale.

\_\_\_\_\_ Sufficient information to determine location and bearings (to nearest minute) dimensions (to nearest hundredth of feet), widths of all streets (and names), alleys and lots.

\_\_\_\_\_ Location of proposed easements and/or land reserved or dedicated for public use.

\_\_\_\_\_ All building set back lines and blocks lettered alphabetically

\_\_\_\_\_ Lots numbered in numerical order.

\_\_\_\_\_ Location map showing the relationship of the subdivision site to the county.

\_\_\_\_\_ Ownership of adjoining unsubdivided property.

\_\_\_\_\_ Any restrictive covenants which apply to lots and parcels in the subdivision.

\_\_\_\_\_ (If Applicable) Include individual lot restrictions/notes as provided by the Tennessee Department of Environment and Conservation (TDEC).

\_\_\_\_\_ Label all proposed street names and street types for review by E911.

\_\_\_\_\_ Submitted an electronic copy of the plat or site plan to city GIS department.

\_\_\_\_\_ Certification of ownership and dedication.

- \_\_\_\_\_ Certification of both water and sewer showing that one of the following alternatives have been met: (a) installation of improvements are in accordance with regulations or (b) a sufficient bond has been posted.
- \_\_\_\_\_ Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.
- \_\_\_\_\_ (If applicable) Certification by the Tennessee Department of Environment and Conservation (TDEC) of sub-surface sewer construction plans and/or private water supply indicating plans meet the department's requirements. Or a letter from Tennessee department of health certifying their approval of sub-surface sewer construction plan (one/two lot subdivisions only).
- \_\_\_\_\_ (If applicable) Certification to be signed by a representative of the county utility district.
- \_\_\_\_\_ Certificate of approval to be signed by the Secretary of the Planning Commission.

Date Staff Review Complete: \_\_\_\_\_, 20\_\_\_\_

Signature signifies all requirements have been met and are on the plan submittal.

\_\_\_\_\_  
Signature

**Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal and regional zoning and subdivision regulations. Many of these ordinances/resolutions are available via the City of Union City website or contact codes enforcement for further information.**