

Sullivan County Planning & Zoning Department Subdivision Final Plat Check List

Subdivision Plats may be dropped off for final planning review Monday through Friday during normal business hours. Please allow one to two working days for staff review prior to final signature and approval. Below is a checklist of required information:

Surveyor's Name: _____ **Property Owner (s):** _____
Phone Number: _____ **Phone Number:** _____

- _____ 1. Name and location of subdivision with Tax Map, Group, Parcels numbers and 911 Addresses for all lots;
- _____ 2. Acreage, civil district, closure error and other title block data;
- _____ 3. North arrow, graphic scale (1" = 100') and date;
- _____ 4. Zoning Classification and setbacks shall read: "all building setbacks shall conform to the applicable zoning requirements in effect at such time of construction;"
- _____ 5. Dedication of required public roadway rights-of-way and distance to the centerline;
- _____ 6. Names of all owners of adjoining properties with tax map, group, parcel numbers, deed references and 911 address for each adjoining parcel;
- _____ 7. Old and proposed lot or tract numbers;
- _____ 8. Flood Zone certification, stating zone, community number, panel number and date;
- _____ 9. Flood Zone location if applicable;
- _____ 10. Drainage and utility easements (electric, water, sewer, stormwater, ingress/egress; TVA flowage, or any other known easement location and size;
- _____ 11. Area location map in corner of plat to show relation of project for reference;
- _____ 12. All existing structures and setbacks shall be shown on all lots;
- _____ 13. All property lines with distances and bearings at dimensions (100th foot) and angles (nearest minute) with all corners established either by metal, concrete or natural object found in field;
- _____ 14. All applicable *Standards of Practice* criteria as established in the State *T.C.A.*; and
- _____ 15. Appropriate, applicable and signed certification blocks from the following representatives:
 - a) Property owner(s); and
 - b) Surveyor's signature and seal; and
 - c) County 911-Addressing department; and
 - d) County Commissioner of Highways/his representative or Municipal Public Works Department/Engineer;
 - e) Tennessee Department of Environment & Conservation (for septic); or Local Municipal Sewerage provider; and
 - f) Local Public Water / Utility Provider; and
 - g) Sullivan County Secretary of the Planning Commission and Planning Director.

Requests for Changes or Corrections:

Reviewed by: _____ **Date Returned:** _____ **Date Approved and Signed:** _____

*Plat with original signatures shall be reserved for the County Register of Deeds. Copies with original signatures are for the property owners, surveyor and planning department. Copies shall be supplied to the Planning Department and the Highway Department and any other agency involved in the subdivision approval process. **The Mylar must be retained by the property assessor's office.***