

**ONE OR TWO LOT MINOR PLAT CHECKLIST
(TWO LOTS OR LESS AND LESS THAN FIVE ACRES)**

PROCEDURE:

1. The property must meet the following requirements to receive approval through the one and two lot minor plat process:
 - a. The property must have direct access to public utilities, and no utility improvements required;
 - b. The property must have road frontage along a public right-of-way that is useable;
 - c. The property must meet all the regulations in the zoning ordinance and subdivision regulations;
2. If the property meets the above requirements, the applicant and/or surveyor may proceed with the following process:
 - a. The applicant or surveyor shall submit one copy of the proposed subdivision plat to a Planning Commission Staff member for preliminary review;
 - b. The applicant or surveyor shall submit an application and a filing fee;
 - c. Once the preliminary review has been completed by a staff member of the Planning Commission and the plat has been released for signatures the following steps shall then be followed:
 - (1) Signature of the Surveyor;
 - (2) Signature of the City Engineer or appropriate designee and/or Utility District designee;
 - (3) Signature from a designee of the City Street Department and/or County Highway Department designee;
 - (4) Signature from the appointed designee of TDEC;
 - (5) Signature of the property owner and their signature notarized;
3. If additional information has not been provided by the surveyor on the plat, the owner will be asked to return the plats to the surveyor so that the additional information can be provided;
4. Once all the above has been submitted and/or completed the Director of the Regional Planning Commission may sign the plat for recording.

Owner: For the purpose of this process, means the legal or beneficial owner or owners of all the land proposed to be included in the proposed subdivision or the holder of a written option or contract to purchase the land, or the attorney or authorized representative of any of the aforementioned.

CHECKLIST:

- Show the following information shall be submitted on an 11" X 17" paper, or;
- If the property is a replat of an existing subdivision, the plat shall be submitted on an 18" X 24" paper;
- Label the point of beginning to the nearest street center-line intersection;
- The title of the plat shown in the title block (ex. John Doe Property, Road Name, and Lot Number) Title of the plat must match current owner;
- The north arrow on the plat;
- Add all title block information to the plat (Date, Civil District, Total Acres, Owner's Name, Owner's address and telephone number, and Total Lots);
- Add the graphic and written scale to the plat;
- Right-of-way lines, widths, and names of streets (including easements if they exist);
- Water line size and location will be provided by the city engineer/utility district within their signature block;
- Does property lie within Airport Overlay Zones
- Does property lie within Ft. Campbell Land Use Area
- Drawn to a scale of one inch equals one hundred feet (whenever practical);
- All easements shall be located, dimensioned, and labeled as to purpose on the plat. Required minimum easements include:
 1. 20 feet from and parallel to nearest right-of-way line.
 2. 5 feet along the inside of all side lot lines.
 3. 10 feet along the inside of all rear lot lines.
 4. Additional easements may be required.
- All general notes shall appear on the plat;

Note 1:

- A. If the lot is served by sanitary sewer or septic not using swale easements:
All easements shown may be used for power, telephone, gas, sanitary sewer, storm sewer, water, SSDS Supply Line, and surface drainage, as well as designed use.
Or;

- B. If the lot is served by septic and is using swale easements:

All easements shown may be used for power, telephone, gas, sanitary sewer, water, and SSDS supply line, as well as Designed use. Easements to be used as drainage easements shall be shown and labeled on the plat.

Note 2:

- A. If the lot is served by sanitary sewer or septic not using swale easements:

A minimum of five feet along the inside of all side lot lines and ten feet along the inside of all rear lot lines is reserved as a Utility and/or Drainage Easement.

Or;

B. If the lot is served by septic and is using swale easements:

An easement exists for the placement of a swale on the side and rear property lines. This swale shall be no deeper than (12) inches and shall be (10) ten feet wide. The deepest point of the swale shall be on the property line. The actual construction of this swale is optional. It shall be left to the discretion of the property owner if the swale is needed. If built, any deviation in construction from the established standard may lead to revocation of the lot approval, by the Division of Ground Water Protection. At such time that sanitary sewer is extended to these lots all swale easements shall automatically convert to drainage easements.

- Add the following note to all plats:
"It will be the responsibility of the subdivider or the owner to include the above referenced easements as an integral part of the subdivision in such a manner that said areas will be owned and maintained by the present owner or by a prospective property owner".
- The minimum building setback line required as per Montgomery County Zoning resolution;
- All lots must meet the minimum zoning regulations (ex. size of lot, lot width);
- Dimensions shall be to the nearest 100th of a foot and angle to the nearest second;
- A permanent benchmark may be required;
- Location and description of all concrete monuments and iron pins. Monuments shall be designated by small squares and iron pins by small circles;
- The name and address of the engineer shall appear on the plat;
- Add the vicinity map to plat;
- Location of the nearest fire hydrant, provided by the city engineer/utility district if fire hydrant exists;
- Complete pipe schedule showing minimum size of all driveway culverts, provided by the Montgomery county highway department;
- Before approving the minor plat (less than two lots and less than five acres) the signature blocks must be signed by the appropriate departments;
- Most recent recorded deed book and volume number; plat book and page number for all subdivision replats.
- A copy of the most recent recorded deed must be filed with the minor plat application;
- Topography may be required when the 100 year flood plain affects the lot. If the 100 year affects the lot, the 100 yr. shall be shown a labeled on the plat and a note shall be added to the plat stating, "Elevation certificate shall be required. Lot lies within the 100 year flood plain. Minimum finish floor elevation (ft. above sea level) to include basements."
- **Coordinate all multi-family and commercial plats with the site review process or agencies involved in the subdivision review process.**
- A member of the Planning Staff will provide a property address.
- If topography is required it shall be shown in ten foot intervals.
- Road name(s) is listed correctly? _____yes or _____no