

6.5.3 STAFF LEVEL PLAT CONTENT

(One or two lot minor plat checklist) (two lots or less and less than five acres)

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:

1. Label the point of beginning to the nearest street center-line intersection.
2. The title of the plat shown in the title block (e.g., John Doe property, road name, and lot number) title of the plat must match current owner
3. The north arrow on the plat
4. 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).
5. Add the graphic and written scale to the plat.
6. Right-of-way lines, widths, and names of streets (including easements if they exist).
7. Is property located within a zoning overlay district (such as the Madison Street Corridor or the H-1 Historic District) and is the property affected by setbacks other than the typical?
8. Location of proposed development within 1,000 feet of a sport shooting range, shall have the following note:
 - a. This property is located in the vicinity of an established sport shooting range. It can be anticipated that customary uses and activities at this shooting range will be conducted now and in the future. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience that may result from these uses and activities.
9. Water line size and location will be provided by the Chief Utility Engineer/utility district within their signature block;
10. Location of the nearest fire hydrant, provided by the Chief Utility Engineer/utility district if fire hydrant exists;
11. Does property lie within airport overlay zones? If so, add the following note: "(Portion) of this subdivision lies within the airport approach zone.
12. Does property lie within Fort Campbell land use area? If so, add the following note: Any subdivision plat and site review plan submitted for property within this zone shall contain the following note in bold print and in a conspicuous location on the plat or plan: "This property is located in close proximity to Fort Campbell military installation and may be subjected to increased noise levels resulting from the overflight of both fixed-wing and rotary-wing aircraft, the movement of vehicles, the firing of small and large caliber weapons, and other accepted and customary military training activities. Note for lots located within noise zone II and III: "Lots ____ of this subdivision lie within Noise Zone II or III of the Sabre Heliport Overlay District. Sound attenuation shall be required to meet the requirements of the Sabre Heliport Overlay District per the Montgomery County Zoning Resolution".
13. Drawn to a scale of one inch equals one hundred feet (whenever practical)
14. All easements shall be located, dimensioned, and labeled as to purpose on the plat. Required minimum easements include:
 - a. Twenty (20) feet from and parallel to nearest right-of-way line.
 - b. Five (5) feet along the inside of all side lot lines.
 - c. Ten (10) feet along the inside of all rear lot lines.

- d. Additional easements may be required.
15. All general notes shall appear on the plat;
- a. **Note 1:**
- i. 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
 - ii. 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.
- b. **Note 2:**
- i. 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
 - ii. If the lot is served by septic and is using swale easements:
 - A minimum of five (5) feet along the inside of all side lot lines and ten (10) feet along the inside of all rear lot lines is reserved as a utility and/or swale easement.
 - 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 Tennessee 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.
16. If on state or federal highway the following note shall be added to all plats: The owner must obtain a driveway connection permit from TDOT before construction begins on site"
17. If lot(s) front along a state or federal highway (additional setbacks shall be required).
18. 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.
19. Add the following note to all plats: This plat does not require the dedication of any land to the public or installation of any public improvements.
20. The minimum building setback line required as per the Montgomery County Zoning Resolution or the City of Clarksville Zoning Ordinance.
21. All lots must meet the minimum zoning regulations (e.g., minimum lot size, width, and frontage).
22. Dimensions shall be to the nearest 100th of a foot and angle to the nearest second.

23. A permanent benchmark may be required.
24. Location and description of all concrete monuments and iron pins. Monuments shall be designated by small squares and iron pins by small circles.
25. The name and address of the engineer shall appear on the plat.
26. Add the vicinity map to plat;
27. Complete pipe schedule showing minimum size of all driveway culverts, provided by the Montgomery County Highway Department;
28. Before approving the minor plat (not more than two lots and less than five acres), the signature blocks must be signed by the appropriate agencies/departments.
29. Most recent recorded deed book and volume number; plat book and page number for all subdivision replats.
30. A copy of the most recent recorded deed must be filed with the Minor Plat application.
31. Check FIRM maps and floodway maps for the one (1) percent flood elevations, if subdivision is affected the following notes shall be located on the final recorded plat:
 - a. Elevation certificate shall be required. Lot lies within the one (1) percent base flood. Minimum finished building pad shall be (feet above sea level) including basements all heating and cooling units, and ductwork and minimum finished floor elevation shall be (feet above sea level). The degree of flood protection required hereon is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or flood heights may be increased by man-made or natural causes, such as bridge openings restricted by debris. This does not imply that areas outside the floodplain district will be free from flooding or flood damages. The approval of this plat shall not create liability on the part of the city/county or any officer or employee thereof for any flood damages that result from reliance on this plat or any administrative decision lawfully made.
32. Coordinate all multi-family and commercial plats with the site review process or agencies involved in the subdivision review process.
33. A member of the Regional Planning Commission staff will provide a property address.
34. If topography is required it shall be shown in ten-foot intervals.
35. Road name(s) is listed correctly? _____yes or _____no
36. Check for name duplication in subdivision index.
37. Make copy for addresses.
38. If replat, check subdivision index to see how many times it has been replatted.