



# Metropolitan Nashville — Planning Department

Metro Office Building  
 800 Second Avenue South  
 P.O. Box 196300  
 Nashville, TN 37219-6300\*  
 www.nashville.gov/mpc

Voice: 615.862.7190  
 Fax: 615.862.7130  
 E-mail: [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)

\*Overnight Packages: Use "37210" as zip code

## Subdivision Plan/Plat Application

Application must be completed in full and submitted with appropriate fee. See list of filing deadlines at [www.nashville.gov/mpc](http://www.nashville.gov/mpc).

Subdivision Name \_\_\_\_\_ Former Subdivision Name (if any) \_\_\_\_\_

Location \_\_\_\_\_ Phase # \_\_\_\_\_ Section # \_\_\_\_\_ Lot #s \_\_\_\_\_

Map(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_ # of Proposed Lots \_\_\_\_\_

### APPLICATION

#### Associated Cases?

- Concept Plan # \_\_\_\_\_
- Zone Change # \_\_\_\_\_
- Specific Plan # \_\_\_\_\_
- Mandatory Referral# \_\_\_\_\_
- PUD # \_\_\_\_\_
- UDO # \_\_\_\_\_

#### Development Preference?

(check all that apply)

- Standard / Regular Subdivision
- Cluster-Lot Subdivision

#### Type of Subdivision Request?

(check all that apply)

- Concept Plan (new)
- Concept Plan (revision)
- Development Plan (new)
- Development Plan (revision)
- Final Plat (new)
- Final Plat (revision)
- Final Plat<sup>1</sup> (infill)
- Final Plat<sup>2</sup> (consolidation)

Subdivision Plan/Plat	Fee
Concept Plan	\$ 3,000.00
Development Plan	\$ 2,000.00
Final Plat or Partition*	\$ 2,500.00
Final Plat (remove "reserve" parcel status)	\$ 1,000.00
Final Plat (infill) <sup>1</sup>	\$ 1,000.00
Final Plat (consolidation) <sup>2</sup>	\$ 800.00

<sup>1</sup> Applies only to parcels with existing infrastructure (water, sewer, roads, etc.) located inside the Briley Parkway/White Bridge Road/Thompson Lane loop. See infill map area: <http://www.nashville.gov/mpc/pdfs/Infill.pdf>

<sup>2</sup> Applies only to lots being consolidated where fewer lots are proposed than originally existed.

### PLAT RECORDING FEE\*

Recording Fee can be paid by separate check, prior to recording final plat. Make recording check payable to "Register of Deeds." **No credit card, no cash.**

# of Sheets	Total Page Cost	Certificate of Authenticity Fee	TOTAL Recording Fee
1	\$15	\$5	\$20
2	\$30	\$5	\$35
3	\$45	\$5	\$50
4	\$60	\$5	\$65

# CONTACT INFORMATION

**NOTE:** All correspondence will be e-mailed to the contact person designated by the property owner.  
**You must fill-in all property ownership information — fields are not optional.**

\*

If the property is owned by a corporation, LLC, LLP, company, etc. then you'll need to submit a letter on company letterhead or documentation that the individual is authorized to act on behalf of the entity with regard to this particular application.

## PROPERTY OWNER #1

Property Owner's  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business  home  cell

Phone: \_\_\_\_\_  business  home  cell

Fax: \_\_\_\_\_  business  home

E-mail: \_\_\_\_\_

**Owner\***

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

## PROPERTY OWNER #2

Property Owner's  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business  home  cell

Phone: \_\_\_\_\_  business  home  cell

Fax: \_\_\_\_\_  business  home

E-mail: \_\_\_\_\_

**Owner\***

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

## FINAL PLAT APPLICATIONS

As the owner(s) of this property, I (we) understand:

- **One** applicant must be designated by me (us) to correspond with the planner who will be reviewing my subdivision. The applicant is:  
\_\_\_\_\_  
\_\_\_\_\_
- If I (we) plan to record the final subdivision plat without first constructing the required infrastructure (including roads, water and sewer line extensions), then I (we) must provide a bond for those improvements.
- A bond application must be submitted with the required fee of \$285 **at least five (5) weeks** prior to when I (we) intend to record the final plat.
- The bond review and approval process is subject to receiving estimates from Metro departments and outside utilities.
- Bond amounts are calculated after all construction plans have been approved and plat revisions have been made by your surveyor to the satisfaction of the reviewing agencies.
- The Metro Legal Dept. will review the performance agreement (PA) and security only after the Planning Dept. has received a signed PA and the original security (no faxes, no scanned images).
- The Metro Legal Dept. review may take several weeks to complete its review, excluding time involved in relaying documents to/from the Planning Dept.

\_\_\_\_\_  
*Property Owner #1 Initials*

\_\_\_\_\_  
*Property Owner #2 Initials*

📄 "Bond Application" on-line at  
<http://www.nashville.gov/mpc/applic.htm>

**SURVEYOR**

Surveyor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business  home  cell

Phone: \_\_\_\_\_  business  home  cell

Fax: \_\_\_\_\_  business  home

E-mail: \_\_\_\_\_

**Surveyor**

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**SURVEYOR**

I have reviewed this application and the associated SUBDIVISION SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval. And for any final plat where public improvements are required, I understand that until I make all the requested plat revisions to the satisfaction of the reviewing agencies, bond amounts cannot be calculated, and thus, the plat cannot be recorded.

I also understand that the Metro Planning Dept. will send the recorded plat to a printer to make 11 copies which are to be folded and delivered by the printer to the Planning Dept. The dept. will then distribute these copies to other agencies. The printer will call me directly to come and pick-up the mylar. The estimated cost for this service is \$20 for a 1-page plat, and I understand as the surveyor, I am fully responsible for paying the printer.

\_\_\_\_\_  
*Surveyor Initials*

**ENGINEER** (development plans only)

Engineer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business  home  cell

Phone: \_\_\_\_\_  business  home  cell

Fax: \_\_\_\_\_  business  home

E-mail: \_\_\_\_\_

**Engineer**

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**ENGINEER**

I have reviewed this application and the associated SUBDIVISION SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

\_\_\_\_\_  
*Engineer Initials*

🔗 "Subdivision Submittal Checklist" on-line at <http://www.nashville.gov/mpc/applic.htm>

# “MUST HAVES” and “MUST DOs”

## Concept Plan (preliminary)

✓, if completed

- \_\_\_\_\_ ① **PUBLIC WATER and SEWER:** Copy of current letter indicating water/sewer capacity fees from Metro Water Services, Harpeth Valley Utility District, or Madison Suburban Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. For concept plans involving existing development and where no additional flows are involved, submit a copy of your letter of intent that was submitted to utility. *Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*  
  
Metro Water Services  
Water & Sewer Availability Request: \$500 fee; form available on-line at [www.nashville.gov/water/docs/Availability\\_RequestForm.pdf](http://www.nashville.gov/water/docs/Availability_RequestForm.pdf).
- \_\_\_\_\_ ② **PRIVATE SEWER:** Copy of stamped concept plan showing preliminary approval, signed and dated by Metropolitan Department of Health. Submit original stamped copy with final subdivision plat application. *Contact Jesse Henry, Metro Department of Health at 340-5605 [jesse.henry@nashville.gov](mailto:jesse.henry@nashville.gov)*
- \_\_\_\_\_ ③ **DEED:** Provide copy of deed recorded with the Davidson County Register of Deeds identifying property ownership.
- \_\_\_\_\_ ④ **DIGITAL COPY:** Provide copy of concept plan on a CD (no floppy disks; no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.
- \_\_\_\_\_ ⑤ **NUMBER OF COPIES:** 10 copies of the plan shall be submitted at a scale 1"=50' or greater. All plans must be uniformly collated and pre-folded vertically to form a packet of no more than ten (10) inches in width.
- \_\_\_\_\_ ⑥ **PLAN CHECKLIST:** The Subdivision Submittal Checklist identifies everything that must be included for all plans and documents for your subdivision application.

🔗 “Subdivision Plat Submittal Checklist” on-line at <http://www.nashville.gov/mpc/applic.htm>

# Development Plan (construction plans)

✓, if completed

\_\_\_\_\_ ① **NASHVILLE ELECTRIC SERVICE:** Stamped, copy of plan approved, signed and dated by NES. Submit stamped copy with development plan application. Allow 4-5 business days for NES review. *Contact Holly Lively at 747-3354 [hlively@nespower.com](mailto:hlively@nespower.com)*

\_\_\_\_\_ ② **PUBLIC WATER & SEWER:** Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid before submission of the Development Plan.** Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

#### Metro Water Services

Water & Sewer Availability Request: \$500 fee; form available on-line at [www.nashville.gov/water/docs/Availability\\_RequestForm.pdf](http://www.nashville.gov/water/docs/Availability_RequestForm.pdf).

- Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
- A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
- If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
- Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid and water/sewer capacity is reserved.

\_\_\_\_\_ ③ **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Submit roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans directly to Public Works *before* submitting development plan application. *Contact Metro Public Works: 862-8760*

\_\_\_\_\_ ④ **STORMWATER DRAINAGE AND GRADING PLAN:** Provide a complete submittal of stormwater drainage and construction plans with calculation worksheets directly to the Stormwater Division *before* submitting a development plan application to the Planning Dept. Refer to Appendix A in Vol. 1 of the Stormwater Management Manual available on-line at [www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01\\_regulations/09\\_appendixa\\_final.pdf](http://www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf)  
*Contact Metro Stormwater: 862-4588.*

\_\_\_\_\_ ⑤ **WATER AND SEWER CONSTRUCTION PLANS:** Submit water and sewer construction plans with summary lengths to be bonded directly to Metro Water Services, Harpeth Valley Utility, Madison Suburban Utility, or other district, *before* submitting development plan application. *Contact Metro Water Services: 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

\_\_\_\_\_ ⑥ **FIRE MARSHAL PLANS:** For subdivisions containing three (3) or more lots, provide site utility plan(s) showing water mains and sizes, street access, proposed fire hydrant locations and flow information with topographic elevations.

\_\_\_\_\_ ⑦ **DIGITAL COPY:** Provide copy of development plan on a CD (no floppy disks, no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

\_\_\_\_\_ ⑧ **NUMBER OF COPIES:** 1 copy of the construction plans shall be submitted to the Planning Department along with 10 copies of the plan. Plat copies shall be submitted at a scale 1"=50' or greater. All copies must be uniformly collated and pre-folded vertically to form a packet of no more than ten (10) inches in width.

\_\_\_\_\_ ⑨ **PLAT CHECKLIST:** The Subdivision Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your subdivision application.

🔗 "Subdivision Plat Submittal Checklist" on-line at <http://www.nashville.gov/mpc/applic.htm>

# Final Plat / Partition

✓, if completed

\_\_\_\_\_ ① **NASHVILLE ELECTRIC SERVICE:** If no development plan was required for property, then submit a stamped, copy of plan approved, signed and dated by NES. Submit stamped copy with development plan application. Allow 4-5 business days for NES review. Contact Holly Lively at 747-3354 [hively@nespower.com](mailto:hively@nespower.com)

\_\_\_\_\_ ② **PUBLIC WATER & SEWER:** Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid before submission of the Development Plan.** Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.

Metro Water Services

Water & Sewer Availability Request: \$500 fee; form available on-line at [www.nashville.gov/water/docs/Availability\\_RequestForm.pdf](http://www.nashville.gov/water/docs/Availability_RequestForm.pdf).

- Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
- A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
- If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
- Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid and water/sewer capacity is reserved.

\_\_\_\_\_ ③ **PRIVATE SEWER:** Stamped, copy of plat showing preliminary approval, signed and dated by Metropolitan Department of Health. Submit stamped copy with final subdivision plat application. Contact Jesse Henry, Metro Department of Health at 340-5605 [jesse.henry@nashville.gov](mailto:jesse.henry@nashville.gov)

\_\_\_\_\_ ④ **STORMWATER DRAINAGE AND GRADING PLAN:** If a grading permit is required for this plat, provide a complete submittal of stormwater drainage and construction plans with calculation worksheets directly to the Stormwater Division **before** submitting a development plan application to the Planning Dept. Refer to Appendix A in Vol. 1 of the Stormwater Management Manual available on-line at [www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01\\_regulations/09\\_appendixa\\_final.pdf](http://www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf) Contact Metro Stormwater: 862-4588.

\_\_\_\_\_ ⑤ **FIRE MARSHAL PLANS:** For subdivisions containing three (3) or more lots, provide site utility plan(s) showing water mains and sizes, street access, proposed fire hydrant locations and flow information with topographic elevations.

\_\_\_\_\_ ⑥ **DEED:** Provide copy of deed recorded with the Davidson County Register of Deeds identifying property ownership.

\_\_\_\_\_ ⑦ **DIGITAL COPY:** Provide copy of final plat on a CD (no floppy disks, no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

\_\_\_\_\_ ⑧ **NUMBER OF COPIES:** 10 copies of the plat shall be submitted at a scale 1"=50' or greater. All copies must be uniformly collated and pre-folded vertically to form a packet of no more than ten (10) inches in width.

\_\_\_\_\_ ⑨ **BOND:** If there is infrastructure that requires a performance bond, then submit your bond application at least five (5) weeks prior to when you intend to record the final plat.  
☞ "Bond Application" on-line at <http://www.nashville.gov/mpc/applic.htm>

\_\_\_\_\_ ⑩ **PLAT CHECKLIST:** The Subdivision Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your subdivision application.  
☞ "Subdivision Plat Submittal Checklist" on-line at <http://www.nashville.gov/mpc/applic.htm>

# Final Plat for recordation

✓, if completed

- \_\_\_\_\_ ① **PLAT RECORDING CHECKLIST:** Get a copy on-line of the "Plat Recording Checklist" and make sure plat has all the items listed. Checklist represents common items missing from plats that are brought in to be recorded.

🔗 "Plat Recording Checklist" on-line at <http://www.nashville.gov/mpc/applic.htm>
- \_\_\_\_\_ ② **MYLAR:** Submit final subdivision plat on mylar, vellum or comparable material. Plat should have signatures of *all* property owners (husband and wife, family members, etc.) that are listed on the current deed recorded with the Davidson County Register of Deeds. If ownership has changed between when the plat was originally reviewed by staff and now - - at time of plat recordation, provide current recorded deed bearing the Davidson County Register of Deeds instrument number on face of deed with mylar.
- \_\_\_\_\_ ③ **RECORDING FEE:** Submit a separate check with mylar with recording fee shown on page 1 of this application (no credit card; cash is no longer accepted by the Metro Planning Department). Planning staff is unable to issue a receipt for recording fees received because money goes to the Register of Deeds, not the Planning Department. (**Note:** Checks must not be older than 90 days to be accepted by Register of Deeds. If check is older, you may be asked by staff to write a new check. Your older dated check will be returned to you).
- \_\_\_\_\_ ④ **DIGITAL COPY:** Provide copy of final plat on a CD (no floppy disks, no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification. Plat will not be recorded without a CD. Staff will verify if CD is registered to TN State Plane Coordinate System before recording plat.
- \_\_\_\_\_ ⑤ **PLAT COPYING (OUTSIDE FEE):** Metro Planning sends the mylar, after the plat is recorded, to a printer to make 11 copies and to fold and deliver those copies back to the Metro Planning Dept. The paper copy is distributed by Metro Planning to various agencies. The printer calls the surveyor to pick-up the actual mylar after copying has been completed. The surveyor is responsible for paying the printer for copying, folding, and delivering the recorded plat to Metro. The approximate cost for a 1 page plat is \$20.00. The surveyor is fully responsible for paying this fee.