

# **Subdivision Application** ***Submittal Checklist***

**While not required, a pre-application conference with the planning staff is strongly encouraged. Staff will provide feedback on your subdivision proposal, advise you on application submittal items, and review a projected review & approval schedule. Call 862-7190 to schedule a meeting or e-mail [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)**

**SURVEYOR/ ENGINEER: SUBMITTAL CHECKLIST  
SUBDIVISION APPLICATIONS**

	✓ survey / eng	✓ staff		concept plan	development plan	final plat
			<b>A. DATA</b>			
			1. Development Summary: In a table with bullet points, provide the following information on the first sheet of the plans (if very large subdivision, create a Title Sheet).	•	•	•
			• Council district number and district councilmember name	•	•	•
			• Owner(s) of Record – Name, address and phone number. (If a corporation, identify contact person & their title)	•	•	•
			• Overlay District Name & Number: PUD, SP or UDO (if applicable)	•	•	•
			• Subdivision Name (including any former name)	•	•	•
			• Subdivision Number (to be assigned by staff after submittal)	•	•	•
			• Major Subdivision (indicate if it is one)	•	•	•
			• Minor Subdivision (indicate if it is one)	•	•	•
			• Partition (indicate if it is one)	•	•	•
			• Cluster – Lot Subdivision (indicate if it is one)	•	•	•
			• Conservation Subdivision (indicate if it is one)	•	•	•
			• Walkable Subdivision (indicate if it is one, specify if it includes cottage subdivision or attached housing)	•	•	•
			• Plan/Plat preparation date (mm/dd/yy) with each revision date(s) noted too (mm/dd/yy)	•	•	•
			• Scale of 1" = 50' along with bar scale identifying scale used. Smaller scale may be used if pre-approved by staff.	•	•	•
			• Sheet number and total sheet count (e.g. 1 of 2 sheets)	•	•	•
			• Surveyor and/or Engineer – Name, company name, title, address, phone number, fax number, seal, signed and dated on each plat/plan sheet.	•	•	•
			• U.S. FEMA FIRM community panel number or map number with map effective date along with flood zone. If there is a local flood study, cite the name/title of study, author, and the study's effective date.	•	•	•
			2. Names of adjacent recorded subdivisions and corresponding plat book and page numbers. If no recorded subdivision, adjacent owner name(s) and corresponding deed book and page numbers.	•	•	•
			3. Notes: The "Purpose Note" shall be the <b>first</b> note on plat describing subdivision's purpose. All other notes shall be placed beneath it in numeric order. See "Section H" of this checklist for typical required notes.	•	•	•
			4. Vicinity Map shall be oriented to true north showing relation of property to other subdivision phases and surrounding area.	•	•	•
			5. Subdivision plat shall be oriented to true north.	•	•	•
			<b>B. DEDICATIONS</b> (if required)			
			1. Public park dedication or reservation	•	•	•
			2. Public school dedication or reservation	•	•	•
			3. Public greenway dedication	•	•	•
			4. Street (right-of-way) dedication or reservation	•	•	•
			5. Other public dedication or reservation: _____	•	•	•
			<b>C. DETAILS</b>			
			1. Acreage			
			▪ Gross acreage within subdivision (total including open space, floodplain, hillsides, etc.)	•	•	•
			▪ If cluster lot subdivision, identify net acreage (gross acreage minus 15% for roads and utilities)	•	•	•
			▪ If conservation subdivision, identify acreage of primary and secondary conservation lands, lands held in common, and buildable land	•	•	•
			▪ Common open space acreage/square feet, dimensions, label as active or passive.	•	•	•

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		2. Boundary of the subdivision (accurate in scale and description), or of the phase of the subdivision for final plat.	•	•	•
		3. Building envelopes and other setbacks for single-family homes as approved on final site development plan, if property is within a PUD, SP, or UDO. Do <b>not</b> show building envelopes or setbacks for single-family homes on the plat, if development is not within a PUD, SP, or UDO.			•
		4. Cemetery: acreage, name, dimensions, and identify if to remain or to be relocated.	•	•	•
		5. Critical Lots: Identify with a star (*) symbol on the face of the plan as required by Sections 17.28.030 and 17.28.040 of the Zoning Code and Sections 3-3.2 to 3-3.7 and Appendix B of the Metro Subdivision Regulations. Plans must show the following:	•	•	•
		▪ Changes in grade, cleared area, and volume of cut or fill on those hillside portions of the property with 20% or greater natural slopes are minimized.	•	•	
		▪ For single and two-family lots of less than one acre in size, natural slopes equal to or greater than 25% should be platted as open space.	•	•	•
		▪ For lots with slopes that are generally parallel with the street or generally rise away from the street, a demonstration that it is possible to locate a building envelope on less than twenty percent natural slope and that the lot has a minimum width of 75 feet at the building line.	•	•	
		▪ For lots with slopes that generally fall away from the street, a demonstration that it is possible to locate a building envelope on less than 25% natural slope.	•	•	
		6. Drainage: Show all buffered drainage ways where no floodway has been established, including top of bank and the drain buffer area (sized per Stormwater Regulations).	•	•	•
		7. Drainage: Proposed methods for the discharge of on-site stormwater, showing any off-site existing drain pipes and culverts to be used.	•	•	•
		8. Limits of water quantity quality ponds/devices (existing and proposed) shall be clearly identified and labeled. For concept plans, identify proposed water quality method <b>only</b> .	•	•	•
		9. Drainage agreements: Cite the Register of Deeds' instrument number on face of plat for stormwater maintenance agreement, if any.			•
		10. Driveway location(s) residential: existing on property, existing across the street, and proposed.	•	•	
		11. Driveway location(s) commercial: existing on property, existing across the street, and proposed.	•	•	•
		12. Fire Hydrants: Where hydrant flow data must be provided below, flow information shall be no older than 6 months from submittal date of your plat application to the Planning Department.		•	•
		▪ Fire hydrant location shall be placed so that no portion of a building shall be further than 500 linear feet from a fire hydrant as measured via hard surface road – <b>not</b> a direct line from hydrant to building.	•	•	•
		▪ Subdivision (3 lots or more): Site utility plan shall be submitted showing water main and sizes, street access, location of proposed fire hydrants, topographic elevations, and hydrant flow data.		•	
		13. Floodplain: 100-year floodplain line (existing and/or proposed), floodway line (existing and/or proposed), buffers, and for each lot within the 100-year floodplain clearly label the minimum first floor elevation (FFE) for all lots affected by a 100-year floodplain.	•	•	•
		14. Lots:			
		▪ Access, residential: If abutting collector or arterial street, show combined driveways or shared private access driveway used for access	•	•	•
		▪ Acreage: Identify square footage on each lot or place information in a table.	•	•	•
		▪ Blocks: Lots shall be divided into blocks for street addressing.			•
		▪ Frontage: Lot shall abut a public street, unless otherwise approved through a PUD, SP, UDO or subdivided as a Conservation or Walkable Subdivision.	•	•	•
		▪ Lines: Lot lines shall be at right angles to the street (or radial on curving streets). If reconfiguring existing lots or parcels, show original lot lines as dashed lines and proposed lot lines as solid lines. Label lines as "old lot line" and "new lot line."	•	•	•
		▪ Numbering: Lots shall be numbered in consecutive order.	•	•	•
		15. Magnetic bearings and distances to the nearest established street lines or official monuments and lengths of all arcs, radii, internal angles, points of curvature, length and bearing of tangents registered to the TN State Plane Coordinate System using North American Datum 1983 and North American Vertical Datum 1929.	•	•	•
		16. North arrow and source oriented to true north.	•	•	•
		17. Phasing or section boundaries (proposed); if existing, identify any boundary changes	•	•	•

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		<b>C.</b>	<b>DETAILS (con't.)</b>			
		18.	Property map sheet match lines shall be delineated and identified on face of plat.	•	•	•
		19.	Property tax map and parcel numbers of existing and abutting properties.	•	•	•
		20.	Property tax map and parcel number for new lots identified on each lot on the face of the plan/plat.			•
		21.	Remainders of any parcels are shown incorporated into an existing or proposed lot or common/open space area. (Reserve parcels are not permitted.)	•	•	•
		22.	Septic or any other kind of private sewerage disposal fields as approved by Metro Health Dept.	•	•	•
		23.	Setbacks: Do not show setback lines or building envelopes (e.g. M.B.S.L.) unless proposing an encroachment into a building setback line recorded on a prior plat or it is required along a Scenic Arterial. Changes to a residential setback line within a PUD, SP, or UDO district shall require a letter from the homeowner's association and abutting property owners approving such change.	•	•	•
		24.	Sidewalk location (approximate).	•		
		25.	Sidewalk location (actual).		•	•
		26.	Street Design			
			▪ Cross-sections: Dimension any proposed streets or existing streets to be widened.		•	
			▪ Clearance for fire truck access: 20 feet of unobstructed area must be maintained along any public or private street, including any alley, for fire truck access, unless street is a divided road.		•	
			▪ Cul-de-sacs: Any cul-de-sac longer than 150' must have a turnaround approved by the Fire Marshal for fire truck turnaround, with a landscaped open space in the center shown as open space on the final plat (specific dimensions to be determined). Maximum cul-de-sac length is 750', measured from first intersecting street to end of cul-de-sac. Cul-de-sacs longer than 750' may be required to include mid-block traffic calming devices approved by Metro Public Works.	•	•	•
			▪ Deviations & variations: Any deviations and/or variations from the Engineering Division of Public Works Details and Specifications must have written approval from the Director of Engineering or his designated representative.	•	•	
			▪ Fire Department access road shall be designed and constructed as follows: - Road shall have an unobstructed width of at least 20 feet; and - Road shall be able to withstand live loads of fire apparatus; and - Road shall have a minimum vertical clearance of 13 feet 6 inches (13'6"); and - Road shall extend to within 50 feet of at least one exterior door that can be opened from the outside and which provides access to the interior of the building; and, - Road shall not be more than 150 feet away from any portion of a building on the property, or any portion of an exterior wall of a building's first story on the property.	•	•	•
			▪ Grades & cross-slopes, vertical design, speed, horizontal radius, tangents between reverse curves – (see <a href="http://www.nashville.gov/pw/drawings/index.htm">http://www.nashville.gov/pw/drawings/index.htm</a> for Specification and Details)	•	•	
			▪ Show all existing intersections within 150 feet of the plat boundary.	•	•	
			▪ Names, location, and width of all existing and proposed public and private streets and other public ways (see <a href="http://www.nashville.gov/pw/drawings/index.htm">http://www.nashville.gov/pw/drawings/index.htm</a> for Specification and Details)	•	•	•
			▪ Pavement: Show pavement width of any existing public or private streets.	•	•	
			▪ Right-of-Way: Identify any dedicated or reserved rights-of-way, but which has never been built and/or accepted for public maintenance. Indicate whether through this plat, rights-of-way will remain, be constructed or abandoned.	•	•	•
			▪ Sight distance must be shown as per current edition of AASHTO Manual.	•	•	
			▪ Temporary turnarounds must be shown if street to be extended in future labeled.	•	•	•
			▪ Traffic impact study (TIS): Show all public roadway improvements of any required approved TIS on plat.	•	•	
		27.	Structure location: Show existing structures and identify any to be demolished.	•	•	•
		28.	Topography: show existing contours in 5-foot intervals or less, labeling contours every 10 feet as well as sinkholes or other natural depressions (USGS contours are not acceptable).	•	•	
		29.	Utility lines: label and dimension all electrical and gas lines (existing and proposed). All new streets shall have underground utilities as required by Section 17.28.103 of the Zoning Code.	•	•	•
		30.	Street Lighting: Show location of poles (indicate whether conduit will be above or below ground) per NES Street Lighting Manual. All street lighting shall meet requirements of Public Works.		•	
		31.	Stormwater lines: Location and size of existing and proposed lines.	•	•	•

		32.	Water and sewer lines: Location and size of existing and proposed supply lines and fire hydrants.	.	.	.
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		33.	Wetlands: Show and label the United States Army Corps of Engineers (USACE) and/or Tennessee Department of Environment and Conservation Division of Water Pollution Control (TDEC WPC) approved wetland delineation line and the drain buffer area (sized per Stormwater Regulations).	.	.	.
		34.	Zoning district boundaries depicted according to the Official Zoning Map.	.	.	.
		<b>D.</b>	<b>DOCUMENTS</b>			
		1.	<b>Articles of Incorporation and Bylaws:</b> Provide plans for improvement and maintenance of common areas, and copies of articles of incorporation and by-laws of the legal entity responsible for all common areas.			.
		2.	<b>Board of Zoning Appeals (BZA) variances:</b> If any portion of the plat does not comply with the Zoning Code, a variance must be approved by the BZA prior to final plat submittal. Attach BZA approval letter, if available. Add following information as note on plat: Case # _____ BZA Action Date: _____			.
		3.	<b>Bond Application:</b> Must submit bond application with final plat, if plat is to be recorded prior to construction of infrastructure.			.
		4.	<b>Conservation Subdivision – Conservation Lands Management Plan:</b> <u>Preliminary</u> management plan for the conservation lands, a description of measures to be taken to minimize and control adverse impacts during and following construction and the long-term management plan for the Primary and Secondary Conservation Lands	.	.	
		5.	<b>Conservation Subdivision – Conservation Lands Management Plan:</b> <u>Final</u> management plan for the conservation lands, a description of measures to be taken to minimize and control adverse impacts during and following construction and the long-term management plan for the Primary and Secondary Conservation Lands			.
		6.	<b>Digital output file</b> - registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of concept plan, development plan, and final plat application submittal, after concept plan approval by MPC, and with mylar prior to final plat recordation.	.	.	.
		7.	<b>Homeowner's Association (HOA) Letter:</b> Where lot(s) are located in a PUD, SP, or UDO district <u>and</u> residential setback lines are being changed or property lines shifted, provide letter from HOA approving such changes with submittal of final plat application.			.
		8.	<b>Metro Fire Marshal – Fire Hydrant Pressure Compliance:</b> Before a final plat can be recorded, gpm, static and residual pressure information from the most remote hydrant at the highest elevation showing compliance with NFPA 1 (2006 edition) Table H.5.1 shall be provided.			.
		9.	<b>Metro Water Services - Active Water &amp; Sewer Capacity/Availability Letter</b>			
			• <u>Major Subdivision:</u> (valid availability letter if less than 1 year old from date letter issued). If no additional development proposed, then a letter of intent to Metro Water Services indicating same is required, prior to submittal of development plan or final plat, whichever occurs first.	.	.	.
			• <u>Minor Subdivision:</u> If no additional development proposed, see paragraph above for "Major Subdivision".			.
			• <u>Partition:</u> If no additional development proposed, see paragraph above for "Major Subdivision".			.
		10.	<b>Metro Water Services - -Site Utility Plans</b>		.	
		11.	<b>Metro Water Services – Water/Sewer Capacity Fee:</b> Water/sewer availability letter required prior to submittal of development plan or final plat, whichever occurs first (if required).		.	.
		12.	<b>Traffic Study:</b> Submit four copies of any required Traffic Impact Study to Planning Department. If previously submitted to Metro Public Works, then only two copies are required to be submitted to Planning Department with the concept plan application. <b>Submittal Date:</b> _____	.		
		13.	<b>Variance:</b> A variance form must be completed for any requested deviations from Subdivision Regulations (form available under "Applications & Fees", "Subdivisions", "Variance" www.nashville.gov/mpc).	.	.	.

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		1.	<b>Conservation Land Easements:</b> A legal instrument providing permanent protection from future development of lands designated as Primary and Secondary Conservation Lands.	•	•	•
		2.	<b>Cross-access and joint-access easements</b> identified by drawing or note.	•	•	•
		3.	<b>Greenway easements</b> must be shown in accordance with the Subdivision Regulations.	•	•	•
		4.	<b>Public access easement(s)</b> proposed and existing (permanent / temporary).	•	•	•
		5.	<b>Public infrastructure easements:</b> Identify existing utility or drainage easements, including any to be abandoned, or relocated. Any easements to be abandoned or relocated must be labeled as “existing easement” and “relocated easement”. <u>If Metro Council approval is required for abandonment or relocation of easement, that approval must be obtained prior to final plat approval, or if there will be no final plat, then prior to approval of the final PUD, SP or UDO.</u> If a formal request to abandon the easement has previously been filed with a Metro agency, identify date application was submitted to that agency and attach a copy of the application. Where applicable, label any easement abandoned with the council ordinance number that abandoned the easement. <b>Agency:</b> _____ <b>Submittal Date:</b> _____	•	•	•
		6.	<b>Scenic Easement</b> identified for any Scenic Roads designated by the Major Street Plan.	•	•	•
		<b>F.</b>	<b>RELATED APPLICATIONS</b>			
		1.	<b>Board of Zoning Appeals (BZA):</b> Submittal of application and fee for any variance to the Zoning Code to the Metro Codes Dept. BZA must have acted to approve/disapprove variance request, prior to submittal of final plat application.			•
		2.	<b>Bond Application:</b> Submittal of application and \$285 fee for a new bond performance agreement to Metro Planning Dept., at least five weeks prior to final plat recordation. Bond covers all infrastructure (including roads, water, sewer, drainage). Plat will not be recorded without a performance bond, unless public improvements have already been completed and accepted by Metro Government for maintenance. <b>Submittal Date:</b> _____			•
		3.	<b>Development Plan Application:</b> Submittal of application to Metro Planning Dept.		•	
		4.	<b>Final Plat Application:</b> Submittal of application and fee to Metro Planning Dept. Verify required fee amount prior to submitting application. Applications will not be accepted if money submitted is less than required fee.			•
		5.	<b>Easement or Right-of-Way Abandonment or Relocation (if applicable).</b> Applications available at <a href="http://www.nashville.gov/pw/permits.htm">www.nashville.gov/pw/permits.htm</a> : <ul style="list-style-type: none"> <li>▪ Street and alley closures – submit application and required fee to Metro Public Works;</li> <li>▪ Easement abandonments or encroachments (water, sewer or drainage) – submit application and required fee to Metro Water Services;</li> <li>▪ Easement abandonments or encroachments (all others), including encroachments into Metro right-of-way – submit application and required fee to Metro Public Works.</li> </ul>			•
		6.	<b>Metro Water Services – Major and Minor Subdivisions:</b> Payment of \$500 for Water & Sewer Availability Request.	•		
		7.	<b>Metro Water Services – Partitions:</b> Payment of \$500 for Water & Sewer Availability Request. Identify below the receipt number and date paid.			•
		8.	<b>Metro Water Services:</b> Water/sewer availability letter required prior to submittal of any development plan or final plat.		•	•
		9.	<b>Stormwater Management Committee (SWMC):</b> Submittal of application and \$335 fee for any variance to the Stormwater Regulations with Metro Water Services. SWMC must have acted to approve/disapprove variance request, prior to the Metro Planning Commission acting to approve/disapprove final plat application.	•	•	•

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		1.	<b>Metro Codes Department:</b> For any cluster-lot plat where buffer yards are required, submit 4 sets of landscape plans showing all existing and proposed plant material, trees to be protected, detention ponds, underground irrigation, and overhead transmission lines. Plan must be prepared by a registered professional, and stamped with signed and dated seal. Identify below the date plans were submitted to Codes for review/approval. <b>Submittal Date:</b> _____	•	•	
		2.	<b>Metro Health Department:</b> Any septic areas or other private sewerage disposal systems must be approved on a copy of the final plat by the Metro Health Department (signed and dated), prior to submittal of final plat application. See attached requirements. Prior to recording of final plat, Metro Health Department must sign & date original plat (mylar).		•	•
		3.	<b>Metro Planning:</b> Submit 14 copies of the approved concept plan (1 to 2 sheets) to demonstrate development plan consistency with concept plan.		•	
		4.	<b>Metro Public Works:</b> Submit 2 sets of roadway & sidewalk construction plans, including summary of lengths to be bonded, grading plans, and profiles. Identify below the date plans were submitted to Public Works for review/approval (sidewalks (C25), grades and cross-slopes (C26), road construction (C26)). <b>Submittal Date:</b> _____		•	
		5.	<b>Metro Water Services (Stormwater):</b> Submit 3 sets of grading and drainage plans with 1 set of worksheet calculations. Refer to Appendix A in Volume 1 of the Stormwater Management Manual for specific submittal requirements, including applicable construction review fees; <a href="http://www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf">www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf</a> . Identify below the date plans and calculations were submitted to Stormwater for review/approval. Application Items: Drainage (C6, C7, C8, C9, C13, C31, C33); Public infrastructure easements (E5). <b>Submittal Date:</b> _____		•	•
		6.	<b>Metro Water Services (Water &amp; Sewer):</b> Submit 2 sets of water & sewer construction plans. Refer to Residential and Commercial Handbooks for specific submittal requirements; including applicable construction plan review fees; <a href="http://nashville.gov/water/development/index.htm">nashville.gov/water/development/index.htm</a> . Identify below the date plans were submitted for review/approval. (Utility lines (C29), Water and sewer lines (C32), Public infrastructure easements (E5)). <b>Submittal Date:</b> _____		•	
		7.	<b>Nashville Electric Service (NES):</b> Submit 2 copies of plat to NES for approval. Submit with application, 1 original returned NES approved plat stamped with easement requirements.		•	•
		<b>H.</b>	<b>NOTES ON PLATS &amp; PLANS</b>			
		1.	<b>Greenways:</b> "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement."	•	•	•
		2.	<b>Metro Fire Marshal:</b> "The required fire flow shall be determined by the Metropolitan Fire Marshal's Office, prior to the issuance of a building permit."			•
		3.	<b>Metro Health Department - Septic:</b> Any notes required by the Metro Health Department.	•	•	•
		4.	<b>Metro Planning – Purpose Note:</b> The "Purpose Note" shall be the <b>first</b> note on plat describing subdivision's purpose. All other notes shall be placed beneath it in numeric order.	•	•	•
		5.	<b>Metro Planning – Cluster-Lot Subdivision:</b> "The base zoning district is ____, and the proposed subdivision will cluster lots by dropping down to the ____ zoning district."	•	•	•
		6.	<b>Metro Planning – Conservation Subdivisions:</b> "The base zoning district is ____, and the proposed subdivision will cluster lots by dropping down to the ____ zoning district."	•	•	•
		7.	<b>Metro Planning - Conservation Subdivisions:</b> "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement."	•	•	•
		8.	<b>Metro Planning – Critical Lots:</b> A note must be placed on any concept containing critical lots stating: "Because this concept plan contains lots that have been designated as "critical lots" pursuant to Section 17.28.030 of the Metro Code and the Metro Subdivision Regulations (the "critical lot requirements"), no grading permits may be issued for any phase of this concept plan containing critical lots until a final plat for that phase has been approved by the Planning Commission. The final plat will not be approved unless plans are submitted to demonstrate that all lots designated as critical lots can be developed in compliance with the critical lot requirements. It is possible that the final plat will be required to contain significantly fewer lots than shown on this concept plan if the lots designated as critical lots cannot be developed in compliance with the critical lot requirements."	•		•

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		9.	<b>Metro Planning – Critical Lots:</b> This note must appear on any final plat with a critical lot: ** Denotes Critical Lots. Prior to the issuance of any building permit for a lot designated as a critical lot, a critical lot plan shall be submitted to the Metro Planning Department in conformance with Appendix B of the Metro Subdivision Regulations”			•
		10.	<b>Metro Fire Marshal:</b> One of the notes below must appear on the plat to be recorded based on the Fire Marshal’s review.  <ul style="list-style-type: none"> <li>• This subdivision has submitted engineering data that supports the approval for construction of homes up to 3,600 square feet of type V (000) construction or better. Any home over 3,600 square feet shall require an independent review by the Fire Marshal’s Office.</li> <li>• This subdivision has submitted engineering data that supports the approval for construction of homes up to 3,600 square feet of type V (000) construction or better and protected throughout by an approved automatic fire sprinkler system to comply with NFPA 13, 13R, or 13D. Any home over 3,600 square feet shall require an independent review by the Fire Marshal’s Office.</li> </ul>			•
		11.	<b>Metro Planning - Street Signs</b> (public or private street): “No building permit may be issued on any lot until street name signs are installed and verified by the Metropolitan Department of Public Works on all streets on which the lot depends for access.”		•	•
		12.	<b>Metro Water Services - Stormwater</b> (78-840): “Any excavation, fill or disturbance of the existing ground elevation must be done in accordance with storm water management ordinance No. 78-840 and approved by The Metropolitan Department of Water Services.	•	•	•
		13.	<b>Metro Water Services - Stormwater</b> (waterway buffer): “The buffer along waterways will be an area where the surface is left in a natural state and is not disturbed by construction activity. This is in accordance with the Stormwater Management Manual, Volume 1 Regulations.	•	•	•
		14.	<b>Metro Water Services - Stormwater</b> (culvert/driveway): Where applicable, “Size driveway culverts per the design criteria set forth by the Metro Stormwater Manual. (Minimum driveway culvert in Metro ROW is 15” CMP).”	•	•	•
		15.	<b>Metro Water Services - Stormwater</b> (concept plan): “This drawing is for illustration purposes to indicate the basic premise of the development. The final lot count and details of the plan shall be governed by the appropriate regulations at the time of final application.”	•		
		16.	<b>Metro Water Services – Stormwater</b> (access): “Metro Water Services shall be provided sufficient and unencumbered ingress and egress at all times in order to maintain, repair, replace, and inspect any stormwater facilities within the property.			•
		17.	<b>Metro Water Services – Stormwater</b> (maintenance agreement): “Property is subject to a Stormwater Maintenance Agreement, Instrument # _____ recorded with the Davidson County Register of Deeds.”			•
		18.	<b>Metro Water Services – Stormwater</b> (variance): “Property is subject to Stormwater Variance # _____ which permits _____.”			•
		19.	<b>Metro Water Services – Water &amp; Sewer</b> (private service line note: residential): “The owner of lot _ is responsible for the installation, operation and maintenance of the private _____ service line which is located in a ___’ private _____ service line easement crossing a portion of lot ___ as shown on this plat.”			•
		20.	<b>Metro Water Services - Water &amp; Sewer</b> (unknown commercial/industrial use): <u>“Note to Prospective Owners:</u> You are strongly advised to contact Metro Water Services Engineering (Development Services) to determine adequacy of public water and sewer facilities for intended development of property. “			•
		21.	<b>Metro Water Services - Water &amp; Sewer:</b> “Individual water and/or sanitary sewer service lines are required for each parcel.”			•
		22.	<b>Underground Utilities:</b> “All utilities shall be placed underground as required by Section 17.28.103 of the Metro Zoning Code.”		•	•
		23.	<b>Urban Forester:</b> “The development of this project shall comply with the requirements of the adopted tree ordinance 2008-328 (Metro code Chapter 17.24, Article II, Tree Protection and Replacement; and Chapter 17.40, Article X, Tree Protection and Replacement Procedures).”	•	•	•



**SURVEYOR/ ENGINEER: SUBMITTAL CHECKLIST  
SUBDIVISION APPLICATIONS**

✓ survey / eng	✓ staff			concept plan	development plan	final plat
		<b>I.</b>	<b>CERTIFICATES</b>			
		1.	Certificate of approval by the Planning Commission, signed and dated by the Secretary prior to final plat recordation.			•
		2.	Certificate of Ownership, signed and dated by all property owners prior to final plat recordation.			•
		3.	Certificate of the Registered Surveyor with a survey accuracy of Category I, signed and sealed prior to final plat recordation.			•
		4.	Surveyor's seal, State of Tennessee, licensed surveyor, signed and dated prior to plat recordation.			•
		5.	Engineer's seal, State of Tennessee, licensed engineer, signed and dated prior to plat recordation.		•	