

Checklist provided for convenience to users only. To view the complete *Vonore Subdivision Regulations*, see [sub_regs.pdf](#). Copies may be available upon request. For subdivision plat assistance, contact the Planner.

Preliminary Plat Check List			
Applicant Check Off	Item	Town Check Off	Comments
	1. Subdivision name and location, owner(s) and surveyor's name and address.		
	2. Date, north point, and graphic scale		
	3. Existing property lines, streets, buildings, utilities, zoning, and adjoining property information		
	4. Proposed utility layouts (sewer, gas, water, and electricity) and connections		
	5. Proposed street names, street dimensions, alleys, easements, parks, open spaces, reservations, lot lines, and setback lines		
	6. Contours at vertical intervals of not more than 5' (if required)		
	7. Acreage of land to be subdivided		
	8. Location sketch map		
	9. Flood areas (if applicable)		
	10. Complete drainage plan. See Resolution #2016-001		
For Administrative Purposes			
	1. Planning commission review and approval details		
	2. Retain one copy in files, return one with notations		
	3. Approval lapses if final plat isn't recorded within 3 years. See Resolution #2016-001.		
Conditions for Omitting Preliminary Plat			
	1. The proposed subdivision does not contain more than five (5) lots, sites, or divisions		
	2. All public improvements are installed or deemed unnecessary by the planning commission; otherwise, a preliminary plat is required		
	3. The subdivider has consulted informally with the planning commission or its staff or consultant before preparing the final plat		

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Final Plat Check List			
Applicant Check Off	Item	Town Check Off	Comments
	1. Submit 4 copies, 10 working days before the meeting, with road profiles. Plat scale: 1 inch = 100 feet on 18x24 paper, with an index for multiple sheets. After approval: 1 copy to the subdivider, 1 to the commission, and 2 to agencies.		
	2. Title block needs map and parcel information, subdivision name, deed book and page number, plat purpose, and date.		
	3. Name and address of the owners and subdividers, and name, address, and phone number of the Tennessee-registered land surveyor.		
	4. Location and description of all new and existing streets, alleys, easements, reservations, building setbacks, numbered lots, and areas dedicated to public or non-residential use, and notes on their purpose and limitations.		
	5. Location, bearing, and length of all streets, lot, boundary, and block lines, including true north. For curved streets and property lines, include radius, central angle, and tangent distance for the centerline.		
	6. All dimensions to the nearest one hundredth (100) of a foot and angles to the nearest minute.		
	7. Location and description of all monuments.		
	8. Names and locations of adjoining subdivisions and streets, as well as the location and ownership of adjacent unsubdivided properties, along with their parcel numbers and deed book and page numbers.		
	9. Graphic scale, north point, vicinity map, and legend.		
	10. Names of new and existing streets and roads.		
	11. The acreage of the total land area in the subdivision and each lot being created.		
	12. Present zoning classification.		
	13. Class of Survey		
	14. If a previous subdivision plat, reference the subdivision name and recording information		

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	16. If land is subject to flooding, reference or show the applicable Flood Damage Prevention regulations, including the minimum floor elevation (MFE) and base flood elevation (BFE).		
	17. Location of all known sinkholes and any approved improvements, as inspected by the Groundwater Management Section of the Tennessee Department of Environment and Conservation and the State Geologist.		
Certifications			
	1. That applicant is the land owner and dedicates streets, rights-of-way and any sites for public use. (Form 1)		
	2. Of accuracy of survey, plat and placement monuments and iron pins. (Form 2)		
	3. By the city or county health officer when individual sewage disposal are to be installed. (Form 3)		
	4. From city street commission or county road superintendent that the streets meet required standards or that a security arrangement for construction has been made.		
	5. From the water and sewer commissioners that the lines meet required standards or that a security arrangement for construction has been made.		
	6. By the utility provider showing that the applicant is served by existing water and/or sewer service. (Forms 7 and 8) (Resolution PC 2016-001)		
	7. By the city that streets are accepted as public streets. (Form 9) (Resolution PC 2016-001)		
	8. By the owner stating that the streets are under private ownership. (Form 10)(Resolution PC 2016-001)		
	9. By the utility provider that the applicant is served by electricity (Form 11)(Resolution PC 2016-001)		
	10. By the owner that the existing septic system is functioning. (Form 12) (Resolution PC 2016-001)		
	11. By the Environmental Specialist when there is an existing septic system		