

Preliminary Plat Checklist
Approved by PC Resolution 2023-06-01



Article II, Procedures for Plat Approval
Subdivision Regulations

A licensed land surveyor of the State of Tennessee shall prepare the preliminary plat, at a scale of no smaller than one (1) inch equals one hundred (100) feet. The plat shall be prepared in a manner which can be permanently reproduced. If multiple pages are needed, a cover sheet shall be required showing match lines and numbered in sequence. The Preliminary Plat shall show the following:

1. The name, record information (Deed and Tax map and Parcel ID), address and current zoning classification of the subject property.
2. The name, record information, address and current zoning classification of all adjoining property owners, or the name with the associated lot numbers and current zoning classification of any adjoining development.
3. The location and dimensions of all boundary lines, including proposed lots, are in compliance with the Minimum Standards of Practice for Land Surveyors as set forth by the Board of Licensure.
4. The monumentation of the existing boundary and the proposed lots and rights-of-way.
5. The location of existing streets, easements, water bodies, streams, and other pertinent features such as wetlands, rail roads, buildings, cemeteries, drainage ditches and structures, sinkholes, and other topographic features deemed necessary by the planning commission and its staff.
6. Easements for perpetual access to any cemetery located on the subject property shall be
7. shown along with bearings and distances of its course.
8. The location and width of all street rights-of-way, existing and proposed.
9. The location of minimum building setbacks and easements on the interior of all lots.
10. The location of any offsite easements as may be required to serve the development.
11. The location of existing and proposed utilities and any easements associated with such facilities and fire hydrants per Town of White Bluff Regulations.
12. The location of sections or phases of the project, if applicable.
13. The approximate limits of the flood boundaries shall be shaded for clarity, if applicable. A note citing the current FIRM Panel No. and effective date, with a statement as to whether the subject property is affected by a Flood Boundary.
14. Any notes directed by planning staff or the planning commission shall be shown.
15. The name, address, and contact information of the current owner. If the developer of the property is different than the property owner, the name address and contact information for the developer shall be shown, as well.
16. The name, address, and contact information shall be shown of the Licensed Surveyor that is responsible for the preparation of the plat. The surveyor shall sign and seal the documents and shall place the proper certificate of accuracy as the Minimum Standards of Practice dictates.
17. The date of the plat along with all revision dates shall be shown.
18. Magnetic, Deed, Plat or True North shall be shown, along with a graphic scale and written scale.

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19. The plat shall be titled 'Preliminary Plat of followed by the name of the subdivision with section or phase numbers, if applicable.
20. All new street names shall be shown, with previous approval of the names obtained from E-911 by the owner/developer and/or the land surveyor.
21. The current zoning classification shall be shown.
22. A vicinity map shall be shown at a scale sufficient to readily determine the location of the proposed development with the surrounding area, generally within a half (1/2) mile radius of the project.
23. Contours at a vertical interval no greater than two (2) feet shall be shown. Such contours can be derived from a field run survey or other electronic means, such as TOOT LiDAR, USCGS quadrangle maps, etc. along with a note as to the source utilized.
24. For any lot not served by public sanitary sewer, the areas to be utilized for the subsurface sewage disposal system (SSDS) shall be shown on each individual lot, along with any notes associated with such systems as directed by the Tennessee Department of Environment and Conservation.
25. A legend of all abbreviations, symbols, and line types.
26. Area of the total development either in acres or square footage, the area of the proposed right-of-way in acres or square footage, the acreage or square footage of any area to be set aside as a park or open space and the acreage and square footage of each lot.
27. If applicable, any area to be set aside as a park or other recreation area and/or open space shall be delineated by note and shaded.
28. All proposed lots and rights-of-way layouts shall follow the Standard Design specifications as in the White Bluff Subdivision Regulations.
29. The civil district, county name and state.
30. A form of endorsement of the planning commission approval of the preliminary plat. **Final plat certificates shall not be present on a preliminary plat.** The preliminary plat endorsement note shall read:

Approved by the White Bluff Planning Commission, with such exceptions or conditions as noted in the minutes of the Commission on (date).

White Bluff Planning Commission Secretary/Date

**** END CHECKLIST ****