Checklist: Final Plat (Major or Minor)

- [x] Final Plat approval shall be subject to the dedication and construction completion of all required on-site and off-site improvements, as applicable, including but not limited to streets, sidewalks, sanitary and storm sewers, streetlights, intersection improvements, traffic signals, parks and landscaping or in lieu of completion, the applicant shall provide sufficient surety in the form of an irrevocable standby letter of credit with an automatic renewable feature, often called an “evergreen” letter of credit and execute a Performance Agreement with the Town of Nolensville

- [x] A signed and stamped Cost Estimate provided by the Applicant’s Project Engineer, itemizing and calculating the required infrastructure improvements shall be submitted reflecting a 25% contingency. The Town Engineer will review and approve the Cost Estimate. A recommendation for the surety amount will be presented to the Planning Commission concurrently with the Final Plat approval request.

- [x] General Information:
  - (1) Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project
  - (2) Name, address, phone number of owner(s), developer(s), and representative(s)
  - (3) Names of adjoining property owners or subdivisions identified on plat
  - (4) North arrow, scale (between 1 inch – 10 feet and 1 inch = 50 feet), date of preparation, zoning classification, map/parcel number(s), total acreage, and proposed use
  - (5) Title block located in the lower right-hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and log of revisions in chronological order
  - (6) Legend containing all symbols and lines shown in the drawing(s)
  - (7) A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100-year floodplain boundary
  - (8) Certified ALTA survey of existing conditions prepared by licensed land surveyor depicting property lines, legal description, site features and names and addresses of land owners
  - (9) Site coverage noted indicating the percentage of the site that is currently covered by impervious surface and percentage of coverage following development
  - (10) Title, name, address, stamp/seal, and signature of the design professional(s) licensed to prepare the required plans and plats
  - (11) The date of the Zoning Ordinance and Subdivision Regulation in effect at the time of submittal
  - (12) Restrictive covenants (CCRs) of homeowners’ association, if applicable – Final Draft (13) Evidence that adjoining property owners were notified of hearing date on plat application

- [x] Floodplain/Floodway/Wetlands:
  - (14) Plan showing the nature, location, dimensions, and elevation of any part of the property within a flood prone area; existing or proposed structures or building sites, fill storage of materials and flood proofing measures; the relationship of the above to the location of the stream channel, floodway, floodway fringe, regulatory flood elevations, and the regulatory flood protection elevation; and specifics for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary sewer facilities.
  - (15) Note and delineate wetlands on the property
  - (16) Show Stream Buffers
  - (17) Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date

- [x] Tree Protection and Landscaping:
  - (18) Delineate tree protection and buffer zones including notations for maintenance responsibility

- [x] Utilities, Existing:
  - (19) Show, note, and dimension all known existing on-and off-site utilities and easements
  - (20) Show invert and rim elevations of all existing sanitary sewer, stormwater drains and fire hydrants

- [x] Utilities, Proposed:
  - (21) Water systems, on or near the site – provide pipe locations, types, and sizes; note the static pressure and flow of the nearest hydrant; show location of proposed fire hydrants, valves, and meters
  - (22) Underground or surface utility transmission lines – locations of all related structures; locations of all lines; a note shall be placed where streets will be placed under existing overhead facilities and the approximate change in grade for the proposed street
  - (23) State the width, location and purpose of all proposed easements or rights-of-way for utilities, drainage, sanitary sewers, flood control, ingress/egress, or other public purposes within and adjacent to project

- [x] Streets/Rights-of-way/Easements:
  - (24) Delineate, label, and dimension from centerline existing street right-of-way (ROW) lines and Major Thoroughfare Plan ROW lines (if applicable)
  - (25) Provide written confirmation from TDOT for all road and intersection improvements involving arterials or collectors in their jurisdiction
  - (26) Delineate, label, and dimension from centerline any required ROW dedication
  - (27) Illustrate all traffic calming measures including cross-sectional details
  - (28) Show general location and width of existing and proposed streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project
  - (29) Show radii of all curves, lengths of tangents, and central angles on all public ways
  - (30) Provide Auto-Turn Analysis using NFR L91 dimensions:
    - Wheelbase: 225”
    - Bumper Extension: 12.5”
    - Bumper Width: 102.63”
    - Left/Right outside tire turn angle: 42.7 degrees
    - Left/Right curb-to-curb turning radius: 29.87’
    - Left/Right wall-to-wall turning radius: 34.38’
  - (31) Provide layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements

- [x] Subdivision of Land:
  - (32) Identify the location of known, existing, or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project
  - (33) Exact location and size of all water, sewer, natural gas, electric, or other underground utilities or structures
  - (34) Show the location of known existing or proposed ground leases or access agreements
  - (35) The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previous filled areas, and any means of mitigating hazards
  - (36) For residential development, indicate the use and list in a table the number of lots and dwelling units
  - (37) For non-residential development, indicate the gross floor area, all proposed uses, and the floor area devoted to each type of use
  - (38) Site amenity plan, if applicable
  - (39) Depict all common open spaces and note land area of each open space. A common open space maintenance plan shall accompany the submittal of restrictive covenants demonstrating provisions for maintenance of common areas in perpetuity

- [x] Site Information:
  - (40) Show location and width of curb cuts and driveways. Dimension driveways and curb cuts from side property lines and surrounding intersections to confirm separation requirements
  - (41) Show location and dimensions of buffer strips, fences, or walls, if required
  - (42) Indicate location of and access to USPS mail kiosk and associated improvements (parking), if required
  - (43) Provide description of commonly held areas, if applicable
  - (44) Show required building setbacks. Provide note (or inset diagram) of current setback requirements for property/project.
  - (45) Show location of adjacent parks, cemeteries, structures, development, and historically significant properties
  - (46) Show location and dimension of all property proposed to be set aside for park, playground, or other public/private use, with designation of the purpose and conditions of use

- (47) Street names and property addresses as assigned
- (48) Any other data or reports or analysis as deemed necessary for project review by the Town Manager, Town Engineer, Town Planner, or other approving authority including Planning Commission
- (49) All required signature blocks

- [x] Follow this link to obtain:
Note: A completed digital copy of the Checklist is required for submittals.

- [x] APPLICATION SUBMITTALS:
  - Initial submittal package shall include all applicable Checklist items and a complete copy of the plans electronically. Both of which should be uploaded as supporting documents.
  - If applicable, submittals shall also include an electronic complete set of any previously approved plans and the date of such approval should be noted.
  - Resubmittal's based on initial Staff comments shall be handled electronically.

- [x] Final Plat Application Fee: $500 plus $50 per Lot/Dwelling Unit

- [x] Incomplete applications will result in the request being returned or held until all the information is included.