

DYERSBURG, TENNESSEE

CITY HALL

425 West Court

Dyersburg, Tennessee 38024

(731) 288-7612 fax: (731) 286-7626

Due 14 days prior to scheduled Planning Commission meeting

CHECK LIST

FINAL SUBDIVISION PLAT SUBMITTAL

* Note: the **Preliminary Plat** should be approved before Final Plat approval is granted*

(FIVE LOTS OR MORE AND/OR REQUIRING THE EXTENSION OF UTILITIES OR ROADS)

Name of Development: _____

Location _____ Zoning District: _____

Name and Address of Owner of Record _____

Tax Map & Parcel Number(s) _____

Engineer/Designer _____

Contact Number () _____

Date submitted for approval _____ Fee due* _____

***See City of Dyersburg Subdivision Regulations for all applicable fees.**

Has the construction drawings been submitted and approved by the city? (Y/N) When was the construction drawings approved? _____

Date

Checklist: (failure to check or indicate N/A shall result in application being rejected)

_____ Prior to submittal deadline provide six (6) copies for staff final review date _____.

_____ Six (6) copies submitted 14 days **prior** to Planning Commission meeting for planning commission signature.

_____ The subdivision's name and location.

_____ The name(s), address(es) and phone number(s) of owner/ owners of record.

- _____ Name, address and phone number of designer and/or engineer.
- _____ Date, approximate north point, and graphic scale.
- _____ Sufficient information to determine location and bearings (to nearest minute) dimensions (to nearest hundredth of feet), widths of all streets (and names), alleys and lots.
- _____ Location of proposed easements and/or land reserved or dedicated for public use.
- _____ All building set back lines.
- _____ Reservations for easements and other areas dedicated to the public.
- _____ Lots numbered in numerical order.
- _____ Location map showing the relationship of the subdivision site to the county.
- _____ Ownership of adjoining unsubdivided property.
- _____ Any restrictive covenants which apply to lots and parcels in the subdivision.
- _____ Include individual lot restrictions/notes as provided by the Tennessee Department of Environment and Conservation (TDEC).
- _____ Label all proposed street names and street types for review by E911.
- _____ Submitted an electronic copy of the plat or site plan to city GIS department.
- _____ Certification of ownership and dedication.
- _____ Certification of both water and sewer showing that one of the following alternatives have been met: (a) installation of improvements are in accordance with regulations or (b) a sufficient bond has been posted.
- _____ Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.
- _____ Certification by the Tennessee Department of Environment and Conservation (TDEC) of sub-surface sewer construction plans and/or private water supply indicating plans meet the department's requirements. Or a letter from Tennessee department of health certifying their approval of sub-surface sewer construction plan (one/two lot subdivisions only).
- _____ Certification to be signed by a representative of the county utility district.
- _____ Certificate of approval to be signed by the Secretary of the Planning Commission.

Date Staff Review Complete: _____, 20__

Signature signifies all requirements have been met and are on the plan submittal.

Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal and regional zoning and subdivision regulations. Many of these ordinances/resolutions are available via the City of Dyersburg website or contact codes enforcement for further information.