



## Metropolitan Nashville Planning Department

### Final Plat Recording : *Mylar Checklist*

The items listed below are standard notations that should appear on a mylar, or are documents needed for the plat to be recorded. **This list is in no way meant to be comprehensive.**

\_\_\_\_\_  
Planner Signature (printed)

\_\_\_\_\_  
Date

- \_\_\_\_ 1. **BOND:** Copy of entire bond performance agreement executed by Metro Legal. Attach a copy of the agreement to this checklist form.
- \_\_\_\_ 2. **SECURITY:** Copy of security highlighted showing dollar amount, expiration date, and subdivision name and case #. Attach copy of security to this checklist form.
- \_\_\_\_ 3. Lot numbers labeled on each lot.
- \_\_\_\_ 4. Parcel numbers labeled on each lot; map and parcel identified in notes section.
- \_\_\_\_ 5. Current owner matches Metro's online information, if it doesn't provide a recorded deed showing new owners. Owner'(s) signature must be shown with name printed under signature.
- \_\_\_\_ 6. Street name(s) for existing and new street(s).
- \_\_\_\_ 7. Subdivision name and case # and/or SP, UDO, or PUD # and corresponding name (e.g. Cluster Lot Subdivision", "Specific Plan" or "Urban Design Overlay" or "Planned Unit Development", as applicable. Include, also, the corresponding step down zoning district they can cluster to, and for SP the fallback district.
- \_\_\_\_ 8. Stormwater Inspection and Maintenance Agreement #.
- \_\_\_\_ 9. Landscape buffer yards identified, when required.
- \_\_\_\_ 10. Current zoning and overlays on property (including UZO).
- \_\_\_\_ 11. Health Dept. approval, if septic fields are being created or modified.
- \_\_\_\_ 12. Surveyor's stamp, signed and dated.
- \_\_\_\_ 13. Lot size table.
- \_\_\_\_ 14. Purpose note describing the number of lots to be created, or other purpose of plat. Purpose note must be written in terms of number of lots, not parcels. Can't say: to subdivide parcel 27 into two lots or to create 5 buildable lots.
- \_\_\_\_ 15. Must show sidewalks or note on plat saying they will be constructed with building permits or fee paid.
- \_\_\_\_ 16. If zoned to allow two-family dwellings and specifically approved by the Planning Commission for two-family, the plat must identify by lot number which lots are to be duplexes either in the notes section or on the face of the lot.
- \_\_\_\_ 17. HOA Instrument #.
- \_\_\_\_ 18. Critical lot notes identified with a \* on plan with appropriate note in notes section.
- \_\_\_\_ 19. Check for correct amount for Register of Deeds' recording.
- \_\_\_\_ 20. Digital copy (CD) with layers separated and labeled for easy identification.