



**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 is in no way meant to be a completely comprehensive list.*

**Planner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Manager Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

- \_\_\_\_ **1. BOND:** Copy of entire performance agreement executed by Metro Legal. Attach a copy of the agreement to this checklist
- \_\_\_\_ **2. Security:** Copy of security highlighted showing dollar amount, expiration date, and subdivision name and case #. Attach of copy to this form
- \_\_\_\_ **3.** Lot numbers labeled on each lot. Parcel numbers labeled on each lot; map and parcel identified in notes section.
- \_\_\_\_ **4.** 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.
- \_\_\_\_ **5.** Street names) for existing and new street(s)
- \_\_\_\_ **6.** Subdivision name and case # and SP, UDO or PUD # and corresponding name e.g. (Conservation Subdivision, Specific Plan, Urban Design Overlay, Planned Unit Development, as applicable). Include fallback zoning for SP
- \_\_\_\_ **7.** Stormwater Inspection and Maintenance Agreement #
- \_\_\_\_ **8.** Landscape buffer yards identified, when required
- \_\_\_\_ **9.** Current Zoning and overlays on the property including UZO
- \_\_\_\_ **10.** Health Department approval if septic fields are being created or modified
- \_\_\_\_ **11.** Surveyor’s stamp, signed and dated.
- \_\_\_\_ **12.** Lot size table
- \_\_\_\_ **13.** Purpose note with the number of lots created or other purpose of plat. Purpose note must be written in terms of lots, not parcels,
- \_\_\_\_ **14.** If zoned to allow two-family dwellings and specifically approved by the MPC for two-family, the plat must identify by lot number which lots are to be duplexes either in the notes or on the face of the lot.
- \_\_\_\_ **15.** HOA instrument #.
- \_\_\_\_ **16.** Critical lots identified with a \* on the plan with appropriate note in notes section.
- \_\_\_\_ **17.** Check for correct amount for recording with Register of Deeds. Check payable to Metro Planning Department
- \_\_\_\_ **18. Digital Output File:** CAD or shape in TNSPC NAD83
- \_\_\_\_ **19.** Please check with Sara Cain regarding new street names. Ensure she provides notice to planning of her approval.
- \_\_\_\_ **20.** Lot line shift: ‘when a boundary line is shifted between two parcels/lots, the owner must also record a new deed reflecting the new lots lines, otherwise, the Tax Assessor will show dual ownership on each lot, as plats cannot change ownership.