



# 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                      \_\_\_\_\_ Sr. Planner or Manager Initials (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.        Must show sidewalks or note on plat saying they will be constructed with building permits or sidewalk contribution fee has been paid.
  
- \_\_\_\_4.        Sidewalk contribution fee paid, receipt is in the file. Amount paid \$\_\_\_\_\_ Pedestrian Zone\_\_\_\_\_.
  
- \_\_\_\_5.        Lot numbers labeled on each lot. Parcel numbers labeled on each lot; map and parcel identified correctly in notes section.
  
- \_\_\_\_6.        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.
  
- \_\_\_\_7.        Street name(s) for existing and new street(s).
  
- \_\_\_\_8.        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.
  
- \_\_\_\_9.        Stormwater Inspection and Maintenance Agreement #.
  
- \_\_\_\_10.       Landscape buffer yards identified, when required.
  
- \_\_\_\_11.       Current zoning and overlays on property (including UZO).
  
- \_\_\_\_12.       Health Dept. approval, if septic fields are being created or modified.
  
- \_\_\_\_13.       Surveyor's stamp, signed and dated.
  
- \_\_\_\_14.       Lot size table.
  
- \_\_\_\_15.       Purpose note with the number of lots 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.
  
- \_\_\_\_16.       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 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) submitted ( ALL plats require one, regardless of size or scope).
  
- \_\_\_\_21.       Please check with Bonnie Crumby regarding new street names to make sure she has approved the name.
  
- \_\_\_\_22.       Lot line shift: "When a boundary line is shifted between two parcels/lots, the owner must also record a new deed reflecting the new lot lines, otherwise the Tax Assessor will show "dual ownership" on each lot, as plats cannot change ownership.