



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.(conservations 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 he 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.