

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 comprehensive.

_____ Planner Signature

(printed) _____ Date _____

Manager Initials (printed) _____ 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 checklist.

____ 3. Where new streets are proposed, the plat must identify right-of-way width and sidewalk/planting strip width and labels consistent with approved construction plans. ____ 4. Lot numbers labeled on each lot. 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 dated and shown with name printed under signature. Check for correct Ownership Certificate.

____ 6. Street name(s) for existing and new street(s).

____ 7. Subdivision name and case # and SP, UDO or PUD # and corresponding name (e.g. Cluster Lot Subdivision, Conservation/Compact Development, Specific Plan, Urban Design Overlay, or Planned Unit Development, as applicable). Also include the corresponding step down zoning district that they can cluster to, and for SP, the fallback zoning district.

____ 8. Stormwater Inspection and Maintenance Agreement #.

____ 9. Landscape buffer yards identified, when required.

____ 10. Current Zoning and overlays on the property (including UZO).

____ 11. Health Department approval if septic fields are being created or modified.

____ 12. Surveyor's stamp, signed and dated. Check for correct Surveyor Certificate.

____ 13. Lot size table.

____ 14. Purpose note with the number of lots created or other purpose of plat. Purpose note must be written in terms of lots, not parcels. Can't say: to subdivide parcel 27 into two lots or to create 5 buildable lots.

____ 15. 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.

____ 16. HOA instrument #.

____ 17. Critical lots identified with a * on the plan with appropriate note in notes section. ____ 18. Check for correct amount for recording with Register of Deeds. Check payable to Metro Planning Department.

____ 19. Digital Output File: CAD or shape in TNSPC NAD83. (All plats require one, regardless of scope).

____ 20. Please check with Sara Cain regarding new street name(s) to make sure she has approved the name(s).

____ 21. 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."

CASE NUMBER _____ Revision Date _____