

# Preliminary Plat Checklist

<b>General Submittal Requirements</b>	
1	Proposed subdivision name approval from Building and Neighborhood Services Department
2	Signed and Notarized Owner Affidavit
3	Public Notification, including: <ul style="list-style-type: none"> <li>Written notification to all property owners within 500 feet of the proposed development sent by first class mail. Written notification to be sent at least 15 calendar days prior to the Planning Commission Meeting when the item will be heard; and</li> <li>Public Notice Affidavit, signed and notarized</li> </ul>
4	Copy of letter sent to the applicable school district notifying them of the following: <ul style="list-style-type: none"> <li>Location of the proposed development, and</li> <li>Anticipated school-age population of the development</li> </ul>
5	Copy of Water and Sewer Availability Request Form (see Engineering Development Services webpage)
6	Traffic Impact Analysis with offsite improvement identified, if applicable
7	Water and Sewer capacity analyses with offsite improvement identified, if applicable
8	Written notice provided to all adjoining property owners with visual and narrative explanation of proposed cross access connection points
9	Any additional information, as determined by City Staff, necessary to obtain an adequate review
10	Results of flow test at nearest fire hydrant, including test date (must be within 6 months from date of submittal), plan location of test and flow hydrants, static pressure, residual pressure, and calculated flow at 20 psi residual pressure
<b>Standard Sheet Layout (All Drawing Sheets)</b>	
11	Name of approved Subdivision, sheet title, sheet number, date of submittal and revision, and City of Franklin project number
12	Seal of design professional with signature and date
13	Plans drawn to a scale no smaller than 1-inch = 50 feet and extending a minimum of 50 feet beyond property limits
14	Existing, proposed, and adjacent boundaries and identifying numbers for sections, lots, and parcels
15	North arrow, graphic scale, and legend of symbols and line types
16	Right-of-way dedication per Connect Franklin
17	Hydrologic features with stream name, TDEC 303 (d) classifications, top of bank, centerline, and riparian buffers
18	Tree protection areas, both existing and proposed, and other protected areas
19	Boundaries limits of overlays which intersect/cross the proposed development, including: FWO, FFO, HHO, 500-HHO buffer, HPO, NCO, CAO, CFO, SCO
20	Location and dimensions of buffers (street, historic, etc.), if applicable
21	Location and dimensions of transition zones, if applicable
22	Dimension and designation of all easements: existing, proposed, and proposed to be abandoned.
23	Scale, orientation, and layout of plans consistent throughout the plan set
<b>C0.0 - Cover Sheet</b>	
24	Name of Approved Subdivision
25	Names, addresses, and contact information for all individual parties, officers, directors and/or beneficial owners holding more than a five (5) percent interest in the project where the landowner is a partnership, corporation, or other business venture identified
26	Names, addresses, contact information, and signed and dated seals of design professionals
27	Submittal and revision dates
28	Tax map, group, parcel number(s), and address(es) of site

# Preliminary Plat Checklist

29	City, County, State, and Civil District
30	Vicinity map with site location and corporate limits (if within one-half mile of site)
31	City of Franklin project number (to be assigned once initial submittal is made)
32	Sheet index for all sheets included in the submittal set
33	Identification of Parkland Impact Fee requirements and offset requests, if any
34	Provide the following note on the cover sheet: <i>Comprehensive review of roadway, stormwater, and utility elements by City of Franklin Staff will occur at the Site Plan stage. Project entitlements approved with this Preliminary Plat do not constitute approval of the roadway, stormwater, and utility elements shown on the Preliminary Plat. If, upon application of City of Franklin street, stormwater, and utility standards at the Site Plan stage, the applicant cannot achieve the maximum approved entitlements, the applicant shall be confined to the entitlements achievable from the application of said standards.</i>
35	A purpose statement, explaining the scope of the project
36	Description of changes to any previously approved Preliminary Plat, as well of a summary of all past approved revisions, if applicable
<b>C1.0 - Existing Conditions Plan</b>	
37	Stormwater narrative stating how stormwater drains through and exits the site prior to development, soil types, vegetation, etc.
38	Property boundaries, subdivision names, tax map, parcel numbers, deed and plat references, owner names, and existing land use of adjacent properties, including approved but not yet platted developments
39	Zoning District and any Overlay Zoning Districts
40	Existing man-made site features including fences, walls, structures, buildings, pavement, cemeteries, archeological features, above- and below-grade utilities, hydrants, roadway and railroad infrastructure
41	Existing natural site features including tree canopy, sinkholes, and hydrologic features
42	All historic resources on site and within sheet limits shown and labeled with location and description. Include any original accesses to historic structures and sites.
43	Existing topography contours with vertical intervals at five (5) feet maximum
44	Existing natural slopes between 14 and 19.99 percent, and slopes 20 percent or greater graphically illustrated
45	Acreage and Square Footage of the site
46	Statement of ownership of Mineral rights
<b>C2.0 - Preliminary Plat</b>	
47	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)
48	Length of project boundaries (including bearings and angles)
49	Zoning District and any Overlay Zoning Districts
50	Preliminary lot lines (with dimensions and lot numbers) and proposed property monuments and benchmarks
51	Lot chart, with acreage and square footage of each lot
52	setback or build-to lines; however, building envelopes shall NOT be shown
53	Identification of phases, if applicable
54	Open Space locations with labels of Open Space Type
55	Open Space data chart
56	Proposed street and alley rights-of-way widths and classification (with approved names), including sidewalks
57	Proposed connections to existing and proposed streets (including street classification)
58	General extents of surface and below-grade stormwater management features, including conceptual green infrastructure and detention areas
59	Depiction of circulation for emergency vehicles (Autoturn)

# Preliminary Plat Checklist

---

60	Proposed (and expected to remain) utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than ten square feet, or water towers
<b>L1.0 – Existing Landscape Conditions</b>	
61	Current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover with linework depicting extents of tree canopy cover
62	Tree save area(s) with acreage labeled for each noncontiguous area
63	Potential specimen trees to be removed shown and labeled