

# Final Plat Checklist

<b>General Submittal Requirements</b>	
1	Signed and notarized Owner Affidavit, or signed Certificate of Ownership on plat
2	Digital CAD file of final plat linework projected in the Tennessee State Plane Coordinate System, Zone 5301, Fipszone 4100, NAD 83 datum for incorporation into the Franklin GIS database
3	Any additional information, as determined by City Staff, necessary to obtain an adequate review
<b>Final Plat</b>	
4	Final Plat elements associated with Site Plans reviewed by the City of Franklin shall match the Site Plan
5	City of Franklin project number (to be assigned once initial submittal is made)
6	Name of approved or existing subdivision
7	Revision number, section number(s), and lot number(s), as applicable
8	Names, addresses, and contact information of land owner(s) and 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
9	Names, addresses, contact information, and signed and dated seals of design professionals
10	Statement of ownership of mineral rights
11	Tax map, group, and parcel number(s) of site
12	City, county, civil district, and date
13	Closure error
14	Sheet number(s)
15	Total acreage of land to be platted measured to the nearest hundredth of an acre
16	Total number of lots to be platted
17	Area of each lot measured to the nearest square foot and hundredth of an acre
18	Area and length of new public streets measured to the nearest hundredth of an acre (area) and nearest foot (length)
19	Vicinity map with site location and corporate limits (if within one-half mile of site). Vicinity map shall be a black and white schematic drawing with street names clearly labeled.
20	FEMA FIRM panel number(s), effective date(s), flood zone designation(s), and statement indicating if the property lies within the 100-year flood plain
21	North arrow, graphic scale, and legend of symbols and line types
22	All sheets submitted using 18-inch x 24-inch sheet size
23	All drawings composed of black and white linework, with no color or grayscale elements
24	Graphics drawn to a scale no smaller than 1-inch = 100 feet (except vicinity map), or as needed for clarity.
25	Existing, proposed, and adjacent boundaries and identifying numbers of sections, lots, and parcels
26	Names of all subdivisions and land owners owning lots adjacent to the site, with tax map, parcel number, and deed and plat references
27	Zoning District and any Overlay Zoning Districts
28	Boundaries of overlays which intersect/cross the proposed development, including: FWO, FFO, HHO, 500-HHO buffer, HPO, NCO, CAO, CFO, SCO
29	Project boundaries and internal property lines with lengths measured to the nearest hundredth of a foot and bearings reported in degrees and minutes
30	Setback lines and setback lot diagrams when approved with a development plan, including corner lots (Residential only), however building envelopes are not to be shown
31	Easements, both existing (with deed/plat reference) and proposed. Indicate any easements to be abandoned.
32	Type, size, and location of buffers, if applicable
33	Chart for Lot plantings for single family, duplex, or multiplex residential use (See Application User Guide)

# Final Plat Checklist

34	Open space lots identified
35	Critical lots identified
36	Existing information based on a field-run survey performed to Tennessee Minimum Standards of Practice by a licensed surveyor
37	Survey information, including survey coordinate system (Tennessee State Plane Coordinate System, Zone 5301, Fipszone 4100, NAD 83 datum), benchmark(s), survey company, and survey date
38	Iron pins placed at all property corners and changes in property line direction
39	Locations of concrete monuments
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 sinkholes and hydrologic features, with stream name, top of bank, centerline, and riparian buffers shown
42	Road network including street name, right-of-way width, and functional street classification per <i>Connect Franklin</i>
43	Right-of-way dedication required per <i>Connect Franklin</i>
44	Streets to be extended noted with "Street to be extended by authority of the City of Franklin"
45	Type, size, and location of public utility infrastructure and appurtenances, including for City utilities (water, sewer, reclaimed water, communications) and non-City utilities (non-City water, electric, telephone, gas, cable television, communications)
46	Water, sewer, and reclaimed water service line locations
47	Sanitary sewer manhole depths
48	Proposed public infrastructure (street improvements, sidewalks, multi-use trails, fire hydrants, storm and utility infrastructure) in right-of-way or public easements shown to match the associated Site Plan and noted as "proposed". Do not show proposed private infrastructure or buildings.
49	Statement of Parkland Impact Fee requirements for the site, including approved offset agreements
50	All required certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, MTEMC Certificate, and Certificate of Approval for Recording
<b>Final Plat Standard Notes</b>	
51	"The purpose of this plat is to ____." (Fill in blank)
52	"The recording of this plat voids, vacates, and supercedes the previous recording of Lot(s) ____ shown on the Final Plat entitled " ____ " as recorded in Plat Book ____, Page ____, R.O.W.C." (Fill in blanks)
53	"Sidewalks and trails outside of public right-of-way shall be Public Access Easements and shall be maintained by the property owner(s) or the HOA."
54	"All open space shall be Public Utility, Drainage, and Access Easements and shall be maintained by the property owner(s) or the HOA."
55	"Maintenance of all stormwater management features shall be the responsibility of the property owner(s) or the HOA."
56	"No obstructions or encroachments which impede the flow of stormwater shall be permitted within Public Drainage Easements. The City of Franklin is not responsible for repair or replacement of any encroachments that are damaged or removed in the course of maintenance activity within easements."
57	"Green Infrastructure Easements are exclusive easements defining areas set aside for the construction, maintenance, repair, monitoring, and other activities necessary for the furtherance of water quality features designated as green infrastructure practices by the City of Franklin, and to provide public access to such features. Any and all activities, except as specifically permitted by notation on the current plat of record and/or within the recorded Long Term Maintenance Agreement, shall be strictly prohibited without the written consent of the City Engineer or his designee."
58	"Cross Access Easements shall provide perpetual, non-exclusive access for the purposes of vehicular and pedestrian ingress and egress across the Cross Access Easement. Property Owner(s) shall maintain

## Final Plat Checklist

---

	and keep the Cross Access Easement within their development in a commercially reasonable condition and state of repair.”
59	“There shall be no mowing, clearing, grading, construction, storage, or disturbance of vegetation in riparian buffers except as permitted by the City Engineer, or his designee.”
60	“The City of Franklin Water Management Department has unrestricted access to its domestic water, sanitary sewer, reclaim water lines or system improvements located within its exclusive easements within the development. In the event landscaping, fencing, concrete or other structures are installed or placed within a City of Franklin easement, the City of Franklin shall have the right to remove such encroachments within the easement as may be necessary for the City of Franklin to repair, maintain or replace its infrastructure which is now or in the future may be located within the easement without obtaining any further permission from the property owner or HOA. The property owner or HOA shall be responsible for repairing and/or replacing any such landscaping, fencing, concrete or other structures removed or disturbed by the City of Franklin in common open space lots and in areas owned by the property owner or HOA at no expense to the City of Franklin. Individual homeowners shall be responsible for structures removed or disturbed by the City of Franklin within an easement on the homeowner’s lot at the homeowner’s expense.”
61	“Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground.”
62	“All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC.”