



RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION
 One South Public Square, Room 200, Murfreesboro, Tennessee 37130
 OFFICE 615.898.7730

FINAL SUBDIVISION PLAT CHECKLIST

Name of Subdivision		Date of application
<input type="checkbox"/> Title/Name of Plat	<input type="checkbox"/> Certificate of Accuracy	
<input type="checkbox"/> Date	<input type="checkbox"/> Certificate of Approval for Recording	
<input type="checkbox"/> Graphic Scale	<input type="checkbox"/> Certificate of Water Services	
<input type="checkbox"/> State Plane North Point	<input type="checkbox"/> Certificate of Approval for Electric Power	
<input type="checkbox"/> Location Map with North Point	<input type="checkbox"/> Certificate of General Approval for Installation of Solid Waste Disposal System	
<input type="checkbox"/> Deed Book and Page Number	<input type="checkbox"/> Flag Lots with more than 3 feet of fill in the building envelope	
<input type="checkbox"/> Name, Address of Owner(s) of the property	Elements of the Subdivision (Must match Preliminary Plat)	
<input type="checkbox"/> Registered Engineer (name, address, seal)	<input type="checkbox"/> Lots numbered in numerical order	
<input type="checkbox"/> Total Acreage	<input type="checkbox"/> Square footage of individual lots	
<input type="checkbox"/> Zoning of property and surrounding area	<input type="checkbox"/> Designate driveway location if constrained lot	
<input type="checkbox"/> Name of Adjacent Subdivisions	<input type="checkbox"/> Names, location, and dimensions of proposed streets/alleys (approved by E-911)	
<input type="checkbox"/> Names of Adjacent Streets and Rights-of-Way	<input type="checkbox"/> Coordination with the Long-Range Transportation Plan of Rutherford County	
<input type="checkbox"/> Names of Owners of Adjacent Tracts		
<input type="checkbox"/> Meets and Bounds Description	<input type="checkbox"/> Lot lines with all dimensions	
<input type="checkbox"/> All dimensions to the nearest 1/100 Foot	<input type="checkbox"/> Minimum building setback lines	
<input type="checkbox"/> All Angles to the nearest minute	<input type="checkbox"/> Area Approved for Sub-Surface Disposal (square footage of soil area and soil type)	
<input type="checkbox"/> Location and description of monuments	<input type="checkbox"/> Location of fire hydrants	
<input type="checkbox"/> FEMA Panel Number, Map Number, Effective Date, and Zone	<input type="checkbox"/> Easements (label clearly and tie down drainage, conservation, utility)	
<input type="checkbox"/> 100-Year Floodplain and Floodway Limit	<input type="checkbox"/> Areas for uses other than residential (parks, open space, dedicated for public use)	
<input type="checkbox"/> Boundary description of all detention/ retention areas (clearly label common lots and purpose)	<input type="checkbox"/> MPE and MFE for lots affected by the 100-year floodplain or local flooding. Add note if FEMA or local flooding. For FEMA add note that it was determined by FIS profile data.	
<input type="checkbox"/> Consent to Drain (as required by County Engineer)	<input type="checkbox"/> Total number of lots	
<input type="checkbox"/> State Plane Coordinates	<input type="checkbox"/> Identification of Critical Lots	
<input type="checkbox"/> Certificate of Ownership and Dedication	<input type="checkbox"/> Label which lots need compaction letters. Required if more than 2 feet of fill material.	
<input type="checkbox"/> Add benchmark with vertical NAB	<input type="checkbox"/> Northing / Easting on 2 corners	

Submit three (3) copies of the Plat for review