

**TOWN OF GREENEVILLE**  
**SUBDIVISION PLAT & REPLAT CHECKLIST**

Name of Subdivision \_\_\_\_\_ Application No \_\_\_\_\_

Location (Existing Street) \_\_\_\_\_ Civil District \_\_\_\_\_

Property Owner \_\_\_\_\_ Owner's Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Owner's email \_\_\_\_\_

Agent: \_\_\_\_\_ Agent's Address \_\_\_\_\_

Agent's Phone Number \_\_\_\_\_ Agent's email \_\_\_\_\_

Approval: Preliminary  Final  Two-lots minor  Date submitted \_\_\_\_\_

Tax Map \_\_\_\_\_ Zoning \_\_\_\_\_ Fees Required \_\_\_\_\_ Paid? Y  N

**Four printed copies of preliminary plats, and six printed copies of final plats are required to be submitted by the 20<sup>th</sup> of the month prior to the month when the submissions will be considered by Greeneville Regional Planning Commission**

**PRELIMINARY PLAT –INFORMATION REQUIRED FOR PLAT TO BE REVIEWED**

Not applicable items are determined by planning staff.

ON PLAT ITEM	Pres.	Abs.	N/A	ON PLAT ITEM	Pres.	Abs.	N/A
Subdivision name and location				Vicinity map			
Property Owner's name				Zoning of Property			
Adjoining owners				Adjoining zoning			
Property owner's address				Existing easements			
Surveyor's name and stamp				Location of 7.5" interior easements			
Surveyor/engineer's address				Existing utilities			
Existing property lines				Location of proposed utilities			
Proposed lot lines				Adjoining owners			
Scale: min. 1'=100"				Building setback lines			
Graphic scale				Public/open space			
Location of proposed ROW				Acreage of individual lots			
Width of proposed ROW				North Arrow			
ROW Names				Railroads			
Date of plat				Streets			
Bridges				Culverts			
Reservations				Contours			
Closure error				Civil District			
Total acreage of lots				PDF soft copy of preliminary plat			
Drainage plan for streets, easements, storm sewers, swales, ditches, lot drainage, and reserved areas							
Proposed drainage structures including manholes, catch basins, junction boxes, pipe storm drains, headwalls, etc							
Plan and profile of all streets with typical cross sections, swales and ditches							
Existing/proposed finished grades of paved ROWs							
A PDF soft copy of the preliminary plat, which can be sent by email to the Town Planner							

**FINAL PLAT – THIS INFORMATION IS REQUIRED FOR THE PLAT TO BE REVIEWED**

ON PLAT ITEM	Pres.	Abs.	N/A	ON PLAT ITEM	Pres.	Abs.	N/A
All information required in preliminary plat except contours							
Lot number				Street angles of intersection			
Closure error (1/5000 or better)				Radii of intersections			
Monument location/description				All Certificates			
Arc length of streets				Bearings for streets			
Lot numbers				Street tangent distances			
Closure error (1/5000 or better)				Miles of new street			
Paper size of 18"x24"				Acres of new streets			
Lot/boundary lines to nearest one-hundredth of a foot				Lot line bearings to nearest minute of arc			
All structures such as buildings, utility poles, water bodies, and other features that may affect the building site							
An area titled in bold "GREENEVILLE REGIONAL PLANNING COMMISSION". In this area shall be listed the total acres of all lots combined, the total number of lots, the acres of new road, the number of miles of all new roads, the name of the Developer, the Civil District of the Subdivision, the name of the Surveyor, and the Closure error							
An unmarked clearly designated area titled "RESERVED FOR REGISTER OF DEEDS"							
A PDF soft copy of the plat, which can be sent by email to the Town Planner							

**NOTE:**

**Two-lot minor plats (one lot subdivided into two or two lots combined to one) – The certifications by the property owner, design professional, Health Department, and utility providers must be obtained prior to submitting the plat for approval. Minor plats shall meet final plat requirements. In addition, any existing structures, existing utilities, and easements must be shown on the plat.**

**Final Plat: All signatures must be obtained before plat can be signed by secretary of Planning Commission.**

STAFF COMMENT: