



Town of Arlington

Planning Commission Final Plat Application (Major and Minor Subdivisions)

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Subdivision Name: _____	Phase: _____
Location: _____	
Owner of Record: _____	
Owner Address: _____	
Daytime Phone: _____	Fax Number: _____
E-mail Address: _____	

Developer Contact: _____	
Company Name: _____	
Mailing Address: _____	
Daytime Phone: _____	Fax Number: _____
E-mail Address: _____	

Engineer/Designer Contact: _____	
Company Name: _____	
Mailing Address: _____	
Daytime Phone: _____	Fax Number: _____
E-mail Address: _____	

Instructions for Submitting an Application:

- Fee Schedule: \$300.00
Make checks payable to the Town of Arlington
- Check all items on the following checklist. All items must be addressed or the application may be deemed incomplete and returned to the applicant.
- If it becomes necessary to make changes to the subdivision, review the procedure in Article 2, Section E.5.
- Refer to the Town of Arlington Subdivision Regulations, available at www.townofarlington.org, for all subdivision requirements.

OFFICE USE ONLY
Date Received: _____
Amount: _____
Fee Receipt #: _____

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

Planning Commission Application Review Procedure

A request for Final Plat may be submitted following approval of a preliminary plat and construction plans by the Planning Commission.

Preliminary Submittal for Review by Staff:

- Application Fee
- Submit five (5) sets** of complete application package including Final Plat application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interests page. All items must be organized and compiled into individual packages. All items over 8-1/2" x 11" in size must be folded.
- All deviations from the Subdivision Regulations must be made in writing. Any conditions shown upon the plans, which is a deviation or modification, shall constitute grounds for disapproval of the plans, unless such written request for a deviation is made.

Staff will submit comments to the applicant's representative(s) for revisions to be submitted for Planning Commission Review.

Revised Submittal for Review by Planning Commission:

Once all revisions have been made as requested by staff, the following items shall be submitted:

- Fourteen (14) sets** of complete application package including Final Plat application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interests page.
- All items over 8-1/2" x 11" in size must be folded.
- One (1) digital copy on a CD of all drawings submitted in JPEG format. Other formats are not acceptable.

In order to adequately consider the request for a Preliminary Plat, Staff and the Planning Commission may request additional information throughout the course of review.

Note: Any decision that is appealed from the Planning Commission to the Board of Mayor and Aldermen will result in a \$300.00 fee. Also, any request to defer where public notice has already been provided or to defer within seven (7) days prior to a meeting will result in a \$200.00 fee.

Final Plat Application Checklist

This checklist is provided as courtesy to aid in the preparation of a preliminary plat application. It is not meant to replace the Town of Arlington Subdivision Regulations.

- As a minimum, plans shall conform to the standards specific in the Town of Arlington Subdivision Regulations and the Local Government Public Works Standards and Specifications.
- The preliminary plat shall be prepared on sheets 20" x 24".
- The scale must be no smaller than 1" = 100'. Developments with lots 15,000 ft² or smaller, the scale shall be no smaller than 1" = 50'.
- Plats must be prepared by a Licensed Professional Engineer or a Licensed Land Surveyor licensed to practice engineering in the State of Tennessee, whichever is applicable.
- Construction plans shall be substantially complete, as determined by the Town Engineer prior to the granting of final plat approval by the Planning Commission.

The Final Plat Should Contain:

- The entire subdivision, or phase thereof, for which final approval is sought.
- All relevant plat certificates as provided in the Subdivision Regulations, including an owner's certificate which includes the owner's dedication of all easements, right-of-way, streets, alleys, walks, parks, and other open space as noted on the plat.
- If the final plat contains jointly held open space, recreational facilities, or any portion of the site that is held in common ownership, plans shall be provided showing improvements of the open space or facilities located thereon, as approved by the Design Review Committee.
- The location of the property to be subdivided with respect to surrounding property and public ways and the names of adjoining public ways.
- The names of all adjoining property owners of record or the names of adjoining developments
- The location of all public ways, easements, water bodies, streams, rivers, railroads, parks, and cemeteries
- The limits of floodway and floodway fringe areas, the regulatory flood elevation, and regulatory flood protection elevation
- The location and width of all easements and rights-of-way for public ways, as well as building setback lines on all lots
- The location, dimensions, and area of all lots – all dimensions shall be field run to the nearest one hundredth of a foot and angles to the nearest second. Lot areas should be shown to the nearest square foot. Provide three (3) monuments within the subdivision.
- The names of all proposed public ways
- The zoning classification of all lots as well as an indication of uses other than residential proposed by the subdivider.
- The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest second and distance to the nearest one hundredth of a foot. The adjusted accuracy of the survey shall meet or exceed the standards set forth in Title 62, Chapter 18, of the Tennessee Code of Annotated, for the category of survey required by these regulations. The category of survey shall be determined according to the average size of lots (see Table below) within the proposed subdivision. The survey shall be tied into the Tennessee Grid Coordinate System.

Accuracy of Surveys	
Average Lot Size	Unadjusted Accuracy
One (1) acre or less	Category 1 – Urban and Subdivision
Greater than one (1) acre, but less than ten (10) acres	Category 2 – Suburban and Subdivision
Ten (10) acres or more	Category 3 – All Other Land Surveys

- The location, area, and dimensions, to the accuracy set forth above, of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- The name and address of the owner(s) of the land being subdivided and the name and address of the subdivider, if other than the owner.
- The name and stamp of the land surveyor or other person preparing the plat
- The date of the plat, approximate true north point, scale, and title of subdivision
- Sufficient data to determine readily the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the centerline of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat.
- The total acreage within the subdivision
- Lot numbers and street numbers (if available)
- The diameter and width of all driveway culverts
- For any lot where public sewer is not available, areas to be used for sewage disposal; as approved by the Shelby County Health Department
- For stormwater detention facilities, a permanent drainage easement shall be shown
- A traffic study may be required, in accordance with the Subdivision Regulations

Planning Commission Final Plat Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.
2. A completed application form and stated documents are required. The Planning Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete and will not be placed on the Commission/Committee agenda.
3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.
4. By signing this document, the applicant and owner accept the above conditions.

Copy and use additional pages if necessary

APPLICANT:	OWNER: (if different from applicant - if same, note "same") <i>*Owner information is required</i>
If an Entity:	If an Entity:
Name of Entity:	Name of Entity:
By (Signature):	By (Signature):
Print Name:	Print Name:
Title:	Title:
If an Individual(s):	If an Individual(s):
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:

Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application (“Applicant”) is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application (“Owner and Lessee”) is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____

3. Not for Profit Entities: If the applicant submitting the Application (“Applicant”) is a not for profit entity, the authorized representative of the Applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Applicant: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

4. Not for Profit Entities: If the owner and lessee of the land which is the subject of this Application (“Owner and Lessee”) is a not for profit entity, the authorized representative of the Owner and Lessee must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Owner and Lessee: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____