

City of Spring Hill, TN

Administrative Subdivision Final Plat Review Submittal Checklist



	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT →	INITIALS
a)	Administrative subdivisions may be approved by the Planning Director as follows: 1. The division of a single lot into no more than two lots, which front on an existing right-of-way, are served by existing utilities, and do not involve the extension of any public utilities, or the dedication of land for public rights-of-way, parks, or other public purposes. Lot divisions may include new easements and this provision authorizes the administrative review of dedication plats. 2. The consolidation of lots or a change in boundary between adjoining lots.	
b)	A pre-application conference with City staff is required.	
	For an Administrative Subdivision request, the following items are recommended to facilitate review of the request:	
	General Requirements	
1	Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project	
2	Name, address, phone numbers of owner(s), developer(s), and representatives	
3	North arrow, scale, date of preparation, zoning classification, map/parcel numbers, total acreage, and proposed use	
4	Title block located in the lower right hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and revisions	
5	Legend containing all symbols and lines shown in the drawing	
6	A purpose statement for subdivision	
7	A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100 year floodplain boundary	

Applicant Name/Project: _____

8	The location and type of all existing structures on the property	
9	Site coverage note indicating the percentage of the site that is currently covered by impervious surface	
10	Title, name, address, stamp, and signature of the design professional(s) licensed to prepare the required plans and plats	
11	The current date of the Unified Development Code in effect at the time of submittal	
	Floodplain/Floodways/Wetlands (if none of these areas exist on the lot, a statement that they do not exist shall be placed on the plat)	
1	Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date	
2	Note and delineate wetlands on the property	
3	Show stream buffers	
	Utilities, Existing	
1	Show, note, and dimension all known existing on- and off-site utilities and easements	
2	Show invert and rim elevations of all existing sanitary sewer, stormwater drains, and fire hydrants	
3	Existing easements shall show the name of the easement holder and the purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be added to the plat/plan	
	Utilities, Proposed	
1	Show all connections to public water and sanitary sewer	
2	If a septic system is to be utilized, provide a table of the acreage and percolation rates. Also provide information from the County Health Department showing approval for the primary and secondary drain fields. If there are limits on the number of bedrooms this information shall also be noted on the plat	

Applicant Name/Project: _____

	Streets/Rights-Of-Way/Easements	
1	Delineate, label, and dimension from centerline existing street right-of-way (ROW) lines and Major Thoroughfare Plan ROW lines. Delineate, label, and dimension from centerline any required ROW dedication	
2	Show the location, widths, grades, and names of existing streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project	
3	Provide a layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements	
	Subdivision of Land	
1	The lot layout, the dimensions of each lot, number of lots, and total area in square footage or acreage to the nearest one-hundredth acre of each lot	
2	Number lots consecutively	
	Site Information	
1	Identify the location of known, existing, or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project	
2	Show the location of known existing or proposed ground leases or access agreements (shared parking lots, drives, etc.)	
3	The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas, and any means of mitigating hazards	
4	For residential development, indicate the use and list in a table the number of dwelling units	
5	Show required building setbacks. Provide a note of the current setback requirements for the property/project	
6	Street names and property addresses as assigned	
7	Any other data or reports as deemed necessary for project review by the Planning Director, City Engineer, Planning Commission, or other approving authority	
8	All required signature blocks	

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