

# **APPENDIX A FORMS**

TIPTON COUNTY REGIONAL PLANNING COMMISSION

Form Number 1

PRELIMINARY PLAT CHECKLIST

NAME OF SUBDIVISION \_\_\_\_\_

LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

OWNER \_\_\_\_\_

ENGINEER OR SURVEYOR \_\_\_\_\_

Planning  
Initials

Surveyor  
Initials

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. The location of the property to be subdivided with respect to surrounding property(s) and public way(s).   |
| _____ | _____ | 2. The names of all adjoining property owners of record, or the names of adjoining developments.  |
| _____ | _____ | 3. Names of adjoining public ways.  |
| _____ | _____ | 4. The location and dimensions of all boundary lines of the property, figured to the nearest hundredth (1/100) of a foot.   |
| _____ | _____ | 5. The location of existing public ways, easements, water bodies, streams, and other pertinent features, such as swamps, potential wetlands, railroads, buildings, parks, cemeteries, drainage ditches, and bridges.                          |
| _____ | _____ | 6. The location and width of all existing and proposed easements, alleys, and other public ways, and building setback lines.  |
| _____ | _____ | 7. The location, dimension, and area of all proposed or existing lots.  |
| _____ | _____ | 8. Associated drainage structures sized along with necessary easements; electrical and telephone easements.   |
| _____ | _____ | 9. The position of all existing or proposed buildings within proposed condominium developments.   |
| _____ | _____ | 10. The location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation. |

- \_\_\_\_\_ 11. Flood map reference number and date; the limits of floodway and floodway fringe areas shall be hatched or shaded, and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required.
- \_\_\_\_\_ 12. The name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor or other person preparing the plat.
- \_\_\_\_\_ 13. The date of the plat, approximate true north point, scale, and title of the subdivision.
- \_\_\_\_\_ 14. Sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground.
- \_\_\_\_\_ 15. Name of the subdivision and all new public ways, as approved by the Planning Commission.
- \_\_\_\_\_ 16. The zoning classification of all zoned lots, as well as an indication of all uses other than residential proposed by the subdivider.
- \_\_\_\_\_ 17. The approximate distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing public ways and to the original corner of the original survey of which it is a part.
- \_\_\_\_\_ 18. Key map showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to two thousand (2,000) feet).
- \_\_\_\_\_ 19. Contours at vertical intervals of not more than two (2) feet where the proposed subdivision has an average slope of five (5) percent or less, or at vertical intervals of not more than five (5) feet where the average slope exceeds five (5) percent (contours to be field surveyed or taken from aerial photographs acceptable to the Planning Commission) where new road and drainage construction is involved.
- \_\_\_\_\_ 20. Map and Parcel numbers as recorded on the land tax maps of the county.
- \_\_\_\_\_ 21. Chart depicting lot or tract number, square footage, and acreage.
- \_\_\_\_\_ 22. The following notations:
- (a) explanation of drainage easements
  - (b) explanation of site easements
  - (c) explanation of reservations

- (d) for any lot where public sewer or water systems are not available, the following:
  - (i) areas to be used for sewage disposal and their percolation results, or if the Planning Commission desires, any other acceptable data to show that the site can be served effectively by septic tanks
  - (ii) water well (existing and proposed)
  - (iii) rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features.

\_\_\_\_\_ 23. The line size and approximate location of gas, water and sewer facilities along with the approximate location of hydrants.

\_\_\_\_\_ 24. A form for endorsement of Planning Commission approval of the preliminary plat which shall read as follows:

Approved by the Tipton County Regional Planning Commission, with such exceptions or conditions as are indicated in the minutes of the Commission on \_\_\_\_\_.

Preliminary plat approval shall not constitute final approval for recording purposes.

APPROVED: \_\_\_\_\_  
DATE

CONDITIONS:

DISAPPROVED: \_\_\_\_\_  
DATE

FOLLOWING REASONS:

SIGNED: \_\_\_\_\_  
SECRETARY OF PLANNING COMMISSION

This form shall be filled out completely and accurately before any item submitted to appear before the Planning Commission will be accepted. Any item that is not required, write N/A in its place.

TIPTON COUNTY REGIONAL PLANNING COMMISSION

Form Number 2

FINAL PLAT CHECKLIST

NAME OF SUBDIVISION \_\_\_\_\_

LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

OWNER \_\_\_\_\_

ENGINEER OR SURVEYOR \_\_\_\_\_

Planning  
Initials

Surveyor  
Initials

\_\_\_\_\_

\_\_\_\_\_

1. The location of the property to be subdivided with respect to surrounding property(s) and public ways. The map and parcel number of the property being subdivided.

\_\_\_\_\_

\_\_\_\_\_

2. The names of all adjoining property owners of record or the names of adjoining developments.

\_\_\_\_\_

\_\_\_\_\_

3. Names of all public ways and adjoining public ways.

\_\_\_\_\_

\_\_\_\_\_

4. The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest minute and distance to the nearest one hundredth (1/100) 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, for a Category II (Suburban Subdivision). The survey shall be tied into the Tennessee Grid Coordinate System if a controlled monument is located within one-fourth (1/4) mile to any point of the property.

\_\_\_\_\_

\_\_\_\_\_

5. The location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, cemeteries, and potential wetlands.

\_\_\_\_\_

\_\_\_\_\_

6. Flood map reference number and date; the limits of floodway and floodway fringe areas shall be hatched or shaded and the regulatory flood elevation and regulatory flood protection elevation.

\_\_\_\_\_

\_\_\_\_\_

7. The location and width of all easements and rights-of-way for public ways, as well as the building setback lines on all lots.

- \_\_\_\_\_ 8. 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 minute. Lot areas shall be shown to the nearest tenth of a square foot. Also, chart depicting lot or tract number, square footage, and acreage.
- \_\_\_\_\_ 9. The location, area, and dimensions, to the accuracy set forth in Item 8, 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.
- \_\_\_\_\_ 10. The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:
- (a) an “as-built” building location and boundary survey, to “American Land Title Association” or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and locations relative to those boundaries of the building(s) which constitute the condominium subdivision;
  - (b) some sort of datum plane or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical reference, (e.g., an appropriate permanent monument or other acceptable reference datum or fixed known point). Elaborate exterior elevations and architectural detail are not necessary to satisfy this requirements; and
  - (c) copies of the charter and By-Laws of any Homeowners’ Association established; and special information which the Planning Commission may require to protect the rights of future owners of the condominium or the public in general, where any common areas exist on the development.
- \_\_\_\_\_ 11. The name and address of the owner(s) of the land being subdivided.
- \_\_\_\_\_ 12. The name and address of the subdivider if other than the owner.
- \_\_\_\_\_ 13. The name and stamp of the land surveyor or other person preparing the plat.
- \_\_\_\_\_ 14. The date of the plat, approximate true north point, scale, and title of the subdivision.

- \_\_\_\_\_ 15. 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 center line 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.
- \_\_\_\_\_ 16. Location sketch map showing site in relation to area.
- \_\_\_\_\_ 17. The zoning classification of all lots, as well as an indication of uses other than residential proposed by the subdivider.
- \_\_\_\_\_ 18. The total acreage within the subdivision, and the remaining acreage of the parent tract from which the subject property is being subdivided, if applicable.
- \_\_\_\_\_ 19. The most recent recorded deed book and page numbers for each deed constituting part of the property being platted.
- \_\_\_\_\_ 20. A legal description of the total property included in the recorded subdivision prepared by a licensed surveyor or a registered professional engineer, shall accompany the plat, but not necessarily be shown on the plat.
- \_\_\_\_\_ 21. The distance at the right-of-way line from a corner of the subdivided property to the nearest public cross-road, rounded to the nearest foot. Show total area of road dedication.
- \_\_\_\_\_ 22. Lot numbers, where required.
- \_\_\_\_\_ 23. The line size and location of gas, water and sewer facilities (either shown on the final plat or stated in a note on the final plat), including the location of all required fire hydrants.
- \_\_\_\_\_ 24. The diameter and width of all driveway culverts.
- \_\_\_\_\_ 25. For any lot where public sewer or water system is not available, the following shall be shown:
- (a) areas to be used for sewage disposal (when required);
  - and
  - (b) water wells (existing and proposed).
- \_\_\_\_\_ 26. Applicable certifications in the form reproduced in this section shall appear upon the final plat. All required certificates shall bear the signature of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the Planning Commission's approval for recording shall appear unsigned at the time of application for approval.

- \_\_\_\_\_ 27. State Department of Environment and Conservation, public water and sewer design layout and approval stamps, if applicable; also, actual design plans for filing in appropriate governmental representative's office.
- \_\_\_\_\_ 28. Commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the Planning Commission.
- \_\_\_\_\_ 29. Any required security instruments.

**This form shall be filled out completely and accurately before any item submitted to appear before the Planning Commission will be accepted. Any item that is not required, write N/A in its place.**



TIPTON COUNTY REGIONAL PLANNING COMMISSION

Form Number 3

CONSTRUCTION PLANS PLAT CHECKLIST

NAME OF SUBDIVISION \_\_\_\_\_

LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

OWNER OF RECORD \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
OWNER ADDRESS \_\_\_\_\_

ENGINEER OR DESIGNER \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ENGINEER'S ADDRESS \_\_\_\_\_

DATE SUBMITTED FOR APPROVAL \_\_\_\_\_

CHECK LIST: (FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN THE APPLICATION BEING REJECTED)

- \_\_\_ 1. Date of preliminary approval.
- \_\_\_ 2. Two (2) copies of construction drawings including all plans and profiles.
- \_\_\_ 3. One (1) copy of preliminary plat.
- \_\_\_ 4. The subdivision name and location.
- \_\_\_ 5. The name(s), address(es) and phone number(s) of owner or owner(s) of record.
- \_\_\_ 6. Name, address and phone number of designer and/or engineer.
- \_\_\_ 7. Date, approximate north point and graphic scale.
- \_\_\_ 8. The location of existing property lines, roads, buildings, bridges, right-of-way and easements and drainage ditches and water and sewer lines.
- \_\_\_ 9. Name(s) of proposed roads.
- \_\_\_ 10. The location and dimensions of proposed property lines, roads, buildings, bridges, right-of-way and easements and drainage ditches.
- \_\_\_ 11. Present zoning classification both on lot to be subdivided and adjoining land and name of surrounding property owners.
- \_\_\_ 12. Location with sufficient information to determine the dimensions, names, and widths of all proposed roads, alleys and lots.

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- \_\_\_ 13. Location map showing the relationship of the subdivision site in the County.**
- \_\_\_ 14. Area of largest, smallest and average lot.**
- \_\_\_ 15. Acreage of land to be subdivided.**
- \_\_\_ 16. Conforms to general requirements and minimum standards of the Subdivision Regulations.**
- \_\_\_ 17. Contours at vertical intervals of not more than two (2) feet.**
- \_\_\_ 18. Location and line size of closest existing water and sewer lines.**
- \_\_\_ 19. Base flood elevations when development is greater than 50 lots or 5 acres, whichever is less.**
- \_\_\_ 20. 100 Year flood plain limits and elevation when subject to flooding.**
- \_\_\_ 21. Comprehensive drainage plan, including stormwater runoff analysis.**
- \_\_\_ 22. Erosion control general criteria.**
- \_\_\_ 23. Certificate of accuracy of engineering and design (Note: Certificate not valid unless signed) copy attached.**
- \_\_\_ 24. Construction plans shall be signed only by the County Engineer.**

**WHEN THE SUBDIVISION IS DEVELOPED IN SECTIONS, THE FOLLOWING INFORMATION SHALL BE REQUIRED FOR THE SECTION TO BE DEVELOPED. IF NOT DEVELOPED IN SECTIONS, THE FOLLOWING INFORMATION SHALL BE REQUIRED FOR THE WHOLE SUBDIVISION.**

- \_\_\_ 1. Plans and profile of proposed utilities (water and sewer) showing the connection to the existing system.**
- \_\_\_ 2. Grading plan showing existing contours in dashed lines and proposed contours as solid lines. Contour lines shall extend 50 feet beyond the property boundary.**
- \_\_\_ 3. Drainage plans for drainage structures and hydraulic data used in designing the structures.**
- \_\_\_ 4. Plans and profile of proposed roads and storm drainage systems.**

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- \_\_\_ 5. Final erosion control plan including all measures used to control erosion. State of Tennessee Letter of Approval for erosion control.**
- \_\_\_ 6. Plans and profiles for water and sewer lines.**
- \_\_\_ 7. Plan of conservation and preservation of community assets.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**\*SIGNATURE SIGNIFIES ALL REQUIREMENTS HAVE BEEN MET AND ARE ON THE PLAN SUBMITTAL WHERE APPLICABLE.**

**STAFF REVIEW COMPLETION DATE:** \_\_\_\_\_

**TIPTON COUNTY REGIONAL PLANNING COMMISSION**

**Form Number 4**

**PERFORMANCE BOND**

**KNOW ALL MEN BY THESE PRESENTS, That We, \_\_\_\_\_,**  
**as Principals, \_\_\_\_\_, State of \_\_\_\_\_,**  
**and the \_\_\_\_\_ INSURANCE COMPANY,**  
**a \_\_\_\_\_ Corporation authorized to do business in the State of**  
**Tennessee, having an office and place of business at**  
**\_\_\_\_\_, as Surety, are held and firmly bound unto the**  
**County of Tipton as obligee, in the sum of \_\_\_\_\_**  
**Dollars (\$ \_\_\_\_\_) lawful money of the United States, for the payment**

**whereof to the Obligee, the Principal and the Surety bind themselves, their heirs,**  
**executors, administrators, successors, and assigns, jointly and severally, firmly**  
**to these presents:**

**SIGNED, SEALED, AND DATED, This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

**WHEREAS, application was made to the Tipton County Regional Planning**  
**Commission for approval of a subdivision shown on plat entitled**  
**" \_\_\_\_\_", filed with the chief enforcing officer**  
**of the County of Tipton on \_\_\_\_\_, 20\_\_\_\_, said final plat being**  
**approved by the Tipton County Regional Planning Commission upon certain**  
**conditions, one of which is that a performance bond amount of**  
**\_\_\_\_\_ Dollars (\$ \_\_\_\_\_) is to be filed with the**  
**Planning Commission and accepted by the local governing body to guarantee**  
**certain improvements in the subdivision named above.**

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the**  
**above named principal shall within one (1) year from the date hereof (time may be**  
**extended for one (1) year only beyond this period by the local governing body**  
**upon the recommendation of the Planning Commission with the consent of the**  
**parties) will and truly make and perform the required improvements and**  
**construction of public improvements in said subdivision in accordance with the**  
**local government specifications and the resolution of \_\_\_\_\_,**  
**20\_\_\_\_, then this obligation is to be void; otherwise to remain in full force and**  
**effect.**

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It is hereby understood and agreed that in the event that any required improvements have not been installed as provided by said resolution, within the term of this performance bond, the governing body may thereupon declare this bond to be in default and collect the sum remaining payable thereunder, and upon receipt of the proceeds thereof, the local government shall install such improvements as covered by this bond and commensurate with the extent of building development that has taken place in the subdivision but not exceeding the amount of such proceeds.

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Insurance Company**

**BY** \_\_\_\_\_  
**Attorney-in-Fact**

**BOND NO.** \_\_\_\_\_

**ACKNOWLEDGEMENT:  
COPARTNERSHIP**

STATE OF TENNESSEE

(COUNTY OF \_\_\_\_\_) SS.:

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known and known to me to be one of the firm of \_\_\_\_\_, described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed such instrument as and for the act and deed of said firm.

\_\_\_\_\_

**CORPORATE**

STATE OF TENNESSEE

(COUNTY OF \_\_\_\_\_) SS.:

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known, who, being by me first duly sworn, did depose and say that he resides in \_\_\_\_\_; that he is the \_\_\_\_\_ of \_\_\_\_\_, corporation described in and which executed the foregoing instrument; that he knows the corporate seal of said corporation; that the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he signed his name thereto by like order and authority.

\_\_\_\_\_

**INDIVIDUAL**

STATE OF TENNESSEE

COUNTY OF \_\_\_\_\_) SS.:

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the individual described in and who executed the foregoing instrument, and he acknowledged to me that he executed the same.

\_\_\_\_\_

**TIPTON COUNTY REGIONAL PLANNING COMMISSION**

**Form Number 5**

**IRREVOCABLE DOCUMENTARY LETTER OF CREDIT**

- 1. DATE OF ISSUE \_\_\_\_\_
- 2. NAME OF SUBDIVISION AND SECTION (IF ANY) \_\_\_\_\_
- 3. NAME OF ROADS INVOLVED \_\_\_\_\_
- 4. CREDIT NO. OF ISSUING BANK \_\_\_\_\_
- 5. CREDIT NO. OF ADVISING BANK \_\_\_\_\_
- 6. ADVISING BANK \_\_\_\_\_
- 7. ACCOUNTEE \_\_\_\_\_
- 8. BENEFICIARY, MAIL TO \_\_\_\_\_
- 9. LATEST PERFORMANCE DATE \_\_\_\_\_
- 10. LATEST DATE FOR NEGOTIATION \_\_\_\_\_
- 11. MAXIMUM AMOUNT \_\_\_\_\_

12. We hereby issue this documentary letter of credit in your (the beneficiary's) favor which is available against your drafts at \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, Credit No. \_\_\_\_\_" accompanied by the following document: A certificate of default signed under oath by the Chairman of the Tipton County Regional Planning Commission and the County Executive of Tipton County certifying that the accountee has not complied with the terms of the agreement between the Planning Commission and the accountee and the amount of approximate damage to the local government, which amount shall be identical to the face amount of the accompanying draft.

13. **SPECIAL CONDITIONS**

We hereby engage with the bona-fide holders of all drafts or documents presented under and in compliance with the terms of this letter of credit that such drafts or documents will be duly honored upon presentation to us.

The amount of each drawing must be endorsed on the reverse of this letter of credit by the negotiating bank.

The advising bank is requested to advise this letter of credit without engagement of their part.

\_\_\_\_\_  
Bank

\_\_\_\_\_  
Authorized Signature, Issuing Bank

\_\_\_\_\_  
Authorized Signature, Issuing Bank



TIPTON COUNTY, TENNESSEE  
**PUBLIC WORKS DEPARTMENT**

P.O. BOX 310  
BRIGHTON, TENNESSEE 38011

**Driveway Culvert and Storm Drain Permit**  
**(Residential or Commercial)**

Any driveway to be constructed is to conform to the Tipton County Subdivision Regulations for constructing Culverts and Storm Drains on County Right-of-Way.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Location of Driveway: \_\_\_\_\_

If in a Subdivision, Name of Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Any culvert or storm drain that does not meet the specifications of the Tipton County Public Works Department will be removed and reinstalled or replaced at the owner's expense by the Tipton County Public Works Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Required Minimum Culvert Size: \_\_\_\_\_

Required Minimum Pipe Length: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Tipton County Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Approved By: \_\_\_\_\_