

APPENDICES

APPENDIX A
FORMS

_____ MUNICIPAL PLANNING COMMISSION

Form Number 1

PRELIMINARY PLAT CHECKLIST

NAME OF SUBDIVISION _____

LOCATION _____ ZONING DISTRICT _____

OWNER _____

SURVEYOR _____

- _____ 1. Five (5) copies of plat.
- _____ 2. The location of the property to be subdivided with respect to ~~surrounding property(s) and roadway(s);~~
- _____ 3. The names of all adjoining property owners of record, or the names of adjoining developments;
- _____ 4. The names of adjoining roadways;
- _____ 5. The location and dimensions of all boundary lines of the property, figured to the nearest hundredth (100th) of a foot;
- _____ 6. The location of existing roadways, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the planning commission;
- _____ 7. The location, size, and width of all existing and proposed easements, alleys, and other roadways, building setback lines and water and sewer lines;
- _____ 8. The location, dimension, and area of all proposed or existing lots;
- _____ 9. Culverts, driveway tiles, associated drainage structures sized along with necessary easements; electrical and telephone easements;
- _____ 10. The position of all existing or proposed buildings within proposed condominium developments;
- _____ 11. 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;

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- _____ 12. The limits of floodway and flood hazard areas and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required;
- _____ 13. The name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor preparing the plat;
- _____ 14. The date of the plat, north point, scale, and title of the subdivision;
- _____ 15. Sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground;

- _____ 16. Name of the subdivision and all new roadways, as approved by the planning commission;
- _____ 17. The zoning classification of all zoned lots, as well as an indication of all uses other than residential proposed by the subdivider;
- _____ 18. The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing roadways and to the original corner of the original survey of which it is a part;
- _____ 19. Vicinity map showing relation of the subdivision to all roadways, railroads, and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet);
- _____ 20. Contours at vertical intervals of not less than five (5) feet or less than when required by the planning commission 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);
- _____ 21. Map parcel numbers as recorded on the land tax maps of the county;

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_____ 22. The following notations:

- (a) explanation of drainage easements;
- (b) explanation of site easements;
- (c) explanation of reservations; and
- (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 wells (existing and proposed); and
 - (iii) rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features;

_____ 23. Draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions; and

_____ 24. A form for endorsement of planning commission approval of the preliminary plat which shall read as follows:

Approved by the Lewisburg Planning Commission, with such exceptions or conditions as are indicated in the minutes of the Commission on _____
date

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

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FINAL PLAT CHECKLIST

NAME OF SUBDIVISION _____

LOCATION _____ ZONING DISTRICT _____

OWNER _____

SURVEYOR _____

Construction plans, if required as described in Section 5-103, of these regulations, shall have been reviewed and approved prior to planning commission approval of the final subdivision plat.

- _____ 1. ~~Five (5) copies of plat.~~
- _____ 2. The location of the property to be subdivided with respect to surrounding property(s) and roadways.
- _____ 3. The names of all adjoining property owners of record or the names of adjoining developments.
- _____ 4. Reproducible original.
- _____ 5. The names of adjoining roadways.
- _____ 6. 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 Annotated, for the category of survey required by these regulations.
- _____ 7. The location of all roadways, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries.
- _____ 8. The limits of floodway and floodway fringe areas and the regulatory flood elevation and regulatory flood protection elevation; as determined from the adopted flood studies.
- _____ 9. The location and width of all easements and rights-of-way for roadways, as well as the building setback lines on all lots.
- _____ 10. 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.

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- _____ 11. The location, area, and dimensions, to the accuracy set forth in Item 10, 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.
- _____ 12. 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 requirement; and
 - (c) copies of deed covenants, 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.
- _____ 13. The name and address of the owner(s) of the land being subdivided.
- _____ 14. The name and address of the subdivider if other than the owner.
- _____ 15. The name and stamp of the land surveyor preparing the plat.
- _____ 16. The date of the plat, approximate true north point, scale, and title of the subdivision.
- _____ 17. 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 roadways and curved property lines that are not the boundary of curved roadways. The location of all monuments and pins shall be indicated on the plat.

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- _____ 18. The names of all roadways.
- _____ 19. The zoning classification of all lots, as well as an indication of uses other than residential proposed by the subdivider.
- _____ 20. The total acreage within the subdivision.
- _____ 21. Lot numbers, where required.
- _____ 22. The line size and location of water and sewer facilities.
- _____ 23. The location of all fire hydrants.
- _____ 24. The diameter and width of all driveway culverts.
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- _____ 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; 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.

MUNICIPAL PLANNING COMMISSION

Form Number 3

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 City/County of _____, 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 _____ Municipal Planning
Commission for approval of a subdivision shown on plat, entitled,
" _____", filed with the chief enforcing officer of the
City/County of _____ on _____, 20____, said final
plat being approved by the _____ Municipal Planning Commission
upon certain conditions, one of which is that a performance bond in the amount
of _____ DOLLARS (\$ _____) is to be filed
and accepted with the planning commission 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 planning commission
with the consent in writing signed by all parties prior to expiration date of
the original performance bond period) 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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Performance Bond

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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 county government shall install such improvements as are 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 partners 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.

My commission expires: _____

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.

My commission expires: _____

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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.

My commission expires: _____

MUNICIPAL-REGIONAL PLANNING COMMISSION

Form Number 4

IRREVOCABLE DOCUMENTARY LETTER OF CREDIT

1. DATE OF ISSUE _____
2. CREDIT NO. OF ISSUING BANK _____
3. CREDIT NO. OF ADVISING BANK _____
4. ADVISING BANK _____
5. ACCOUNTEE _____
6. BENEFICIARY, MAIL TO _____
7. LATEST PERFORMANCE DATE _____
8. LATEST DATE FOR NEGOTIATION _____
9. MAXIMUM AMOUNT _____

10. 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 _____ Municipal-Regional Planning Commission and the Mayor of the City of _____, 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.

11. 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