

File # _____

Date: _____

MINOR PLAT APPLICATION

Address being subdivided is located near: _____

Address of property: _____

Applicant(s): _____

Contact Phone Number: () -

Property owner(s): _____

Address: _____

Street/Road

City

State

Zip Code _____

Number of tracts in subdivision: _____

Tax Map# _____

Parcel# _____

Date Approved: _____

Date Recorded: _____

Plat Book: _____

Page: _____

Two checks

Application fee: **\$100.00** (make check payable to Maury County) or cash
"Correct change please."

Recording Fee: **\$17.00** (make check payable to the Register of Deeds)

Submit five original copies of plat for processing. Owner(s) must sign all copies in blue ink. Tennessee Dept. of Conservation and Environment must sign all copies. (if the document is black sign in blue, if the document is blue sign in black)

"Request will be processed upon payment of the appropriate application fees."

Information Required on Minor Plat Application

1. Location sketch map at a scale no smaller than 1"=2000.
2. Water line locations, size and ownership. (well, show location)
3. Power lines locations, easement and ownership.
4. Roads and or easement (minimum **50'** road frontage)
5. Show all existing buildings.
6. Location of existing septic system, **septic permit or soils approval letter from TDEC this must be affixed to the plat.**
7. List flood information as shown on FEMA maps.
8. Other topographical features such as: mined soil, sinkholes: ext.
9. Label as a **Minor Plat**
10. Identify zoning (adjoining property also)
11. List setbacks
12. **List and type owners name and address** (this must coincide with the recorded deed and or other vesting document, husband, wife, etc.) **Estate of: Type name of Administrators or Executors. A copy of this document must be provided.**
13. **Only one Minor Plat allowed within a twelve month period on the same Map and Parcel.**
14. **All dates on Plats must be within six months of Application submission date.**

Certificates of Approval, **examples** as follows:

Certificate of Ownership and Dedication

I (we) hereby certify that I am (we are) the owner(s) of the properties shown and described hereon evidenced in Book Number _____, Page _____, County Registers Office, and that I (we) hereby adopt this plan of subdivision with my (our) free consent; establish the minimum building restriction lines, and facilities have been filled.

Date: _____
_____ **Type or print Owner(s) Name here**

**Title: (If action is for partnership, corporation or estate)
If partnership, corporation or estate please furnish document.**

E-911 Certificate of Approval

This is to certify that this plat has been reviewed and is in compliance with the Maury County E-911 Program.

Date: _____
_____ **Freddie Rich, E-911 Director**

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Maury County Subdivision Regulations, and that it has been approved for recording in the office of the Register of Deeds.

Date: _____
_____ **Secretary
Maury County Regional Planning Commission**

Date: _____
_____ **James L. Bailey, Jr.
Maury County Mayor**

Date: _____
_____ **Maury County Building and Zoning Office
Deborah J. Boehms, Zoning Coordinator**