

Subdivision File # \_\_\_\_\_

MAURY COUNTY REGIONAL PLANNING COMMISSION

“FINAL” Subdivision Application

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE:( ) \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE:( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Number of Tracts Being Requested in Subdivision Application: \_\_\_\_\_

Property is more particularly identified as being Map # \_\_\_\_\_ Parcel # \_\_\_\_\_  
as recorded in the Maury County Tax Assessor’s Office.

Subdivided Property is located: \_\_\_\_\_  
\_\_\_\_\_

**SubdivisionName:** \_\_\_\_\_

**Section: #** \_\_\_\_\_

\_\_\_\_\_  
Application’s Signature

Applicant must submit five (10) folded copies of the final subdivision plat to the Building & Zoning Office in order to be placed on the agenda (see attached meeting schedule). If submitting a one step final please provide ten (10) folded copies.

Following staff review of the final subdivision plat, applicant will be notified as to number of additional folded copies (with corrections if necessary) (14) copies.

Additionally, after approval is given and before a final plat can be signed by the Secretary of the Planning Commission, all certificates of approval must be signed.

Date Application Received: \_\_\_\_\_

**Applications are due no later than 3:00 p.m. (no exceptions)**

Approved: \_\_\_\_\_

Deferred: \_\_\_\_\_

Disapproved: \_\_\_\_\_

**Information Required With Submittal of  
“FINAL” Subdivision Application**

**Application Fees: See Attachment**

**A “FINAL” subdivision plat shall be prepared and stamped by an individual licensed and/or certified by the State of Tennessee to perform such design services as may be required.**

**After review and approval of the preliminary subdivision plat by the Maury County Regional Commission, and upon payment of an application fee, the applicant shall provide the following:**

- A. Final Subdivision Plat drawn to scale no smaller than 1” = 200’ showing.**
- a) The actual shape, location, and dimensions of the lot (s).**
  - b) The shape, size, and location of all existing and proposed structures with square footage of floor area and building height enumerated.**
  - c) The existing and intended use of the lot(s) and of such structures upon it, including residential activities, the number of dwelling units that the buildings are intended to accommodate.**
  - d) Topographic features, both existing and proposed, with contours at a vertical interval of two (2) feet unless otherwise instructed by the County Engineer.**
  - e) Location and type of surface of all driveways and entrances.**
  - f) Position of fences, walls, and screened plantings with height and materials specified.**
  - g) Proposed means of surface drainage, including all drainage way, holding facilities, and appurtenances.**
  - h) Location of all easement and right-of-ways.**
  - i) Location and delineation of the regulatory (100 –year) floodway and the regulatory floodway fringe, if applicable.**
  - j) Location and size of public water lines to serve the site.**
  - k) Soil suitability for subsurface sewage disposal (septic tank) and certification from the Tennessee Department of Environment & conservation (2484 Park Plus Drive, Columbia; phone: 931-380-3371) approving the site. High intensity soil mapping is required for all subdivision.**

- l) Label as FINAL plat
- m) Identify electric provider, location of lines and/or easements.

**B. Review and Recommendation of Final Subdivision Plat:**

Five (05) copies of the “FINAL” subdivision plat containing the information required above shall be submitted to the appropriate reviewing agency (Building and Zoning Office) in order to be placed on the agenda. The review group may:

- a) Recommend approval of the plat as submitted.
- b) Recommend disapproval of the plat.
- c) Recommend approval of the plat with conditions or recommendations for alterations.

Following staff review of the Final Subdivision Plat, applicant will be notified as to the number of additional copies (with corrections if necessary) of the plat which should be submitted.

**C. Time Limits Upon Approval:**

If no “actual construction” has begun in the development within one (1) year from the date of approval of the Final Subdivision Plat, said approval of the plat shall lapse and be of no further effect.

**CERTIFICATES OF APPROVAL**

**It is absolutely necessary that all “Certificates of Approval” be placed on the “Final” subdivision plat. Examples of the Certificates are as follows:**

**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, with the exception of such variances, if any, as are noted in the Minutes of the Maury County Regional Planning Commission, and that it has been approved for recording in the Office of the Register of Deeds.

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

\_\_\_\_\_  
Secretary  
Maury County Regional Planning Commission

**CERTIFICATE OF APPROVAL OF WATER SYSTEM**

I hereby certify that the water system(s) outlined or indicated on the Final Subdivision Plat entitled \_\_\_\_\_ has/have been installed in accordance with current local and state government requirements, or a sufficient bond or other surety has been filed to guarantee said installation.

Date: \_\_\_\_\_  
Name, Title, and Agency/Authorized Approving Agent

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (we) hereby certify that I am(we are) the owner (s) of the property shown and described hereon as 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 that offers of irrevocable dedication for all public ways, utilities, and other facilities have been filled.

Date: \_\_\_\_\_  
Type Owner (s) Name

Address: \_\_\_\_\_  
Title (If Action is for Partnership or Corporation)

List and type owners name and address (this must coincide with the recorded deed and or other vesting document, husband, wife, etc.)

Estate of: typed name of Administrators or Executors. **“A copy of this document must be provided.”**

**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: \_\_\_\_\_  
E-911 Director

**CERTIFICATE OF APPROVAL—PRIVATE SUBSURFACE SEWAGE DISPOSAL**

The Tennessee Department of Environment & Conservation will individually detail their findings. There is no set “form” to follow.

**\*\*\*IN SUBDIVISION WITH NEW ROADS:** Certification of the final plat by appropriate governmental representative that the sub-divider has complied with one of the following:

- a) installation of all public way improvement in accordance with the requirements of these regulations; or,
- b) in lieu of compliance with subdivision improvement requirements, certification that surety has been posted by the sub-divider in an amount approved by appropriate governmental representative to guarantee completion of all improvements.

**CERTIFICATE OF APPROVAL OF PUBLIC WAYS OR BOND POSTING**

I hereby certify: (1) that all designated public ways on this final subdivision plat have been installed in an acceptable manner and according to the specification of the Maury County Subdivision Regulations, or (2) that a performance bond or other surety has been posted with the Planning Commission to guarantee completion of all required improvements in case of default.

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

\_\_\_\_\_ Road Superintendent

**2-105 FINAL SUBDIVISION PLAT**

**2-105.1**      **APPLICATION PROCEDURE AND REQUIREMENT:** An applicant shall file with the Planning Commission a final plat. The plat shall be prepared in accordance with Section 5-104 and:

- (1) Include the entire subdivision, or section thereof for which final approval is sought.
- (2) Be accompanied by a minimum of five (5) copies of the final subdivision plat for initial administrative review and comment; after receiving staff comments and after making and/or correcting items addressed by staff, applicant shall submit thirteen (13) copies for review by the Planning Commission.
- (3) Comply substantially with the preliminary plat, where such plat is required.
- (4) Be presented to the Enforcing Officer in the Building and Zoning Office no later than 3:00 p.m. on the deadline date.
- (5) Be accompanied by formal irrevocable offers of dedication to the public of all public ways and uses, utilities, parks, and easements, and that all improvements included in irrevocable offers of dedication shall be dedicated to the Planning Commission free and clear of all liens and encumbrances on the premise(s) in a form approved by legal counsel as applicable. (The subdivision plat shall be marked with a notation indicating the formal offers of dedication as shown in ARTICLE V of these Regulations.)

- (6) Be accompanied by a written assurance from any public utility company serving the area of the subdivision that necessary utilities will be installed and by proof that the applicant has submitted **in writing** for the creation or extension of any utility districts as required by the Planning Commission upon preliminary plan approval.
- (7) Be accompanied, if the final plat contains open space, or recreational facilities, or if any portion of the site is in common ownership, by the following documentation for approval by the Planning Commission.
- (a) Plan for improvement and maintenance of the open space or facilities located thereon.
  - (b) Articles of incorporation and bylaws of the co-owners association or other legal entity (where open space or facilities are to be deeded to a co-owners association or similar organization acting on behalf of the joint owners of said property) charged with improving or maintaining the open space or facilities, and declaration of covenants and restrictions pertaining to each and every property within the subdivision.

Declaration of covenants and restrictions pertaining to open space and facilities which assure the continued use of said facilities for the purpose intended, where open space or facilities are to be retained by the applicant.

### Flow Chart Schedule

Application Deadline 3:00 p.m.	Review Date	Screening Review Comments	Corrections Returned 12:00 Noon	Meeting Date 5:30 p.m.
12/07/2009	12/09/2009	12/10/2009	12/17/2009	1/4/2010
1/11/2010	1/13/2010	1/15/2010	1/21/2010	2/1/2010
2/08/2010	2/10/2010	2/12/2010	2/18/2010	3/1/2010
3/08/2010	3/10/2010	3/12/2010	3/18/2010	4/5/2010
4/12/2010	4/14/2010	4/16/2010	4/22/2010	5/3/2010
5/10/2010	5/12/2010	5/14/2010	5/20/2010	6/7/2010
6/07/2010	6/09/2010	6/11/2010	6/17/2010	7/1/2010
7/12/2010	7/14/2010	7/16/2010	7/22/2010	8/2/2010
8/09/2010	8/11/2010	8/13/2010	8/19/2010	9/02/2010
9/13/2010	9/15/2010	9/17/2010	9/23/2010	10/4/2010
10/11/2010	10/13/2010	10/15/2010	10/21/2010	11/1/2010
11/08/2010	11/10/2010	11/12/2010	11/18/2010	12/6/2010
12/06/2010	12/08/2010	12/10/2010	12/16/2010	01/3/2011

**All Applications are due by 3:00 p.m.**  
(No exceptions)

# MAURY COUNTY BUILDING & ZONING OFFICE

## Application Fee Schedule

### SUBDIVISION:

Preliminary Plats **\$200.00** per application plus **\$200.00** per lot.

Final Plats **\$300.00** per application plus **\$200.00** per lot.

Minor Plats **\$100.00** per application.

SITE PLAN: **\$300.00** per application (zoning in place).

### REZONING APPLICATION:

Preliminary Site Plans **\$300.00** per application.

Final Site Plan **\$300.00** per application.

### BZA APPLICATION:

Variances **\$250.00** per application.

Other Requests **\$100.00** per application.

### OTHER FEES:

Maury County Zoning Resolution **\$0.25** cents per page.

Maury County Subdivision Regulation **\$0.25** cents per page.

6/12/2003-- Maury County Regional Planning Commission recommended changes.

8/04/2003-- Maury County Regional Planning Commission approved subdivision fees.

8/18/2003-- Maury County Commission approved zoning fees.

8/24/2003-- Legal Notice Published.

1/01/2004-- All fees will become effective.