

Project: _____ Project Number _____



Review Date: _____ TSPC Meeting: _____

PRELIMINARY PLAT CHECKLIST		
<p>Submittals should include one (1) paper copy of the listed items and one (1) electronic upload. All plats are required to be sealed, signed, and dated by professionals licensed in the state of Tennessee and in accordance with state law and Town of Thompson's Station requirements.</p>		
A. Preliminary Information		
1	Pre-application Conference Form	
2	Project Application	
3	Signed Property Owner Statement	
4	The applicant contact Town Staff about any notification requirements as required by the LDO or Town Code.	
5	Fee (nonrefundable) NO PRELIMINARY PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
B. General Information		
6	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
7	Date	
8	North Arrow and graphic scale	
9	Site Location / Vicinity Map	
10	Name of proposed subdivision	
11	Town of Thompson's Station Project number (to be assigned once initial submittal is made)	
12	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture.	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the Town Staff that will be necessary to obtain an adequate review by the Town staff and the TSPC.	
C. Statement of Expected Project Impact		
16	A written description of the location and scope of the proposed project	
17	Water utility district and maximum capacity (in gallons per day) where site is located	
18	Statement describing the anticipated impact on the following infrastructure: <ul style="list-style-type: none"> • water, • sewer, • drainage facilities 	
19	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
20	Statement describing the anticipated impact on police, fire, and public recreational facilities (include driving distances from nearest police and fire facilities)	
21	Static and residual pressures at nearest fire hydrant	
22	The applicant shall submit a letter to the appropriate school district central office providing the school system with the following: <ul style="list-style-type: none"> • location of the proposed development; • the anticipated school-age population of the development. <p>A copy of the letter sent to the school district shall be included with the application.</p>	
D. Existing Conditions Plan		
23	Topographic contours at 2' intervals of site and surrounding lands within 500' of the site	
24	Geologic formations, including: rock outcrops, cliffs, karst topography, sinkholes	

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25	Natural or man-made slopes of 15% to 25%	
26	Areas with slopes of 25% or more	
27	Ridgeline and Hilltop Protection Area	
28	Watercourses, conveyances, and springs (perennial only)	
29	Water bodies and wetlands	
30	100-year Floodplain and any other NFIP data	
31	Drainage basin(s) where the site is located	
32	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of percent of tree canopy cover.	
33	Location and caliper of all specimen trees	
34	Acreage and square footage of the site	
35	Existing Sector and Zoning district classifications	
36	Information related to any HOA or other private restrictions	
37	Civil district	
38	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
39	Name, address, telephone, and e-mail address of land owner	
40	Names of all subdivisions and land owners owning lots adjacent to the site	
41	Existing road rights-of-way and street names within 500' of site	
42	Planned road network (including street names if available) surrounding the site (as indicated on the Major Thoroughfare Plan)	
43	Existing land uses on the site and surrounding parcels within 500' of the site	
44	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
45	Railroad infrastructure and rights-of-way	
46	All easements (including drainage) with dimensions and designation as to type	
47	Mineral rights (if held by parties other than the owner of record)	
48	All historic properties within 500' of site	
49	Location and description (including date of construction and architectural style) of all historic structures or site features	
50	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
E. Preliminary Plat		
51	Name of development and all individual neighborhoods within subdivision (if applicable)	
52	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
53	Preliminary lot lines, square footage, and dimensions to the nearest foot	
54	Total acreage of the site, to the nearest hundredth	
55	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
56	Length of project boundaries (including bearings and angles)	
57	Preliminary lot numbers	
58	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
59	Total proposed gross and net density	

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60	Proposed land uses on the site (including total acreage by use classification)	
61	Location and acreage of tree protection zones	
62	Location and acreage of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
63	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
64	Proposed connections to existing and proposed streets (including street classification) located outside the development	
65	Dimension from nearest existing street intersection centerline to the nearest lot line	
66	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
67	Vehicular and pedestrian connectivity to all exterior boundaries	
68	All site triangles	
69	Proposed street light locations	
70	Street light details, including height, pole color and type, light color, and fixture type	
71	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
72	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
F. Supporting Information		
73	Traffic Impact Analysis (if required by Town Engineer)	
74	Addressing Plan and CADD file	
75	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	
76	Documentation from Williamson County Sewerage Disposal Department (if on septic)	