

# **APPENDIX**

**FORMS FOR FINAL PLAT CERTIFICATION**

**FORM 1    CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described herein and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks, and other open space to public or private use as noted.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

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**FORM 2    CERTIFICATE OF ACCURACY**

I hereby certify that the plan shown and described hereon is true and correct survey to the accuracy required by the specifications of the \_\_\_\_\_.

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Registered Surveyor

**Amended 10-20-2003**

**FORM 3 CERTIFICATION OF APPROVAL OF WATER SYSTEMS**

I hereby certify that the following water line(s) and fire hydrant(s) indicated on the final subdivision plat entitled, \_\_\_\_\_, shall be installed in accordance with current local and state government requirements and construction plans as approved by the Engineer for the Marshall County Board of Public Utilities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent  
Marshall County Board of Public Utilities

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**FORM 4 CERTIFICATE OF APPROVAL OF STREETS**

I hereby certify that all streets designated on the final subdivision plat entitled, \_\_\_\_\_, have been constructed in accordance with current local and/or state government requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Title, and Agency of  
Authorized Approving Agent

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**FORM 5 CERTIFICATE OF APPROVAL FOR RECORDING**

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Marshall County Planning Region, with the exception of such variances and/or modifications, if any, as are noted in the minutes of the Planning Commission, and that it has been approved for recording in the office of the county register of deeds.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Planning Commission

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**SUBDIVISION RECORD**

**PRELIMINARY PLAT**

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

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

OWNER \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SURVEYOR \_\_\_\_\_

1. Five (5) copies of plat.
2. Scale of plat (not less than one (1) inch equals one hundred (100) feet).
3. Filing fee as per the administrative fee schedule posted in the Zoning Compliance Office.
4. Name and location of proposed subdivision, including tax maps and parcel numbers and owner's name and address.
5. Name and address of surveyor preparing plat.
6. Date of plat and appropriate true north point.
7. Location of existing and proposed property lines.
8. Location of existing water courses, railroads, sewer lines, water lines, drain pipes, bridges, culverts and easements for existing utilities and other features.
9. Present zoning classification of land to be subdivided, including adjoining lands.
10. Names of all adjoining property owners or names of adjoining subdivisions, including tax map and parcel numbers.
11. Plans of proposed water and sewer lines.
12. Names, locations and dimensions of proposed streets, alleys, easements, parks and other open spaces.
13. Locations, dimensions and areas of all proposed or existing lots and utilities.
14. Building setback lines.
15. Location and names of existing streets

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**Preliminary Plat**  
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16. If individual sewage disposal systems (septic tanks) are proposed, subsurface conditions on the tract (location and test results of any subsurface conditions) and soil percolation test results.
17. Flood problems checked using an official TVA or Corps of Engineers Flood Study Map, and flooded areas outlined, if applicable.
18. Acreage of land to be subdivided.
19. Location sketch map.
20. Profiles of all streets at required scales and other roadway information that may be applicable. **(See Article III, Section A.)**
21. Conforms to general requirements and minimum standards of design. **(See Article IV.)**
22. Submit drainage calculations and indicate all drainage structures on both the roadway plans and the plat itself.
23. Lots numbered.

**SUBDIVISION RECORD**

**FINAL PLAT**

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

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

OWNER \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SURVEYOR \_\_\_\_\_

1. Reproducible original.
2. Five (5) copies of plat.
3. Name of new streets.
4. Filing fee as per the administrative fee schedule posted in the Zoning Compliance Office.
5. Scale of plat (one (1) inch equals one hundred (100) feet on sheets not larger than eighteen (18) by twenty-four (24) inches).
6. If more than one sheet, an index sheet showing entire subdivision with sheets lettered in alphabetical order as a key.
7. Lines of all streets and roads.
8. The size and location of any water and sewer mains. If water is not available and a well(s) are proposed, then specify that the lot(s) may not be suitable for a well.
9. Location and dimensions of existing or proposed easements for right-of-way for public services, utilities and disposal of surface water.
10. Location, dimensions and areas of all proposed or existing lots with building setback lines.
11. Lots numbered and street addresses provided.
12. Locations and dimensions 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.
13. Data from which the location, bearing and length of all lines can be determined and reproduced on the ground. **(See Article II, Section D, 10, b.)**

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14. Location and dimensions of all boundary lines of the property to the nearest one hundredth (1/100) of a foot.
15. Location and description of all proposed monuments.
16. Names of all adjoining property owners or names of adjoining subdivisions, including tax map and parcel numbers.
17. Date, title, and name and location of subdivision.
18. Appropriate true north point.
19. Location sketch map.
20. Plat certificates for Ownership and Dedication; Accuracy; Utility Systems (water or sewer); Approval by County Environmentalist (for septic tank); Approval of Streets; Approval for Recording. **(See Appendix for appropriate forms.)**
21. Performance Bond or Letter-of-Credit for water; sewer; streets; or miscellaneous. **(See Appendix for appropriate forms.)**
22. Present zoning classification of land to be subdivided, including adjoining lands.

## **RECOMMENDED IMPROVEMENTS**

Although not required by these regulations, the planting of street trees and installation of street name signs are considered duties of the subdivider as well as good business practice.

### 1. Street Trees

Street trees protect against excessive heat and glare and enhance the attractiveness and value of abutting property. The planning commission will assist the subdivider in location of trees and species to use under varying conditions.

It is recommended that trees be planted inside the property lines where they are less subject to injury, less likely to cause motor accidents, and enjoy more favorable conditions for growth. If trees are to be planted within a planting strip in the right-of-way, their proposed locations and species to be used must be submitted for the planning commission's approval since the public inherits the care and maintenance of such trees.

### 2. Street Name Signs

Appropriate street signs also add sales value to land subdivisions and enable strangers, delivery concerns, and even potential lot buyers to find their way around. Street names should appear at all intersections. Upon request, the planning commission will aid the subdivider with specifications for the construction, placing, and setting of such signs.



**FORM FOR PERFORMANCE BOND  
MARSHALL COUNTY PLANNING COMMISSION**

**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**  
**Marshall of 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:**

**WHEREAS, application was made to the Marshall County Planning Commission for**  
**approval of a subdivision shown on plat entitled: " \_\_\_\_\_**  
**\_\_\_\_\_**  
**\_\_\_\_\_",**

**filed with the planning commission chairman of the county of Marshall on \_\_\_\_\_,**  
**20\_\_\_\_, said final plat being approved by the Marshall County Regional Planning**  
**Commission upon certain conditions, one of which is that a performance bond in the**  
**amount of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_ ) is to be filed with**  
**the planning commission and accepted by the County of Marshall, upon the**  
**recommendation of the Planning Commission, to guarantee certain improvements as cited**  
**hereafter in the subdivision named above.**

**WHEREAS, there are approximately \_\_\_\_\_ feet in length and \_\_\_\_\_ feet in**  
**width in said streets and curbs, and \_\_\_\_\_ feet of \_\_\_\_\_ inch water line, and**  
**\_\_\_\_\_ feet of \_\_\_\_\_, not yet completed, and that the total cost of providing**  
**these facilities would be as follows:**

<b>A.</b>	<b>Streets and Curbs</b>	<b>\$ _____</b>
<b>B.</b>	<b>Water Lines</b>	<b>\$ _____</b>
<b>C.</b>	<b>Sewer Lines</b>	<b>\$ _____</b>
<b>D.</b>	<b>Other</b>	<b>\$ _____</b>
<b>TOTAL</b>		<b>\$ _____</b>

**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 subdivision in accordance with the county government specifications and the Resolution of \_\_\_\_\_, 20\_\_\_\_, then this obligation is to be void otherwise to remain in full force and effect.**

**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 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.**

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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.**

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**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.**

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