



**Final Plat Recording: Mylar Checklist** – *the items listed below are standard notations that should appear on a mylar or are documents needed for the plat to be recorded. This is in no way meant to be a completely comprehensive list.*

**Planner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Manager Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_ **1. BOND:** Copy of entire performance agreement executed by Metro Legal. Attach a copy of the agreement to this checklist.

\_\_\_\_ **2. Security:** Copy of security highlighted showing dollar amount, expiration date, and subdivision name and case #. Attach a copy to this checklist.

\_\_\_\_ **3.** Lot numbers labeled on each lot. Parcel numbers labeled on each lot; map and parcel identified in notes section.

\_\_\_\_ **4.** Current owner matches Metro’s online information. If it doesn’t, provide a recorded deed showing new owners. Owner(s) signature must be dated and shown with name printed under signature.

\_\_\_\_ **5.** Street name(s) for existing and new street(s)

\_\_\_\_ **6.** Subdivision name and case # and SP, UDO or PUD # and corresponding name e.g. (Conservation Subdivision, Specific Plan, Urban Design Overlay, Planned Unit Development, as applicable). Include fallback zoning for SP

\_\_\_\_ **7.** Stormwater Inspection and Maintenance Agreement #

\_\_\_\_ **8.** Landscape buffer yards identified, when required

\_\_\_\_ **9.** Current Zoning and overlays on the property (including UZO)

\_\_\_\_ **10.** Health Department approval if septic fields are being created or modified

\_\_\_\_ **11.** Surveyor’s stamp, signed and dated

\_\_\_\_ **12.** Lot size table

\_\_\_\_ **13.** Purpose note with the number of lots created or other purpose of plat. Purpose note must be written in terms of lots, not parcels

\_\_\_\_ **14.** If zoned to allow two-family dwellings and specifically approved by the MPC for two-family, the plat must identify by lot number which lots are to be duplexes either in the notes or on the face of the lot.

\_\_\_\_ **15.** HOA instrument #

\_\_\_\_ **16.** Critical lots identified with a \* on the plan with appropriate note in notes section

\_\_\_\_ **17.** Check for correct amount for recording with Register of Deeds. Check payable to Metro Planning Department.

\_\_\_\_ **18. Digital Output File:** CAD or shape in TNSPC NAD83

\_\_\_\_ **19.** Please check with Sara Cain regarding new street name(s) to make sure she has approved the name(s).

\_\_\_\_ **20.** Lot line shift: “when a boundary line is shifted between two parcels/lots, the owner must also record a new deed reflecting the new lots lines, otherwise, the Tax Assessor will show dual ownership on each lot, as plats cannot change ownership.”

**CASE NUMBER** \_\_\_\_\_ **Revision Date** \_\_\_\_\_