



CITY OF LAKELAND

Application for Preliminary and Final Subdivision Plat Approval

Case No. _____ Date of Application _____

Name of Applicant _____

Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail _____

Name of Property Owner _____

Address _____ Telephone Number _____

Name of Project Planning/Engineering Firm _____

Name of Project Manager or Contact Person _____

Address _____

Telephone Number _____ Fax Number _____

E-mail _____

Name of Subdivision _____ Parcel ID# _____

Location of Subdivision _____

Acreage _____ Acres Proposed No. of Lots _____ Range of Lot Sizes _____ sq. ft. to _____ sq. ft.

Zoning District(s) _____ Minimum Lot Width _____ ft.

Setback Requirements: Front _____ ft. Side _____ ft. Rear _____ ft.

Multiple Phases? Yes/No If yes, how many phases are anticipated? _____ (Provide schedule)

Plat approval requested (check one): Preliminary Final Amendment

Date of Preliminary Plat approval, if applicable _____

Date of Final Plat approval, if applicable _____

Is the applicant seeking any variances from the Subdivision Regulations? YES NO

Are there any variances from the Zoning Ordinance applicable to proposed subdivision? YES NO

In general, the Municipal Planning Commission (MPC) meets the third Thursday of each month at 5:30 p.m. in the Board Chambers of City Hall, at 10001 U.S. Highway 70. All applications and related plan documents must be received by 4:00 p.m. thirty (30) days prior to the MPC meeting. If the thirty (30) days falls on the weekend, the application/documents must be in by the preceding Friday. Four (4) copies of all required materials, in addition to the required filing fee shall be submitted to the City by the application deadline. Contact the City at 901-867-2717 to confirm deadline and meeting dates and times.

Applicants Signature

Date

Property Owners Signature (if different from applicant)

Date

CITY OF LAKELAND

Contact: City of Lakeland
10001 Highway 70
Lakeland, TN 38002
Office: (901) 867-2717 Fax: (901)867-2063

PRE-APPLICATION CONFERENCE WITH CITY STAFF

The applicant or their designated design professional shall consult with City staff for advice and assistance a minimum of thirty (30) days in advance of a formal submission of an application and related plan documents.

EFFECTIVE PERIOD OF SUBDIVISION PLATS

Approval of a Master/Preliminary Plan shall lapse unless a Construction Plan, for all or part of the proposed subdivision, is submitted within twelve months from the date of the Master/Preliminary Plan approval, or unless an extension of time is applied for and granted by the Planning Commission. Failure of the developer to act within the specified time or denial of a time extension shall require new application for Master/Preliminary Plan approval including the application fee.

JURISDICTION AND POLICY

The Subdivision Regulations govern all subdivision of land lying within the corporate limits of the City of Lakeland under authority granted by Section 13-4-301, Tennessee Code Annotated. The term “subdivision” means the division of a tract or parcel of land into two or more lots, sites or other divisions requiring new street or utility construction, or any division of five acres or less for the purpose, whether immediate or future, of sale or building development, and includes resubdivision. It is the policy of the Planning Commission to consider each proposed subdivision development on its merits in context with existing or planned land use, population and traffic distribution, sound management of natural resources, and the needs and best interest of the

community. Compliance with the minimum standards set forth in these regulations does not grant to the developer an implicit or explicit right to subdivision approval. The Planning Commission may require that a proposed subdivision exceed the minimum standards to satisfy site specific conditions or to insure compatibility with adjoining neighborhoods.

DEVELOPMENT AGREEMENT

The developer and owner must enter into a contract with and satisfactory to the City of Lakeland Board of Commissioners relative to all required improvements including, but not limited to, streets, sewer and water lines, surface and subsurface drainage, private improvements such as landscaping, entrance treatments and common space amenities, and the payment of fees and the required deposit of funds, bonds, warranties and/or collateral with the City of Lakeland. No construction work including site preparation and clearing will be permitted by the City prior to the execution of a Development Agreement between the developer and the City.

The Board of Commissioners shall authorize the Mayor to execute the Development Agreement between the City and the applicant. All Development Agreements shall cover one hundred percent (100%) of the required public improvements by the developer(s) and shall include any and all fees associated with the development project as well as a surety bond or irrevocable letter of credit for such improvements.

SEWER PLAN REQUIRES APPROVAL FROM BOARD OF SEWER COMMISSIONERS

Subsequent to the approval of the Preliminary Plat by the MPC, the applicant must seek and obtain approval of the Sewer Plan by the Lakeland Board of Sewerage Commissioners. All water and sewer plans must also be approved by the Tennessee Department of Environment and Conservation (TDEC) prior to approval of the Construction Plans.

LAKELAND TREE ORDINANCE

All requirements of the Lakeland Tree Management Ordinance, including the submittal of a detailed Tree Survey and Tree Management Plan, must be submitted prior to action on the Construction Plans by the MPC.

APPROVAL OF CONSTRUCTION PLANS

Article I, Section 4D of the Subdivision Regulations specifies the Construction Plan submittal requirements. In addition to the standard requirements, additional requirements of the Construction Plan submittal include: 1) Stormwater Discharge Certificate; 2) a Grading Plan; 3) Tree Removal Permit; and 4) Water and Sewer Plan approval. Within thirty (30) days of a complete submittal, the City Engineer will act upon the Construction Plans. Failure of the City Engineer to act upon the plans within thirty (30) days of the complete submittal shall be deemed as recommending approval of the Construction Plans by the City Engineer.

PARKLAND DEDICATION REVIEW BY PARKS & RECREATION BOARD

Prior to approval of the Development Agreement by the Board of Commissioners, all proposed parkland or proposed fees paid in lieu of dedication shall first be reviewed and a recommendation provided by the Parks & Recreation Board of the City of Lakeland. The Parks & Recreation Board shall make a determination on the appropriateness of the proposed parkland dedication or payment in lieu of dedication in support of the City's park and recreational needs.

REVIEW BY DESIGN REVIEW COMMISSION

Any required design review by the Lakeland Design Review Commission must be completed prior to approval of a Development Agreement by the Board of Commissioners. Design elements such as signage, fencing, landscaping, lighting, and related design features may require review and approval by the Design Review Commission.

FINAL PLAT APPROVAL

The Final Plat must be submitted a minimum of thirty (30) days prior to the MPC meeting. Within thirty (30) days of the completed submittal, the MPC will act upon the Final Plat.

SUBMITTAL OF AS-BUILT PLANS AND FINAL ACCEPTANCE OF IMPROVEMENTS

Upon completion of the public improvements, the applicant must submit complete as-built drawings documenting final construction. The applicant shall submit a request for final acceptance of the public improvements by the City to the MPC for a recommendation to the Board of Commissioners. The request for final acceptance of public improvements must be made a minimum of thirty (30) days in advance of the MPC meeting.

RECORDING OF FINAL PLAT WITH REGISTERS OFFICE

The Final Subdivision Plat shall be recorded at the Shelby County Register of Deeds Office after receiving approval from the Planning Commission. The Final Subdivision Plat shall contain, at a minimum, the conditions of approval from the various boards and commissions involved in the review and approval of the site plan and related design elements including, but not limited to, the Planning Commission, Design Review Commission, and Board of Zoning Appeals. The subdivision plat shall be presented to the City in a format suitable for recording upon satisfactory completion of public and private improvements required for the project.

The City of Lakeland requires that a copy of all CAD files (Final Plat, Landscape Plans, Detail Sheets, etc.) be submitted before the Final Plat is recorded or before CO is granted.

- CAD files may be submitted either on a flash drive, thumb drive, CD/DVD or by email (if possible)
- CAD files may be submitted in either DWG or DXF format
- All relevant information should be included (utilities, streets, parcels, curb, gutter, etc.)
- All multiline text (MTEXT) and all blocks should be exploded (all entities viewable/selectable individually, excluding symbols)
- All files should be in Tennessee State Plane coordinates, NAD83 with units in feet
- All external reference files (XREF) should be included with the drawing
- AutoCAD Release 2006 or later

As-Builts/Record Drawings (Final Plat, Landscape Plans, Detail Sheets, etc.) should be submitted on a CD. A scan of the drawing with the hand written as built information can be submitted in either jpeg or tiff format.

The Final Plat must have no less than three points labeled with coordinates in NAD 83 State Plane with units in feet along development boundary.

SUBDIVISION SUBMISSION CHECKLIST

	For Office Use Only
<p><u>1. Preliminary Plat</u> Application. The Applicant shall submit the following to the Code Administrator to constitute a Complete Application.</p> <ol style="list-style-type: none"> a. Application Form and Fee. The application, fee list, and MPC Filing and Meeting Schedule can be obtained at City Hall. b. Digital and Paper. All Plats and plans shall be submitted in both digital and paper format. c. Plat. The Plat shall be at a scale of one (1) inch equal to or less than two hundred (200) feet and include the date and north arrow, as well as the following information: <ol style="list-style-type: none"> (1) The names of the proposed Subdivision and streets and the existing Subdivisions and streets directly abutting it. (2) Location of the Subdivision. (3) Subdivision plan and layout with Dimensions for all Rights-of Way, Easements, Lot Lines, and Blocks. (4) Names, addresses, and telephone numbers of the Applicant and the surveyor preparing the Plat. 	
<ol style="list-style-type: none"> d. Plans and Information. Applicants shall illustrate the following information on the Preliminary Plat or supplemental plans. <ol style="list-style-type: none"> (1) Boundaries and Phases. A map of the entire area scheduled for development and proposed phasing, if applicable. (2) Vicinity Plan. Illustrate existing adjacent development within one thousand (1,000) feet, including: Blocks, Lots, existing buildings, Rights-of Way, acreage of Lots, and names of Subdivisions. (3) Land Use. Land Use and Zoning designation of the proposed Subdivision and adjacent Parcels within one thousand (1000) feet of the Parcels in question. (4) Statement of Intent. The Applicant shall submit a description of the intended Use of the proposed Plat, including public and private Uses, the number of new Lots per Block, the number of new residential units by type and the new commercial or industrial Uses by square feet. 	
<ol style="list-style-type: none"> (5) Statement of Compliance. Applicant shall provide evidence that the Neighborhood Type requirements are met per II.2 through II.7. 	
<ol style="list-style-type: none"> (6) Qualifying Features Delineation (refer to II.11. B) . 	
<ol style="list-style-type: none"> (7) Conservation Area Map (refer to II.11.B(1)). 	
<ol style="list-style-type: none"> (8) Draft Restoration and Management Plan for Conservation Areas (refer to II.11.C) 	
<ol style="list-style-type: none"> (9) Tree Survey (refer to Tree Management Ordinance, Title 13, Chapter 4 of the Municipal Code, B (2)). 	
<ol style="list-style-type: none"> (10) Tree Replacement Schedule (refer to Tree Management Ordinance, Title 13, Chapter 4 of the Municipal Code, B (5)). 	
<ol style="list-style-type: none"> (11) A schedule of Tree Bank contributions for consideration by the Code Administrator for approval. 	
<ol style="list-style-type: none"> (12) Street Tree Plan and Schedule (refer to II.8.C (11) (b) 	
<ol style="list-style-type: none"> (13) Site Grading. Existing and proposed contour data showing contour intervals of two (2) feet or less; elevation shall reference a bench mark on or near the subject property. 	
<ol style="list-style-type: none"> (14) Protection Zone Plan (refer to II.12.A(4)). 	
<ol style="list-style-type: none"> (15) Utility Easements. Existing and proposed Easements, including location and dimension of Easements on the Parcel(s) and within three hundred (300) feet of the Parcel(s) or to the location of the proposed connection, if greater than three hundred (300) feet. 	
<ol style="list-style-type: none"> (16) Storm water Management Plan as required per II.10.A(6), if Large Development per II.10.A(2). 	

(17) Sanitary Sewer Agreement (refer to II.9.C(1)(c)).	
(18) Sanitary Sewer Collection Study (refer to II.9.C(1)(d)).	
(19) Preliminary Engineering Plans. a. The Applicant shall submit preliminary engineering plans for streets (including on street parking), water, storm sewers, sanitary sewers, sidewalks, and other required public or private improvements. b. The engineering plans shall contain enough information and detail to enable the City to make preliminary determination as to conformance of the proposed improvements to applicable city regulations and standards.	
(20) Other Utilities. Schematic plans and details for all other public or private utilities proposed for the development.	
(21) Geotech soils report to include soils types, soil infiltration rates, location of soil borings, photographic documentation of all geologic features along streams, forested areas, and open areas, and other areas of interest such as wetlands and sites of erosion.	
(22) Soil Erosion and Sediment Control Plan prepared in accordance with city ordinances and the Tennessee Erosion and Sediment Control Handbook Second Edition, March 2002 or latest version released by the Tennessee Department of Environment and Conservation. (Refer to II.13)	
(23) The location of required stream management buffers including Zone 1 and Zone 2 per the City of Lakeland Zoning Ordinance.	
<p>2. Final Plat</p> <p>Application. The Applicant shall submit the following to the Code Administrator to constitute a Complete Application.</p> <ol style="list-style-type: none"> a. Application Form and Fee. The application form and fee list, can be obtained at City Hall. b. Digital and Paper. All Plats and plans shall be submitted in both digital and paper format. c. Plat Requirements. The Final Plat shall conform substantially to the approved Preliminary Plat and Construction Plans and shall illustrate the following. <ol style="list-style-type: none"> (1) Date, title, name, and location of Subdivision; graphic scale; and true north arrow. (2) The lines of all streets and roads, Lot Lines, Build-to Zone or Setback lines, Lot numbers, reservations for Easements, and Zoning Districts. (3) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, Lot Line, boundary line, Block line, and building line whether curved or straight, and curved Property Lines that are not the boundary of curved streets. (4) Location and description of monuments with Tennessee State Plane Coordinates noted on the Plat per Tennessee State Statute. (5) Date, title, name, and location of adjoining Subdivisions and streets and the location and ownership of adjoining property. (6) Restrictive covenants that apply within the Subdivision, shall be filed as a separate document. Refer to I.7 for the minimum requirements to be included in the declarations or covenants and restrictions. d. Restoration and Management Plan, to be concurrently approved (refer to II.11.C). e. Stormwater Management Plan, to be concurrently approved (refer to II.10.A(6)). f. A set of original record drawings which show, as a minimum, the location by station and depth of all sanitary sewer services, water services, drainage improvements, the actual location of all other utilities, and the indication of any deviations from the original plans which were approved or field engineered after the Construction Plans were approved. 	