

**DYERSBURG, TENNESSEE**

**CITY HALL**

**425 West Court**

**Dyersburg, Tennessee 38024**

**(731) 288-7612 fax: (731) 286-7626**

Due 14 days prior to scheduled Planning Commission meeting

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**CHECKLIST**

**MINOR PLAT SUBMITTAL**

**(ONE TO FIVE LOTS, NOT REQUIRING EXTENSION OF ROADS OR UTILITIES)**

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_ Zoning District: \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Owner of Record \_\_\_\_\_

\_\_\_\_\_  
Tax Map & Parcel Number(s) \_\_\_\_\_

\_\_\_\_\_  
Engineer/Designer \_\_\_\_\_

\_\_\_\_\_  
Contact Number ( ) \_\_\_\_\_

Date submitted for approval \_\_\_\_\_ **Fee due \$** \_\_\_\_\_

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**Checklist :( failure to check or indicate N/A shall result in application being rejected)**

\_\_\_\_\_ Prior to submittal deadline provides copies for staff final review date  
\_\_\_\_\_.

\_\_\_\_\_ Four (4) copies submitted 14 days **prior** to planning commission meeting for  
planning commission signature.

\_\_\_\_\_ The subdivision's name and location.

\_\_\_\_\_ The name(s), address (es) and phone numbers (s) or owner or owners of record.

\_\_\_\_\_ Name, address and phone number of designer and/or engineer.

\_\_\_\_\_ Date, approximate north point, and graphic scale.

- \_\_\_\_\_ Sufficient information to determine location and bearings (nearest minute), dimensions to nearest hundredth of feet), widths of all streets and names, alleys and lots.
- \_\_\_\_\_ Location of proposed easements and/or land reserved or dedicated for public use.
- \_\_\_\_\_ All building setback lines.
- \_\_\_\_\_ Reservations for easements and other areas dedicated to the public.
- \_\_\_\_\_ Lots numbered in numerical order.
- \_\_\_\_\_ Location map showing the relationship of the subdivision site to the town.
- \_\_\_\_\_ Ownership of adjoining unsubdivided property.
- \_\_\_\_\_ Any restrictive covenants which apply to lots and parcels in the subdivision.
- \_\_\_\_\_ Signed certificate showing the applicant is the landowner and dedicates streets, right-of-way, utilities and any site for public use.
- \_\_\_\_\_ Signed certification by mortgagee if applicable with corresponding notary certificate.
- \_\_\_\_\_ Signed certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.
- \_\_\_\_\_ Certificate of approval to be signed by the secretary of the planning commission.

**One/Two Lot Subdivisions Only**

- \_\_\_\_\_ Attached sub-surface sewer disposal construction permit from TDEC.
- \_\_\_\_\_ Attached TDEC letter of inspection for sub-surface sewer.

Note: certificates not valid unless signed where applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Signature signifies all requirements have been met and are on the plan submittal where applicable and all proper fees were paid.**

**Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal and regional zoning and subdivision regulations. Many of these ordinances/resolutions are available via the City of Dyersburg website or contact codes enforcement for further information.**