

**APPENDIX A**  
**FORMS**

\_\_\_\_\_ REGIONAL PLANNING COMMISSION

Form Number 1

PRELIMINARY PLAT CHECKLIST

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

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

OWNER \_\_\_\_\_

SURVEYOR \_\_\_\_\_

- \_\_\_ 1. Five (5) copies of plat.
- \_\_\_ 2. Location of property with respect to surrounding property and streets.
- \_\_\_ 3. Names of all adjoining property owners, or names of adjoining developments.
- \_\_\_ 4. Contours at not more than five (5) foot intervals.
- \_\_\_ 5. Location and dimensions of all boundary lines of the property to the nearest one hundredth (1/100) of a foot.
- \_\_\_ 6. Location and names of existing streets.
- \_\_\_ 7. Location of existing easements and utilities.
- \_\_\_ 8. Location of existing water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, etc.
- \_\_\_ 9. Locations, dimensions, and areas of all proposed or existing lots.
- \_\_\_ 10. Location 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.
- \_\_\_ 11. Date of Plat.
- \_\_\_ 12. Appropriate true north point.
- \_\_\_ 13. Scale of plat.
- \_\_\_ 14. Plans of proposed utility layout.
- \_\_\_ 15. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground.
- \_\_\_ 16. Names, locations and dimensions of proposed streets and easements.

\_\_\_\_\_ Regional Planning Commission  
Form Number 1  
Preliminary Plat Checklist  
Page 2

\_\_\_ 17. Indication of the use of any lot and all uses other than residential.

\_\_\_ 18. Lots numbered.

APPROVED: \_\_\_\_\_  
DATE

CONDITIONS:

DISAPPROVED: \_\_\_\_\_  
DATE

FOLLOWING REASONS:

SIGNED: \_\_\_\_\_  
SECRETARY OF PLANNING COMMISSION

\_\_\_\_\_ REGIONAL PLANNING COMMISSION

Form Number 2

FINAL PLAT CHECKLIST

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

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

OWNER \_\_\_\_\_

SURVEYOR \_\_\_\_\_

- \_\_\_ 1. Five (5) copies of plat.
- \_\_\_ 2. Location of property with respect to surrounding property and streets.
- \_\_\_ 3. Names of all adjoining property owners, or names of adjoining developments.
- \_\_\_ 4. Reproducible original.
- \_\_\_ 5. Location and dimensions of all boundary lines of the property to the nearest one hundredth (1/100) of a foot.
- \_\_\_ 6. The size and location of any water and sewer mains.
- \_\_\_ 7. Location of existing easements and utilities.
- \_\_\_ 8. Lots numbered.
- \_\_\_ 9. Names of new streets.
- \_\_\_ 10. Locations, dimensions, and areas of all proposed or existing lots with building setbacks.
- \_\_\_ 11. Location 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.
- \_\_\_ 12. Date.
- \_\_\_ 13. Appropriate true north point.
- \_\_\_ 14. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground.

\_\_\_\_\_ Regional Planning Commission  
Form Number 2  
Final Plat Checklist  
Page 2

\_\_\_ 15. Location and description of all proposed monuments.

\_\_\_ 16. Performance Bond:

Water \_\_\_\_\_

Sewer \_\_\_\_\_

Streets \_\_\_\_\_

Miscellaneous \_\_\_\_\_

\_\_\_ 17. Plat Certificates:

\_\_\_ Ownership and Dedication

\_\_\_ Accuracy

\_\_\_ Utility Systems                      Water \_\_\_\_\_                      Sewer \_\_\_\_\_

\_\_\_ Approval by County Health Department

\_\_\_ Approval of Streets

\_\_\_ Approval for Recording

**Forms of Performance Bond** -- The form of the performance bond, required by Section 2-104.1, Item 7, and Article III, of these regulations, shall be as one of those (Forms Number 3 and 4) reproduced in this section and approved by the city attorney.

Copies of these forms may be obtained at the office of the chief enforcing officer.

\_\_\_\_\_ REGIONAL PLANNING COMMISSION

Form Number 3

PERFORMANCE BOND

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

City of \_\_\_\_\_ as obligee, in the sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_) lawful money of the United States, for the payment

whereof to the Obligee, the Principal and the Surety Bond themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly to these presents:

SIGNED, SEALED, AND DATED, This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREAS, application was made to the \_\_\_\_\_ Regional Planning Commission for approval of a subdivision shown on plat entitled

" \_\_\_\_\_ ", filed with the chief enforcing officer of the

City of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, said final

plat being approved by the \_\_\_\_\_ Regional Planning Commission upon certain conditions, one of which is that a performance bond

amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) is to be filed with the planning commission and accepted by the local governing body to guarantee certain improvements in the subdivision named above.

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 improvements and construction of public improvements in said subdivision in accordance with the local 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 local government shall install such improvements as 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.

\_\_\_\_\_  
**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.

\_\_\_\_\_  
**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.

REGIONAL PLANNING COMMISSION

Form Number 4

IRREVOCABLE DOCUMENTARY LETTER OF CREDIT

- 1. DATE OF ISSUE \_\_\_\_\_
- 2. CREDIT NO. OF ISSUING BANK \_\_\_\_\_
- 3. CREDIT NO. OF ADVISING BANK \_\_\_\_\_
- 4. ADVISING BANK \_\_\_\_\_
- 5. ACCOUNTEE \_\_\_\_\_
- 6. BENEFICIARY, MAIL TO \_\_\_\_\_
- 7. LATEST PERFORMANCE DATE \_\_\_\_\_
- 8. LATEST DATE FOR NEGOTIATION \_\_\_\_\_
- 9. MAXIMUM AMOUNT \_\_\_\_\_

10. We hereby issue this documentary letter of credit in your (the beneficiary's) favor which is available against your drafts at \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, Credit No. \_\_\_\_\_" accompanied by the following document: A certificate of default signed under oath by the Chairman of the \_\_\_\_\_ Regional Planning Commission and the Mayor of the City of \_\_\_\_\_ certifying that the accountee has not complied with the terms of the agreement between the planning commission and the accountee and the amount of approximate damage to the local government, which amount shall be identical to the face amount of the accompanying draft.

11. SPECIAL CONDITIONS

We hereby engage with the bona-fide holders of all drafts or documents presented under and in compliance with the terms of this letter of credit that such drafts or documents will be duly honored upon presentation to us.

The amount of each drawing must be endorsed on the reverse of this letter of credit by the negotiating bank.

The advising bank is requested to advise this letter of credit without engagement of their part.

\_\_\_\_\_  
Bank

\_\_\_\_\_  
Authorized Signature, Issuing Bank

\_\_\_\_\_  
Authorized Signature, Issuing Bank