PORTLAND
Department of Utilities
Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND
DEPARTMENT OF UTILITIES
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148

PORTLAND DEPARTMENT OF UTILITIES (PDU)
FINAL PLAT REQUIREMENTS

Please include the following information on the Final Plat Submittals.

The following checklist must be completed and submitted through the IDT Portal. *Incomplete packets shall result in a delayed review by Staff.*

	Included	Not Included	Not-Applicable
1. Submit the PDU approved Capacity Letter with your IDT submittal of the Final Plat, if you are creating a new lot.	❏	❏	❏
2. Plat must be stamped by a Tennessee registered surveyor.	❏	❏	❏
3. Ensure each parcel complies with *Resolutions 26-64 (Water), 24-60 (Gas), and 24-61 (Sewer)*.	❏	❏	❏
4. Show the following easements on the plat: a. Inside City Limits (P.U.D.E.*): 20' Front, 10' Side and Rear b. Outside City Limits (P.U.E.**): 20' Front c. Outside City Limits Near Large Pieces of Vacant Land (P.U.E.**): 20' Front, 10' Side and Rear	❏	❏	❏
5. For all subdivisions, show proposed lot lines, lot numbers, and E911 addresses.	❏	❏	❏
6. Include all existing utilities within and adjacent to the proposed development.	❏	❏	❏
7. Show all existing water meters.	❏	❏	❏
8. Show or call out the distance to the closest Fire Hydrant.	❏	❏	❏
9. Show all existing sewer cleanouts.	❏	❏	❏
10. Show or call out the distance to the closest intersection.	❏	❏	❏
11. Show bearing calls and distances for all property lines.	❏	❏	❏
12. All adjacent property information is up to date.	❏	❏	❏
13. Include the Letter of Credit amount(s), as per the Developer's Agreement, on the Certificates of Approval (on next page).	❏	❏	❏

*Public Utility & Drainage Easement
**Public Utility Easement

REVISED JANUARY 2025

	Included	**Not Included**	**Not-Applicable**

14. The following approval stamp(s) need to be shown on Final Plat, whichever is applicable: ❏ ❏ ❏

CERTIFICATE OF APPROVAL OF THE SEWER SYSTEM (PORTLAND DEPARTMENT OF UTILITIES)

I hereby certify: (1) that the sewer system outlined heron has been installed in accordance with current state and/or local government requirements or, (2) that a Letter of Credit in the amount of $_____ has been posted with the City of Portland Utilities Department to assure completion of all required sewer improvements in case of default.

_____   _____
Date   Name & Title

CERTIFICATE OF APPROVAL OF THE WATER SYSTEM (PORTLAND DEPARTMENT OF UTILITIES)

I hereby certify: (1) that the water system outlined heron has been installed in accordance with current state and/or local government requirements or, (2) that a Letter of Credit in the amount of $_____ has been posted with the City of Portland Utilities Department to assure completion of all required water improvements in case of default.

_____   _____
Date   Name & Title

Project Name _____

Applicant   _____

Date   _____