

Submittal Requirements (Preliminary Plat - Subdivision or Multi-family)

- _____ Application
- _____ Application Fee - See Fee Schedule, page 1. *Advertisement & Mailing Fee (to be determined by City after application submitted; to be paid prior to public notification mailings)*
- _____ Vicinity map identifying lot(s) relationship to nearby parcels, roadways or other landmarks, 11"x17"
- _____ Preliminary Plat - 3 full size plan sets (24"x36"), one 11"x17", and electronic PDF file if possible
- _____ Construction Plans and Specifications, including SWPPP - 2 full size plan sets (24"x36")
- _____ Engineering Calculations, including pavement design - 2 copies
- _____ Public Works Checklist
- _____ If land disturbance activity is 1<5 acres, submit Notice of Intent (NOI), Small Construction Permit and Stormwater Pollution Prevention Plan (SWPPP) to City.
- _____ If land disturbance activity is >5 acres, submit Notice of Intent (NOI), Large Construction Permit and Stormwater Pollution Prevention Plan (SWPPP) to City and MDEQ.
- _____ Draft Covenants, if applicable: Bylaws to govern the maintenance of subdivision entrance structures and other common areas such as monuments, pillars, fences, walls, plantings, statuary or other permanent features
- _____ State approval letters: Department of Health, Department of Environmental Quality, as required
- _____ COMPLETED Preliminary Plat Compliance Checklist
- _____ Evidence of ownership (most recent tax statement, deed, etc.)
- _____ Signed Stormwater Erosion Control Agreement (see attached)
- _____ Affidavit of Ownership and notarized signature (see Affidavit of Ownership)
- _____ If corporate ownership, attach a list of all directors, officers, stockholders of each corporation owning more than 5% of any class of stock.

Preliminary Plat & Construction Plan Requirements

- _____ Date, north arrow, scale and name of subdivision
- _____ Parcel ID number(s), lot and block numbers
- _____ Name and address of owner(s)
- _____ Names and addresses of all abutting property owners, as shown on tax records
- _____ Contours at vertical intervals of 1' for plats with 4 or more lots (Ocean Springs datum or USGS datum)
- _____ Show plats on grid on even 500-ft intervals of state plane coordinates, township section, range boundaries
- _____ Existing and proposed lot lines, lot dimensions, lot areas and setbacks
- _____ Existing zoning ordinance lines and zones of all parcels
- _____ Existing driveway(s), roads and road easements/rights-of-way with dimensions
- _____ Proposed street, alley and right-of-way alignments and widths, notated as public or private
- _____ Proposed street names
- _____ Existing utilities, including any septic tanks or other private utilities
- _____ Proposed utilities (sewer, gas, water, telephone, cable television, electric): location and size; location of manholes, valves, hydrants, transformers, junction boxes; location of street lights and connections to existing system
- _____ All required utility plan notes from Public Works checklist
- _____ Location of any existing structures on the lots, with nature, location and dimensions
- _____ Natural watercourses/wetlands (delineated), railroads, sewers, bridges, culverts (location/size), drain pipes
- _____ Location and type of any protected trees and proposed landscaping
- _____ Setbacks from existing structures to existing and proposed property lines, if applicable
- _____ Setbacks from proposed structures to proposed property lines
- _____ Any existing and proposed utility or road easements
- _____ Location/size of proposed permanent common fixtures (signs, monuments, plantings, walls, fences, etc.)
- _____ Areas that may be reserved for parks, conservation or open space, with dimensions
- _____ Future development phases with general layout, if applicable
- _____ FEMA flood zone designations, base flood elevations and any areas within proposed subdivision subject to inundation by stormwater; plans to show proposal to eliminate ponding
- _____ If subdivision is more than 600' from an established school bus route, a school bus loading area must be designated. (see Subdivision Ordinance, Section 71 for details)
- _____ Stormwater Pollution Prevention Plan (SWPPP)
- _____ Name, signature and seal of licensed engineer or registered land surveyor who prepared drawings

Survey Requirements

- _____ Name of surveyor and date of survey
- _____ Class B surveying accuracy
- _____ Legal description and boundary survey, bearings and distances referenced to sectional or fractional section corners or other base lines

Engineering Calculations

- _____ Length and radii of all curbed street and lot lines, bearings and length of all straight street and lot lines and the area in sq ft of each lot
- _____ Street centerline bearing and distance with centerline curve data (deflection angle, radii, degree of curvature, chord distance and bearing and length of curve)
- _____ Profiles of all proposed streets showing the natural and finished grades drawn to a scale of not less than 1"=100' horizontal and 1"=20' vertical
- _____ Design calculations for pavements, utilities and any other improvements to be dedicated to the City
- _____ Stormwater calculations (drainage and retention), if applicable