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## **CHECKLIST: SUBDIVISION DEVELOPMENT – FINAL PLAT**

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—Specific Requirements Outlined in Chapter 2.22 of the Unified Development Code—

**PROPOSED SUBDIVISION NAME AND/OR PID#: \_\_\_\_\_**

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The following items **MUST** be checked off {}, APPLICANT signature must be provided on the second page, and this document must be included with the application to be eligible for review:

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**SUBMITTAL DOCUMENTS**

- Final Plat - 3 full size plan sets (24"x36"), one 11"x17", and electronic PDF file if possible – to include all details from preliminary plat as well as additional information as described below:
  
- Date, north arrow, scale and name of subdivision
- Parcel ID number(s), lot numbers and numerical addresses shown on As Built
- Name and address of owner(s)
- Names and addresses of all abutting property owners, as shown on tax records
- Dimensions accurate to nearest 1/10 of a foot and angles to nearest minute
- Finish floor elevation of each lot
- Bearing and length of every street line, lot line boundary line and building setback lines whether curved or straight
- Names and lines of all proposed streets and alleys to be dedicated to public use
- Tract boundary lines, all right-of-way lines of streets, easements, or other areas, as well as property lines of lots and other sites
- Easements, reservations and any areas to be dedicated to public to be noted with dimensions, purpose and limitations
- Location, material and description of monuments and markers with complete description of benchmarks, including location, type of mark, elevation and state plane coordinates
- 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
- Stormwater detention and erosion & sediment control facilities
- Natural water bodies and wetlands (delineated)
- Street light plan

- Street Signage plan
- Name, signature and seal of licensed engineer, placed on face of final plat and properly certified
- Final letters of approval for water and sewer systems have been received from DOH and DEQ

**Certificates**

- A certificate showing that the Applicant is the landowner and certification that all prior easement rights to any person, utility or corporation have been absolved on the parcels to be dedicated to public use. The person, utility or corporation shall retain whatever rights they would have as if located on a public street. Recording data for all prior easement shall be included. Those prior easements shall be included and not subordinated.
- A certificate of dedication of all public streets, highways, water sanitary sewer, stormwater sewer, any other public utilities, and other rights-of-way, easements or parcels for public parks or other public use to the City of Ocean Springs, Mississippi, executed by the owners and all other parties who have a mortgage or lien interest in the property.
- A certificate by a registered land surveyor of the State of Mississippi to the effect that the plat represents an accurate survey made by him or someone under his direct supervision and that all dimensional and other data are correct.
- Certificates of approval by the Planning Commission and Board of Aldermen and a certificate of recording by the Chancery Clerk of Jackson County, Mississippi.
- The certificate of accuracy by the developer's engineer, registered to practice in the State of Mississippi, as required herein:
  - Plats to be certified by developer's engineer (registered MS PE), with this statement, on the final plat face: *"The plans of said subdivision and the construction of all improvements therein, which are or may become the property of the City of Ocean Springs, have been designed and constructed in accordance with the subdivision regulations of the City of Ocean Springs and all other laws, rules, ordinances, regulations, and they meet or exceed all accepted engineering standards."*
  - If a private development, plat must state: *"The infrastructure and streets have not been dedicated to the public for public use nor have they been accepted by the City of Ocean Springs as public improvements, and the infrastructure and streets shall be maintained by the required property owners' association within the subdivision, and the streets shall always be open to emergency vehicles, public and private utility maintenance and service personnel, and the U.S. Postal Service and governmental employees in pursuit of the official duties."*

## INSPECTION AND REQUIRED ACTIONS

- The *final engineering inspection* must be scheduled so that it will be accomplished at least **fifteen (15) working days** prior to the regular monthly meeting of the Planning Commission. All *administrative and construction requirements* identified by the final inspection will be complete and all submittals made to the City at least **seven (7) working days** prior to the regular monthly meeting of the Planning Commission.
- The following items **MUST** be submitted two working day prior to the final engineering inspection:
  - One blueline copy of the construction drawings to include all items as they were constructed
  - One blueline print of the proposed plat to be recorded
  - A security instrument per lot according to a fee schedule for 3 years or 80% occupancy
  - Developer's warranty for 3 years or 85% occupancy
- After final engineering inspection and at least two working days prior to the Planning Commission at which final plat will be considered, the developer shall provide the final construction, contractor record **as-built** drawings to the City as follows: one (1) Mylar diazo film and three (3) sets of revised, if necessary, blueline copies.
- The location of water and sewer services shall be indicated with a "w" and "s" respectively, and shall be permanently stamped, cut or otherwise indicated into the curb abutting each lot or other location approved by City Engineer.
- The developer must have deposited sufficient funds with the City to cover the costs of material, labor and equipment associated with the City's installation of all signs required in the subdivision, including street markers and stop signs at all street intersections as well as any other signs required by the current Manual of Uniform Traffic Control Devices.

### **Final Plat Notes:**

1. The Applicant may submit final plat copies for only that portion of the approved preliminary plat that they propose to record and develop at that time
2. Amendments to a subdivision plat shall be approved in the same manner as the original plat, except as otherwise provided for amending plats or replats herein.
3. Where only a portion of an approved preliminary plat is submitted for final approval, a final plat of the remaining area may be submitted at any time within two years of the preliminary plat without payment of any additional filing fee by the Applicant providing the final plat for the additional areas conform substantially with the approved preliminary plat.
4. The final plat shall be submitted for approval within the required two years. Applicants failing to complete construction and obtain final approval from the Board of Aldermen within the specified time may submit a request for an extension of six months. If an extension is granted, the final plat must be submitted within a total of 30 months from the original date of approval of the preliminary plat by the Board of Aldermen.
5. Upon approval of the final plat by the Board of Aldermen, the plat shall be submitted for recording within 60 days; otherwise final plat approval will be null and void.

## Next Steps

Once the application is received (with all attachments) and fee is paid, the City will review the package and schedule the request on the next appropriate Planning Commission agenda. Appropriate time must be allowed for City review and public notification via standard mail and City review prior to the Planning Commission meeting. The Planning Commission will make a recommendation to the Board of Alderman, which will approve or reject the request. Applicants are encouraged to attend both the Planning Commission and Board of Aldermen meetings to respond to questions. The Planning Commission meets the 2<sup>nd</sup> Tuesday of each month at 6:00 pm and the Board of Aldermen meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 6:00 pm. All meetings occur in the City Hall Board room at 1018 Porter Avenue.

### **After Final Plat approval – REQUIRED steps:**

- Building permits can be issued by City Building Department.
- Developer to submit Final Plat for recording with Jackson County within 60 days of plat approval by City to include all required plan signatures *prior* to submittal of plans.
- Within 30 days of final plat approval, developer to submit 4 signed copies – **18"x24"** – of the approved Final Plat to Planning Department:
  - 1 mylar
  - 1 linen
  - 2 full size minimum 24lb paper
  - Also, one computer disc which contains all of the graphical information of these drawings as well as the final plat itself in a format compatible with the City Engineer's computer system [CAD].
- The Applicant shall file the plat with the Jackson County land records office within 12 months after final plat approval as provided by law.
- Jackson County will keep the linen copy. The mylar and one paper copy will be returned to the Planning Department.

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**Applicant Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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