



CHECKLIST: SUBDIVISION DEVELOPMENT – PRELIMINARY PLAT

—Specific Requirements Outlined in Chapter 2.21 of the Unified Development Code—

PROPOSED SUBDIVISION NAME AND/OR PID#: _____

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

SUBMITTAL DOCUMENTS

- ☐ Preliminary Plat - 4 full size plan sets (24"x36"), one 11"x17", and electronic PDF file if possible. The proposed plat shall be at a scale that is legible and functional on sheets of 24"x 36" in size.
- ☐ Construction Plans and Specifications, including Erosion Control Plan - 2 full size plan sets (24"x36")
- ☐ Two (2) copies of the developer's engineer's basis of design and complete design calculations, including pavement design
- ☐ The name of the subdivision and the name and address of the owner.
- ☐ Name, signature and seal of licensed engineer or registered land surveyor who prepared drawings
- ☐ Vicinity map identifying lot(s) relationship to nearby parcels, roadways or other landmarks
- ☐ Date, north arrow and scale
- ☐ Parcel ID number(s) – proposed location and adjacent properties
- ☐ Existing and proposed lot lines, lot dimensions, lot areas and all setbacks – including the setbacks from proposed structures to proposed property lines
- ☐ Name and address of property owner(s) including all abutting property owners, as shown on tax records
- ☐ Existing zoning of all parcels, proposed and existing
- ☐ Existing and proposed driveway(s), roads, road easements/rights-of-way, and utility easements
- ☐ Proposed street alignments and widths including right-of-way widths, pavement widths, approximate grades and vertical curves of proposed streets that are notated as public or

private. Also indicate street pavements adjacent to the proposed plat, right-of-way width and location.

- ☐ 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 and other required information requested on the attached 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 types of any protected trees
- ☐ Location/size of proposed permanent common fixtures (signs, monuments, plantings, walls, fences, etc.)
- ☐ Areas that may be reserved for parks, conservation or open space
- ☐ Future development phases, if any
- ☐ 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)
- ☐ 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
- ☐ Signed Stormwater Erosion Control Agreement (see attached)
- ☐ Stormwater Pollution Prevention Plan (SWPPP)

- ☐ 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

Survey Requirements:

- ☐ Name of surveyor and date of survey
- ☐ Legal description and boundary survey, class B surveying accuracy (minimum closure error, 1: 5,000), 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 as described in Section 2.21.5.B.8.
- ☐ Stormwater calculations (drainage and retention), if applicable

Preliminary Plat Notes:

1. Purpose is to provide plans for the construction of the subdivision and its improvements plus a draft of the final plat of the subdivision.
2. Preliminary plat can be submitted prior to approval of sketch plat, although it is not recommended.
3. A lot clearing permit can be obtained prior to sketch plat approval, if applicable. However, all stormwater requirements must be met prior to permit issuance.
4. Approval of a preliminary plat is required for any site where the eventual platting of the property involves a major subdivision. No final plat shall be approved until a preliminary plat for the property has been approved, unless the application is for a minor subdivision.
5. An application must be filed with the Jackson County Utility Authority (JCUA) prior to construction, so it is recommended the developer do so immediately after Sketch Plat Approval and prior to Preliminary Plat application.
6. The USPS has a separate policy regarding mail delivery: "National Delivery Planning Standards / A Guide for Builders and Developers". These standards must be reviewed and any questions regarding provisions for mail delivery must be addressed with USPS prior to approval.
7. Amendments are approved in same manner as the original plat – Reference Section 2.21.10 and 2.21.11.
8. If development has not been initiated within two years of preliminary plat approval, any

changes in development standards shall apply to the development proposed by the preliminary plat. If a final plat is not submitted within 24 months after approval of the preliminary plat, or within such extended period as may be allowed, the preliminary plat approval shall be 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 2nd Tuesday of each month at 6:00 pm and the Board of Aldermen meets the 1st and 3rd Tuesday of each month at 6:00 pm. All meetings occur in the City Hall Board room at 1018 Porter Avenue.

After preliminary plat approval, but before construction – REQUIRED steps:

- ☐ City to designate numerical street addresses for each lot.
- ☐ Preconstruction meeting between developer, developer engineer, contractor, City engineer and City inspector.
- ☐ City to assess developer \$75/lot for a construction inspection fee.

After infrastructure construction, before final engineering inspection – REQUIRED steps:

- ☐ Developer to have registered engineer or surveyor check final as-built elevations and locations of all improvements shown on the originally approved construction plans and preliminary plat.
- ☐ Lot numbers shall be clearly indicated (painted, stamped, cut, etc.) onto the curb or edge of pavement abutting the lot.
- ☐ Location of water and sewer services shall be indicated with a “W” and “S” and shall be permanently stamped or cut into the curb abutting each lot by developer.
- ☐ Developer to submit as built plans to City.
- ☐ City to review any variations from approved Preliminary Plat.

Before Final Plat approval – REQUIRED steps:

- ☐ Developer to submit to City warranty of proper engineering, installation, materials and construction of all improvements on all property to be owned by the City for a period of 3 years or until such time that 85% of the lots in the subdivision have received certificate of occupancy for the dwelling units constructed, with a minimum warranty of 2 years.
- ☐ Developer to post security instrument of \$700 per lot for up to three years. Security instrument may be released after 3 years or upon issuance of certificate of occupancies for 85% of lots.

Applicant Signature: _____

DATE: _____

STORMWATER EROSION CONTROL AGREEMENT

This regulation is to prevent introduction of pollutants that may potentially enter the City Drainage System (CDS) or waterways. The following practices are the minimum requirements for construction sites that involve disturbance of the natural earth. No owner or their agent of any parcel of land or property, whether with or without a structure thereupon, shall permit the erosion or escape of soil, sand, gravel or similar material from said parcel onto any adjoining property, public street or into any drainage channel that receives rainwater runoff from said parcel in such quantities as to harm said adjoining property, public street, drainage channel, or stormwater drainage system. In the development or use of any site, the owner or their agents shall not construct or conduct any activity so as to cause the discharge of rainwater runoff in such a manner as to cause erosion or to increase blockage of any channel or storm drainage system. This includes both pre-construction and post-construction.

Minimum requirements for construction sites with land disturbance:

1. Storm control measures shall be installed at the onset of construction.
2. These measures shall capture sediment prior to it leaving the property.
3. Silt fencing is a last line control measure and should be maintained continuously.
4. Temporary and/or permanent revegetation of bare ground must be utilized in order to stabilize disturbed soil at the earliest practicable date.
5. Steep slopes require Hydro seeding/sod and/or the installation of erosion control mat.
6. Construction of on-site stormwater retention should function as temporary sedimentation retention until permanent revegetation of the subject tract is accomplished.
7. Other measures may be necessary to control erosion and sedimentation on a site-by-site basis.

During the construction, if at any time, these measures are not in compliance, the building department will issue a stop work order until the site is in compliance.

Requirements from the Ocean Springs Stormwater Ordinance:

0<0.9 acre of land disturbed: No permit or SWPPP currently required unless the disturbance is part of a Larger Common Plan of Development or Sale. A SWPPP may be requested or required if there are complaints or nuisance conditions.

1<5 acres of land disturbed: Permit required from City of Ocean Springs Code Enforcement Office. A Small Construction Notice of Intent (NOI) and SWPPP must be submitted to the Planning Department.

Above 5 acres: Permit required from the City and MDEQ. A SWPPP must be submitted to the City and a Large Construction NOI and SWPPP should also be submitted to MDEQ.

I certify under penalty of law that I understand the terms and conditions of the Mississippi Department of Environmental Quality's Large Construction and Small Construction General Permits. I also certify that I have received stormwater related education materials for construction activities from the City of Ocean Springs (materials included Small Construction General Permit; Large Construction General Permit; the *Planning and Design Manual for the Control of Erosion, Sediment, and Stormwater*; Ocean Springs' ordinance for Stormwater Runoff; Illicit Discharges and Illegal Connections). I will implement, install and properly maintain erosion and sediment controls at any site with land disturbance greater than 1 acre. I understand that failure to reasonably control sediment from land disturbing activities is considered a violation of City Ordinance, MDEQ's general permits, and the Clean Water Act and can result in suspension of work and monetary fines.

Sign: _____ Date: _____

Company: _____ Phone: _____