



OCEAN SPRINGS PLANNING COMMISSION
 PO Box 1800 / Ocean Springs, MS 39564
 228-875-4415 (Phone) / 228-872-5427 (fax)

APPLICATION: SUBDIVISION DEVELOPMENT

—Specific Requirements Outlined in Chapter 2 of the Unified Development Code—

SUBDIVISION TYPE: Minor (*4 lots or less*) Major (*more than 4 lots*)

Phase of Development: Sketch Plat Preliminary Plat Final Plat

Effective June 11, 2006, the following application fees apply:

	<u>Minor S/D</u>	<u>Major S/D</u>
Sketch Plat	\$ 250	\$ 300
Preliminary Plat	\$ 250 + \$ 50/lot	\$ 250 + \$ 50/lot
Final Plat	\$ 250 + \$ 50/lot	\$ 250 + \$ 50/lot

Application Fee Required*: _____ * Does not include mail fee, to be determined by City.

Standard mail fee required for notification of property owners within 500' of applicant property. Exact fee to be determined by City, based on current postage rates.

Application Date: _____ (*Applications are due by the 7th of each month.*)

Applicant Information

Name of Subdivision: _____
 Address of Original Parcel(s): _____
 Parcel ID(s): _____

1. Applicant: _____ Phone _____
 Address _____ Email _____
2. Local Agent: _____ Phone _____
 Address _____ Email _____
3. Owner of Record: _____ Phone _____
 Address _____ Email _____
4. Engineer: _____ Phone _____
 Address _____ Email _____
5. Land Surveyor: _____ Phone _____
 Address _____ Email _____
6. Attorney: _____ Phone _____
 Address _____ Email _____

Attach Appropriate Checklist for Requested Phase of Review

Property Information

1. Tax Map Designation: Section _____ Township: _____ Range: _____
2. Proposed Subdivision Location: On the _____ side of _____ (street)
_____ (distance in feet) _____ (relative direction) of _____ (street)
3. List all contiguous holdings in the same ownership:
Section _____ Lot(s) _____
4. Zoning of Parcel(s): _____ 5. Total Acreage: _____
6. Smallest Lot Size: _____ 7. Proposed # of Lots: _____
9. Is the property located within a special district? (historic district, waterview preservation, or other designated overlay district, etc.) _____
11. Does the property include any wetlands? If so, include professional wetland delineation. _____
12. Has any lot included in this request been previously split or reconfigured, to your knowledge? _____
13. Are there any easements or other legal restrictions on the property? If so, please explain. _____

14. Are there any existing structures on the property? If so, will they be kept or demolished? _____

Proposed Subdivision Information

15. Is the subdivision infrastructure proposed to be: PUBLIC or PRIVATE?
16. Are any commercial or multi-use activities proposed? Yes No
If so, please describe: _____
17. Are any variances being requested for the proposed subdivision? If so, please explain.

18. Have there been any variances, exceptions, appeals or special uses granted for any properties in this request?
 Yes No If yes, please explain and state the date(s) of approval: _____
19. Is any open space or common area included in this subdivision? (Include any bus stops.) Yes No
If yes, please describe: _____

20. Is the subdivision ingress/egress onto a "major" road, as classified by the City? Yes No
21. **Complete where applicable:**
For Preliminary Plat: Date **SKETCH PLAT** was approved by Board of Aldermen: _____
For Final Plat: Date **PRELIMINARY PLAT** was approved by Board of Aldermen: _____
 - Were any changes made subsequent to preliminary plat approval? Yes No
If yes, please describe: _____
 - Does this final plat request include the entire area approved in the preliminary plat? Yes No

Notes and Next Steps for each phase are provided on the REQUIRED checklists.

Affidavit of Ownership

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Records of Deeds (Chancery Clerk) office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

I, (print name) _____, hereby certify that:

1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
2. There are no outstanding City of Ocean Springs property taxes or special assessments on the original parcel(s).

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: _____ Parcel ID(s): _____

Date Property Acquired Date: _____ Book and Page of Each Conveyance: _____

Owner's Signature _____ Date: _____

NOTE: If corporate ownership, attach a list of all directors, officers, stockholders of each corporation owning more than 5% of any class of stock.

STATE OF _____

COUNTY OF _____

I _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address _____

Subscribed and sworn before me this _____ day of _____, 20__.

My Commission expires: _____