

City of Jackson Preliminary Plat Application

Proposed Name of Subdivision: _____

Attached is a: Concept Plan _____ Preliminary Plat _____ Revised Preliminary Plat: _____

Applicant's Name: _____ Date: _____

Applicant's Address: _____

City _____ State _____ Zip: _____

Applicant's Phone: _____ Fax: _____ Mobile: _____

E-mail: _____

SITE INFORMATION

(Provide Legal Description on plan or separate document.)

Location of Site: _____

Tax Assessor's Parcel No.: _____ Total site area (sq. ft.; acres):: _____

Zoning: Current: _____ Required _____

Rezoning applied for? _____ Yes _____ No Zoning Case Number: _____

Is any portion of site located within 100 year Flood Plan? _____ Yes _____ No

Attach Flood Plan Development Permit or Date Applied for: _____

Do you plan to leave a portion of the site in Green Space, Parks, or Common Ground? _____

Is site within a Historic Preservation, Overlay, Mixed-Use or C-1A District? _____ Yes _____ No

Date COA Applied For: _____ Date COA Received: _____

Residential Development: Phase # _____ Total Lots: _____ Future Phases planned? _____

Total Housing Units: _____ #Single Family Detached _____ # Single Family Attached: _____

of Multi-family Units: _____ # 1 BR units: _____ # 2 BR units: _____ #3 BR units: _____

Type and # Community Facilities: _____

Maximum Building Height: _____ # Off-street parking spaces: _____

Access to which type of street? Local _____ Collector _____ Arterial street: _____ Other: _____

Ingress & Egress points: _____ Proposed internal street width: _____

Type of Curb to be installed: _____

Non-Residential Development: Type of Use: _____

Total Number of Lots: _____ Total # Buildings: _____ Building Height: _____

Off-street parking spaces required: _____ # Provided: _____ Adjacent Street width: _____

Does property abut a state maintained highway? ___ Yes ___ MDOT Notified? _____

Curb Cuts _____ Width of Curb Cuts: _____ Distance to closest corner: _____

Future Streets to be Private or Public? _____

Uses proposed	Square Footage

CONTACT INFORMATION

Developer:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Engineer/Surveyor:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Construction Contractor:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Architect/Other:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Owner's Statement: This plat shall serve as authorization for _____ to submit this Preliminary Plat Application on the property described herein.

Owner(s) Signature: _____

Date: _____

Owner(s) Signature: _____

Date: _____

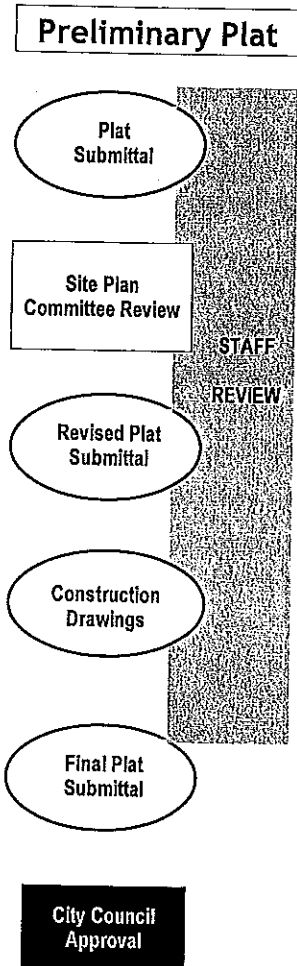
Date Received

Development Type _____

Site Plan Number _____

SUBDIVISION PLATTING

Land which is to be subdivided into two or more smaller parcels or lots, the re-platting of land previously subdivided; and the dedication of any street or alley through any tract of land regardless of the amount of land involved is subject to the requirements of the Subdivision Ordinance.



The regulations require an accurate drawing of the new property lines on a document called a "plat". A plat is a map of a piece of land identifying the location and boundaries of street rights-of-way, individual lots or parcels, and other site information. The plat shows features such as lot lines, utility easements, setback lines, land dedicated for public use (e.g. streets and parks), ownership, and metes and bounds (boundary dimensions). If streets, sewers, and water lines need to be constructed, construction drawings of these improvements to the site are also required as a part of the subdivision process.

The subdivision process is a four-to-five step process:

Process:

1. Concept and/or Preliminary Plat submitted
2. Construction Drawings submitted
3. "As-built" drawings and Final Plat submitted
4. City Council approves final plat and accepts dedication of public streets and facilities.
5. Recording of Plat with Hinds County Chancery Clerk

Concept plans or plats may be submitted without paying a fee for informal review by the Site Plan Review Committee and other staff acting in an advisory capacity to the developer. These should be drawn to scale and at least ten copies submitted. The plans can be reviewed at a regularly scheduled meeting or a "call" meeting can be arranged.

Preliminary Plat and application along with the appropriate fee is filed with the Land Development Division. The plans are reviewed by the Site Plan Review Committee which may approve the plans as submitted or may ask for changes which will require a revised version of the Preliminary Plat to be submitted. After approval of the Preliminary Plat, the developer submits:

1. Construction Drawings of the proposed new infrastructure to Public Works Department, Traffic Engineering Division. An engineer in this division reviews the drawings for conformance with the Subdivision Ordinance.

2. "As-Built" drawings and Final Plat
3. City Council Approval
4. Recording of Plat at Hinds County Chancery Clerk

Preliminary Plat Specifications

The following information is to be shown on the Preliminary Plat:

- The proposed subdivision name, the names and addresses of the owners, the plat designer's name; the name and license number of the engineer/surveyor
- Date of plat, location, north arrow, scale of plat in graphic form.
- Vicinity map showing the relationship of the subdivision site to the surrounding area and identification of the neighborhood in which the site is located. List township, range, and section designations and show limits of the proposed subdivision.
- Location and size of existing streets, water, sewer, other utilities to which the proposed development is to be connected, or otherwise, abutting the property. Also show location of creeks and other pertinent information.
- Present zoning classification and any contemplated zoning changes.
- Total acreage of the land to be subdivided and the number of lots proposed. Include all proposed phases and uses.
- Contour lines of ground elevations, based on Mean Sea Level (show source used) with a maximum contour interval of five (5) feet. Floodplain boundaries shall be indicated on the plat, when applicable.
- Proposed streets (names and right-of-way widths)
- Proposed alleys (with dimensions and proposed use)
- Lot dimensions and numbers
- Public Use Sites including areas to be reserved for parks, playgrounds, open spaces, lakes, ponds, and other public uses.
- Proposed erosion/drainage control measures.
- Other related items.

Construction Drawings Specifications

Construction plans must be submitted on twenty-four (24) inch by thirty-six (36) inch sheets and shall consist of a combination plan and profile for each street and a typical cross-section of the proposed grading, drainage, base course, and pavement. Detailed plans shall be submitted for the water and sewer systems and for culverts, drainage structures and bridges,

Approval of preliminary plat lapses unless a final plat in substantial agreement with the preliminary plat is submitted within 12 months from the date of construction plan approval unless an extension is requested in writing and approved. No such time extension shall be greater than twenty-four (24) months from the date of initial approval.

or if applicable, standard plans issued by the MS State Highway Department may be included for reference. An erosion control plan with details and a maintenance plan shall also be provided.

Scale:

The plan and profile sheets (streets and sanitary sewers) shall be drawn to a scale of one (1) inch equals twenty (20) feet horizontal and one (1) inch equals two (2) feet vertical,

Contents

- Location sheet depicting the subdivision in relation to all existing streets and property in the general area and showing the name of the subdivision engineer and developer.
- Drainage and geometric layout sheet with contour lines depicting drainage areas, proposed drainage facilities with drainage area to be served by each facility noted, curve data, and typical street sections.
- Water and sewer layout sheet depicting proposed water and sanitary sewer facilities.
- Combination and profile sheets, showing construction requirements for each proposed street and appurtenances. The plan profile drawings of the proposed sanitary sewers shall depict the location of lines and final grades; the location of stubouts; sanitary manholes, inverts, top elevation; length, size, and slope of pipes between manholes; types of materials to be used, creek crossings, pump stations, and force mains.
- Standard detail sheets of the City of Jackson or equal.
- Special detail sheets.

Final Plat Specifications

The final plat shall in every case be made on Chartex or any other material acceptable to the Chancery Clerk's Office and should be eighteen (18) by twenty-four (24) inches in size. The final plat shall be clearly and legibly drawn at a minimum scale of one (1) inch equals two hundred (200) feet.

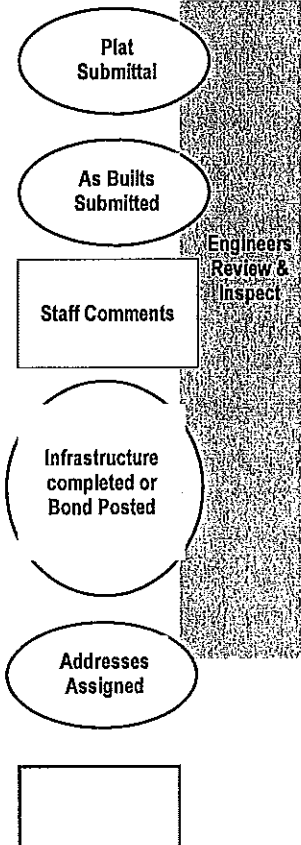
Contents

- A full and detailed description of the land embraced in the map or plat, showing the township and range in which such land is situated, the sections and parts of sections platted, and in plain letters the fact that such land is a subdivision located in the City of Jackson.
- The name of the city, town, or village, or addition platted.
- The names of the owners, of the engineers, surveyor, or other person making the plat.
- Signatures of owners and surveyors which shall be acknowledged as deeds are acknowledged.
- The sections and parts of sections platted designated by lines drawn upon the final plat with appropriate letters and figures.
- A plain designation of the cardinal points of the compass, a correct graphic scale, and date.
- All public grounds, except streets and alleys, by their boundaries, courses, and extent.
- All streets and alleys by their courses, lengths, widths, and other dimensions and curve

data.

- All the lots intended for sale numbered either by progressive numbers, or if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered.
- Dimensions, angles, curve data, bearings, etc., of all lots, but where all the lots in any block are of the same dimensions, it shall be sufficient to make the precise length and width upon one tier thereof, but all gores, triangles, or on other lots, either squares or parallelograms, shall have the lengths of their sides plainly defined by figures.
- All adjacent streets and alleys, and those parts of existing subdivision abutting them.
- Flood plain boundaries shall be shown on the plat when applicable.
- The point of beginning of the survey.
- Location and description of boundary monuments, if applicable.
- Location of all utility and drainage easements.
- Registered Engineer's or Surveyor's Certificate
- Owner's Certificate
- Acknowledgement Form, notarized
- City Approval and Acceptance Form
- Certificate of Comparison Form
- Certificate of Filing and Recordation Form
- "As-built" construction plans with exact location of all required improvements. Plans shall contain a certified statement, by the registered engineer employed by the subdivider, attesting that a final field survey was conducted and the "as-built" plans resulted from said survey and are true and correct to the best of the engineer's knowledge.
- A certificate dedicating to the City all lands and/or improvements other than the dedicated streets and utilities desired for City acceptance and maintenance, if any.
- One (1) copy of the layout plans of the private utilities.
- All non-public streets shall be labeled as "Private" on the plat.
- The following note shall be stated on the plat:

FINAL PLAN



"The maintenance of all drainage structures and detention facilities shall be the responsibility of the property owner(s)."