



COMMUNITY DEVELOPMENT

Preliminary Plat Requirements

Preliminary Plat Review Step by Step Process

1. Project Initiation Sheet

Submit Development Review Project Initiation Sheet – Staff will assign a project number, a project coordinator, and schedule conceptual/pre-application meeting.

2. Conceptual/Pre-Application Meeting

Present a sketch plan for proposed development. The city will provide verbal comments and guidelines related to project and answer questions related to the development proposal and review processes.

Sketch Plan (at a scale of approximately one inch equals 100 feet) should include:

- Proposed layout of streets, lots, buildings and other features in relation to existing conditions of the area to be developed.
- Scale, north arrow, date of map preparation, date of map revisions, etc.
- Location map showing the relationship of the proposed development to existing community facilities which serve or influence it (e.g. main traffic arteries, rail lines, shopping centers, schools, parks and playground and types of land use adjacent to the site).
- General data including the total number of lots or dwelling units proposed, available or proposed utilities, current or proposed zoning, etc.

City will provide a written summary of comments and outline the next steps including:

1. Required Reviews and approvals
2. Required public improvements
3. Fees
4. Issues to resolve before formal preliminary plat review.

3. Review Fees Due/Project Initiation Sheet Update

Review fees and formal preliminary plat review submittals are due.

Site Plan Review Fee: \$250

SUBMITTAL MINIMUMS:

Formal Site Plan/Architectural Review:

1. Three Full Sets Printed
2. PDF Digital Submittal Full Size
3. PDF Digital Submittal 11x17 Size
4. .DWG File

4. Formal Preliminary Plat Review



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Staff will arrange formal site plan review and architectural review sessions for all city staff necessary for review. Staff will provide written comments to project contact.

5. Board Approval

Staff will make presentation at the next regular meeting of the Board of Alderman.

Representatives are welcome to make a short presentation at this meeting. The board meets at city hall on the first and third Monday of each month at 6:00 PM.

6. Construction Plan Review

The developer shall submit three sets of complete construction plans and specifications prepared by a professional engineer for the entire development of the site given preliminary plat approval together with a complete and accurate contour map using mean sea level datum (United States Geological Survey) to the city for review and approval. Upon issuance of written approval of the construction plans and specifications by the city, the construction plans and specifications for the proposed potable water and sanitary waste-water system shall be submitted to the Mississippi Department of Health (water) and the Mississippi Department of Environmental Quality (sanitary wastewater system) for approval.

Final approval of construction plans shall be valid for a period of 12 months from the date of approval. After the 12-month approval period has expired, construction plans must conform to the regulations now in effect and must be resubmitted for approval before the construction of any improvements.