

**APPLICATION FOR SUBDIVISION  
FINAL PLAT**

**FILE NUMBER:** \_\_\_\_\_

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

1. OWNER/ APPLICANT: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE NUMBER/S: \_\_\_\_\_

4. LOCATION OF SUBJECT PROPERTY: \_\_\_\_\_

5. ZONING DISTRICT: \_\_\_\_\_

**Final Plat Preparation**

After the preliminary plat has been either approved for major subdivisions, or waived for minor subdivisions; and after all infrastructure improvements secured, a final plat shall be prepared and submitted to the Planning Division of the Community Development Department to be placed on the City Council agenda for final approval. The final plat may encompass all or a portion of area encompassed by the preliminary plat. The final plat shall conform to Section 21-31 of the Subdivision Ordinance which are also listed on page 2 as FINAL PLAT CONTENTS.

**Procedure**

1. The applicant must submit a completed application together with the final plat and application fee (if applicable), along with proof of title of land, and any protective covenants, inform for recording, that embrace such subdivision, to the Planning Division.
2. The Planning Division staff will present the final plat to the City Council for approval. The application representative should be present at the City Council meeting.

**Application Fee Schedule - final plats without previous preliminary plat approval**

The following fee shall be paid by all persons or corporations submitting final plats for approval by the City Council. The fee shall be a base of fifty dollars (\$50.00) plus:

- (1) Four dollars (\$4.00) per lot for ten (10) or less lots;
- (2) Three dollars (\$3.00) per lot for eleven (11) to fifty (50) lots;
- (3) Two dollars (\$2.00) per lot for fifty-one (51) to one hundred fifty (150) lots;
- (4) One dollar (\$1.00) per lot for one hundred fifty one (151) lots or more.

This fee shall be submitted at the time of application.

# FINAL PLAT

## Page 2

### FINAL PLAT CONTENTS:

Twelve (12) prints of the final plat shall be submitted to the Planning Division at least twenty-one (21) working days prior to the date of the meeting at which approval is asked. The plat shall be drawn to a minimum scale of one (1) inch to one hundred (100) feet and shall contain the following:

- (1) The name of the subdivision and adjacent subdivisions; the names of streets which shall conform to the existing pattern; and a system of lot and block numbers in an orderly sequence shall be shown on the plat.
- (2) A boundary survey of third order surveying accuracy (minimum closure error, one in 5,000) with bearings and distances referenced to section or fractional section corners or other base lines shown on the plat and readily reproducible.
- (3) Calculation sheets containing the following data: the length and radii of all curved street and lot lines and the bearings and length of all straight street lot lines and the area in square feet of each lot. Bearings and distances referenced to sectional or fractional section lines or other base lines shown on the plat and readily reproducible on the ground. Street centerline bearing and distance with centerline curve data (deflection angle, radii, degree of curvature, chord distance and bearing and length of curve).
- (4) The dimensions in feet and decimals of feet along front and side street and the location and dimension of all necessary easements be shown on the plat.
- (5) Certification of dedication of all public streets, highways, and other right-of-ways or parcels for public park or other public use, signed by the owners and all other parties who have a mortgage or lien interest in the property; 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 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 in a public street. Recording data for all prior easements shall be included. Those prior easements shall be included and not subordinated.
- (6) Certification by a registered land surveyor of the State of Mississippi to the effect that the plat represents a survey made by him or someone under his direct supervision.
- (7) North arrow, scale, and date.
- (8) Space for endorsement by the City Clerk and Treasurer.
- (9) Space for the endorsement by the Chancery Clerk.
- (10) All endorsement spaces shall be shown on the plat in the order given above to minimize confusion in the sequence of signing the plat.
- (11) Commercial subdivisions are not required to show lot and block numbers on the final plat.

\*Please note that all City of Meridian Ordinances apply.

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SIGNATURE of Property Owner