

**APPLICATION FOR SUBDIVISION
PRELIMINARY PLAT**

FILE NUMBER: _____

DATE: _____

1. OWNER/ APPLICANT: _____

2. MAILING ADDRESS: _____

3. TELEPHONE NUMBER/S: _____

4. LOCATION OF SUBJECT PROPERTY: _____

5. ZONING DISTRICT: _____

Pre-application procedure:

Prior to filing an application for approval of a preliminary plat, the subdivider shall submit a draft preliminary plat of the proposed subdivision layout to the Planning Division of the Community Development Department. The draft preliminary plat shall conform to Section 21-25 of the Subdivision Ordinance which are also listed on page 2 as PRELIMINARY PLAT CONTENTS.

Procedure

1. The applicant must submit a completed application together with the preliminary plat and application fee to the Planning Division.
2. The Planning Division staff will present the preliminary plat to the Planning Commission. The application representative should be present at the Planning Commission meeting.

Application Fee Schedule

The following fee shall be paid by all persons or corporations submitting preliminary plats for approval by the Planning Commission. 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.

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PRELIMINARY PLAT CONTENTS: After pre-application [as discussed above] has been completed, five (5) prints of the preliminary plat shall be provided to the Planning Division at least twenty-one (21) calendar days before the PC meeting date at which approval is asked. Pursuant to Section 21-25 of the Subdivision Ordinance, the preliminary plat shall be drawn to a minimum scale of one (1) inch to two hundred (200) feet and shall contain the following:

- (1) The proposed name of the subdivision and the names of the adjacent subdivision.
- (2) The boundary lines of the tract with dimensions.
- (3) The general location, width, and alignment of existing and proposed streets, sidewalks, and any highways and alleys.
- (4) The general pattern and sizes of proposed lots and tracts.
- (5) The proposed use of land, whether for single family, multi family, commercial, industrial, parks, schools, etc.
- (6) Topography of the area contained in the plat shown by two or five foot contour intervals.
- (7) All platted or existing streets and property lines or land adjacent for a distance of not less than four hundred (400) feet.
- (8) Approximate gradients of proposed streets within the plat.
- (9) The names of the subdivider, the firms responsible for the preparation of the plat, north arrow, scale, date of preparation and any revision, space for endorsement by the City Engineer and the Planning Commission.
- (10) Location, size, and invert elevation of sanitary and storm sewers; location and size of water mains; location of gas lines; fire hydrants; electric and telephone equipment and street lights; if water mains and sewer are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevations of sewers.
- (11) Description on the preliminary plat of any existing street or roads which abut, touch, or extend through the subdivision. The description shall include types and widths of existing surfaces; right-of-way widths; and width, load carrying capacity, and waterway adequacy of any bridges or culverts. The preliminary plat shall also include a statement as to how the surface of any such road or street will be improved as part of the subdivision development process in order to comply with Section 21-47.
- (12) General location of the limits of the area of special flood hazard as defined in the *Meridian Code of Ordinances*, Chapter 10. This area shall be certified by a registered civil engineer.
- (13) All technical design work shall be accomplished by a registered professional engineer engaged in the practice of civil engineering in the State of Mississippi or someone under his direct supervision.
- (14) A phasing plan indicating location, size and order of construction phases.

*Please note that all City of Meridian Ordinances apply.

SIGNATURE of Property Owner