

SKETCH PLAT PLANNING COMPLIANCE CHECKLIST

Submittal Requirement

- Application fees paid in full.
- Mailing fees paid in full.
- Sketch Plat plans -3 full size plan sets (24"x36"), one 11"x17", and electronic PDF file, if possible.
- Sketch Plat plans include all required information (see sketch plat requirements, p 4).
- Wetland delineation, if applicable.
- Affidavit of Ownership and notarized signature submitted (see Affidavit of Ownership)
- Wetland delineation, if applicable.
- Evidence of ownership (most recent tax statement, deed, etc.)
- If corporate ownership, attach a list of all directors, officers, stockholders of each corporation owning more than 5% of any class stock.

Proposed Subdivision Requirements

- Proposed development conforms to land use designations.
- All proposed lots in conformance with lot setback requirements of zoning ordinance.
- All proposed lots in conformance with lot width requirements of zoning ordinance.
- All proposed lots in conformance with lot area requirements of zoning ordinance.
- If minor subdivision (4 lots or less), each lot abuts an existing street and no new streets or extensions of municipal services are required.
- Adequate legal and physical access to all proposed lots is provided (no "land locked" parcels).
- Proposed street system accommodates public safety access (police and fire).
- No easements interfere with proposed development.
- There are no outstanding City of Ocean Springs property taxes or special assessments on the original parcel(s). (also stated in Affidavit)
- Proposed subdivision abides by laws protecting wetlands and other water bodies.
- Proposed streets and alleys meet design requirements of Ocean Springs Subdivision Regulations, Section 39.
- Proposed subdivision is compatible with Ocean Springs' Comprehensive Plan.

Survey Requirements for Lot Split/Lot Reconfiguration

Information for Applicant, Items MUST be included in submittal:

- Vicinity map identifying lot(s) relationship to nearby parcels, roadways or other landmarks
- Date, north arrow and scale
- Parcel ID number(s)
- Existing and proposed lot lines, lot widths, lot areas, and any other lot dimensions
- Existing driveway(s), roads and road easements/rights-of-way
- Existing utilities, including any septic tanks or other private utilities
- All existing structures
- Setbacks from existing structures to existing and proposed property lines
- Location of any existing structures on the lots, with nature, location and dimensions
- Any existing and proposed utility or road easements
- Areas that may be reserved for parks, conservation or open space
- Future development phases, if any
- FEMA flood
- zone designations and base flood elevations
- Existing water bodies and wetlands, approximating jurisdictional boundaries
- Name, signature and seal of licensed engineer or registered land surveyor who prepared drawings

Notes:

1. Preliminary plat can be submitted prior to approval of sketch plat, although its not recommended.
2. A lot clearing permit can be obtained prior to sketch plat approval, if applicable. However, all stormwater requirements must be met prior to permit issuance.
3. An application must be filed with the Jackson County Utility Authority (JCUA) prior to construction, so it is recommended the developer do so immediately after Sketch Plat Approval.

Next Steps

Once the application is received (with all attachments) and fee is paid, the City will review the package and schedule the request on the next month's Planning Commission agenda. The Planning Commission will make a recommendation to the Board of Alderman, which will approve or reject the request. Applicants are encouraged to attend both the Planning Commission and Board of Aldermen meetings to respond to questions. The Planning Commission meets the 2nd Tuesday of each month at 6:00 pm and the Board of Aldermen meets the 1st and 3rd Tuesday of each month at 6:00 pm. Applicants will be notified when their request will be considered. All meetings occur in the City Hall Board room at 1018 Porter Avenue.

When the approved lot split or lot reconfiguration results in a new deed, the property owner or agent shall record lot split/reconfiguration survey and deed in the Land Records Office (Chancery Clerk) of Jackson County, MS.