



City of Pass Christian

Final Plat Application

Proposed Subdivision Name: _____

Project Address/Location: _____

Parcel ID: _____ Lot Count: _____

Acreage: _____ Current Zoning Designation: _____

Owner of Property: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Applicant: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Engineer: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Application Requirements:

1. Construction Drawings for the proposed subdivision shall be submitted. Final Plat approval will not proceed to Board of Aldermen until Construction Drawings are approved by staff.

- ❖ Construction Drawings are to be submitted prior to Final Plat application submission in one 11x17 format and one pdf emailed to the City Planner at mhayes@pass-christian.ms.gov

- ❖ Final plat is to be submitted in one 11x 17 format and one pdf emailed to the City Planner at mhayes@pass-christian.ms.gov
 - ❖ Prior to approval and recording, all infrastructure work is to be completed with final inspections from staff for compliance or bonding be in place with the City of Pass Christian.
2. Final Plat plans shall be complete plans of the proposed project/subdivision and shall match approved Preliminary Plat.
 3. Copy of CCR's
 4. Copy of current SWPPP plan.
 5. Geotech and soil reports as applicable.
 6. Any Development Agreements with the city need to be turned into the City of Pass Christian and the plat will not be approved until the Development Agreement is finalized and approved.
 7. Final Plat must also include Owners Certificate and Dedication, Acknowledgement, Surveyor's Certificate, Certificate of Approval and Acceptance blocks, signature blocks for City Engineer, Public Works, Certificate of Final Plat Approval (Planning Commission or Mayor), Certificate of Comparison and Recording Certificate blocks. *See Planning Staff for any questions.*
 - ❖ Mylar and other recording documents for the Final Plat are not to be turned in until the plat is approved by the Board of Aldermen.
 8. Flood elevations and other lot elevations shown on preliminary plat plans.
 9. Any necessary corresponding flood elevation certificates.
 10. Site plan included with the following:
 - ❖ The property lines and dimensions have been provided on the drawing.
 - ❖ All buildings and structures located on the property have been identified.
 - ❖ All dimensions of buildings and structures have been noted on the site plan.
 - ❖ All distances from the property lines to all buildings and structures have been identified and noted on the site plan.
 - ❖ Street names have been provided which abut the property.
 - ❖ Traffic flow, parking and driveways have been identified.
 - ❖ Required buffer strips have been identified.

- ❖ Other pertinent information as needed to pictorially demonstrate the proposed development use.
- ❖ Proof of ownership copy of deed or affidavit).
- ❖ Notarized proof of authority to act as an agent for the property owner (as applicable).

12. Application fee of \$216 in the form of credit card, check or other certified funds payable to the City of Pass Christian brought into the Code office at time of application. Please note, credit cards have a surcharge of 4%. No cash is accepted.

- ❖ ***Please be advised that failure to submit a complete application with all supporting documents will delay the staff review for the application and the project will not proceed to Board of Aldermen until the application is complete and in compliance with city requirements.***