



City of Pass Christian

Preliminary 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. Prior attendance at Staff and Developer meeting for discussion on project submittal and requirements. Call the City Planner at 228-452-3316 to schedule a meeting time.
2. Submittal to include one 11x17 paper copy of preliminary plat and a pdf emailed to the city planner at mhayes@pass-christian.ms.gov
3. Preliminary plat drawn to scale.

4. Preliminary Plat checklist (attached to this application) reviewed and signed by project engineer as well as a narrative explaining the following:

- ❖ Transportation and access
- ❖ Water Supply
- ❖ Waste disposal
- ❖ Fire and police protection measures
- ❖ Other public facilities
- ❖ Why the proposal will not cause undue traffic congestion or create a traffic hazard.
- ❖ Why the proposal is in harmony with the orderly and appropriate development of the district in which the use is located

5. Flood elevations and other lot elevations shown on preliminary plat plans.

6. Any necessary corresponding flood elevation certificates.

7. 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).

8. A completed tree survey must be turned in with the application.

9. 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 Planning Commission and Board of Aldermen until the application is complete and in compliance with city requirements.*