

Application for Re-Subdivision

City of Pass Christian
Planning Department
200 West Scenic Drive
Pass Christian, MS 39571

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____

Applicant's Email: _____

Applicant's Signature: _____ Date: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

Owner's Email: _____

Owner's Signature: _____ Date: _____

Number of Existing Parcels / Lots: _____ Merge ☐ Split ☐

Number of Parcels / Lots to be Created: _____ Merge ☐ Split ☐

Parcel ID# _____ Parcel Address: _____

Parcel ID# _____ Parcel Address: _____

Parcel ID# _____ Parcel Address: _____

Parcel ID# _____ Parcel Address: _____

Parcel ID# _____ Parcel Address: _____

Application Fee of \$162.00 is due upon receipt by the Planning Department.

Date: _____ By: _____

Required Documentation:

- ❖ Proof of Ownership/Official Deed for each Parcel or Lot
- ❖ Survey

Size standards for a Survey:

- ❖ Minimum size is 8 ½"x14" (8 ½"x11" may be accepted if sufficiently legible)
- ❖ 24"x36" is required for properties over five (5) acres and concept plans

The following information must be shown on a Survey:

- ❖ Title of survey or subdivision, including type of subdivision
- ❖ Legal Description for each existing parcel/lot
- ❖ Name, signature, and certification seal of registered land surveyor
- ❖ North arrow, pointing up
- ❖ Boundaries of property (in heavy, solid lines) and their bearings
- ❖ Existing or proposed servitudes and rights-of-way, indicating whom dedication favors
- ❖ Right-of-way lines of streets with their names
- ❖ Existing and proposed lot lines, lot designations, and dimensions
- ❖ Square footage or acreage of each lot
- ❖ Existing improvements, address, and use of each lot, including all setback dimensions
- ❖ Identification (by lot designation) and labeling of adjoining properties as "not-a-part" of the subdivision request

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