



**CITY OF OXFORD, MISSISSIPPI
FINAL PLAT APPLICATION FOR SUBDIVISION**

Project Name _____

Physical Address of Site _____

Tax Parcel # _____ PPIN # _____

Name of Applicant _____

Applicant's Address _____

Phone # _____ Email Address _____

Name of Property Owner _____

Name of Professional Submitting _____

Engineer for Project _____ Phone # _____

Architect for Project _____ Phone # _____

Current Zoning _____ Proposed Units _____ Proposed Bedrooms _____

Proposed Parking _____ Proposed Total Square Footage _____

Proposed Number of Stories _____ Proposed Height _____

Signature of Owner

Date

Signature of Submitting Professional

Date

- _____ (1) 18" x 24" Final Plats with final plat data to be recorded with certificates as per Oxford's Land Development Code, Article 9, Section 230 on Mylar at a scale not exceeding 1" = 100'
- _____ (1) 24"x 36" corrected and complete construction drawings stamped or sealed by the Project Engineer. The plans must include a note, either on the title page or inside as a general note, indicating that they were submitted with the final plat. Construction drawings must be submitted in black and white.
- _____ (1) 11" x 17" copy of the Final Plat
- _____ (1) Complete copy of protective covenants in the form for recording if development is to have protective covenants
- _____ (1) Copy of complete set of corrected and complete construction drawings stamped or sealed by the Project Engineer with note stating submitted with Final Plat in digital form. This digital version may be DWG or PDF. All digital files should be submitted on compact disks or USB flash drive.
- _____ Certification from the City Engineer that the sub-divider has complied with one of the following alternatives:
 - All requirements have been installed by the sub-divider in accordance with the requirements of the City of Oxford Development Code and with the action of the Board of Aldermen, giving approval of the preliminary plat, and accepting maintenance of utilities and streets.
 - A bond equivalent to one hundred fifty percent (150%) of the construction cost (as approved by the City Engineer from the Project Engineer's Estimate of Probable Cost) has been posted by the sub-divider which is available to the city in a sufficient amount to ensure completion of all required improvements.
- _____ Approval of Planning Commission (with signature of Chairman of the Planning Commission on the Final Plat)
- _____ Approval of Board of Alderman (with signature of Mayor of the City of Oxford on the Final Plat)

MINIMUM DATA REQUIRED TO BE SUBMITTED WITH FINAL PLAT:

Plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions the final plat may be submitted for approval progressively in contiguous sections satisfactory to the Planning Commission.

- _____ All data shall be based on a datum plane approved by the City Engineer (NAD 83 Mississippi East State Plan Coordinate System is approved)
- _____ Primary control points, approved by the City Engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- _____ Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves.
- _____ Name and right-of-way width of each street or other right-of-way of each street or other right-of-way
- _____ Location, dimensions and purpose of any easement
- _____ Number to identify each lot or site
- _____ Purpose for which sites, other than residential lots, are dedicated or reserved.
- _____ Minimum building setback line on all lots and other sites.
- _____ Location and description of monuments.
- _____ Names of record owners of adjoining unplatted land.
- _____ Reference to recorded subdivision plats or adjoining platted land by record name, date and number.
- _____ Certification by surveyor or engineer certifying to accuracy of survey and plat.

- _____ Certification of title showing that the applicant is the owner.
- _____ Statement by owner dedication streets, rights-of-way and any sites for public uses.
- _____ Title, scale, north arrow, and date.

MINIMUM REQUIREMENTS FOR CONSTRUCTION DRAWINGS:

- _____ All data shall be based on a datum plane approved by the City Engineer (NAD 83 Mississippi East State Plan Coordinate System is approved)
- _____ Profiles showing existing ground (If requested by City Engineer)
- _____ Profiles showing proposed street grades (Including extensions for a reasonable distance beyond the limits of the proposed subdivision)
- _____ Typical cross sections for the proposed grading
- _____ Typical cross sections for the proposed roadway and sidewalks
- _____ Plan for the proposed storm sewer (Including grades, sizes, detention/retention locations, detention/retention size and detention/retention supporting calculations)
- _____ Utility Plan
- _____ Sanitary Sewer Layout and/or Profiles (Must also show size, grades, location for proposed main, location of proposed services, location and invert elevations for proposed manholes, and if sewers are not on adjacent tract, indicate the direction and distance, size and inverts elevations of the nearest ones)
- _____ Potable Water Layout (Must also show size, location for the proposed main, location for the proposed services, location for proposed fire hydrants, and if water mains are not on adjacent tract, indicate the direction, distance and size of nearest ones)
- _____ Electricity Layout (Must show proposed location of lines, proposed location of transformers, proposed location of street lights)
- _____ Gas Layout (Must show proposed location of gas mains, proposed location of gas services)
- _____ Cable Utilities Layout (Must show proposed location of telephone, television, etc. cables)
- _____ Other Utilities that wish to provide service to the proposed subdivision must also be shown in the construction plans with an acknowledgment of the proposed location
- _____ Approval for water and sewer extension by State Agencies
- _____ Grading Plan (An overall grading plan shall be prepared showing existing and proposed contours on the same drawing, contours shall be on a two foot interval or less, an erosion control plan shall accompany grading plan)
- _____ Approval of Stormwater Permit by State Agencies
- _____ Traffic Impact Analysis and plan if applicable

Note: Completion of this check list in no way insures the approval of the proposed Subdivision by the City of Oxford. Developer will be responsible for coordination of all utility locations and relocations and insuring that all utilities are constructed as proposed.