



OXFORD
PLANNING
DEPARTMENT

**CITY OF OXFORD, MISSISSIPPI
PRELIMINARY 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

- _____ Submittal fee of \$100.00 plus \$5.00 per lot
- _____ One complete copy of Preliminary Plat and Preliminary Construction Drawings submitted with fee for plan review.
- _____ Approval of Plan Review Committee
- _____ (1) 24" x 36" complete sets of 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 Preliminary plat. (Construction Drawings must be submitted in Black and White)
- _____ Approval of City Engineer (must be noted on all construction plans and specifications)
- _____ (1) 11" x 17" sets of drawings including Preliminary Plat Data, (Preliminary Plat must be Black and White)
- _____ (1) Draft of protective covenants if development is to have protective covenants
- _____ (1) copy of the subdivision plat in digital form. This digital version may be DWG or PDF format.
- _____ All digital files should be submitted on either compact disks or USB flash drive.
- _____ Approval of Planning Commission
- _____ Approval of Board of Alderman

MINIMUM DATA REQUIRED TO BE SUBMITTED WITH PRELIMINARY PLAT:

- _____ All data shall be based on a datum plane approved by the City Engineer (NAD 83 Mississippi East State Plan Coordinate System is approved)
- _____ Lot Layout (Dimensions of lot lines, lot numbers and lot area in square feet or acres)
- _____ Streets (Names, rights-of-way, and roadway widths of existing streets and the location and proposed right-of-way width of existing and proposed street dedications)
- _____ Location and type of existing utilities.
- _____ Boundary lines (Bearing and distances from deed records or survey)
- _____ Easements (Existing or proposed locations, width, and purpose)
- _____ Public Sites (If any, to be reserved or dedicated for parks, playgrounds, or other public uses)
- _____ Nonpublic Sites (If any, for Multi-Unit dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.
- _____ Topographic Information (Showing contour data a two-foot interval)
- _____ Other Conditions within the Proposed Subdivision (Watercourses, flood plain and floodway boundaries and the 100-year flood elevation, marshes, wetlands, rock outcrops, wooded areas, isolated preservable trees two (2) feet or more in diameter, groups of large (8-inch dph and greater) trees, other significant features, and subsurface conditions if required by City Engineer.
- _____ Other Conditions on adjacent land (Approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings located within 300 feet, railroads, power lines, towers, and other nearby nonresidential land uses or adverse influences; owner of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name, recordation date, and number, and show approximately percent built-up, typical lot size, dwelling type)
- _____ Minimum Building setback lines
- _____ Zoning (On and adjacent to the proposed subdivision)
- _____ Vicinity Map (Showing location of the tract)
- _____ Site Data (Number of residential lots, site area, typical lot size, propose uses and size of common open areas, parks, etc.
- _____ Title, scale, north arrow and date
- _____ Subdivision Name (Including name and address of owner, and name and address of individual or firm responsible for preparation of plat)

- _____ Phased Development (Where division of property into phases or sections is contemplated, the proposed boundaries of such sections shall be shown and labeled and the sequence of development listed in alphabetic or numerical order)
- _____ A statement on the plat that the subject property is or is not in the floodplain as shown by Flood Insurance Rate Map (FIRM). If the subject property is in the floodplain, the plat should be accompanied by a completed "Flood Development Permit" along with an impact statement.
- _____ Title and Certificates (Present tract designation according to official records in office of appropriate recorder, title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, bench marks, certification of registered engineer and/or surveyor, date of survey)

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.