

CITY OF TUPELO
SUBDIVISION APPLICATION
Department of Development Services
PO Box 1485, Tupelo, MS 38802-1485
Phone (601) 841-6510 FAX (601) 841-6550
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Application Fee - \$200.00 plus \$10.00 per lot.

The proposed Subdivision is located: _____

Zone Classification: _____ **Acres in entire parcel:** _____

Number of lots: _____ **Average size of lots:** _____

Size of smallest lot and lot number: _____ **Lot #:** _____

List all existing structures on this property:

Owner of land being subdivided: _____

Address: _____

Title of Subdivision: _____

Name, address and phone number of designing Engineer:

I hereby certify that all the above information is true and correct and completed in accordance with the Tupelo Development Code and that I have received, or retained, a copy of this application. I understand that if I or my representative does not attend the meeting, the application could be tabled or denied. I further understand that if I am not the property owner, written, notarized permission from the property owner, the application could be tabled or denied.

Date: _____

Signature of Applicant _____

NOTES:

1. **Submit application no later than four (4) weeks prior to the next meeting of the Planning Committee which is held on the first Monday of each month. The meeting is held at 6:00 PM in the Board Room located in the City Hall Council Chambers on the second floor of 71 East Troy Street.**

Application requirements

- (1) An application for plat approval may be filed only by all of the owners of the property or by an agent, lessee, or contract purchaser specifically authorized by all of the owners to file such application for such amendment.
- (2) An application for preliminary Subdivision Plat approval consists of eight (8) copies of the plat map (at a minimum scale of 1 inch equals 100 feet on a sheet no larger than 24 x 36 inches) and other required items which do not have to be recorded at the Chancery Clerk's Office on a 24 x 36 inch sheet at a minimum scale of 1 inch equals 50 feet. Data provided shall be accurate. Incorrect measurement or mathematical results shall be grounds for rejection or refusal to act on the application.
- (3) An application for plat approval shall be filed with the Planning and Development Department on a form prescribed by the Department, along with the fee prescribed by the City Council, and shall include the following information:
 - (i) Site data table:
 1. Name of owner of the tract, surveyor and land planner
 2. Zoning of the tract
 3. Acreage of tract
 4. Total number of lots proposed
 5. Indicate proposed minimum lot size in square feet
 6. Setbacks; Provide a table of minimum building setbacks, including:
 - a. Front setback
 - b. Side setback aggregate (total of two yards)
 - c. Side setback minimum
 - d. Rear setback
 - e. Corner yard setback
 - f. Building setbacks from buffer

- g. Buildable area per lot, in square feet.
- (ii) The location of all existing, previously platted, property lines, municipal boundaries, county lines, streets, buildings, water courses, railroads, transmission lines, sewers, bridges, culverts and drainpipes, and water mains.
- (iii) Indicate the names of adjoining property owners or subdivisions.
- (iv) Indicate the zoning and existing land use of all adjoining property.
- (v) Indicate the location of all proposed property lines, lot numbers, with dimensions.
- (vi) Indicate the location of the existing property boundaries by metes and bounds.
- (vii) Indicate the location of any buffers, required under the provisions of Section 13.1.5 (landscape, buffers and streetscape).
- (viii) Indicate the location of special areas affecting the subdivision, i.e. wooded areas, marshes, wetlands, etc.
- (ix) Indicate the location of proposed parks, school sites, or other public open space, if any.
- (x) Provide a title, date, arrow point, and graphic scale bar.
- (xi) Indicate proposed streets, street names, rights-of-way, roadway widths.
- (xii) Phasing plan; provide a time table for construction of the entire subdivision including:
 1. Proposed date of submission of final construction drawings for each phase.
 2. Proposed date of submission of Final Plat, including utility plans (as built) for each phase.
 3. Lots to be included in each phase.