

ARTICLE IX: PROCEDURES FOR SUBDIVISION OF LAND

SECTION 9.1: Purpose

The purpose of these regulations is to promote and protect the public health, safety and general welfare of the City of Gautier by:

- A.** Establishment of reasonable standards of design and procedures for the subdivision of land;
- B.** Ensuring that adequate public facilities and services are available concurrent with development and insure sufficient capacity to serve the proposed development;
- C.** Preventing and controlling erosion, sedimentation and other pollution of surface and subsurface waters;
- D.** Ensuring for the adequate provision of transportation, water, sewerage, stormwater management, and other public facilities;
- E.** Promoting the wise use, development, conservation and protection of the soil, water, wetland, and natural resources;
- F.** Providing for open spaces through the most efficient design and layout of the land;
- G.** Providing opportunities for public input by establishment of predictable procedures and public meetings for review of certain development; and
- H.** Protecting the public from inadequate, inferior and unsafe development.

SECTION 9.2: Pre-Application Conference

Whenever a new or replatted subdivision located within the city is proposed, the subdivider and his engineer shall schedule a pre-application conference with the Economic Development Director. The conference should be attended by other city staff or department Directors and the consulting engineer as needed. The purpose of the Pre-application Conference is to assure that the applicant is familiar with the city's overall land development regulatory process, to assist the applicant in determining those reviews and approvals required for his project, to develop an anticipated timeline for such review and approvals, to call the applicant's attention to applicable standards as identified in the Ordinances and regulations, and to give the city an opportunity to explore and comment on the scope and impact of the project.

Upon receiving input from the city staff, if the subdivider or developer wishes to proceed, he should submit the required plats and/or master plans using the recommendations and application forms supplied by the staff.

9.2.1 Requirements for Pre-Application Conference

The applicant shall provide copies of any existing surveys of the property and a concept or sketch plan showing the proposed layout of streets, blocks, lots and other features in relation to existing conditions.

SECTION 9.3: Master Development Plan

9.3.1 Master Plans are required for the following types of development:

- A. Master Planned Community
- B. Phased Development
- C. Developments which deviate from the adopted design standards of the City
- D. Conservation Subdivision
- E. Traditional Neighborhood Development
- F. Cluster Development
- G. Planned Unit Development (PUD)

9.3.2. General Information Needed for Master Development Plan

The subdivider shall prepare and file with the Economic Development Director three (3) copies of the Master Plan, at least fifteen (15) days prior to review by the Technical Review Committee drawn at an appropriate scale. Sheet size shall not exceed twenty-four inches by thirty-six inches (24" x 36"). The Master Plan shall be prepared by a licensed professional(s) such as engineer(s), architect(s), and landscape architect(s). The Master Plan shall be clearly marked, and shall show, or have attached thereto, the following data:

- A. Name, address and contact information for property owner, developer(s), development engineer(s), architect(s), builder(s) and property manager(s)
- B. Survey of existing property showing existing structures, utilities, significant and protected trees, rights-of-way, easements and adjacent property use and zoning
- C. Map showing existing and proposed contour of land with cut and fill calculations
- D. Demolition plan for existing structures
- E. General Layout (site plan) of proposed development which shows lot dimensions; streets; alleys; utilities; easements; landscaping; table of proposed uses including type and number of housing units; square footages of proposed buildings; location of required off-street parking areas; civic uses and any other pertinent information.
- F. General Landscaping and Buffering Design Plan
- G. Proposed phasing of project
- H. Any other information deemed pertinent by the applicant or requested by the city

9.3.3 Specific Requirements and Procedure for a Planned Unit Development

A. Quality of Design Required

The proposed development must be designed to produce an environment of stable and desirable character which is in harmony with surrounding land uses and must provide standards for open space, landscaping, creative layout and facilities for traffic control, recreational facilities and adequate parking. Architectural harmony is required for all types of buildings.

B. Additional Information Required at Time of Application for a PUD

In addition to the requirements for a subdivision given in *Article 9.3.2*, applications for a PUD shall include:

1. Architectural renderings of all commercial, civic and multi-family uses proposed.
2. Architectural renderings and floor plans for examples of each different type of residential structure that is representative of each.
3. Draft of the legal instrument establishing the Homeowners Association and/or Restrictive Covenants.

C. Review by Planning Commission

The Planning Commission may impose conditions regarding density, lot sizes, lot size or arrangement, circulation and any other matters that will in their opinion improve the adequacy of the neighborhood or better protect adjacent areas.

After any required changes have been made to the Master Plan, Preliminary Plat or architectural design of buildings, the Planning Commission shall hold a final public hearing for the purpose of approval or denial of the PUD.

D. Effect of Approval by City Council

After approval of the Master Plan, Preliminary Plat and architectural design by the Planning Commission, the Economic Development Director shall place the proposed subdivision on the agenda of the City Council for their review and approval.

Approval of the zoning change to a Planned Unit Development constitutes approval of the Master Plan prepared by the applicant and reviewed as a part of the application. The Master Plan establishes new and specific requirements for land use, residential densities, development regulations and location of specific elements of the development such as open space, landscaping and other elements.

The PUD classification replaces any previous zoning district classification on a parcel.

E. Minor Amendments and Adjustments to Master Plan prior to Final Plat Approval

The Economic Development Director shall be permitted to approve minor amendments and adjustments to the PUD Master Plan provided the project boundaries are not altered; no additional uses are added; the land allocated to particular uses is not altered more than fifteen percent (15%); housing density is not altered more than ten percent (10%) ; open space and parks are not decreased; and the height, setback and lots coverage requirements are not substantially altered.

F. Duration of PUD approval

The approval of a PUD Master Plan by the City Council shall be valid for a period of three (3) years from the date of such approval, after which such plat shall be void, except upon application to and approval by the City Council for an extension not to exceed a maximum of two (2) one (1) year periods.

G. Reversion of PUD Zoning and Project

Should the Master Plan become invalid due to inaction of the developer or at the request of the developer; the zoning of the property shall revert back to the original

zoning classification and the Economic Development Director shall cause such changes to be made to the Official Zoning Map.

SECTION 9.4: Infrastructure Construction Plans, Checks and Inspections.

9.4.1 General Process

- A.** The developer shall submit two (2) sets of blue-line prints of the construction plans for the required improvements and such plans shall be approved prior to construction of any type begins in the subdivision.
- B.** Developer's Engineer:
 - 1.** All improvements required in these regulations and within this Ordinance shall be designed by and constructed under the supervision of a qualified professional engineer registered in the State of Mississippi and employed by the developer.
 - 2.** The developer's engineer shall inspect the improvements as they are installed and certify to the appropriate city staff person or consultant that each improvement has been constructed in accordance with the approved plat, construction plans and specifications and requirements of this Ordinance.
 - 3.** The Developer's engineer shall furnish the appropriate city staff person or consultant with a certificate stating that all work has been completed in conformity with the approved construction plans and specifications.

9.4.2 Construction Plan Requirements

Prior to infrastructure construction, construction plans must be submitted along with a Certificate from MDEQ and a Flood Plain Certificate, if required. Construction plans shall be submitted on twenty-four inches by thirty-six inches (24" x 36") sheet and shall consist of the following:

- A.** Water and Sanitary Sewer System—Detailed plans for the water and sanitary sewer system drawn at a scale of one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals five (5) feet vertical and shall be based on U. S. Geological Survey Datum (mean sea level).
- B.** Streets, sidewalks and roads
- C.** Drainage structures and bridges—Or, if applicable standard plans issued by the State Aid Division of MDOT may be included for reference.
- D.** Drainage plan— Drainage plan shall consist of the plat of the development showing the following:
 - 1.** Existing and proposed contour lines
 - 2.** Finish centerline grades at one hundred (100) foot intervals on all street and drainage ditches
 - 3.** Finish flow-line grade on all gutters and culverts at one hundred (100) foot intervals. At the option of the developer's engineer, flow directional arrows may be used in lieu of gutter flow line grades.
 - 4.** Size, length, flow-line gradient and the volume of flow in cubic feet per second on each culvert, open ditch and other drainage structures. This

information shall be provided in tabular form with appropriate indexing system.

9.4.3 Test Reports

It shall be the responsibility of the developer and/or his engineer to furnish the following test reports as construction progresses:

- A.** Concrete—twenty-eight (28) day test cylinder break representing each thirty (30) cubic yards of each days pouring on concrete for curbs and gutters, drainage structures or street and road pavement
- B.** Base Materials— Base shall be limestone or treated, MDOT State Aid Specifications:
 - 1. One (1) gradation sample per five hundred (500) L. F. or base in place
 - 2. One (1) density sample with depth check per five hundred (500) L. F. or base in place
- C.** Cement Treated Bases:
 - 1. Soil – cement test to determine required cement perennial.
 - 2. One (1) density sampler per five hundred (500) L.F. or base in place
 - 3. One (1) compression strength cylinder per five hundred (500) L.F. or days run
- D.** Bituminous Hot Mix Surfacing
 - 1. Job mix design
 - 2. Extraction and stability text sample for each four hundred (400) tons
 - 3. In place density for each four hundred (400) tons in place
- E.** Any other test reports that may be specifically required by the city which are requested at the time of approval of the construction plans.

9.4.4 Construction Inspections and Checks

The subdivider/developer shall assure the City is adequately advised of any/all activities to construct the project and shall endeavor to maximize the city's opportunity to observe the work.

City of Gautier Inspection--The following inspections shall be completed during the construction phase:

- A.** The Streets Division representative shall review all street grades and materials.
- B.** Construct curbing in the presence of the City of Gautier Streets Division representative
- C.** Proof roll sub-base in the presence of a City of Gautier Streets Division representative
- D.** Proof roll base in the presence of a City of Gautier Streets Division representative
- E.** Inspection of Stormwater Pollution Prevention Controls shall be completed by a Economic Development/Planning Department representative.

9.4.5 Final Field Inspection

The City Consulting Engineer shall make a field inspection of the completed work to verify that the required improvements have been properly constructed in conformity with the approved construction plans and specifications as appropriately certified by the developer's engineer and reflected in the Record Drawings prepared, sealed and signed by the developer's engineer. Such a field inspection shall not relieve the developer of responsibility for any subsequent failure of the constructed improvements in whole or in part.