

**ARTICLE II:
APPROVAL PROCESS FOR
CONDOMINIUMS, APARTMENTS, AND
COMMERCIAL COMPLEXES**

SECTION 1 –Preliminary Site Plan Review

- A. The Developer applicant shall file with the County Planning Office his declaration and application (Appendices 1A and 1B) for development approval. The request to be placed on the Planning Commission agenda shall be filed no later than the first Monday of the month to be heard at the next regularly scheduled meeting of the Planning Commission. If the first Monday falls on a holiday, the filing deadline is extended to the next business day. The applicant shall submit to the Planning Commission through the County Planning Office a conceptual drawing, or sketch plat, showing the boundaries of the proposed development, its relationship to surrounding properties, natural features on the site and surrounding area, and the proposed street and lot pattern, and the proposed types of land uses planned. The sketch may also include topography. The conceptual drawing shall illustrate the entire proposed development and illustrate all phases of the development. The applicant must state his intentions regarding development or improvement of private or public roads.
- B. Within two weeks of receiving application for site plan approval, the County Planning Department will place a conspicuous sign in a clearly visible spot on or near the property to be developed that will declare the nature of the planned development and the date and time upon which the Developer will appear before the Planning Commission.
- C. The applicant shall also provide information concerning property maintenance responsibilities through restrictions, covenants, condominium association, etc. The purpose of this step is to provide the Developer the opportunity to consult early and informally with the Planning Staff and Planning Commission before preparation of a Final Site Plan and to make the Planning Staff and the Developer aware of potential problems involving the proposed development. After review by the planning staff, the Developer must meet with the Planning Commission to discuss in detail the proposal.
- D. The Developer shall conduct a traffic impact study and provide a report to the Planning Department for residential developments having more than 50 units.
- E. The Developer shall consult with other agencies having an interest in the development such as the County Health Department, environmental regulatory agencies, county fire department, and all utility providers to determine the availability of services and compliance with regulations of those agencies.

SECTION 2 – Final Site Plan Review

- A. After the Preliminary Site Plan review process has been completed, applications for Final Site Plan Review for condominiums, apartments, or commercial complexes must be filed no later than the first Monday of the month to be heard at the next regularly scheduled meeting of the Planning Commission. If the first Monday falls on a holiday, the filing deadline is extended to the next business day.

- B. If the Developer applicant decides to combine Preliminary and Final Site Plan Review, then all applicable provisions of Article II Section 1 must still be satisfied.
- C. The Developer shall submit to the Planning Department no later than the deadline in Article II, Section 2, Paragraph A:
 - 1. Application form (Appendix 1B),
 - 2. Filing fee (See Article VII, Section 1),
 - 3. Seven (7) copies of the Project Site Plan, drawn to scale of 100 feet to the inch conforming to the requirements of Section 2-C,
 - 4. Two (2) copies of construction plans and technical specifications,
 - 5. Completed site plan approval checklist form (Appendix 2) and all supporting documents,
 - 6. Any variance requests, in written form only. (See Article VII, Section 2.)
- C. All apartment complexes and motel/hotel or condominium complexes with three (3) or more attached units shall have hard-wired smoke alarms and sprinkler systems in each unit and all units shall be separated from each other by a one-hour rated fire wall. (See Article II, Section 3, Paragraph B, below)
- D. Site Plan review is required for approval by the Planning Commission and Board of Supervisors on all condominiums, apartments, or commercial complexes. Such complexes shall not be classified as a subdivision of land unless the Developer of the project requests that Lafayette County accept for maintenance any proposed street to be constructed therein. If the Developer requires such dedication of right-of-way and/or easements, then the provisions contained herein for subdivision Preliminary Plat and Final Plat approval (Article III, Sections 2 & 3) shall also apply to the development.
- E. The Planning Commission will utilize the following review criteria in considering approval of the proposed Site Plan:
 - 1. The completed Site Plan Approval checklist (Appendix 2) and all supporting documentation shall be provided no later than the required deadline.
 - 2. Ingress/Egress considerations: Vehicle and pedestrian safety design, traffic flow and control, utility servicing, emergency access. Off-street parking spaces shall have unobstructed access to a public street or driveway and all driveways shall be of sufficient width to permit easy movement of vehicles into and out of such parking spaces. There should be ample parking spaces per number of bedrooms for developed housing units, a minimum of 1 space per bedroom.
 - 3. Drainage considerations: The development shall not adversely affect neighboring properties or public storm drainage systems, should use sound engineering and ecological practices, and should mitigate flooding and erosion. The development should avoid generating odor and air pollutants at the development site. The development shall comply with the design standards in Article V, Section 6, Paragraphs E, G, and H.
 - 4. Ownership and maintenance of common areas: Provisions must be made for control and maintenance of common properties and open spaces as proposed in development plans. Such provisions shall be in conformity to the provisions set forth in Appendix 9, hereto.
 - 5. Utilities: The provision of service utilities, whether public or private, must be illustrated and proper for the size of development, and meet required health and safety standards. This includes provision for all solid waste removal.

- F. Site Plan documents and other requirements for approval on CONDOMINIUM, APARTMENT, COMMERCIAL, OFFICE, RETAIL, and INDUSTRIAL complexes shall include the following as a minimum:
1. Graphic survey plot of the development boundary indicating the bearings and distances along the perimeter and the mathematical closure of the survey.
 2. Proposed rights-of-way to be dedicated to Lafayette County.
 3. Proposed easements (with location indicated by bearing and distances if not parallel to boundary lines) indicating width and purpose.
 4. Proposed structure locations with number of units per structure for assignment of E-911 addresses.
 5. Vicinity map at a minimum scale of one (1) inch equals one thousand (1,000) feet showing the location of the proposed development and names of adjoining street/roads.
 6. Location of points of ingress/egress that connect to existing public right-of-way with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and provision of adequate parking for residents and guests.
 7. Adjacent property boundaries with existing structures and any significant features located in relation to the development boundary.
 8. Watercourses and marshes shall be indicated with notation regarding Corps of Engineers jurisdictional determination under Section 404 of the Clean Water Act.
 9. The Developer's Engineer shall delineate any wetlands as defined by the U.S. Corps of Engineers that are within the platted area, and if so, the Developer will ensure that the development complies with all appropriate state or federal regulations pertaining thereto.
 10. Flood level information showing contours for the "100 Year Frequency Flood Elevations" and "Floodways" if any part of the proposed development lies within either. Site Plan must contain a statement that the 100-Year Flood Frequency Contour does not lie within the development boundary if not graphically indicated.
 11. Manner of drainage on the property, with particular reference to the effect of provisions for drainage on adjacent properties.
 12. Location of existing and proposed utilities for the development along with the connection location with the utility provider.
 13. Letters of agreement to provide service from the appropriate utility provider(s).
 14. Title of the proposed development, graphic scale, and north arrow.
 15. Declarations, restrictions, and covenants that set forth the Developer's legally binding commitments concerning the type of development to be built and include provisions for maintenance of common areas during construction of the development by the Developer and after the development is completed by an owners' association. It shall set forth how the Developer conveys the responsibility for common areas and prescribe the financial means for supporting future upkeep of all areas of collective benefit.
 16. The Developer shall be responsible for cleaning up all construction related material on a daily basis at the project site and shall not permit waste materials, dirt and debris to be placed or remain in a public right-of-way. Violators of this requirement shall be prosecuted for placing obstruction on a public right-of-way and shall be required to pay for the costs of removal of such material if removed by the County.
 17. Vegetation and tree retention plan-Existing vegetation and trees should be shown on an aerial photo map(available from Lafayette County or Computer maps)Vegetation and trees to be retained along boundary lines, road frontage, creeks, rivers and major drainage ways should be so marked on aerial photo map. Vegetation and trees shall be retained where feasible.

SECTION 3 – APPEAL PROCEDURE

If the Planning Commission does not approve a site plan, the Developer may appeal to the Board of Supervisors. The Developer shall submit a written request for appeal to the Lafayette County Planning department no more than ten (10) working days after the adverse decision. The written request shall clearly explain the reason for the appeal and provide sufficient documentation to allow the Board of Supervisors to fully consider the merit of the appeal.

SECTION 4 – BUILDING PERMITS

- A. All Developers or Builders shall obtain a building permit from the County Planning Office for any new construction in the unincorporated areas of the county that lies within a Site Plan subject to the provisions of Article II. No Building Permit is required for agricultural buildings or for buildings being built for or by the owner for his exclusive use.
- B. In the interest of fire safety, Building Permits for hotels/motels, apartment complexes, and multi-unit condominiums shall only be issued for plans meeting the provisions of Article II, Section 2, Paragraph C of this ordinance.
- C. Building Permits for commercial structures shall be issued only to Commercial Contractors licensed by the State of Mississippi and listed on the roster of the Mississippi Board of Contractors.
- D. Plumbing and electrical subcontractors listed on the building permit application by the general contractor shall be licensed by any jurisdiction in the State of Mississippi. (Note: See Article VII, Section 4 for exception to the licensing requirement.)
- E. Contractors must have portable restroom facilities available at the job site.
- F. House street numbers must be displayed to be visible from the road.
- G. Copy of Building Permit Work Card must be displayed in front yard.

ARTICLE III: APPROVAL PROCESS FOR SUBDIVISIONS

SECTION 1 – PRE-APPLICATION REVIEW

- A. The Pre-Application Review step is optional, but strongly recommended. If the Developer elects to appear for a Pre-Application Review, the Developer applicant shall file with the County Planning Office his declaration and application (Appendices 1A and 1) for development approval. The request to be placed on the Planning Commission agenda shall be filed no later than the first Monday of the month to be heard at the next regularly scheduled meeting of the Planning Commission. If the first Monday falls on a holiday, the filing deadline is extended to the next business day. The applicant shall submit to the Planning Commission through the County Planning Office a conceptual drawing, or sketch plat, showing the boundaries of the proposed development, its relationship to surrounding properties, natural features on the site and surrounding area, and the proposed streets and lot pattern, and the proposed types of land uses planned. The sketch must also include topography. The conceptual drawing shall illustrate the entire proposed development and illustrate all phases of the development. The applicant must state his intentions regarding development or improvement of private or public roads. The purpose of this step is to provide the Developer the opportunity to consult early and informally with the Planning Staff and Planning Commission before preparation of a site plan or preliminary plat and to make the Planning staff and the applicant aware of potential problems involving the proposed development. After review by the Planning Staff, the applicant must meet with the Planning Commission to discuss in detail the proposal.
- B. Within two weeks of receiving application for site plan approval, the County Planning Department will place a conspicuous sign in a clearly visible spot on or near the property to be developed that will declare the nature of the planned development and the date and time upon which the Developer will appear before the Planning Commission.
- C. The Developer shall conduct a traffic impact study and provide a report to the Planning Department for subdivision having more than 50 lots.
- D. The condition of the county road system in the vicinity of the proposed subdivision will be subject to review by the County Engineer. The review may require a site inspection by the County Engineer, the Developer, and the Developer's agent. The Developer may be required to grant additional right-of-way and/or improve existing county roads connecting to or serving the proposed subdivision. Any such improvements shall be negotiated with the County Engineer, Road Manager, and County Supervisor for the District prior to the Preliminary Plat approval conference with the Planning Commission.
- E. The Developer shall consult with other agencies having an interest in the development--County Health Department, County Solid Waste Department, environmental regulatory agencies, and all utility providers--to determine the availability of services and compliance with regulations of those agencies.
- F. The Developer shall provide the names and addresses of all owners of all adjacent property to the county planning department. The developer shall notify those

property owners by US mail of the date of the Developer's appearance before the Planning Commission.

SECTION 2 – PRELIMINARY PLAT APPLICATION REVIEW PROCEDURE

- A. After the pre-application review has been completed, the application and the application fee for Preliminary Plat approval of subdivision must be filed no later than the first Monday of the month to be heard at the next regularly scheduled meeting of the Planning Commission. If the first Monday falls on a holiday, the filing deadline is extended to the next business day.
- B. If the Developer applicant elects to skip the Pre-Application Review step, then all applicable provisions of Article III Section 1 must still be satisfied.
- C. The Developer shall submit to the Planning Department no later than the deadline in Article III, Section 2, Paragraph A:
1. Application form (Appendix 1C),
 2. Filing fee (See Article VII, Section 1),
 3. Twelve (12) copies of the preliminary plat, drawn to scale of 100 feet to the inch conforming to the requirements of paragraph III.2.C,
 4. Two (2) copies of construction plans (see Appendix 4) and technical specification,
 5. Completed preliminary plat approval checklist form (Appendix 3) and supporting documents,
 6. Any variance requests, in written form only. (See Article VII, Section 2.)
- D. Preliminary plats shall be at a sufficient scale to allow the entire development (including all phases) to be shown on a "D" size plot (24" x 36"). Minimum data required for the preliminary plat and any accompanying documents should include the following.
1. Boundary lines: Bearings and distances along perimeter boundary and lot lines and mathematical closure of survey.
 2. Proposed lot lines, lot numbers, and lot layout for the subdivision.
 3. Easements: Location, bearings and distances if not parallel with lot lines, width, and purpose.
 4. Streets: Location of all existing and proposed streets, alleys or access easements with dimensions, right-of-way widths and street names within the proposed subdivision and the names of adjoining street names or numbers.
 5. Vicinity map at a minimum scale of one (1) inch equals one thousand (1,000) feet showing location of the site for the proposed subdivision.
 6. Minimum building setback lines.
 7. Proposed use of all land in the subdivision including any reserved areas for parks, playgrounds or other public usage and the acreage.
 8. Watercourses and marshes shall be shown with notation regarding Corps of Engineers jurisdictional determination under Section 404 of the Clean Water Act.
 9. Existing houses and other significant features shall also be shown.
 10. Flood level information showing contours for "100 Year Frequency Flood Elevations" and "Floodways" if any part of the proposed subdivision lies within a flood plain. Plat must contain a statement that 100 year flood frequency contour is not involved with development. Information on Plat will adhere to Appendix 12 Flood Insurance Ordinance.
 11. Title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, graphic scale, north arrow (true north), mean sea level (msl) datum, benchmarks, and date of survey.

12. The Developer's Engineer shall delineate any wetlands, as defined by the U.S. Corps of Engineers that are within the platted area and if so, the Developer will ensure that the development complies with all appropriate state or federal regulations pertaining thereto.
 13. Proposed utilities: Line sizes, approximate invert elevations (where approximate), and cross sections of principal drainage ditches.
 14. Construction plans and technical specifications for required improvements prepared in accordance with "Article III - Design Standards" and "Article IV - Minimum Required Improvements" shall be considered a part of the Preliminary Plat.
 15. The names of all adjoining subdivisions and the names of recorded owners of adjoining parcels.
 16. Conformity with "Minimum Standards," as promulgated by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors.
 17. Engineer and Surveyor certifications as set forth in Section 3 F.
- E. During the Planning Commission regular meeting, the Planning Commission will review the required formal documents and any other material submitted for conformity to these regulations, and negotiate with the Developer changes deemed advisable and the kind and extent of improvements to be made in the proposed development. After such review and negotiation, the Planning Commission, by a vote of the quorum present, shall express their approval or disapproval of the proposed development. If approved, the minutes shall record the approval and any conditions of such approval. If disapproved, the minutes shall record the disapproval and the reasons therefor.
- F. Whenever the Planning Commission grants Preliminary Plat Approval, the County Planner will submit a request for approval of the same at the next regular meeting of the Board of Supervisors.
- G. The action of the Planning Commission and any conditions thereof shall be noted in the official minutes of the Planning Commission and on copies of the Preliminary Plat. Two (2) copies of the plat shall be returned to the Developer and six (6) copies retained by the Planning Commission for distribution.
- H. Preliminary approval of the development does not constitute any final approval, nor shall any documents (such as preliminary plat, site plan, or master document) be recorded in the Lafayette County Chancery Clerk's office. No lots or units shall be sold or recorded until Final Plat approval by the Board of Supervisors has been granted and any conditions thereof have been satisfied. (See Section 3, below.) Preliminary approval of the development by the Planning Commission shall constitute authorization for the Developer to proceed with construction of the proposed improvements subject to inspection by the County Engineer and/or other designated representative of the County or agencies which have a lawful interest in the development. All construction shall be done in conformance with the approved formal documents.
- I. Preliminary approvals granted by the Planning Commission and the Board of Supervisors are valid for two (2) years from the date of approval by the Board of Supervisors. If construction of the proposed improvements is not completed and final approval requested within that time, the Developer must resubmit to the Planning Commission for preliminary approval or request in writing an extension of the preliminary approval. Extensions may be granted for a period not to exceed six (6) months and no more than two extensions will be granted per development.

SECTION 3 – FINAL APPROVAL

- A. After Preliminary Plat approval has been granted, twelve (12) copies of the proposed final plat must be filed no later than the first Monday of the month to be heard at the next regularly scheduled meeting of the Planning Commission. If the first Monday falls on a holiday, the filing deadline is extended to the next business day.
- B. All documents and covenants submitted for final approval shall conform substantially to the documents given Preliminary Plat approval. If desired by the Developer, the proposed Final Plat may constitute only that portion (“phase”) of the approved Preliminary Plat, which he proposes to record and develop at the time, provided that such portion conforms to all requirements of these regulations.
- C. The Developer shall also submit for review declarations, restrictions, and covenants that set forth the Developer’s legally binding commitments concerning the type of development to be built and include provisions for maintenance of common areas during construction of the development by the Developer and, after the development is completed, by an owners association. It shall also set forth how the Developer conveys the responsibility for common areas and prescribe the financial means for supporting future upkeep of all areas of collective benefit. Such provisions shall be in conformity to the provisions set forth in Appendix 9, hereto.
- D. It shall be the duty of the Planning Commission to examine the Final Plat to be certain that it conforms to existing streets, drainage and utility systems and that all conditions set forth on the preliminary plat have been satisfied, including any conditions established by the Planning Commission. After review and approval of the Final Plat by the Planning Commission, the Plat shall be forwarded to the Board of Supervisors with a recommendation for approval.
- E. The Final Plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The Final Plat shall be prepared at a scale of one (1) inch equals one hundred (100) feet and shall show the following:
 - 1. Primary control points, or descriptions and “ties” to such control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
 - 2. Monuments, tract boundary lines, right-of-way lines of streets and easements and property lines of residential lots and other sites. Sufficient data to determine readily and reproduce on the ground any line on the map, including accurate dimensions, bearings, deflection angles and radii, acres, and central angles of all curves.
 - 3. All data shown on the approved Preliminary Plat.
 - 4. Location and description of boundary monuments.
 - 5. Title, graphic scale, north arrow (true north) and date
 - 6. Declarations, restrictions, and covenants as required in Paragraph III.3.C.
 - 7. When covenants are not recorded on the final plat, the recording information showing book and page number(s) for Protective Covenants shall be shown on the Final Plat.
- F. In accordance with these regulations, the following Engineer’s and Surveyor’s Certificates shall be affixed to, sealed and attested to by the person or persons responsible for the design and surveying on the Final Plats:

Engineer's Certificate

It is hereby certified that this plat is true and correct, is in conformance with the design requirements of the Subdivision regulations and specific conditions imposed on this development, and takes into account all applicable federal, state and local laws and regulations.

By: _____(Seal)(Date)

Mississippi Certificate No. _____

Surveyor's Certificate

I hereby certify that this is a true copy of the plat was approved by the Board of Supervisors in session on _____.(Date)

By: _____(Seal)(Date)

Mississippi Certificate No. _____

- G. The Final Plat shall also provide for signatures of the President of the Board of Supervisors, the Chairman of the County Planning Commission, and the Chancery Clerk (attest).
- H. Final approval shall not be granted by the Planning Commission or the Board of Supervisors until the Developer has made full provisions for sewer service under the requirements of this standard. Where applicable, the Developer shall place the required declaration (see Article V, Section 5, Paragraph D.) on the Final Plat or shall complete construction of the sanitary sewer system and provide the County Planning Department with a copy of a permit to operate from DEQ, or provide a letter certifying that a certified utility is providing sewer service.
- I. Street names and traffic signs to be installed prior to Final Plat Approval and verified by County Planner or County Engineer by signed statement.
- J. Final approval shall not be granted by the Planning Commission or the Board of Supervisors until the Developer has done one (1) of the following:
 - 1. Completed construction of all improvements improvements (excluding sewer as described in Paragraph III.3.H above) in accordance with Article III and Article IV as approved on the Preliminary Plat, or
 - 2. Posted a bond complying with the following procedures and conditions:
 - a. The Developer shall sign an agreement (Appendix 7) with the Board of Supervisors agreeing to install or provide the required improvements and shall file a bond with the Board of Supervisors in the amount of 1.15 times the cost of improvements as described below. The costs of improvements will be based upon a construction cost estimate provided by the Developer's Engineer with concurrence from the County Engineer. The agreement and bond shall be sufficient to secure the construction of the required improvements listed in this Article and approved on the Final Plat in a satisfactory manner and within a period specified by the Board of Supervisors, such period not to exceed four years. In the event that the bond is an irrevocable letter of credit (LOC), the Developer agrees to renew the LOC whenever it expires until such time that the improvements are completed. No such bond shall be accepted unless it is enforceable by or payable to Lafayette County in a sum at least equal to the amount specified in the agreement and in a form with surety and conditions approved by the

Attorney for the Board of Supervisors. When the Developer's Engineer does not estimate the cost of improvements, the County Engineer shall determine the amount of the bond.

- b. All subdivision road improvements shall be completed with the final lift (for a minimum total thickness of three [3] inches) within four years from the recording of the approved Final Plat or after 75% of the lots have been developed, whichever is sooner.
 - c. All road bond amounts approved by the County Engineer shall automatically increase by five percent (5%) each year at time of renewal, beginning with the first bond renewal.
 - d. The Board of Supervisors reserves the right to allow the City of Oxford to bond and provide inspections on the construction of improvements within the utility service areas of the City of Oxford and waive such bonding to the County, except that the Board of Supervisors shall require warranty bonding on the streets proposed for acceptance by the County.
- J. Prior to Final Plat approval and submission of any required bond, no lots shall be conveyed by the Developer and no building or related permits shall be issued.

SECTION 4: FINAL PLAT RECORDING PROCEDURE:

- A. Following the granting of final approval by the Planning Commission and the Board of Supervisors, the Developer shall submit to the County Planning Office an original copy of the approved Final Plat containing all of the necessary signature blocks, certificates, and seals as specified Article II, Section 3. D., along with any agreements, covenants, and bonds and an attorney's certificate of title certifying title to the land subdivided valid as of the hour and day of recording. Original copies shall be drafted or reproduced on a stable base 4 ml. double matte drafting film. A digital copy shall be provided to the County Planning department in a format approved by the County Planner.
- B. The County Planning Staff will collect the signatures of the Chairman of the Planning Commission and the President of the Board of Supervisors.
- C. The Plat shall not be recorded until the Chancery Clerk has ascertained that all requirements above have been met, all fees pertaining to the application and filing process have been paid, and the Chancery Clerk attests approval together and records the date of the Final Plat approval by order of the Board of Supervisors.
- D. The Planning Department shall retain eight (8) prints. Six (6) of these prints shall be distributed with one (1) print each to the County Health. Department, Lafayette County Ambulance Service, County Fire Department, Tax Assessor, Sheriff Department; and County Maintenance Department. Two (2) copies shall be retained by the planning Department.

SECTION 5: ACCEPTANCE OF ROADS

- A. All construction of roads and related infrastructure shall be guaranteed for a period of two (2) years after acceptance by Lafayette County, subject to normal wear and tear. A maintenance bond shall be required in order to assure the satisfactory condition of the required improvements. The maintenance bond shall continue to be in effect for a minimum of two (2) years after the date of acceptance of the subdivision roads. The County may require additional one (1) year maintenance bond if Lafayette County deems the additional year necessary.
- B. For a phased subdivision where the Developer does not provide a construction

entrance for subsequent phases, the County may require that the maintenance bond continue to be in effect for one year beyond completion of 75% of said lots in subsequent phases. The County may also require that the amount of the maintenance bond be increased based upon the recommendation of the County Engineer.

- C. When all of the required improvements have been constructed, including traffic safety and E911 signs, the Developer shall contact the County Engineer and County Road Manager for a final inspection and shall provide certification that the final improvements have been installed according to County specifications. The County Engineer and County Road Manager shall inspect the subdivision roads and make a written report, a copy of which is to be provided to the Developer and the Board of Supervisors.
- D. Upon the recommendation of the County Engineer and the County Road Manager for road acceptance, the County Planner will present a request to accept the roads to the Board of Supervisors. Once the Board of Supervisors votes to accept the roads and the acceptance is recorded in the official minutes of the Board of Supervisors, the county will become responsible for maintenance.
- E. The maintenance bond will be released by order of the Board of Supervisors when the subdivision receives an approved final inspection report from the County Engineer and/or Road Manager, on the designated road inspection. The Board of Supervisors on recommendation of the County Engineer and/or Road Manager may reduce liability on the bond as work progresses and after acceptance, the Board of Supervisors may reduce the bond to such amount as the County Engineer and/or Road Manager deems sufficient to guarantee performance of the warranty. The amount of the maintenance bond will be based on 20% of the cost of the work bonded and will be bonded for 2 years.

SECTION 6 – APPEAL PROCEDURE

If the Planning Commission does not approve a preliminary or final plat, the Developer may appeal to the Board of Supervisors. The Developer shall submit a written request for appeal to the Lafayette County Planning department no more than ten (10) working days after the adverse decision. The written request shall clearly explain the reason for the appeal and provide sufficient documentation to allow the Board of Supervisors to fully consider the merit of the appeal.

SECTION 7 – BUILDING PERMITS

- A. All Developers or Builders shall obtain a building permit from the County Planning Office for any new construction in the unincorporated areas of the county which lies within platted subdivision subject to the provisions of Article III. No Building Permit is required for agricultural buildings or for buildings being built by the owner for his exclusive use.
- B. Building Permits for one and two family residential structures shall be issued only to Residential Contractors or Commercial Contractors licensed by the State of Mississippi and listed on the roster of the Mississippi Board of Contractors. (Note: Residential structures with three or more family units require a Commercial Contractor License. See Article II, Section 3, Paragraph B.)
- C. Plumbing and electrical subcontractors listed on the building permit application by the general contractor shall be licensed by any jurisdiction in the State of Mississippi. (Note: See Article VII, Section 4 for exception to the licensing requirement.)

- D. Contractors must have portable restroom facilities available at the job site.
- E. Hard-wired smoke alarms shall be installed in all residential units.
- F. House street numbers must be displayed to be visible from the road.
- G. Copy of Building Permit Work card must be displayed in front yard.

APPENDIX 1A

**DECLARATION TO ACCOMPANY
APPLICATION FOR DEVELOPMENT APPROVAL
Lafayette County, Mississippi**

1. The subdividing and development of a tract or parcel of land into a division of three (3) or more parcels or lots, for the purpose of transfer of ownership and subsequent structure construction of any size or nature on the lots must be approved in accordance with these regulations and the application process set forth therein. Approval is required for residential, commercial, and mixed-use developments.
2. No improvements to the proposed development shall commence until Site Plan approval (for apartments, condominiums, or commercial complex developments) or Preliminary Plat approval (for subdivisions) is granted by the Lafayette County Planning Commission and Board of Supervisors as required.
3. No plat subdividing land in accordance with the definition of a subdivision set forth in Item #1, above, shall be filed or recorded in the Office of the Chancery Clerk of Lafayette County, Mississippi unless and until approved by the Board of Supervisors.
4. No lot or residential unit or commercial unit shall be sold from such plat described in Item #3, above, until the plat is filed for record in the Office of the Chancery Clerk of Lafayette County, Mississippi.
5. Prior to final approval of any plat or site plan which does not have central collection and treatment for sewage, an application must be submitted to the Lafayette County Health Department for notation that septic tanks will be approved and any conditions or limitations for such approval.
6. Only those applications that complete the requirements for specific information requested as described in Articles II and III shall be accepted for placement on the Planning Commission agenda.

I, _____, (print name) as Owner / Developer / Agent / Surveyor / Engineer, (circle all that apply) acknowledge that I understand the general requirements described in #1 through #6 above. By application, I am requesting that the proposed subdivision be granted all necessary approvals by the Lafayette County Planning Commission and the Lafayette County Board of Supervisors in full accordance with the Lafayette County Land Development Standards and Regulations (Revision 2006-2). I also understand that the property owner, developer, or his agent must attend the Lafayette County Planning Commission to have the application considered for approval. I also authorize Supervisors, Planning Commissioners, County Employees, and their assigns to enter my property for inspection.

Signature Telephone # Date

Name of Development

APPENDIX 1B

**APPLICATION FOR SITE PLAN APPROVAL
for
CONDOMINIUM, APARTMENT, COMMERCIAL COMPLEX DEVELOPMENT
LAFAYETTE COUNTY PLANNING COMMISSION**

1. NAME OF DEVELOPMENT: TYPE OF PROJECT: _____		
2. LOCATION: The proposed development is located on the _____ side of _____ Road and the _____ side of _____ Road, in Section _____, Township _____, and Range _____.		
3. Are there existing structures on the property? _____ If so, please list on separate sheet.		
4. Property owner: Address: _____ Telephone: _____ Fax: _____		
5. Developer: Address: _____ Telephone: _____ Fax: _____		
6. Engineer/Surveyor: Address: _____ Telephone: _____ Fax: _____		
7. Gross Acreage _____	8. Number of Lots or Units _____	9. Average Frontage _____
10. Are Community or Public Sewers Provided? Yes ___ No___ By Whom: _____		
11. Is Community or Public Water Provided? Yes ___ No___ By Whom: _____		
12. Fee: \$150 + \$5 per unit = \$ _____		
Signature of Owner, Developer, Agent, or Engineer: <div style="text-align: right; margin-top: 20px;">_____ (Signature) _____ (Printed) _____ (Date)</div>		

APPENDIX 1C
APPLICATION FOR PRELIMINARY PLAT APPROVAL
for
SUBDIVISION DEVELOPMENT
LAFAYETTE COUNTY PLANNING COMMISSION

1. NAME OF SUBDIVISION: _____		
2. LOCATION: The proposed subdivision is located on the _____ side of _____ Road and the _____ side of _____ Road, in Section _____, Township _____, and Range _____.		
3. Are there existing structures on the property? _____ If so, please list on separate sheet.		
4. Property Owner: Address: _____ Telephone: _____ Fax: _____		
5. Developer: Address: _____ Telephone: _____ Fax: _____		
6. Engineer/Surveyor: Address: _____ Telephone: _____ Fax: _____		
7. Gross Acreage _____	8. Number of Lots _____	9. Average Frontage _____
10. Are Community or Public Sewers Provided? Yes ___ No___ By Whom _____		
11. Is Community or Public Water Provided? Yes ___ No___ By Whom _____		
12. Fee: \$150.00 + \$5.00 per lot = \$ _____		
Signature of Owner, Developer, Agent, or Engineer: <div style="text-align: right; margin-top: 20px;">_____ (Signature)</div> <div style="text-align: right; margin-top: 20px;">_____ (Printed)</div> <div style="text-align: right; margin-top: 20px;">_____ (Date)</div>		

APPENDIX 2
SITE PLAN APPROVAL CHECKLIST

Application date:	
Development:	
Developer:	
Engineer:	

Instructions:

Place checkmark in left column for each item included in the application packet.
If an item is not required, write "NR" in the left column.

Developer's Check off	County Verification		Item
			Site Plan Features
		1	Title of proposed development
		2	Graphic scale
		3	North arrow
		4	Graphic survey plot of the development boundary
		5	Proposed right-of-ways to be dedicated to Lafayette County
		6	Proposed easements
		7	Proposed structure locations with number of units per structure (for assignment of E-911 addresses)
		8	Vicinity map
		9	Location of points of ingress and egress
		10	Adjacent property boundaries with existing structures
		11	Water courses and marshes
		12	Wetlands identified
		13	Flood elevation information
		14	Manner of drainage on the property
		15	Location of existing and proposed utilities
			Supporting documents:
		1	Application for Site Plan Approval
		2	Seven (7) copies of Site Plan
		3	Two (2) copies of construction plans
		4	Variance requests
		5	Utility provided agreement – water; where applicable application to State Agency approved
		6	Utility provided agreement – sewer; where applicable application to State Agency approved
		7	Gated community permit
		8	Covenants for assessments and maintenance
		9	Erosion and Sediment Control Plan and Storm Water and Pollution Permit from Mississippi Department of Environmental Quality must be submitted to County Planner before Board of Supervisors approval.
		10.	Vegetation and Tree Plan – Use Aerial Photo

APPENDIX 3
PRELIMINARY PLAT APPROVAL CHECKLIST

Application date:	
Development:	
Developer:	
Engineer:	

Instructions:

Place checkmark in left column for each item included in the application packet.

If an item is not required, write "NR" in the left column.

Developer's Check off	County Verification		Item
			Preliminary Plat Features
		1	Title of proposed development with name of Developer and Engineer
		2	Graphic scale, north arrow, and acreage of land to be subdivided
		3	Vicinity map showing relationship of subdivision site to the area, including Township , Range, and Section
		4	Boundary lines, proposed lot lines, and lot numbers
		5	Minimum building setback lines
		6	Proposed easements with locations, widths, and purposes
		7	Existing and proposed streets named or numbered for reference, including dimensions of right-of-ways
		8	Proposed utilities
		9	Identification of proposed use of land, including any reserved areas and acreage
		10	Adjacent property boundaries showing ownership and existing structures
		11	Water courses and marshes
		12	Wetlands identified
		13	Flood elevation information, that complies with Flood Insurance Ordinance (see Appendix 12)
		14	Subdivisions without central sewer systems must have Lafayette County Health Department notation Article V, Section 5,D.
			Supporting documents:
		1	Application for Preliminary Plat Approval
		2	Ten (10) copies of Preliminary Plat
		3	Two (2) copies of Construction Plans
		4	Variance requests
		5	Utility provided agreement – water; where applicable State Agency Approval
		6	Utility provided agreement – sewer; where applicable State Agency Approval
		7	E-911 Letter on street name availability
		8	Storm Water Management Permit from DEQ before Board approval
		9	Vegetation and Tree retention plan, with aerial photo
		10	Letter from the Lafayette County Health Department indicating approval of individual sewage treatment plants on a lot-by-lot basis

APPENDIX 4
REQUIRED SHEETS FOR CONSTRUCTION PLANS
SUBMITTED WITH PRELIMINARY PLAT

Construction plans submitted with the Preliminary Plat approval process must include the following sheets unless otherwise authorized in writing from the Lafayette County Planning Department:

- a. Cover Sheet shall include development name, Developer's name, utility owners, vicinity map, and name of Developer's Engineer.
- b. Proposed Lot Layout Sheet (can be preliminary plat sheet)
- c. Topographic Survey Sheet (encompassing entire development)
- d. Grading and Drainage Plan
- e. Erosion Control Plan (including details)
- f. Typical Section Sheet (including dimension and application details)
- g. Intersection Detail Sheet
- h. Signage and Striping Plan
- i. Water System Improvements Plan
- j. Water System Detail Sheet(s)
- k. Sanitary Sewer System Improvements Plan
- l. Sanitary Sewer System Detail Sheet(s)
- m. Plan & Profile Sheet(s)
- n. Vegetation and Tree Retention Plan (see Article II, Section 2.F.17)

APPENDIX 5
FINAL PLAT APPROVAL CHECKLIST

Development:	
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Instructions:

Place checkmark in left column for each item included in the application packet.

If an item is not required, write "NR" in the left column.

Developer's Check off	County Verification		Item
			Final Plat Features
		1	Name of subdivision, graphic scale, north arrow
		2	Vicinity map showing relationship of subdivision site to the area, including Township , Range, and Section
		3	Primary control points.
		4	Boundary lines of area subdivided with accurate distances and angles
		5	All dimensions, linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements, and areas for public and private use. Linear dimensions are to be given to the nearest 1/100 of a foot.
		6	Radii, arcs, or chords, points of tangency and central angle for curvilinear streets, and radii for rounded corners.
		7	Location of all survey monuments and their descriptions.
		8	Location of all adjacent property lines.
		9	Proposed lot lines and identification of all lots numbered consecutively.
		10	Location of building setback lines and all proposed easements with locations, widths, and purposes.
		11	Existing and proposed street widths and names both inside the subdivision and within 100 feet of the subdivision
		12	Accurate outline of any property intended for common or public use with a statement of dedication.
		13	Certificate, Mississippi registration number and legal seal of registered engineer and land surveyor
		14	Flood elevation information
			Supporting documents:
		1	Application for Subdivision Approval (Updated with current information)
		2	Ten (10) copies of Final Plat
		3	Digital copy of final plat on compact disc
		4	Attorney's certificate of title showing ownership of land to be subdivided
		5	Letter of approval from Health Department for water system
		6	Letter of approval from MDEQ for sanitary sewer system
		7	Construction bond for improvements not yet completed
		8	Gated community permit
		9	Copy of covenants for assessments and maintenance
		10	Street signs and Traffic Signs to be installed prior to approval and verified by signed statement from County Engineer or County Planner

APPENDIX 6
SCHEDULE OF FEES

Application for Site Plan Approval	
Base Fee	\$150
Additional fee per unit	\$5

Application for Subdivision Approval	
Base Fee	\$150
Additional fee per lot	\$5

Building Permits	
Commercial Building	\$150
Apartment/Condominium	\$150
Single Family Residence	\$150
Two Family Residence	\$150

Note: An additional fee of \$50 per site visit will be charged when re-inspection is required due to Builder's or Developer's fault.

APPENDIX 7
BONDING AGREEMENT

Date of agreement: _____

Development name: _____

Name of Developer: _____

Address: _____

Phone: _____

Description of improvements bonded: _____

Purpose of bond (check one):

Guarantee completion of improvements. Note: Improvements will be completed within 4 years of executing this agreement or once 75% of the lots or units in the development are sold, completed, and occupied. Letters of credit will be renewed by the Developer as required throughout the bonding period.

Maintenance. Note: Letters of credit will be renewed by the Developer as required throughout the bonding period.

Amount of bond: _____

Expiration date of bond: _____

Signatures:

County Planner: _____ (date) _____

County Engineer: _____ (date) _____

Developer: _____ (date) _____

APPENDIX 8
GATED COMMUNITY PERMIT

Name of Subdivision: _____

Name of Developer: _____

Address: _____

Phone: _____

Name of Owners Association: _____

List at least two presiding officers or board members of the Owners Association with contact information:

Name: _____

Address: _____

Phone: _____

Number of Gates (circle): 1 2 3 4 5

Checklist of requirements:

___ Private roads comply with Lafayette County Land Development Standards and Regulations (Revision 2006-2).

___ Gate is siren activated and has been tested.

___ Manual gate override method is available.

Approval Signatures: _____ (date) _____

County Planner: _____ (date) _____

County Fire Coordinator: _____ (date) _____

County Engineer: _____ (date) _____

County E-911 Coordinator: _____ (date) _____