

PRE-APPLICATION CONFERENCE:

1. Applicant shall present a sketch plan to the Planning Department for informal discussion of requirements, appropriateness and design.
2. Pre-application conference shall be held before application to the Planning Commission.

PRELIMINARY SUBDIVISION APPLICATION:

1. Applicant shall present more detailed plan to the Planning Department and City Engineer for review of utilities, grading, stormwater management, erosion and open spaces.
2. Planning Department and City Engineer must approve the preliminary subdivision plan/ design before application to the Planning Commission.
3. Preliminary subdivision plan/ design shall be submitted to the Planning Commission at least 30 days prior to their meeting, which is normally on the fourth Monday of each month at 5 pm at City Hall.
4. The Planning Commission shall conduct the public hearing, discuss the preliminary subdivision plan/ design and make a recommendation to the Board of Mayor and Aldermen.
5. The recommendation shall be presented at the next available Board of Mayor and Aldermen meeting for discussion and approval/ denial of the request for subdivision, along with conditions determined by the Board of Mayor and Aldermen.
6. If approved, construction of the subdivision (roadway, utilities, etc) may begin.
7. Subdivision approval shall expire if construction of the subdivision has not begun 24 months after approval.
8. Construction of the subdivision shall comply with the requirements of the City Engineer and utility companies. Owner shall be subject to periodic inspections during construction. The appropriate reviewing agencies shall make final inspections, and approve construction, prior to final subdivision application.

FINAL SUBDIVISION APPLICATION:

1. Upon completion of the subdivision and staking of lots, application for approval of the final plat shall be made to the Planning Commission at least 30 days prior to their meeting.
2. The Planning Commission shall review the application and make a recommendation to the Board of Mayor and Aldermen.
3. The recommendation shall be presented at the next available Board of Mayor and Aldermen meeting for review and approval/ denial, along with conditions determined by the Board of Mayor and Aldermen.
4. Owner shall record the final plat in accordance with the requirements of the Envision Corinth 2040 Land Development Code.

CHECKLIST:

1. Completed application with sketch plan for pre-application conference.
2. \$ 100 fee for preliminary subdivision application. No fee for pre-application conference or final subdivision application.
3. Photograph of notification sign at roadway (sign supplied by the City, installed by applicant).
4. Proof of notification of adjacent/ across the street owners at least 2 days before public hearing.
5. Representation at Planning Commission meeting for preliminary and final subdivision applications and subsequent Board of Mayor and Aldermen meetings.
6. Letter of representation authorization from owner if applicant is not the owner.

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