



CITY OF LONG BEACH
 201 Jeff Davis Avenue
 PO BOX 929
 LONG BEACH, MS 39560
 (228) 863-1554 office
 (228) 863-1558 fax

Office use only
 Date Received _____
 Zoning _____
 Agenda Date _____
 Check Number _____

- I. TYPE OF CASE: **FINAL PLAT APPROVAL**
- II. ADVALOREM TAX PARCEL NUMBER(S): _____
- III. GENERAL LOCATION OF PROPERTY INVOLVED: _____
- IV. ADDRESS OF PROPERTY INVOLVED: _____
- V. GENERAL DESCRIPTION OF REQUEST: Subdivision of _____
 Into _____

VI. The developer shall have all subdivision requirements completed and schedule the final engineering inspection so that it will be accomplished at least fifteen (15) working days prior to the regular monthly meeting of the planning commission. All administrative and construction requirements identified by the final inspection will be complete and all submittals made to the city at least seven (7) working days prior to the regular monthly meeting of the planning commission.

VII. REQUIRED ATTACHMENTS:

- A. **Two (2) working days prior to the scheduled final engineering inspection, the following must be submitted to the city:**
 - a. **One (1) blueline copy of the construction drawing to include all items as they were constructed**
 - b. **One (1) blueline print of the proposed plat to be recorded**
 - c. **Developer's performance or surety bond**
 - d. **The final plat shall be at a scale that is legible and functional on sheets of eighteen (18) by twenty-four (24) inches in size. **Please refer to the City of Long Beach Subdivision Regulations for additional information to be included on the plat.**
 - e. **After satisfactorily passing the final engineering inspection, the developer shall provide the final construction contractor record as-built drawings to the city at least three (3) working days prior to the regular monthly meeting of the planning commission at which final plat will be considered. The copies of the final contractor as-built drawing shall be as follows:**
 - i. **One (1) mylar diazo film; or**
 - ii. **One (1) USB Flash Drive which contains all of the graphical information of these drawings as well as the final plat itself in a format compatible with the city engineer's computer system.**

B. Cash or Check payable to the City of Long Beach in the amount as follows:

2-3	Lots	\$100.00
4-10	Lots	\$150.00
11-50	Lots	\$300.00
50-100	Lots	\$400.00
100 +	Lots	\$500.00

C. Proof of ownership (copy of recorded warranty deed), if applicable proof of authority to act as agent for owner.
*****NOTE*** APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE LISTED DOCUMENTS.**

VIII. OWNERSHIP AND CERTIFICATION:

READ BEFORE EXECUTING, the applicant acknowledges that, in signing this application, all conditions and requirements inherent in the process have been fully explained and understood, including the timetable for processing the application, the completed application with all necessary documents and payments must be returned to the Planning office not later than fifteen (15) days before the 2nd or 4th Thursday of each month. Receipt of fee(s) does not constitute receipt of a completed application.

Ownership: I the undersigned due hereby agree to all the rules and regulations as set forth in the Long Beach Zoning Ordinance and also agree to pay all fees and charges as stated.

Name of Rightful Owner (PRINT) _____ Owner's Mailing Address _____ City State Zip _____ Phone _____ Email address _____ Signature of Rightful Owner Date	Name of Agent (PRINT) _____ Agent's Mailing Address _____ City State Zip _____ Phone _____ Email address _____ Signature of Applicant Date
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