

# Tunica County

## Office of Planning and Development

### Standard Subdivision Application Process

1. **Pre-Application** – Initial conference to familiarize the applicant with the process. Applicant may submit a sketch plan to the Planning Department for review and comment prior to preliminary plan submittal. Pre-application conference and sketch plan should be submitted to the Office of Planning and Development no later than two months prior to the desired month of presentation to the Planning Commission.
  
2. **Preliminary Plan Submission** – To be presented before the Tunica County Planning Commission. The Preliminary plan submittal package should be turned in to the Office of Planning and Development no later than the end of the first week of the month to be considered for that month's Planning Commission meeting. Submittal package should contain the following:
  - a. **Application Form** – 1 signed and notarized original plus ten (10) copies.
  - b. **Application Fee** – To be determined by the Board of Supervisors
  - c. **Preliminary Plan** – Seven (7) full size copies plus one digital copy.  
Preliminary plan should include the following:
    - i. Scale – 1"=100' minimum
    - ii. Preparer information – Licensed Landscape Architect, Civil Engineer, Land Surveyor or qualified Land Planner company name, address, phone number, email address and license number
    - iii. Title Block information – Scale (see above), north arrow, date of preparation, base zoning, flood zone, and section/township/range
    - iv. Development Summary - Total acreage, developed acreage, number of lots
    - v. Vicinity Map – Showing all adjacent streets and their location with respect to US Highway 61 (new).
    - vi. Subdivision name
    - vii. Name of property owner
    - viii. Property boundary lines from recorded deed and survey
    - ix. All adjacent individual properties listed by tax map identification number, property owner name and acreage
    - x. All adjacent subdivisions listed by name and plat book number
    - xi. Name, location and right-of-way width for all nearby existing streets or roads
    - xii. Location and type of existing utilities
    - xiii. Method of sewage disposal proposed
    - xiv. Flood plain boundary, if applicable
    - xv. Major existing environmental features (trees, lakes, wetlands, etc.)

The Preliminary plan will be presented to the Tunica County Planning Commission on the next to last Tuesday of the month, at 2:00 pm in the Tunica

County Courthouse boardroom. The Preliminary plan will be considered for concept and feasibility, as well as suitability for the surrounding area. Upon successful approval, the applicant can then move forward with engineering drawings, taking into consideration any and all suggestions and revisions by the Planning Commission.

- 3. Final Plan Submission** - To be submitted to the Office of Planning and Development for Technical Review. There is no timetable for submission, however after Technical Review any resulting changes must be made and resubmitted to the Office of Planning and Development by the end of the first week of the month to be considered for that month's Planning Commission meeting. The Final Plan submission package does not require an application or fee, just ten (10) copies of the Final Plan, which should include all of the information from the Preliminary Plan, plus:
  - a. All proposed utilities
  - b. All proposed and existing sanitary and storm sewer systems
  - c. All existing and proposed contour data
  - d. Any applicable phasing

The Final Plan will be submitted to the appropriate county agencies for review and comment. After all necessary changes, the applicant shall submit seven (7) copies of the revised Final Plan to the Planning Department for presentation to the Planning Commission. After successful approval by the Planning Commission, the applicant must prepare a Final Plat on mylar to be submitted and recorded with the Chancery Clerk prior to receiving and building permits.