

LAND SUBDIVISION DESIGN SEQUENCE

Conceptual Design

- * Conceptual Layout
 - Discuss with Zoning and Engineering Departments
- * Utility Investigation
 - Determine if central water and sewer is available and secure “Will Serve” letters.
 - or -
 - Construct Utilities and give to utility franchise holder for operation and maintenance.
 - or -
 - If individual on-site system(s) are preferred, size lots accordingly and seek Mississippi State Department of Health approval.
- * Secure Harrison County Zoning approval for proposed development.

Application for Subdivision

- * Complete Subdivision Application and pay associated fee.
 - Submit Sketch Plat including
 - o Developer’s name
 - o Engineer’s name
 - o Vicinity map
 - o Lot layout
 - o Minimum and typical lot sizes and dimensions
 - o Road widths
 - o Approximate wetland delineation
 - o Typical road section
 - o North arrow
 - o Adjacent road names and right-of-way widths
 - o Potable water wells and sewage treatment facilities
 - o Drawn to scale
- * Provide “Will Serve” letter from utility franchise holder for potable water and/or sanitary sewer or Mississippi State Department of Health approval of lot layout.
- * Describe proposed water supply and sanitary sewer handling methodology. As a minimum, this shall describe the following:
 - Water supply
 - Sewage collection
 - Sewage treatment
 - Effluent discharge method (offsite, onsite, underground absorption, drip field, etc.)
- * Provide approval from Zoning for proposed development.

Harrison County Engineer will review and, if acceptable recommend to Board of Supervisors for approval. There are typically two meetings per month occurring on the first and second Monday of the month. The Board agenda deadline is Wednesday prior to the meeting for the Engineering Department. All information must be provided with ample time for review by the Engineering Department prior to this deadline.

Construction Plan Submittal

- * Submit Construction Plans stamped and signed by a Professional Engineer registered in the state of Mississippi and include the following information:
 - Title Sheet
 - Project name
 - Name, Address, and Contact Number of Developer
 - Name, Address, and Contact Number and of Engineer
 - Name, Address, and Contact Number of Surveyor
 - Vicinity Map
 - Indexing Data
 - Existing Topographical Data
 - Boundary Information
 - Existing Road Names and Right-of-Way Widths
 - Contours
 - Flood Zones
 - Wetland Delineation Data
 - Drainage Outfalls
 - Existing Utilities
 - Vicinity Map
 - Lot Layout
 - Boundary Information
 - Wetland Delineation Data
 - Lot Dimensions
 - Lot Sizes
 - Easements
 - Centerline Stations and Curve Data
 - Road Names and Right-of-Way Widths
 - Road and Drainage Plan
 - Lot lines
 - Road Surfaces and Dimensioning (widths, radii, etc.)
 - Wetland Delineation Data
 - Existing and Proposed Drainage System (station, size, slope, inverts, drainage area, culvert material, etc.)
 - Detention Pond Details with Controlled Outlet and Emergency Overflow (emergency overflow shall be at an elevation that is lower than the inlet culvert inverts)
 - Drainage Flow Arrows
 - Drainage Outfall and Downstream Information

- Easements
- Traffic Signage
- Road Names and Right-of-Way Widths
- Utility Plan (as applicable)
 - Lot Lines
 - Wetland Delineation Data
 - Existing and Proposed Utilities
 - Easements
 - Road Names and Right-of-Way Widths
- Stormwater Pollution Prevention Plan
 - Wetland Delineation Data
 - Lot Lines
 - Drainage Data
 - Easements
 - Stormwater Pollution Prevention Controls (location and detail)
 - Road Names and Right-of-Way Widths
- Road Plan and Profile
 - Boundary Information
 - Wetland Delineation Data
 - Lot Lines
 - Existing and Proposed Drainage System (station, size, slope, inverts, drainage area, culvert material, etc.)
 - Easements
 - Vertical Curve Data
 - Original and Proposed Centerline Grades
 - Road Surfaces (dimensions, radii, etc.)
 - Road Names and Right-of-Way Widths
 - Centerline Alignment Stationing
 - Sewer Lines, Manholes, Air Release Valves, etc. (in plan and profile views)
 - Stormwater Drainage inlets, culverts, etc. (in plan and profile views)
- Construction Details
 - Typical Road Cross Section (Include note: Subbase and granular base courses shall be proof-rolled in the presence of a Harrison County Engineering Representative prior to application of overlying course)
 - Cul-de-sac Detail (40' min. dia. and return radii)
 - Culvert Bedding Detail
 - Drainage Structures
- * Submit Construction Specifications stamped and signed by a Professional Engineer registered in the state of Mississippi.
- * Submit Drainage Calculations stamped and signed by a Professional Engineer registered in the state of Mississippi.

Harrison County Engineer will review and, if acceptable approve for construction.

Construction Checks

- * Notify Harrison County Engineering for review of any changes to approved project documents.
- * Notify Harrison County Engineering when beginning construction.
- * Notify Harrison County Engineering when beginning drainage construction.
- * Notify Harrison County Engineering when beginning curbing construction.
- * Proof roll subbase in the presence of Harrison County Engineering Representative. Approval is required prior to application of base.
- * Proof roll granular base in the presence of Harrison County Engineering Representative. Approval is required prior to application of overlying course.
- * Periodic inspection of Stormwater Pollution Prevention Controls.

The Harrison County Assistant Engineer will be the principal contact for all inspection/review during the construction phase.

Submission of Final Plat

- * Submit a review copy of Final Plat for review including wetland delineation. Upon direction of Engineering Department, provide a minimum two mylar and two linen copies for recording purposes. Submit electronic copies in accordance with the requirements of ???????
- * Provide approval letters for constructing potable water and sanitary sewer systems from appropriate state agencies and approval from utility franchise holder . (Not required for individual on-site systems.)
- * Provide 2-year maintenance Bond for all improvements. (A certified check is acceptable but unsecured checks will not be allowed.)
- * Provide signed agreement with power company detailing that Developer has pre-paid for all lighting installation.
- * Request Final Inspection and complete all punch list items including installation of all street signage; established stand of grass in disturbed areas or seed, fertilize and mulch with erosion control.

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