

STONE COUNTY

DEVELOPER'S GUIDE

October 2008



STONE COUNTY DEVELOPER'S GUIDE

FUNDED BY: MISSISSIPPI DEVELOPMENT AUTHORITY
COMMUNITY DEVELOPMENT BLOCK GRANT

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JOHNETTE DEES

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OCTOBER 2008

PREPARED BY:
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FOREWORD

The Stone County Board of Supervisors is pleased to provide both developer's and contractor's with the *Stone County Developer's Guide (The Guide)*. The Board is committed to promoting growth and economic development within the county, while protecting the health, safety and welfare of our residents. Part of that commitment is ensuring developers and contractors understand the requirements of the development process. *The Guide* was developed as a comprehensive tool for planning, permitting and developing land within Stone County. We hope you will find this document to be useful and effective as you begin the development process.

The Guide combines local, state and federal development procedures into a single document and includes sections on preliminary platting, building codes and an overview of requirements set forth by the Mississippi Department of Environmental Quality and Mississippi Department of Health. This document does not replace or supersede the regulations discussed within, but summarizes the content into easy-to-read and step-by-step instructions.

The Development Guide has been created to match the processes involved in a typical development project. Chapters within *The Guide* outline requirements and procedures that are common to many land development projects. The developer is always encouraged to refer back to the original regulations when more detailed information is required.

The Guide is a living document that will be periodically updated as the need arises. The Stone County Building and Code Department is responsible for maintaining and updating this Guide and will make them available to developers and contractors as needed.

The effectiveness of this guide will depend on input from the development community. Please forward any comments or suggestions to the Building and Code Department. We appreciate your interest in our community and thank you in advance for choosing to develop, build, and invest in Stone County.

Sincerely,

Dale T. Bond
President, Stone County Board of Supervisors



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COUNTY PROFILE

NAMED AFTER:

GOV. JOHN M. STONE
GOVERNOR OF MISSISSIPPI
1876-1882, 1890-1896

EDUCATION:

MS GULF COAST COMMUNITY COLLEGE
(MGCCC)
STONE COUNTY SCHOOL DISTRICT

DATE OF FORMATION:

MAY 10, 1916 (81ST COUNTY)

POPULATION:

18,000 (2008 ESTIMATE)

SIZE OF COUNTY:

448 SQUARE MILES

COUNTY SEAT:

WIGGINS

PARKS AND RECREATION:

BLACK CREEK
BLAYLOCK PARK & TOT PARK
CLAYTON-JONES PARK
DESOTO NATIONAL FOREST
FLINT CREEK WATER PARK
HOOD FIELDS
JERRY J. FAIRLEY RECREATION & SPORTS
COMPLEX
MCHENRY WALKING PARK
PINE BURR COUNTRY CLUB
RED CREEK
REYNOLD'S FIELD

UNINCORPORATED AREAS:

BIG LEVEL	PERKINSTON
BOND	RAMSEY SPRINGS
MAGNOLIA	SILVER RUN
MCHENRY	SUNFLOWER

AVERAGE TEMPERATURES:

WINTER: 48°F (9°C)
SUMMER: 83°F (28°C)

COUNTIES BORDERING STONE:

FORREST	GEORGE
HARRISON	PEARL RIVER
PERRY	JACKSON

LARGEST MANUFACTURERS:

HOOD INDUSTRIES
EMPLOYEES - 275
WOOD PRODUCT MANUFACTURING
CELLUTISSUE HOLDINGS/COASTAL PAPER
EMPLOYEES - 93
PAPER MANUFACTURING
CARPENTER'S POLE & PILING COMPANY
EMPLOYEES: 42
WOOD PRODUCT MANUFACTURING
DESOTO TREATED MATERIALS, INC.
EMPLOYEES: 40
WOOD PRODUCT MANUFACTURING

CITIES IN CLOSE PROXIMITY:

GULFPORT, MS (37 MILES)
HATTIESBURG, MS (38 MILES)
NEW ORLEANS, LA (93 MILES)
MOBILE, AL (100 MILES)
JACKSON, MS (125 MILES)

SOURCE: STONE COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP



INTRODUCTION

The *Stone County Developer's Guide*, (*The Guide*), was created as part of the Comprehensive Planning process. This process began in 2005 with an existing land use study and has culminated in 2008 with the completion of a written Comprehensive Plan. The Comprehensive Plan includes goals and objectives, as well as implementation tools which will be used to guide future development in Stone County.

The Guide was produced in collaboration with the Stone County Building Official, County Engineer and Utility Authority Engineer as one of the tools for implementing the Comprehensive Plan. It is designed to be an inclusive document which combines local, state and federal regulations. This guide should also be used by developers to gain a better understanding of the development process in Stone County.

HOW TO USE THIS GUIDE

The Guide was created as a tool for land developers. It provides checklists and easy-to-read instructions for the development process. It is not intended to replace local and state regulations, but rather be a source of information and guidance. *The Guide* addresses commonly asked questions and provides easy-to-understand responses.

Land development tools are provided at the beginning of *The Guide* to be used as a reference during the development process. The development tools include a contact list, a map of county development offices and the development process in graphical form. The remainder of *The Guide* will take the applicant through the land development process from preliminary subdivision plat/site plan for their proposed project to a recorded plat. It will also go through steps for building permits.

EXISTING REGULATIONS

Stone County began land development regulations with the adoption of the Subdivision Regulations in 1980. The Flood Damage Prevention Ordinance was also adopted by the Stone County Board of Supervisors to protect many of the county's local waterways. The adoption of these regulations laid the groundwork for the protection of natural resources and the regulation of land development in Stone County.

In 2006, the State of Mississippi passed legislation which mandated the adoption of the International Building Codes (IBC), International Building Codes (IRC) and the creation of the Stone County Utility Authority (SCUA). In 2007, the Board of Supervisors adopted the 2003 IBC/IRC to regulate building construction within the county. SCUA was formed to monitor and construct water, wastewater and stormwater systems within the county and their rules and regulations were adopted in April of 2008.

DEVELOPMENT PROCESS IN STONE COUNTY

The creation of the Stone County Building and Code Department has simplified the development process. The Building and Code Department now serves as a "communication hub" for developers, regulators and county officials. Developers and Builders no longer have to submit information to various offices, but rather communicate and submit all permit applications and plans to the Building and Code Department. Communication with this department is initiated when a developer or builder

INTRODUCTION

begins the process and continues until a plat is recorded or a Certificate of Occupancy is issued. Developer's can contact the Building and Code Department for more information on developing in Stone County at:

Stone County Building and Code Department
220 E. Cavers Avenue
601.928.2810 / 601.928.2991 (fax)
Office Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
stonebcd@bellsouth.net (email)
Contact: Randy Melton, CFM

Once a developer has initiated the development process, the Building Official will begin communicating with the County Engineer and SCUA. The Building Official is responsible for distributing information between developers, regulators and county officials. He/she is also responsible for obtaining requested information for the developer from the appropriate regulatory party.

When sufficient information has been provided to regulators, the plan review process begins. The County Engineer, SCUA and the Building Official review plans for conformity with local and state regulations. Written comments are provided to the developer for any portion of the plans that do not meet these regulations. The developer is responsible for addressing the written comments and re-submitting the plans to the Building and Code Department. The review process will continue until all comments are addressed. Figure 1 on page 23 depicts the development process with the Building and Code Department as the central role.

The Building and Code Department is also responsible for the direct communication between the reviewing engineers and the Board of Supervisors. Once a development has received approval from local reviewing engineers, the Building Official makes a recommendation to the Board of Supervisors. If approved, the development continues until the plans are recorded by the Chancery Clerk's Office.

UPDATES TO THE GUIDE

The Guide is a living document that will change as the needs of the county change. *The Guide* will be updated, as changes occur, to reflect alterations in the local and state regulations. The Stone County Building and Code Department is responsible for maintaining and updating *The Guide* and will make them available to developers and contractors as needed.



LAND DEVELOPMENT TOOLS



CONTACTS

STONE COUNTY	Board of Supervisors	601.928.5266
	P.O. Drawer 7	
	Wiggins, MS 39577	
	Dale Bond	President
	Building and Code Department/ Planning & Development Department	601.928.2810
	P.O. Drawer 7	
	Wiggins, MS 39577	
	Randy Melton, CFM	Building Official/ Floodplain Administrator
	County Engineer	601.928.7390
	O'Neal-Bond Engineering, Inc.	
	P.O. Box 369	
	Wiggins, MS 39577	
	Jon Bond, PE, PLS	County Engineer
	Utility Authority	601.928.0080
	P.O. Box 1331	
	Wiggins, MS 39577	
	Dick O'Neal	President Pro Tem
	Ryan Tice, PE	Engineer
	Road Department	601.928.9265
	320 Cavers Avenue East	
	Wiggins, MS 39577	
	Bill Rester	Road Manager
	Emergency Management Services/E-911.....	601.928.3077
	323 Cavers Avenue East	
	Wiggins, MS 39577	
	Raven James	Emergency Management Coordinator
	Fire Department.....	601.928.5466
	117 First Street	
	Wiggins, MS 39577	
	Cathy Garner	Stone Co. Fire Coordinator
	Jody Hatten	Wiggins Fire Chief

CONTACTS

Tax Assessor.....601.928.4951
105 Court Street
Wiggins, MS 39577
Charles Williams, Jr. Tax Assessor

Health Department.....601.928.5293
1510 Central Avenue East
Wiggins, MS 39577
Michelle Rhoades Public Health
Environmentalist

Economic Development Partnership601.928.5418
P.O. Box 569
Wiggins, MS 39577
Charlotte Koestler Executive Director

Board of Education.....601.928.7247
214 Critz Street
Wiggins, MS 39577
James Morrison Superintendent

RURAL WATER ASSOCIATIONS

Big Level Utility Association, Inc.....601.928.5918
1084 Carnes Road
Wiggins, MS 39577
William Morris..... President

Flint Creek Utility Association, Inc.601.928.3681
228 S. Magnolia Drive
Wiggins, MS 39577
Dwain Brewer President

McHenry Utility Association, Inc.601.928.7489
P.O. Box 23
McHenry, MS 39561
Monisa Parker President

New Zion/Bond Utilities, Inc.....601.928.5623
P.O. Box 816
Wiggins, MS 39577
Charlie Davis President



Stone Utility Association, Inc.601.528.9346
P.O. Box 505
Perkinston, MS 39573
Mark CassibryPresident

Sunflower Utility Association, Inc......601.928.7428
P.O. Box 184
Perkinston, MS 39573
Vernon PattonPresident

Janice Water Association, Inc......601.598.2262
P.O. Box 220
Brooklyn, MS 39425
Tracy CooleyPresident

UTILITIES

Mississippi Power800.532.1502

Pearl River Valley Power Assn601.928.7277

AT&T (Phone, Internet)888.757.6500 (Residential)
888.620.6000 (Business)

Blossman Gas & Propane601.928.4492

CenterPoint Energy/ENTEX.....601.528.8668

**STATE OF
MISSISSIPPI**

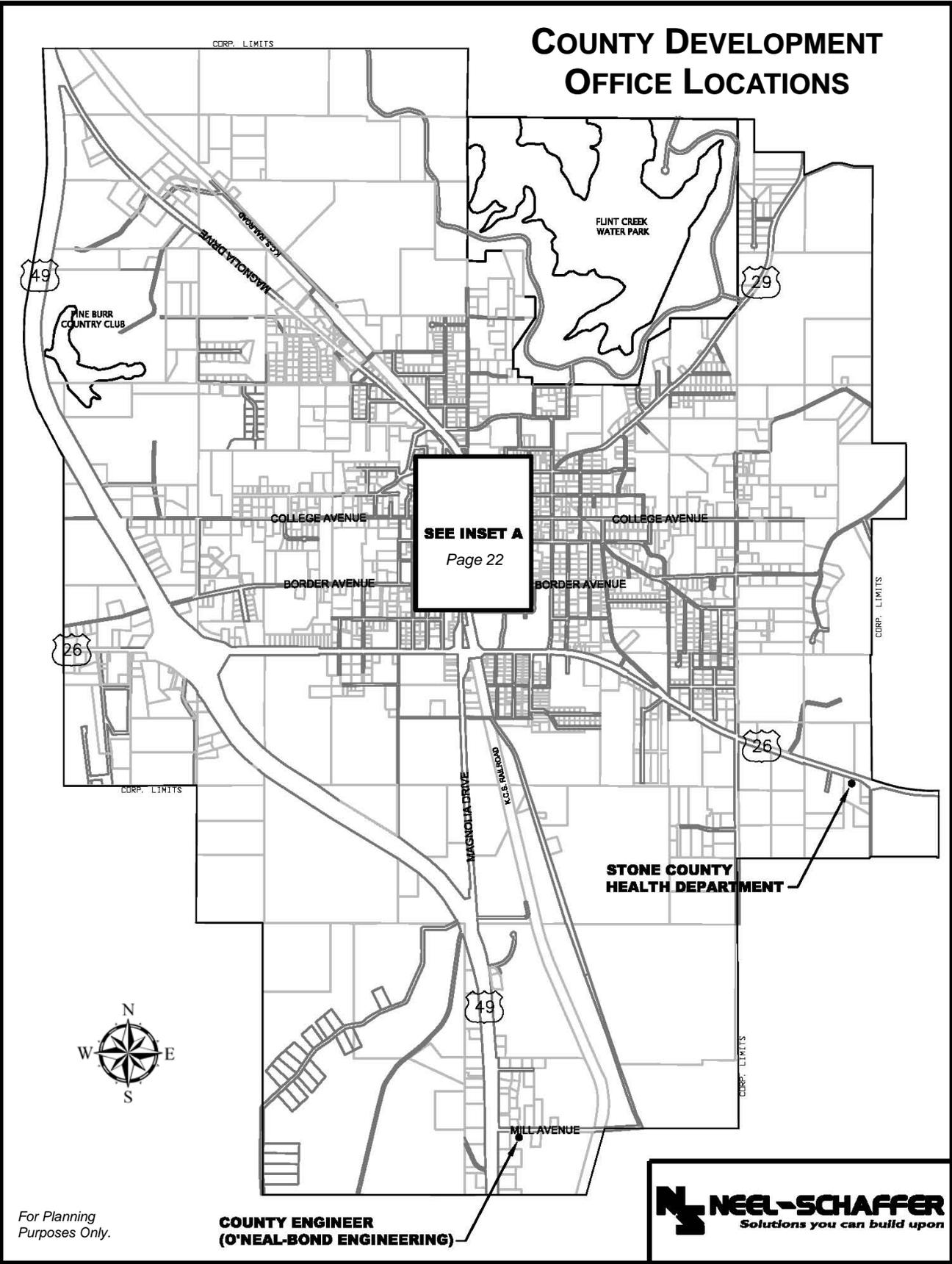
Department of Transportation.....601.544-6511

Department of Environmental Quality.....601.961.5171

Department of Health.....601.576.7400

Public Service Commission601.961.5421

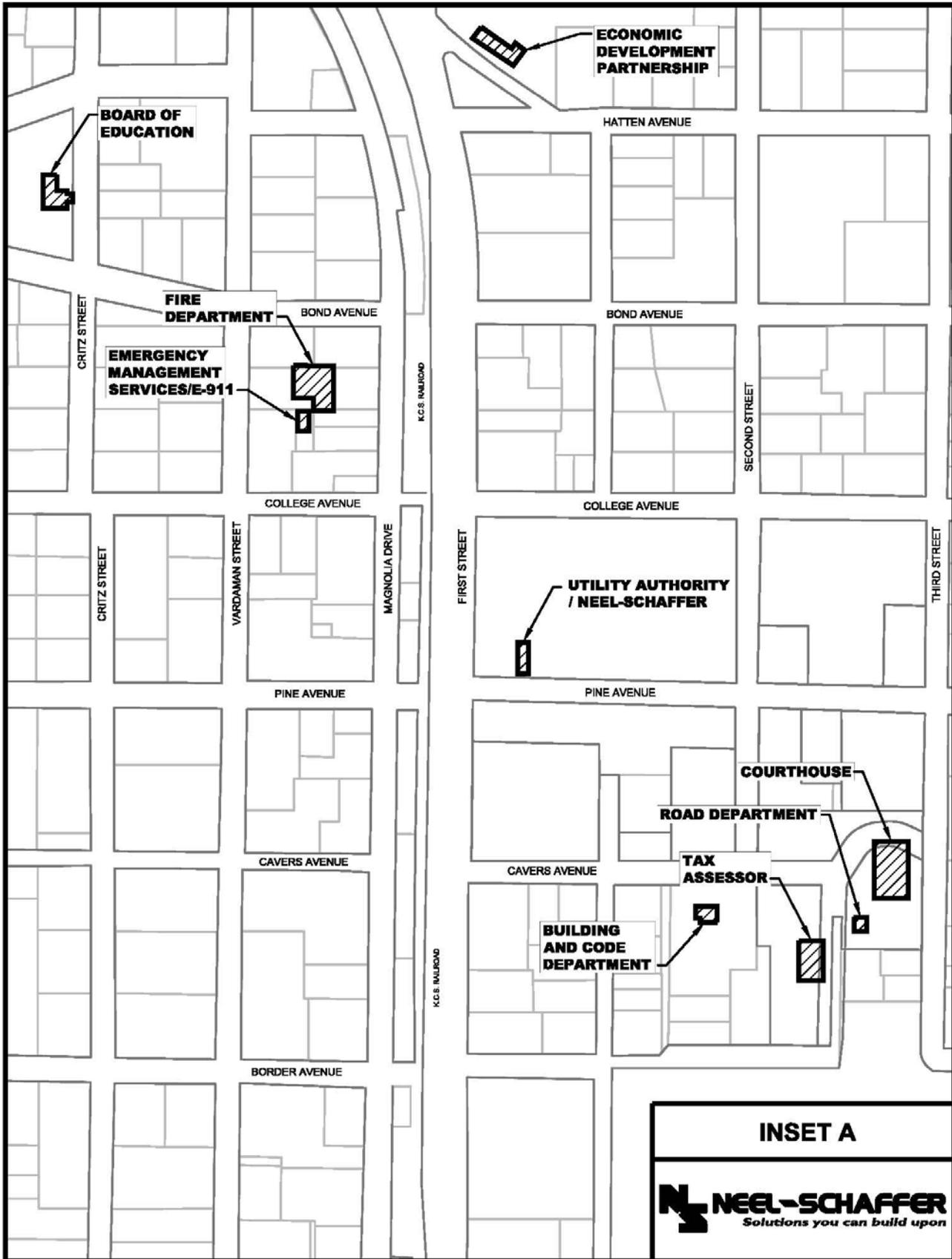
COUNTY DEVELOPMENT OFFICE LOCATIONS



For Planning
Purposes Only.

**COUNTY ENGINEER
(O'NEAL-BOND ENGINEERING)**







STONE COUNTY DEVELOPMENT PROCESS

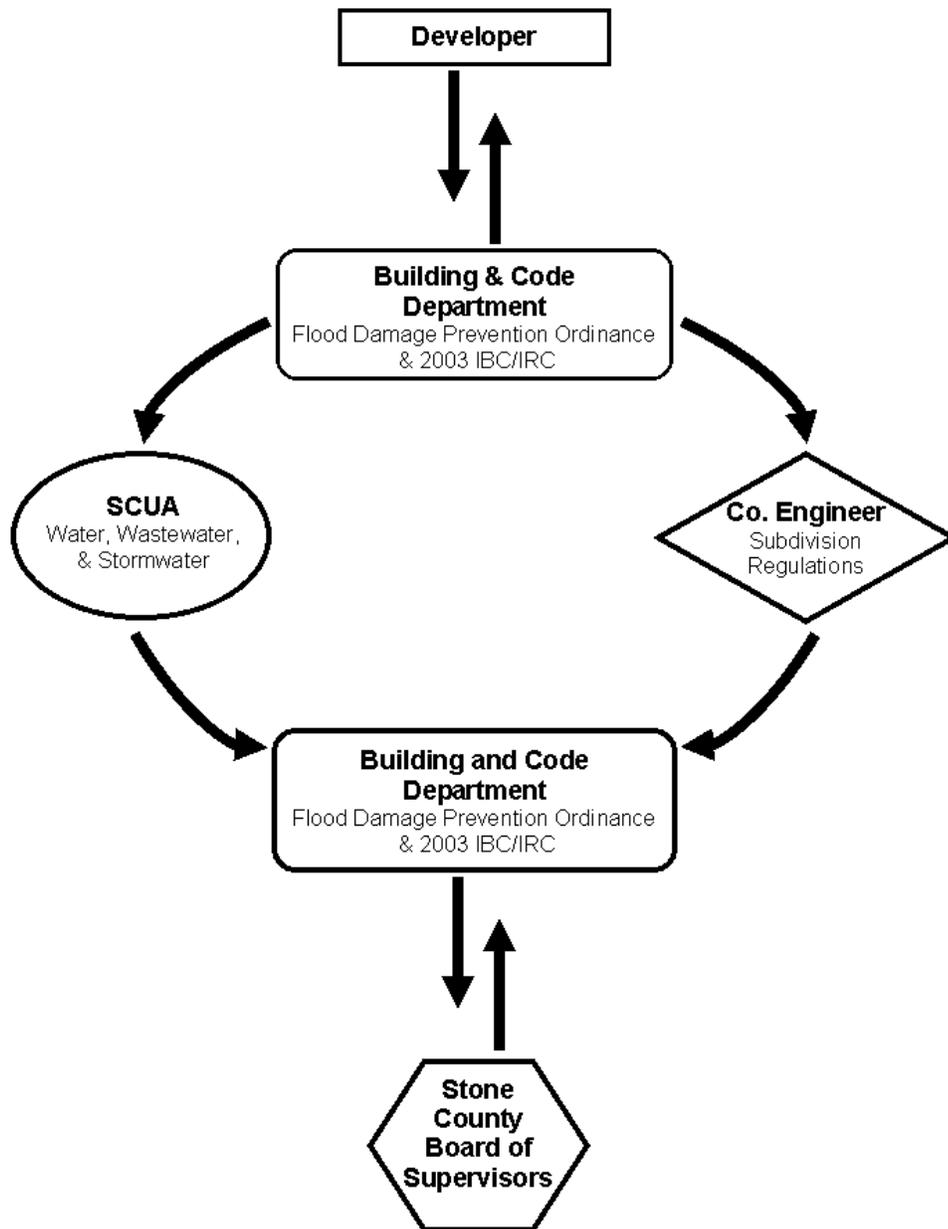


FIGURE 1: DEVELOPMENT FLOW CHART



LAND DEVELOPMENT PROCESS



FLOOD DAMAGE PREVENTION ORDINANCE

REASON FOR THE FLOOD DAMAGE PREVENTION ORDINANCE

The Flood Damage Prevention Ordinance is in place to protect local residents and to reduce flood losses. These regulations place additional restrictions on construction and land uses in local flood zones in order to protect buildings from flood damage and to control alteration of local floodways.

AUTHORITY TO REGULATE THE FLOOD DAMAGE PREVENTION ORDINANCE

Pursuant to Mississippi Code, Section 17-1-1 et. seq., the Stone County Board of Supervisors adopted the Flood Damage Prevention Ordinance. This code provides local governments with the ability to adopt regulations designed to promote the public health, safety and general welfare of its residents.

WHEN IS A FLOODPLAIN DEVELOPMENT PERMIT REQUIRED?

A floodplain permit is required when land is developed in a flood hazard area. A floodplain determination is made available by the Floodplain Administrator.

HOW CAN I TELL IF MY DEVELOPMENT IS IN THE FLOODPLAIN?

Developers are encouraged to determine if their proposed project falls within a floodplain prior to beginning the design process. This determination can save the developer time and money if it is determined that the proposed development does fall within the floodplain.

The best way to determine if a property is located in the floodplain is to check the Flood Insurance Rate Map (FIRM) published by the Federal Emergency Management Agency (FEMA). Stone County's FIRMs became effective in 1987 and are currently being updated. A copy of the current FIRMs for Stone County can be viewed at the Building and Code Office.

It is important to note that the floodplains of all waterways within the county will not be represented on the FIRMs. Unstudied creeks, tributaries and drainage ways not shown on the FIRM may still be subject to flooding and fall under the restrictions outlined in the Flood Damage Prevention Ordinance. If there are any questions as to whether your development is in a floodway, please contact the Stone County Floodplain Administrator.

TYPES OF ZONES ON A FIRM

The FIRMs delineate Stone County into zones. These zones are used to characterize a particular area by its ability to flood. FIRM zones are defined below by FEMA and the Stone County Flood Damage Prevention Ordinance. Below is a description of each zone.

Zone A - Special Flood Hazard Area inundated by the 100-year flood; base flood elevations are not determined. The principle source of flooding in this zone is from rainfall.

FLOOD DAMAGE PREVENTION ORDINANCE

Zone A1 to A30 and AE - Special Flood Hazard Area inundated by the 100-year flood; base flood elevations are determined.

Zone AR - Special Flood Hazard Area that results from the decertification of a previously accredited flood protection system that is in the process of being restored to provide a 100-year or greater level of flood protection.

Zone A99 - Special Flood Hazard Area inundated by the 100-year flood to be protected from the 100-year flood by a Federal flood protection system under construction; base flood elevations are not determined.

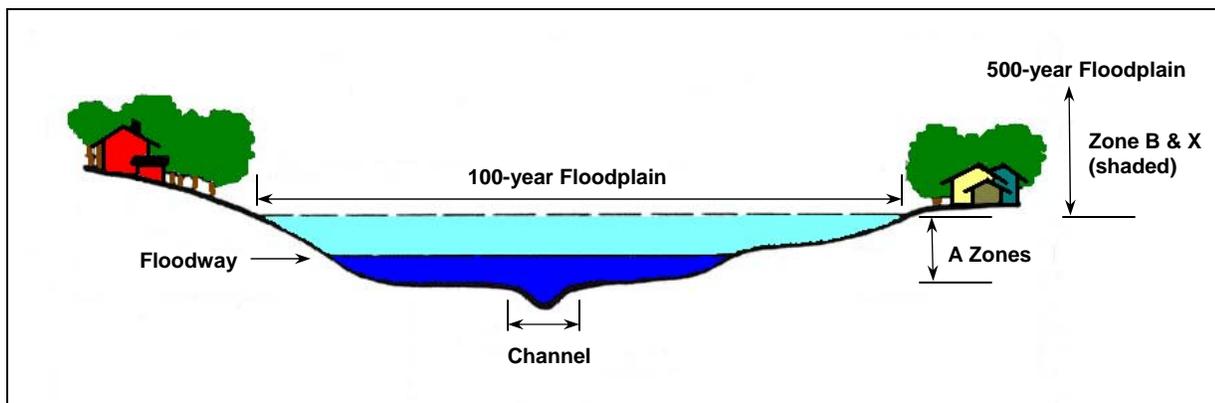
Zone B and X (shaded) - Area of 500-year flood; area subject to the 100-year flood with average depths of less than 1 foot or with contributing drainage area less than one square mile; and areas protected by levees from the base flood.

Zone C and X (unshaded) - Area determined to be outside the 500-year floodplain.

Zone D - Area in which flood hazards are undetermined.

Figure 2 depicts the location of the floodway and floodplain and how they relate to the FIRM zones. Zone C and Zone X (unshaded) represents areas in which the flood hazard is located outside the 500-year floodplain. Because the 500-year floodplain is not represented on this map, Zone C and Zone X (unshaded) are not shown on this diagram. Zone D represents areas in which the flood hazard is undetermined and is also not represented in this diagram.

FIGURE 2: FLOOD ZONE DIAGRAM



The map on page 31 was created from a digitized Stone County FIRMs. While this map should not be used as a substitution for the actual FIRM or determination by the Floodplain Administrator, the Stone County Floodplain Map can give you, the developer, a general idea if your proposed development falls within a floodplain.

SUBMITTING A FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

1. Call - Contact the Building and Code Department to set up a meeting with the Building Official.
2. Floodplain Determination - During the initial meeting with the Building Official, get a floodplain determination on your project.



3. Obtain a Development Permit Application - If your development falls within a designated flood hazard area, obtain a Floodplain Development Permit from the Building Official. A copy of this application is also made available in the Appendix of this guidance.
4. Review the Flood Damage Prevention Ordinance - Developers are encouraged to review the Flood Damage Prevention Ordinance to answer specific questions regarding floodplain management regulations.
5. Hire Appropriate Design Professionals - Some elements of the Flood Damage Prevention Ordinance require certification from a registered professional land surveyor, engineer and/or architect.
6. Prepare Application Materials - Prepare application materials as outlined in this guidance and the Stone County Flood Damage Prevention Ordinance.
7. Submit an Application - Submit all the required application materials to the Stone County Building and Code Department, 220 E. Cavers Avenue, Wiggins, MS 39577.

CAN A DEVELOPER REQUEST A VARIANCE FROM THE FLOOD DAMAGE PREVENTION ORDINANCE?

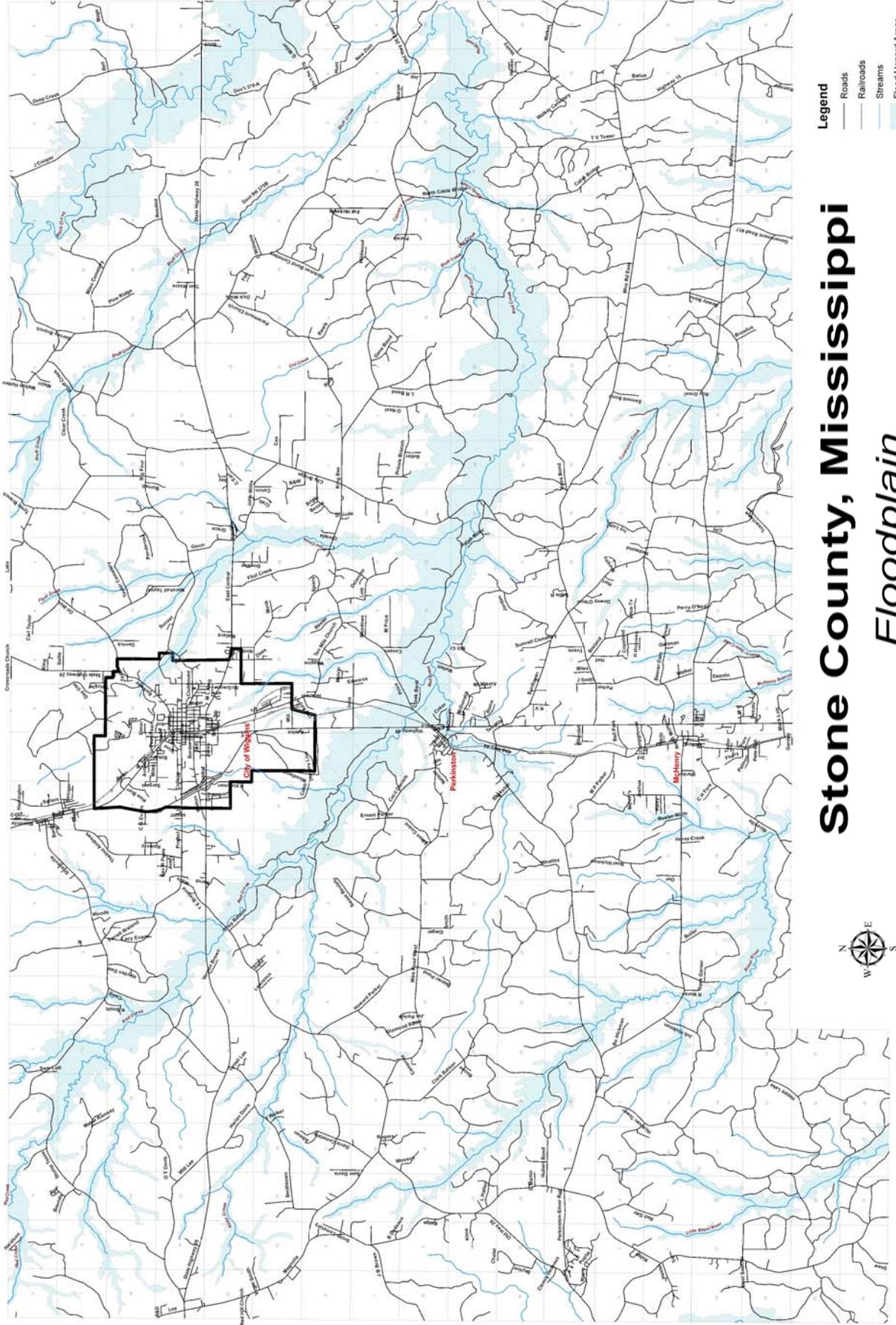
A variance can be issued in accordance with the Flood Damage Prevention Ordinance. A developer wishing to obtain a variance must indicate this in their application for a Development Permit. The Board of Supervisors will review the permit and the variance request prior to granting approval. Variances will be considered for approval when the following conditions are met:

- the development can show good and sufficient cause for the variance;
- a determination is made that shows failure to grant a variance would result in a significant hardship;
- a determination is made that the variance would not result in any hardship to the public or environment and does not conflict with local law and ordinances; and
- determination that the variance is the minimum necessary requirement.

When a variance is granted, written notice will be provided to the developer specifying the difference between the base flood elevation and the elevation to which the lowest floor is to be constructed. The written notice will include a statement of the risks and increased flood insurance costs associated with the lower floor elevation (See Article 6, Section E of the Flood Damage Prevention Ordinance).

HOW MUCH DOES A FLOODPLAIN DEVELOPMENT PERMIT COST?

The Stone County Building and Code Department has established a permit fee of \$50.00 to cover the review and certification of the Floodplain Development Permit.



Legend

- Roads
- Railroads
- Streams
- Flood Hazard Areas
- City of Wiggins

Stone County, Mississippi Floodplain



For planning purposes only.
Data Source: MARS
Prepared by: Neel-Schaffer, Inc.



FLOOD DAMAGE PREVENTION CHECKLIST

All plans must conform to the requirements outlined in the Flood Damage Prevention Ordinance, as amended. These guidelines include both new construction and substantial improvements.

DEVELOPMENT PERMIT APPLICATION

- Provide completed "Floodplain Development Application" form (see the Appendix).
- Application Fee (\$50.00).

INFORMATION AND DATA TO BE SHOWN ON OR PROVIDED WITH PLANS

- Location, dimensions and elevation of site.
- Existing and proposed structures.
- Earthen fill.
- Material/Equipment storage locations.
- Drainage facilities.
- Elevation in relation to Mean Sea Level (MSL) of the proposed layout floor (including basement) of all buildings.
- Elevation in relation to MSL to which any non-residential building will be flood-proofed.
- Certificate from registered professional engineer or architect that non-residential, flood-proofed building will meet Article 5, Section B(2) and Section D(2).
- Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
- Submission of a National Geodetic Vertical Datum (NGVD) elevation certification in relation to MSL. This is to be completed by a registered professional engineer or architect upon placement of the lowest floor or flood-proofing.

GENERAL REQUIREMENTS

- Water supply systems should be designed to minimize or eliminate infiltration of flood water.
- Sewer systems should be designed to minimize or eliminate infiltration of flood water and discharges from the system into floodwaters.
- On-site waste disposal systems will be located and constructed to avoid impairment to or contamination during flooding.
- Structures anchored to prevent flotation.
- Use of construction methods and practices that minimize flood damage.
- Service facilities (heating, plumbing, etc) should be located to prevent water entry damage. Minimum two feet (2') above Base Flood Elevation (BFE).

FLOOD DAMAGE PREVENTION ORDINANCE

SPECIFIC REQUIREMENTS

IN AREAS WHERE BASE FLOOD ELEVATION DATA IS PROVIDED:

Residential

New construction or substantial improvement of any residential building should have:

- Lowest floor no lower than two feet (2') above the BFE.
- If solid foundation perimeter walls are constructed, openings sufficient to not impede floodwater movement in accordance with standards of Article 5, Section B (3).

Non-Residential

New construction or substantial improvement of any commercial, industrial or non-residential building (or manufactured home) should have:

- Lowest floor elevated no lower than two feet (2') above BFE. Buildings in A Zones can be flood-proofed in lieu of elevating provided they meet requirements stated in Flood Ordinance.
- Certification from a registered professional engineer or architect stating that these requirements have been met (Article 4, Section C (9)).

Elevated Buildings

New construction or substantial improvement of elevated buildings that include dully enclosed areas formed by foundation and other exterior walls below the BFE should be:

- Designed to preclude finished living space and to allow for the entry and exit of floodwaters.
- Design must be certified by a registered professional engineer or architect or meet the following minimum criteria:
 - Provide a minimum of two openings with a area not less than one square inch per square foot of enclosed area subject to flooding.
 - The bottom of all openings should be no higher than one foot above foundation interior grade.
 - Openings must have screens, louvers, valves or other coverings/devices that permit the automatic flow of floodwaters.
 - Limited use (parking, storage and building access).
 - Limited to less than 300 square feet.
- Access to the enclosed area should be minimum necessary to allow for parking (garage door) or storage of maintenance equipment used for the premises (standard exterior door) or entry to the living area (stairway or elevator).
- The interior portion of the enclosed area can not partitioned or finished into separate rooms.
- Execute a floodplain venting affidavit to acknowledge that all openings will be maintained as flood vents and that the elimination or alteration of these openings will not violate the requirements of Article 5, Section B.3.



Detached accessory buildings

Include sheds, garages, carports, boat houses, etc. that are used primarily for parking and storage of vehicles.

- Up to 2,000 square feet of unfinished, non-partitioned and enclosed storage space.
- Storage space should be constructed of flood resistant or breakaway materials.
- Equipment and service utilities should be limited and should be elevated or flood-proofed.
- Structures should be anchored to prevent flotation.
- Execute a non-conversion agreement stating that the detached accessory building will not be improved, finished or otherwise converted.

Manufactured Homes

- Elevated on a permanent foundation.
- Lowest floor elevated no less than two feet (2') above BFE.
- Structures should be anchored to prevent flotation.

Recreational Vehicles

- On-site no longer than 180 consecutive days.
- Fully licensed and ready for highway use.
- Meet all requirements for new construction of Article 5, Section B (4)(a) or (b)(i) and (iii).

AREAS WITHOUT AN ESTABLISHED BASE FLOOD ELEVATION OR FLOODWAY

- Structures in Zones AE and A1-30 require certification by a registered professional engineer.
- No encroachments within 50 feet from the top of the bank.
- Structures shall be elevated or flood-proofed to elevations adopted/established by the community.

SUBDIVISIONS

- Public utilities located and constructed to minimize flood damage.
- Adequate drainage to reduce exposure to flood hazards.
- BFE data provided for proposals greater than five lots or five acres, whichever is lesser.
- A waiver of the BFE study can be provided to developments that meet the requirements of Article 5, Section D(5).

CRITICAL FACILITIES

- Located outside the Special Flood Hazard Area (SFHA) to the greatest extent possible.

Facilities located in the SFHA must be:

- Elevated a minimum of three feet (3') above BFE.
- Flood-proofing and sealing measures must be used to prevent the release of toxic substances into floodwaters.
- Access routes must be elevated to or above BFE.

This checklist is intended to provide a general list of information required for a flood permit. This list is not to be substituted for a thorough review of the requirements listed in the Flood Damage Prevention Ordinance, as amended.



PRELIMINARY PLAT & SITE PLAN REVIEW

REASON FOR PRELIMINARY PLAT AND SITE PLAN REVIEW

The preliminary plat and site plan review is required to ensure compliance with the Subdivision Regulations, Flood Damage Prevention Ordinance, 2003 International Building Codes/International Residential Codes, the Stone County Utility Authority Rules and Regulations and other applicable regulations, as amended. Plans are submitted to the Building and Code Department and distributed to the appropriate offices for review. This process is done concurrently to expedite the application and approval process for proposed developments.

WHEN IS A PRELIMINARY PLAT OR SITE PLAN REQUIRED?

A plat must be submitted for review and approval if there is an anticipated division of land into five or more tracts where land will be conveyed. Land subdivisions in which no individual lot is less than eight (8) acres are exempt under the Subdivision Regulations. Land subdivided for agricultural purposes is exempt from the Subdivision Regulations as long as no new public roads, streets, easements or access is constructed and dedicated to the county for maintenance.

A site plan is required for all commercial and industrial developments. A commercial site plan is Mobile Home Parks, Modular Home Parks, RV Parks and Townhouses/Apartment developments are considered commercial developments when land ownership is not conveyed.

The table below lists developments that are required to submit a preliminary plat under the subdivision regulations.

<u>Type of Development</u>	<u>Number of Lots/Dwellings*</u>
Residential	5
Mobile/Modular Home Parks	5
Townhouses/Apartments (rented or leased)	5
RV Parks (rented or leased)	1
Commercial/Industrial	1

** Required in order to be subject to the 1980 Stone County Subdivision Regulations.*

TYPES OF PLATS AND SITE PLANS

Preliminary Plats - The preliminary plat provides a general layout, scope and design of a proposed development. In addition to general site information, a preliminary plat shows the location and size of existing and proposed infrastructure. Preliminary plat approval assures the developer that the general layout, scope and design of the proposed development meets the requirements set forth by the county and local regulations. Upon completion and approval of a preliminary plat, the developer can submit construction documents.

Construction Plans - The construction plan contains engineering data for the construction of all public or private improvements. Upon completion and approval of Construction Plans, the developer can

PRELIMINARY PLAT & SITE PLAN REVIEW

submit a final plat.

Final Plat - The final plat is the finalized version of the preliminary plat. The submission of a final plat should be accompanied by a complete set of as-built construction plans and all final plat documents.

Re-plat (Resubdivision) - A re-plat is a re-division of any part or all of any block or blocks of a approved subdivision, addition, lot or tract. A re-plat is recorded in the minutes of a Board of Supervisors meeting and filed at the Chancery Clerk's Office.

SUBMITTING A PRELIMINARY PLAT OR SITE PLAN FOR REVIEW

1. Call - Contact the Building and Code Department to set up a meeting with the Building Official.
2. Meet with Staff - During the initial meeting with the Building Official you are encouraged to discuss the general scope of the project and clarify issues related to the development of the property and the submission of the application. Preliminary sketches and drawings are often helpful during these discussions. If you have not already done so, have a floodplain determination done for your development.
3. Hire Appropriate Design Professionals - In some instances, local and state regulations require design professional approvals for elements of a proposed design. These professionals typically include registered land surveyors, engineers and architects, some of which must be registered in the State of Mississippi. Verify the need for professional approval prior to submitting plans. The Subdivision Regulations also require a certificate of title be provided by a Mississippi-licensed attorney.
4. Review the Preliminary Plat/Site Plan Review Checklist and Local Regulations - The checklist provided in this guide outlines all the information required for a preliminary plat/site plan submittal. Copies of the checklist are also available at the Building and Code Department Office.
5. Prepare Application Materials - After reviewing the checklists and the regulations, prepare a preliminary plat/site plan, applications and submittals for your project.
6. Submit an Application - Submit the completed application fee and duplicate copies of the plan along with any other submittals required for your project. It is required for a developer to submit the plans in the following quantities and forms:
 - 5-scaled copies on 24" x 36" paper
 - 7-copies on 11"x17" paper
 - 1-copy on 8.5"x11" or 8.5"x14" paper

HOW IS A PRELIMINARY PLAT/SITE PLAN APPLICATION REVIEWED AND APPROVED?

1. Distribution of Plans - Upon receiving a complete application, the Building and Code Department will forward of a copy of the plat and application to the County and Stone County Utility Authority (SCUA) Engineers.
2. Review and Comment - The Building Code Official, County Engineer and SCUA Engineer will review the preliminary plans and property for conformance to local and state regulations. Written comments will be provided to the developer for necessary changes.
3. Revise and Resubmit - If comments are provided to the developer, the preliminary plans should be



revised and resubmitted to the Building and Code Department. Re-submittal requirements are the same as the initial plan submittal requirements. The preliminary plat/site plans will continue to be reviewed and revised in this manner until each department/organization is satisfied that the proposed development conforms to the requirements of local and state regulations. Written approval will be provided to the developer, through the Building Code Official, when the review and comment period is complete and the developer meets local and state requirements.

4. Consideration and Approval by the Stone County Board of Supervisors - After receiving the revised and corrected preliminary plat, the Building and Code Department will place the proposed development on the Board of Supervisor's agenda for consideration and approval. Board approval gives developers and builders the authority to proceed with construction plans.

WHAT DEADLINES ARE ASSOCIATED WITH A PRELIMINARY PLAT/SITE PLAN?

After a project has met local and state regulations it is submitted to the Board of Supervisors for approval. The Board has 60 days to approve or deny the project. If the developer does not receive approval from the Board of Supervisors within the 60 days, they can consider the development denied and appeal or re-apply.

Board approval of a preliminary plat will expire after 12 months if construction has not commenced. The developer can be issued a time extension by the Board of Supervisors.



SUBDIVISION PRELIMINARY PLAT CHECKLIST

All plats must conform to the requirements outlined in the 1980 Stone County Subdivision Regulations, as amended.

PLAT APPLICATION

- Provide all information required on the "Application for Preliminary Subdivision Approval" (see the Appendix).
- Plat application review fee (\$250.00).

FORM

- Scaled drawing on an 18" x 24" sheet.
- Minimum scale of 1" equals 200'.

TITLE

- A Certificate of Title from a MS-licensed attorney-at-law.

INFORMATION & DATA TO BE SHOWN ON THE PRELIMINARY PLAT

The plat shall indicate the following data:

Title

- Name of the subdivision.
- Name of the engineer or surveyor.
- Scale.
- North arrow (true north).
- Legal description of the subdivision.
- Ground elevations with a statement whether a lot or a portion of a lot falls within the Flood Hazard Area as defined by the Flood Damage Prevention Ordinance. Specify the lot or any portion of a lot that falls within a Flood Hazard Area.

Boundary Survey

- The boundaries of the subdivided tract depicted using distinctive symbols. The boundaries should be obtained using a balanced and closed field survey with traverse sheets attached.

SUBDIVISION PRELIMINARY PLAT CHECKLIST

Dimensions

- Dimensions and angles of intersection must be shown. The radii, arcs, central angles and points of curvature and tangency of all curves will be given along the property lines of each street and alley.
- Lot dimensions should be defined. If all lots in a block are the same dimension, it will suffice to define the length and width of one tier.

Other

- The name of adjoining subdivisions.
- Lot and block numbers and all street and principal property lines contiguous to the proposed subdivision should be accurately tied to the lines of the subdivision by distances and bearing of angles.
- Progressively number all individual lots or lots contained in blocks. The blocks should also be progressively numbered or lettered.
- Building lines should be shown as dotted lines along each street.
- All easements across private property for public utilities, drainage, etc. must be described and plainly indicated on the plat.
- At least two (2) entrances should be shown on a subdivision plat to furnish proper ingress and egress from established public roads or streets. Subdivisions with a single road or a road that forms a dead-end may be allowed a single entrance.
- Subdivision plats will provide for future construction of streets necessary for accessing any parcel located behind the proposed development. This will prevent blocking adjacent property for future development. If the area behind the proposed subdivision already has sufficient access to a public road, it is not necessary to provide for future road construction.
- Driveway culverts designed by a MS-licensed Engineer. Minimum size should be 15" diameter and 24" length.

CERTIFICATES TO BE PLACED ON THE PLAT

- Owner's Certificate
- Engineer's/Surveyor's Certificate
- Appointed Engineer for Subdivision Certificate
- Supervisor's Approval for Recording
- Recording Certification by Chancery Clerk
- Supervisor's Acceptance for Maintenance

COPIES OF THE PLAT

- Deliver two mylars and two canvas of the original plat to the Building and Code Department.



UTILITY LETTERS

- A letter provided by the Stone County Utility Authority (SCUA) approving water, wastewater and stormwater plans for the development. Recommendations from SCUA must be addressed prior to plat approval.
- Letters from state agencies approving design elements, when necessary.
- If the development is located within a certificated area other than the SCUA's, a letter of acceptance from the appropriate Water/Sewer Association is needed.

OTHER DOCUMENTATION

Residential developments greater than 400 single-family or multi-family units must comply with the following requirements:

- A master plan approved by the Board of Supervisors prior to approval of a preliminary plat. Submittal of an impact statement, from a Board-approved professional, addressing the financial and social impacts of the development on the county's schools, solid waste, infrastructure, etc.

This checklist is intended to provide a general list of information required on a preliminary plat. This list is not to be substituted for a thorough review of the requirements listed in the 1980 Subdivision Regulations, as amended.



SITE PLAN CHECKLIST

All commercial/industrial site plans must conform to the requirements outlined in the 1980 Stone County Subdivision Regulations, as amended.

PLAT APPLICATION

- Provide all information required on the "Application for Site Plan Review" form (see the Appendix).
- Site plan application fee (\$100.00).

INFORMATION & DATA TO BE SHOWN ON A SITE PLAN

- Plan view of facilities--including roads, parking, driveway access, etc.
- Existing and proposed ground contours.
- Adjacent land owners.
- Wetlands, when applicable.
- Flood zones, when applicable.
- Roadway and parking design.
- Site lighting plan.
- Landscaping plan.
- Stormwater drainage and management.

INFORMATION & DATA TO BE PROVIDED WITH A SITE PLAN

- Parcel Identification Number from the Stone County Tax Assessor's Office.
- National Pollution Discharge Elimination System (NPDES) Permit, if applicable.
- Stormwater Pollution Prevention Plan.
- Driveway Permit from the County or MDOT, as applicable.
- Deed showing property ownership.
- Wetland permit, if applicable.
- Floodplain permit, if applicable.

Utility Letters

- A letter provided by the Stone County Utility Authority (SCUA) approving water, wastewater and stormwater plans for the development. Recommendations from SCUA must be addressed prior to plat approval.
- Letters from state agencies approving design elements, when necessary.

SITE PLAN CHECKLIST

- If the development is located within a certificated area other than the SCUA's, a letter of acceptance from the appropriate Water/Sewer Association is required.

CERTIFICATES TO BE PLACED ON THE PLAN

- Supervisor's Approval of Site Plan

COPIES OF THE PLAN

- 5-scaled copies on 24" x 36" paper
- 7-copies on 11"x17" paper
- 1-copy on 8.5"x11" or 8.5"x14" paper

This checklist is intended to provide a general list of information required on a preliminary plat. This list is not to be substituted for a thorough review of the requirements listed in the 1980 Subdivision Regulations, as amended.



SUBDIVISION REGULATIONS

REASON FOR SUBDIVISION REGULATIONS

The Subdivision Regulations are in place to assure the reasonable and consistent development of land within Stone County in order to promote public health, safety and general welfare. Subdivision regulations also provide for the creation of development sites suitable for building purposes and human habitation and provide for open space.

AUTHORITY TO ENFORCE SUBDIVISION REGULATIONS

Stone County receives the authority to mandate and enforce subdivision regulations from Mississippi Code, Sections 17-1-23 and 17-1-25. These statutes give the county the right to regulate the subdivision of land, require approval from the Board of Supervisors for these subdivisions and provides for the dedication of streets and roads. The Board regulates the Subdivision Regulations through the preliminary plat/site plan review process.

WHERE CAN I GET A COPY OF THE STONE COUNTY SUBDIVISION REGULATIONS?

A copy of the Stone County Subdivision Regulations can be obtained from the Building and Code Department Office.

WHAT DOES THE STONE COUNTY SUBDIVISION REGULATIONS SAY ABOUT ROAD CONSTRUCTION?

The Stone County Subdivision Regulations address minimum design standards for roads constructed within the county. These standards are in place to protect county residents from substandard roads and poor drainage conditions. To ensure conformity in local and state roads, the county refers to the Standard Specifications for Road and Bridge Construction that is provided by the Mississippi State Highway Department.

Drainage

Roads and streets should be designed to withstand a 25-year storm event. Drainage from newly constructed roads may be handled in two ways: 1.) by curbs and gutters with drop inlets and underground storm drains or 2.) by open ditches. Culverts should be used when driveways cross ditches; a box culvert or bridge may be used when drainage requirements specify a culvert size larger than that available from prefabricated pipe manufacturers. All drainage structures must comply with the Mississippi State Highway Department's standard plans for secondary roads and designed using generally accepted engineering formulas.

Utilities

The Stone County Subdivision Regulations place restrictions on the use of County right-of-way to minimize damage to underground utilities during county road maintenance and construction.

SUBDIVISION REGULATIONS

A permit must be obtained for utilities installed in county right-of-way. See the Appendix for a copy of the Permit Application. The regulations require underground utilities, that parallel the road, be located no closer than five feet (5') from the edge of the pavement and should have a minimum cover of thirty-six inches (36").

Telephone lines and power poles are typically the only overhead utilities used within the county. Crossing overhead telephone and power lines are to be placed at a minimum height of eighteen feet (18') above the surface of the road.

Figure 3 provides for additional design standards for roads and streets as listed in the Stone County Subdivision Regulations.

FIGURE 3: ROAD AND STREET SPECIFICATIONS

DESCRIPTION OF SPECIFICATIONS AND DESIGN STANDARDS	MINIMUM DIMENSIONS
Design storm event	25 years
Width of a driveway crossing side ditches *	24 feet (24')
Culvert pipe diameter	15 inches (15")
Roadway crown from outside of shoulder	30 feet (30')
Fore-slope	3:1 slope
Back-slope	2:1 slope
Depth of ditch from the edge of shoulder to the flow line	18 inches (18")
Width of base course	22 feet (22')
Thickness of base course (designed by a registered P.E.)	6 inches (6")
Thickness of sub-grade stabilization or topping material where required	4 inches (4")
Width of streets between curbs	27 feet (27')
Open ditch gradient of flow line	0.1%
Curb and gutter gradient	0.2%
Width of pavement surface (2" hot mix or DBST equivalent)	20 feet (20')
Pavement crown slope	1/4" per foot (1/4"/ft)
Radius of pavement at intersection	20 feet (20')
Vertical clearance for overhead power lines from road surface	18 feet (18')
Distance from edge of roadway to underground utilities	5 feet (5')
Cover required for underground utilities	36 inches (36")
Street right-of-way	60 feet (60')
Cul-de-sac radius (paved)	40 feet (40')
Street intersection angle	45° (max. 135°)

* Culvert pipe drains must be laid to the profile of the ditch invert.



HOW ARE ROADS DEDICATED TO THE COUNTY FOR PUBLIC USE AND MAINTENANCE?

When infrastructure construction on a subdivision is complete, the Board of Supervisors will require an inspection, by the County Engineer, to determine if the roads meet the requirements set forth by the Subdivision Regulations. If approved, the Board of Supervisors will accept the road for public use and maintenance.

WHAT OTHER SITE DESIGN REQUIREMENTS ARE LISTED IN THE SUBDIVISION REGULATIONS?

The Subdivision Regulations provide many site requirements to be considered when designing a proposed development. These requirements can be found in the Site Design Requirements of *The Guide* on page 51. For more information regarding any particular site design requirement, please refer back to the Stone County Subdivision Regulations.

WHEN CAN A FINAL PLAT BE APPROVED?

Typically, construction on a subdivision must be complete and inspected by the County Engineer prior to consideration for approval by the Board of Supervisors. A developer can choose, at the discretion of the Board, to file a performance obligation or warranty obligation prior to the completion of the project. All warranty and performance obligations must be secured by means approved by the Board of Supervisors (*see Section VI.i.8 of the Subdivision Regulations of Stone County*).

HOW MUCH DOES A PLAT/SITE PLAN APPLICATION COST?

The following fees must be submitted with an application for plat approval:

Plat Application	\$250.00
Preliminary Plat	\$200.00
Lot Fee (per lot)	\$15.00
Construction Plan (per lot).....	\$15.00
Final Plat	\$100.00
Lot Fee (per lot)	\$20.00
Resubdivision Parcel Fee (per lot)	\$50.00
Acceptance of Private Road - Filing Fee.....	\$100.00
Variance - Filing Fee	\$100.00
Mobile Home Park Plat - Filing Fee.....	\$100.00
Lot Fee (per lot)	\$15.00
Townhouse Plat - Filing Fee.....	\$100.00
Lot Fee (per lot)	\$15.00
Commercial/Industrial Site Plan Review	\$100.00

SUBDIVISION REGULATIONS

Special Construction Subject to the discretion of the BOS and Co. Engineer

Special construction fees will be assessed on additional development components requiring review and inspection by the County Engineer. These components are typically required to protect the health, welfare and safety of the public and include, but are not limited to bulkheads, subsurface drainage, canals and water systems.

Subdivision Driveway Culvert Permit \$10.00

Driveway culverts must be installed in accordance with this permit. A driveway culvert chart must be noted on the plat and include lot number, pipe length and pipe diameter. The size and length of a culvert pipe should be determined by the developer's engineer.



SITE DESIGN REQUIREMENTS

Site design requirements can be found in the 1980 Stone County Subdivision Regulations, as amended.

SINGLE-FAMILY RESIDENTIAL

Single-family residential is the lowest density residential development and refers to a structure designed to accommodate one family. In Stone County, single-family residential developments must meet minimum lot size requirements as defined by the Subdivision Regulations. Figure 4 provides a list of these requirements.

FIGURE 4: MINIMUM SINGLE-FAMILY RESIDENTIAL LOT SIZE REQUIREMENTS

Available Utilities	Minimum Lot Size		Other Restrictions
	Area	Width	
Water, Sewer, Stormwater	7,500 sq. ft.	60 ft.	Smart Growth Concepts
Water, Sewer	10,000 sq. ft.	80 ft.	35 ft. min road frontage
Water, Septic System	1 acre	130 ft.	35 ft. min road frontage
Individual Well, Septic System	1.5 acres	180 ft.	35 ft min. road frontage

As shown in the table, less restrictive lot sizes are allowed when centralized water and sewer are provided to a development. If a residential development adheres to Smart Growth Concepts and land provides centralized water, sewer and stormwater controls, a minimum lot size of 7,500 square feet is permitted.

Smart Growth concepts represent a collection of planning, regulatory and development practices that use land resources more efficiently through compact building design and infill development. These concepts encourage more attractive, livable and economically sound communities while protecting natural resources. Developers are encouraged to use Smart Growth Concepts in their designs. Stone County Subdivision Regulations require the following Smart Growth Concepts in order to meet the 7,500 square foot lot size requirement:

- Underground power
- Concrete curb and gutter
- Storm drainage system
- 5% upland green space
- Water, sewer & stormwater system
- Street lamps
- Sidewalks
- Landscape plan
- Fire protection

Smart Growth Principles

1. Create a range of housing opportunities and choices.
2. Create walkable neighborhoods.
3. Encourage community and stakeholder collaboration.
4. Foster distinctive, attractive communities with a strong sense of place.
5. Make development decisions predictable, fair and cost-effective.
6. Mix land use.
7. Preserve open space, farmland, natural beauty and critical environmental areas.
8. Provide a variety of transportation choices.
9. Strengthen and direct development towards existing communities.
10. Take advantage of compact building design.

SITE DESIGN REQUIREMENTS

MULTI-FAMILY RESIDENTIAL & MOBILE HOME PARKS

This section refers to residential developments that are commonly found at higher densities than traditional single-family developments and includes apartment complexes, townhomes, duplexes, mobile/modular home parks and RV parks. Since these developments are more land intensive than single-family developments, they are restricted more in order to protect existing land uses. Some of the restrictions placed on multi-family residential and mobile home parks include density, infrastructure, lot setbacks and parking.

Townhouse/Apartment Subdivision

<i>Density</i>	No more than 25 individual dwelling units per acre. Density calculations can not include wetland, frequently flooded or right-of-way areas.
<i>Water and Sewer</i>	Central water and sewer is required.
<i>Time Constraints</i>	Construction on the proposed subdivision must begin within six (6) months of final subdivision approval.
<i>Documentation</i>	Preliminary plat approval is required by the Board of Supervisors. If individual lots are not intended to be sold, a final plat is not required to be recorded by the Chancery Clerk's Office. If it is the intent to convey individual lots, a final plat must be filed and recorded by the Chancery Clerk's Office.

Mobile/ Modular Home Parks

<i>Density</i>	Maximum of four (4) units per each acre.
<i>Setbacks</i>	Twenty-five feet (25') from any roadway. The home should not obstruct a roadway or walkway in the mobile home park.
<i>Sidewalks</i>	If provided, they must be located no less than one foot (1') from the lot property line and must be a minimum of four feet (4') wide. Sidewalks should connect individual mobile homes with parking areas.
<i>Parking</i>	Two off-street parking spaces are required for each lot. The spaces are required to be nine feet wide by twenty feet deep (9' x 20'). Parking should not be located more than 100 feet from the mobile home it is designed to serve.
<i>Recreation/ Open Space</i>	Twenty-five percent (25%) of total park acreage should be dedicated to recreation or open space.
<i>Water and Sewer</i>	Connection to a community water supply and centralized sewer system required.
<i>Documentation</i>	Preliminary plat approval is required by the Board of Supervisors. If individual lots are not intended to be sold, a final plat is not required to be recorded by the Chancery Clerk's Office. If it is the intent to convey individual lots, a final plat must be filed and recorded by the Chancery Clerk's Office.



COMMERCIAL/INDUSTRIAL

Commercial and industrial land uses are the most land intensive uses with the highest potential impact on the environment and existing land uses. Restrictions on this land use are typically geared toward controls that protect the potential impact areas.

<i>Best Management Practices</i>	Developers are required to submit plans using best management practices (BMPs). Drainage structures, public roads, utilities and Stormwater Pollution Prevention Plans (SWPPs) must be approved by a Mississippi-registered, professional engineer. Developers in Stone County are encouraged to utilize MDEQ's guidance for BMPs entitled, <u><i>The Planning and Design Manual for the Control of Erosion, Sediment & Stormwater</i></u> .
<i>Sedimentation & Erosion Controls</i>	Development in excess of 1 acre must be made be covered under MDEQ's General Construction Permit. Figure 7 on page 59 provides requirements for the NPDES program in Stone County.
<i>Documentation</i>	Site Plan approval is required by the Board of Supervisors. A final plat is not required to be recorded by the Chancery Clerk's Office, unless five (5) or more lots are created for conveyance.

COMMERCIAL/INDUSTRIAL PARKING PLANS

The Stone County Subdivision Regulations require adequate off-street parking to accommodate each individual land use. Plans must show the exact location and dimensions of any existing and/or proposed driveways and parking areas.

<i>Drainage & Stormwater Management</i>	<p>Drainage and Stormwater Management should be planned to disrupt the natural topography of the land as little as possible. These plans should follow sound engineering principles, use the best technology available and be designed to the standards set forth by MDEQ.</p> <p><u><i>Wetlands</i></u> Any construction that disturbs an existing wetland will require a U.S. Army Corp of Engineers Permit. Construction should not create, nor further the creation of swampy areas unless part of a designed constructed wetland. No waterway or natural drain can be altered in such a way as to change the amount or direction of flow unless approved by the County Engineer and in accordance with the Flood Damage Prevention Ordinance.</p> <p><u><i>Open Ditches</i></u> Velocity flow through an open ditch will not exceed 4 feet per second in soil waterways or 6 feet per second in grassed waterways. Paved waterways will be required for velocities in excess of 6 feet per second.</p>
<i>Driveways</i>	<p>Driveways must be designed in accordance with the Stone County Subdivision Regulations. When adequate frontage is available on a roadway, two driveways may be constructed to a property used for a single purpose.</p> <p>If a driveway is being constructed along a state-maintained road, a driveway permit must be obtained from the Mississippi Department of Transportation</p>

SITE DESIGN REQUIREMENTS

Driveways
(continued)

(see the Appendix). Proof of a MDOT-approved permit must be submitted with the plan.

Drainage

Drainage from driveways is to be directed into a roadside ditch and not onto the roadway surface. When driveways intersect, only approved drainage structures should be used.

Design Requirements

Figure 5 on page 55 provides design requirements for driveway construction as provided in the Stone County Subdivision Regulations.

Parking Area

Parking areas should be located within a reasonable walking distance of the buildings they are designed to serve. Access to these areas should be designed in a manner that prevents obstruction of traffic flow. Ingress and egress from parking spaces should provide easy access and ample clearance.

Aisles

The width of the aisles providing direct access to individual parking stalls should be in accordance with the current engineering standards. Only one-way traffic is permitted in aisles serving single-row parking spaces placed at an angle other than ninety degrees (90°).

Space Size

Parking space size should be striped and measure nine feet in width and twenty feet in length (9' x 20'). For every 25 spaces, there must be at least one (1) handicapped accessible space with at least one van-accessible space. The handicapped space should measure ten feet in width and twenty feet in length (10' x 20'). The handicapped accessible spaces should be lined and marked in accordance with the regulations set forth in the Americans with Disabilities Act (ADA) and provide an access aisles eight feet (8') wide.

Landscaping

Landscaping plans are required for all commercial and industrial developments. The plan should identify existing and proposed trees, shrubs and ground covers, natural features and other landscaping elements. Methods for protecting existing plants being retained during construction should be included in the plan. Native trees and shrubs should be planted wherever possible. Plantings in parking areas should maximize placement to provide cooling for summer months.

At least 5% of the interior parking area should be landscaped which excludes shade trees planted along the trees or frontage or perimeter screening. Parking lots containing 10 or more spaces should be planted with at least one (1) tree per eight (8) spaces. The tree should be no smaller than 2" caliper at chest height. Screenings should be a minimum of five feet (5') wide and must be placed along lot lines bordering residential uses and along streets.

Paving Materials

Acceptable paving materials include, but are not limited to, concrete, brick, cement pavers, asphalt and stone. Design and choice of paving materials should take into consideration local climate, material cost, maintenance, drainage, as well as other characteristics.

Parking Requirements

The minimum parking requirements for development in Stone County are provided in Figure 6 on page 55.



FIGURE 5: DRIVEWAY DESIGN REQUIREMENTS FOR COMMERCIAL/INDUSTRIAL DEVELOPMENTS

DESCRIPTION	REQUIREMENTS
Maximum Grade	15%
Min. distance between driveways/curb cuts and side lot line	5 feet (5')
Curb cuts for straight curbs/Flare for rolled curbs	3 feet wider than driveway on each side
Min. driveway width	15' Commercial*/ 20' Industrial
Max. driveway width	40' Commercial/ 40' Industrial
Min. driveway turn radius	15' Commercial/ 25' Industrial
Max. driveway turn radius	50' Commercial/ 50' Industrial
Min. driveway angle of intersection	45° Commercial/ 45° Industrial

**The minimum width of commercial driveways is intended to apply to one-way operation and is intended to be measured along the road right-of-way line.*

FIGURE 6: PARKING REQUIREMENTS BY LAND USE FOR COMMERCIAL/INDUSTRIAL DEVELOPMENTS

USE	MINIMUM REQUIREMENTS
Single-Family or Duplex	2 spaces/dwelling units
Townhouse or Multi-Family	2 spaces/dwelling units
Mobile Home	2 spaces/dwelling units
Office Use	2 spaces + 1 space/200 sq. ft. of useable floor space OR 1 space/100 sq. ft. of useable floor space
Industrial Use	1 space/employee in largest working shift
Churches/Temples	1 space/3 seats
Medical Center	1 space/250 sq. ft. of useable area
Restaurant	1 space/3 seats
Fast-Food Establishment	1 space/30 sq. ft. of useable floor area
Retail Store	1 space/ 200 sq. ft. of useable floor area
Shopping Centers	
Under 400,000 sq. ft.	4 spaces/1,000 sq. ft. of useable floor area
400,000 sq. ft to 599,999 sq. ft.	4.5 spaces/ 1,000 sq. ft. of useable floor area
600,000 sq. ft and larger	5 spaces/ 1,000 sq. ft. of useable floor area



SCUA RULES AND REGULATIONS

REASON FOR STONE COUNTY UTILITY AUTHORITY RULES AND REGULATIONS

The Stone County Utility Authority (SCUA) Rules and Regulations are in place to protect the health, safety, environment and general welfare of Stone County residents through compliance with local, state and federal regulations. SCUA works in conjunction with local and state agencies to regulate water, wastewater and stormwater systems within Stone County. Proposed developments are required to submit plans to SCUA in order to be issued a Site Development Permit.

AUTHORITY TO REGULATE SITE DEVELOPMENT

The Stone County Utility Authority has been given the ability to regulate construction, operation, and maintenance of water, wastewater and stormwater systems. Mississippi Code, Section 49-17-701, et seq. provides for the formation of SCUA and the creation of rules and regulations to govern the site development process.

HOW CAN I TELL IF I AM IN SCUA'S CERTIFICATED AREA?

The Stone County Utility Authority's Certificated Area encompasses any portion of Stone County that is not currently certificated under another water or sewer association. Stone County currently has three certificated sewer associations which are designed to serve specific subdivisions or developments. These sewer associations do not serve the general public.

Stone County has eight Rural Water Associations. The map on page 61 shows the boundary of each rural water association in the county. If you have any questions as to whether your development falls within a Rural Water Association's Certificated Area, please contact the SCUA Engineer.

WHERE CAN I GET A COPY OF THE STONE COUNTY SCUA RULES AND REGULATIONS?

A copy of the Stone County Utility Authority Rules and Regulations can be obtained from their administrative office at 123 E. Pine Avenue, Wiggins, MS 39577 or downloaded from their website at www.stonecountyutilityauthority.com.

WHEN IS A SITE DEVELOPMENT PERMIT REQUIRED?

A site development permit is required anytime land is developed in Stone County for commercial, industrial or residential purposes.

SUBMITTING A SITE DEVELOPMENT PERMIT APPLICATION

1. Meet with Staff - Contact the Stone County Building and Code Department to schedule an appointment. During this appointment, discuss the general scope of the project and clarify issues related to the development of the property and the submission of the application. Preliminary

SCUA RULES AND REGULATIONS

sketches and drawings are often helpful during these discussions.

2. Obtain a Site Development Permit Application - A copy of this application is made available in the Appendix of this guidance. Copies of this application can also be obtained from the Building and Code Department.
3. Review the Stone County Utility Authority Rules and Regulations - Developers are encouraged to review SCUA Rules and Regulations to answer specific questions regarding water, wastewater, and stormwater regulations.
4. Pre-Application Conference - If needed, the developer can contact the Stone County Utility Authority to discuss the project in a pre-application conference. The pre-application conference request form can be found in the Appendix. At the pre-application conference, the developer is encouraged to ask questions and discuss the general scope of the project. In this meeting, SCUA will work with the developer to determine the most economical and effective method of handling water and sewer in the proposed project.
5. Prepare Application Materials - Prepare application materials as outlined in *The Guide* and the Stone County Utility Authority Rules and Regulations.
6. Submit an Application - Submit all the required application materials to the Stone County Building and Code Department.

HOW IS A SITE DEVELOPMENT PERMIT APPLICATION REVIEWED AND APPROVED?

1. Review - The Site Development Permit Application and Preliminary Plans will be reviewed by the SCUA Engineer to ensure the proposed development conforms with the requirements of the SCUA Rules and Regulations. Written comments will be provided by the SCUA Engineer to the Building Official for any portion of the proposed project that does not conform to local and state regulations.
2. Revise and Resubmit - If comments are provided by the SCUA Engineer, the developer is responsible for revising the application and plans to reflect these comments and resubmitting to the Building and Code Department. This process will continue until no additional comments are provided. Before approval can be obtained from SCUA, the appropriate plan documentation must be provided for review. These requirements can be found on page 63.
3. Consideration and Approval by the Stone County Utility Authority Board - After SCUA deems the project conforms to the adopted rules and regulations, written notification of the Board's decision will be provided to the developer and to the Building and Code Department.
4. Site Development Agreements - Once a preliminary plan has been approved, a "Site Development Agreement" is drafted for review and approval by SCUA, the developer and others involved. The agreement defines the responsibilities for the design, construction and maintenance of the water, sewer and stormwater facilities for a proposed development.

HOW ARE WATER AND SEWER SYSTEMS DEDICATED TO THE SCUA FOR USE AND MAINTENANCE?

If it is the intent of the developer to dedicate a water or sewer system to SCUA, a Memorandum of Understanding (MOU) will be drafted and signed by the developer and SCUA.



WHAT IS THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)?

The National Pollution Discharge Elimination System (NPDES) was established in 1999 due to local water quality concerns. Many of these water quality concerns focused on runoff from local construction sites which included sediment and other pollutants. Sedimentation and pollutants from construction activities can negatively impact small local streams and waterbodies.

As a result of the NPDES program, developer and contractors are encouraged to utilize Best Management Practices (BMPs) on-site to protect local waterways. The MDEQ has adopted a guide to BMPs called, *The Planning and Design Manual for the Control of Erosion, Sediment & Stormwater*. This guide provides developers and contractors with generally-accepted practices to prevent localized runoff from leaving the construction site and prevent contamination of local waterbodies. A sampling of BMPs found in MDEQ's guide can be found in the Appendix.

HOW DOES THE NPDES PROGRAM AFFECT DEVELOPMENTS IN STONE COUNTY?

Under the NPDES program, any construction activity that disturbs one (1) or more acres of land must obtain coverage under the NPDES Construction General Permit. The NPDES program requirements include construction activities that may involve an area less than one (1) acre, but which are a part of a larger common plan of development or sale that is one (1) acre or greater.

The Mississippi Department of Environmental Quality (MDEQ) has been delegated to implement Mississippi's NPDES program. MDEQ encourages local counties and municipalities to support the state program and create a local NPDES program. Figure 7 provides local and MDEQ requirements for the NPDES program.

FIGURE 7: NPDES PROGRAM REQUIREMENTS

Development Acreage	MDEQ Construction Permit	SCUA Rules & Regulations	Subdivision Regulations
< 1 acre	No action required	No action required	No action required
1 to 5 acres	Submit a SCNOI* to MDEQ upon request. Maintain a SWPPP*** on-site and submit to MDEQ upon request.	Submit a SCNOI* to SCUA upon request. Maintain a SWPPP*** on-site and submit to SCUA upon request.	Submit a copy of the permit application to the Dept. of Planning & Development. Submit a SWPPP*** to the Dept. of Planning & Development.
> 5 acres	Submit a LCNOI** to MDEQ. Submit a SWPPP*** to MDEQ.	Submit a LCNOI** to SCUA. Submit a SWPPP*** to SCUA.	Submit a copy of the NPDES permit to the Dept. of Planning & Development. Submit a MDEQ-approved SWPPP*** to the Dept. of Planning & Development.

* Small Construction Notice of Intent.

** Large Construction Notice of Intent.

*** Stormwater Pollution Prevention Plan.

SCUA RULES AND REGULATIONS

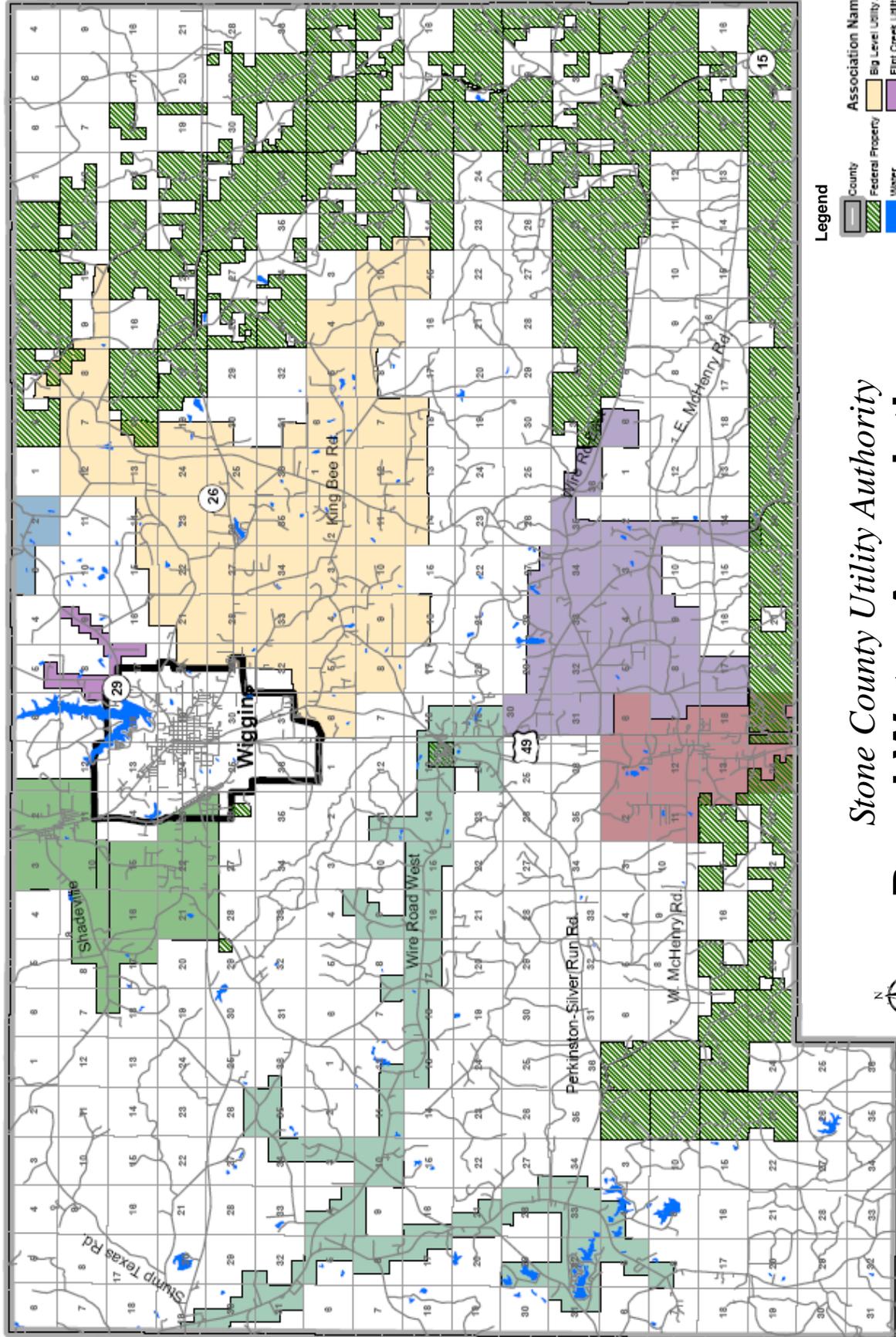
HOW MUCH DOES A SITE DEVELOPMENT PERMIT COST?

The Stone County Utility Authority has established a permit review fee in accordance with the MS Gulf Coast Utility Authority Act to cover the administrative cost required to develop, review and issue the permits for new water, wastewater, and stormwater systems. The fees for development are:

Single Family Residential Unit	Waived
Multi-Family Residential Unit (per unit)	\$250.00
Temporary Water/Sewer Connections	\$750.00
Site Plan Development Permit Fees	
<i>Residential Development</i>	<i>\$500.00</i>
<i>< 50 lots (per lot)</i>	<i>\$65.00</i>
<i>51 - 100 lots (per lot)</i>	<i>\$55.00</i>
<i>101 - 250 lots (per lot)</i>	<i>\$50.00</i>
<i>> 250 lots (per lot)</i>	<i>\$45.00</i>
<i>Commercial Development</i>	<i>\$1,500.00</i>
<i>Industrial Development</i>	<i>\$2,500.00</i>
<i>County and/or Municipal Property</i>	<i>Exempt</i>
<i>Includes property used for public schools, property/projects not leased to private companies, and property used for volunteer fire departments.</i>	
<i>Religious Organizations</i>	<i>Exempt</i>
<i>Must meet the requirements set forth by the SCUA Rules and Regulations.</i>	

Fee reductions have been adopted for developments that are not fully regulated by the Stone County Utility Authority. These developments include those on septic systems and developments within another certificated area. The table below gives the Fee Reduction Schedule.

SCUA Regulates:	Fee Reduction:
Water, Sewer and Storm Water	0%
Sewer and Storm Water	35%
Water and Storm Water	50%
Storm Water	
1-16 Lots	80%
17-50 Lots	82%
51-Up Lots	84%



Stone County Utility Authority Rural Water Associations



Legend

- County
 - Federal Property
 - Water
-
- Association Names
- Big Level Utility Assn.
 - First Crest Utility Assn.
 - Janice Water Assn.
 - McHenry Utility Assn.
 - New Zion Utilities
 - Stone Utility Assn.
 - Surflower Utility Assn.



For Planning Purposes Only
 Date Source: Mississippi Automated
 Resource Information Service (M.A.R.I.S.)



SCUA PLAN DOCUMENTATION CHECKLIST

All final site plan documentation must be provided prior to being approved by the regulating agency.

Plans suitable for construction to include:

- Facility layout
- Additional details needed to purchase materials and bid the work
- Pipe size
- Schedules
- Tabulations
- Quantities
- Dimensioning
- Erosion control
- Channel protection plan
- Water quality and quantity control facilities

Two Design Manuals to include:

- Water line calculations
 - Sewer line calculations
 - Stormwater calculations
 - Other accessory calculations
 - Hydraulic analysis by a professional engineer
 - Explanation of non-conventional material or construction
- Two copies of the Final Construction Specifications

This checklist is intended to provide a general list of information required for a site plan. This list is not to be substituted for a thorough review of the requirements listed in the 2008 SCUA Rules and Regulations, as amended.



CONSTRUCTION & INSPECTION PROCESS



2003 INTERNATIONAL CODES

REASON FOR CODES

After Hurricane Katrina, Mississippi legislation mandated that the lower five counties (Hancock, Harrison, Jackson, Pearl River and Stone Counties) adopt the International Building Codes. Building codes are intended to ensure the structural strength, stability, sanitation, ventilation and safety to life and property from fire and other hazards attributed to the built environment. Building permits are issued to provide a construction plan review and approval process.

AUTHORITY TO REGULATE CODES

Mississippi Code, Section 17-2-1 requires Hancock, Harrison, Jackson, Pearl River and Stone Counties to adopt building codes in some form equal to or more stringent than the 2003 International Building Codes (IBC) and International Residential Codes (IRC). Stone County adopted the 2003 IBC and IRC in late 2007. The 2003 IBC were adopted by the Stone County Board of Supervisors on August 29, 2007. They include:

For Residential Developments	For Commercial Developments
International Residential Code	International Building Code International Mechanical Code International Plumbing Code International Fuel Gas Code 2005 NEC Electrical Code (NFPA 70)

WHEN IS A PERMIT REQUIRED?

A building permit is required for the modification of a commercial, institutional, religious or residential building. These modifications include the construction, repair, demolition or expansion of the building. Exceptions to these requirements are found in Figure 8 on page 68.

SUBMITTING A PERMIT APPLICATION

1. Meet with Staff - Contact the Stone County Building and Code Department to schedule an appointment. During this appointment, discuss the general scope of the project and clarify issues related to the development of the property and the submission of the application. Preliminary sketches and drawings are often helpful during these discussions.
2. Obtain a Building Permit Application - A copy of this application is made available in the Appendix of *The Guide*. Copies of this application can also be obtained from the Building and Code Department.
3. Review the 2003 International Building Codes/IRC - Developers are encouraged to review the 2003 IBC/IRC adopted by the Board of Supervisors to answer specific questions regarding building design.
4. Review the Building Code Checklist - The checklist provided in this guide outlines all the

2003 INTERNATIONAL CODES

information required to be submitted for a building permit. Copies of the checklist are also available at the Building and Code Department office located at 220 E. Cavers Avenue, Wiggins, MS 39577.

5. Hire Appropriate Design Professionals - All building three stories or more and all buildings in excess of 5,000 square feet must be stamped by a Mississippi-registered Professional Architect or Engineer.
6. Prepare Application Materials - Prepare application materials as outlined in *The Guide* and the 2003 IBC.
7. Submit an Application - Submit all the required application materials to the Stone County Building and Code Department, 220 E. Cavers Avenue, Wiggins, MS 39577.

FIGURE 8: PERMIT EXCEPTIONS

<p>Building</p> <ul style="list-style-type: none"> - One-story detached accessory structures less than 200 square feet. - Fences under 6 foot high. - Retaining walls under 4 foot high. - Water tanks supported directly on grade not in excess of 5,000 gallons and a height to diameter (width) ratio of 2:1. - Sidewalks and driveways less than 30 inches above adjacent grade and not constructed over a basement or story. - Painting, papering, tiling carpeting, cabinets, counter tops and similar finish work. - Prefabricated swimming pools less than 24 inches deep. - Swings and other playground equipment accessory for a one or two family dwelling. - Window awnings supported by an exterior wall which do not project more than 54 inches from the wall and do not require additional support. 	<p>Mechanical</p> <ul style="list-style-type: none"> - Portable heating appliance. - Portable ventilation appliance. - Portable cooling unit. - Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code. - Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe. - Portable evaporative cooler. - Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less. - Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
<p>Electrical</p> <ul style="list-style-type: none"> - Repairs and maintenance. 	<p>Gas</p> <ul style="list-style-type: none"> - Portable heating, cooking or clothes drying appliances. - Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe. - Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.



HOW IS A PERMIT APPLICATION REVIEWED AND APPROVED?

1. Review and Comment by the County Building Official - The County Building Official will check the plans and property for conformance to the 2003 IBC/IRC
2. Revise and Resubmit - If comments are provided by the Building Official, the developer should revise the application and plan to reflect these recommendations. Once updated, the plans should be resubmitted to the Building and Code Department for review until no more changes are necessary.

A building permit can not be issued for a development unless the lot or tract is part of a plat of record, properly approved and filed in the Stone County Chancery Clerk's Office.

WHAT ARE THE REQUIREMENTS TO OBTAIN A CERTIFICATE OF OCCUPANCY?

A certificate of occupancy is issued when all inspections are complete. The certificate is also dependant upon final septic approval from the MS Department of Health (MSDH).

WHAT ARE THE DEADLINES RELATING TO PERMITS?

A developer has six months to obtain a Building Permit from the Building and Code Department after an application is submitted. If the developer fails to be issued a Building Permit within this time restriction, the application will be void and a new application will be required to continue the permitting process.

HOW MUCH DOES A PERMIT COST?

Building Permit fees are based on the value of the proposed contract. These fees are known as valuation fees.

Valuation Fees

Total Valuation	Fee
\$1,000 and less	No fee, unless an inspection is required. In which case, a \$15.00 fee will be charged for each inspection.
\$1,000 to \$50,000	\$15.00 for the first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$50,000.
\$50,000 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$100,000.
\$100,000 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$500,000.
\$500,000 and up	\$1,660.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.

2003 INTERNATIONAL CODES

Miscellaneous Fees

Plan-Checking Fee	1/2 the cost of the Building Permit Fee
<i>When the valuation of the proposed construction exceeds \$1,000.00 and a plan is required to be submitted by Sections 106 and R106, a plan-checking fee is required. The fee is paid at the time of plan submittal and will be applied toward the total building permit fee.</i>	
Change of Contractor.....	\$50.00
Floodplain (in addition to any other permits).....	\$50.00
<i>This is only applicable if building in the floodplain is the only option. A floodplain development permit must be issued and requires a site plan and elevation certificate.</i>	
Fire Alarm	\$100.00
<i>This is for fire alarms in conjunction with a monitoring system, usually found in commercial buildings. This does apply to residential smoke detectors.</i>	
Sprinkler System.....	\$100.00
<i>For fire suppression only.</i>	
Penalties	Double Regular Permit Fee
<i>This fee is assessed when the proper permit is not obtained prior to beginning work. Once assessed, the proper permit must still be obtained.</i>	

Inspection Fees (for all types of permits)

First	\$10.00
Second.....	\$20.00
Third.....	\$30.00
Each subsequent inspection after the third.....	\$100.00
After Hours Inspections.....	\$100.00

Additional Commercial Permit Fees

Mechanical.....	1% of contract price (\$50 minimum)
Plumbing.....	1% of contract price (\$50 minimum)
Gas Piping	1% of contract price (\$50 minimum)
Electrical	1% of contract price (\$50 minimum)
Electrical Service Check (6 mo. after meter is out).....	\$25.00



RESIDENTIAL BUILDING PLAN CHECKLIST

All plan documentation must be provided prior to being issued a building permit.

BUILDING CODE REQUIREMENTS

- Site plan or survey. (For flood zone only)
- Elevation Certificate. (For flood zone only)
- Construction Plan
This plan should include:
 - Foundation plan with details.
 - Floor plan.
 - Typical wall and roof section including bracing.
 - Electrical plan including service and distribution panel locations.
 - Location of mechanical equipment.
 - Location of plumbing.
 - Building elevations.
- Copy of MDOT driveway permit, if applicable.
- Drawings at a minimum of a 1/4" scale.
- Submit two complete sets of plans to the Building and Code Department.
- E-911 Address. This address can be obtained from the Stone County Emergency Management Center/E-911 Office.
- Preliminary approval of septic system from Stone County Health Department, if applicable.
- Copy of the deed.
- Plat plan. Description drawing showing the proposed location of dwellings in relation to lot lines.
- Contractor name and contact information.

CERTIFICATE OF OCCUPANCY

- Final septic approval from the Stone County Health Department.



COMMERCIAL/INDUSTRIAL BUILDING PLAN CHECKLIST

All plan documentation must be provided prior to being issued a building permit.

COMMERCIAL/INDUSTRIAL CODE REQUIRMENTS

- Site plan approved by the County Engineer.
- Drawings show type of construction and use group.
- In mixed-use buildings, the drawing should indicated design approach, mixed-separated, or mixed-non-separated).
- Elevation certificate (Flood zones only).
- Dimensioned floor plan showing uses of all areas.
- Foundation plan with details.
- Door and window schedule.
- Interior finish schedule.
- List of any rated assemblies and their design numbers.
- Details showing all accessibility requirements.
- Occupant loads for all areas.
- List of all design loads in accordance with section 1603 of IBC/IRC.
- Complete electrical plan.
- Complete mechanical plan.
- Complete plumbing plan.
- Plans for special equipment such as sprinkler and alarm systems.
- Location of all fire lanes, fire department connections, and fire truck access.
- Drawings at a minimum of a 1/4" scale.
- Submit two complete sets to the Building and Code Department.
- E-911 Address. This can be obtained from the Emergency Management Center/E-911 Office.
- Preliminary approval of septic system from Stone County Health Department, if applicable.
- Copy of the deed.
- Plat plan. Description drawing showing the proposed location of dwellings in relation to lot lines.
- Contractor name and contact information.

CERTIFICATE OF OCCUPANCY

- Final septic approval from the Health Department.



INSPECTIONS

Inspections are conducted to meet local and state regulations and to ensure construction activity conforms to approved plan. Developer's are required to maintain inspection logs on-site and available upon the request of local and state regulators.

This section will provide an overview of inspections required under each of the local regulations. It is the responsibility of the developer to know and understand local inspection procedures and to ensure inspections are conducted at the appropriate time. Most inspections are to be conducted by the developer's engineer. These inspections must be properly logged and certified by the developer's engineer. For inspections required to be conducted by someone other than the developer's engineer, contact the Stone County Building and Code Department.

FLOOD DAMAGE PREVENTION ORDINANCE

Developer's who are required to obtain a Floodplain Development Permit must submit three Certifications of the NGVD elevation to the Floodplain Administrator. If constructing a residential structure, the second certification must be conducted by the Building and Code Department.

STONE COUNTY SUBDIVISION REGULATIONS

The 1980 Stone County Subdivision Regulations, as amended, place most of the inspection responsibilities on the developer's engineer. The County Engineer is responsible for inspecting sewage, water supply, street paving and sub-surface drainage design and construction. The County Engineer is also responsible for conducting a final inspection on the subdivision and any other necessary inspections for the approval of the project.

SCUA RULES AND REGULATIONS

The developer is required to notify the Stone County Utility Authority in writing two (2) days prior to beginning construction activities and five (5) days prior to the completion of any part of the water, wastewater or stormwater system construction.

Initial Inspection

An inspection is required to be conducted by SCUA prior to a building's foundation inspection. The purpose of this inspection is to ensure the erosion prevention and sediment control measures are in place.

Owner Inspections/Logs

SCUA Rules and Regulations require developers to inspect Erosion Prevention and Sediment Control measures and log these inspections on forms provided by the Authority. Inspections are required to be performed: 1.) Once every 7 days on exposed soil areas. 2.) Within 24 hours after a one-half inch rain event over 24 hours. 3.) Once every 30 days on stabilized areas. 4.) As soon as runoff occurs prior to resuming construction on frozen ground. Inspection logs are to be maintained on-site and

available to MDEQ or the Authority inspectors upon request.

Final Inspection

A final erosion control inspection shall be required prior to the sale or conveyance of land to new property owners or prior to the removal of Erosion Prevention and Sediment Control measures.

INTERNATIONAL BUILDING CODES

The Stone County Building and Code Department requires inspections be conducted at various stages throughout the construction process. Typical inspections for new construction projects are:

- Temporary power pole
- Stack pressure test (plumbing underground)
- Gas piping underground, if applicable
- Footings or Foundations (proof of termite treatment must be on-site)
- Rough-in inspection
 - Electrical
 - Plumbing (Top out)
 - Mechanical
 - Gas pressure test, if applicable
 - Framing prior to sheetrock and insulation (brick ties must be in place)
- Construction test meter (safety check prior to connecting permanent power)
- Final Inspection of building, electrical, plumbing, gas, mechanical (scheduled after all other inspections have been passed)
- Final septic approval from the MS Department of Health (required before a certificate of occupancy can be issued)

An inspection checklist is provided in the Appendix for a more detailed overview of building inspections.

This list is not a comprehensive list of inspections. Inspections required by state regulators (MDEQ, MSDH, etc.) are not included. It remains the responsibility of the developer to ensure all inspections are performed in order to receive approval of the development.



FINAL PLAT/RECORD PLAN CHECKLIST

All final plan documentation must be provided prior to being recorded by the Chancery Clerk as outlined in the local regulations.

FORM

- Two (2) sets of "Record Drawings" of the as-built construction plans showing all improvements. The drawings must be signed and stamped by the Engineer of Record.
- Three CDs containing record plans in electronic format. The drawings should be geo-referenced and shall comply to the requirements of the Stone County Planning Department. Geo-referencing requires the mapped images to be defined by their location in physical space. This can be accomplished by establishing a relationship between the image and a coordinate system.

UTILITY LETTERS

- Written documentation from the Stone County Utility Authority (SCUA) approving water, wastewater and stormwater plans for the development.
- If connecting to a community water system, written verification of their ability to provide adequate potable water.
- If using individual wastewater treatment: Provide written approval from the Mississippi Department of Health.
- If using an existing sewer system: Provide written verification from the sewer system's operator stating their ability to connect to the proposed development and provide adequate wastewater treatment. The written verification requires approval by the Board of Supervisors.
- If constructing a new sewage system: Provide written certification from MDEQ verifying that the necessary permits have been issued for the facility and that it has been constructed in accordance with these permits.

FINAL CERTIFICATE OF TITLE

- Certificate of title from a Mississippi-licensed attorney, establishing the state of the title to the property for at least thirty-five years down to and inclusive date of the filing of the final subdivision plat in the Chancery Clerk's Office.

DAM CONSTRUCTION

- Written certification from the developer's Mississippi-licensed, professional civil engineer stating that any dam or dam-type structure, associated with the development, has been constructed according to accepted engineering standards.

FINAL PLAT CHECKLIST

- Provide written documentation from MDEQ's Office of Dam Safety verifying the inspection and approval of plans and construction of the dam or other structure.

DEED RESTRICTIONS/COVENANTS

- Deed restrictions/covenants must be approved by the Board of Supervisors. At minimum, these should address the following requirements:

- Building Setbacks
- Discharge of Firearms
- Pets and Livestock
- Abandoned Vehicles
- Solid Waste
- Minimum House Size and Type
- Utility or Homeowner's Assoc. Requirements
- Out-Buildings
- Sidewalks

- Copy of deed restrictions and/or protective covenants that will affect the land being subdivided. One of the restrictions/covenants should be stated as follows:

"Provision of any additional desired streets or roadways or any paving or culverts shall be the sole obligation of the developer and the purchaser there from, and Stone County will provide no such streets, roadways, paving or culverts for the developer or any owners or purchasers or lands served by the subject roads and the developer and subsequent owners have the continuing duty so to inform subsequent purchasers of such land in writing."

RIGHT OF WAYS/EASEMENTS

- A legal description for all streets, roads, alleys, drainages or other ways to be dedicated to the public with the appropriate metes and bounds or courses and distances.

PERFORMANCE AND WARRANTY OBLIGATIONS

- Acceptable performance and warranty obligations secured and submitted to and on file with the Board of Supervisors.

WETLAND/STORMWATER RUNOFF

- When appropriate, written certification from MDEQ and/or U.S. Army Corp of Engineers stating that all wetland and stormwater runoff issues have been properly dealt with by and at the cost of the developer.

FEES

- A final plat review fee (\$100 plus \$20/lot) made payable to Stone County.

OTHER ITEMS

- Any items that the Board of Supervisors may reasonably require, given the particular circumstances of a subdivision.

This checklist is intended to provide a general list of information required on a final plat. This list is not to be substituted for a thorough review of the requirements listed in the 1980 Subdivision Regulations, as amended or other local regulations.



APPENDIX



APPENDIX

Floodplain Development Application
Application for Preliminary Subdivision Approval
Application for Site Plan Review
Utility Crossing of County Road Permit Application
SCUA Pre-Application Conference Form (SCUA Form 003)
SCUA Site Development Permit Application (SCUA Form 004)
MDEQ Small Construction Notice of Intent (SCNOI)
MDEQ Large Construction Notice of Intent (LCNOI) and Supplementary Forms
Building Code Inspection Checklist
Contractor Certificate of Compliance
Best Management Practice Examples

Stone County Building & Code Department

220 E Cavers Ave Wiggins, MS 39577
601-928-2810

Floodplain Development Permit Application

Section 1: General Provisions (Applicant to read and sign)

1. No work of any kind may start until a permit is issued
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. A \$ 50.00 Floodplain permit fee required at time of application

I CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

Applicant Signature

Date

Section 2: Proposed Development (To be completed by APPLICANT)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE #</u>
Applicant	_____	_____
Builder	_____	_____
Engineer	_____	_____

Project Location

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

Description of Work (Check all applicable):

A. Structural Development

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition

STRUCTURE TYPE

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential (Floodproofing? Yes No)
- Combined Use (Residential & Commercial)
- Manufactured (Mobile) Home
- In Manufactured Home Park

ESTIMATED COST OF PROJECT \$ _____

B. Other Development Activities

- Clearing Fill Mining Drilling Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please specify) _____

APPLICATION # _____ (Office Use Only)

STATE OF MISSISSIPPI
COUNTY OF STONE

APPLICATION FOR PRELIMINARY SUBDIVISION APPROVAL

Name of Subdivision: _____

Number of Lots in Subdivision: _____

Zoning Classification of Said Property: _____

Is Property in Flood Hazard Area: _____

Name of Owner or Owners: _____

Name of Developer's Engineer: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone Number of Applicant:(Business) _____ (Home) _____

Date of Application: _____

Names and addresses of Adjacent Land Owners:

Legal Description of Property:

As recorded in Book Number _____, Page Number _____, in
the Records of Stone County, Mississippi legal description of said property, to-wit;

There are no restrictive covenants or deed restrictions existing or proposed other than those attached hereto.

Fee

Attached herewith is cash or certified check of \$250.00 made payable to the Stone County to defray the cost of processing this application.

APPLICATION

STATE OF MISSISSIPPI
COUNTY OF STONE

APPLICATION FOR SITE PLAN REVIEW

APPLICATION DATE: _____

PROPERTY OWNER/OWNERS INFORMATION

NAME _____

ADDRESS: _____

TELEPHONE NUMBER: (Business) _____ (Home) _____

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: (Business) _____ (Home) _____

PARCEL NUMBER: _____

COPY OF STONE COUNTY TAX PARCEL MAP TO INCLUDE PARCEL NUMBER MUST ACCOMPANY APPLICATION

Legal Description of Property:

FEE: Attached herewith is a check or money order of \$100.00 made payable to the Stone County Building & Code Department to defray the cost of processing this application.

Applicant

Date

PERMIT APPLICATION FOR USE AND OCCUPANCY AGREEMENT FOR
THE CONSTRUCTION OR ADJUSTMENT OF A UTILITY
WITHIN COUNTY ROAD RIGHT-OF-WAY

FACILITY ALONG OR ACROSS _____ COUNTY ROAD

UTILITY NAME _____ BY _____

ADDRESS _____ herein called APPLICANT

proposed to construct _____ Utility Facility

along or across _____ County Road, said facility to be

installed between _____ and _____

on _____ ROAD and within road or highway right-of-way, and hereby

makes application to the COUNTY for the construction permit. Attached hereto are drawings or plans for construction, which will not be changed or altered without approval of the Board of Supervisors, or its authorized representative.

WHEREAS, the Legislature of Mississippi has heretofore granted to the applicant the right to locate its facilities upon, across, under, over and along public highways and streets within the State of Mississippi; Applicant agrees to comply with applicable provisions of S.O.P. No. SAD II-2-8, Policy for the Accommodation of Utility Facilities within the Rights-of-Way of County Federal Aid and State Aid Highways (hereinafter referred to as the "Policy"), promulgated by the State Aid Engineer and dated January 1, 1983, and which is hereby made a part of this Application Agreement, and agrees to perform the construction according to the applicable industry code and according to the plans and specifications of the Project.

The Applicant shall be responsible for future maintenance and repair of the facilities. The Applicant shall warrant the sitework, backfill and grassing for a period of one year. The applicant shall make future adjustments in, or relocate, the facilities located within road or highway right-of-way when required for road widening or other road construction, and its right to reimbursement of its costs, if any, shall be in accordance with State law in effect at the time such adjustment or relocation is made. Further, any maintenance, repair, or construction shall be done in such a manner as to occasion no unreasonable interference with the normal flow and safety of traffic.

A general description of the size, type, nature, and extent of the Utility work to be done is as follows:

The Applicant understands and agrees that, except as herein granted, no right, title, claim, or easement to said road right-of-way is granted by the issuance of this permit and that if this Utility Facility is not placed within the allowable horizontal and vertical limits as listed in the general provisions of the Policy, it will be adjusted to comply with same without cost to the County, unless the variance from the Policy has been approved by the granting of the Permit pursuant to this Application.

The Applicant further understands that the Utility's engineer, plant, or other personnel will be responsible for the staking and construction supervision of the work set out above and as shown on the attached plans.

STONE County agrees to the following stipulations:

- (1) To cooperate with the Utility Company in every way to avoid conflicts in the location, construction, and maintenance of the County road and Utility Facility.
- (2) To pursue any and all legal means to see that Policy Standards, except to the extent of any variance shown on the plans filed herewith and approved, are complied with in the facility installation.
- (3) If the County Engineer or other authorized representative of the Board of Supervisors approved the drawings, sketches, and plans submitted by the Applicant, he shall so indicate by signing and dating the Permit Approval at the end of this Application, and the Applicant may proceed with the installation; if the drawings, sketches, and plans are not approved, he shall promptly notify the Applicant, and advise it of the reason or reasons. He will also act as the duly appointed representative of the Board of Supervisors and will give his approval to the completed work as being in compliance with the location and standards shown in the Policy and in this Agreement for the installation.
- (4) That all joint highway construction and utility adjustment or relocation operations will comply with the requirements of Section S-105.06 and Section S-107.18, Mississippi Standard Specifications for State Aid Road and Bridge Construction, 1989 edition (or current edition).
- (5) Should any term or provision of this Applicant Agreement conflict with the law of the State of Mississippi, the Mississippi Constitution, or the United States Constitution, or impair or deny to the Applicant or the County any right protected thereby, it shall be deemed amended to conform to said law or Constitution.

FORM-SAD ROW-U2(b) (revised for all county roads)

WITNESS the signature of the Applicant this the _____ day of _____, 20

By: _____
Title: _____

AGREED TO AND APPROVED BY

STONE COUNTY

BOARD OF SUPERVISORS

By: _____
Board of Supervisors President (Month) (Day) (Year)

BY ORDER OF THE BOARD OF SUPERVISORS, Dated the _____ Day of _____

20 _____ of Stone County, Mississippi. The permit for the installation or

adjustment of the utility applied for above is granted.

STONE COUNTY UTILITY AUTHORITY

P. O. Box 1331
Wiggins, Mississippi 39577

REQUEST FOR INFORMAL CONFERENCE

NOTE: This notice shall be accompanied by a copy of an ownership map showing the location of the proposed development. Adjacent ownerships shall be current.

Name of the Development or Facility _____

General Description of work being considered _____

Has any contact been make with the Stone County Health Department? _____

If so describe _____

Developer Name _____ Land Claim? (title) (option)

Mailing Address _____ e-mail _____ Phone _____

Project Engineer _____ e-mail _____ Phone _____

Address _____ Fax No. _____

If the Developer would like to have an informal conference with interested County agencies, The developer shall deliver this Request to the Stone County Utility Authority and a similar notice to the Stone County Engineer. This Request will prompt a contact between the two Stone County agencies to set a time for a meeting with the developer and/or his Engineer. Absence any contact in 7 days the developer should contact one or both parties for status.

This informal conference is convened for the developer’s orientation or education. If the developer is already knowledgeable of the agencies requirements and master planning, it may be unnecessary to have an informal conference. Proceed to Application Form 004 (Subdivision) or 005 (other).

To facilitate the conference, the Developer should provide drawings, sketches, pictures and other documents to convey to the committee his concept of his proposed project. Projects involving drainage should have a map showing two (2) foot contours, boundaries, wetlands, natural features, and an Ownership map of vicinity

After a satisfactory Informal Conference (Pre-Application), the next step the developer should complete and submit an Application (SCUA) Form 004.

Signed by _____ date _____
Developer

STONE COUNTY UTILITY AUTHORITY

P.O. Box 1331
Wiggins, Mississippi

**APPLICATION FOR SITE PLAN DEVELOPMENT PERMIT FOR
SUBDIVISION**

Attach or include Conceptual plans for this subdivision

Name of Subdivision or Facility _____

How many contiguous phases? _____ This application is for Phase _____

Subdivision Location: (S/T/R) _____ (attach map show location and adjacent owners)

Developers Name: _____ Land claim ? (title) (option)

Mailing Address: _____

Project Engineer _____ phone _____

Address _____ phone _____

PROPOSED FACILITIES

General description of all proposed Improvements -

Acres in Development? _____ Number of single Residential Units? _____

Multi family? _____ Commercial units? _____ (describe) _____

Storm Drainage

Local Drainage Basin _____ State Drainage Basin _____
Name Name

Total Drainage Area in Ac. at each exit 1. 2. 3.

Storm Water Mitigation provided? (no) (yes) What _____

Street drainage - (open ditch) (curb and gutter) (other)

Storm Water discharge on adjacent owners (except natural drains) _____

Erosion control for _____ Ac. disturbed area. Drainage slopes > 5% _____

Water

Potable Water Source _____ Written agreement - (yes) (No)

Individual wells (number) _____ Who will install (developer) (lot owners)

Construct Potable Water system - Well capacity _____ gpm Tank _____ Capacity _____

Sewer

Sewage Treatment provider? _____ Written Agreement? _____

On site treatment? _____ type? _____ discharge contained on site? _____

Method of disposal? _____ Discharge point, if off site _____

Who will install Sewage Treatment Facilities (developer) (lot owners)

=====

Applicant Signature) _____ (Title) Date _____

(name printed)

=====

AUTHORITY ACTION

Application reviewed by: _____ Date: _____

Recommendations:

Board of Directors Action:

Submit only upon request from MDEQ



SMALL CONSTRUCTION NOTICE OF INTENT (SCNOI)

GENERAL NPDES PERMIT MSR15 ___ ___ ___ (Number to be assigned by MDEQ if submitted)

Prior to the commencement of small construction activity (see Small Construction General Permit ACT11, T-17), the owner or operator of a small construction project must complete this form and develop a Storm Water Pollution Prevention Plan (SWPPP) as required by ACT5 of Mississippi's Small Construction General Permit. **This SCNOI and SWPPP shall be submitted to the Mississippi Department of Environmental Quality (MDEQ) only upon request from MDEQ; however, the SCNOI and SWPPP must be maintained at the permitted site or locally available in case inspector review is necessary.** Attachments with this SCNOI must include: a USGS quad map or copy showing site location (only if required to be submitted to MDEQ) and a Storm Water Pollution Prevention Plan (SWPPP). All questions must be answered – answer "NA" if the question is not applicable.

PROJECT INFORMATION

OWNER CONTACT PERSON: _____

OWNER COMPANY NAME: _____

OWNER STREET (P.O. BOX): _____

OWNER CITY: _____

STATE: _____ **ZIP:** _____

OWNER PHONE # (INCLUDE AREA CODE): _____

OPERATOR (if different from owner) CONTACT PERSON: _____

OPERATOR COMPANY: _____

OPERATOR STREET (P.O. BOX): _____

OPERATOR CITY: _____

STATE: _____ **ZIP:** _____

OPERATOR PHONE # (INCLUDE AREA CODE): _____

PROJECT NAME: _____

DESCRIPTION OF CONSTRUCTION ACTIVITY: _____

ACREAGE DISTURBED (to be covered by this permit, area must be less than five (5) acres): _____

PHYSICAL SITE ADDRESS (If not available, indicate the nearest named road. For linear projects, indicate the beginning of the project and identify all counties the project traverses.):

STREET: _____

CITY: _____ **COUNTY:** _____ **ZIP:** _____

NEAREST NAMED RECEIVING STREAM: _____

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature¹ _____

Date Signed _____

Printed Name _____

Title _____

¹This application shall be signed according to the Small Construction General Permit, ACT10, T-4.

If requested, please submit this form to:

Chief, Environmental Permits Division
MDEQ, Office of Pollution Control
P.O. Box 10385
Jackson, Mississippi 39289-0385



MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)
LARGE CONSTRUCTION NOTICE OF INTENT (LCNOI)
FOR COVERAGE UNDER THE LARGE CONSTRUCTION STORM WATER GENERAL NPDES PERMIT MSR10 _____
(NUMBER TO BE ASSIGNED BY STATE)

INSTRUCTIONS

The Large Construction Notice of Intent (LCNOI) is for coverage under the Large Construction Storm Water General Permit for land disturbing activities of five (5) acres or greater; or for land disturbing activities that are part of a larger common plan of development or sale that will disturb five (5) or more acres. Applicant must be owner or operator (for construction activities, the operator is typically the prime contractor). The owner(s) of the property and the prime contractor associated with regulated construction activity on the property have joint and several responsibility for compliance with the Large Construction Storm Water General Permit MSR10.

File at least thirty (30) days prior to the commencement of construction, fifteen (15) days if a Storm Water Pollution Prevention Plan (SWPPP) is already on file. Discharge of storm water from a "large" construction site without written notification of coverage is a violation of state law.

Submittals with this LCNOI must include:

- A Storm Water Pollution Prevention Plan as described in the Large Construction Storm Water General Permit
- A USGS quad map or a copy showing site location

Additional submittals may include the following if applicable:

- Appropriate Section 404 documentation
- Appropriate sanitary sewage collection and disposal documentation
- Appropriate dam construction and low flow requirement documentation

ALL INFORMATION MUST BE COMPLETED (Put "NA" if not applicable)

IS APPLICANT THE OWNER OR PRIME CONTRACTOR? (CIRCLE ONE OR BOTH)

OWNER INFORMATION

OWNER CONTACT PERSON: _____

OWNER COMPANY NAME: _____

OWNER STREET OR P.O. BOX: _____

OWNER CITY: _____ STATE: _____ ZIP: _____

OWNER PHONE # (INCLUDE AREA CODE): _____

PRIME CONTRACTOR INFORMATION

PRIME CONTRACTOR CONTACT PERSON: _____
PRIME CONTRACTOR COMPANY: _____
PRIME CONTRACTOR STREET OR P.O. BOX: _____
PRIME CONTRACTOR CITY: _____ STATE: _____ ZIP: _____
PRIME CONTRACTOR PHONE # (INCLUDE AREA CODE): _____

PROJECT INFORMATION

PROJECT NAME: _____

TOTAL ACREAGE THAT WILL BE DISTURBED¹ (To be covered by the Large Construction General Permit the disturbed area must be five (5) acres or greater; or land disturbing activities that are part of a larger common plan of development or sale that will disturb five (5) acres or greater.) _____

IS THIS PART OF A LARGER COMMON PLAN OF DEVELOPMENT (Yes or No)? _____.

IF YES, NAME OF LARGER COMMON PLAN OF DEVELOPMENT: _____
_____ AND PERMIT COVERAGE NUMBER: _____

DESCRIPTION OF CONSTRUCTION ACTIVITY: _____

PROPOSED DESCRIPTION OF PROPERTY USE AFTER CONSTRUCTION HAS BEEN COMPLETED (include standard industrial classification code (SIC) if known): _____
_____ SIC Code ____ _

PHYSICAL SITE ADDRESS (If the physical address is not available indicate the nearest named road. For linear projects, indicate the beginning of the project and identify all counties the project traverses.)
STREET: _____
CITY: _____ COUNTY: _____
ZIP: _____
LATITUDE : ____ degrees ____ minutes ____ seconds LONGITUDE: ____ degrees ____ minutes ____ seconds
LAT & LONG DATA SOURCE (GPS (Please GPS Project Entrance/Start Point) or Map Interpolation): _____
NEAREST NAMED RECEIVING STREAM: _____

ARE THERE RECREATIONAL STREAMS, PRIVATE/PUBLIC PONDS OR LAKES WITHIN ½ MILE DOWNSTREAM OF PROJECT BOUNDARY THAT MAY BE IMPACTED BY THE CONSTRUCTION ACTIVITY?

EXISTING DATA DESCRIBING THE SOIL (for linear projects please describe in SWPPP): _____

¹Acreage for subdivision development includes areas disturbed by construction of roads, utilities and drainage. Additionally, a housesite of at least 10,000 ft² per lot (entire lot, if smaller) shall be included in calculating acreage disturbed.

DOCUMENTATION OF COMPLIANCE WITH OTHER REGULATIONS/REQUIREMENTS

COVERAGE UNDER THIS PERMIT WILL NOT BE GRANTED UNTIL ALL OTHER REQUIRED MDEQ PERMITS AND APPROVALS ARE SATISFACTORILY ADDRESSED

IS THIS LCNOI FOR A FACILITY THAT WILL REQUIRE OTHER PERMITS (Yes or No)? _____.

IF YES, CIRCLE WHICH ONE(S): AIR, HAZARDOUS WASTE, PRETREATMENT, WATER STATE OPERATING, INDIVIDUAL NPDES, OTHER:

IS THE PROJECT REROUTING, FILLING OR CROSSING A WATER CONVEYANCE OF ANY KIND (Yes or No)? _____. (If yes, contact the U.S. Army Corps of Engineers' Regulatory Branch for permitting requirements).

IF THE PROJECT REQUIRES A CORPS OF ENGINEER SECTION 404 PERMIT, PROVIDE APPROPRIATE DOCUMENTATION WITH THIS LCNOI THAT:

- The project has been approved by individual permit, or
- The work will be covered by a nationwide permit and NO NOTIFICATION to the Corps is required, or
- The work will be covered by a nationwide or general permit and NOTIFICATION to the Corps is required

IS A LAKE REQUIRING THE CONSTRUCTION OF A DAM BEING PROPOSED (Yes or No)? _____
IF YES, PROVIDE APPROPRIATE APPROVAL DOCUMENTATION FROM THE MDEQ OFFICE OF LAND AND WATER, DAM SAFETY.

IF THE PROJECT IS A SUBDIVISION, INDUSTRIAL PARK, OR LARGE APARTMENT COMPLEX, HOW WILL SANITARY SEWAGE BE DISPOSED? Circle one of the following and attach the pertinent documents.

1. Existing Municipal or Commercial System. Please attach plans and specifications for the collection system and the associated "Information Regarding Proposed Wastewater Projects" form. If the plans and specifications can not be provided at the time of LCNOI submittal, the MDEQ will accept written acknowledgement from official(s) responsible for wastewater collection and treatment that the flows generated from the proposed project can and will be transported and treated properly. The letter must include the estimated flow.
2. Collection and Treatment System will be Constructed. Please attach a copy of the cover of the NPDES discharge permit from the MDEQ or indicate the date the application was submitted to the MDEQ. Date: _____
3. Individual Onsite Wastewater Disposal Systems for Subdivisions Less than 35 Lots. Please attach a copy of the Letter of General Acceptance from the Mississippi State Department of Health or certification from a registered professional engineer that the platted lots should support individual onsite wastewater disposal systems.
4. Individual Onsite Wastewater Disposal Systems for Subdivisions Greater than 35 Lots. A determination of the feasibility of installing a central sewage collection and treatment system must be made by the MDEQ. A copy of the response from the MDEQ concerning the feasibility study must be attached. If a central collection and wastewater system is not feasible, then please attach a copy of the Letter of General Acceptance from the State Department of Health or certification from a registered professional engineer that the platted lots should support individual onsite wastewater disposal systems.

INDICATE ANY LOCAL STORM WATER ORDINANCE WITH WHICH THE PROJECT MUST COMPLY:

**STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND
USGS QUAD MAP REQUIREMENT**

ATTACH A CONSTRUCTION SWPPP THAT INCLUDES THE MINIMUM COMPONENTS FOUND IN THE LARGE CONSTRUCTION STORM WATER GENERAL PERMIT.

INDICATE ANY ASSOCIATION OR GENERIC SWPPP (In addition, attach a site map with the appropriate erosion and sediment controls identified. For linear projects such as roads and pipelines provide drawings of typical controls).

ATTACH A USGS QUAD MAP OR COPY OF QUAD MAP EXTENDING AT LEAST 1/2 MILE BEYOND THE SITE'S PROPERTY BOUNDARY OUTLINING THE SITE LOCATION (Quad maps can be obtained from MDEQ Office of Geology at 601-961-5523.) IF A COPY IS SUBMITTED PROVIDE THE NAME OF THE QUAD MAP (found in upper right hand corner of map).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature¹ (Must be signed by operator when different than owner)

Date

Printed Name¹

Title

¹This application shall be signed as follows:

- For a corporation, by a responsible corporate officer;
- For a partnership, by a general partner;
- For a sole proprietorship, by the proprietor;
- For a municipal, state or other public facility, by principal executive officer, mayor, or ranking elected official;
- Duly Authorized Representative.

Please submit this LCNOI form to:

Chief, Environmental Permits Division
MS Department of Environmental Quality, Office of Pollution Control
P.O. Box 2261
Jackson, Mississippi 39225-2261

PRIME CONTRACTOR CERTIFICATION

By completing and submitting this form to the MDEQ, the prime contractor is certifying that (1) they have operational control over the erosion and sediment control specifications (including the ability to make modifications to such specifications) and (2) have day-to-day operational control of those activities at the site necessary to ensure compliance with the SWPPP and applicable permit conditions. The owner(s) of the property and the prime contractor associated with regulated construction activity on the property have joint and several responsibility for compliance with the permit. Notwithstanding any permit condition to the contrary, the coverage recipient and any person who causes pollution of waters of the State or places waste in a location where they are likely to cause pollution of any waters of the State shall remain responsible under applicable federal and state laws and regulations and applicable permits.

PRIME CONTRACTOR INFORMATION

PRIME CONTRACTOR CONTACT PERSON: _____ PHONE NUMBER: (____) _____

PRIME CONTRACTOR COMPANY: _____

PRIME CONTRACTOR STREET OR P.O. BOX: _____

PRIME CONTRACTOR CITY: _____ STATE: _____ ZIP: _____

OWNER INFORMATION

OWNER CONTACT PERSON: _____ PHONE NUMBER: (____) _____

OWNER COMPANY NAME: _____

PROJECT INFORMATION

CONSTRUCTION STORM WATER GENERAL PERMIT COVERAGE NUMBER (Found on Certificate of Coverage):

MSR10 _____

PROJECT NAME: _____

DESCRIPTION OF CONSTRUCTION ACTIVITY: _____

PHYSICAL SITE ADDRESS (If the physical address is not available indicate the nearest named road. For linear projects, indicate the beginning of the project and identify all counties the project traverses.)

STREET: _____

CITY: _____ COUNTY: _____

I certify that I am the prime contractor for this project and will comply with all the applicable requirements in the above referenced general NPDES permit. I further certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Prime Contractor Signature¹ _____

Date _____

Printed Name¹ _____

Title _____

¹This application shall be signed as follows:

- For a corporation, by a responsible corporate officer;
- For a partnership, by a general partner;
- For a sole proprietorship, by the proprietor;
- For a municipal, state or other public facility, by principal executive officer, mayor, or ranking elected official;
- Duly Authorized Representative.

This Prime Contractor Certification form shall be submitted to:

Chief, Environmental Permits Division
MS Department of Environmental Quality, Office of Pollution Control
P.O. Box 2261
Jackson, Mississippi 39225-2261

INSPECTION CHECK LIST

Note: This list is not intended to be an all inclusive list of items for inspections

- POWER POLE INSPECTION**
- No 2 Wire from box to weatherhead
 - Neutral wire marked on both ends
 - Continuous ground from ground rod through the box to the meter
 - Ground wire stapled to the pole
 - One 110 receptacle (temporary)
 - GFCI Receptacles
- PLUMBING STACK TEST**
- all drain pipe must be visible
 - all openings capped
 - stack pipe no less than 10' in length
 - must be filled with water and maintain for at least 15 minutes
 - check for leaks
 - check sweeps and all connections
 - check slope of pipes
- FOUNDATION**
- proper size footings
 - proper rebar according to plans
 - certification from pest control
 - moisture barrier
 - sleeved copper must not touch rebar
- ELECTRICAL ROUGH-IN**
- proper placement of panel
 - nail guards above panel
 - count wires coming into panel to assure proper panel size
 - all wiring run
 - boxes in place
 - wiring secured (must be at least 1 1/4 inches from edge of studs)
 - wiring properly sized
 - nail guards where needed
 - copper water lines grounded
 - romex connectors on exhaust fans & etc.
 - proper receptacle placement
 - hard wired & interconnected smoke alarms every bedroom and hallway
 - fire caulking where necessary
 - receptacles on exterior (one in front and one in back - with one receptacle within 25' of condensor)
- PLUMBING ROUGH-IN**
- all plumbing must be in place
 - sweeps placed correctly
 - traps and vents where necessary
 - one vent completely exiting the building
 - pipes secured where necessary
 - nail guards where needed (must be 1 1/4 inches from edge of stud)
 - utility boxes in place
 - must have a minimum of 18 inches of 2 inch pipe between utility box and trap
 - fire caulking where necessary
 - tub boxes in slab must be sealed

INSPECTION CHECK LIST

Note: This list is not intended to be an all inclusive list of items for inspections

FUEL GAS ROUGH-IN

MECHANICAL ROUGH-IN

- appliances must have a label with all proper information
- must have access to appliances
- appliances in attic must have work space (minimum 30 inches on panel side)
- for attic installations - must have a clear, unobstructed walk way (22 inches wide, no more than 20 foot in length) must be continuous solid flooring
- light controlled by a switch near the appliance
- receptacle near appliance
- vents for dryer and bathroom fans must exit the building
- check drains and traps
- all metal duct work must be screwed and taped with proper tape
- all metal duct work must be strapped a minimum of 10 feet apart
- all flexible duct work or manufactured duct work must be installed to the manufactures specification
- fire caulking where necessary

FRAMING

- moisture barrier on exterior of building
- anchor bolts and washers appropriately spaced
- proper bracing
- fire blocking where necessary
- hurricane straps where needed
- sheeting secured
- fur outs for tubs must have fire blocks
- crips under door headers
- joists must be properly sized to the span
- beams must have proper support
- no bracing off of strong backs (bracing must be done off of load bearing walls)

FINAL (OUTSIDE)

- look for vents exiting the building
- vacuum breakers on outside faucet
- address number on building
- A/C condensor on pad 3 inches above ground
- A/C condensor must have a disconnect box
- proper sized breaker for A/C condensor
- whip from disconnect box to condensor must be fastened to building
- plumbing clean-outs must be below ground level and have cover box

INSPECTION CHECK LIST

Note: This list is not intended to be an all inclusive list of items for inspections

FINAL (INSIDE)

check breaker panel for proper sized breaker and arc fault breakers where necessary
all breakers must be legibly identified
GFCI receptacles in kitchen and bathrooms
test all smoke detectors
all tubs with motors must have access to the motor
trim plates on utility boxes, refrigerator boxes, etc.
windows in bedrooms must be properly sized
arc fault breakers required in bedrooms

FINAL (ATTIC)

check all drains
insulation on pipes where needed
walkways
lights in attic

**STONE COUNTY BUILDING & CODE
DEPARTMENT**

CONTRACTOR CERTIFICATE OF COMPLIANCE

Street Address _____

Subdivision _____ Lot _____

Block _____ Section _____ Township _____

Range _____ Parcel Number _____

Property Owner _____

Address _____

City _____ State _____ Zip _____

Contractor Name _____

Address _____ City _____ State _____

Phone Number _____

THE UNDERSIGNED HEREBY CERTIFIES UNDER PENALTY FOR PERJURY THAT:

All work under the permits issued, as a result of this application, will be performed by _____

_____ Building

_____ Electrical

_____ Mechanical

_____ Plumbing

_____ Fuel Gas

All work must be completed in conformance with current applicable construction codes and must pass inspections by County Inspectors. I will pay a re-inspection fee for any re-inspections required as a result of the work not being ready for inspection or not being in conformance with the applicable code when inspected.

Signature

Date

Best Management Practices (BMPs)

Construction Entrance/Exit - Temporary practice with a graveled area located at the entrance/exit of land disturbing activities to trap mud and sediment from vehicles prior to entering public roads. See the Figure 1 to the right for proper installation of a construction entrance/exit.

Buffer Zone - Permanent practice consisting of a designated strip of land around land disturbing activities. This land can be in a natural state or can be artificially created using silt fences, diversions and other BMPs. The buffer zone should protect adjoining property from construction activity, reduce flow velocity and trap sediment.

Straw Bale Barrier - Temporary practice to capture sediment from sheet flow and can be used to divert small concentrated flows to protected outlets. This practice includes anchoring bales of straw and has a useful life of about 3 months. See the Figure 2 to the right for proper installation of a straw bale barrier.

Silt Fence - Temporary practice to capture sediment from sheet flow. This practice uses permeable fabric supported by posts and has a life of about 6 months. This is one of the most commonly mis-constructed BMP. See the Figure 3 to the right for proper construction of a silt fence.

Check Dam - Temporary practice to reduce flow velocity in drainage ways that are not permanently stabilized.

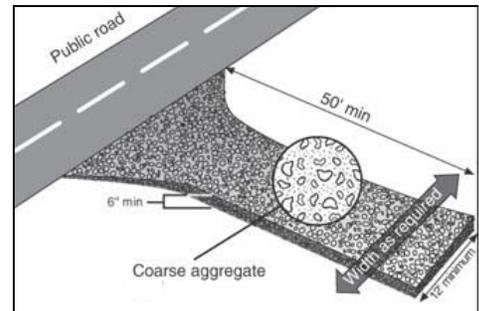
Tree Preservation and Protection - Practice to improve the aesthetics of the construction area. This practice involves careful planning to protect not only the tree but the root zone of the tree. Protecting site trees can reduce runoff, maintain stabilization in the soil and provide a buffer

Dust Control - Temporary practice to control dust generated from construction activities using methods such as mulching, sprinkling, surface roughning and other applicable methods. These methods should be maintained through dry seasons until the area has been permanently stabilized.

Temporary Seeding - Temporary practice that provides a protective cover for areas that will not be brought to final grade for several weeks or months. This method of temporary stabilization can help with dust control but is mainly used to prevent erosion of soil prior to the completion of land disturbing activities.

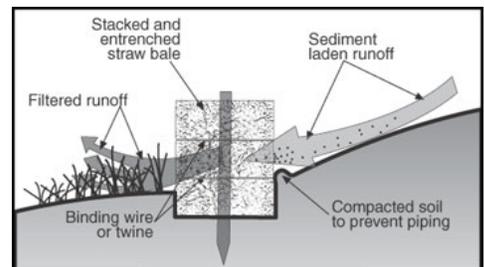
Permanent Seeding/Sodding - Permanent practice that is used to promote surface stabilization and prevent erosion due to wind and rain. Permanent seeding is the most economical means of establishing cover. When seeding slopes

Figure 1



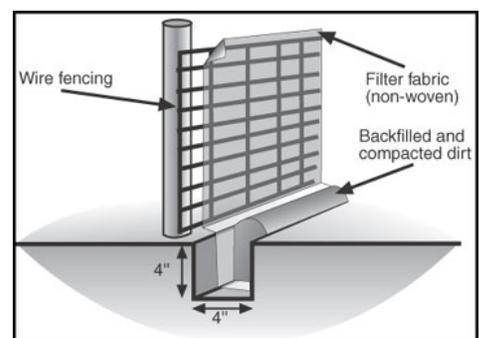
Proper construction entrance/exit.
Source: University of Missouri Extension Office

Figure 2



Proper straw bale barrier installation.
Source: University of Missouri Extension Office

Figure 3



Proper silt fence installation.
Source: University of Missouri Extension Office

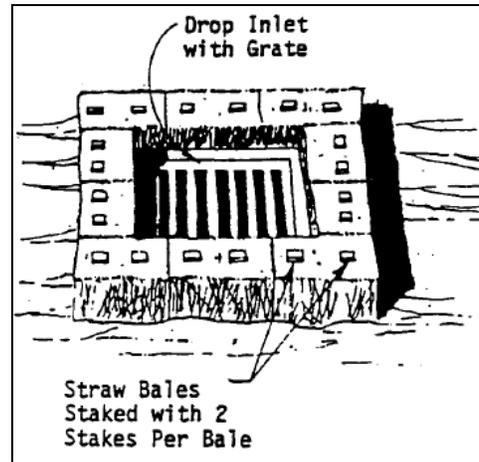
permanently, a protective mulch is required until the grass is established. Sodding is especially effective when immediate cover is needed.

Sediment Basin - Temporary practice which include constructing a low earthen or rock dam across a drainage way. Basins should be installed before clearing and grading begin. Sediment basins are designed to capture runoff from a disturbed site, allow sediment to settle into the bottom of the basin and discharge water into a local drainage way.

Storm Drain Inlet Protection - Temporary practice to trap sediment around a drop or curb inlet before permanent stabilization can be established. Types of inlet protection include straw bale, block and gravel, silt fence, excavated and sod. See the Figure 4 to the right for proper installation of straw bales around a drop inlet.

Source: Planning and Design Manual for the Control of Erosion, Sediment and Stormwater.

Figure 4



Drop Inlet BMP example. The straw bales shown in this example could be replaced with silt fence, gravel, or sod.
Source: Florida Sedimentation and Erosion Control Inspector Manual



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