



City of Tupelo
Department of Development Services
Mail: P O Box 1485, Tupelo, MS 38802-1485
Phone: (662) 841-6510 Fax: (662) 841-6550

MAJOR SUBDIVISION CERTIFICATE OF INITIAL ACCEPTANCE

Building permits for individual lots or tenant spaces will not be issued without completion of subdivision construction and final inspections reviewed and approved by the Tupelo City Engineer, Tupelo Water and Light OR Tombigbee Electric Power Company, City of Tupelo Public Works, and City of Tupelo Fire Department and accepted by Tupelo City Council with a final recorded plat. A final recorded plat may be accepted by the City Clerk upon receipt of this Certificate. No dedication of streets, infrastructure, or easements will be permitted prior to a finalized Certificate of Completion by the City Engineer, Director of the Department of Development Services, and Tupelo City Council after one year from the time of subdivision construction completion and 80% occupancy of the subdivided parcels is complete.

MUNIS #: _____ **Subdivision Name:** _____

Project Address/Parcel: _____

Phase of development reviewed for initial acceptance _____ Future Phases planned? Yes ___ No ___

Development Agreement Approval Date: _____ Subdivision Construction Permitted _____

Subdivision Owner/Developer (Primary Contact):

Name: _____ Phone: _____

Email: _____ Address: _____

1. Tupelo Water & Light or Tombigbee Electric Power Association _____
 - a. All mechanical joints inspected by W&L or TEPA prior to covering
 - b. Sewer Mandrel Test complete
 - c. Bacteria Test conducted by W&L or TEPA
 - d. Required water and sewer pressure tests, conducted to City standards
2. City of Tupelo Public Works _____
 - a. Inspection video of storm water drainage system complete
 - b. Proof Roll plans reviewed and approved
 - c. Additional proof roll conducted where initial proof rolls resulted in corrections or that require dig outs. Water and Light present for final proof roll and approved.
 - d. Signature verification received for condition free proof roll
 - e. Required documentation and reinspection complete for all proof rolls
 - f. Density Report complete
 - g. Soil Test complete
 - h. Core Samples complete
 - i. Life Safety street signage with reflective indicators
 - j. Curb and gutter detail, Tupelo Standard curb features
3. City of Tupelo Fire Department _____
 - a. Meets all requirements of the 2018 International Fire Code
 - b. Fire Department master key (Knox Box preferred) received where gated entry is present
 - c. Fire apparatus access roads, fire lanes, traffic calming, and water supply approved
4. City of Tupelo Planning and Zoning _____

- a. Final landscaping and buffering, parking, cluster mailbox and waste management inspection complete
- b. Tree mitigation complete
- 5. City of Tupelo Engineering Department _____
 - a. Geotechnical report
 - b. MDOT approval
 - c. MDOH approval
 - d. MDEQ approval
 - e. US Army Corp of Engineers approval, where applicable
 - f. Final as-built plans with utility location data
 - g. Parcel numbers and E911 addresses received
- 6. City of Tupelo Legal Department _____
 - a. Compliance with approved subdivision Development Agreement
 - b. Determination of release of required securities
 - c. Final plat for initial acceptance must include the following language: "Acceptance of this recorded plat by the City of Tupelo does not obligate the City to accept infrastructure, including any streets, utilities, or easements. Final dedication of improvements intended for acceptance by the City is contingent upon a finalized Certificate of Completion approved by the City of Tupelo City Council"
 - d. Recorded deeds for subdivided lots must be recorded must be provided to the Department of Development Services whose language must include the subdivision name, subdivision setbacks, any required easements on each parcel, parcel designation as required open space in perpetuity, and any restrictive covenants associated with the subdivision. A distinct deed must be provided for parcels or easements intended for ownership by the subdivision owner, Homeowners Association, or other required entity including the terms of the Development Agreement related to maintenance of open space, areas of common ownership, and private utilities, streets, life safety signage, or other improvements intended to be retained by private ownership. Additionally, a deed must be granted to the City of Tupelo conveying public easements, utilities, and/or streets to the City of Tupelo.

Recommendation for Release of Security:

None _____

Partial/Graduated Release ____ If a graduated release is recommended, the City Engineer must specify type of improvements that may be accepted and those remaining. Graduated release items must be specified in the approved Development Agreement and will not be accepted until the one year warranty period has expired, beginning with the first working day of the calendar year after the Certificate of initial acceptance is issued

Public improvements recommended for acceptance _____

Final Release ____ If final release is recommended, the City Engineer must provide cost for remaining improvements intended for dedication, plus the cost of final lift of asphalt

Cost of remaining improvements: \$ _____

I, _____ (City Engineer), certify that the required reviews have been completed and subdivision construction is complete for the Major Subdivision listed above and that individual lot construction may begin.

Signature: _____ Date: _____

NOTE: A copy of the Development Agreement and final plat must be submitted with this form to the Tupelo City Council for approval of release of security and approval of Initial Acceptance. City Council approval is required prior to entering subdivision lots for development by the Department of Development Services.