

MAJOR SITE PLAN APPLICATION



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
(for office use only)

Pre-Application conference is required with a member of the Planning Division prior to application.

All materials required 4 weeks prior to scheduled Planning Committee Review.

Major Site Plans are required where a Multi-Family development, Rezoning, Major Subdivision, or Flexible Use is proposed. Where no other application is required, the following items are required for Major Site Plan Review. Fee must be paid upon application, see current fee schedule.

Applicant Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Property Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Engineer: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

General Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Project Location/Address: _____

Parcel number(s) of location: _____

Proposed Land Use: _____

Proposed Residential Structure Type(s): _____

Proposed Non-Residential Structure Type(s): _____

Parcel Acreage: _____ **Current Land Use:** _____ **Current Zoning:** _____

Are Suspect Soils present? Yes ___ No___ **Is location in a designated Flood Zone?** Yes ___ No___

Does the proposed use have Special Use Standards (Chapter 11)? Yes ___ No___

Is land development (demolition, clearing, cut/fill, tree removal) required? Yes ___ No___

Is location in an Overlay District? (If yes, please attach and Overlay Application to this form) Yes ___ No___

Required Attachments (please initial or indicate Not Required "NR" below):

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
2. Major Site Plan _____
3. Overlay Application, if applicable _____
4. Zoning Request (Compatible Use, Flexible Use, Variance Application), if applicable _____

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code and that I have received, or retained, a copy of this application. I understand that if I or my representative do not attend the Planning Committee meeting, the application may be tabled or denied. I further understand that if I am not the property owner, notarized permission from the property owner is required for application to be processed.

Applicant Signature _____ **Date:** _____

Site Plan Requirements

A Major Site Plan is required for all applications that include Rezoning, Subdivision, Flexible Use, and/or Multifamily housing other than upper story residential or more than three commercial spaces.

Major Site Plans must be approved by the City of Tupelo Planning Committee and City Council prior to permitting.

1. Vicinity map with property boundary including metes and bounds of adjacent properties, with legend and north arrow
2. Total site area and area proposed for development with index map to graphic scale
3. Existing lot lines/Property Boundaries, with metes and bounds
 - a. Including previously platted lines, municipal boundaries, county lines)
4. Table of required setbacks
 - a. Front, side, rear, corner yard, building setbacks from buffer, buildable area per lot in square feet required
5. Adjacent property setbacks
6. Existing utilities and easements
 - a. Railroads, transmission lines, sewer lines, culverts and drainpipes, water lines, mains, and hydrants required
7. Existing features
 - a. Buildings, easements, adjacent structures, adjacent streets and ROW, curb detail, topographical contours, water features, other improvements, tree coverage area, drainage ways, streams and stream buffers, flood hazard areas, wetlands, natural or historic inventory sites required
8. Proposed and existing structures, to scale, including square footage and dimensions
9. Storm water runoff (measured at 10 year pre-development rate of flow and 25 yr post-development rate of flow)
10. Storm water management (10 year pre-development flow rate required)
11. Buffer areas (if applicable)
 - a. Riparian Buffers (if applicable)
12. Landscaping plan with required street trees
13. Tree Protection and Mitigation Area including Tree Protection Zone or Tree Affidavit
14. Private and public streets, existing and proposed
 - a. Including ingress/egress, maneuvering areas, driving aisles and any dedicated streets (26' street width and 96' turnaround required)
 - b. Access routes and aprons (Number of access roads will be determined according to number of dwelling units)
15. Utility improvements
 - a. Including water, sewer, electric, gas, and any underground utilities
16. Waste management access and locations
 - a. Including required dumpster enclosure (if applicable)
17. Other lot improvements (loading areas, driveways, alleys, parking areas, streets, sidewalks, etc.)
18. Proposed Right of Way and easements
19. Topographical contours (2 ft intervals within 100 ft; 5 ft intervals for remainder of property)
20. Common signage plan, where applicable
21. Contact information of surveyor, engineer, landscape architect, or other designer, with seal