

REZONING 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 required prior to application submittal.

Please contact City Planner or Zoning Administrator. All materials required 4 weeks prior to Planning Committee Review. Fee must be paid before application can be processed. See current fee schedule.

Please complete the application front and back and provide all required attachments. All fields are required. Incomplete applications will be returned to the applicant. Applicants must be present at Planning Committee review.

Applicant Name: _____ **Phone:** _____
Email: _____ **Address:** _____
Property Owner: Name: _____ **Phone:** _____
Email: _____ **Address:** _____

Project Location/Address: _____
Parcel number(s) of location: _____

Request to Rezone from _____ **Zoning District to** _____ **Zoning District**

To allow use of property for _____

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) Legal description of area to be rezoned in Microsoft Word format via e-mail. _____
- 3) Applicant must adequately address the criteria for granting a Rezoning, see below _____
- 4) Site Plan or Development Plan, see reverse _____
- 5) Geo-referenced AutoCAD .dwg file of parcel surveys _____

NOTE: The Planning Committee shall consider each proposed amendment and shall make recommendations to the City Council regarding whether to approve or deny each proposed amendment. City Council must approve all zoning map requests. Planning Committee recommendation is based on the following criteria:

- Conformance with the Comprehensive Plan;
- Otherwise, that changes have occurred in the area since the Comprehensive Plan and Zoning Ordinance were adopted which warrant the requested zone;
- City utilities and sewer can accommodate the uses allowable in the requested zone;
- The allowable uses in the requested zone will not adversely affect the character of the area and result in a decrease of property values;
- There is a need for additional land within the City to be zoned the classification which is requested.

The burden of proof shall be on the applicant to prove that these criteria are satisfied.

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 (*Application for zoning map changes to 5 or more acres also requires a Site Plan for development.*)

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
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