

City of Jackson Site Plan Review Application

Date: _____ **Project Title:** _____

Attached is a: Concept Plan: _____ Site Plan: _____ Revised Plan: _____

Applicant:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Plans prepared by:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

SITE INFORMATION: (Provide Legal Description on plan or separate document.)

Location of Site: _____

Tax Assessor's Parcel No.: _____ Total site area (sq. ft.; acres):: _____

Zoning: Current: _____ Required _____

Is any portion of site located within 100 year Flood Plain? _____ Yes _____ No

Attach Flood Plan Development Permit or Date Applied For: _____

Is site within a Historic Preservation, Overlay, Mixed-Use or C-1A District? _____ Yes _____ No

Date COA Applied For: _____ Date COA Received: _____

PROPOSED USE: (Enter Square footage of buildings and # housing units.)

Retail: _____ sq. ft. Office: _____ sq. ft. Multi-family: _____ # housing units

Place of Worship: _____ sq. ft. (sanctuary only) Industrial: _____ sq. ft. Other: _____ sq. ft.

Total square feet of impervious surfaces: _____ Total Square feet of Landscaped area: _____

Off-Street Parking: Required: _____ Provided: _____ Are you seeing a variance for any requirements? _____ If So, please attach copy of submitted application.

Information requested on this Application MUST be submitted. Incomplete Plans WILL NOT be accepted. Accuracy of the information submitted is the responsibility of the applicant.

Site Plan Review Committee Meetings are held each Thursday at 1:30 p.m. in the Andrew Jackson Conference Room at 200 S. President St. The applicant or project manager/developer must be present or the item will be continued one (1) week only. If not present, item must be re-submitted.

Developer:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Contractor:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

E-mail: _____

Application is hereby made to appear before the Site Plan Review Committee for the following above described project:

I,, (we) _____, holder(s) of legal title to the property, authorize the filing of this application.

Signature(s)

Date: _____

Date: _____

Address: _____

Phone No. _____

City, State: _____

Fax No. _____

For Office Use:

Site Plan Review Date: _____

Comments Mailed: _____

Revised Plan Received: _____

Plans Approved: _____

Comments: _____

Date Received

Development Type _____

Site Plan Number _____

Payment: _____

Receipt No. : _____

SITE PLAN REVIEW PROCESS

Site Plan Review Committee meetings are scheduled every Thursday afternoon at 1:30 p. m. in the Andrew Jackson Conference Room of the Hood Building, located at 200 S. President St., Jackson, MS. In order to be placed on the next week’s agenda you must submit your application and the required drawings to the Land Development Division Office, Room 204, Hood Building on or before noon on Wednesday. Failure to submit complete information may delay processing of your application.

Site Plan Review Process

Submittal

Site Plan Committee Review

Revised Plan

Approval

STAFF REVIEW

Please complete the form with all applicable information and return the application along with ten (10) copies of your Site Plan Drawings, a legal description and the fee to the Land Development/ Zoning Division, Room 204, 200 South President St., Jackson, MS 39201-0017. The application fee is \$301 for the first acre plus \$3 for each additional acre unless your are submitting a site plan for vacation of a street or alley for which the fee is \$76.00.

If you are requesting a pre-development or concept plan meeting for the purpose of gathering information from members on the Site Plan Review Committee prior to finalizing your drawings, please complete the application and return it along with ten (10) copies of your proposed development site plan (no details or drainage calculations are required). No fee is required for a concept plan submittal or conference.

All new construction and major reconstruction of commercial, industrial, institutional and multi-family requires site plan review as well as certain other uses that fall within the following categories:

- Any structure in excess of forty-five (45) feet.
- Public utilities facilities and structures
- Any building to be used as a restaurant, nightclub, adult entertainment establishment
- Commercial communication towers
- Campus or multiple buildings on one site
- Any building to be used as a bank with drive-through windows
- Any building to be used as a convenience type grocery store
- Service station conversions
- Modular commercial buildings
- Produce Stands
- Any use that has been approved by the City Council as a “Use Permit”
- Any use located within a UV, NMU-1, UTC, CMU-1, C-4 and/ or C1A zoning district.

Site Plan Review Committee members are listed on the following page. Feel free to call any or all of these persons for more specific information relative to their review information.

SITE PLAN REVIEW PLANS

The Site Plan review plans must include the following information:

- Sheet 1: Survey of existing site and vicinity map (what is on the ground now?)**
 - Sheet 2: Site Plan of proposed on-site and off-site improvements**
 - Sheet 3: Landscaping Plan**
 - Sheet 4: Utility Plan**
 - Sheet 5: Erosion Control Plan**
 - Sheet 6: Grading and Drainage Plan**
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Existing Survey: The Site survey shall include a legal description of the property, all property lines, existing contour lines, all existing utility lines with sizes indicated, any easements on the property ; all existing structures, driveways, curb cuts, etc; existing trees and sizes of each and any other relevant material. A Class A or B survey is preferred. The name of the property owner, an engineer or survey's seal should appear on this page. A vicinity map can be included on this page or on the cover.

Site Layout Plan: This plan must show the date and scale, north arrow, all property lines, setback lines, adjacent street names, proposed structures with dimensions and square footage, existing structures to remain, parking spaces or lots and driveways with dimensions, New and existing streets should be shown. Do not place contour lines on this sheet!

Landscape Plan: Date and scale, north arrow, all property lines, all proposed structures, all existing structures to remain, parking and driveway layout, location and size of all paved and landscaped areas in square feet; the location, size, number, and botanical or common name of proposed landscape material; planting details for trees, shrubs, and groundcover; designation of areas to be sodded with type of sod indicated, designation of areas to be seeded with type of seed and application rate.

Utility Plan: All existing and proposed water and sewer lines with sizes indicated (domestic and main); location, size, and type of backflow preventers, location and size of existing and proposed water meters, proposed irrigation lines with separate water meter, dedicated fire lines with size indicated and backflow preventer, locations of all existing and proposed fire hydrants and size of water line that services each hydrant.

Erosion Control Plan: Layout of proposed improvements to the site including buildings, location of silt fencing, silt fence installation details, maintenance plan, protection at all storm drain inlets, written storm water management plan.

Grading and Drainage Plan: Existing and proposed contours; all drainage ditches, swales, and drainage structures; locations, sizes, types of all underground storm drainage pipes. Drainage calculations should be placed on this sheet or on a separate sheet of paper.

SITE PLAN REVIEW COMMITTEE

Chairperson, Site Plan Review Committee mmerck@city.jackson.ms.us	Mary Merck	601-960-2071
Committee Coordinator jwarnsley@city.jackson.ms.us	Joseph Warnsley	601-960-2253
Building Permits/Code Services ktaylor@city.jackson.ms.us	Kenneth Taylor	601-960-1157
Drainage Engineering & Grading Permit cwilliams@city.jackson.ms.us	Charles Williams	601-960-2352
Fire Marshall Office	————	601-960-2406
Flood Control Ordinance rlee@city.jackson.ms.us	Robert Lee	601-960-1651
Landscaping mmerck@city.jackson.ms.us	Mary Merck	601-960-12071
Legal Department Reginald Harrion	Reginald Harrion	601-960-1799
Traffic Engineering rlee@city.jackson.ms.us	Robert Lee	601-960-1651
Signs and License tcoleman@city.jackson.ms.us	Terry Coleman	601-960-1154
Final Subdivision Plats & Construction Drawings cburns@city.jackson.ms.us	Chan Burns	601-960-2287
Water & Sewer Utilities jthompson@city.jackson.ms.us	John Thompson	601-960-2041
Zoning /Land Use	Mary Merck	601-960-2071