

Pre-Application Meeting Process
City of Hattiesburg Planning Department

200 Forrest Street
Hattiesburg, MS 39401
Phone: 601-545-4599
Fax: 601-545-1962

PURPOSE

Prior to applying for a Site Plan Review, a Pre-Application meeting is required. During this meeting the applicant will describe and present their project, views and ideas being considered. Thereafter, the planning staff will advise further action for a Site Plan Review process submittal.

The Pre-Application Committee assesses the proposed project and helps identify any issues and helps the applicant in putting together a complete application thus streamlining the application process and avoiding delays.

SCHEDULE A MEETING

Step 1: Fill out Pre-Application form. Provide a project narrative briefly describing the proposed uses.

Step 2: Bring a detailed concept plan drawn to scale. Plans are to be a minimum of 11" x 17". The drawing must include the following:

- ☐ All adjacent streets with names
- ☐ Property Dimensions (County parcel map)
- ☐ Site Acreage
- ☐ Existing and Proposed Structures (Footprint and square footage)
- ☐ Existing and Proposed Parking areas
- ☐ Existing and Proposed utilities/easements required
- ☐ Proposed Structure Square Footage
- ☐ Subdividing of property

Step 3: The Pre-Application form and concept plan should be submitted by Thursday, 12 noon to be on the following week's meeting list. A member of the planning staff will contact applicants to confirm the pre-application meeting date and time.

WHAT TO EXPECT FROM THE PRE-APPLICATION MEETING

The applicant will describe their project during the pre-application meeting to the planning staff. The staff will review and provide comments during the meeting. Questions to the staff for clarification are highly encouraged during this time.

Pre-Application Form
City of Hattiesburg Planning Department

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A pre-application submittal must contain a completed Pre-Application form and a concept plan drawn to scale. Return the form to the Planning Department by Thursday 12 noon. A member of the planning staff will contact applicants to confirm the pre-application meeting date and time. For further information, please contact:

Armendia Esters-Planning Office Manager
601-545-4599 or email: planning@hattiesburgms.com.

Today's Date: _____
Project Name: _____
Proposed Use: _____
Project Street Address: _____

PPIN Number: _____ Parcel Number: _____
Flood Zone: _____ Historic District: _____
Zoning District(s): _____ Ward: _____
Proposed Cost of the Project: _____

Project Representative Information

Project Representative and Title: _____

Company Name: _____
Phone: _____ Fax: _____
Email: _____
Mailing Address: _____

Property Owner Name: _____
Phone: _____ Fax: _____
Email: _____
Mailing Address: _____

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