



For staff use only:	
PROJECT NUMBER	_____
TIME SCHEDULED	_____
TIME VERIFIED W/PETITIONER	_____

SITE PLAN REVIEW APPLICATION and CHECKLIST

Contact Person(s):

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Office Manager-Armenia Esters 601.545.4599 planning@hattiesburgms.com

Dept. of Urban Development, P.O. Box 1898 (zip 39403), 200 Forrest Street (39401), Hattiesburg, MS Fax: 601-545-1962

Schedule

Meets every Thursday at 9:00 a.m. 1st Floor Conference Room, City Hall
 Deadline for New Plan submission and Re-Submittal Plans are by closing on Mondays

Your Representative must be present.

Today's Date: _____

Name of Project: _____

Municipal Address of Site: _____

Proposed Use and Description of Project: _____

This application is for (check one):	New Construction	Remodel	Addition	Concept Only
	_____	_____	_____	_____
Total Fee Enclosed	Amount	Cash	Check	
	\$ _____	_____	# _____	

Project Plan Representative/Title (person that will be attending meeting): _____

Representative Email Address: _____

Company Name: _____

Full Address: _____

Phone: _____ Cell: _____ Fax: _____

Architect/Engineer (if different from Representative): _____

Company Name: _____

Full Address: _____

Phone: _____ Cell: _____ Fax: _____

Property Owner Name: _____

Property Owner's Full Address: _____

Phone: _____ Cell: _____ Fax: _____

YOU MUST SUBMIT COMPLETED CHECKLIST WITH **ALL** APPLICATION SUBMITTALS FOR SITE PLAN REVIEW



For staff use only:
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LEGEND FOR CODE REFERENCES USED:	
Hattiesburg's Land Development Code	LDC
Hattiesburg's Code of Ordinances	COO
International Code Congress - Residential Building Code	ICC-R
International Code Congress - Plumbing Code	ICC-P
International Code Congress - Fire Code	ICC-F
Fair Housing Regulations - 1-888-341-7781	FAIR
American Disability Act _____	ADA

IF THIS IS A RE-SUBMITTAL, PLEASE LIST THE LAST SUBMITTAL DATE

IF THIS IS A REMODELING OR AN ADDITION, PLEASE LIST THE ORIGINAL SUBMITTAL DATE _____ IF KNOWN

Today's Date: _____

Name of Project: _____

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Estimated Project Cost \$ _____

Any item incomplete on the application or checklist, or any item not shown on the plan as indicated, will be just cause for denial of application submittal, requiring re-submittal for the next week's agenda. NO EXCEPTIONS

Check box for your use	REQUIRED PLAT DRAWING FORMAT	Staff Verification
	A properly dimensioned site plan based on exact survey and/or properly recorded plat(s) of the property (attach copy of survey or recorded plat)	
	DRAWN TO SCALE by a DESIGN PROFESSIONAL or to recognized graphic standard - scale used must be stated on plan	
	Sufficient size to show all required items	
	You MUST provide six (6) copies of site plan page only (preferred size is 24" x 36" - minimum allowed is 11" x 17")	
	If additional site plan related pages are provided for detail, civil plans, etc. then a minimum of four (4) copies must be provided (preferred size is 24" x 36" - minimum allowed is 11" x 17") (Do not send building plans to the Site Plan Review Committee - those should be sent to the Building Department only)	
	You MUST provide one (1) reduced copy of site plan page(s) (preferred size is 8 1/2" x 11" - maximum allowed is 11" x 17")	
	1 digitized copy is required for all submittals (Shape File, Autocad-DWG format; Adobe PDF, or any other raster or vector image)	
	Provide photographs of proposed site and adjoining property labeled as to North, South, East or West view - indicating property lines if possible	

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Check box for your use	POSSIBLE TECHNICAL CHANGES - REQUIRED FOR COMPLETION OF PROJECT (IF KNOWN)		(Separate application required for each of the technical change actions)				Staff - Application Received
			Specific Change Required		Specify approved date, with any stipulations (attach copy), or specify status of pending actions		
	Planned Unit Development (PUD) Status - Approval from Planning Commission/City Council						
	Planned Residential Development Status - Approval from Planning Commission/City Council						
	Street or Alley Closing - Approval from Planning Commission/City Council						
	Street or Alley Re-Naming - Approval from Planning Commission/City Council		from	to			
	Subdividing of one or more lot(s) into multiple lots - Approval from Planning Commission/City Council		No of Lots	to No of Lots			
	Subdivision (combination) of multiple lots into 1 parcel - Approval from Planning Commission/City Council		No of Lots	to No of Lots			
	Use Permit on Review - Approval from Planning Commission/City Council		use for				
	Zoning Classification Change - Approval from Planning Commission/City Council		from	to			
	Variance(s) - Approval from Board of Adjustments/City Council						
	Historic Conservation Commission - Approval or Letter of Compliance from Historic Planner						
Check box for your use	REQUIRED SPECIAL DISTRICT INFORMATION ON PROPOSED SITE						Staff Verification
	City Parcel Number(s) or	PPIN Number(s)	NOTE: DO NOT USE COUNTY PARCEL NUMBERS ONLY PPIN OR CITY PARCEL NUMBERS				
			Property Served by which Utility Co:			Historic District	
			Water District				
			Power District				
	Current Zoning		Staff: LDC Section # approving proposed use:	Permitted Use	or	Use Permit on Review Needed	
FLOOD ZONE MUST BE DELINEATED ON THE SITE PLAN IF MORE THAN ONE FLOOD ZONE IS PRESENT							
	Flood zone(s)		FIRM Map #		FIRM Panel(s)		
Three (3) Flood Elevation Certificates (EC's) will be required if the property is in a Special Flood Hazard Area, as follows: Pre-Construction EC's required PRIOR to Site Plan Review Approval; Under Construction EC's required at slab stage of construction; and Post Construction EC's required prior to issuance of a Certificate of Occupancy.							

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Check box for your use	REQUIRED PROJECT LOCATION - TO BE SHOWN ON PLAT (SITE PLAN)						Reference Code Section	Staff Verification
	North Arrow		Subdivision name				Section 96.03 of the LDC	
	Vicinity Map		Number of Lots (parcels)					
	Adjacent City Streets / Alleys		Development Name					
	Physical Street Address		Note: contact Emergency Management at (601) 545-4615 for physical street address assignment					
	Adjacent Lots Zoning Classifications (All sides)		Adjacent Lots Current Use (actual use-not zoning, such as: Residential, Multi-Family, Warehouse, Retail, Offices, Clinics, vacant land, etc.) or adjacent business name(s)					
Check box for your use	REQUIRED PROPERTY AND STRUCTURE SPECIFICATIONS						Staff Verification	
			Specify			Note(s):		
	Overall project area square footage (lot size):					You must provide the total disturbed area verses project area as a note on actual site plan AND you must indicate building types with a breakdown of number of units per each building or building type		
	Project disturbed area square footage (lot size):							
	Will this project be built on "Fill" or Existing Ground		If on "Fill" indicate quantity					
	Structure Type (type construction: metal, brick, wood, etc.):							
	Facility Type (Single-family, 2-family, multi-family, townhouse, office, day care, warehouse, etc.):							
	If Apartments:		Total Buildings		Total Units			
Check box for your use	REQUIRED PLAT REQUIREMENTS					Indicate Page # where located on Attached	References are LDC Code Sections unless otherwise stated*	Staff Verification
	Exact location of all buildings, structures, lighting, signs, and all other requirements from the Land Development Code, including but not limited to the following, MUST be indicated on the site plan (AND indicated on checklist as requested below):							
	*If Code Section Reference is "Sec(s) 50-65" then you must check the particular requirements section for this projects zoning. References used are for primary section reference only, other sections may also apply.							
	Show footprints of any and all existing buildings or structures and label "Existing" accordingly						96.03	
	Show footprints of any and all proposed buildings or structures and label "Proposed" accordingly						96.03	
	Show all ingress/egress to structure, including ADA compliant emergency exits						96.03 & ADA	
	Show all Street frontage(s) in linear foot		North:	South:	East:	West:	96.03	
	Show building setbacks to property lines:	FRONT	BOTH SIDES	/	REAR		Sec(s) 50 to 65	
	Indicate if proposed project is located on a corner lot or an interior lot:						Sec(s) 50 to 65 & 84.01 (5)	

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Check box for your use	REQUIRED PLAT REQUIREMENTS Continued			Indicate Page # where located on Attached	References are LDC Code Sections unless otherwise stated*	Staff Verification
	Show location of any outside utilities (air conditioning units, etc.) and any accessory structures (state use of all structures)				Sec(s) 50 to 65	
	Show lot coverage ratios (impervious surface)	Impervious (non-porous) %	Non-Impervious (porous) %		Sec(s) 50 to 65	
	Show lot area square footage				Sec(s) 50 to 65	
	Show lot dimensions	Lot Width	Lot Depth		Sec(s) 50 to 65	
	State number of building stories	State overall building height			Sec(s) 50 to 65 & Sec. 81.01	
	Designate Buildable Area (gross floor area) square footage if in a B-1 or B-2 Zoning				Sec. 58 or 59	
	Show buffer(s), if required - they MUST include landscaping with trees to provide an 80% screening, and include a six (6) foot minimum screened/SOLID FENCE				78.03	
	Show 10 ft. green space(s) along ALL street/alley frontages, within applicant's property line , with sufficient number of trees and landscaping; minimum size tree is 2 inch caliper, 25 gallon container, or equivalent; specify type tree to be used				78.04 & 84	
	Show grading and tree removal plan				79	
	Provide Landscape and Tree Plan, with tree specifications and proposed species				79	
	Show any fencing proposed (in addition to required buffer fences)	Identify all fence type(s) and location(s) on the site plan			84.01 (2) &	
	Show any open storage proposed	specify location(s):			87	
	Show all terminal parking island(s) with green space size and number of trees				89.10 & 89.12	
	Show all interior parking island(s) with green space size and number of trees				89.10 & 89.12	
	Parking classification used	Show total number of required parking spaces, based on classification use:			89.02 & 89.04	
	_____	Indicate total number provided for each standard parking space (Minimum 9' x 18')			89.02	
	(from Section 89.04 ____)	Indicate total number provided for each standard ADA space with appropriate aisle striping (Min. 9' + 5' access aisle = 13' x 18'); and appropriate parking sign - mounted on pole or posted on wall			89.02 & ADA	
	indicate any additional or mixed uses below: Parking classification used	Indicate total number provided for each VAN accessible ADA space with appropriate aisle striping on passenger side of vehicle (Min. 9' + 8' access aisle = 17' x 18'); and appropriate parking sign - mounted on pole or posted on wall				
	_____	Show exact location of all proposed and existing parking based on above specifications (note: parking is prohibited in front setback of certain zones - check appropriate zoning)			Sec(s) 50 to 65	
	(from Section 89.04 ____)	Show all ADA access from parking to closest accessible entrance, complete with curb cut detail and any ramping required.			ADA	
	Parking classification used	Provide detailed floor plan, including perimeter doors/windows				
	_____	Specify:			89.03	
	(from Section 89.04 ____)	Indicate distance and route to any parking not on site proposed to be used			89.04	
	Indicate parking surface type				89.06	
	Show all off-street parking areas				89.06	
	Show any off street loading berths/docks				89.06	
	Show any pedestrian loading / drop off points (must have a 20' wide by 8' deep stripped ADA access aisle)				89.06	

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Check box for your use	REQUIRED PLAT REQUIREMENTS Continued				Indicate Page # where located on Attached	References are LDC Code Sections unless otherwise stated*	Staff Verification
	Show all means of Ingress/Egress, whether proposed or existing, public or private (placement of all existing and/or proposed driveways)	show width of all driveways				Sec(s) 50 to 65, 89.08 & 96.04 (1)	
		show width between all driveways					
		show width of any other curb cuts					
		show all curb details					
		Indicate type of curbs and gutters: stand up, valley or specify other					
		provide approved copy(s) of any required Highway Permit(s) (may provide copy of application during review process, but must have approved copy(s) prior to permit issuance)					
		Indicate if edge of asphalt or curbed and measurements are			edge of drive to edge of drive		or
	NOTE: ALL CURB CUTS MUST BE 12.6 FEET FROM PROPERTY LINE						
	Show all adjacent streets and alleys with complete proposed traffic route					96.03	
	Show any type of easement, whether proposed or existing – including type, size and whether underground or not						
	Show any drive-thru window locations and traffic route to same					96.03	
	Show all circulation in parking lot - indicate if any directional traffic arrows or directional signs will be used					89.18	
	Show all lighting of parking and pedestrian ways (pole mounted and wall packs)					89.19	
	Show sidewalks, including any required or planned bumpers/wheel stops, specifying minimum widths (Must provide a minimum 36" ADA access route from parking to building; therefore 6' sidewalk is recommended where abutts parking)						
	Show access to all utilities and points of utilities hookup; include distances and route to nearest fire hydrant(s)					96.04	
	Show all Fire Hydrant locations on site or specify distance of any off-site that will service the proposed structure						
	Show all fire access locations to building (Note: emergency exits must be ADA accessible)						
	Show any proposed canopy on building, provide:	Height	Depth	Location			
	If any type of kitchen proposed - you must provide the following:	location and number of exits including complete floorplan					
		commercial hood system type (if applicable)					
		grease trap interceptor location, size and type					
		Note: you may not have an emergency ingress/egress in a kitchen					
	Indicate sprinkler system type and location						
	Show Finished Floor Elevation for existing and proposed buildings & show "Crown of Street" spot elevations on all adjacent public streets/alleys					22.6 (COO)	
	Proper surface drainage, including placement of any retention or detention ponds required or planned					96.04 (2)	
	Provide storm drainage calculations and sanitary sewer plans (must provide 2 copies of all attached documentation) If over 5 acres, must be a DEQ approved SWPPP; If 1-4.9 acres must be a SWPPP, but does not require DEQ approval unless directed by the Site Plan Committee due to unusual circumstances.						
	Show all erosion control measures, including silt fencing						

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	Provide detailed construction entrance			
	Show any natural features such as streams, lakes or other topographic features		96.03	
	Show any circumstances unique to site			
	Refuse collection areas (dumpsters) if used, must be:	on a 6" RAISED concrete foundation (no surface water to drain into interceptor) screened with 6 ft solid fence require hot water wash and/or grease trap may not be closer than 5 ft to any structure provide adequate truck maneuverability for pickup and servicing of unit	96.04 (8)	
	Provide detail of backflow preventor, if required			
	Provide detail of any retaining walls and footings (ensure footings do not encroach on any neighboring properties)			
	Provide architectural definitions for buildings in the development, location, size and types			
	Provide plans for recreational facilities, in any, parks, tot lots, playgrounds, open space, etc.			
	Are there any existing billboards or other type signs on this property ?			
	Provide such additional data, maps, plans, or statements, as may be required for the particular use or activity involved			

ADDITIONAL INFORMATION FOR APPLICANT

Check to see if your residential dwelling(s) must meet Fair Housing regulations (some ADA regulations may also apply)
ADA compliance for building and restrooms will be VERIFIED on building plans - not site plans, except parking, and access route/ramp to building as addressed above
Determination of fire wall and fire sprinkler needs will be VERIFIED on building plans; but information may be reviewed on site plan
Building Plans are not reviewed by this Committee and require a separate review by the Building Official or official representative
Sign Permits are not reviewed by this Committee and require a separate review by the Land Code Administrator or official representative
Privilege License applications and requirements are on file in the Tax Department
Transient vendors have additional requirements - see Planning Office for a list

We make every attempt to provide you a comprehensive written list of all items required for re-submittal of a project upon your initial submittal for review; however, we reserve the right to add additional items needed at any subsequent meeting for any valid reason.

COMMITTEE MEMBERS CONTACT INFORMATION

NAME	TITLE	PHONE	E-MAIL ADDRESS
Ginger Maddox	Planning Manager	601-554.4599	gmaddox@hattiesburgms.com
Charles Johnson	Police Dept - Traffic Division	601-545- 4949	ckjohnson@hattiesburgms.com
Stephen Mooney	Battalion Chief/Fire Dept - Inspection Division	601-545-6678	smooney@hattiesburgms.com
Steve Mitchell	Division Manager/Building Official	601-554-1028	jmitchell@hattiesburgms.com
Kevin Bates	Building Inspector	601-545-4556	kbates@hattiesburgms.com
Andy Parker	Urban Forestry Manager	601-545-1541	aparker@hattiesburgms.com
Lary Barnes	Director of Public Services	601-545-4648	lbarnes@hattiesburgms.com
Lamar Rutland	Engineering	601-545-4641	lrutland@hattiesburgms.com
Dwight Owens	LIFE of South MS - ADA	601-498-2332	owensdwright@yahoo.com