



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

## SITE PLAN REVIEW APPLICATION and CHECKLIST

**Contact Person(s):**

Ginger Maddox Lowrey, Planning Manager      601.545.4591      [glowrey@hattiesburgms.com](mailto:glowrey@hattiesburgms.com)

Dori Tyrone, Office Manager      601.545.4599      [planning@hattiesburgms.com](mailto: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 Monday

A Representative must be present.

Today's Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

(For new Site Locations provide Address Verification Letter from Forrest County EOC)

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:**  
PROJECT NUMBER

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: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

Estimated Project Cost \$ \_\_\_\_\_

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	
	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)	
	Provide one (1) reduced copy of site plan page(s) (preferred size is 8 ½" x 11" - maximum allowed is 11" x 17")	
	1 digitized copy is required for all submittals (Adobe PDF) Via file transfer, CD, or USB Drive	
	Provide photographs of proposed site and adjoining property labeled as to North, South, East or West view - indicating property lines if possible	

Today's Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

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			
	Conditional Use - 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 Serviced by which Utility Co:				
			Water District		Historic District		
			Power District		City Ward		
	Current Zoning		Staff: LDC Section # approving proposed use:		Permitted Use	or Conditional Use Permit	
<b>ALL FLOOD ZONES TO BE DELINEATED ON THE SITE PLAN</b>							
	Flood zone(s)		FIRM Map #		FIRM Panel(s)		
<p style="text-align: center;">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.</p>							

Today's Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

Check box for your use	REQUIRED PROJECT LOCATION - TO BE SHOWN ON PLAT (SITE PLAN)						Reference Code Section	Staff Verification
	North Arrow		Subdivision name					
	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					
	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  <b>AND</b>  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
	Show footprints of any and all existing buildings or structures and label "Existing" accordingly							
	Show footprints of any and all proposed buildings or structures and label "Proposed" accordingly							
	Show all ingress/egress to structure, including ADA compliant emergency exits							
	Show all Street frontage(s) in linear foot		North:	South:	East:	West:		
	Show building setbacks to property lines:	FRONT	BOTH SIDES	/	REAR			
	Indicate if proposed project is located on a corner lot or an interior lot:						3.8, 6.2	

Today's Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

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)					
	Show lot coverage ratios (impervious surface)	Impervious (non-porous) %	Non-Impervious (porous) %		6	
	Show lot area square footage				6	
	Show lot dimensions		Lot Width Lot Depth		6	
	State number of building stories	State overall building height			6	
	Designate Buildable Area (gross floor area) square footage					
	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				7.11	
	Show 10 ft. green space(s) along ALL street/alley frontages, <b>within applicant's property line</b> , 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				7.10	
	Show grading and tree removal plan				9.6	
	Provide Landscape and Tree Plan, with tree specifications and proposed species				7.10	
	Show any fencing proposed (in addition to required buffer fences)	Identify all fence type(s) and location(s) on the site plan			7.9	
	Show any open storage proposed	specify location(s):			7.9	
	Show all terminal parking island(s) with green space size and number of trees				7.5, 7.10	
	Show all interior parking island(s) with green space size and number of trees				7.5, 7.10	
	Parking classification used _____	Show total number of required parking spaces, based on classification use:			7.12	
	(from Table 7.12 ____)	Indicate total number provided for each standard parking space (Minimum 9' x 18')			7.12	
	indicate any additional or mixed uses below: Parking classification used _____	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			7.12, ADA	
	(from Table 7.12 ____)	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				
	Parking classification used _____	Show exact location of all proposed and existing parking based on above specifications			7.12	
	(from Table 7.12 ____)	Show all ADA access from parking to closest accessible entrance, complete with curb cut detail and any ramping required.			ADA	
		Provide general floor plan, including perimeter doors/windows				
	Indicate parking surface type	Specify:				
	Show all off-street parking areas	Indicate distance and route to any parking not on site proposed to be used			7.12.6	
	Show any off street loading berths/docks				7.5.3.10	
	Show any pedestrian loading / drop off points (must have a 20' wide by 8' deep stripped ADA access aisle)				7.6	

Today's Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

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				7, 9	
		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	back of curb to back of curb		
	<b>NOTE: ALL CURB CUTS MUST BE 10 FEET FROM PROPERTY LINE</b>					7.5.1.2	
	Show all adjacent streets and alleys with complete proposed traffic route					7	
	Show any type of easement, whether proposed or existing – including type, size and whether underground or not					9.1.7.6., 9.1.7.9.iv.	
	Show any drive-thru window locations and traffic route to same					7.12.16.1	
	Show all circulation in parking lot - indicate if any directional traffic arrows or directional signs will be used					7.5	
	Show all lighting of parking and pedestrian ways (pole mounted and wall packs)					7.7	
	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)					7.6	
	Show access to all utilities and points of utilities hookup; include distances and route to nearest fire hydrant(s)					12.5.9.2.iv.	
	Show all Fire Hydrant locations on site or specify distance of any off-site that will service the proposed structure					7.2.1.iii., 7.5.3	
	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					9.1.7.	
	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.					9.2	
	Show all erosion control measures, including silt fencing					9.2	

Today's Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Municipal Address of Site: \_\_\_\_\_

Check box for your use	REQUIRED PLAT REQUIREMENTS Continued	Indicate Page # where located on Attached	References are LDC Code Sections unless stated*	Staff Verification
	Provide detailed construction entrance			
	Show any natural features such as streams, lakes or other topographic features			
	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			
	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.			
	Show any existing billboards on this property			
	Provide such additional data, maps, plans, or statements, as may be required for the particular use or activity involved			
<b>ADDITIONAL INFORMATION FOR APPLICANT</b>				
	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 <b>not</b> 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.				
<b>COMMITTEE MEMBERS CONTACT INFORMATION</b>				
	NAME	TITLE	PHONE	E-MAIL ADDRESS
	Ginger Maddox Lowrey	Planning Manager	601-545-4599	<a href="mailto:glowrey@hattiesburgms.com">glowrey@hattiesburgms.com</a>
	Charles Johnson	Police Dept - Traffic Division	601-545-4949	<a href="mailto:ckjohnson@hattiesburgms.com">ckjohnson@hattiesburgms.com</a>
	Barry Collins	Battalion Chief/Fire Dept - Inspection Division	601-545-6678	<a href="mailto:bcollins@hattiesburgms.com">bcollins@hattiesburgms.com</a>
	Steve Mitchell	Division Manager/Building Official	601-554-1028	<a href="mailto:jmitchell@hattiesburgms.com">jmitchell@hattiesburgms.com</a>
	Kevin Bates	Building Inspector	601-545-4556	<a href="mailto:kbates@hattiesburgms.com">kbates@hattiesburgms.com</a>
	Andy Parker	Urban Forestry Manager	601-545-1541	<a href="mailto:aparker@hattiesburgms.com">aparker@hattiesburgms.com</a>
	Jerald Little	Public Services	601-545-4640	<a href="mailto:jlittle@hattiesburgms.com">jlittle@hattiesburgms.com</a>
	Lamar Rutland	Engineering	601-545-4640	<a href="mailto:lrutland@hattiesburgms.com">lrutland@hattiesburgms.com</a>
	Augusta Smith	LIFE of South MS - ADA	601-583-2108	

**EXCERPT FROM**

**ORDINANCE NUMBER 2977 ADOPTED January 22, 2008  
OF THE  
CITY OF HATTIESBURG, MISSISSIPPI**

**D. Plan Review Fees:**

Residential Building Plans Review ----- \$ 50.00

Residential Building Plan Review fees shall apply to all owners, contractors and non-profit organizations, with the only exception being those non-profit organizations (with approved non-profit charters) providing construction services on a totally volunteer basis for new, expansion or renovation construction on single-family residences.

Commercial Building Plans Review ----- \$200.00

Site Plan Review – required for all development, EXCEPT owner/occupied single-family residential, and those determined by the Building Official to be un-applicable. Note: The public hearing fees include one Concept Review for those actions that require Site Review:

New construction reviews ----- \$200.00 for first acre, plus  
Review Fee Includes: \$30.00 for each additional acre, or fraction thereof, of development  
Initial Submittal  
Two Re-submittals

Expansion or renovation construction reviews ----- \$100.00 for first acre, plus  
Review Fee Includes: \$30.00 for each additional acre, or fraction thereof, of development  
Initial Submittal  
Two Re-submittals

Fourth and subsequent new, expansion or renovation Construction reviews ----- \$50.00 each additional submittal

Concept Review (general layout review only) ----- \$ 50.00

New use type(s) in existing building(s) ----- \$ 50.00