

Site Plan and Planning Commission (Public Hearing) Pre- Application Meeting Process

City of Hattiesburg Planning Division

200 Forrest Street

Hattiesburg, MS 39401

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PURPOSE

- ✓ A **Pre-Application meeting is required**, prior to applying for Site Plan Review or a Public Hearing before Planning Commission.
- ✓ During this meeting the applicant will describe and present their project. Thereafter the planning staff will advise further action required for Site Plan Review, Public Hearing or Hattiesburg Historic Commission process submittal.
- ✓ The Pre-Application Committee assesses the proposed project and helps identify any issues helps the applicant in putting together a complete application thus streamlining the application process and avoiding delays.

SCHEDULE A MEETING

Step 1: Fill out and submit the Pre-Application form along with a Conceptual Site Plan drawn to scale. Plan size to be a minimum of 11"x17". The drawing must include the following:

- Property Parcel lines with Dimensions
- Existing and Proposed Structures
- Existing and Proposed Parking areas
- Setbacks
- Proposed Structure Square Footage

Step 2: Return completed application to the Planning Division and a pre-application meeting will be scheduled with you to discuss your project. Pre App meetings are scheduled Tuesdays and Thursdays.

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.

Site Plan Pre- Application / Public Hearing Contact Information Form

City of Hattiesburg - Planning Department

Note: A pre-application submittal must contain a completed application form, narrative and a concept plan drawn to scale.

Pre-Application Date: [Click here to enter a date.](#)

Planner:

Today's Date: [Click here to enter a date.](#)

Project Name:

Proposed Use(s):

Project Street Address:

PPIN Number(s) (If unknown, can be found on tax receipt):

Parcel Number(s):

Flood Zone(s):

Historic District(s):

Zoning District(s):

Proposed Cost of the Project: \$

Project Representative Information

Project Representative and Title: Applicant Property Owner Representative Agent Contractor Architect

Engineer Other (Specify):

Name:

Company Name:

Phone:

Fax:

Email:

Mailing Address:

Name:

Applicant Property Owner Representative Agent Contractor Architect Engineer Other (Specify):

Phone:

Fax:

Email:

Mailing Address:

Name:

Applicant Property Owner Representative Agent Contractor Architect Engineer Other (Specify):

Phone:

Fax:

Email:

Mailing Address:

