

Pre-Application Meeting Process
City of Hattiesburg Planning Department

200 Forrest Street

Hattiesburg, MS 39401

Phone: 601-545-4599

Fax: 601-545-1962/Email: planning@hattiesburgms.com

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:

- Show entire parcel boundary with property dimensions (County parcel map)
- All adjacent streets with names
- Dimensioned Existing and Proposed Structures: Footprint, setback distances from property line to structure(s) and square footage
- Dimensioned Existing and Proposed Parking areas and curb cuts.
- Existing and Proposed utilities/easements required

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 review and discuss their conceptual site plan project with the planning staff. The staff will review and provide comments regarding compliance with the necessary codes and regulations. This preview is intended to save the developer/property owner time and money before submitting the final drawings for approval by the Site Plan Review Committee. Site Plan approval is required to apply for a building permit.

Pre-Application Form
City of Hattiesburg Planning Department

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

Return the completed form and site plan 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: Planning Division 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): _____
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: _____
