

**CITY OF TUPELO DEPARTMENT OF DEVELOPMENT SERVICES**

**MAJOR SITE PLAN APPLICATION**

Department of Development Services  
PO Box 1485, Tupelo, MS 38802-1485  
Phone (662) 841-6510 FAX (662) 841-6550  
<http://www.tupeloms.gov/developmentservices>

**TO THE TUPELO PLANNING COMMITTEE:**

As owner, developer, agent or engineer (indicate which), it is requested that the proposed development site plan as described below be given a major site plan approval by the Tupelo Planning Committee and the respective governing body in accordance with Tupelo Regulations.

The proposed development site is located: \_\_\_\_\_  
\_\_\_\_\_

Name of Development: \_\_\_\_\_

Describe in detail the proposed development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACRES IN THE ENTIRE PARCEL	NUMBER OF BUILDINGS	TOTAL NUMBER OF UNITS
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List all existing structures on this property: \_\_\_\_\_  
\_\_\_\_\_

Name, address and phone number of Owner of Land: \_\_\_\_\_  
\_\_\_\_\_

Name, address and phone number of Engineer, Surveyor or Draftsman: \_\_\_\_\_  
\_\_\_\_\_

Attached and made a copy of this application are the following:

1. 10 copies of the development site plan drawn in accordance with Development Code Requirements.
2. Application Fee - \$200.00 plus \$20.00 per commercial unit and / or \$10.00 per residential unit.

I hereby certify that all the above information is true and correct and that I have received, or retained, a copy of this application. I understand that if I or my representative does not attend the meeting, the application could be tabled or denied.

Date \_\_\_\_\_ Signature of owner, developer, agent or engineer \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

- NOTES:**
1. Submit application no later than the four weeks prior to the next meeting of the Planning Committee. The Planning Committee meets on the first Monday of each month.
  2. Applicant must be represented at the meeting which is held at 6:00 PM in the City Hall Council Chambers on second floor of 71 East Troy Street.

SEE OTHER SIDE.

The application shall contain or be accompanied by such information and plans as required on the application form and shall include the following:

- (1) **General Layout Plan;**
  - (i) Provide a map of the property with metes and bounds labeled along all existing and proposed property lines and all property corners;
  - (ii) Show all proposed and existing buildings/structures on the site along with finished floor elevations;
  - (iii) Show lot dimensions and required yards and setbacks;
  - (iv) Building height;
  - (v) List owner(s) of project/property;
  - (vi) Label adjacent property owners;
  - (vii) Label square footage of all buildings;
  - (viii) Show dumpster location and screening;
  
- (2) **Grading Plan;**
  - (i) Delineate existing ground contours at a maximum two (2) foot intervals relative to sea level and proposed contours to be followed as part of the development plan;
  - (ii) Delineate the denuded area; or the limits of grading;
  
- (3) **Street and Driveways Layout Plan;**
  - (i) Show all parking areas including bay width, bay length, travel aisle, angle and directional flow;
  - (II) Show existing streets adjacent to the site showing width, right of way and driveway access points;
  - (III) Designate number of parking spaces proposed;
  
- (4) **Water and Sewer Plan.**
  - (i) Plan view of proposed water lines designating size and material along with all valves, fire hydrants, and other appurtenances;
  - (ii) Plan view of proposed sanitary sewer lines designating size along with all manholes, waste water flows, etc.
  - (iii) Show and label all existing utilities located on and adjacent to the property and note type, size and material of utility line;
  - (iv) Designate all existing and proposed utility easements;
  
- (5) **Stormwater Plan; (For major site plans and where required by Director of Public Services to conform to stormwater retention requirements contained in Chapter 5, Part 9.)**
  - (i) Plan view of all existing and proposed systems including ditch and channel calculations, pipes, junction boxes, manholes, inlets, etc., along with dimensions and pipe sizes and pipe size calculations;
  - (ii) Layout designation all erosion control measures included as a part of the project;
  - (iii) Designate all existing and proposed impoundment structures and provide all supporting calculations;
  - (iv) Label all 100 year floodplain and regulatory floodway boundaries on the plan.
  
- (6) **Landscape Plan;**
  - (i) Show and label all buffer areas which are a part of the development plan requirements for buffering of adjoining residential areas.
  - (ii) Show representative plantings; a table of all materials to be planted is not required;
  - (iii) Trees to be preserved and/or planted in accordance with the terms of Chapter 13, Part 2 of this Ordinance.
  
- (7) ***Building Plans.*** Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories including basement. Height, location and general design of structure or equipment proposed above the building height limit, and their screening (if required, see 6 above). Building facades shall be designed to be compatible and consistent with adjacent developments.