

City of Jackson Site Plan Review Application

Date: _____ **Project Title:** _____

Attached is a: Concept Plan: _____ Site Plan: _____ Revised Plan: _____ Public Access Gate: _____

<p>Applicant:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____ Fax: _____</p> <p>Mobile: _____</p> <p>E-mail: _____</p>	<p>Plans prepared by:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____ Fax: _____</p> <p>Mobile: _____</p> <p>E-mail: _____</p>
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SITE INFORMATION: (Provide Legal Description on plan or separate document.)

Location(s) of Site: _____

Tax Assessor's Parcel No.: _____ Total site area (sq. ft.; acres): _____

Zoning: Current: _____ Required: _____

Is any portion of the site located within 100 year Flood Plain? _____ Yes _____ No

Attach Flood Plain Development Permit or Date Applied For: _____

Is site within a Historic Preservation, Overlay, Mixed-Use or C-1A District? _____ Yes _____ No

Date COA Applied For: _____ Date COA Received: _____

Did this project consider the suggested self-sustaining (low maintenance) vegetation list in its design?
 _____ Yes _____ No

PROPOSED USE: (Enter Square footage of building and # housing units.)

Retail: _____ sq. ft. Office: _____ sq. ft. Multi-family _____ # Housing units _____

Place of Worship: _____ sq. ft. (sanctuary only) Private Gate: _____ Public Access Gate: _____ # of PAG's: _____

Industrial: _____ sq. ft. Other: _____ sq. ft. Total square feet of impervious surfaces: _____ Total Square feet of Landscaped area: _____

Off-Street Parking: Required _____ Provided: _____ Are you seeking a variance from any requirements? _____ If so, please attach a copy of submitted application.

Return Date for Public Access Gate Signs _____

Information requested on this Application MUST be submitted. Incomplete Plans WILL NOT be accepted. Accuracy of the information submitted is the responsibility of the applicant.

No Personal Checks Accepted!

Site Plan Review Committee Meetings are held **each Thursday at 1:30 p.m.** in the Andrew Jackson Conference Room at 200 S. President St. **The applicant or project manager/developer must be present** or the item will be continued one (1) week only. If not present, item must be re-submitted.

Developer:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

Email: _____

Contractor:

Name: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

Email: _____

Application is hereby made to appear before the Site Plan Review Committee for the following above described project:

I, (we) _____, holder(s) of legal title to the property, authorize the filing of this application.

Signature(s)

Date: _____

Date: _____

Address: _____

Phone No. _____

City, State: _____

Fax No. _____

For Office Use:

Site Plan Review Date: _____

Comments Mailed: _____

Revised Plan Received: _____

Plan Approved: _____

Comments: _____

Dated Received

Development Type _____

Site Plan Number _____

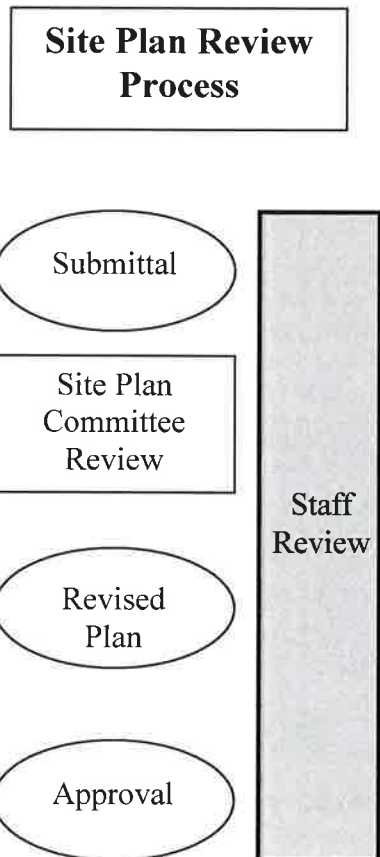
Payment: _____

Receipt No.: _____

SITE PLAN REVIEW PROCESS

Site Plan Review Committee meetings are schedule every Thursday afternoon at 1:30 p.m. in the Andrew Jackson Conference Room of the Hood Building, located at 200 President St., Jackson, MS. In order to be placed on the next week’s agenda you must submit your application and the required drawings to the Land Development Division Office, Room 204, Hood Building **on or before noon on Wednesday**. Failure to submit complete information may delay processing of your application.

Please complete the form with all applicable information and return the application along with **twelve (12) copies** of your Site Plan Drawings, a legal description and the fee to the Land Development/Zoning Division, Room 204, S. President Street.



- The application fee is \$301 for the first acre plus \$3.00 for each additional acre.
- The application fee for a vacation of a street or alley is \$151.
- Public Access Gate fee is \$301 plus \$60 per sign to be posted. (*additional \$70 fee per sign is charged for unreturned signs*) *Gate Renderings/Elevations are also required *
- The application fee for the placement of a mobile/manufactured dwellings, mobile/manufactured commercial buildings, retail stands, and concession trailers is \$210.00 and six (6) month renewal fee of \$110.00 for manufactured homes, trailers, or portable buildings. A Site Plan drawn to scale to show:
 - (a) Property boundary lines and dimensions, available utilities, and location of easements, underground petroleum storage tanks and aboveground dispensing facilities, where applicable, roadways, rail lines, and public rights-of-way crossing adjacent to the subject property.
 - (b) The location of any existing buildings or structures on the site.

➤ **Mobile/manufactured dwellings or mobile/manufactured commercial buildings** must have proper utilities and sewage connections before the unit is occupied. Upon failure to actually make such connections within 24 hours of the placement, the building inspector is authorized to cancel the permit and institute proceedings for the removal of such unit.

Upon Site Plan Review Clearance, the applicant must notify, by certified mail, all property owners within 160 feet of the subject property and all neighborhood organizations within 1,000 feet, exclusive of streets and rights-of-way, informing them of the date, time, and place when the application will be considered by the City Council. The notice shall be mailed at least 15 days prior to the city council considering the application. The certified mail receipts must be submitted along with a copy of the notification letter prior to the processing of the application for City Council review. **A Sample Notification Letter is provided and listing of the dates for the City Council Hearing is attached.**

The contact information for the Site Plan Review Committee members is attached. Please contact the Chair of the Committee and/or the respective member for the specific information relative to their review comments.

If you are requesting a pre-development or concept plan meeting for the purpose of gathering information from members on the Site Plan Review Committee prior to finalizing your drawings, please complete the application and return it along with twelve (12) copies of your proposed development site plan (no details or drainage calculations are required). No fee is required for a concept plan submittal or conference.

All new construction and major reconstruction of commercial, industrial, institutional and multi-family requires site plan review as well as certain other uses that fall within the following categories:

- Any structure in excess of forty-five (45) feet.
- Public utilities facilities and structures
- Public Access Gates
- Any building to be used as a restaurant, nightclub, adult entertainment establishment
- Commercial communication towers
- Campus or multiple buildings on one site
- Any building to be used as a convenience type grocery store
- Service station conversions
- Modular commercial buildings
- Produce Stands
- Any use that has been approved by the City Council as a "Use Permit"
- Any use located within a UV, NMU-1, UTC, CMU-1, C-4 and/or C1A zoning district.

SITE PLAN REVIEW PLANS

The Site Plan review plans must include the following information:

- Sheet 1: Survey of existing site and vicinity map (what is on the ground now?)**
- Sheet 2: Site Plan of proposed on & off-site improvements (*include all Signs, Sizes & Locations*)**
- Sheet 3: Landscaping Plan**
- Sheet 4: Utility Plan**
- Sheet 5: Erosion Control Plan (*exclude for Public Access Gates*)**
- Sheet 6: Grading and Drainage Plan (*exclude for Public Access Gates*)**
- Sheet 7: Elevations (if changes are made) (*Public Access Gates included*)**

Existing Survey: The Site survey shall include a legal description of the property, all property lines, existing contour lines, all existing utility lines with sizes indicated, any easements on the property; all existing structures, driveways, curb cuts, etc; existing trees and sizes of each and any other relevant material. A Class A or B survey is preferred. The name of the property owner, an engineer or survey's seal should appear on this page. A vicinity map can be included on this page or on the cover.

Site Layout Plan: This plan must show the date and scale, north arrow, all property lines, setback lines, adjacent street names, proposed structures with dimensions and square footage, existing structures to remain, parking spaces or lots and drive ways with dimensions, New and existing streets should be shown. Do not place contour lines on this sheet!

Landscape Plan: Date and scale, north arrow, all property lines, all proposed structures, all existing planting details for trees, shrubs, and groundcover; designation of areas to be sodded with type of sod indicated, designation of areas to be seeded with type of seed and application fee.

Utility Plan: All existing and proposed water and sewer lines with sizes indicated (domestic and main); location, size, and type of backflow preventers, location and size of existing and proposed water meters, proposed irrigation lines with separate water meter, dedicated fire lines with size indicated and backflow preventer, locations of all existing and proposed fire hydrants and size of water line that services each hydrant.

Erosion Control Plan: Layout of proposed improvements to the site including buildings, location of silt fencing, silt fence installation details, maintenance plan, protection at all storm drain inlets, written storm water management plan.

Grading and Drainage Plan: Existing and proposed contours; all drainage ditches, swales, and drainage structures; locations, sizes, types of all underground storm drainage pipes. Drainage calculations should be placed on this sheet or on a separate sheet of paper.

Elevations/Renderings Plan: Show all four (4) sides of any and all proposed structures on the site. Provide colored pictures or drawings with details to include materials, finishes & surface types.

Public Access Gate Plan: Include any & all Subdivision or Neighborhood Plats to be included in the gating process, complete with parcel numbers and/or physical addresses. Also include a map/list of all applicant properties who have filed for Homestead Exemption.

Jackson, Mississippi is located on the edge of USDA plant zone 7b and 8a. As such, plants should be able to tolerate temperatures as low as minus 75 degrees Fahrenheit. Sustainable plants refer to native and/or naturalized plants that perform well with little or no spraying, fertilization or supplemental watering. The following list is not totally inclusive of all sustainable plants, but is a list of plants commonly available at most nurseries and garden centers. Any plants used that are not found on this list will be considered upon review of the landscape plan.

Abelia species – Abelia
Acer rubrum – Red Maple
Aspidistra elatior – Cast Iron Plant
Berberis thunbergii – Japanese Barberry
Buxus microphylla – Japanese Boxwood
Cercis Canadensis – Eastern Redbud
Chaenomeles speciosa – Flowering Quince
Cornus florida – Flowering Dogwood
Cortaderia selloana – Pampas Grass
Elaeagnus pungens – Elaeagnus
Eunonymus alatus – Winged Euonymus
Forsythia x intermedia – Forsythia
Fraxinus pennsylvanica – Green Ash
Ginkgo biloba – Ginkgo
Hemerocallis fulva – Dalily
Hydrangea quercifolia – Oakleaf Hydrangea
Iris species – Iris
Ilex cassine – Dahoon Holly
Ilex cornuta – Chinese Holly
Ilex crenata – Japanese Holly
Ilex decidua – Possumhaw Holly
Ilex vomitoria – Yaupon Holly
Jas,imum floridum – Florida Jasmine
Lagerstroemia indica – Crape Myrtle
Lantana species – Lantana
Liriodendron tulipifera – Tuliptree
Liriope species – Liriope
Magnolia Species – Magnolia
Mahonia bealei – Leatherleaf Mahonia
Myrica serifera – Wax Myrtle
Nandina domrstica – Nandina
Pinus taeda – Loblolly Pine
Pittosporum species – Pittosporum
Quercus species – Oak
Raphiolepis indica – Indian Hawthorne
Sabal minor – Dwarf Palmetto
Taxodium distichum – Bald Cypress
Trachelospermum species – Jasmine
Ulmus species – Elm
Viburnum species – Viburnum
Yucca species - Yucca

Site Plan Review Committee

Joseph Warnsley	Chairperson , Site Plan Review Committee Committee Coordinator jwarnsley@city.jackson.ms.us	(601) 960-2253 <i>Zoning</i>
Biqi Zhao	Land Use/ Design Guidelines bzhao@city.jackson.ms.us	(601) 960-2006
Jerry Woods	Building Permits/ Code Services jwoods@city.jackson.ms.us	(601) 960-1159 (601) 960-1157
Charles Williams	Drainage Engineering & Grading Permit cwilliams@city.jackson.ms.us	(601) 960-2352
Fire Marshall Office <i>This One Rotates</i>	Captain Jacqueline Moore jmoore@city.jackson.ms.us	(601) 960-2018
Eric Jefferson	Flood Control Ordinance rlee@city.jackson.ms.us	(601) 960-2004
Robert Lee	Traffic Engineering rlee@city.jackson.ms.us	(601) 960-1651 (601) 960-1656
Dana Sims	City Legal dsims@city.jackson.ms.us	(601) 960-1799
Terry Coleman	Signs and License tcoleman@city.jackson.ms.us	(601) 960-1154
Anthony Harkless	Consent Decree aharkless@city.jackson.ms.us	(601) 960-1199
Engineering	Final Subdivision Plats & Construction Drawings	(601) 960-1651
Tim Cage	Water & Sewer Utilities tcage@city.jackson.ms.us / jrusling@city.jackson.ms.us	(601) 960-1655
Janet Rustling	jrusling@city.jackson.ms.us	(601) 960-2043
Charles Williams	Storm Water cwilliams@city.jackson.ms.us	(601) 960-1967