

# City of Jackson Site Plan Review Application

Date: \_\_\_\_\_ Project Title: \_\_\_\_\_

Attached is a: Concept Plan: \_\_\_\_\_ Site Plan: \_\_\_\_\_ Revised Plan: \_\_\_\_\_

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

Location 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: \_\_\_\_\_  
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.

**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: \_\_\_\_\_

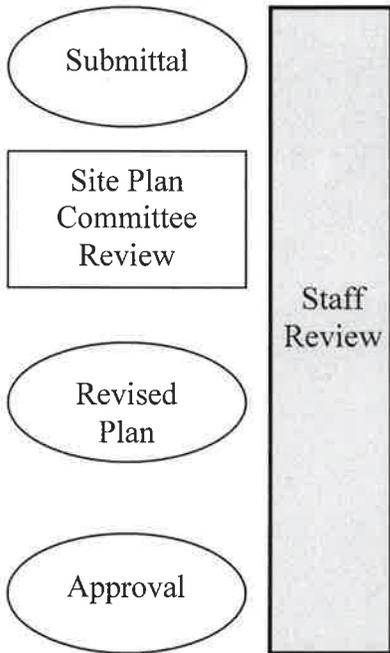
Receipt No.: \_\_\_\_\_

**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, South President Street.

**Site Plan Review Process**



- The application fee is \$301.00 for the first acre plus \$3.00 for each additional acre.
- The application fee for a vacation of a street or alley is \$151.00
- 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 eleven (11) 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
- 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-site and off-site improvements**

**Sheet 3: Landscaping Plan**

**Sheet 4: Utility Plan**

**Sheet 5: Erosion Control Plan**

**Sheet 6: Grading and Drainage Plan**

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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 structures to remain, parking and driveway layout, location and size of all paved and landscaped areas in square feet; the location, size, number, and botanical or common name of proposed landscape material; 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.

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 Hawthrone  
*Sabal minor* – Dwarf Palmetto  
*Taxodium distichum* – Bald Cypress  
*Trachelospermum* species – Jasmine  
*Ulmus* species – Elm  
*Viburnum* species – Viburnum  
*Yucca* species - Yucca

### Site Plan Review Committee

<b>Joseph Warnsley</b>	<b>Chairperson</b> , Site Plan Review Committee Committee Coordinator <a href="mailto:jwarnsley@city.jackson.ms.us">jwarnsley@city.jackson.ms.us</a>	<b>(601) 960-2253</b> <i>Zoning</i>
Biqi Zhao	Land Use/ Design Guidelines <a href="mailto:bzhao@city.jackson.ms.us">bzhao@city.jackson.ms.us</a>	(601) 960-2006
Kenneth Taylor	Building Permits/ Code Services <a href="mailto:ktaylor@city.jackson.ms.us">ktaylor@city.jackson.ms.us</a>	(601) 960-1159 (601) 960-1157
Charles Williams	Drainage Engineering & Grading Permit <a href="mailto:cwilliams@city.jackson.ms.us/">cwilliams@city.jackson.ms.us/</a>	(601) 960-2352 (601) 960-1965
Johnathan Yeager	<a href="mailto:jyeager@city.jackson.ms.us">jyeager@city.jackson.ms.us</a>	
Fire Marshall Office <b><i>This One Rotates</i></b>	Captain Jacqueline Moore <a href="mailto:jmoore@city.jackson.ms.us">jmoore@city.jackson.ms.us</a>	(601) 960-2018
Robert Lee	Flood Control Ordinance <a href="mailto:rlee@city.jackson.ms.us">rlee@city.jackson.ms.us</a>	(601) 960-1651 (601) 960-1656
Biqi Zhao	Land Use/ Design Guidelines <a href="mailto:bzhao@city.jackson.ms.us">bzhao@city.jackson.ms.us</a>	(601) 960-2006
Robert Lee	Traffic Engineering <a href="mailto:rlee@city.jackson.ms.us">rlee@city.jackson.ms.us</a>	(601) 960-1651 (601) 960-1656
James Caldwell	<a href="mailto:jcaldwell@city.jackson.ms.us">jcaldwell@city.jackson.ms.us</a>	(601) 960-1529
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Tim Cage	Water & Sewer Utilities <a href="mailto:tcage@city.jackson.ms.us/">tcage@city.jackson.ms.us/</a>	(601) 960-1655
Janet Rustling	<a href="mailto:jrusling@city.jackson.ms.us">jrusling@city.jackson.ms.us</a>	(601) 960-2043
Kodi Chambliss	Storm Water <a href="mailto:kchambliss@city.jackson.ms.us">kchambliss@city.jackson.ms.us</a>	(601) 960-1651
Dana Sims	Legal <a href="mailto:dsims@city.jackson.ms.us">dsims@city.jackson.ms.us</a>	(601) 960-1799