

City of Jackson Site Plan Review Application

Date: _____ **Project Title:** _____

Attached is a: Concept Plan: _____ Site Plan: _____ Revised Plan: _____

<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 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: _____
 *Retail Stand: _____ sq. ft. *Concession Trailer: _____
 sq. ft.
 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.

***Upon Site Plan Review clearance, the applicant must complete a Permit Placement Application for submission to the City Council and provide notice to all property owners and neighborhood associations as indicated on the Notification Form Letter.**

Information requested on this Application **MUST** be submitted. Incomplete plans **WILL NOT** be accepted. The accuracy of the information submitted is the responsibility of the applicant.

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: Comments Mailed: _____

Revised Plan Received: _____

Plan Approved: _____

Comments: _____

Dated Received

Development Type _____

Site Plan Number _____

Payment: _____

Receipt No.: _____

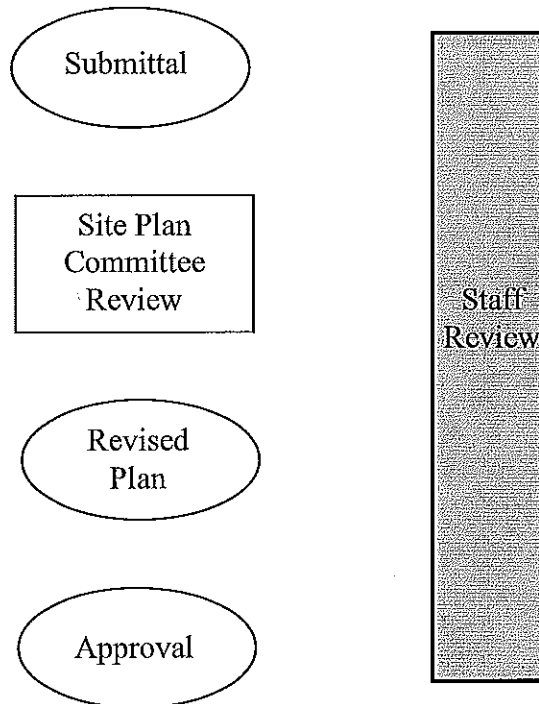
SITE PLAN REVIEW PROCESS

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, Warren 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.

- 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.

Site Plan Review Process



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.

Site Plan Review Committee reviews Site Plans based on the City's Zoning Ordinance, Landscape Ordinance, Sign Ordinance, Citywide Design Guidelines and other related ordinances or manuals adopted by the Jackson City Council. A digital copy of these documents can be downloaded from the Department of Planning and Development's website and a hard copy can be obtained through the Zoning office with an appropriate fee. 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:

- Adult entertainment establishments.
- All development to be located within C-4, Central Business District; UV, Urban Village District; UTC, Urban Town Center District; NMU-1, Neighborhood Mixed Use, Pedestrian Oriented; CMU-1, Community Mixed Use, Pedestrian Oriented; High Street Overlay District; Fondren/North State St. Overlay District; and Zoo/West Capital Street Overlay District.
- Any "action" as defined under Zoning Ordinance, Section 706.11-B within the Corridor 80 (C80) District.
- Any building to be used as a convenience type grocery store.
- Any building to be used as a restaurant, nightclub, adult entertainment establishment.
- Any structure in excess of forty-five (45) feet.
- Any use that has been approved by the City Council as a "Use Permit".
- Bank with drive-through windows.
- Campus or multiple buildings on one site.
- Commercial communication towers.
- Convenience type grocery stores.
- Demolitions and redevelopment within C-1A Districts.
- Developments of five (5) acres or more.
- Fast food restaurants with drive-through windows.
- Modular commercial buildings.
- Multi-family development including condominiums.
- Other special cases and projects that may be brought to the Committee's attention by the City Council, the Planning Director, Zoning Administrator, or Planning Board.
- Planned Unit Developments.
- Produce stands.
- Public utilities facilities and structures.
- Residential subdivisions or re-subdivisions of property.
- Service station conversions.
- Substantial remodeling or addition that affect existing off-street parking, change the land use of the building(s) involved, or increase the square footage of existing non-residential structures fifteen (15) percent or more.

The following list is provided as a general list of design issues that should be addressed by a designer in developing a project requiring Site Plan Review Committee approval. While the Checklist attempts to be comprehensive in identifying a wide range of specific issues that reflect the policies established in the Site Plan Review Program, it should not be used in place of the guidelines or be used to define the limits of review by the Site Plan Review Committee. The Checklist has been prepared to let the developer/designer know what the City will be looking for in review of a site development plan. The Site Plan review plans must include the following information:

CHECKLIST

- One completed and signed application form.
- Non-refundable Site Plan Review filing fee must accompany application.
- A legal description of the property.
- Submittal of twelve (12) sets of all required drawings prepared as follows with full size of Survey, Site Plan, Utility Plan, Erosion Control Plan, and Grading and Drainage Plan. Landscaping Plan and Elevations should be colored and each size should be 11" x 17" minimum.

GENERAL REQUIREMENTS

- Drawings shall be neat and clearly labeled.
- Each sheet should contain the name, address and telephone number of the firm preparing the plan(s), name of applicant, project location, scale, and date of preparation.
- All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

PRESENTATION MATERIALS

- One digital copy of full set of plans (PDF preferred) via CD, Flash Drive or Email is required.
- Examples of all exterior colors and textures of exterior building materials securely mounted on a maximum 11" x 17" size "foamcore" board (if required).
- Colored drawings (elevations, signs, landscape plan, and rendering) are required.
- A perspective rendering (2 point) placed on the front cover representing the major structure elevation and site characteristics (if required).
- Site development model (if required).

REQUIRED DRAWINGS/PLANS

- 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:** Elevations
- Sheet 5:** Utility Plan
- Sheet 6:** Erosion Control Plan
- Sheet 7:** Grading and Drainage Plan

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.

Elevations: All exterior building and accessory structure facades drawn to a scale sufficient to evaluate the design, color, building materials, building height of the project. Elevations should be labeled as North, South, East, and West and to correspond to site plan. Materials and colors of all exterior surfaces and features specified. Elevations of decorative walls or screens with height, material, and color designated. Elevations of exterior mechanical equipment and proposals for screening (to include type of material and color), including electrical and gas connections, electrical transformer, solar panels, meter boxes, and irrigation backflow devices. Sign information showing location, size (dimensioned) materials, colors, and lighting type for all signs including directional signs.

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

Joseph Warnsley	Chairperson, Site Plan Review Committee Committee Coordinator jwarnsley@city.jackson.ms.us	(601) 960-2253 Zoning Land Use
Kenneth Taylor	Building Permits/ Code Services ktaylor@city.jackson.ms.us	(601) 960-1159
Charles Williams	Drainage Engineering & Grading Permit cwilliams@city.jackson.ms.us	(601) 960-2352
Fire Marshall Office	Chief Alexander	(601) 960-2018
Robert Lee	Flood Control Ordinance rlee@city.jackson.ms.us	(601) 960-1651
Akili Kelly	Landscaping akelly@city.jackson.ms.us	(601) 960-1900
Robert Lee	Traffic Engineering rlee@city.jackson.ms.us /	(601) 960-1651
James Caldwell	jcaldwell@city.jackson.ms.us	(601) 960-1194
Terry Coleman	Signs and License tcoleman@city.jackson.ms.us	(601) 960-1154
Engineering	Final Subdivision Plats & Construction Drawings	(601) 960-1651
John Thompson	Water & Sewer Utilities jthompson@city.jackson.ms.us	(601) 960-2041
Leroy Lee	Storm Water llee@city.jackson.ms.us	(601) 960-2332