

City of Jackson Site Plan Review Application

Date: _____ Project Title: _____

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

Applicant:	Plans prepared by:
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Mobile: _____	Mobile: _____
E-mail: _____	E-mail: _____

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: Comments Mailed: _____

Revised Plan Received: _____

Plan Approved: _____

Comments:

Dated Received

Development Type _____

Site Plan Number _____

Payment: _____

Receipt No.: _____



CITY OF JACKSON, MISSISSIPPI
Site Plan Review Committee
Stormwater Information Form



This form is not needed if there is no outside work.

Contact Contractor Designer Developer Entrepreneur Owner Please check all that apply.

1. Contact Person: _____ 2. Title: _____
 3. Company: _____ 4. Address: _____
 5. City, State Zip: _____ 6. Phone: _____ - _____ - _____ (Mobile/Office)
 7. Fax Number: _____ - _____ - _____ 8. email: _____

Physical Plans need erosion controls and drainage (details for both) and existing & new grading and layout.

8. Project Address (Street): _____
 9. Is a creek or tributary within 150 feet of the project? No. Yes (Creek Name: _____)
 10. Project Areas (acres): Total _____; Disturbed _____; Impervious: Existing _____ Proposed _____
 (If the disturbed area is 1 acre or more attach the SWPPP and MDEQ Notice of Intent. If this is a reduction in the impervious area items 12 and 13 are not needed. If the disturbed area is less than 2000 square feet items 11, 12, and 13 are not needed.)
 11. Runoff Direction (check all that apply): N, NE, E, SE, S, SW, W, NW

Effect If storage is needed show the basin(s), structures, details, and elevations with contours on the plans.

12. 100 year, 24 hour storm runoff: Existing: _____ CFS; Proposed: _____ CFS; Change: _____ CFS
 13. The storage volume needed to keep the storm runoff's increase under 1 CFS is _____ CF.

Certification

I hereby certify that I am competent to complete this form and the information in this form was prepared by myself or under my direct supervision and that the information is true, complete, and accurate to the best of my knowledge. I also understand that no changes or deviations will be made without the prior consent and approval of the City of Jackson, Department of Public Works.

 Signature (MS licensed engineer needed for items 12 & 13.)

STAMP HERE

 Typed Name; MS PE Registration Number or N/A; Date

Email: _____ Phone: _____ - _____ - _____

Submittal

Submit the hard copies to:
 Department of Planning & Development
 Attn: Site Plan Review Committee Chair
 200 S. President Street, Suite 204
 Jackson, MS 39201

Submit the soft copy to:
 aharkless@jacksonms.gov

Copies of design documents and calculations used to complete this form must be kept 10 years from the date of approval and delivered at no cost to the City of Jackson (COJ) when requested by the COJ. If you have questions please contact Anthony Harkless at aharkless@jacksonms.gov or 601-960-1651.

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.

Site Plan Review Process



- 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 * (see page 5 for additional information for public access gate)
- 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.

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.

➤ **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.**

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 a Parcel Map with any & all Subdivision or Neighborhood Plats to be included in the Gated Area complete with parcel numbers and/or physical addresses. *8 1/2' x 11' Parcel Maps with parcel numbers may be obtained from the Hinds County Tax Assessor's Office, Hinds County Chancery Court Building, 316 South President Street or if you have internet access you may go to the following website: www.co.hinds.ms.us/pgs/apps/landroll_query.asp . Go to "View Map" at the top right corner of the page. **Please make sure that all properties within the "Gated Area" are shown on one map. A legal ad notifying the public of the proposed Public Access Gate(s) will be prepared for the applicant by the Site Plan Chairperson. The Site Plan Chair will submit the ad to the newspaper for publishing to be ran twice. The newspaper agency will send the invoice for the legal ad to the applicant.** PLEASE SHOW THE EXACT LOCATION FOR THE PROPOSED GATE WHEN SUBMITTING YOUR APPLICATION.

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 <i>Zoning/ Land Use</i>
Jordan R. Hillman	Design Guidelines jhillman@city.jackson.ms.us	(601) 960-1993
Jerry Woods	Building Permits/ Code Services jwoods@city.jackson.ms.us	(601) 960-1157 (601) 960-1159
L Quinn Braboy	Drainage Engineering & Grading Permit qbraboy@city.jackson.ms.us	(601) 960-1194
Fire Marshall Office <i>This One Rotates</i>	Captain Elliot Holmes eholmes@city.jackson.ms.us	(601) 960-1288
Robert Lee	Flood Control Ordinance rlee@city.jackson.ms.us	(601) 960-1651 (601) 960-1656
Robert Lee	Traffic Engineering rlee@city.jackson.ms.us	(601) 960-1651 (601) 960-1656
Chandra C. Gayten	City Legal cgayten@city.jackson.ms.us	(601) 960-1012
Terry Coleman	Signs and License tc Coleman@city.jackson.ms.us	(601) 960-1154
Engineering	Final Subdivision Plats & Construction Drawings	(601) 960-1651
L Quinn Braboy	Water & Sewer Utilities & Storm Water qbraboy@city.jackson.ms.us	(601) 960-1194
Angel Ray	FOG Program aray@city.jackson.ms.us	(601) 960-1087



Public Access Gate Contact

REMINDER: PLEASE SHOW THE EXACT LOCATION FOR THE PROPOSED GATE WHEN SUBMITTING YOUR APPLICATION.

Neighborhood: _____ Public Access Gate #: _____

(Primary Contact)

Name: _____ Telephone # (Home): _____

Home Address: _____ Zip Code: _____

Email Address: _____ Telephone # (Cell): _____

Gate Location(s): _____

(Secondary Contact)

Name: _____ Telephone # (Home): _____

Home Address: _____ Zip Code: _____

Email Address: _____ Telephone # (Cell): _____

**STATE OF MISSISSIPPI
COUNTY OF HINDS**

Personally came and appeared before me, the within named: _____

signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledged to me that they are the owner(s) of the subject property as described in this Zoning Action Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the _____ day of

_____, 20_____.

MY COMMISSION EXPIRES:

NOTARY PUBLIC
