

SITE PLAN REVIEW APPLICATION

City of Horn Lake
Planning Department
3101 Goodman Road, W
Horn Lake, MS 38637
Phone: 662-342-3559
Fax: 662-342-3485

Incomplete applications will not be processed. Due date is the 1st working day of the month. The Technical Review Committee reviews applications prior to the Planning Commission hearing. Planning Commission hearings are the last Monday of the month unless otherwise announced. Applicants or their representative should be in attendance at both meetings.

Site Plan Review Fee: **\$200**. Submit the \$200 fee and required plans in accordance with the requirements of Section IV.

Applicants and their architect/designer should be in attendance at the Planning Commission Meeting held the first Monday of each month.

Site plan review and approval by the Planning Commission is required for:

- All new buildings and building additions, including, but not limited to duplexes, multi-family, townhouses, office, retail and service, warehousing and manufacturing.
- Site Alterations including the construction of driveways, loading areas, and parking areas.
- Any use requiring a Conditional Use Permit

I. SITE LOCATION, DESCRIPTION AND PROPOSED USE

Legal Description: Lot(s) _____ of Block _____ of _____ Subdivision

Address: _____ Located _____ (ft) from the intersection of _____ street and _____ street on the east/west/north/south side of _____ street.

Tax Parcel Number: _____

Current Zoning of Property: _____ Proposed Zoning: _____

Frontage: _____ Depth: _____ Total sq. ft. of site: _____

Proposed Land Use: _____

Flood Map Classification: _____ Number of Existing Trees: _____

Wetlands Area: _____

For Official Use Only:

Fees: _____ Receipt No.: _____

Date: _____ Zoning Verified: _____

Sketch: _____ Preliminary _____ Final _____

II. ENGINEER OR DESIGNER

Name: _____
Address: _____

Phone: _____ Fax: _____
E-Mail: _____

III. DEVELOPER OR BUILDER

Name: _____
Address: _____

Phone: _____ Fax: _____
E-Mail: _____

IV. PROPERTY OWNER(S) INFORMATION, DECLARATION AND SIGNATURE(S)

I (We) as the undersigned owner(s) of the herein described property submit the attached subdivision plat for review by the Planning.

I (we) further verify that information submitted as a part of this application is true and correct to the best of my (our) knowledge and that all material facts relative to this property and the proposed development have been revealed.

Name: _____
Address: _____

Phone: _____ Fax: _____
E-Mail: _____

Signature of Owner Date

Signature of Owner Date

V. SITE PLAN INFORMATION REQUIRED

Site Plans shall be drawn to a scale of not less than one hundred (100) feet to the inch and shall include a title block and north arrow on each sheet. Eleven (11) collated sets of the following are required:

Sheet One – Vicinity Map

Name of development, phase number, developer/owner, engineer, section, township and range, acreage, and zoning.

Sheet Two – Existing Survey

Boundary description, including area, bearings and dimensions of all property lines; tie in dimension from property corner to nearest existing street(s) and to section corner; location of all major tree growth; existing buildings, drives and improvements to the site; existing tree masses, streams, floodplain, and other natural features and locations and types of existing easements.

Sheet Three – Topography, Grading and Drainage Plan

Show existing contours in a maximum five (5) feet intervals. Grading plan, SWPP, and drainage plan with calculations

Sheet Four – Proposed Development Plan

The location, arrangement and dimensions of

- a. Streets and driveways;
- b. Parking areas including number of off-street parking spaces and handicapped spaces, dimensions of parking aisles
- c. Existing and Proposed Utilities and easements;
- d. Sidewalks and other pedestrian or bicycle rights-of-way
- e. Buildings, including proposed land use; height and total square footage; and set backs
- f. Off-Street Loading areas, dumpster areas

Sheet Five – Proposed Landscaping, Buffering, Screening, and Open Space Plan

Location of all groundcover, trees, shrubs, fences, and landscaping elements including species, size (height, not gallon), width of buffers; location of irrigation, type and height of fencing, loading areas and dumpster screening. Must also include a means of dedication of common open space areas and organization arrangements for the ownership, maintenance and preservation of such spaces.

Sheet Six – Building Plans

Building plans submitted with Site Plan approval applications shall include the following items:

- a. Floor Plan of proposed building
- b. Building Elevations depicting finished exterior building materials and colors

Cross Sections and Illustrations Required

Streets and paving; stormwater, and drainage facilities: BMPs; handicapped parking; queuing lanes for drive-through windows.