

**CITY OF SOUTHAVEN
AMENDMENT TO PLANNED UNIT DEVELOPMENT**

TO THE SOUTHAVEN PLANNING COMMISSION:

As owner, agent or attorney (indicate which), it is requested that the property located in Southaven, Mississippi, described as follows: (include location and size of property and address if available)

What type of amendment is being requested?

Addition of land to existing PUD _____

Amendment to PUD text _____

Revision to PUD design _____

Explain:

OWNER

APPLICANT

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Date: _____

Date: _____

EACH APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:

- A. An outline plan drawn to a scale of not less than one inch equals one hundred feet (1"=100') or a larger scale suitable to the size of development if approved by the Office of Planning and Development. The plat shall be drawn on a sheet twenty by twenty-four inches (20"x24").**

The outline plan shall include, at a minimum, the following information:

- 1. Boundary description, including area, bearings and dimensions of all property lines;**
- 2. The locations of existing roads with both the existing and proposed rights-of-way from centerline and the proposed points of ingress to and egress from the site;**
- 3. The location of all major tree growth. Major tree growth shall be defined as trees greater than six (6) inches in diameter at breast height (4 feet above the ground);**

4. Proposed locations for on-site detention of storm water, if necessary, and in accordance with the city storm water drainage policy;
5. Vicinity map, north arrow and scale (graphically and numerically);
6. Tie in dimension from property corner nearest to existing street(s) and to section corner;
7. Locations and types of existing easements, including instrument numbers, and proposed utilities easements.
8. The title block, including the unduplicated name of the planned unit development, Engineer's and Developer's names, total acreage, date of draft/revision;
9. Individual parcel numbers/letters, the amount of acreage on each (and designated use, if applicable)
10. Required landscape plats (shown on the plan graphically and in cross section)
11. A metes and bounds legal description of the entire property to be rezoned.

B. Text presenting the following information:

1. Proposed land uses and population densities
2. Proposed primary circulation pattern;
3. Proposed parks and playgrounds
4. Delineation of the units or phases to be constructed, together with a proposed timetable;
5. Proposed means of dedication of common open space areas and organizational arrangements for the ownership, maintenance and preservation of common open space;
6. Relation to the comprehensive plan and to land uses in the surrounding area;
7. Estimates of traffic volumes generated by the completed project.

C. A cover letter in support of the request. It is the policy of the City of Southaven that all rezoning conform to the policies and Land Use Map of the Comprehensive Plan. The state of Mississippi recognizes three primary reasons for changes in zoning after a Comprehensive Plan has been adopted:

1. A demonstrated public need (the Comprehensive Plan is based upon public need)
2. That the zoning as established therein was in error when enacted. If this is your position, list your reasons;
3. That there have been changes in the area of significant nature as to warrant a change in the existing zoning. The burden of proof is upon the applicant. Itemize. Use photographs, charts or other data to support your argument.

D. An affidavit attesting to the signatures of all owners of record must accompany this petition for rezoning. The affidavit must be sworn to before a notary public or other appropriate official.

- E. Two (2) collated copies and one digital copy (JPEG,dwg, PDF, etc.) of the application, boundary survey, legal description, vicinity map, cover letter, outline plan, text and list of surrounding property owners shall be filed with the Office of Planning and Development.**

- F. Application fee: \$500.00, five (5) acres or less plus \$50.00 each additional acre or thereof. Maximum of \$4000.00.**

- G. Posting of site as directed in attachment.**

Signature of Applicant

Date Received

AFFIDAVIT

WITNESS THE SIGNATURES of the owners of the subject property, on this, the _____ day of _____, A.D., _____.

Property Owner(s)

Property Owner(s)

STATE OF MISSISSIPPI

COUNTY OF DESOTO

Personally came and appeared before me, the within named:

They 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 acknowledge to me that they are the owners of the property described in Paragraph One (1) of the foregoing Petition to Change Zoning.

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

Notary Public

MY COMMISSION EXPIRES:

SITE POSTING

The City of Southaven now requires site posting for rezoning, PUD amendments, conditional use permits and variances. Site posting instructions are as follows:

1. Post site at least 15 days prior to date of first public hearing. Maintain posting until final City of Southaven Board of Aldermen hearing. Remove following City Board decision.
2. You may use the sign vendor of your choice.
3. **Fifteen days prior to hearing** send to Planning Office:
 - Copy of contract with vendor
 - Notarized affidavit of posting
 - Photo of sign posted on site

SITE POSTING SPECIFICATIONS

<p>CITY OF SOUTHAVEN (1" letters) PUBLIC NOTICE (1" letters)</p> <p>ZONING HEARINGS (4: letters) City Hall (1" letters) 8710 Northwest Drive (1" letters) Southaven, MS 38671 (1" letters)</p> <p>PLANNING COMMISSION: (TIME AND DATE) (1 ½" LETTERS)</p> <p>BOARD OF ALDERMEN: (TIME AND DATE) (1 ½" LETTERS)</p> <p>REQUEST: (1" LETTERS)</p> <p>LOCATION: (1" LETTERS)</p> <p>APPLICANT: (1 ½" LETTERS)</p> <p>PHONE NUMBER: (1 ½" LETTERS)</p> <p>Case File Available at City of Southaven (2" letters) 662-393-0111 (2" letters)</p> <p>Posting Date: (1" letters)</p> <p>Penalty for removing or defacing sign prior to date of last hearing. (1" letters)</p>
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1. 4 x 4 in size.
2. Laminated plywood or MDO board
3. Front, back and all edges painted with two coats of cardinal red acrylic exterior enamel.

4. White letters sized per above (decals).
5. Sign attached with 6 screws to 2 -4" x 4" x 8' poles.
6. If the provisions of this policy are not met, the application shall be tabled or denied.

AFFIDAVIT OF POSTING

PROJECT NAME _____

LOCATION _____

SITE	POSTING	DATE

APPLICANT _____	NAME:
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In order to provide adequate notice to interested parties, the APPLICANT for shall erect, not less than fifteen calendar days prior to the date of public hearing, notice of the date, time and place of each public hearing and a summary of the request. Such notice will be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. **IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND TO MAINT THE NOTICE ON THE SUBJECT PROPERTY** until final disposition of the case. The Planning Director shall determine the number of location of notices.

I confirm that the site has been posted as indicated by the Planning Director for the case as listed above. Polaroid pictures of site posting have been submitted.

 Applicant Signature

Date

This instrument was acknowledge before me this ____ day of _____,
 _____ by

_____. In witness whereof I hereunto set my hand and official seal.

 Notary Public

My commission expires _____

Return completed, notarized affidavit AND pictures to the Office of Planning and Development AT LEAST 15 DAYS PRIOR TO PLANNING COMMISSION HEARING.

Office of Planning and Development
8710 Northwest Dr.
Southaven, MS 38671
(662) 393-0111