

City of Southaven

Application for Site Plan Review

TO THE SOUTHAVEN PLANNING COMMISSION:

As owner, developer or agent (indicate which) approval is requested for site plans submitted for the development of property located at:

Identify/describe the proposed use for the property at the property indicated above:

Name, address, and telephone number of property owner/owners:

Name, address, and telephone number of applicant:

Fees: Existing structures.....\$50.00
New Construction.....\$150.00 for five (5) acres or less
plus \$15.00 each additional acre of portion thereof.

Signature of Applicant

Date of Submittal

Fee Total _____ Check _____ Cash _____ Receipt # _____

Received by _____

TWO COLLATED copies of the plans (18" x 24" maximum) folded to 8 ½" x 11", shall be submitted with two paper copies of this application and a digital copy. **TWO COLLATED** copies are required for apartments and designated corridor areas. (Apartment and designated corridor area applications must also be submitted to the Mayor and Board of Alderman for final approval. Said meeting will be held on the third Tuesday night of the month following the Planning Commission hearing.)

- (1) Site Plan Information: A site plan with supporting data shall be prepared and submitted to the planning commissioner, drawn to scale of not less than one hundred (100) feet to the inch and shall include the following information.
 - a. Boundary lines and description of the property, including area, bearings and dimensions of all property lines.
 - b. Tie in dimension from property corner to nearest existing street(s) and to section corner.
 - c. Locations and types of existing and proposed utilities and easements.
 - d. The location of points of ingress to and egress from the site with all dimensions;
 - e. The location of proposed curbs, gutters and sidewalks including dimensions;
 - f. The location of all major existing tree growth. Major tree growth shall be defined as trees greater than six (6) inches in diameter at breast height.
 - g. Existing tree masses to remain, streams, floodplain and other natural features;
 - h. Vicinity map
 - i. Title block, including name of development, phase number, developer/owner, engineer, section, township and range, acreage, zoning;
 - j. Location/footprint of proposed buildings, including height in stories and feet, floor area ratio, and total floor area
 - k. Parking space areas, dimensions and number of spaces (if applicable), dimensions of all bufferyard areas, setbacks, etc.
 - l. Proposed means of dedication of common open space areas and organizational arrangements for the ownership, maintenance and preservation of common open space
 - m. The location, arrangement and dimensions of existing:
 1. And proposed streets and driveways;
 2. Adjacent streets;
 3. Sidewalks;
 4. Existing parking areas, including the number of off-street parking spaces;
 5. Points of ingress and egress
 6. Off-street loading areas
 7. Other vehicular, bicycle or pedestrian rights-of-way;
 8. And proposed retention/detention areas for on-site drainage
 9. Existing curb, gutter, sidewalks and drainage grates
- (2) Minimum standards: The following minimum standards for height, yards and open spaces shall be observed:
 - a. Area, height and yard requirements according to zoning district are listed on Chart 5-District Regulations
 - b. Off-street parking and loading shall be provided as prescribed in chapter 7 of this title
 - c. Landscaping to provide a buffer to adjacent residential districts and uses must be provided.
 - d. Street widths and improvements must conform to the requirements established by the Subdivision Regulations.
 - e. The planning commission may require other special improvements as they are required if they are deemed reasonable and essential.

Staff reserves the right to refuse, delay or deny applications due to tardiness of submittal or incompleteness of submittal information.