

**Application for Plan and Design Review
For all non-single family residential projects**

Please Name, Address, phone# and E-mail Address for the following
Owner of Applicant:
Contractor
Architect:
Engineer:
Landscape Architect:

Provide a general description of the proposed project:

Is site properly zoned:
Is the site an approved subdivision lot:
Project Address

Does your submission include the following

1. Existing Conditions:
 - a. Scale, date, north arrow, title of the project, and a vicinity map reflecting the location of the proposed project.
 - b. The boundaries, dimensions, and total gross acreage of the subject property.
 - c. The relationship of the project to the surrounding road system, including the widths of right-of-way and pavement for all adjacent roads.
 - d. The location and dimensions of all existing man-made features, such as roads, utilities, and structures on both the petitioned site and adjacent properties, along with an indication as to which features on the petitioned site are to be removed.
 - e. The location and dimensions of existing easements, watercourses, county drains, utilities, water and sewer lines, and other important physical features in and adjoining the project.
 - f. The location and delineation of existing trees eight (8) inches in diameter or larger, as measured three (3) feet above the ground, and information as to which trees will be removed.

Proposed Conditions:

- a. The "footprint," location, dimensions, and height of the proposed main and accessory buildings, their relation one to another and to any existing structures to remain on the site. The distance from all proposed buildings and structures to the adjacent property lines
- b. The location of the one hundred (100) year flood plain, where applicable, and the existing or proposed finished floor elevations of all structures.
- c. The internal circulation pattern for both vehicular and pedestrian traffic, including the location and dimensions of all existing and proposed streets, driveways, traffic aisles, and sidewalks, as well as the location, size, and number of parking spaces within off-street parking areas, as well as the identification and dimensions of service islands, service parking, and loading zones.
- d. Total project density for residential projects or building floor area by the use intended for commercial and industrial projects.
- e. Percentage of landscaping/open space areas and percentage of impervious surface areas to the total area of the site.
- f. Location and dimensions of all landscape areas, common open space areas, and bufferyard areas, including the location, number, type, and size of all landscaping materials, as well as any other proposed amenities.
- g. Size, location, materials, and orientation of all signs.
- h. Location, height, and type of all exterior lighting.
- i. Location, area, and type of screening for all exterior trash collection and/or recyclables collection areas.
- j. Architectural Elevations:
 - i. Architectural drawings, drawn to scale showing all elevations of the proposed structures and other improvements as they will appear on completion of construction.
 - ii. If the exterior of an existing structure is to be changed, both the proposed and existing elevations of such structures shall be shown.
 - iii. If an addition to an existing structure is proposed, the elevation of the existing structure shall be shown together with those of the addition.
 - iv. The elevations shall also show all superstructures and equipment above the roof, projections from the wall of the structure, mechanical units, etc.
 - v. A floor plan for all structures.
 - vi. Exterior materials to be used shall be noted in terms of type, location,

Drainage Plan:

- a. Contours of the site with elevations of the pre-developed site and the proposed finished grades at two (2) foot intervals.
- b. The size of the watershed.
- c. Calculations of the storm water run-off and retention/detention needs based upon the Rational Method.
- d. Proposals for the management and retention/detention of storm water drainage.

Plan Review:

- a. Complete set of Building Plans
- b. Complete set of Plumbing Plans
- c. Complete set of Electrical Plans
- d. Complete set of Mechanical Plans

All plans must be certified by a Mississippi State Licenced Architect.

Application Materials Submitted for the Record: All plans, architectural drawings, renderings, photographs, reports, or other documents, materials, or visual aids either initially submitted as part of the formal application or presented at a later date shall become part of the permanent record of any decision and shall not be returned to the applicant.

Signature of Applicant

Date