

GENERAL INFORMATION FOR SITE PLAN APPLICATIONS

1. Site Plans must be approved by the Site Plan Review Committee and the Inspection Department prior to issuance of building permits for the following types of development:

- a. Any residential development of ten (10) or more dwelling units, except single family lots which have already been approved by the Planning Commission;
- b. Any residential, commercial or industrial development having structures in excess of three (3) stories;
- c. Any commercial or industrial development adjacent to property zoned R-1, R-2, R-3 and R-4;
- d. Any residential, commercial or industrial development encompassing three (3) acres or more, except single family lots which have already been approved by the Planning Commission;
- e. Any hazardous development and/or use within the I-3, Heavy Industrial District;
- f. Planned Unit Development District – (PUD);
- g. Any residential, commercial or industrial development located within the F-1, Flood Plain District;
- h. Any commercial or industrial development within 200 feet of a street intersection;
- i. Any R-3 or R-4 development located adjacent to R-1 or R-2 zoned properties when said development is not single-family or two-family housing; and,
- j. Any change in the use of the “land”.

2. All applications are reviewed by the Site Plan Review Committee (SPRC), which consists of representatives of those City Departments concerned with land development and other representatives from the Laurel Municipal Separate School District, Jones County Health Department, Centerpoint Energy-ENTEX, Mississippi Power Company, Dixie Electric Power Association, Bell South Telephone Company, and Comcast Cable.

3. The applicant will be notified of the date, time and place of the SPRC meeting

and should attend the meeting or have a(n) representative or agent at this meeting. The SPRC will meet as needed and will act upon each application within ten (10) days of receipt.

4. The SPRC may approve the application or approve the application subject to modifications, or may disapprove the application and require resubmittal to the committee. The developer will be advised of the final decision of the Site Plan Review Committee and/or the Inspection Department and may appeal such decision to the City Council.

5. Should the SPRC approve the application subject to modifications, before a building permit can be obtained, all modifications required must be shown on two (2) copies of the site plan and submitted to the Inspection Department. Permits will then be issued upon signature on the modified site plan of those members of the SPRC whose comments resulted in the need for modifications, verifying that the required modifications have been made.

6. Failure to adhere to the site plan shall invalidate approval of the site plan application and, thereby, revoke any and all permits issued by the City.

7. Site plan approval shall be valid for three (3) years from time of approval, providing there have been no changes in the City's requirements during that three (3) years. If changes have been made to the City's requirements during the three (3) year period and a building permit has not been obtained or has expired, then a new application shall be necessary.

8. All approved site plans which at a later date required revisions or additions thereto will be processed in the same manner as the original application, subject to all code and ordinance requirements in effect at the time the revision or addition is requested. Failure to submit an application for revision or addition may result in revocation of the building permit and/or a "STOP WORK" order and/or an order for demolition of unapproved revisions or additions.

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COMMERCIAL/INDUSTRIAL SITE PLAN APPLICATION
CITY OF LAUREL, MISSISSIPPI

This application must be filled out completely and accurately and submitted in one (1) copy to the Superintendent of Inspection. Incomplete applications will not be processed. Where items on the application are not pertinent to the project, not applicable (N/A) shall be indicated.

Application must be accompanied by a dimensional site plan with certification by design professional(s) stating that the plan is in compliance with all applicable City ordinances, except as noted, and standard acceptable practices, by architectural definitions for buildings and by such additional data, maps, plans or statements as may be required for the particular use or activity involved. The Site Plan (not to exceed 24" x 36" in size) must be on film. These will become the property of the City of Laurel. SEE PAGE 6 FOR SITE PLAN REQUIREMENTS, WHICH SHOULD BE USED AS A CHECK LIST BEFORE SUBMISSION.

A certified "as built" plan, on film, must be provided to the City upon completion of any project.

(PLEASE TYPE OR PRINT LEGIBLY)

I. GENERAL INFORMATION

A. Date of Application: _____

B. Project Name: _____

C. Street Address or Location of Site: _____

D. Legal Description of Site: _____

E. Estimated Construction Cost: _____

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II. OWNERSHIP AND CONTROL

A. Applicant's Name (person or business entity in whose name this application is made: _____

Address: _____

Telephone: _____

B. Agent's Name (person, if any, representing applicant)

Address: _____

Telephone: _____

C. What is the applicant's interest in the premises affected: _____

(Owner, Buyer, Lessee, Builder, Developer, Contract Purchaser, Etc.)

III. CHARACTER AND INTENDED USE OF DEVELOPMENT

A. Narrative Description of Development: _____

- f. Other Land-scaped areas _____ sq. ft. _____ % of site
- g. Other Pervious areas, including natural areas, yards, swales, etc. _____ sq. ft. _____ % of site
- h. Total Pervious Areas _____ sq. ft. _____ % of site
- i. Total Area of Site _____ sq. ft. _____ % of site

6. Floor Area:

- a. Commercial/Office _____ sq. ft.
- b. Industrial/Warehouse _____ sq. ft.
- c. Other: _____ sq. ft.

7. The following shall be checked, indicating that applicant is aware of all applicable State and City ordinances and regulations:

- _____ a. City of Laurel Zoning Ordinance
- _____ b. Subdivision Regulations, City of Laurel
- _____ c. International Building Code
- _____ d. International Mechanical Code
- _____ e. International Plumbing Code
- _____ f. International Gas Code
- _____ g. National Electrical Code
- _____ h. International Fire Code
- _____ i. City of Laurel Flood Plain Management Ordinance
- _____ j. City of Laurel Ordinance Regulating Curb Cuts and Breaking of Sidewalks
- _____ k. Regulation Governing Food Service, Sanitation, MS State Board of Health

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- l. Regulation Governing Recreational Vehicle Campgrounds, MS State Board of Health
- m. Regulation Governing Disposal of Human Excrets and Other Liquid Wastes, MS State Board of Health
- n. Regulation Governing Licensure of Child Care Facilities, MS State Dept. of Health, Division of Child Care Services

8. Required Off-Street Paving (See Section 601, Zoning Ordinance)

a. Calculation of Required Number of Off-Street Parking Spaces

b. Off-Street Parking Spaces on Site Plan

9. Landclearing, Excavation, and Grading Regulations (Ordinance #1359-1999)

- a. Plans and specifications
- b. Review by Inspection Department
- c. Issuance of Permit
- d. Payment of Permit Fee
- e. Compliance with erosion control

10. Stormwater Detention Requirements (Ordinance #1366-2000)

- a. Improvement and Drainage Plan
- b. Review by Public Works Director

11. Landscaping Regulations (See Section 606, Zoning Ordinance)

- a. Plans and specifics of design
- b. Review by Parks Department Superintendent

IV. OTHER PERTINENT INFORMATION

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V. SITE PLAN REQUIREMENTS

The following information shall be indicated on the Site Plan and submitted on film (Reproduction on sepia film is available from the City of Laurel at no additional charge). Site Plan must be based on exact survey of the property, drawn to scale of sufficient size to show all details specified. INCOMPLETE SITE PLANS SHALL NOT BE PROCESSED.

- ___ 1. Boundaries and dimensions of the parcel.
- ___ 2. Scale, graphic scale, North arrow and date.
- ___ 3. Adjacent properties or land uses.
- ___ 4. Pavement edge and/or right-of-way lines for all streets, alleys, sidewalks, turn lanes, driveways and unimproved rights-of-way within two hundred (200) feet of the site. Also, names of adjacent streets and rights-of-way.
- ___ 5. Location of all proposed structures and any existing structures that are to remain on the site.
- ___ 6. Setbacks of all structures from property lines.
- ___ 7. Use of each structure.
- ___ 8. Indication of height and number of stories of each structure.
- ___ 9. Finished floor elevations of all structures.
- ___ 10. Floor plans, or typical floor plans, for all structures.
- ___ 11. Uses within each structure, indicated on floor plans.
- ___ 12. Indication of location, area and height of all signs.
- ___ 13. Location, dimensions and landscape plan, including walls or fences, for buffer areas.
- ___ 14. Landscape plan for remainder of development, if any.
- ___ 15. Location of existing utility lines on or adjacent to the property and location of existing fire hydrants on or adjacent to the site.

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- ___ 16. Fire flow calculations justifying line size for both on- and off-site water lines if new water lines are required.
- ___ 17. Schematic engineering drawings for proposed utilities:
- ___ 18. Backflow Prevention assembly approved by the MS State Department of Health shall be required and noted on the Site Plan.
- ___ 19. Location and orientation of garbage cans and/or dumpster facilities.
- ___ 20. Location of existing and proposed public and private streets and planned ingress and egress for the site.
- ___ 21. A parking lot design and construction plan to include the following:
 - ___ a. Location of all parking and loading facilities.
 - ___ b. Parking lot layout, including curbs, car stops and stripping.
 - ___ c. A cross-section of materials to be used in the construction of the parking lot.
 - ___ d. Lighting plan for the building(s) exterior and site.
 - ___ e. On-site traffic plan, including arrows and other pavement markings, traffic signs and stop signs at exits.
 - ___ f. Location of handicap parking spaces, plus signs and access ramps, consistent with the International Building Code.
 - ___ g. A drainage plan for the entire site, including parking areas, to include finish grade and pavement elevations, drainage calculations and details of the drainage system.
 - ___ h. Existing elevations on adjacent properties and on adjacent right-of-way.
- ___ 22. Any other engineering and/or technical data as may be required by the Site Plan Review Committee to determine compliance with the provisions of City codes and ordinances.
- ___ 23. Certification(s) by a registered surveyor, engineer, architect or practicing land planner, licensed by the State of Mississippi or certified by an acknowledged national organization.

Any of the above requirements may be waived by the Site Plan Review Committee if such information is deemed to be non-essential to the development.

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VI. MISCELLANEOUS

The following materials must be submitted in one (1) copy:

- _____ 1. A check, payable to the City of Laurel, for one hundred dollars (\$100.00) for the Site Plan Review which is non-refundable.

- _____ 2. If required, a check, payable to the City of Laurel, for twenty-five dollars (\$25.00) for Landclearing, Excavation, and Grading permit fee which is non-refundable.

- _____ 3. The site plan and any additional drawings, maps, or plans. (NOTE: Site plan must be on film; others, must be in a form reproducible on a blue line printer.)

- _____ 4. Any other engineering and/or technical data as may be required by the Site Plan Review Committee to determine compliance with the provisions of the City's codes and ordinances.

VII. CERTIFICATION

(I) (We) understand that this application becomes a part of the permanent records of the City of Laurel and that required, reproducible drawings, maps, and plans will be retained by the City. (I) (We) hereby certify that the above statements and any statements or showings in any papers or plans submitted herewith are true to the best of (my) (our) knowledge and belief. This application will not be accepted unless signed according to the instructions below.

_____	_____
	DATE
_____	_____
	DATE

VIII. AUTHORIZATION OF AGENT

_____	_____
Signature of Authorized Agent	DATE

(I) (We) hereby designate the above-signed person as (my) (our) authorized agent in regard to this application.

_____	_____
	DATE
_____	_____
	DATE