

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 the following: City Department officials concerned with land development, Laurel Municipal Separate School District, Jones County Health Department, CenterPoint Energy, 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. The applicant or agent representative of the applicant should attend the meeting. The SPRC will meet as needed and will act upon each application within ten (10) days of receipt.
4. The SPRC may fully approve the application, 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, all modifications required must be shown on two (2) copies of the site plan and submitted to the Inspection Department before a building permit can be obtained . 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.

GENERAL INFORMATION FOR SITE PLAN APPLICATIONS

6. Failure to adhere to the site plan criteria 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 a duration of three (3) years from the date of approval, provided there have been no changes in the City's requirements during that three (3) year duration. 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 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 a revision or addition may result in revocation of the building permit, the issuance of a "STOP WORK" order and/or an order for demolition of unapproved revisions or additions.
9. All setbacks, parking areas and accessory structures shall be so landscaped, located and constructed so as not to interfere with the use of the surrounding property.
10. Buffer Zones - Whenever the proposed development is to be on land zoned for commercial or industrial use and is adjacent to any property zoned residential or when the proposed development is on land zoned R-3 or R-4 and is adjacent to property zoned R-1 or R-2, unless the development is single-family residential (other than a mobile home park or subdivision), a buffer between the properties shall be provided as follows:
 - (1) Landscape. Plans shall be submitted to show how a buffer strip averaging twenty (20) feet in width will be landscaped and maintained. This area shall have as a minimum grass or ground cover. A greater density of landscaping may be required to reduce site, noise, and pedestrian intrusion into residential areas. Earthen berms landscaped with shrubs may be permitted to achieve this requirement.
 - (2) Wall or fence. A six (6) foot masonry wall or a fence of approved wood of natural decay resistance may be built in place of ten (10) feet of the twenty (20) foot buffer strip as outlined in subparagraph 10(a) above.
 - (3) Landscaping and wall or fence. The Site Plan Review Committee and the Inspection Department may require a masonry wall or fence and the twenty (20) foot buffer strip (as outlined in paragraph (1) above) if, in their opinion, it is necessary to protect the residential zone due to an intense use of the property by commercial or industrial occupancies or by the very nature of the proposed development.
 - (4) When a development is so small in scope that the buffer would present a hardship, the Site Plan Review Committee and the Inspection Department may require only a wall or fence as described in (2) above without any additional buffer, or may waive the buffer requirement.

CITY OF LAUREL, MS SITE PLAN APPLICATION

This application must be accurately completed in its entirety. One (1) copy must be submitted 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 building and by such additional data, maps, plans or statements as may be required for that particular use or activity involved. The Site Plan shall not exceed 24" x 36" in size, in addition to reproductive digital media. Upon receipt, these items will become the property of the City of Laurel.

SEE PAGE 8 FOR SITE PLAN CHECKLIST PRIOR TO 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. Project Name: _____

B. Street Address/Location of Site: _____

C. Legal Description of Site: _____

D. Estimated Construction Cost: _____

E. Date Application Submitted in Office: _____

CITY OF LAUREL, MS SITE PLAN APPLICATION

II. OWNERSHIP

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

Address: _____

Phone #: (____) _____ Phone #: (____) _____

Email Address: _____

B. Agent's Name (person representing applicant): _____

Address: _____

Phone #: (____) _____ Phone #: (____) _____

Email Address: _____

C. What is the applicant's role (Owner, Buyer, Developer, Contract, Etc.) in the premises?

III. CHARACTER AND INTENDED USE OF DEVELOPMENT

A. Detailed Description of Development:

CITY OF LAUREL, MS SITE PLAN APPLICATION

A. Site Data (The following information must be filled in below and must appear on site plan):

1. Land Use Category shown in the City of Laurel Future Land Use Plan:

2. Zoning District: _____

3. Area of Site: _____ (Acres) or _____ (Sq. Ft.)

4. Land Use Breakdown (Circle “acres” or “sq. ft.” as appropriate):

a. Commercial _____ acres _____ % of site

b. Industrial _____ acres _____ % of site

c. Public/Private

Right-of-Way _____ acres _____ % of site

d. Other (Specify) _____ acres _____ % of site

e. Other (Specify) _____ acres _____ % of site

Totals _____ acres _____ % of site

sq. ft.

5. Surface covers:

a. Ground Floor _____ acres _____ % of site

sq. ft.

b. Other Impervious areas (any paved areas)

_____ acres _____ % of site

c. Total Impervious area

_____ acres _____ % of site

d. Landscaped area inside parking lots

_____ acres _____ % of site

e. Buffer Area (Required when Commercial/Industrial usage adjacent to any residentially zoned land)

_____ acres _____ % of site

f. Other Landscaped

Areas _____ sq. ft. _____ % of site

CITY OF LAUREL, MS SITE PLAN APPLICATION

g. Other Impervious areas, including natural areas, yards, swales, et.
_____ sq. ft. _____% of site

h. Total Impervious
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
- _____ c. International Building Code
- _____ d. International Mechanical Code
- _____ e. International Plumbing Code
- _____ f. International Gas Code
- _____ g. National Electric Code
- _____ h. International Fire Code
- _____ i. Flood Plain Management Ordinance
- _____ j. Ordinance Regulating Curb Cuts and Breaking Sidewalks
- _____ k. Regulation Governing Food Service, Sanitation, MS State Board of Health
- _____ l. Regulation Governing Recreational Vehicle Campgrounds, MS State Board of Health
- _____ m. Regulation Governing Disposal of Human Excrements and Other Liquid Wastes, MS State Board
- _____ n. Regulation Governing Licensure of Child Care Facilities, MS State Dept of Health, Division of Child Care Services

CITY OF LAUREL, MS SITE PLAN APPLICATION

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

- | | |
|--|--|
| a. Calculation of Required
Number of Off-Street
Parking Spaces | b. Off-Street Parking Spaces
On-Site Plan |
|--|--|

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9. Land Clearing, Excavation, & Grading Regulations (Chapter 7, Article X, Code of Ordinances #1366-1999)

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

10. Stormwater Detention Requirements (Chapter 9.2, Code of Ordinances #1366-2000)

- _____ a. Improvement and Drainage Plan
- _____ b. Review by Public Works Director
- _____ c. Review By City Engineer

IV. OTHER PERTINENT INFORMATION

CITY OF LAUREL, MS SITE PLAN APPLICATION

V. SITE PLAN CHECKLIST

The following information shall be indicated on the Site Plan and submitted on film. Site Plan must be based on exact survey of the property and drawn to scale of sufficient size to show all details specified.

INCOMPLETE APPLICATIONS WILL 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 and 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 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 wall 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.

CITY OF LAUREL, MS SITE PLAN APPLICATION

- _____ 16. Fire flow calculations justifying line size for both on-site 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, which 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 for the drainage system.
 - _____ h. Existing elevations on adjacent properties and on adjacent right-of-way.
- _____ 22. 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 nonessential to the development.

CITY OF LAUREL, MS SITE PLAN APPLICATION

VI. MISCELLANEOUS

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

- _____ 1. A check, payable to the City of Laurel, in the amount of 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, in the amount of one hundred dollars (\$100.00) for Land Clearing, Excavation, and Grading permit fee, which is non-refundable.
- _____ 3. The site plan, blueprints, maps, plans, etc. (Site plan must be in reproducible digital format.)
- _____ 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 reproducible drawings, maps, and plans will be retained by the City. I/We hereby certify that any and all above statements or showings on any paperwork 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

VIII. AUTHORIZATION OF AGENT (if applicable)

DATE

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

DATE

City of Laurel Inspection & Zoning Department
PO Box 647, Laurel, MS 39441
SITE DEVELOPMENT PLANS REQUIRED TO BE SUBMITTED
REF. CODE 503.04

PROPERTY ADDRESS: _____

1. Statements of ownership and control of the proposed development.
2. Statement describing in detail the character and intended use of the development.
3. Plans for recreation facilities, if any, including buildings for such use.
4. Such additional data, maps, plans, or statements as may be required for the particular use or activity involved.
5. Such additional data as the applicant may believe is pertinent to the Site Development Plan.

Items BELOW shall be prepared by a registered surveyor, engineer, or architect or practicing land planner as may be appropriate to the particular item.

6. A dimensioned site plan based on exact survey of the property drawn to scale of sufficient size to show:
 - (a) exact location of all buildings and structures,
 - (b) all means of ingress and egress,
 - (c) all screens and buffers,
 - (d) off-street parking and loading areas,
 - (e) refuse collection areas,
 - (f) access to utilities and points of utilities hook-up, and
 - (g) natural features such as streams, lakes, or other topographic features.
7. Storm drainage and sanitary sewer plans.
8. Architectural definitions for buildings in the development; location, sizes and types.
9. Design professional certification stating that the Site Development Plan is in compliance with all applicable City Ordinances except as noted, and standard acceptable practice.

SITE PLAN MEETING DATE: _____

REVIEWED BY: _____

Conditions and General Considerations on Issuance of Site Plan Approval.

The Site Plan submitted for such development as defined in this Section shall provide that the proposed lot sizes, lot coverage, density, setback provisions and other factors are in conformity with the requirements of this Chapter and other applicable Ordinances and laws. In addition to such general considerations, said Plan shall be approved only after a consideration of the following factors:

1. Ingress and egress to the property and proposed structures thereon, with particular reference to automotive and pedestrian safety, traffic flow and control, provision of services and servicing for utilities, and access in case of fire or catastrophe.
2. Manner of drainage on the property, with reference to the effect of provisions for drainage on adjacent properties and the consequence of such drainage on overall City capacities.
3. Conditions on ownership, control and use generally, and conditions on ownership, control, use, and maintenance of open space or common lands to insure preservation of such lands for their intended purposes.
4. All utility connections shall be indicated and shall be in conformity with the standards and requirements for connection to utility companies proposed to serve the property whether said utility companies are public or private.
5. Off-street parking and loading areas, with attention to automotive and pedestrian safety, traffic flow and control, access in case of fire and catastrophe, and screening and landscaping.
6. Recreation and open spaces, with attention to the location, size, and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties, and relationship to community-wide open spaces and recreation facilities.
7. Density and/or purpose of the development, with attention to its relationship to adjacent and nearby properties.
8. General site arrangement, amenities, and convenience, with particular reference to ensuring that appearance and general lay-out of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of such property values.
9. All setbacks, parking areas and accessory structures shall be so landscaped, located and constructed so as not to interfere with the use of the surrounding property.
10. Buffer Zones - Whenever the proposed development is to be on land zoned for commercial or industrial use and is adjacent to any property zoned residential or when the proposed development is on land zoned R-3 or R-4 and is adjacent to property zoned R-1 or R-2, unless the development is single-family residential (other than a mobile home park or subdivision), a buffer between the properties shall be provided as follows:
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