



PRE DEVELOPMENT CHECKLIST

City of Biloxi Planning Division
676 Martin Luther King Jr., Boulevard Biloxi, MS 39530 (228)435-6266 Fax(228)435-6188

Project Name: _____

Owner/Developer Name: _____

Contact Number: _____

Project Location: _____

Dates Reviewed: (1) _____ (2) _____ (3) _____ (4) _____

The following checklist was created to assist Architects, Engineers, & City Staff to ensure that all appropriate information is provided as a part of the Site Plan Approval process for all subdivisions, multi-family residential, commercial, or industrial zoned districts. An approval letter from DRC is required prior to submission of Planning Commission applications for preliminary subdivision review, conditional use approval, and Planned Unit Development (PUD). The list was developed from common development situations and should only be followed as a guideline created from prior typical site plans. In no way does this checklist represent every possible situation or requirement. If additional requirements apply to your particular situation, you will be told at a scheduled DRC meeting. The Site Plan does not have to be one sheet only. Different disciplines may be shown on different sheets (i.e. general site plan, drainage plan, utility plan, details sheet, etc.). All sheets with the required information will be considered a part of the site plan. Please do not submit building plans (interior) at this time.

PLEASE NOTE:

A completed Development Review Project Data Sheet and four (4) site plans are required submittals to meet Development Review Committee requirements. You will be notified of the time of a scheduled Predevelopment Conference when site plans are submitted. Predevelopment meetings are generally scheduled on Wednesday afternoons.

Please contact the following City personnel for questions concerning this checklist or anything about Development Review:

DRC STAFF

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CITY ARBORIST

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DRC Predevelopment Staff Checklist

SITE PLAN

Drawing Format (DRC Chairman)

- Proper Size
- Drawn to Scale
- Drawing Clarity
- Properly Dimensioned
- North Arrow
- Designed by Design Professional
- Stamped and signed by design professional.

Project Location (DRC Chairman)

- Key Plan
- Subdivision Name
- Subdivision Lot Number(s)
- Tax Parcel Number(s)
- Physical Street Address
- Development Name
- Adjacent City Streets
- Adjacent Lots

General Property Layout (DRC Chairman, Planning & Engineering)

- Survey data relative to NAVD 88.
- Property Boundary
- Project Boundary
- Existing conditions shown.
- Proposed structures and paved areas shown.
- Use of each existing and proposed structure.
- Square footage of each floor of each existing and proposed structure.
- All building entrances and indicate ADA accessible entrance.
- ADA routes from parking to building.
- Curb Cuts (Existing or Proposed)
- Easements (public) – Location, type, and size.
- Public Sidewalk (Existing or Proposed)
- Sidewalk Construction Note
- Property Lighting
- Public Street Lights

Planning/Landscaping/Tree Issues (Planning & City Arborist)

- Zoning classification for lot to be developed.
- Zoning classification for adjacent lots.
- Set-backs

- Proposed Structure Roofline
- Free Standing Business Signs – location, set-back, and size (existing and proposed)
- Building Mounted Business Signs – location and size (existing and proposed)
- Ingress/egress Signs - location, set-back, and size (exist. And proposed)
- Fencing/Screening - location, type and height.
- Land/Infrastructure Dedication
- Outdoor Storage Areas – location, size, boundary, intended use, and method of screening.
- Tree Plan
- Method for Protecting Protected Trees
- Landscaping Plan
- Method of maintaining landscaping area.
- Buffer Strips – width, height, location, and material
- Fences for Buffer Strip - location, type, and height
- Conditional Use Requirements
- Public Hearing Requirements/Concerns
- Building Height – existing and proposed elevations above MSL

Traffic Circulation, Parking, and Accessibility (Planning, Police Department, & Building)

- Driveways/Parking Areas – dimensions and surface material.
- Walkways – location size, and material
- Ramps and Curb Ramps - location, size, and slope
- On-site Parking Layout – angle, length and width of each space
- Parking Row Count
- Off-site Parking Layout – layout, distance, and primary activity of site
- Proof of Ownership for Off-site Parking
- ADA Parking and Signage
- Loading/Unloading Areas – location and size
- Traffic Circulation Pattern – pedestrians and vehicle traffic

Garbage Collection (Planning & Engineering) (Items marked with * relate to food handling services regulated by the Health Department)

- Dumpster or Other Refuse Receptacle Location
- Dumpster Accessible
- Screening Method
- *Dumpster Enclosure
- *Dumpster Services
- Dumpster Drain – go through grease trap
- *Dumpster Pad Design

Life Safety Issues (Fire Department)

- Fire Hydrants – location and distance
- Fire Department Connections (F.D.C.)
- Piers, Docks, Wharfs & Marine Terminal Yards

- Fueling Stations
- Vent Pipes (with relation to prop. lines), build. openings, vents & vent fans.
- Underground Storage Tanks – location, size & material
- Aboveground Storage Tanks – location, size & material
- “Spill Prevention Counter Measure Plan” – Certification current
- Overhangs
- Apparatus Site Access
- Methods to Prevent Illegal Parking on Site
- Fire Apparatus Turnaround – Layout and radius
- Reserved Fire Lanes
- Temporary Fire Protection Measures
- Security/Privacy Gates

Utilities (Engineering & Fire Department)

- New Water Service Proposed? Yes No Size _____
- Existing/Proposed Water Service(s) – domestic, fire protection, & irrigation
- Water Meter(s)
- Meter Note – larger than 2”
- Backflow Preventor Required? Yes No
- Backflow Preventor – location and note
- New Sewer Service Proposed? Yes No Size _____
- Existing/Proposed Sewer Service
- Water Well
- Onsite Septic System
- Grease Trap Required? Yes No
- Grease Trap - location and size
- Sanitary Sewer Manhole – for grease trap
- Sanitary Sewer Manhole Details – If installed within the City’s R.O.W.

Flood Prevention/Drainage (Engineering)

- Wetlands Delineation – Or note stating there are none.
- Wetlands to be mitigated.
- Finished Floor Elevation (F.F.E.) – above B.F.E.
- Finished Floor Elevation (F.F.E.) – above street
- Flood Zone(s) Indicated
- Is the Property Located in a Flood Zone? Yes No Zone_____
- V Zone requirements met, if applicable?
- Spot Elevations
- Property Corner Elevations
- City Street Centerline and Back of Curb Elevations (BOC) – 3 points
- Adjacent Property Elevations 20’ wide perimeter strip
- Drainage Path Arrows

- Drainage System
- Detention/Retention Pond(s) Required? Yes No
 - Detention capacity of the pond in cubic feet.
 - Elevations of the top of bank and the bottom of pond.
 - Size and type of outfall pipe(s)
 - Invert elevations of both ends of the outfall pipe or structure
 - Side slopes (shall not exceed 4:1)
 - Overflow structure
 - Complete details
 - Cross section of the pond(s)
 - Completely dimensioned.
 - Dimensions and volumes match or exceed the calculations for the pond
 - Temporary and permanent erosion control.
- Drainage Swales
- Culvert(s) – length, size, type, invert elevations, & end treatment
- Cross-section of any ditch or swale to be filled.
- Slopes equal to or less than 4:1.
- Erosion Control Plan
- Permanent erosion control

Off-Site Improvements (Current or Future City Right-of-way)

- Improvements Shown
- Construction Information
- Applicable City standard details.
- Construction specification for the proposed or required improvements.

Off-Site Improvements (Adjacent Private Property)

- Improvements Shown
- Property Agreement or a recorded Private Easement

Off-Site Improvements (Public Easements)

- Improvements Shown
- Property Owner Agreement
- Agreement with the City to install the improvements – If City to do the work
- Complete construction drawings and specifications – If City to do the work
- The developer has paid the City for the improvements – If City to do the work

OTHER SUBMITTALS

- Application Form
- Certificate of Elevation (Pre-development)
- Certificate of Zoning Compliance
- Site Control Documentation
- Survey

- Adjacent Property Agreements and Easements
- Master Property Development Plan
- Project Description Narrative
- Previous Phases Narrative
- Future Ownership Arrangement Narrative
- Property/Improvement Dedication Narrative
- Other Narratives Necessary to Further Clarify the Development
- Parking Computations
- Landscaping Computations
- Signage Computations
- Floor Area Ratio and Project Density Computation
- Impervious Surface Coverage Computations
- Any other computations required by the DRC
- Drainage Calculations
- Sanitary Sewer Analysis
- Potable/Fire Protection Water Flow Analysis
- Traffic Study and Report
- Fire Flow Test Report
- Building Fire Flow Calculations
- Storm Water Pollution Prevention Plan (SWPPP)
 - A Description of Controls
 - A Scaled Site Plan
 - The Implementation Sequence
 - The Inspection and Maintenance Schedules
- DEQ SCNOI Permit MSR15 – 1 acre or more, but less than 5
- DEQ CNOI Permit MSR 10 – 5 acres or more
- Coastal Flood Analysis and Certification – Velocity (V) Zone
- Contractor Credentials for Specialized Work – Such as underground tank removal/installation, fire protection system, etc.

LOCAL OUTSIDE AGENCY APPROVALS

Biloxi Port Commission – Letter of Approval

- Work on property owned or controlled by the Biloxi Port Commission.

Biloxi Municipal Separate School District – Letter of Approval

- Work on property owned by the Biloxi Municipal Separate School District.

COUNTY OUTSIDE AGENCY APPROVALS

Harrison County School District – Letter of Approval

- Work on property owned by the Harrison County School District.

Harrison County Sand Beach Authority - Letter of Approval and Final

- Any work on sand beach property
- Any work on a seawall easement
- Any modification to the seawall

Harrison County Solid Wastewater and Solid Waste Management District

- Grease Trap Permit – After development
- Sewage Collection Systems – District’s signature on DEQ form.
- Any development that proposes to tie a sanitary sewer line into a sewer gravity line, force main, or lift station owned by the Wastewater District or proposes any work on or within a Wastewater District easement shall obtain an approval letter from the District for the proposed work.

Harrison County Development Commission (Biloxi Commerce Park)

- Any development within the Biloxi Commerce Park

Harrison County Health Department (Sanitary Sewage)

- Small Individual On-Site Wastewater Disposal System (IOWDS)
- Subdivision of Land – where City sewer is not available
- Lot Change in Sewage Generation – IOWDS

Harrison County Health Department (Restaurants) –

- Restaurants – approval letter prior to construction, permit after.

STATE OUTSIDE AGENCY APPROVALS

MS Department of Health – Water Supply Division

- New Water Lines and Water Systems – over 1000’ or not replacing exist.
- Apartment/condominium complexes, trailer parks, R.V. parks, casinos, industrial complexes, etc.
- Wells for Public Use - 15 connections or 25 users

Mississippi Department of Transportation (M.D.O.T.) – Hwy. 90, Hwy. 67, I-10, and I-110

- Increase in runoff to MDOT property
- Work on or Modifications to MDOT right-of-way
- Tie into MDOT right-of-way storm drain system

Mississippi Secretary of State’s Office

- Any development proposing construction of any structure over a body of water.
- Any work on sand beach property
- Any work on a seawall easement
- Any modification to the seawall

Mississippi Department of Marine Resources (DMR)

- Suspect Wetlands Areas (Adjacent to a Water Body)
- Construction Over a Water Body
- Construction Adjacent to a Water Body – Commercial or large residential

MS DEQ Office of Pollution Control (OPC)-Municipal and Private Utilities Branch

- Disturbing 5 or More Acres
- Sewage Collection Systems
- Apartment complexes, trailer parks, casinos, large industrial facilities, etc.

- IOWDS or Treatment Systems Over 1000 gallons per Day
- Discharge of Wastewater to State Waters – Including processed water, sewage, and non-potable wastewater.

MS DEQ Office of Pollution Control (OPC)-Air Division

- Demolition Activities

MS DEQ Office of Pollution Control (OPC)-Water Quality Management Branch

- Any development which will be required to obtain any federal licenses or permits (such as a 404 permit from the Army Corps of Engineers) shall obtain a Water Quality Certification from the Water Quality Management Branch of the MS DEQ OPC.

MS DEQ Office of Pollution Control (OPC)-Service & Misc. Industries Branch

- Storm Drainage Tie-in for treated or untreated wastewater

MS DEQ Office of Pollution Control (OPC)-Underground Storage Tank Branch

- Existing Underground Storage Tanks
- Removal of Underground Storage Tanks
- New Underground Storage Tanks

MS DEQ Office of Land and Water-Permit & Monitoring

- Well 6" in diameter or larger
- Impoundment of Surface Water
- Diversion of surface water

Mississippi Gaming Commission

- Casino Project

FEDERAL OUTSIDE AGENCY APPROVALS

Keesler Air Force Base

- Work on KAFB property
- Work to tie a pipe into KAFB owned ditch
- Increased runoff into a KAFB owned ditch or other KAFB property
- Crossing KAFB gas easement.

Federal Aviation Administration (FAA)

- Any structures over 200' in height.
- Any construction or alteration of greater height than an imaginary surface extending outward and upward at a 100:1 horizontal/vertical slope. (Note: For every 100' from the airport runway, for up to 20,000 feet from the nearest point of the nearest runway, an adjacent structure can only be 1' foot in height without having to obtain approval. Example: At 1 mile from the runway, any structure greater than 52.8 feet in height would be required to notify the FAA of the hazard.)
- Any structure over 100' in height within 10 nautical miles of an airport.

Federal Communications Commission (FCC)

- New or modification to a cell, radio, or other communications/transmittance tower.
- Open a new radio or television station or change any transmittance of an existing station.
- Any other new or modification to an existing communications system.

U.S. Army Corps of Engineers (Wetlands Areas Not Adjacent to a Water Body) – Any development which contains an area(s) suspect to be wetlands or are shown on a wetlands delineation,

- Suspect Wetlands (not adjacent to a body of water)

PRIVATE OUTSIDE AGENCY/UTILITY APPROVALS

Private Water/Sewer Utility Owner

- Any tie into a private water or sanitary sewer system

CSX Railroad

- Utilities over, under or along the CSX railroad
- Road Crossing
- Increasing storm water runoff onto CSX right-of-way

CITY OF BILOXI APPROVALS

- Conditional Use – Planning Commission and City Council
- Tree Hearing – Planning Commission
- Variance – Board of Zoning Adjustment
- Zoning Change/Text Amendment – Planning Commission and City Council
- F.F.E. Adjustment – Building Board of Adjustments
- A.H.R.C. Approval
- CRD Approval

CRITERIA FOR DRC APPROVAL

- Site Plan - All development requirements have been indicated correctly on the Site Plan, including specific requirements imposed by any Conditional Use requirements or, Planning Commission and/or City Council.
- Site Control - The developer has demonstrated site control.
- Infrastructure - There is adequate infrastructure to support the development and the development's impact on infrastructure will not put any infrastructure at or near capacity.
- Zoning - Zoning is correct for the development.
- F.F.E. – Finished floor elevation is correct for the site and the flood zone is appropriate for the construction type.
- Submittals - All required submittals have been received, reviewed and approved.
- Outside Agency Approval - All local, state, and federal permits and approvals have been received.
- Private Agreements - The developer has submitted all private easements and agreements needed for approval.
- Any required City of Biloxi Easements have been signed by the developer and are ready for the City to have recorded?
- All City of Biloxi Body Approvals have been granted.
- Necessary lot lines have been collapsed.
- Drainage information is adequate?
- All other requirements stipulated by the DRC have been met.

COMMENTS/PROBLEMS: