

Site Plan Pre- Application Meeting Process

City of Hattiesburg Planning Department

200 Forrest Street

Hattiesburg, MS 39401

Phone: 601-545-4599

Fax: 601-545-1962

PURPOSE

- ✓ A Pre-Application meeting is required, prior to applying for a Site Plan Review.
- ✓ During this meeting the applicant will describe and present their project. Thereafter the planning staff will advise further action required for Site Plan Review, Public Hearing or Hattiesburg Historic Commission process submittal.
- ✓ The Pre-Application Committee assesses the proposed project and helps identify any issues helps the applicant in putting together a complete application thus streamlining the application process and avoiding delays.

SCHEDULE A MEETING

Step 1: To obtain a pre-application form and schedule a meeting, please call 601-545-4599.

Step 2: Completely fill and submit the Pre-Application form along with a Concept Site Plan (see attached example) drawn to scale by any Thursday 12 noon. Plans are to be a minimum of 8.5" x 11". The drawing must include the following:

- | | |
|--|--|
| <input type="checkbox"/> Property Dimensions | <input type="checkbox"/> Setbacks |
| <input type="checkbox"/> Existing and Proposed Parking areas | <input type="checkbox"/> Storm water detention |
| <input type="checkbox"/> Site Acreage | <input type="checkbox"/> Proposed Structure Square Footage |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> North Arrow |
| <input type="checkbox"/> Existing and Proposed Structures | <input type="checkbox"/> Type of Construction |
| <input type="checkbox"/> Existing and Proposed utilities | <input type="checkbox"/> Scale |

Step 3: A pre-application meeting will be scheduled with you to discuss your project.

WHAT TO EXPECT FROM THE PRE-APPLICATION MEETING

The applicant will describe their project during the pre-application meeting to the planning staff. The staff will review and provide comments during the meeting. Questions to the staff for clarification are highly encouraged during this time.

Please keep a copy of your application, and review applicable City ordinances and State law.

NOTE: This application will be deemed preliminary until it is certified as complete by the Planning Department or the Director of Urban Development. Additional information may be requested.

Site Plan Pre-Application / Public Hearing Contact Information Form

City of Hattiesburg - Planning Department

Note: A pre-application submittal must contain a completed Site Plan Pre-Application form and a concept plan drawn to scale.

Site Plan Pre-Application Date: Click here to enter a date. Planner:

Today's Date: Click here to enter a date.

Project Name:

Proposed Use(s):

Project Street Address:

PPIN Number(s) (If unknown, can be found on tax receipt):

Parcel Number(s):

Flood Zone(s): Historic District(s):

Zoning District(s): Proposed Cost of the Project: \$

Project Representative Information

Project Representative and Title: Applicant Property Owner Representative Agent Contractor

Architect Engineer Other (Specify):

Name: Company Name:

Phone: Fax: Email:

Mailing Address:

Name:

Applicant Property Owner Representative Agent Contractor Architect Engineer Other (Specify):

Phone: Fax: Email:

Mailing Address:

Name:

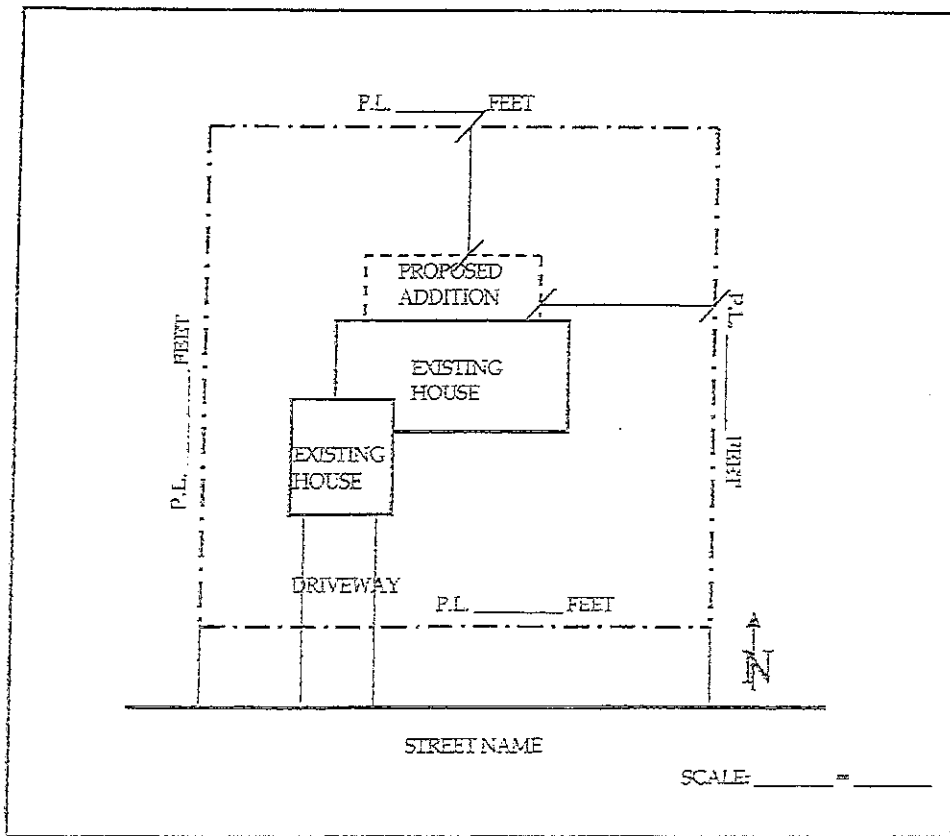
Applicant Property Owner Representative Agent Contractor Architect Engineer Other (Specify):

Phone: Fax: Email:

Mailing Address:

SAMPLE SITE PLAN

City of Hattiesburg - Planning Department



Instructions:

1. Provide Project Address, Zoning, PPIN number, Parcel number, north arrow and scale.
2. Show all existing and proposed structures.
3. Show properly dimensioned property lines.
4. Provide dimensions and setbacks of the proposed structure/s.

Project Address: _____

Zoning: _____

PPIN: _____

Parcel number: _____

Notes:

- 1) Have correct legal description and address of property.
- 2) Note adjoining streets or alleys and width of curb cuts.
- 3) Note location of each auto parking space.
- 4) North arrow shall be correctly placed.
- 5) Draw a completely dimensioned lot plan.

Staff will complete zoning, please provide names/types of businesses, apartments, residences or each side of subject property:

ADJACENT PROPERTY ZONING CLASSIFICATION AND CURRENT USE (mark appropriate response{s}):

Property to the NORTH: Current Zoning Classification _____

Current use (Example: school, church, store): _____

Residential Commercial Industrial Vacant

Property to the SOUTH: Current Zoning Classification _____

Current use (Example: school, church, store): _____

Residential Commercial Industrial Vacant

Property to the EAST: Current Zoning Classification _____

Current use (Example: school, church, store): _____

Residential Commercial Industrial Vacant

Property to the WEST: Current Zoning Classification _____

Current use (Example: school, church, store): _____

Residential Commercial Industrial Vacant

Staff Information – do not complete:

BUFFER REQUIREMENTS (If Needed) A landscaped buffer/open space along and between adjacent properties will be provided as follows:

NORTH	_____
SOUTH	_____
EAST	_____
WEST	_____

Please provide the following additional site and location information for this project:

Lot Frontage: _____ Linear Feet

Lot Depth: _____ Linear Feet

Square Footage and/or Acres of total project area vs. disturbed area (if different):

Total Project Area:

Disturbed area:

Existing Structure or Unimproved?

Number of existing buildings?

Use of buildings:

Apartments

Church / School

Commercial

Industrial

Residential

Physical Characteristics:

Land Use History:

This property is located on the

side

(North/South/East/West)

of

and lies between

(Street Name)

and

(Street Name)

(Street Name)

Are there any Land Use Code violations on file on this property with the City?

If yes, please explain: