



# PLANNING AND ZONING DEPARTMENT

## APPLICATION FOR PLANNING COMMISSION SITE PLAN REVIEW

Case Number: \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACTS:

BUSINESS: \_\_\_\_\_ - \_\_\_\_\_ CELL: \_\_\_\_\_ - \_\_\_\_\_ OTHER: \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBB SITE: \_\_\_\_\_

PROPERTY OWNER:

MAILING ADDRESS: \_\_\_\_\_

CONTACTS:

BUSINESS: \_\_\_\_\_ - \_\_\_\_\_ CELL: \_\_\_\_\_ - \_\_\_\_\_ OTHER: \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBB SITE: \_\_\_\_\_

STREET ADDRESS / LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

TAX PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

STATED PURPOSE OF CONDITIONAL USE REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## PLANNING AND ZONING DEPARTMENT

### REQUIRED ITEMS THAT MUST BE INCLUDED OR ACCOMPANY THIS APPLICATION:

- A. Name and address of the applicant.
- B. Address and legal description of the property.
- C. If the applicant is not the legal owner of the property, proof that the applicant has the authority to make the application (power of attorney).
- D. Payment of any fee established by the City of D'Iberville.
- E. A graphic site plan, drawn to a scale of not less than one inch to fifty feet (1" = 50') and sufficiently dimensioned as required to show the following:
  - a. The date, scale, north point, title, name of owner, and name of person(s) preparing the site plan.
  - b. A statement describing the proposed use.
  - c. The location, dimensions, and area of each lot, the locations, dimensions and height of proposed buildings, structures, streets and any existing buildings in relation to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property.
  - d. The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, utility or service areas, fencing and screening, and lighting.
  - e. The location, dimensions (numbers shown), and arrangements of all open spaces and yards, landscaping, fences, and buffer yards including methods and materials to be employed for screening as required in Section 5.4.4.
  - f. The location, size (numbers shown), arrangement and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading, and provisions to be made for lighting such areas.
  - g. The dimensions (numbers shown), location, and methods of illumination for signs and exterior lighting. The location and dimensions of sidewalks and all other areas to be devoted to pedestrian use.
  - h. Provisions to be made for treatment and disposal of sewage and industrial wastes and water supply.
  - i. The capacity and arrangement of all buildings used or intended to be used for dwelling purposes, including the proposed density in terms of number of dwelling units per acre of land.
  - j. A description of any proposed industrial or commercial operations in sufficient detail to indicate effects of those operations in producing noise, glare, air pollution, water pollution, fire hazards, traffic congestion or other safety hazards, along with a description of methods to be employed in controlling said effects of the operations.
  - k. All proposed site grading and drainage provisions and proposals including contour data at a contour interval sufficient to indicate the topography of the site, but in no case to exceed a two-foot (2') interval.
  - l. Location of existing tree growth shall be shown on a tree survey. Tree growth shall be considered as a plant having at least one well defined trunk of at least six (6) inches caliper measured at five feet above adjacent grade.
  - m. A key map showing the entire project and its relation to surrounding properties and existing buildings thereon.
  - n. Location of any flood hazard areas set forth on the Flood Insurance Rate Maps published by the Federal Emergency Management Agency.
  - o. Floor plans showing proposed structural uses.
  - p. Photographs, artist renderings, or other visual documents that will assist the City in establishing compatibility.

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### REQUIRED ITEMS THAT MUST BE INCLUDED OR ACCOMPANY THIS APPLICATION:

- q. Road improvements, traffic control, and signalization necessary to properly service the development.
- r. Expected infrastructure improvements such as water, natural gas, electricity, drainage, and sanitary sewerage collection to include location of improvements, size of pipes, etc.
- s. A legally binding agreement from the applicant that includes language agreeing to the following:
  - a. All permanent improvements to be constructed shall be to the standards of the latest editions for the building and related codes adopted by the City of D'Iberville.
  - b. Water system and sanitary sewer system improvements necessitated by any development shall be designed and constructed in accordance with the standards and requirements of the City of D'Iberville and may be at the expense of the developers.
  - c. The developers shall dispose of garbage, trash, and other solid waste in a manner consistent with applicable federal, state, and local laws.
  - d. Other requirements may be deemed necessary and appropriate and in the interest of the public health, safety, and welfare. Completion of the improvements set forth in the agreement shall be a condition before certificate of occupancy shall be issued for any use and no building or facility will be occupied until such improvements are constructed and operational.
- F. The City of D'Iberville may require additional information before granting a permit for developments. The information may include, but not limited to, the following:
  - a. Evidence of site control for all lands necessary for the full and complete implementation of the development plan.
  - b. Landscape buffer areas of sufficient length and width as necessary to protect adjoining uses from any adverse impact from noise, traffic, lights, etc., or to protect any adjoining use of right, including for fire safety, or maintenance operations.
  - c. Storm water retention and drainage plans.
  - d. Permit and approval from state and federal agencies for any development within designated flood hazard areas.
  - e. Exterior lighting plans for buildings and parking lots and other similar lighting uses.

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## STATEMENT OF UNDERSTANDING

As the applicant or owner(s) for the requested Conditional Use in the City of D'Iberville, I (we) understand the following:

- The application fee of \$200.00 must be paid prior to the acceptance of the application. Further, that if the application is withdrawn for any reason, the application fee is forfeited to the City of D'Iberville.
- As the applicant or owner(s), I (we), or the designated representative, must be present at the public hearing.
- That all information provided with this application is true and correct to the best of my knowledge and belief.
- That this application represents only the property owned by me (us) and that any other adjoining property owners must apply for a change on their own behalf.
- That all required attachments have been provided to the City of D'Iberville.
- That additional information may be required by the Building Official and/or the Planning Commission prior to final disposition.
- That the City Council will not accept new case evidence once the recommendation has been made by the Planning Commission. If new evidence needs to be presented, the applicant will need to request that the matter be referred back to the Planning Commission for additional review.
- That the Public Hearing will be held \_\_\_\_\_ at 6:00 p.m. in the City Council Chambers, located on the first floor of City Hall, 10383 Automall Parkway, D'Iberville, MS 39540.
- That if a continuance of the hearing is necessary at my (our) request, the request must be made to the Building Official or designated staff member, a minimum of seven (7) calendar days prior to the hearing. If such request is not made in writing, I (we) understand that a new application must be filed and an additional application fee paid to the City of D'Iberville.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner or Designated Agent

### BELOW THIS LINE FOR OFFICIAL USE ONLY

\$200.00 Fee Paid

Application signed

Copy of Deed, Lease o Contract

Written Project Description

Site Plan

Drainage Plan [ ] N/A

Parking Spaces

Notarized Statement [ ] N/A

List of Property Owners [ ] N/A