

City of D'Iberville

P.O. BOX 6519
D'IBERVILLE, MS 39540
(228)392-7966

APPLICATION FOR SUBMITTAL

CASE NUMBER: _____

DATE: _____

APPLICANT(S): _____

APPLICANT'S ADDRESS: _____

APPLICANT'S TELEPHONE:
(HOME): _____ (WORK): _____

PROPERTY OWNER(S): _____

MAILING ADDRESS: _____

TAX ROLL PARCEL NUMBER: _____

PROPERTY STREET ADDRESS AND/OR LEGAL DESCRIPTION:

____ For Official Use Only ____

- DRC (Development Review Committee):
- By Right
 - By Warrant
 - By Variance (to Planning Commission)

- City Council and Mayor:
- Approved
 - Disapproved (to State)

- Planning Commission:
- Approved
 - Disapproved (to City Council & Mayor)

- State of Mississippi:
- Approved
 - Disapproved (Final Denial)

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STATEMENT OF UNDERSTANDING

I/We _____
(*name(s)*)

as the applicant(s) or owner(s) of the property/project requesting a Design Review Committee and/or Planning Commission Review in the City of D'Iberville understand the following:

An application fee in the amount of \$ _____ must be paid prior to the acceptance of this formal application. Should the application be withdrawn for any reason, the application fee mentioned above shall be forfeited in favor of the City of D'Iberville.

As the applicant(s) or owner(s), I (we), or the designated representative, must be present at any public hearing regarding this application.

That all information provided within the content of this application is true and correct to the best of my (our) knowledge.

That this application represents only property owned by me (us) or by the company or legal subjects I (we) represent and that any other adjoining property owners to the property here mentioned have the right to apply for approval or denial on their own behalf.

That all required attachments have been provided to the City of D'Iberville including but not limited to:

- proof of ownership (i.e.: deed, contract and/or any other appropriate document);
- a site survey signed by a certified surveyor;
- a location map of the property within the region;
- a location map of the property within the block;
- a copy of the most current FEMA flood elevation map identifying the location of the site;
- a Certificate of Elevation for Proposed Construction;
- a site plan at scale showing the location of proposed improvements, driveways, sidewalks, pathways and/or landscape features, location of all utilities and fire hydrants;
- floor plans at a standard architectural scale;
- all four facades at the same scale of the floor plans;
- a front facade showing the adjacent lot boundaries and the front facade of the neighboring improvements on their correct location and scale;

- the Smart Code Requirements submittal form in Appendix VII-XII; and,
- all other requirements imposed by the City of D'Iberville.

For preliminary site and building approval, all applicants shall also demonstrate compliance with the following standards:

- Building Disposition
- Building Configuration
- Building Function and Density
- Parking Standards
- Compliance with Fence Ordinance, “Architectural Guidelines for the City of D'Iberville” and Architectural Standards
- Preliminary Drainage Proposal

For final approval, and in addition to the above requirements, all applicants shall demonstrate compliance with the following standards:

- Landscape Standards
- Signage Standards
- Ambient Standards
- Environmental Standards
- Other Local, State, or Federal Special Requirements

The absence of any of the above mentioned documents shall result in an automatic denial of this application. Please be aware that additional information may be required by the Design Review Committee or the Planning Commission prior to final disposition.

If a continuance of the hearing is necessary at my (our) request, the request must be made to the Zoning Official a minimum of seven (7) days prior to the hearing. If such request is not made in writing, I understand that a new application must be filed and an application fee paid to the City.

Signature of Applicant(s)

Signature of Property Owner(s)

Name(s) and Date

Name(s) and Date

For Official Use Only

- | | |
|---|---|
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Complete Site Plan |
| <input type="checkbox"/> Copy of Deed, Lease or Contract | <input type="checkbox"/> Location of Fire Hydrants |
| <input type="checkbox"/> Certified Survey | <input type="checkbox"/> Location of Utilities |
| <input type="checkbox"/> Regional Location Map | <input type="checkbox"/> Complete Site Plan |
| <input type="checkbox"/> Block Location Map | <input type="checkbox"/> All Floor Plans |
| <input type="checkbox"/> FEMA flood elevation map | <input type="checkbox"/> Project Context (Neighbors) |
| <input type="checkbox"/> Certificate of Elevation | <input type="checkbox"/> SmartCode Submittal Form |
| <input type="checkbox"/> Other | <input type="checkbox"/> Signed and Dated Application |
| <input type="checkbox"/> Case Number: _____ | <input type="checkbox"/> Determine a Review Date |
| <input type="checkbox"/> Notify Applicant of Hearing Date | <input type="checkbox"/> Notify DRC of Hearing Date |
| <input type="checkbox"/> Notify Planning Commission of Hearing Date | <input type="checkbox"/> Notify Council of Hearing Date |

NOTES:

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REQUIRED SUBMITTAL APPLICANT'S CHECKLIST
(Please check those items submitted as part of this application)

- Application Fee

- Proof of Ownership (at least 1 of the following):
 - Deed ()
 - Lease ()
 - Contract ()
 - Other ()

- Site Survey:
 - Certified Surveyor Signature ()

- Regional Property Location Map

- Block Property Location Map:

- FEMA Flood Elevation Map:
 - Flood elevation location
 - Current year of FEMA map

- Certificate of Elevation

- Site Plan (provide all that apply):
 - Proposed improvements location ()
 - Driveway(s) ()
 - Sidewalk(s) ()
 - Pathway(s) ()
 - Landscape feature(s) ()
 - Location of Existing and Proposed Utilities ()
 - Location of Nearest Fire Hydrant ()

- Floor Plans:
 - *All floor plans must be at a standard architectural scale ()

- Four (4) Facades:
 - *All four facades must be at the same scale as the floor plans ()

- Neighboring context:
 - Site Plan including adjacent properties ()
 - Front facade of proposed project showing existing neighboring improvements in their correct location and scale ()

- SmartCode Requirements Submittal Form of appropriate T-zone
T-Zone Applied for: _____

- Sign and Date Application Submittal

- Other:

PRE-EXISTING AND POST-EMERGENCY CONDITIONS

- If a building, structure, or other improvement is damaged or destroyed by any event resulting in the declaration of an emergency or disaster applicable to the City of D’iberville, by the Governor of the State or the President of the United States, the owner of record on the date of the event may repair or rebuild such building, structure or other improvement on the same building site and with the same building footprint by right.
- To qualify, the building, structure, or other improvement must have lawfully existed prior to the declaration and neither the lot, use, building, improvement, structure nor condition may be added to or altered in any way, except to remedy the effects of such damage or destruction, and/or to conform more closely with the provisions of the SmartCode for the City of D’Iberville.
- Without limiting the foregoing of any lot, use, building, improvement, structure, or condition that lawfully existed on the day immediately preceding the effective date of the SmartCode for the City of D’Iberville may continue to exist as it did. The lot, use, building, improvement, structure, or condition shall not be changed or added to after such date in a quantity not to exceed more than 50% of its net footage, except to conform more closely with the provisions of the SmartCode for the City of D’iberville.

PRELIMINARY AND FINAL APPROVALS

- Building and Site Plans submitted under Article 5 of the SmartCode for the City of D'Iberville shall follow the submittal requirements in Section 1.4.4 (see Submittal Application Forms for a friendlier version) and all other local, state and federal requirements as determined by the law.

- For preliminary site and building approval, all applicants shall also demonstrate compliance with the following standards:
 - Building Disposition
 - Building Configuration
 - Building Function and Density
 - Parking Standards
 - Compliance with Fence Ordinance, "Architectural Guidelines for the City of D'Iberville" and Architectural Standards
 - Preliminary Drainage Proposal

- For final approval, and in addition to the above requirements, all applicants shall demonstrate compliance with the following standards:
 - Landscape Standards
 - Signage Standards
 - Ambient Standards
 - Environmental Standards
 - Other Special Requirements

- I(we) understand that all site and building plans shall be subject to approval by the Design Review Committee, or to the extent required under applicable subdivision law, by the Planning Commission, the Mayor and City Council, prior to any work being commenced or other action being taken by the owner or developer with respect to such plans.

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I(we) will secure a DATE AND LOCATION for the Design Review Committee meeting and for any further meetings as required by the law; the date and location shall be determined by the City of D'Iberville Zoning Official. Additionally, I (we) have provided all the information required and have reviewed and filled out the above checklist to the best of my (our) ability and I (we) hereby certify that the information here submitted is accurate and true to the best of my (our) knowledge as attested by the signature(s) here below:

Signature of Applicant(s)

Signature of Property Owner(s)

Name(s) and Date

Name(s) and Date