

# SITE PLAN REQUIREMENTS



## MINOR SITE PLAN

A Minor Site Plan is required for all projects requiring an Accessory Use, Compatible Use, Flexible Use application and where no structural renovations or non-residential development is proposed, or Residential Construction permit, where a Major Site Plan is not required.

Minor Site Plan Requirements:

1. Lot with dimensions.
2. Site plan of proposed structures to scale with dimensions, including setbacks of proposed structures from property line, if applicable
3. Adjacent property setbacks and proposed setbacks
4. Location of existing structures, driveways and access roads, and utilities on the lot, with dimensions
5. Proposed utility improvements and location of hook up to existing facilities, if applicable
6. Foundation Plan: Finished Grade and Pad/Slab height from center line, measured from the point of storm water discharge or center line of the roadway (special approval required if more than 12" above grade), if applicable
7. Height of existing and proposed structures, if applicable
8. Exterior finish materials for proposed structures, if applicable
9. Proposed driveway and parking accommodations, if applicable (maximum driveway width: 25% of lot frontage)
10. Point of storm water discharge and drainage treatments to direct discharge to existing drainage infrastructure, if applicable (10 year pre-development rate of flow and 25 post-development rate of flow may be requested)
11. Proposed tree removal, demolition, relocation of building, landscaping, fences, sidewalks, signs and other site changes, if applicable
12. See City of Tupelo Development Code Section 11.3 for additional standards for off-site built structures

**Address number must be clearly placed on mailbox and structure for emergency services.**

*Please note: Submitted and complete construction plans may only begin land development prior to construction permitting with an approved Land Development application and permit from City of Tupelo Engineering.*

## MAJOR SITE PLAN

A Major Site Plan is required for all applications that include Rezoning, Subdivision, Flexible Use, and/or Multifamily housing other than upper story residential or more than three commercial spaces.

Major Site Plans must be approved by the City of Tupelo Planning Committee and City Council prior to permitting.

1. Vicinity map with property boundary including metes and bounds of adjacent properties, with legend and north arrow

2. Total site area and area proposed for development with index map to graphic scale
3. Existing lot lines/Property Boundaries, with metes and bounds
  - a. Including previously platted lines, municipal boundaries, county lines)
4. Table of required setbacks
  - a. Front, side, rear, corner yard, building setbacks from buffer, buildable area per lot in square feet required
5. Adjacent property setbacks
6. Existing utilities and easements
  - a. Railroads, transmission lines, sewer lines, culverts and drainpipes, water lines, mains, and hydrants required
7. Existing features
  - a. Buildings, easements, adjacent structures, adjacent streets and ROW, curb detail, topographical contours, water features, other improvements, tree coverage area, drainage ways, streams and stream buffers, flood hazard areas, wetlands, natural or historic inventory sites required
8. Proposed and existing structures, to scale, including square footage and dimensions
9. Storm water runoff (measured at 10 year pre-development rate of flow and 25 yr post-development rate of flow)
10. Storm water management (10 year pre-development flow rate required)
11. Buffer areas (if applicable)
  - a. Riparian Buffers (if applicable)
12. Landscaping plan with required street trees
13. Tree Protection and Mitigation Area including Tree Protection Zone or Tree Affidavit
14. Private and public streets, existing and proposed
  - a. Including ingress/egress, maneuvering areas, driving aisles and any dedicated streets (26' street width and 96' turnaround required)
  - b. Access routes and aprons (Number of access roads will be determined according to number of dwelling units)
15. Utility improvements
  - a. Including water, sewer, electric, gas, and any underground utilities
16. Waste management access and locations
  - a. Including required dumpster enclosure (if applicable)
17. Other lot improvements (loading areas, driveways, alleys, parking areas, streets, sidewalks, etc.)
18. Proposed Right of Way and easements
19. Topographical contours (2 ft intervals within 100 ft; 5 ft intervals for remainder of property)
20. Common signage plan, where applicable
21. Contact information of surveyor, engineer, landscape architect, or other designer, with seal