

# MAJOR SUBDIVISION APPLICATION



City of Tupelo  
Department of Development Services  
P O Box 1485, Tupelo, MS 38802-1485  
(662) 841-6510  
permits@tupeloms.gov

MUNIS \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
*(for office use only)*

**A Pre-Application conference is required with a member of the Planning Division prior to application.**

**All materials required 4 weeks prior to scheduled Planning Committee Review.**

Major Site Plans are required where a Multi-Family development, Rezoning, Major Subdivision, or Flexible Use is proposed.

Where no other application is required, the following items are required for Major Site Plan Review. Fee must be paid upon application. see current fee schedule.

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Property Owner: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Engineer: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Project Location/Address:** \_\_\_\_\_

**Parcel number(s) of location:** \_\_\_\_\_

**Proposed Subdivision Name:** \_\_\_\_\_

**Proposed Residential Structure Type(s):** \_\_\_\_\_

**Proposed Non-Residential Structure Type(s):** \_\_\_\_\_

**Parcel Acreage:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Proposed # Lots:** \_\_\_\_\_ **Minimum Lot Size:** \_\_\_\_\_ **Maximum Lot Size:** \_\_\_\_\_

**Are Suspect Soils present?** Yes \_\_\_ No\_\_\_ **Is location in a designated Flood Zone?** Yes \_\_\_ No\_\_\_

**Does the proposed use have Special Use Standards (Chapter 11)?** Yes \_\_\_ No\_\_\_

**Is land development (demolition, clearing, cut/fill, tree removal) required?** Yes \_\_\_ No\_\_\_

**Is location in an Overlay District? (If yes, please attach and Overlay Application to this form)** Yes \_\_\_ No\_\_\_

**Required Attachments (please initial or indicate Not Required "NR" below):**

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission \_\_\_\_\_
2. Preliminary Plat, survey of lots, AutoCAD .dwg file \_\_\_\_\_
3. Site/Development Plan \_\_\_\_\_
4. Overlay Application, if applicable \_\_\_\_\_

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code and that I have received, or retained, a copy of this application. I understand, as the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Tupelo ordinances and statues I understand that if I or my representative does not attend the Planning Committee meeting, the application could be tabled or denied.

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

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

## **Preliminary Plat**

Where any preliminary plat requires modifications to standards of Section 12.11 by variance or flexible use, a Major Site Plan is required and may satisfy preliminary plat requirements, see below.

The following items must be represented on all preliminary plats:

1. Vicinity map with property boundary including metes and bounds of adjacent properties
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. Existing utilities and easements
  - a. Railroads, transmission lines, sewer lines, culverts and drainpipes, water lines, mains, and hydrants required
6. Existing features
  - a. Buildings, easements, adjacent property owners, adjacent streets and ROW, 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
7. Proposed lots (numbered, lined, with dimensions)
8. Block length
9. Cluster Mailbox location and access pattern (USPS requirement for all new subdivisions)
10. Storm water runoff (measured at 10 year pre-development rate of flow and 25 yr post-development rate of flow)
11. Storm water management (10 year pre-development flow rate required)
12. Buffer areas (if applicable)
  - a. Riparian Buffers (if applicable)
13. Tree Protection and Mitigation Plan or Tree Affidavit
14. Private and public streets
  - a. Including ingress/egress, maneuvering areas, driving aisles and any dedicated streets
  - b. Access routes and aprons (Number of access roads will be determined according to number of dwelling units)
15. Street lighting plan (City standards required for all City dedicated streets)
  - a. Intention for City or privately installed lighting (please note: the City will not install or maintain decorative lighting features)
16. Sidewalks (Continuous internal pedestrian walkways required with connection to public sidewalks where applicable)
17. Proposed Right of Way and easements
18. Open Space and/or parks with access and common ownership
19. Proposed parking areas with dimensions (if applicable)
20. Phasing Plan (Subdivisions with proposed multiple phases must include the number of proposed lots for each phase, proposed utility plans, and a time table for platting and construction of the subdivision in its entirety to permit any phase of development)

## **Site Plan Requirements**

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