

# MINOR 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.**

Any subdivision requiring development of infrastructure that will serve all lots or any services intended to be dedicated to the City will require a Major Subdivision application.  
Fee must be paid before application can be processed. See current fee schedule.

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

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

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

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

**Surveyor: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

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

**Proposed Land Use:** \_\_\_\_\_

**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 \_\_\_\_\_
2. Preliminary Plat, survey of lots, AutoCAD .dwg file \_\_\_\_\_
3. Site/Development Plan \_\_\_\_\_
4. Overlay Application, if applicable \_\_\_\_\_

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 hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge and that I have received a copy of this application. I understand that it is my responsibility as the owner and/or applicant to obtain all necessary information related to utility services and required utility development to provide necessary services to future development on subdivided lots.

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Site Plan Requirements

Minor Subdivisions will receive an approval letter after review by the Department of Development Services and may record a completed survey with the Lee County Chancery Clerk where a recorded deed and parcel assignments may be received. Return of the recorded deed and parcels numbers is required to complete a Minor Subdivision.

The following items must be represented on all preliminary plats:

1. Total site area and area proposed for development
2. Existing lot lines/Property Boundaries, with metes and bounds
  - a. Including previously platted lines, municipal boundaries, county lines)
3. Table of required setbacks
  - a. Front, side, rear, corner yard, building setbacks from buffer, buildable area per lot in square feet
4. Proposed lots (numbered, lined, with dimensions)
5. Block length
6. Proposed Right of Way and easements
7. Adjacent Property Setbacks
8. Open Space and/or parks with access and common ownership
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. Tree Protection and Mitigation Plan or Tree Affidavit
12. Proposed Utilities, where applicable
  - a. If utility improvements are proposed, provide the following:
    - i Location of proposed water, sewer, electric, gas, and any underground utilities
    - ii Existing utilities: Railroads, transmission lines, sewer lines, culverts and drainpipes, water lines, mains, and hydrants required
    - iii Existing features: 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
13. Buffer areas, if applicable
  - a. Riparian Buffers, if applicable
14. Landscaping and Buffering area, if applicable
15. Private and public streets, if applicable
  - 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)
16. Street lighting plan, if applicable (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)
17. Sidewalks (Continuous internal pedestrian walkways required with connection to public sidewalks, where applicable)
18. Proposed parking areas with dimensions, if applicable