

# LAND DEVELOPMENT 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)*

## Land Development must comply with the City of Tupelo Design Standards and Construction Specifications for Streets, Storm water, Water Distribution, and Sanitary Sewer

An approved site plan, preliminary plat, or rezoning or submitted commercial construction application is required prior to issuance of a Land Development Permit. 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:** \_\_\_\_\_

**Grading Contractor: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

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

**Proposed Land Use:** \_\_\_\_\_ **Project Acreage:** \_\_\_\_\_

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

**Is an existing waterway present?** Yes \_\_\_ No \_\_\_ **Are existing utilities or structures present?** Yes \_\_\_ No \_\_\_

### MARK ALL PROPOSED LAND DEVELOPMENT ACTIVITIES:

Clearing/Grubbing \_\_\_ Roadway, Curb Cut, or Street Connection \_\_\_ Fill \_\_\_  
Burning (\$200 additional fee) \_\_\_ Drainage/Erosion Control/Water Conveyance \_\_\_ Tree Removal \_\_\_  
Grading/Excavating \_\_\_ Berm and/or Buffer Construction \_\_\_ Demolition \_\_\_

### 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. Tree Protection and Mitigation Checklist w/ attachments \_\_\_\_\_
3. State and/or Federal permits (MDEQ, MDOH, MSDWFP) \_\_\_\_\_
4. SCNOI or LCNOI to MDEQ \_\_\_\_\_
5. US Army Corp of Engineer Notice of Intent \_\_\_\_\_
6. Storm Water Pollution Prevention Plan (SWPPP) \_\_\_\_\_
7. National Pollutant Discharge Elimination System (NDPES) permit \_\_\_\_\_
8. Zoning Request (Compatible Use, Flexible Use, Variance, Rezoning 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 understand the City will conduct inspections to ensure completion in accordance with approved plans, ordinances and statues, and has the right to stop any and all work should it not conform to the same. I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge.

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

***A land development permit is required for all NON-CONSTRUCTION land development activity except cleaning of undergrowth and trees under 8” caliper diameter.***

Standards for all Land Development

1. Land development permits for less than 5 acres require a Small Construction Notice of Intent (SCNOI) and storm water pollution prevention plan (SWPPP) with application
2. MDEQ certificate required with application for land development for 5 acres or more along with documentation of the Large Construction Notice of Intent (LCNOI) filed with the Mississippi Department of Environmental Quality (MDEQ)
3. ROW and other easements must be protected by the applicant. Responsibility for any damage is with the applicant and must be returned to predevelopment state prior to CO being issued.
4. SPECIAL FLOOD HAZARD AREA REQUIREMENTS - Section 11-23(8)a.of the City of Tupelo Flood Damage Prevention Ordinance states: “Floodways: Prohibit encroachments, including fill, new construction, substantial improvements, and other developments unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during occurrence of the base flood discharge; ...” All flood zone activity must be verified by staff prior to issuing permit to ensure compliance.
5. Tree Protection and Mitigation Checklist and attachments, see separate form, is required for all land development permits
6. The applicant is responsible for fulfilling any State or Federal regulations in addition to these standards.

*Note: The applicant is responsible for obtaining all State and Federal permits required for their activity and is the sole party responsible for State and Federal regulation violations.*

**REQUIRED ATTACHMENTS BY LAND DEVELOPMENT ACTIVITY TYPE:**

Activity Type	Site Plan, Plat, or Construction Application	Tree Protection and Mitigation Checklist	State and/or Federal permits*	SCNOI (< 5 acre) or LCNOI (> 5 acre) to MDEQ	US Army Corp of Engineer Notice of Intent	SWPPP (< 5 acre)	NPDES	MDEQ Notif. of Demo.
Undergrowth Cleaning	No permit required							
Clearing/Grubbing	X	X	X	X		X		
Fill	X	X	X	X		X		
Grading or Excavating	X	X	X	X		X		
Roadway, Curb Cut, or Street Connection	X	X	X	X		X		
Drainage, Erosion Control, or Water Conveyance	X	X	X	X	X	X	X	
Berm and/or Buffer Construction	X	X	X	X		X		
Burning		X	**see below					
Tree Removal	X	X						
Demolition								X

\*Unless otherwise indicated, all permit applications require Mississippi Department of Environmental Quality (MDEQ) and Mississippi Department of Health (MDOH) permitting approval. A permit may be required from the Mississippi Department of Wildlife, Fisheries, and Parks regarding endangered and threatened species. Initial review of the parcel can be conducted by the applicant at <https://ipac.ecosphere.fws.gov/>.

\*\***Burning:** Prescribed burning will be allowed in Agriculture/Open Space zoning districts only with a minimum 60 contiguous acres, and can only include material harvested from the site. No prescribed burns will be allowed until the owner has obtained the applicable MS Forestry Commission permit(s) and submitted copies to the City of Tupelo. Forestry Commission permit information can be found at <https://www.mfc.ms.gov/burning-info/request-a-burn-permit/>, the Northeast District Office phone number is 1-800-681-8760. City of Tupelo Fire Marshal approval required.