

ACCESSORY USE PERMIT 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 Minor Site Plan, see reverse, is required for all Accessory Use applications.

Accessory uses are permitted only where a principal structure or use is permitted.

Applicant Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Property Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Project Location/Address: _____

Parcel number(s) of location: _____

Is the location in an Overlay District? _____

Is the Accessory Use for residential use only? Yes ___ No ___

Business Name and License # (required for all non-residential accessory uses including home occupation and home business) _____

Temporary Use Dates of Proposed Use: Start Date _____ End Date _____

Select the applicable Accessory Use proposed:

| <u>Accessory Uses</u> | <u>Non-Construction Accessory Structures</u> | <u>Temporary Accessory Use</u> |
|--------------------------------------|--|----------------------------------|
| Outdoor Dining ___ | Driveway (new and renovation) ___ | Seasonal Outdoor Ag Sales ___ |
| Outdoor Storage ___ | Fence ² ___ Height: Side ___ Front ___ Rear ___ | Construction Storage Trailer ___ |
| Outdoor Display ___ | Donation Box ³ ___ | Dumpster/Waste Disposal ___ |
| Dog Kennel ___ | Porch/Patio/Balcony/Stoop/Deck ___ | Real Estate Model Home ___ |
| Beer and Wine Sales ¹ ___ | Wall without footings ___ Height: ___ | Portable Shipping Container ___ |
| Billboard ___ | Flagpole ___ | |
| Public Artwork ⁴ ___ | Off-Site Built Storage Building ___ Sq Ft. _____ | |

¹Separate permit application required

²Picture of proposed fence required

³Donation Boxes are permitted only on the parcel of the business receiving donations

⁴Compatible Use approval required

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. Minor Site Plan, see reverse _____
3. Zoning Request (Compatible Use, Flexible Use, Variance Application), if applicable _____
4. Additional Forms, Standards, or Documentation, 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 further understand the City of Tupelo will conduct inspections to ensure completion in accordance with approved plans, ordinances and statues, and the City of Tupelo 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: _____

All accessory uses and structures are subject to the standards of the City of Tupelo Development Code. Please review all standards of development or use relative to base zoning district, principal use, and additional standards.

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