

APPLICATION FOR OVERLAY REVIEW



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)

Projects located in designated Overlay Districts, see Chapter 5 of the City of Tupelo Development Code, are subject to Design Review according to established design standards. Completed submissions will be reviewed within 10 days of submittal of this application along with *a completed Certificate of Occupancy, Subdivision, Accessory Use, Rezoning, Major Site Plan, Land Development, Commercial Construction, Residential Construction, Sign, or Demolition application.*

Applicant Name: _____ **Phone:** _____

Email: _____ **Address:** _____

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

Email: _____ **Address:** _____

Project Location/Address: _____

Parcel number(s) of location: _____

Overlay District _____ **Is a variance required? Yes ___ No ___**

Type of work proposed (see list above for required application to that must accompany this application)

A Minor Site Plan is required for all proposed development in designated Overlay Districts.

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 (10 ft side setback required, regardless of zoning district), if applicable
3. Adjacent property setbacks and proposed setbacks
4. Location of existing structures, driveways and access roads, and utilities on the lot, to scale
5. Foundation height and vertical elevation height of existing and proposed structures (measured from the point of storm water discharge or center line of the roadway)
6. Building plan of proposed structures with dimensions, if applicable
7. Exterior finish materials for proposed structures, if applicable
8. Proposed driveway and parking accommodations, if applicable
9. Proposed utility improvements and location of hook up to existing facilities, if applicable
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 if applicable
12. Accessory uses and/or structures, such as fences, pools, flagpoles, walls, etc., 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: _____