



ACCESSORY USE APPLICATION

City of Tupelo | Department of Development Services

Mail: P O Box 1485, Tupelo, MS 38802-1485

Phone: (662) 841-6510 Fax: (662) 841-6550

Email: permits@tupeloms.gov

MUNIS _____

Received By: _____

Date Received: _____

(for office use only)

Permit Fee: \$25 (Non-refundable)

A Minor Site Plan is required for all Accessory Use applications. Accessory uses are permitted only where a principal structure or use is permitted.

PROPERTY INFORMATION

PROJECT LOCATION:

(ADDRESS OR PARCEL REQUIRED): _____

BUSINESS NAME: _____ LICENSE #: _____

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

TEMPORARY USE DATES: START DATE: _____ END DATE: _____

PROPOSED ACCESSORY USE: *Select the applicable Accessory Use proposed*

Driveway _____ Parking Lot _____ Patio/Porch/Stoop/Balcony _____ Flagpole _____ Donation Box _____

Other _____

CONTACT INFORMATION

OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

APPLICANT CONTACT INFORMATION *(if different than owner):*

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s) _____

REQUIRED ATTACHMENTS *(all required attachments must be submitted BEFORE a permit can be issued)*

1. Minor Site Plan (see Minor Site Plan Requirements on back) _____
2. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____

All accessory uses 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.

PLEASE SEE REVERSE SIDE

Minor Site Plan Requirements:

1. Lot with dimensions
2. Adjacent property setbacks
3. Location of existing structures, driveways and access roads, and utilities on the lot, to scale
4. Foundation height and maximum height of existing and proposed structures (measured from the point of storm water discharge or center line of the roadway)
5. Exterior materials for proposed structures, if applicable
6. Proposed driveway and parking accommodations, if applicable
7. Proposed utility improvements and location of hook up to existing facilities, if applicable
8. 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)
9. Proposed Tree Removal, demolition, relocation of structure, landscaping, fences, sidewalks, signs and other site changes, if applicable

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code. I further understand that if I am not the property owner, notarized permission from the property owner is required for the application to be processed.

Applicant Signature: _____ **Date:** _____