



MAJOR SUBDIVISION 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: \$250.00 (Non-refundable)

A pre-application conference is required prior to application submittal. All materials required 4 weeks prior to scheduled Planning Committee Review. Applicant must be present at Planning Committee review. All reviews are held at City Hall, 71 E. Troy St. See Major Subdivision Checklist for required attachments.

PROJECT DESCRIPTION

PROJECT LOCATION:

(LOCATION AND/OR EXISTING PARCEL NUMBER(S): _____

PROPOSED SUBDIVISION NAME: _____

PROPOSED RESIDENTIAL CONSTRUCTION TYPE(S): _____

PROPOSED NON-RESIDENTIAL CONSTRUCTION TYPE(S): _____

Project Acreage		Current Zoning		Existing Structures	Y N
Number of Lots		Proposed Zoning		Demolition Required	Y N
Minimum Lot Size		Current Land Use		Clearing Required	Y N
Maximum Lot Size		Proposed Land Use		Cut/Fill Required	Y N
Chickasaw Review	Y N	Overlay District	Y N	Proposed Signage	Y N
Flood Zone	Y N	Historic District	Y N	Other Zoning Requests	Y N
Suspect Soils	Y N	Special Use Standards	Y N		

CONTACT INFORMATION

OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

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

Phone Number(s): _____

APPLICANT CONTACT INFORMATION (if different from owner):

Name: _____ Email: _____

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

Phone Number(s): _____

PLEASE SEE REVERSE SIDE

Required Attachments *(all required attachments must be submitted BEFORE the permit can be issued)*

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
2. Site/Development Plan. (Signed and Sealed) _____
3. Preliminary Plat (Signed and Sealed) _____
4. Geo-referenced AutoCad .dwg file of survey _____
5. Survey of lots _____
6. Assigned Parcels and Parcel Map from the Tax Assessor's Office _____

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code. I understand that if I or my representative does not attend the Planning Committee meeting, the application could be tabled or denied. I further understand that if I am not the property owner, notarized permission from the property owner is required for application to be processed.

Applicant Signature: _____

Date: _____