



MINOR 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: \$100.00 (Non-refundable)

A pre-development conference is required prior to application submittal. Minor Subdivision Review is held 2:00 every other Wednesday. All reviews are held at City Hall, 71 E. Troy St. Review is required prior to approval. Please note: Any subdivision requiring development of infrastructure that will serve all lots or any services intended to be dedicated to the city will require a Major Subdivision application. Minor Subdivisions will receive an approval letter AFTER review by the Department of Development Services.

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 a 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: _____