



OVERLAY REVIEW 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: \$25.00 (Non-refundable)

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.**

PROJECT DESCRIPTION

PROJECT LOCATION:

(ADDRESS OR PARCEL REQUIRED): _____

PROJECT TYPE:

Certificate of Occupancy ___ Subdivision ___ Accessory Use ___ Rezoning ___ Major Site Plan ___ Land Development ___ Commercial Construction ___ Residential Construction ___ Sign ___ Demolition ___

OVERLAY DISTRICT: _____ IS A VARIANCE REQUIRED? YES ___ NO ___

CONTACT INFORMATION

OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

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

Phone Number(s): _____

APPLICANT CONTACT INFORMATION (if different from the owner):

Name: _____ Email: _____

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

Phone Number(s) _____

REQUIRED ATTACHMENTS (all required attachments must be submitted BEFORE the application can be reviewed):

1. Minor Site Plan, (see reverse for Minor Site Plan requirements) _____

PLEASE SEE REVERSE SIDE

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. Location of existing structures, driveways and access roads, and utilities on the lot, to scale
4. 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)
5. Building plan of proposed structures with dimensions, if applicable
6. Exterior finish materials for proposed structures, if applicable
7. Proposed driveway and parking accommodations, if applicable
8. Proposed utility improvements and location of hook up to existing facilities, if applicable
9. 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)
10. Proposed Tree Removal, if applicable
11. 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:** _____