

Case Number: \_\_\_\_\_  
(For City of Senatobia Use Only)

## SENATOBIA, MISSISSIPPI SITE PLAN APPLICATION

1<sup>st</sup> Submission \_\_\_\_\_ 2<sup>nd</sup> Submission \_\_\_\_\_ Fee \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PHYSICAL ADDRESS OF SITE: \_\_\_\_\_

TAX PARCEL ID #: \_\_\_\_\_

ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

PROPOSED TOTAL SQUARE FOOTAGE: \_\_\_\_\_

PROPOSED NUMBER OF STORIES: \_\_\_\_\_

PROPOSED HEIGHT: \_\_\_\_\_ PROPOSED PARKING BAYS: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature, if different from Owner

\_\_\_\_\_  
Date

Checklist of materials required to be submitted follow on next page. Checklist should be included with submittal with items checked.

## Site Plan Review

City of Senatobia

Name of Project: \_\_\_\_\_

### **Section 11 - Information Required for Non-Residential Site Plan Submittals**

1. A plan of the site as it is currently without improvements (an existing site plan) showing:
  - a. \_\_\_\_\_ The zoning designation of the project site and of adjoining properties, public and/or private streets, and adjacent property owners.
  - b. \_\_\_\_\_ Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest one-tenth foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one to 5,000.
  - c. \_\_\_\_\_ Tie in dimension and distance from property corner to nearest existing street(s) and to section corner.
  - d. \_\_\_\_\_ Required dimension and location of all setback lines and existing easements.
  - e. \_\_\_\_\_ Existing streets abutting the site or traversing the site, showing the right-of way and pavement widths as well as all existing bridges and culverts.
  - f. \_\_\_\_\_ Existing topography showing contour intervals, to sea level datum, of not more than two feet when the slope is less than four percent, and not more than five feet when the slope is greater than four percent, referenced to a United States Geological Survey or Coast and Geodetic Survey benchmark or monument.
  - g. \_\_\_\_\_ Natural features within and immediately surrounding the site, including drainage channels, bodies of water, wooded areas, and other significant features. On all watercourses leaving the tract, the direction of flow shall be indicated; and for all watercourses entering the tract the drainage area above the point of entry shall be noted.
  - h. \_\_\_\_\_ The size, location, and name of owners of all the utilities on or adjacent to the site, including pipe lines, and power transmission lines should be noted.
  - i. \_\_\_\_\_ The size and location of all storm drainage inlets and pipe culverts on or adjacent to the site.
  - j. \_\_\_\_\_ An existing tree survey of all major tree growth defined as trees greater than six (6) inches in diameter at four (4) feet above the ground. The survey shall include the species of the tree and the size in diameter measured four (4) feet above the ground.
  - k. \_\_\_\_\_ A note reporting the status of the land in the site related to the FEMA FIRM Maps (located in Zone X, A, AE, FW, etc.) with the Map number and date.
  - l. \_\_\_\_\_ If the site is located in a designated floodplain area shown as FEMA Floodway and Flood Plain, boundaries as shown on current FEMA maps shall be clearly shown and identified including the Base Flood Elevation (BFE).
2. A plan of the proposed site with improvements showing:
  - a. \_\_\_\_\_ Location of the proposed building structure.
  - b. \_\_\_\_\_ Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest one-tenth foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one to 5,000.
  - c. \_\_\_\_\_ Required dimension and location of all setback lines and proposed easements.

- d. \_\_\_\_\_ The right-of-way, pavement widths, and names of all proposed streets, if any.
  - e. \_\_\_\_\_ Parking lots with location and number of parking bays and location and number of ADA parking bays.
  - f. \_\_\_\_\_ Location of dumpsters and/or trash receptacles.
  - g. \_\_\_\_\_ Traffic striping and signage within and around the site to safely direct pedestrian and vehicular traffic around and through the site.
3. A grading and storm drainage plan showing:
- a. \_\_\_\_\_ Existing topography with contour intervals, to sea level datum, of not more than two feet when the slope is less than four percent, and not more than five feet when the slope is greater than four percent, referenced to a United States Geological Survey or Coast and Geodetic Survey benchmark or monument.
  - b. \_\_\_\_\_ Proposed topography and grading plan, with proposed contour intervals of one foot, and spot elevations in areas where contours cannot be shown.
  - c. \_\_\_\_\_ Locations, sizes, and types of materials for storm drainage inlets and pipe culverts.
  - d. \_\_\_\_\_ Locations, sizes, and types of materials for storm water retention/detention systems, if necessary, as required by Chapter 1 of the City's Minimum Design and Construction Standards.
  - e. \_\_\_\_\_ Retaining walls, with heights noted, if retaining walls are proposed.
4. An erosion and sediment control plan showing:
- a. \_\_\_\_\_ Locations and types of Best Management Practices (BMPs) used to keep sediment from leaving the site during construction.
  - b. \_\_\_\_\_ Descriptions of temporary and permanent seeding, grassing, and or solid sodding to be used to control erosion.
  - c. \_\_\_\_\_ The area of disturbed acreage.
5. A utility plan showing:
- a. \_\_\_\_\_ The size, location, and name of owners of all the utilities on or adjacent to the site, including pipe lines, and power transmission lines should be noted.
  - b. \_\_\_\_\_ Site lighting amenities.
  - c. \_\_\_\_\_ The size, location, and type of material for sanitary sewer manholes, main lines, service lines, lift stations, grease traps, cleanouts, or any other component of the project's sanitary sewer system.
  - d. \_\_\_\_\_ The size, location, and type of material for water distribution lines, gate valves, meters, fire hydrants, fire lines, or any other component of the projects water distribution system.
  - e. \_\_\_\_\_ The size, location, and type of material for natural gas distribution lines, valves meters, or any other component of the project's natural gas distribution system.
  - f. \_\_\_\_\_ Tap locations where the project's utilities will connect to City sewer, water and/or natural gas mains.
  - g. \_\_\_\_\_ Locations of other non-City utilities serving the project from connection points to the proposed building.
  - h. \_\_\_\_\_ Locations, widths, and purposes of proposed utility easements. (Any utility proposed to be turned over to the City will require an easement. Any utility proposed to be turned over to the City shall meet the requirements of the City's Minimum Design and Construction Standards.)

6. A landscape plan showing:
  - a. \_\_\_\_\_ Individual trees from the tree survey that are proposed to be removed and those that are to be preserved on site. The plan shall detail the size and type of all proposed landscaping inside and outside of the required buffers. Proposed landscaping shall include the required number of trees based on the replacement ratio in Article VI, Section 11.
  - b. \_\_\_\_\_ Foundation plantings around the building.
7. Building elevation drawings showing:
  - a. \_\_\_\_\_ Elevation views of all sides of the proposed building.
  - b. \_\_\_\_\_ Building height.
  - c. \_\_\_\_\_ Building forms and materials called out.
8. \_\_\_\_\_ A texture and color board with examples of building materials shall be submitted for any

The cover sheet of the site plan submittal drawing shall include the following information:

1. \_\_\_\_\_ Proposed development name
2. \_\_\_\_\_ The physical address of the site.
3. \_\_\_\_\_ Names and addresses of the owners of the property, including the names of the existing mortgages, the Developer, and the Mississippi Registered Professional Engineer responsible for the site design.

Additional information that shall be submitted if requested:

1. \_\_\_\_\_ Any required documentation from the Mississippi Department of Environmental Quality (MDEQ) regarding erosion and sediment control, including, but not limited to, proof of coverage under the MDEQ Small or Large General Construction Permit.
2. \_\_\_\_\_ Any required documentation from the Mississippi Department of Transportation (MDOT) regarding work on MDOT right-of-way including, but not limited to, proof of coverage under and MDOT construction permit.
3. \_\_\_\_\_ Storm water hydraulic calculations for pre-development and post-development conditions, as well as design calculations for any storm water retention/detention systems
4. \_\_\_\_\_ A photometric survey of the proposed site lighting prepared by a licensed design professional.
5. \_\_\_\_\_ A maintenance of traffic plan if proposed site is adjacent to a public street.
6. \_\_\_\_\_ A traffic study of the existing area with proposed trip generations and impacts, if any, to existing traffic that a proposed development may have.