

**CITY OF TUPELO
SITE PLAN REQUIREMENTS**

PROJECT _____ CONTRACTOR _____

*** Note:** Plans for any commercial building over 5000 square feet in size must be sealed by an engineer or architect licensed in the state of Mississippi.

SIGN OFF	REQUIRED SUBMITTALS	PROJECT ANALYSIS
	1. Property Address/Location 2. Parcel number for the project	_____
	3. Property/Project Owners (List All)	
	4. Current Zoning	_____ Current Zoning
	5. Show, label & dimension all existing & proposed property lines, property corners, & easements.	
	6. Required setbacks in _____ Front current zoning district. _____ Side (Show & label required _____ Side setback on site plan) _____ Rear	Actual Dimensions _____ Front _____ Side _____ Side _____ Rear
	7. Will the combination or division of parcels be necessary for this project?	_____ Has the proper subdivision application or revised legal description been provided?
	8. Maximum building height allowed in current zoning district _____	_____ Proposed Building Height
	9. Square footage of parcel. Maximum parcel coverage allowed in this zoning district. _____	_____ Total square footage of parcel _____ % Actual Parcel Coverage
	10. Label & show square footage of each proposed & existing buildings/structures	_____ Square footage of building one _____ Square footage of building two _____ Total square footage of buildings/structures (please attach separate sheet if needed)
	11. Is the parcel in the Special Flood Hazard Area? YES NO Provide Flood Elevation Certificate.	_____ Finished Floor Elevation of Building One _____ Finished Floor Elevation of Building Two _____ FIRM Map Number _____ During Construction _____ As Built
	12. Site drainage & storm water calculations must be provided.	_____ Sheet number of water calculations

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	<p>13. Show layout with dimension of parking area & driveways. Provide total square footage of all paved vehicular use areas.</p>	<p>_____ Total Square Footage of all paved vehicular use areas.</p>
	<p>14. Provide total number of parking spaces, based on the type of use and square footage of building. Parking spaces must be a minimum of 8'-6" wide & 16' deep. A.D.A. compliant spaces must include an adjacent 5' loading zone. Do not exceed 15 spaces in a row.</p>	<p>_____ Required number of Parking Spaces</p> <p>_____ Required number of A.D.A. compliant Parking Spaces</p>
	<p>15. Provide the total square footage, location, & height of proposed ground signs, if known.</p>	<p>_____ Height of ground sign</p> <p>_____ Square Footage of ground sign</p>
	<p>16. Number & location of protected tree species on site, if applicable.</p>	<p>_____ Number of protected trees removed & total caliper inches</p>
	<p>17. A minimum of 8% of the interior parking area must be landscaped. Show & label on site plan. This only applies to parking with 10 or more spaces or over 3,500 square feet.</p>	<p>_____ Total square footage of vehicular use area x .08 equals the square footage of _____ this landscape requirement</p>
	<p>18. Number of trees required on street frontage. Show & label on site plan.</p>	<p>_____ Number of linear feet along right-of-ways ÷ 50 equals the number of trees _____ for this requirement</p>
	<p>19. Number of interior shade trees required. Show & label on site plan. This only applies to parking with 10 or more spaces or over 3,500 square feet.</p>	<p>_____ Total square feet of vehicular use area ÷ 3,500 square feet equals the _____ number of trees for this requirement</p>
	<p>20. Square Footage of evergreen shrubs required. Show & label on site plan.</p>	<p>_____ Total property perimeter length equals the total square footage of evergreen shrubs for this total requirement</p>
	<p>21. Show & label on site plan location of proposed electrical service.</p>	<p>_____ Single Phase</p> <p>_____ Three Phase</p> <p>_____ Overhead Service</p> <p>_____ Underground Service</p>
	<p>22. Show & label on site plan the exit for the sewer.</p>	

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	<p>23. Show & label on site plan the entrance for domestic water. If a fire protection sprinkler system is required show the location of the backflow preventer.</p>	<p>_____ Sprinkler system required?</p>
	<p>24. Show the location & distance to the nearest fire hydrant on the site plan.</p>	<p>_____ Distance to fire hydrant</p>
	<p>25. If more than 150 feet from a public street, a 20 foot wide roadway with an all weather surface driveway is required.</p>	<p>_____ Distance from public street</p>
	<p>26. Show required trash containment location. The required enclosure must be as high as the highest point of the container or dumpster/compactor. The enclosure must have gates and be constructed with an opaque material, compatible with the design and materials of the principal building.</p>	
	<p>27. On a corner lot in any zoning district except the CBD District, nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision between a height of 2½ and 10 feet above the center line grades of the intersected streets in the area bounded by the street lines of such corner lots and a line adjoining points along said street lines 50 feet from the point of intersection.</p>	
	<p>28. A 5-foot wide landscape buffer must be provided along all common property lines. Provisions must be installed, such as curbing to prevent vehicles from driving through the 5-foot landscaped areas adjacent to the street right-of-way.</p>	
	<p>29. All outdoor lighting shall be designed, located and mounted at heights no greater than 18 feet above grade for non-cut-off lights, and 35 feet above grade for cut-off lights. All outdoor lighting shall be designed and located such that the maximum illumination measured in foot-candles at the property line shall not exceed .3 for non cut-off lights and 1.5 for cut-off lights.</p>	

If you have any questions regarding the above requirements, please contact

City of Tupelo Department of Development Services
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