

# *City of Natchez, Mississippi*

## Site Plan Review Application

CASE # \_\_\_\_\_

Please complete the following information along with submission of the required site plan review contents as outlined in the Site Plan Review Committee Policies and Procedures.

Name of Company/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Project address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed use (be specific): \_\_\_\_\_

Please choose one of the following that apply:

Is this application for:

Will there be connections above or below ground within the City of Natchez' right-of-way?

If yes, where are these proposed? \_\_\_\_\_

What is the current zoning of the property? \_\_\_\_\_

What is the current land use of the property? \_\_\_\_\_

What is the total lot area of the proposed development? \_\_\_\_\_

What is the estimated completion date of the project? \_\_\_\_\_

What is the estimated value (\$) of the proposed real property improvements? \_\_\_\_\_

# *City of Natchez, Mississippi*

## **Site Plan Review Application**

Will there be any requests for Planning Commission actions associated with this proposed development? (i.e. variance)\_\_\_\_\_ If yes, please describe in detail:

---

---

---

Attach plot plan (map drawn to scale) showing the following: Two (2) 2' x 3' and nine (9) 11" x 17" copies

1. all buildings and the square footage of each
2. all parking spaces which must be 9' x 20' (must comply with City's parking regulation)
3. lot lines and setbacks to buildings
4. all landscaping (existing and proposed)
5. all screening (existing and proposed)
6. traffic flow patterns and access to road
7. all exterior lighting
8. all fencing
9. building elevations of all sides
10. grading and drainage plan
11. silt fencing

If the requested use involves a multi-family apartment building, please identify the total number of units and the number of bedrooms per unit: \_\_\_\_\_

For any new construction, please describe the following:

- a. Building dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_
- b. Setbacks (in feet): Sides \_\_\_\_\_ Rear \_\_\_\_\_ Front \_\_\_\_\_
- c. Building materials (frame, concrete block, etc.): \_\_\_\_\_  
\_\_\_\_\_
- d. Exterior materials (vinyl siding, stucco, clapboard, brick, etc.): \_\_\_\_\_  
\_\_\_\_\_
- d. Exterior colors: \_\_\_\_\_  
\_\_\_\_\_

### *Fee Schedule*

A fee of \$250.00 for Multi-Family Residential and \$125.00 for Commercial or Industrial shall accompany each site plan review at the time of submission. Prior to issuance of a permit, applicant will be required to pay the required portion of the review fees associated with this application. A complete schedule of review fees is available upon request.

---

**For City Use Only**

Approval Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION TO VISIT THE PROPERTY:** Site visits to the property by City representatives may be important to process this application. The Owner or authorized representative, as notarized below, hereby authorizes City representatives to visit and photograph the property described in this application.

**AUTHORIZATION FOR OWNER'S REPRESENTATIVE(S):** Please complete if applicable. This section must be notarized.

I \_\_\_\_\_, the owner, hereby authorize \_\_\_\_\_ to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Current Property Owner

Date

**APPLICANT'S AFFIDAVIT:** This section must be completed and notarized.

I \_\_\_\_\_, the owner or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits, and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.

Signature of Owner or Authorized Representative

Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

***City of Natchez, Mississippi***  
**Site Plan Review Application**

**SITE PLAN PERFORMANCE AGREEMENT**

I, \_\_\_\_\_, (the DEVELOPER) and the City of Natchez enter into this agreement to stipulate the required terms of performance in the completion of the site plan improvements. The DEVELOPER agrees to complete all improvements to the project area as specified in the attached site plan information. All improvements must conform to the specifications in the site plan and must be approved by the City's designated officials.

These improvements must be completed within a reasonable time after completion of the building construction; however, all improvements must be completed prior to the issuance of a Certificate of Occupancy.

The improvements referred to above include, but are not limited to, any required landscaping, green space provisions, berming, and screening. These items are considered satisfactory completed upon planting, seeding, or sodding of healthy and growing material to the specifications in the site plan.

**DEVELOPER**

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF NATCHEZ**

By: \_\_\_\_\_

Date: \_\_\_\_\_

***City of Natchez, Mississippi***  
**Site Plan Review Application**

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I agree to allow by City authorized persons, in, on, or to the property for purposes of review of this application and any necessary inspections.

I understand that knowingly falsifying this information may be grounds for the denial or revoking of this site plan review application and subsequent building permit.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_  
**Name and Address of Additional Contact(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_