

# **GUIDELINES FOR SITE PLAN & PRELIMINARY PLAT REVIEW**

**City of Vicksburg,  
Mississippi**

Revised 04/01/2010

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### **Section 1000            PURPOSE OF SITE PLAN AND PRELIMINARY PLAT REVIEW**

Site plan and preliminary plat review shall be required to ensure compliance with the zoning ordinance, building code, subdivision regulations and other applicable ordinances; to provide the developer with one central review of his/ her development proposal; to conserve the time and efforts of city employees in various departments; and to provide for a speedy processing of applications for building permits on large-scale and other projects.

### **Section 1001            INTRODUCTION TO SITE PLAN REVIEW**

A site plan review shall be required for the following:

- |         |   |
|---------|---|
| 1001.01 | For all new residential multi-family developments greater than two (2) units.   |
| 1001.02 | For all additions to residential multi-family developments that increase the number of buildings or enlarge the existing buildings. |

- 1001.03 For all new commercial and industrial buildings.
- 1001.04 For all additions to commercial and industrial buildings that change or enlarge the footprint of the building.
- 1001.05 Any proposed planned unit development.
- 1001.06 Other special cases and projects that may be brought to the committee's attention by the mayor, city council, department of planning and community development, public works, fire prevention or the building and inspections department.
- 1001.07 Any proposed subdivision, re-subdivision, or re-platting of land subject to the requirements of the subdivision regulations.

**Section 1002 SITE PLAN REVIEW PROCEDURE FOR COMMERCIAL,**

All procedures for permits, amendments and variances shall follow the applicable requirements and procedures as established by city codes or ordinances. The committee's report shall consist of a review by each member, and a conclusion written by the Community Planner stating the consensus of the committee. The report shall be signed and approved by the Community Planner. The report shall be attached to a certificate of zoning compliance and forwarded to the building official. The developer will be advised by the Community Planner of any discrepancies or comments made by any of the departments involved and may appear before the Site Plan and Preliminary Plat Review Committee.

A preliminary site plan, as provided in Section 1004, shall be filed with the Community Planner whose duty it shall be to submit the plan to the Site Plan and Preliminary Plat Review Committee.

- 1002.01 *Compliance:* The Site Plan and Preliminary Plat Review Committee shall certify to the Community Planner that said site plan does or does not comply with all required ordinances of the City of Vicksburg, Mississippi. If the site plan does comply and there is no re-zoning or other consideration pending, the Community Planner shall forward the approved site plan to the Building Official, and so notify the applicant in writing. If a re-zoning application or other action is pending, he shall forward such approved site plan to the Planning Commission and the appropriate city departments as applicable along with a written statement that such action is pending, and so notify the applicant in writing. If the site plan does not comply, the Site Plan and Preliminary Plat Review Committee shall so specify in what respects it does not comply in writing and to the Community Planner, who shall then notify in writing the

applicant of the required corrections for compliance before further processing.

- 1002.02 *Time period for review:* In all cases, the Site Plan and Preliminary Plat Review Committee shall have up to or a maximum of thirty (30) days from the date of filing to review and recommend either approval, approval with specific conditions, or disapproval of any site plan.
- 1002.03 *Action of the committee binding:* Action of the Site Plan Preliminary Plat Review Committee shall be binding on all city departments as far as site plan approval for obtaining a building permit is concerned.
- 1002.04 *Approval time period:* Should the site development plan be approved and
- 1002.05 *Re-zoning or other action pending:* If re-zoning in whole or in part is
- 1002.06 *Right of applicants to appear:* Applicants shall have the right to appear meeting.
- 1002.07 *Further appeals:* Any person aggrieved of the decision of the Site Plan Review Committee may appeal to the City Council. The appeal must be made in writing to the Community Planning Department within ten (10) days of the date of the decision, and the Community Planner shall forward the case records to the City Council. Upon appeal a site plan case shall be reviewed as to its compliance with all ordinances of the City of Vicksburg.

All applicants will follow the procedures specified below:

- 1002.08 Sketch Plan/Zoning Requirements: The applicant is encouraged to meet and consult informally with the Community Planner and/or the Director of Building and Inspections. This meeting will give the applicant an opportunity to secure guidance as to what will probably be required before incurring great expense in making a detailed site plan.
- 1002.09 Submission of Site Plan: **Six (6) copies** of each site plan will be prepared and submitted to the Community Planner on or before the submittal deadline date. The site plan will not be processed until all required data is provided. A GIS or CAD based file will also be required for inclusion into the City's GIS system.
- 1002.10 Site Plan Becomes Zoning & Building Requirements for Proposed Use: The approved site plan will incorporate the building and zoning requirements for the property involved.

## Section 1003

## SPECIFICATIONS FOR ALL REQUIRED SITE PLANS

The purpose of this Section is to present in one place the data and specifications required for any proposed development which will require site plan review. The following data will be supplied by the applicant by showing such information on the required site plans:

- 1003.01 Statement describing in detail the character and intended use of the
- 1003.02 Existing and Proposed Lot lines (property lines) displayed in a heavy, bold line weight.
- 1003.03 The zoning of adjacent lots.
- 1003.04 The names of owners of adjacent lots.
- 1003.05 Rights-of-way of existing and proposed streets, including streets shown on the adopted Thoroughfares Plan displayed in a heavy, bold line weight.
- 1003.06 Existing and Proposed Access ways, curb cuts, driveways and parking (including number of parking spaces to be provided) and loading areas. **Please indicate the final count for parking spaces on the plans under “notes.”**
- 1003.07 All existing and proposed easements and rights-of-way, existing and/or to be dedicated. **Please include a copy of any and all supporting documents or permissions for existing or proposed easements on and off the site.**
- 1003.08 All existing and proposed gas, water and sanitary sewer lines; also, the location of all existing and proposed fire hydrants. Vicksburg Water and Gas contacts: Tammy Christmas (601) 634-4561 and Garnet Van Norman (601) 634-4545.
- 1003.09 A drainage plan showing all existing and proposed storm drainage facilities. The drainage plan will indicate an adjacent upstream drainage basin(s) and through-site drainage courses and projected storm water volumes from off-site and on-site sources.
- 1003.10 Show Base Flood Elevations (BFE) as required by the City’s Flood Prevention Ordinance. Flood plain zone designations according to maps prepared by the Federal Emergency Management Agency, National Flood Insurance Program (NFIP) of latest data available, and any proposed flood way modifications. **Please label on the plans.**
- 1003.11 Building lines and the location of all structures and utilities, existing and proposed above and below ground. Utilities should be provided on a

- separate layout sheet and included with the site plan review package.
- 1003.12 Proposed uses of the land and buildings. **Please label on the plans.**
- 1003.13 Existing Contours at vertical intervals of two (2) feet or less based on National Geodetic Vertical Datum (NGVD) plus proposed finish grade contours as required by the parking lot landscape ordinance. **Please label on the plans.**
- 1003.14 Open space and recreation areas, when required.
- 1003.15 Area (in square feet and/or acres) of parcel. **Please label on the plans.**
- 1003.16 Proposed gross lot coverage by buildings and structures. **Please indicate the gross lot coverage on the plans under “notes.”**
- 1003.17 Number and type of dwelling units (where proposed). **Please indicate the number and type of dwelling units on the plans under “notes.”**
- 1003.18 Location of sign structures (Owner/developer will apply for a sign permit).
- 1003.19 Existing and proposed lighting.
- 1003.20 All means of ingress and egress (Accessways/ curb cuts).
- 1003.21 All landscaping, screens, and buffers.
- 1003.22 A “development plan” when staging of development is proposed showing a breakdown of “phases” for the project.
- 1003.23 Traffic study if deemed necessary by the Community Planner or the City Engineer.
- 1003.24 A location map showing the location of the project within the city, county and state. This sheet should be used as the cover page for the project.
- 1003.25 Exterior elevations. If the site is located within the Historic District, a Certificate of Appropriateness is required from the Architectural Review Board.
- 1003.26 Scale of drawings both by written scale and graphic scale.
- 1003.27 Magnetic north arrows.

- 1003.28 Any additional data necessary to allow for a thorough evaluation of the proposed use.
- 1003.29 Provide a boundary survey with mathematical closure, unless already platted.
- 1003.30 Provide landscape plan that is in compliance with the parking lot landscape ordinance of the City of Vicksburg.

In addition, a title block will be shown on the site plan with such information as the date of submittal and date of any revisions, names of developer, name and address of an owner, zoning of subject property, names of engineer and landscape architect, etc. will be located.

- 1003.31 Other Exhibits: Photographs, rendering, color slides, models and similar
- 1003.32 Staging of Development Requires Development Plan: Whereas developer proposes to construct a particular land use requiring site plan review under these guidelines by stages (e.g., PUD's, large multi-family developments, large commercial developments, etc.), sufficient data will be provided in a development plan (sometimes referred to as a sketch plat or master plan) to indicate such staging by numbers and types of buildings or structures proposed for each stage, the general area to be developed in each stage and related information. The general concept presented in the development plan will be adhered to as much as possible by developers. Significant deviations from the development plan initially approved will require an additional submittal and approval by the Site Plan Review Committee.
- 1003.33 **Site Work will not be initiated by the developer until all aspects of the Site Plan have been approved by the Site Plan and Preliminary Plat Review Committee.**

#### **Section 1004 CRITERIA FOR SITE PLAN REVIEW**

Criteria for site plan review consist of the five components specified below:

- 1004.01 Consistency with Adopted Land Use Plan and Zoning Ordinance: The proposed site plan will be consistent with adopted Land Use Plan and Zoning Ordinance (Including the official Zoning Map).
- 1004.02 Vehicular Traffic Circulation and Parking: The following aspects of vehicular traffic circulation and parking will be reviewed:
- \* Is the site plan consistent with the adopted Thoroughfares Plan?
  - Are the developer's plans for any new streets, that will traverse the

site, consistent with proposed alignment and rights-of-way/surface width requirements indicated on the adopted Thoroughfares Plan?

- \* Street network capacity: Is the street system in the vicinity capable of carrying traffic generated by the proposed development, according to traffic projections developed by the City Engineer?
- \* Traffic engineering operation of adjacent streets: What traffic
- \* Compliance with Zoning Ordinance (section regulating Off-street Parking, Loading, and Access Requirements).
- \* Are proposed freight delivery areas separated from customer access in commercial and industrial developments?

1004.03 Utilities: The following will be evaluated with regard to utilities:

- \* Water and sewer system capacity and over sizing (future) needs.
- \* On-site and off-site drainage requirements, including retention and detention ponds.
- \* Are underground utilities required on the site?

1004.04 Fire Safety:

- \* Are fire hydrants shown on the site plan and properly located to ensure fire protection for all structures?
- \* Are there at least two points of an ingress/egress for apartment or condominium complexes, office parks, shopping centers, industrial parks, etc. to provide access for fire equipment and to provide for evacuation when necessary?
- \* Are buildings spaced in accordance with the Zoning Ordinance and the adopted Building Code?

## **Section 1005 PLAT AND CONSTRUCTION APPROVAL**

1005.1 Procedure for Approval of the Preliminary Plat

Procedure for approval of preliminary plat (Inside or outside city limits when connecting to city utilities). Three (3) copies of the preliminary plat

and supplementary material specified shall be submitted to the Public Works Department with a written application for review and comments by the City Engineer.

Following a review of the preliminary plat and other material submitted by the subdivider, negotiations will proceed with the subdivider on changes deemed advisable and the kind and extent of improvements to be made by the subdivider. The City Engineer will then act on the submittal within thirty (30) days. The City shall express approval or conditional approval and state the conditions of such approval, if any, or if disapproved, shall express disapproval and the reasons therefor.

The action of the city shall be noted on three (3) copies of the preliminary plat, referenced and attached to any conditions determined. One (1) copy shall be returned to the subdivider, one (1) copy to the Department of Planning and Community Development and one (1) copy retained by the Public Works Department.

## **Section 1006**

### **PROCEDURE FOR FINAL PLAT APPROVAL**

1006.01

#### Procedure for Approval of the Final Plat:

Application for approval of the final plat shall be submitted in writing to the Public Works Department.

Four (4) copies of the final plat and other exhibits required for approval shall be prepared as specified in the following section, and shall be submitted to the city. One (1) copy of the final plat should be produced on a reproducible medium such as vellum or mylar. Digital files will be an additional requirement, and should be submitted to Public Works the Community Planning Department for incorporation into the city GIS.

After the final plat and other exhibits have been reviewed and approved by the mayor and aldermen they will then be signed by the city clerk. The original of the plat shall be recorded at the Warren County courthouse, in particular, the office of the chancery clerk as required by state law. Final approval or rejection must be completed in thirty (30) days.

## **Section 1007**

### **REQUIREMENTS FOR PRE-APPLICATION PLANS AND DATA**

1007.01

All pre-application plans and data will require the following information:

A) General Subdivision Information-

1) Existing conditions of the site

2) Existing covenants and/ or easements-provided in

writing for incorporation into the project file

- 3) Land characteristics
- 4) Available community facilities and utilities
- 5) Description of the subdivision proposal such as:
  - a. number of residential lots
  - b. typical lot width and depth
  - c. price range
  - d. business areas
  - e. playgrounds
  - f. parks and other public areas
  - g. proposed protective covenants
  - h. proposed utilities and street improvements

B) Location Map

C) Topographic Map-

- 1) Show existing contours at a minimum of two (2) foot contour intervals.

D) Sketch Plan- (Shown on the topographic survey)

- 1) Proposed layout of streets
- 2) Proposed layout of lots
- 3) Proposed layout of all other features in relation to existing conditions

The sketch plan may be a free-hand pencil sketch made directly on top of a print of the topographic survey. The city engineer will determine if there is any other information that is necessary for consideration of the proposed sketch.

**Section 1008**

**REQUIREMENTS FOR PLATS AND DATA FOR CONDITIONAL APPROVAL**

1008.01

Any proposed development must have the following information in order to be considered for conditional approval.

A) Topographical data-

- 1) Property boundary lines - displayed in a heavy, bold line weight.

- 2) Easements
  - 3) Streets on and adjacent to the tract, including the following:
    - a. name of the street
    - b. right of way width and location
    - c. type of street
    - d. width and elevation of surfacing
    - e. any legally established centerline elevation
    - f. walks, curbs, gutters, culverts, etc.
  - 4) Other conditions on adjacent land including the following (**Please label on the plans.**):
    - a. approximate grade and direction of ground slope
    - b. embankments and/ or retaining wallsc. character and location of such elements as:
    1. buildings
    2. railroads
    3. power lines
    4. towersd. nearby nonresidential land uses or adverse influence thereof
  - e. owners of adjacent land referred to subdivision plat by name
- 5) Zoning-(On and adjacent to the tract) **Please label on the plans.**
- 6) Proposed public improvements-(Known highways or other major improvements planned by public authorities for future construction on or near the tract)
- 7) Key plan-(Showing location of the tract)
- 8) Title and certificates including the following information:
  - a. present tract designation according to official records in the office of the chancery clerk
  - b. title under which the proposed subdivision is to be recorded
  - c. names and addresses of owners
  - d. acreage of the tract
  - e. scale and north arrow
  - f. datum and benchmarks
  - g. certification of registered professional engineer
  - h. licensed land survey or, date of survey

B) Preliminary Plat-(The Preliminary Plat shall be drawn at a scale not less than one (1) inch = one hundred (100) feet and shall show all existing and proposed conditions including the following:)

1) Streets-

- a. street names
- b. right of way and roadway widths
- c. approximate grades and slopes
- d. similar data for alleys, if any

2) Other rights of way or easements

3) Location of utilities-(if not shown on other exhibits)

4) Lot lines-(including lot numbers and block numbers)

5) Sites-(if any, for multifamily dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family residential)

6) Sites-(if any, to be reserved or dedicated for parks, playgrounds or other public uses)

7) Minimum building setback lines

8) Site data-(including number of residential lots, typical lot size, and acres in parks, etc.)

9) Title, scale, north arrow and date

**Section 1009**

**REQUIREMENTS FOR PLATS AND DATA FOR FINAL APPROVAL**

1009.01

The final plat will require the following information in order to be considered for approval:

A) Final Plat-(The Final Plat shall be drawn in ink on vellum or mylar. Page size shall be eighteen (18) inches wide by twenty-four (24) inches long and shall be at a scale no less than one (1) inch = one-hundred (100) feet. Where necessary the plat may be on several sheets accompanied by an index sheet showing the entire subdivision)

**PLEASE NOTE:** For large subdivisions the final plat may be submitted for approval progressively in contiguous sections satisfactory to the city.

1) Primary control points-(approved by the city, or

descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred)

- 2) Tract boundary lines-(including the following:)
  - a. right of way lines of streets
  - b. easements and other rights of way
  - c. property lines of residential lots and other sites

**PLEASE NOTE:** Accurate dimensions, bearings or deflection angles, radii, arcs, and central angles of all curves are required.

- 3) Name and right of way width of each street or other right of way
- 4) Location, dimensions and purpose of any easements
- 5) Number to identify each lot or site
- 6) Purpose for which sites, other than residential lots, are dedicated or served
- 7) Minimum building setback line on all lots and other sites
- 8) Location and description of monuments
- 9) Names of record owners of adjoining unplotted land
- 10) Reference to recorded subdivision plats of adjoining platted land by record name, date and number
- 11) Certification by registered professional engineer or licensed land surveyor certifying to accuracy of survey and plat
- 12) Certification by subdivider that he is the land owner
- 13) Original ground contours at five (5) foot intervals and spot elevations and as built contours and ground elevations
- 14) Statement by owner dedicating streets, rights of way and any sites for public uses
- 15) Title, scale, north arrow, and date

16) Cross sections and profiles of streets showing grades approved by the city; the profiles shall be drawn to city standard scales and elevations

17) A certificate by the city engineer certifying that the subdivider has complied with one of the following alternatives:

a. all improvements have been installed in accord with the requirements of the City of Vicksburg Subdivision Regulations

b. a letter of credit, security bond or cash deposit has been furnished by the developer and given to the city in a sufficient amount to insure such completion of all required improvements, together with the appropriate surety bond

18) Protective covenants in form for recording if planned

19) Other data, such other certificates, affidavits, endorsements, or deductions as may be required by the city with regard to enforcement of the Subdivision Regulations

## **Section 1010**

### **REQUIREMENTS FOR SUBMITTAL OF AS-BUILT DRAWINGS**

1010.01

Upon completion of a subdivision other than minor, the designing engineer must submit one (1) signed and stamped set of the as-built drawing(s) and a copy in digital format to the director of public works using the following specifications:

1) Format-The preferred CAD format is Microstation (with file extension “.dgn”) but AutoCAD (with file extension “.dwg” and/or “.dxf”) will be acceptable. In some cases a GIS format may also be acceptable, per the direction of the city engineer Community Planner.

2) Features and layering- Features of different types shall have unique symbology with a legend describing each and containing the following attributes:

- a. size
- b. type
- c. length
- d. direction
- e. elevation, etc.

3) Geospacial referencing-Submitted files should be put into the correct geographical space within the GIS, the supplied

file must be in an acceptable coordinate system. Accepted coordinate systems are State Plane NAD 1983 (Mississippi West), or longitude and latitude (decimal degrees). If the developer cannot supply the data in an acceptable coordinate system, then they must reference at least three (3) pre-existing features. These pre-existing features may either be drawn in the drawing file or referenced by text (distance and direction) to a newly as-built feature.

**PLEASE NOTE:** It is preferred, but not required to have symbols on separate layers.

1010.02 The following elements shall be included in the as-built digital file:

- 1) Water system features-(including, but not limited to, the following:
  - a. mains
  - b. valves
  - c. hydrants
  - d. meters
  - e. reducers
  - f. boxes, etc.
- 2) Sanitary sewer features
- 3) Drainage features-(including, but not limited to, the following:
  - a. drains
  - b. catch basins
  - c. lines
  - d. culverts, etc.

**PLEASE NOTE:** Drainage features are mandatory when required by state law in accordance with policy on stormwater discharge for post construction control measures.

- 4) Street Edges-Edge of pavement for all roads, new and existing
- 5) Property Right of Way-(including the following:
  - a. property lots
  - b. parcel lines
  - c. easements
  - d. servitudes

6) Contours/ Topography

The following elements shall be included in the as-built digital file if available:

7) Hydrography-(including the following:)

- a. new and existing retention ponds
- b. streams
- c. rivers
- d. floodplain/ floodway

8) Gas system features-(including, but not limited to the following:)

- a. mains
- b. valves
- c. anodes
- e. reducers
- f. boxes, etc.

9) Geology

10) Miscellaneous-new and existing features of significance, as well as any other data that can be provided in digital format.

on 1011

**SITE PLAN AND PRELIMINARY PLAT REVIEW COMMITTEE**

Building & Planning Director	Victor Gray-Lewis	601-634-4528
Zoning Administrator	Dalton McCarty	601-634-4528
Assistant Zoning Administrator	Paula Wright	601-634-4526
Public Works Director	Bubba Rainer	601-634-4555
Fire Department	Sam Brocato	601-634-4566

Gas Department/  
City Engineer

Garnet Van Norman

601-634-4545

City Landscape  
Architect

Jeff Richardson

601-636-3574