I. SITE PLAN REVIEW

CHECKLIST & POLICY
SITE PLAN REVIEW CHECKLIST

UNDER THE DEVELOPMENT REVIEW ORDINANCE OF THE CITY OF RIDGELAND, MISSISSIPPI, THE MAYOR AND BOARD OF ALDERMEN ARE CHARGED WITH THE DUTY OF SITE PLAN REVIEW.

IN ORDER TO PROPERLY EVALUATE SITE PLANS FOR FINAL APPROVAL, THE MAYOR AND BOARD OF ALDERMEN RELY ON THE PROFESSIONAL REVIEW OF VARIOUS CITY EMPLOYEES.

IT IS THE POLICY OF THE CITY OF RIDGELAND THAT PRIOR TO THE SUBMISSION OF A SITE PLAN TO THE MAYOR AND BOARD OF ALDERMEN, THE PROPOSED SITE PLAN SHALL HAVE BEEN FIRST REVIEWED AND EVALUATED BY APPROPRIATE CITY EMPLOYEES IN THEIR FIELD OF EXPERTISE.

THE PUBLIC WORKS DIRECTOR SHALL DEVISE AN APPROPRIATE CHECKLIST TO ASSURE THAT EACH ITEM REQUIRED TO BE CONTAINED IN A SITE PLAN SHALL HAVE BEEN INCLUDED AND SHALL BE REVIEWED BY THE APPROPRIATE DEPARTMENTS OF THE CITY OF RIDGELAND.

SAID CHECKLIST, TOGETHER WITH ALL RECOMMENDATIONS OF REVIEWING CITY EMPLOYEES SHALL BE SUBMITTED TO THE MAYOR AND BOARD OF ALDERMEN WITH THE SITE PLAN.
CITY OF RIDGELAND

SITE PLAN REVIEW CHECKLIST

(1) LOT LINES (PROPERTY LINE). (SURVEY FOR NEW PROJECTS REGISTERED SURVEYOR OR ENGINEER).

YES_________ NO_________

COMMENTS:_____________________________________________________

_____________________________________________________________

(2) THE ZONING OF ADJACENT LOTS. (TYPE OF PROPOSED BUSINESS).

YES_________ NO_________

COMMENTS:_____________________________________________________

_____________________________________________________________

(3) RIGHTS-OF-WAY OF EXISTING AND PROPOSED STREETS, PUBLIC OR PRIVATE STREETS, INCLUDING STREETS SHOWN ON THE ADOPTED THOROUGHFARES PLAN.

YES_________ NO_________

COMMENTS:_____________________________________________________

_____________________________________________________________

(4) ACCESSWAYS, CURB CUTS, DRIVEWAYS, AND PARKING AND LOADING AREAS WITH DIMENSIONS.

YES_________ NO_________

COMMENTS:_____________________________________________________

_____________________________________________________________

(5) ALL EXISTING AND PROPOSED EASEMENTS.

YES_________ NO_________

COMMENTS:_____________________________________________________

_____________________________________________________________
(6) ALL EXISTING AND PROPOSED WATER AND SANITARY SEWER LINES.  YES__________  NO__________
COMMENTS:____________________

(7) LANDSCAPE PLAN WITH LEGEND. (MUST MEET LANDSCAPE ORDINANCE).  YES__________  NO__________
COMMENTS:____________________

(8) BUILDING LINES AND THE LOCATION OF ALL STRUCTURES, EXISTING AND PROPOSED.  YES__________  NO__________
COMMENTS:____________________

(9) BUILDING ELEVATIONS WITH MATERIAL AND COLOR SAMPLES.  YES__________  NO__________
COMMENTS:____________________

(10) PROPOSED USES OF THE LAND AND BUILDINGS.  YES__________  NO__________
COMMENTS:____________________
(11) OPEN SPACE, COMMON AREAS, AND RECREATION AREAS, WHEN REQUIRED.

YES________ NO________

COMMENTS:

____________________
____________________
____________________

(12) NUMBER AND TYPE OF DWELLING UNITS (WHERE PROPOSED).

YES________ NO________

COMMENTS:

____________________
____________________
____________________

(13) A "DEVELOPMENT PLAN" (SEE SECTION 2511.02) WHEN PHASED DEVELOPMENT IS PROPOSED.

YES________ NO________

COMMENTS:

____________________
____________________
____________________

(14) THE LOCATION OF ANY EXISTING AND PROPOSED FREE-STANDING SIGNS. (MUST ADHERE TO SIGN ORDINANCE).

YES________ NO________

COMMENTS:

____________________
____________________
____________________

(15) GARBAGE STORAGE/DUMPSTER LOCATION.

YES________ NO________

COMMENTS:

____________________
____________________
____________________

-3-
(16) TRUCK LOADING FACILITIES AND ROUTING.
YES________ NO________
COMMENTS:________________________

(17) GREASE TRAPS (WHERE APPLICABLE).
YES________ NO________
COMMENTS:________________________

(18) FIRE PROTECTION (FIRE DEPARTMENT).
YES________ NO________
COMMENTS:________________________

(19) 1000:1 SCALE VICINITY MAP WITH NORTH ARROW.
YES________ NO________
COMMENTS:________________________

(20) SITE LIGHTING WITH CUT SHEET.
YES________ NO________
COMMENTS:________________________
DRAINAGE REQUIREMENTS:

(a) FLOODPLAIN AND FLOODWAY DESIGNATIONS FROM FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION MAPS, EXISTING AND PROPOSED STORM DRAINAGE FACILITIES INCLUDING ANY PROPOSED FLOODWAY MODIFICATIONS. DRAINAGE PLANS SHALL INDICATE ADJACENT OFF-SITE DRAINAGE COURSES AND PROJECTED STORM WATER VOLUMES FROM OFF-SITE AND ON-SITE SOURCES.

(b) CONTOURS AT VERTICAL INTERVALS OF TWO (2) FEET OR LESS.

(c) AREA (IN SQUARE FEET AND/OR ACRES) OF PARCEL (LOT SITE).

(d) PROPOSED GROSS LOT COVERAGE BY BUILDINGS AND STRUCTURES.

(e) DRAINAGE CALCULATIONS. (PRE-DEVELOPMENT RUNOFF, POST-DEVELOPMENT RUNOFF, CULVERTS, INLETS, DETENTION, ETC.).
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<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Yes/No</th>
<th>Comments</th>
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<tbody>
<tr>
<td>23</td>
<td>ARCHITECTURAL REVIEW BOARD CHECKLIST (FILLED OUT BY APPLICANT).</td>
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<tr>
<td>24</td>
<td>$100.00 ARCHITECTURAL REVIEW BOARD FEE PAID.</td>
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<td>25</td>
<td>ADDITIONAL DATA NECESSARY TO ALLOW FOR A THOROUGH EVALUATION OF THE PROPOSED USE.</td>
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<tr>
<td>26</td>
<td>CLEARLY LABEL NAME, ADDRESS AND PHONE NUMBER FOR DEVELOPER, CIVIL ENGINEER, AIA, ETC.</td>
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