

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). YES _____ NO _____
(SURVEY FOR NEW PROJECTS
REGISTERED SURVEYOR OR COMMENTS : _____
ENGINEER). _____

(2) THE ZONING OF ADJACENT LOTS. YES _____ NO _____
(TYPE OF PROPOSED BUSINESS). COMMENTS : _____

(3) RIGHTS-OF-WAY OF EXISTING YES _____ NO _____
AND PROPOSED STREETS, COMMENTS : _____
PUBLIC OR PRIVATE STREETS, _____
INCLUDING STREETS SHOWN ON _____
THE ADOPTED THOROUGHFARES _____
PLAN. _____

(4) ACCESSWAYS, CURB CUTS, YES _____ NO _____
DRIVEWAYS, AND PARKING COMMENTS : _____
AND LOADING AREAS WITH _____
DIMENSIONS. _____

(5) ALL EXISTING AND PROPOSED YES _____ NO _____
EASEMENTS. 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: _____

(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: _____

(21)

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. YES _____ NO _____ COMMENTS: _____

- (b) CONTOURS AT VERTICAL INTERVALS OF TWO (2) FEET OR LESS. YES _____ NO _____ COMMENTS: _____

- (c) AREA (IN SQUARE FEET AND/OR ACRES) OF PARCEL (LOT SITE). YES _____ NO _____ COMMENTS: _____

- (d) PROPOSED GROSS LOT COVERAGE BY BUILDINGS AND STRUCTURES. YES _____ NO _____ COMMENTS: _____

- (e) DRAINAGE CALCULATIONS. (PRE-DEVELOPMENT RUNOFF, POST-DEVELOPMENT RUNOFF, CULVERTS, INLETS, DETENTION, ETC.). YES _____ NO _____ COMMENTS: _____

(23) ARCHITECTURAL REVIEW BOARD YES _____ NO _____
CHECKLIST (FILLED OUT BY
APPLICANT). COMMENTS: _____

(24) \$100.00 ARCHITECTURAL REVIEW YES _____ NO _____
BOARD FEE PAID. COMMENTS: _____

(25) ADDITIONAL DATA NECESSARY TO YES _____ NO _____
ALLOW FOR A THOROUGH
EVALUATION OF THE PROPOSED COMMENTS: _____
USE.

(26) CLEARLY LABEL NAME, ADDRESS YES _____ NO _____
AND PHONE NUMBER FOR
DEVELOPER, CIVIL ENGINEER, COMMENTS: _____
AIA, ETC.

