

SITE PLAN REVIEW QUESTIONS

QUESTION

1	SCALED DRAWING
2	SHOW SETBACKS
3	SHOW MEASUREMENTS OF PROPERTY LINES
4	SHOW BUILDING DEMINIONS
5	PARKING AREA LABELED
6	HANDICAPPED PARKING SPACES
7	GREEN SPACE & LAND SCAPING
8	DRIVE WAY & PARKING LABELED FOR TYPE SUCH AS CONCRETE, GRAVEL, ETC
9	SIGN LABELED FOR SIZE & SETBACKS
10	LIGHTING

Site Plan Review Workshop Procedures

General Site Description:

- 1) Map indicating the applicant's entire property and adjacent properties and streets, at a convenient scale including the approximate location and dimensions of all existing and proposed Structures.
- 2) Existing topography
- 3) Existing pedestrian and vehicular circulation
- 4) Title of development, date, North arrow and scale used

Site Plan

- 1) Accurately "scaled" plan (2 copies)
- 2) Plan must illustrate:
 - a) Lot lines
 - b) Streets
 - c) Location, elevation and sections of structures and roads
 - d) Building sites / open spaces
 - e) Building setback lines as required by the Hancock County Zoning Ordinance.
 - F) Breakdown of all proposed floor space by type of use
 - g) Location of existing and proposed site improvements, including drains, culverts, and retaining walls.
 - h) Walkways
 - i) Location of outdoor storage, including fencing and screening
 - j) Any storage of chemicals or flammable materials (The Site Plan Review

Committee may enlist the assistance of the Hancock County Fire Marshall)

- k) Fences
- l) The location and layout of off-street parking (this must comply or exceed the Hancock County Zoning Ordinance) and loading areas.
- m) Means of ingress and egress
- n) Utility services (water, sewer, gas, electric)
- o) Landscaping
- p) Proposed storm water drainage plan (If a drainage plan is not provided by a certified engineer, The Site Plan Review Committee may enlist the services of the county engineer. The county engineer's fee will be responsibility of the applicant)
- q) Location of signs (A sign base must be 15' inside of property lines. Signs must be outside of a 1 to 1 fall ration from public roads. No part of the sign will extend over the property lines)
- r) Exterior lighting (no exterior lighting will be directed off the property, this includes exterior sign lighting)
- s) Reservation, easements, and areas dedicated for public use
- t) All existing and proposed paved areas
- u) North arrow and Plan Scale Units
- v) Other information may be required in order that an informed decision may be made by the Hancock County Planning Commission.

Site Plan Application:

- 1) Name & Address of Applicant
- 2) Title of Development
- 3) Date
- 4) Legal description of site
- 5) Zone (C1, C2, I)
- 6) Other planners
- 7) Engineers
- 8) Architects
- 9) Surveyors
- 10) And / or other professionals engaged by the applicant in preparing the site Plan application

- 809.02 Within any PUD, not more than 35 percent of the total area may be developed for medium or high density (R-2 and R-3) residential purposes, not more than 10 percent of the total area may be developed for purposes that are permissible in a C-1 zoning district and not more than 5 percent of the total area may be developed for uses permissible in C-2 zoning district.
- 809.03 The plans for the proposed PUD shall indicate the particular portions of the site that the developer intends to develop for each type of residential and commercial use. For purposes of determining the substantive regulations that apply to the PUD, each portion of the site so designated shall then be treated as if it were a separate district. However, only one Certificate of Compliance shall be issued for the entire development. Each different use shall conform to the regulations for that use as stated in Article IV.
- 809.04 The nonresidential portions of any PUD may not be occupied until all of the residential portions of the development are completed or their completion is assured by any of the mechanisms provided for by the planning commission to guarantee completion. The purpose and intent of this provision is to ensure that the PUD procedure is not used, intentionally or unintentionally, to create nonresidential uses in areas generally zoned for residential uses except as part of an integrated and well-planned, primarily residential development.

Section 810 Site Plan Review

810.01 Purpose

The purpose and the intent of site plan review is to protect the public health, safety and general welfare; to promote orderly growth and development; to ensure new development is harmonious with existing development and the environment; and to encourage the objectives of the comprehensive plan.

810.02 Applicability and Exceptions

810.02-01 Site plan review shall be required for all commercial and multifamily (more than 4 units) construction, reconstruction or alteration within the unincorporated areas of Hancock County, Mississippi.

810.02-02 No development permit nor certification of compliance shall be issued for any construction, reconstruction or alteration for which these provisions are applicable until final site plan approval shall have been obtained from the Hancock County Planning Commission.

810.02-03 The Planning Commission may grant such exceptions from the requirements as may be reasonable and within the general purpose and intent of these provisions, if the literal enforcement of one or more provisions is impracticable or will exact undue hardship because of particular site conditions.

810.02-04 All applications for site plan approval must comply with applicable provisions of the Hancock County Zoning Ordinance.

810.03 Definition

The Following term shall have the meaning herein indicated:

Site Plan: An accurately scaled plan for the development of a parcel that illustrates the existing and proposed conditions including lot lines, streets, building sites open spaces, major landscapes features, walkways, means of ingress and egress, utility services, landscaping, structures and signs, lighting, screening devices, parking and any other information hat reasonably may be required in order that an informed decision can be made by the Hancock County Planning Commission.

810.04 Procedure and Application Requirements

810.04-01 Application for Site Plan Approval

810.04-01.01 Two (2) copies of the application for site plan approval shall be filed with the Zoning Enforcement Officer accompanied by the information specified below.

810.04-01.02 Unless otherwise determined by the Hancock County Planning Commission the site plan application shall include the information specified below:

(a) Legal Data

1. The name and address of the applicant, and other planners, engineers, architects, surveyors and/or other professionals engaged by the applicant in preparing the site plan application.
2. Legal description of the property.
3. Building setback lines as required by this ordinance. Reservations, easements and areas dedicated for public use.

(b) General Site Description

1. Map indicating the applicant's entire property and the adjacent properties and streets, at a convenient scale, including the approximate location and dimensions of all existing and proposed structures.
2. All existing and proposed paved areas.
3. Existing topography.

4. Areas to be left undisturbed by earth moving equipment.
5. Existing pedestrian and vehicular circulation.

(c) Development Data

1. Title of development, date, north arrow and scale.
2. Means of vehicular access and egress to and from the site into public streets.
3. Location, elevations and sections of proposed structures and roads.
4. The Location and layout of off-street parking and loading areas; proposed water lines, valves and hydrants; sewer lines; and direction and timing of outdoor lighting.
5. Proposed grading and landscaping, extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots and roads.
6. Proposed storm water drainage.
7. Location, size, color and illumination of proposed signs.
8. Location of existing and proposed site improvements, including drains, culverts, retaining walls and fences. Location of outdoor storage, including fencing and screening.
9. Breakdown of all proposed floor space by type of use.

810.04-01.03 Where due to special conditions peculiar to a site, or the size, nature, or complexity of the proposed use or development of land or buildings, the Hancock County Planning Commission may request additional information in order to make an informed decision.

810.04-01.04 For minor site plans, or in other appropriate circumstances, the Hancock County Planning Commission may waive the provision of any items of information.

810.04-01.05 The Hancock County Planning Commission may refer the application to other federal, state, county or local agencies having jurisdiction, as well as any technical consultants that the Hancock County Planning Commission, in its discretion, deems necessary or appropriate for a thorough review of the application.

810.05 Public Hearing

810.05-01 A public hearing on a site plan application may be scheduled and conducted by the Planning Commission at its discretion or at the request of the applicant. Such public hearing shall be held pursuant to the rules and regulations for holding such hearings as set forth in Section 905.01-01 of the Zoning Ordinance.

810.06 Action by the Hancock County Planning Commission

810.06-01 Within forty-five (45) days of receiving an application for site plan review, the Hancock County Planning Commission shall act to approve, disapprove, or approve with conditions the site plan application.

- 810.06-02 In the case of approval with conditions, the Hancock County Planning Commission shall specify what conditions are necessary.
- 810.06-03 Disapproval by the Hancock County Planning Commission shall include written findings.
- 810.06-04 Approval of amendments to an approved site plan shall be acted upon in the same manner as an application for the approval of the original site plan.
- 810.06-05 Failure of the Hancock County Planning Commission to act within the time frames prescribed in this article shall be deemed to constitute approval, unless the time frames are extended by agreement with the applicant.

810.07 Filing of Approved Site Plan

The approved site plan shall be revised by the applicant to include all conditions imposed by the Hancock County Planning Commission. It may then be signed and dated by the Zoning Enforcement Officer.

810.08 Fees

A fee of \$100.00 to help defray the cost of processing the site plan application shall accompany every application for site plan approval. In addition, should the Hancock County Planning Commission deem it necessary to incur advertising expenses or to hire professional assistance in the technical review to bear the expense not to exceed the total cost to Hancock County.

810.09 General Criteria and Standards

The following criteria and standards shall be used by the Hancock County Planning Commission in reviewing applications for site plan approval. They are intended to provide a framework within which the applicant may exercise creativity, invention and innovation.

810.10-01 Traffic Access, Circulation and Parking

810.10-01.01 Proposed traffic access points and streets shall be adequate but not excessive in number, adequate in width, paving, grading, alignment and visibility; and located away from street corners or points of public assembly.

810.10-01.02 Necessary traffic signalization, signs, dividers and other safety controls, devices and facilities shall be given proper consideration and duly provided wherever appropriate or warranted.

810.10-01.03 Off-street parking and loading spaces shall be arranged with consideration given to their location, sufficiency and appearance and to prevent parking in public streets. Interior circulation systems shall provide safe accessibility to, from and within all required off-street parking areas.

810.10-02 Pedestrian Safety and Access

Safe, adequate and convenient pedestrian access and circulation shall be provided both within the site and to adjacent streets with particular attention to all intersections with vehicular traffic.

810.10-03 Screening and Landscaping

All structures, recreation areas, parking, loading, public and other service areas shall be reasonably landscaped and/or screened to provide visual and noise buffers to neighboring lands and streets.

The scale and quality of the landscaping and screening on site shall be harmonious with the character of, and serve to enhance, the neighborhood.

810.10-04 Natural Features and Environmental Quality

Reasonable efforts shall be undertaken to preserve and protect bodies of water, wetlands, steep slopes, hilltops, ridgelines, major stands of trees, outstanding natural topography, significant geological features and other areas of scenic, ecological or historical value; soil erosion shall be prevented; flood hazard shall be minimized; air quality shall be maintained; and disruptive elements of site preparation shall be undertaken in a manner which reduces adverse impacts.

810.10-05 Emergency Protection

Proposed structures, service areas, fire lanes, hydrants, equipment and material shall be adequate and readily accessible for the protection of the proposed uses from emergency conditions such as fire or storm.

810.10-06 Drainage

A storm drainage system shall be provided where appropriate to accommodate expected loads with suitable disposal.

810.10-07 Refuse and Sewage Disposal

The public and/or private disposal system shall be sufficient to safely and adequately handle the type and volume of refuse and sewage which can reasonably be anticipated to be generated by the land uses on site.

810.10-08 Water Supply

The delivery systems for bringing portable water to each of the uses on site shall be shown to be sufficient.

810.10-09 Utilities

Electric, telephone and other wire served connections shall be underground insofar as feasible and subject to state public utilities regulations. Remaining above ground utilities shall have a harmonious relation to neighboring properties and to the site.

810.10-10 Location and Dimension of Buildings; Relationship to the Environment

The location, arrangement, size and design of buildings, lighting and signs shall be compatible to each other and with the site as a whole.

810.10-11 Impact on Adjacent Land Uses

Adjacent and neighboring properties shall be protected against noise, glare and visual intrusion. Where a proposed use would abut a residential use or residential areas, special consideration shall be given to minimizing the impact of the proposed use on the residential properties.

810.11 Expiration

Site plan approval shall be void if construction is not initiated within one (1) year, and substantially completed within three (3) years of the date of filing of the approved site plan, except that site plan approval may be renewed by the Hancock County Planning Commission at its discretion.