Commercial Developments Procedures for Planning Review

No commercial Construction Permits will be issued until Commercial Development Site Plans are reviewed by the Planning Departments Technical Review Staff and APPROVED by Planning Commission, if applicable. Site plans (Plats) need to be provided to the Planning Department for a Technical Review before any construction is allowed. Technical reviews are held weekly.

**Site Plans shall meet the following requirements:**

- Plans must have a vicinity map.
- Total number of acres.
- North point, scale and date
- Must show ingress and egress for driveways
- A typical design section for roads and parking to include all asphalt or concrete pavement sections, culvert inverts, and grading
- Sewerage facilities, water facilities, fire hydrants, and any other utilities
- Drainage Plan or Approval Letter from Drainage District
- Wetlands designated areas as applicable
- Flood Zones, as per FIRM with Community, Panel and Date, Base Flood Elevation, if applicable
- Privacy fence as necessary to separate incompatible land uses, if required
- Engineer/Surveyors information
- Legal description including section, township and range; boundaries of property, boundaries of incorporated areas or other established districts, ditches, water course and any other features or physical conditions of the property.

Copies of all required Federal and State permits or studies must be provided to the OCD for Final Approval to obtain construction permits. Some examples of these required forms are below:

- 911 Addresses for all structures
- Wetland Jurisdictional Letter and/or Wetlands Permit
- Endangered Species Determination
- LDH-Health Letter
- DEQ SWPPP
- DOTD Traffic Study and/or Approved Permit

**Drainage District approval is required for sites greater than 2 acres in size, within their district.**
COMMERCIAL DEVELOPMENT APPLICATION

NAME OF DEVELOPMENT/BUSINESS:

Check type of development applying for below:

Rental Property  Owner-operated Business  Industrial  Public Project  Non-profit

Please type or print all information below: An incomplete application will not be accepted:

OWNER(s)
Name: ____________________________ Name: ____________________________
Address: ___________________________________ Address: ____________________________
City: ________________ ST ______ ZIP ______ City: ________________ ST ______ ZIP ______
Phone: C_________ Wk _______ Phone: C ___________ Wk _______

APPLICANT (if different from Owner)

Name: ____________________________
Address: ________________________________________________________________
City: ________________ ST ______ ZIP ______
Phone: C_________ Wk _______

PROPERTY INFORMATION

Location (Hwy/Rd) ____________________________
City: ____________________________ ST ______ Zip ______
Assessment: # ____________ Acreage (total) ________ Lots: ________
Section (s) ____________________________; Township: ____________________________; Range: ____________________________

SURVEYOR or ENGINEER INFORMATION

Company Name: ____________________________
Engineer: ____________________________ Surveyor: ____________________________
Phone: Wk: ________ Cell: ________ Fax: ________
Email: ____________________________

I am requesting approval to development the above referenced parcel of property into a development as represented on the attached survey plat. I attest that all required minimum standards are met and information I have provided to be true and accurate. I certify that I am the legal owner of this property or have been designated by the owner, as per accompanying affidavit or contract, to make this request on owner’s behalf.

______________________________  ____________________________
Signature  Date

Print name here if different than Owner: ____________________________

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OFFICE USE ONLY:

ACCEPTED BY: ____________________________ DATE: ____________________________

DATE 1st REVIEWED BY TRC: ____________________________

APPROVED BY: ____ TRC ____ PC  APPROVAL DATE: ____________________________

COMMENTS: ____________________________

FEE: N/C