

CITY OF OLIVE BRANCH

CIVIL SITE PLAN/DESIGN REVIEW APPLICATION CHECKLIST

Planning and Engineering Departments

9200 Pigeon Roost Road

Olive Branch, MS 38654



Planning Telephone: 662-892-9334

Engineering Telephone: 662-812-9351

Building Telephone: 662-892-9333

Fire Dept. Telephone: 662-890-7376

Website: www.obms.us

GENERAL INFORMATION / OVERVIEW:

- Completed Application Form, Acknowledgement, and Disclosure of Ownership Forms.
- Initial review submittal to include 3 plan sets. Upon addressing comments, 6 full plan sets to be submitted for Engineering/Planning stamped approval, 2 of which shall be returned to the applicant. Electronic files of completed plan set required.
- Response letter/memo addressing board/commission "Conditions of Approval" and staff comments (as may be applicable).
- Site plan package shall include:
 - Cover/Site Plan Index Sheet
 - Existing Conditions/Survey & Aerial Photo Exhibit
 - Site Layout
 - Grading and Drainage Plan
 - Erosion Control Plan
 - Tree Survey and Protection Plan when applicable
 - Sewer Plan
 - Water Plan
 - Combination Utility and Paving Plan
 - Drawings Required when applicable
 - Road/Drive Aisle Plan and Profile Sheets (when applicable)
 - Sewer and Drainage Outfall Sheets (when applicable)
 - Striping and Signage Plan (when applicable)
 - Traffic Control Plan (when applicable)
 - Civil Details
 - Landscape Plan (Irrigation Plan may be submitted at this juncture, or later in permitting process)
 - Lighting Plan
 - Architecture Plans
- Basic formatting and information requirements:
 - Be drawn to a scale between 1" = 10' through 1" = 100'
 - All sheets shall:
 - Be drawn mechanically, numbered sequentially, titled, and dated including brief description and dates for all revisions: and
 - Include names, addresses, telephone numbers, emails, and seals (signed and dated) of all professionals participating in the design.
 - Include a north arrow, graphic scale, and a legend of symbols used.
 - Provide a vicinity map depicting a ½ to 1-mile radius in all directions depicting major roads and notable landmarks.

EXISTING CONDITIONS:

- Existing Survey of Property:** Provide a survey of the subject property to be developed.
 - The survey needs to depict all existing buildings, paved areas, improvements, easements, encumbrances and ownership information.
 - To avoid confusion, it is recommended that the survey that is submitted meet the Minimum Standard Detail Requirements of the American Land Title Association / American Congress on Surveying and Mapping (ALTA/ACSM) that became effective on February 23, 2011.
 - The survey shall be prepared by a licensed Mississippi Surveyor and be less than one (1) year old from the date of application submittal, abstracted, signed and sealed.
 - Older than one year, provide a notarized affidavit stating that no changes have been made to the property since the date of the survey.
 - Show all property lines of subject property and adjacent properties.
 - Existing contours shown as dashed lines at a vertical interval of two foot based on sea level. These contours must extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties.
 - Show all existing rights-of-way, roads, medians/openings, sidewalks and curb cuts.
 - Show all existing public and private easements.
 - Show existing greenbelts trails and parkland within or immediately adjacent to the property.
 - Existing trees using a most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover.
 - Zoning classification of property and adjoining tracts.

PROPOSED SITE LAYOUT:

- Location and dimensions of: proposed (public and private) rights-of-way, roads, medians/openings, traffic lanes, curb cuts, driveways, setbacks, easements (ingress/egress, utility, and drainage, etc.), property/lot/phase lines, building footprints, utility structures, fencing/walls, curb layout, parking striping, parking islands, sidewalk/hardscape elements, greenbelts/trails, and landscape areas/buffer.
- Internal landscape islands (min. 5' x 20') are required per every 100 lineal ft. of parking spaces.
- Proposed location and dimensioning for proposed outdoor display and/or storage areas, service areas, loading areas, and solid waste management including enclosures for garbage containers, dumpsters, or compactors and the screening for these site elements.
- A site data block containing select information is required.

FINAL TREE SURVEY AND PROTECTION PLAN (Required if trees are to be preserved.)

- Identify tree species, caliper size, and location of all trees eight (8) inches in diameter or larger, include the total number of trees proposed for preservation and total proposed for removal. All trees to be removed to be marked with an "X" on the plan. The inventory must identify the caliper size, species, and if it is to remain or to be removed.
- A tree replacement plan.
- Overlay on the grading and drainage plan, showing the trees proposed to be preserved and removed, and showing the protection zone.
- A tree protection fence detail shall be provided on the tree survey and protection plan.

GRADING AND DRAINAGE PLAN:

- Proposed elevation contour lines at a vertical interval of two foot based on sea level with existing contours shown as dashed lines and proposed grading contours shown in solid lines (existing contours are to extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties).
- Spot elevations including but not limited to hardscape surfaces, stairs, ramps, finished floor elevations, entrance and stoop elevations, high and low points, top and gutter curb locations, points where slope changes, bridges, culverts, drainage swales, inlets, pipes, and other drainage structures (include top, rim, gutter, and invert elevations), and storm drainage flow arrows.
- Drainage calculation summary for all drainage structures and detention included above and the square footage of all impervious areas (eg. building footprint, sidewalks, parking areas).
- Slope to the one hundredth of a percent (for example 8.33% max.) of hardscape surfaces and drainage ways especially when located along handicap accessible routes.
- Ridgelines of existing contours dividing drainage basins.
- Final pipe layout including sizes, type of material, and slope.
- 100-yr flood elevation, floodway/floodplain limits shown graphically (if applicable), regulatory flood protection elevation as determined according to flood maps or flood studies, and Flood Insurance Rate Map community and panel numbers, effective date, and flood zones of the subject property.
- Drainage areas and easements entering and leaving site or offsite within 200 feet of the subject property.
- Existing and proposed drainage retention/detention areas with engineered stamped calculations demonstrating pre and post construction calculations and capacity of on-site detention; indicate entity responsible for maintaining detention basins.
- If public drainage, RCP required with a 20-foot minimum easement which varies with structure type.
- Headwall protection around wing walls.
- If offsite grading is required, permission is needed from adjoining owner.
- Benchmark reference.

EROSION CONTROL PLAN:

- Inlet protection, silt fence, and slit pond locations.
- Construction entrance/exit.

SEWER PLAN:

- Location of existing proposed sewer system (man holes, inverts, sewer lines, size, slope, inverts, connections, cleanouts and other service locations) existing to be shown with a hidden line type.
- If public sewer, 8" SDR 26 with easement width based on depth.
- Show any pre-treatment (if necessary).
- Profile of proposed and existing sanitary sewers.
- Any existing or proposed private on site disposal system.
- 100-yr. flood elevation, flood zone limits, and final finished floor elevation of any buildings.
- Where sanitary sewer is not available, the following:
 - Areas to be used for sewage disposal and their percolation results or any other acceptable data to show that the site can be served effectively by septic tanks.
 - Water wells (existing and proposed).
 - Rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features.

WATER PLAN:

- Site plan information; check for conflict with trees or infrastructure.
- Location, dimensions, and description of existing and proposed water system (water mains, all other water lines, fire hydrants, PIV, water meters, water valves, water services, irrigation water meters, backflow preventers, etc.) existing to be shown with a hidden line type.
- When crossing other utility lines or structures check for adequate clearance.
- Location of any existing private wells either in service or abandoned.
- If public water, 8" C900 PVC or Ductile Iron with 10' easement required.
- Fire protection 40' from building and 8" min. line from main water line to serve fire protection.

FINAL COMBINATION UTILITY AND PAVING PLAN:

- All site plan information from grading and drainage plan, sewer plan, and water plan.
- Location of gas lines, meters, or other related structures.
- Location of overhead and underground utility lines, including electric, telephone, cable television, or other communication lines or equipment.
- Show light duty and heavy duty paving areas with cross section detail.

ROAD PLAN AND PROFILES SHEETS:

- Vertical curves with sufficient site distance.
- Proposed road and drive aisle grade.
- Road/Drive aisle typical section (as may be applicable).
- Plan over Profile.
- Scale 1" = 5' Vertical 1" = 50' Horizontal.

SEWER AND DRAINAGE OUTFALL SHEETS:

- Off-street parking plan over Profile.
- Scale 1" = 5' Vertical 1" = 50' Horizontal

STRIPING AND SIGNAGE PLAN:

- All proposed traffic striping & regulatory signage.
- All striping and signage designed according to current MUTCD Standards.

TRAFFIC CONTROL PLAN:

- All proposed traffic control.
- Traffic Control Plan designed according to current MUTCD Standards.

LANDSCAPE PLAN:

- Location of existing trees and proposed plant material (turf, groundcover, shrubs, trees, mulch, boulders, planters, and bed line). Existing to be shown with a hidden line type or symbols.
- Include fencing, walls, planters, tree grates, detention/retention facilities, and berms, with contour lines.
- Plant schedule displaying species (common and scientific), quantities, plant sizes, and spacing/notes.
- Include and demarcate species, quantities, and sizes of trees to be saved.
- Landscape installation details for each plant category (include staking plan for trees and a separate detail for trees planted in trees grates).
- Submit cut sheets or details of all fencing, walls, ramps and railing, and trash enclosures including columns, veneer, gates, trellis, gazebos or other structures, pools or water features, site furniture, signage, lighting, mailboxes, planters/pots, flagpoles, or other selected site features.
- All landscape strips and buffers to be shown and labeled.
- Existing and proposed utilities shall be shown and labeled.
- The location of existing and proposed light poles shall be shown and labeled, as shown on the lighting plan.
- Calculations including the amount and percentage of pervious/impervious area.

LIGHTING PLAN:

- Lighting Plan imposed over "gray-line" landscape plan to ensure there are no conflicts.
- Lighting should be labeled on the plan by fixture and quantity.
- Lighting schedule displaying quantity, manufacturer, model, mounting device, mounting height, and notes.
- Light related notes.
- Grid photometric plan indicating average, minimum, and maximum footcandles, photometric uniformity ratio, provide light corridors from the exit discharge for all non-residential sites plans (as required by the 2012 International Building Code) indicating photometric data throughout and 20' beyond the site. Provide photometric information including fixture labeling and a legend.
- Lighting installation details for each fixture.
- Provide manufacturer cut sheets and specifications for all site and building lighting identifying material, options, and finish color. Specifications for light fixtures should include (not limited to) non/cutoff, glare shields, lamps (type, model, options, poles/attachments, finish, wattage, and source), locations, mounting heights.

ARCHITECTURAL PLAN:

- Elevations must be provided for all sides of the building(s), including accessory structures. Show all views, openings, vertical dimensions and heights, and identify graphically all exterior materials and colors with either labels or keys to a finish legend. A finish legend, if provided, to include the following:
 - The TYPES of all exterior building materials to be used.
 - The COLOR of all exterior building materials to be used.
 - OPTIONAL: MANUFACTURER'S SPECIFICATIONS of all exterior building materials to be used.
- Provide a roof plan indicating articulation of roof lines, flashing, roof drains, vents, chimneys or other roof penetrations, utility or mechanical equipment.
- Dimensioning shall include floor to floor heights, finished floor elevations, wall lines, rooflines, cornices, canopies, awnings, columns, porches and stoops, and major penetrations such as firewalls, chimneys, door and window openings.
- Provide screening methods for all mechanical electrical, utility, and communications equipment. The location of any rooftop units shall be graphically shown and labeled on the elevation(s), or similar language, shall be provided on each sheet of the elevation(s), and completed as applicable to this development.
- Colors and Exterior Materials: Provide the following, unless otherwise directed by the planning staff at the pre-application conference:
 - Color renderings/elevations.
 - Color and material samples for all façade veneer types, including base and cap treatments, trim, windows, doors, cornice treatments, building address, and other signage, spouting, vent covers, shingles, and flashing materials.
- Signage;
 - A master sign plan showing the dimensions, locations, and envelopes of all signage (ground-mounted and on buildings), using fictitious business names if necessary. Once approved with the Site Plan, detailed submission for sign permits can be done later.
 - To obtain points under the City's Design Review Ordinance, plans must show freestanding signs constructed in monument style, with brick/stone/masonry "skirted base". Points will not be awarded for pole signs.

SITE PLAN DATA CHART EXAMPLE:

| | | |
|---|---------------------------------------|---|
| PROJECT NAME: | | |
| SUBDIVISION (Include Phase/Section): | | |
| LOT NUMBER: | | |
| PROPERTY ADDRESS: | | |
| CITY, COUNTY, STATE: | | |
| PARCEL ID #: | | |
| EXISTING ZONING: | | |
| ACREAGE OF SITE: | | |
| MINIMUM REQUIRED SETBACK LINES: | Minimum Required | |
| Yard fronting on any street: | | |
| Side yard: | | |
| Rear yard: | | |
| OWNERSHIP: | | |
| Address: | | |
| Phone No.: | | |
| E-mail address: | | |
| Contact Name: | | |
| | APPLICANT/DESIGN PROFESSIONAL: | |
| Address: | | |
| Phone No.: | | |
| E-mail address: | | |
| Contact Name: | | |
| PROPOSED USES: | | |
| BUILDING HEIGHT(S) (all buildings): | | |
| | Existing | New/Addition |
| NONRESIDENTIAL BUILDING SQ. FT (any existing on site and proposed): | | |
| | Maximum Density | Density & Dwellings Provided |
| RESIDENTIAL DWELLINGS: | | |
| | Maximum Limit | Provided |
| FLOOR AREA RATIO (FAR): | | |
| | Minimum Required | Provided |
| OPEN SPACE PERCENTAGE (% PERVIOUS AREA/GREENSPACE): | | |
| | Minimum Required | Provided |
| PARKING: | | |

ENGINEERING DEPARTMENT
Standard Procedures for New Development

It is encouraged that the Developer and members of his design team meet with the Director of Engineering & Public Works to discuss the project and the requirements the City will have concerning Civil/Site design as follows:

- A. Drainage** – Detention is required for practically all developments 25 year storm event for a 24 hour duration or greater.

Grading – All lots outside Right of Way, including easements are to be graded within 6 inches of the final grade.

- B. Traffic** – A traffic study may be required. We follow the requirements of the Manual on Uniform Traffic Control Devices, MUTCD for street signs, stop signs and etc.
- C. Utilities** – Record drawings are required prior to recording of the final plat. Electronic and hard copy.

Water

Material Required – C900 PVC or Ductile Iron Pipe

Testing – 150 PSI or greater follow AWWA recommendation

Tracing Wire will be required

Backfilling - 30 inches cover minimum

Fire Hydrants – At all intersections, and 300 feet spacing.

Backfilling – Sand bedding, 4 inch minimum, 12 inches above pipe with sand – compaction in 8 inch lifts – 95% proctor

Sewer

Material Required – PVC or SDR 26 8 inch minimum size.

Testing – Air Test, Vacuum Test Manholes

Tracing Wire will be required

Backfilling – Sand bedding, 4 inch minimum, 12 inches above pipe with sand – compaction in 8 inch lifts – 95% proctor.

Natural Gas

Material – P.E.

Testing – Pressure Test will be required

Tracing Wire will be required

Depth – 4 foot minimum

Backfilling – Sand bedding, 4 inch minimum, 12 inches above pipe with sand – compaction in 8 inch lifts – 95% proctor

Must have meeting with Gas Department and pre-construction meeting is required.

Other Utilities

Electricity – Northcentral Electric Power Association 662.895.2151

Cable – Comcast 901.435.9618

Phone – Century Link 662.893.7707

Subdivision Regulations should be obtained and reviewed by the Developer. Copies are available for purchase or on line at www.obms.us.

The Developer will be responsible for off-site utilities.

D. Street Cuts - Ordinance Section 37-33 \$2,500 Deposit will be refunded in approximately 120 days if repair is acceptable.

E. ADA – Must comply with all provisions of ADA / Section 504 Program.

F. Erosion Control / Stormwater Pollution Prevention Plan

City Permit – Greater than 1 acre

Cost - \$100.00 per acre

Stormwater Ordinance - Chapter 3, Stormwater Management for Land Development

G. Sidewalks

Slope – Maximum 2%

Width – 5 Feet

Concrete – 4000 PSI, 4 Inch slope with a 3-6% air entrapment

H. Road Design

Rural – AR – 1 acre lots only (or approval by Board of Aldermen)

Curb & Gutter – 6/24 street 6-18 for parking lots

Width – Varies 20 feet minimum for rural areas, 30 feet minimum for local

Base – No compacted gravel soil, only 8” soil residential and 10”

commercial/industrial cement or limestone

Asphalt – 1 ½ binder 1 ½ surface mix, use MDOT specifications for mix design and installation. Some streets may require more.

I. Retaining Walls – Reinforced concrete for walls and 3 feet or higher in height must be submitted by a registered licensed Engineer in the State of Mississippi to the City Engineering for approval before work starts.

J. Letter of Credit - may be submitted for final layer of asphalt and sidewalks. Amount to be determined by City Engineer.

K. Design Engineer – should submit one copy of civil/site drawings for review. Upon approval and/or revision five (5) copies are to be submitted for residential and six (6) copies for commercial and a CD (electronic copy) of the preliminary layout of the subdivision, so we can forward that to the GIS department for Gas Design. Do not submit building plans, landscaping or irrigation drawings to the Engineering Department. Contractor must have a set of approved drawings by the City Engineer on construction site at all times.