



## SITE DEVELOPMENT PERMIT GUIDELINES OKTIBBEHA COUNTY, MISSISSIPPI

### *What is the purpose of a Site Development Permit?*

An approved Site Development Permit is required for a new single-family dwelling, multi-family complex(s), commercial/retail facilities, churches, schools, and industrial development. The purpose of the Site Development Permit is to ensure safe development while minimizing the potential for harmful impacts.

### *Where does the requirement come from?*

The requirement for a Site Development Permit was established by board order of the Oktibbeha County Board of Supervisors on \_\_\_\_\_ which states: A landowner, developer, or entity wishing to construct a single-family dwelling, multi-family complex, commercial or retail facility, church, school, or industrial facility must obtain a Site Development Permit from Oktibbeha County.

### *What issues must the Site Development Permit Satisfy?*

Issues that must be satisfied as part of the SDP process include but are not necessarily limited to the following primary categories:

#### *1. Evidence of Safe / Legal Access*

Documentation to show necessary rights-of-way and/or easements for access have been secured from required public and private entities.

- a. Recommendation of Oktibbeha County Engineer regarding roadway access permit and/or required maintenance and improvements; pending Board of Supervisors approval.
- b. A traffic study for large projects projected to generate 100 or more peak hour trips as outlined in Appendix (A).

#### *2. Flood Plain Consideration*

- a. Required 911 address and 911 emergency access acceptable to the County Fire Services Coordinator and/or Oktibbeha County Engineer.
- b. Statement indicating improvement is not located within a Flood Hazard Area or:
- c. Flood Elevation Certificate indicating proposed construction will be a minimum of two (2) feet above the base flood elevation.

#### *3. Availability of Potable Water*

- a. Letter from potable water provider indicating service is or is not available and will be provided along with applicant's financial responsibility.
- b. May require approval from Mississippi State Department of Health.



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*4. Availability of Sewage Disposal*

- a. Provide letter indicating acceptance or approval from Mississippi State Department of Health or Office of Pollution Control as applicable.

*5. Stormwater Pollution Control Permit*

- a. Requires evidence of Stormwater Pollution Prevention Plan (SWPPP) compliant with criteria set forth by the Mississippi Department of Environmental Quality.

*Other important information:*

Review of the application will include a site visit by a representative of the Oktibbeha Board of Supervisors, the Oktibbeha County Engineer, or the Oktibbeha County Road Manager. To facilitate the review, an aerial photograph or image depicting the proposed improvements shall be required. At the discretion of the Board of Supervisors, the Board may elect to assign an independent engineer to review the permit application. The applicant shall submit a check with the permit application in the amount of:

Single family dwelling.....	\$21.00
Multi-family exceeding ten (10) units.....	\$261.00
Commercial / Retail.....	\$111.00
Church.....	\$21.00
School.....	\$21.00
Industrial.....	\$261.00

Upon approval of the application, the permit will be recorded in the office of the Oktibbeha County Chancery Clerk.



SITE DEVELOPMENT PERMIT APPLICATION
OKTIBBEHA COUNTY, MISSISSIPPI

Date: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Improvement Type/Category:

Single Family: \_\_\_\_\_ School: \_\_\_\_\_
Multi Family: \_\_\_\_\_ Commercial/Retail: \_\_\_\_\_
Church: \_\_\_\_\_ Industrial: \_\_\_\_\_

For Administrative Use Only:

Project Location: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Paid: YES NO Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Under the provisions of Board Order established by the Oktibbeha County Board of Supervisors, an approved Site Development Permit shall be required prior to the construction of new improvements including but not limited to the categories listed above.

Along with this permit application, you must submit:

(Single Family Residential) \*Less than ten (10) dwellings

- 1. Evidence of 911 address and 911 emergency access acceptable to the County Fire Services Coordinator and/or Oktibbeha County Engineer.
2. Flood Plain Certification



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**(Multi-Family Complex)**

**\*Ten (10 or more) dwellings or units or single family residential developments exceeding 10 acres in size.**

1. Evidence of 911 address and 911 emergency access acceptable to the County Fire Services Coordinator and/or Oktibbeha County Engineer.
2. Site plan showing proposed number of lots or units, proposed or existing access, proposed future construction and anticipated occupancy.
3. Boundary survey indicating legal lot lines.
4. Evidence of safe/legal access.
5. Flood plain consideration.
6. Availability of potable water.
7. Availability of sewage disposal.
8. Stormwater Pollution Control Permit.

**(Commercial / Retail Facility / Church / School)**

1. Evidence of 911 address and 911 emergency access acceptable to the County Fire Services Coordinator and/or Oktibbeha County Engineer.
2. Site plan indicating square footage of structure to be constructed, parking, and access provided, and statement indicating parking provided is adequate for proposed business or entity.
3. Boundary survey indicating legal lot lines.
4. Evidence of safe/legal access.
5. Flood plain consideration.
6. Availability of potable water.
7. Availability of sewage disposal.
8. Stormwater Pollution Control Permit.

**(Industrial)**

1. Evidence of 911 address and 911 emergency access acceptable to the County Fire Services Coordinator and/or Oktibbeha County Engineer.



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- 2. Site plan indicating square footage of structure to be constructed, parking, and access provided, and statement indicating parking provided is adequate for proposed business.
3. Boundary survey indicating legal lot lines.
4. Evidence of safe/legal access.
5. Flood plain consideration.
6. Availability of potable water.
7. Availability of sewage disposal.
8. Stormwater Pollution Control Permit.

The Applicant has read and understands the following:

I understand that Oktibbeha County has a limited transportation and infrastructure network and that maintenance and/or improvement of the existing infrastructure may be required as a part of this application. County services, including emergency services, may not be feasible or may be limited or restricted in some or all areas of the County. I acknowledge that I have investigated the limitations and restrictions on services, including emergency services and accept the same.

Applicant does \_\_\_\_\_ does not \_\_\_\_\_ request proposed streets and roadways be accepted by Oktibbeha County. Applicant agrees acceptance is contingent upon construction in accordance with the Amended Order Establishing Criteria for Acceptance of Roadways in Oktibbeha County and that roadways not constructed in accordance with the stated criteria will not be eligible for acceptance for a period of ten (10) years.

I am aware that approval of a site development permit or any other permit does not constitute and shall not be considered as conferring any guarantee or expectation of the provision of any County service (including emergency services).

I also certify that I have read this document completely and that all the information I have submitted in support of this application is true and correct to the best of my knowledge and that this Permit may be revoked or suspended if I have knowingly supplied false or misleading information. I understand and agree that I am required to comply with any and all conditions that may apply to approval of this Site Development Permit and that I may not undertake any development of the proposed site unless and until a Site Development Permit has been issued.

Signature of Applicant

Date



**APPENDIX (A)  
LAND USE THRESHOLDS  
REQUIRING TRAFFIC IMPACT ANALYSIS**

<u>LAND USE</u>	<u>SIZE</u>
General Light Industrial (GFA)	103,000 sq. ft.
Manufacturing (GFA)	135,000 sq. ft.
Residential:	
Single-Family Detached Housing	99 units
Apartment	161 units
Condominium/Townhouse	192 units
Mobile Home Park	169 units
Hotel	169 rooms
School (GFA)	83,000 sq. ft.
General Office (GFA)	67,000 sq. ft.
Medical/Dental Office (GFA)	29,000 sq. ft.
Free-Standing Discount Store (GFA)	20,000 sq. ft.
Shopping Center (GLA)	29,600 sq. ft.
Fast Food Restaurant w/ Drive-Thru (GFA)	3,000 sq. ft.
Convenience Market w/ Gas Pumps (GFA)	1,700 sq. ft. or 8 pumps
Pharmacy/Drug Store w/ Drive-Thru (GFA)	9,700 sq. ft.
Bank w/ Drive-Thru (GFA)	3,900 sq. ft.

\*GFA – Gross Floor Area  
GLA – Gross Leasable Area

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