

OLIVE BRANCH PLANNING COMMISSION

9200 PIGEON ROOST ROAD
OLIVE BRANCH, MS 38654

DESIGN REVIEW APPLICATION

PHONE: 662-892-9334
FAX: 662-892-9346

(Office use only)

RECEIVED BY: _____
DATE RECEIVED: _____

APPLICATION FEE: No Fee

PRE-DESIGN MEETING: YES: _____ NO: _____
PLANNER: _____

SITE PLAN NAME: _____

ADDRESS OF PROPERTY: _____

NEAREST INTERSECTION: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____ EXISTING ZONING: _____

GROSS ACREAGE: _____ TOTAL NUMBER OF LOTS: _____

TYPE OF SANITARY SEWER: _____ LIST ANY EXISTING STRUCTURES: _____

Note: If property owner is to be represented by another person, a designation of agent form must be notarized and turned in with the application materials. (Please Print)

Property Owner or Designated Agent Address Telephone Fax E-mail

Developer Address Telephone Fax E-mail

Engineer/Surveyor Address Telephone Fax E-mail

Architect Address Telephone Fax E-mail

Landscape Architect Address Telephone Fax E-mail

I, the undersigned, being the owner of record, or the owner's designated agent, certify that the above information is true and correct to the best of my knowledge. I further agree that I am informed concerning the provisions of the design review ordinance of the City of Olive Branch, Mississippi, as it pertains to the approval of the building and site plan by the City. Applicant states that the following items are included with this application at the time of submission:

(Please review the City of Olive Branch Design Review Ordinance for further details on what is specifically required for each plan.)

Required Documents, Materials, and Plans

- ___ Professional Sample Board of all Building Materials
- ___ Site Landscaping Plan (two full sized copies)
- ___ Site Irrigation Plan (one full sized copies)
- ___ Architectural Building Elevation Plans (two full size copies)
- ___ Site Lighting Plans with Fixture Specifications (two full sized copies)
- ___ Photometric Plan (two full sized copies)
- ___ Tree Survey (two full sized copies)
- ___ General Floor Plans (two full sized copies)
- ___ Site Utility Plans (one full sized copy)
- ___ Site and Civil Plans (one full sized copy)
- ___ Grading, Erosion, and Drainage Plans (one full sized copy)
- ___ Site Signage Plans (two full sized copies)
- ___ Vicinity Map (one 8.5" x 11")
- ___ Tree Protection Plan (two full sized copies)

The applicant should note that in order to obtain a building permit; the Building, Fire, and Engineering departments require separate plan submittals for their own review and approval. Please contact these departments for the plans and materials that they require.

SIGNATURE OF PROPERTY OWNER OR DESIGNATED AGENT

DATE

CHAIRMAN, OLIVE BRANCH PLANNING COMMISSION

APPROVE / DISAPPROVE

DATE

MAYOR, OLIVE BRANCH MAYOR AND BOARD OF ALDERMEN

APPROVE / DISAPPROVE

DATE