

**CITY OF PICAYUNE  
APPLICATION FOR SITE REVIEW**

(601) 798-9777

Fee: \$100.00

Received by: \_\_\_\_\_

Time: \_\_\_\_\_

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

**Please attach a copy of Warranty Deed or Lease**

1. Statement clearly explaining the request being made for review. (Attach Supplemental pages & plot plan if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Description of Land:** \_\_\_\_\_

Please attach a copy of **Warranty Deed** along with a Plat Map & Parcel Number from the Tax Office.

2. **Property located at:** \_\_\_\_\_  
(Street Name) or (Legal Description)

**ZONE:** \_\_\_\_\_ **COUNCIL DISTRICT** \_\_\_\_\_ **FLOOD ZONE:** \_\_\_\_\_

3. **Ownership:** *"I the undersigned owner(s) or authorized agent, due hereby agree to all the rules and regulations as set forth in the City of Picayune Zoning Ordinance and all other Ordinances that pertain to said property and I also agree to pay all fees and charges as stated."*

Name of Owner (s)	Mailing Address
Telephone (s) Home – Office	City State Zip
Signature of Owner	Date Fee Paid

- NOTATION:** The following attachments must be submitted with application.
- A. You **must** attach proof of authorization to sign for owner(s) when acting on their behalf.
  - B. Applicant **must** appear personally or through his/her agent at the scheduled meeting.
  - C. Claims of support or "no objections" from owner(s) of adjoining property should be substantiated in writing or by appearance of such owner(s) at the hearing. Such support is usually considered material but not conclusive.
  - D. Completed Paperwork **must** be received by the Planning and Zoning Office at least **30 days prior** to the day of the meeting. **FEES: Attach cash payment or a check in the amount required and make payable to City of Picayune to cover administrative costs. You will also be responsible for the cost of any appeal process authorized by you.**
  - E. Applicant represents that if the above described real property is burdened by restrictive covenants, then, in that event, Applicant represents the requested action set forth above will not violate such covenants.

## Site Plan Review Procedures

1. A site plan review must be obtained for all commercial and industrial projects, including additions and multi-family dwellings.
2. The developer/contractor should submit (1) Digital copy (by email or thumb drive) and one (1) set of plans to the Building Department located at 200 Hwy 11 South to be reviewed the Site Review Committee. The Committee will review the application and write in any comments or concerns for this development and will be forward to you by email for any corrections that may be needed. The approval process usually takes from 7-14 days after all paperwork is turned in.
3. The Site Plan Review Committee will approve or deny all or part of the plans by our online software.
4. The Committee will meet with the developer/contractor if needed after the Committee has once reviewed the application.
5. The developer will receive a copy of each review sheet at the end of each meeting.
6. If the plans are to be changed or corrected per the review committee, the developer/contractor will make corrections and return a copy of the corrected plans to the Building Department digital and paper copies to be reviewed by the departments that requested the changes or corrections will review the plans.
7. A minimum bond of \$10,000. Or a Certificate of Liability will be required unless otherwise specified by the City Engineer.
8. Each department will sign the Site Plan Review Committee Report when their requirements are met.
9. After all departments have approved the Site Plan, the applicant Must **Follow a Check list for New Construction and Complete a Building Permit Application** to obtain your Building Permit.
10. 2018 International Building Code and 2018 International Fire Prevention Code will be the code books used.
11. All Contractors will need **State License**.

Note: Anytime an Architect or Builder uses exemptions from the code they will need to send a worksheet explaining how and why this was done.

You must obtain the address from the Pearl River County E-911 Office  
601-749-7700

**CITY OF PICAYUNE**  
**CHECK LIST FOR NEW CONSTRUCTION BUILDING PERMITS**  
(601) 798-9770

**\*\*Contact your E-911 Office to obtain a copy of the Physical Address & Tax Parcel No.\*\***

Bring in your Current Warranty Deed and Survey

Your Water, & Gas, Taps are paid at the City of Picayune Utility Department at 203 Goodyear Blvd. Picayune, MS 39466. All Sewer Taps are to be paid at the Pearl River County Utility Authority at 100 Street A Picayune, MS 39466.

**Building Codes 2018 IBC**

**Residential:**

One Complete set of plans  
One Digital Copy  
Floor plans  
Foundation plan  
Electrical plans include service & panel locations  
Building elevations  
Plumbing fixtures locations  
Flood zone info  
(Elevation Certificate if needed)

**Commercial:**

One Complete set of plans  
One Digital Copy  
Survey  
Site plan / Plot Plan  
Floor plan  
Foundation plan  
Electrical plans include service & panel locations  
Mechanical layout with # of BTU's  
Building Elevations  
Show Plumbing riser detail  
Show parking lot layout & driveway size  
Landscaping & green space  
Grading, drainage & paving plans  
Flood zone info (Elevation Certificate if needed)

**Plot plan showing existing buildings & proposed buildings & setbacks from all property lines**

**RESIDENTIAL & COMMERCIAL**

MS Certified Architect or Engineer  
(Stamp plans over 5000 square feet or three stories)

**AFTER ALL FINAL INSPECTIONS ARE COMPLETED  
A CERTIFICATE OF OCCUPANCY WILL BE ISSUED**

# **Backflow Prevention Guidelines for Developers, Plumbers and Contractors**

## **City of Picayune, MS Water Regulations Department**

- A. All Blueprints and/or construction plans must show where, if required, the location of any and all required Cross Connection Backflow Preventers.
- B. All Required Backflow Preventers must be installed and Tested before final Occupancy Inspection and approval.
- C. A Licensed Plumber must install all Backflow Preventers.
- D. All backflow Preventers must be of a type approved by the Mississippi State Department of Health.
- E. All backflow Preventers must be tested, before site occupancy, by a Mississippi State Health Department approved and certified Backflow Prevention Tester.
- F. All tested Preventers must have the approved forms filled out and filed with the City Department of Water Regulations and Compliance immediately after testing.
- G. All installed Backflow Preventers must be re-tested at least once per year after installation.
- H. Backflow Preventers are required on any site that is determined to be either High or Low Hazard by the Cross Connection Survey Inspector.
- I. Backflow Preventers can only be ordered by the duly appointed Cross Connection Survey Inspector or the Water Compliance Officer.
- J. Immediately after an official Cross Connection inspection is performed, the site owner/manager will receive a copy of the survey results.
- K. It is the responsibility of the site owner, contractor or Plumber to see that the correct Preventer is installed in the proper manner and location.
- L. It is the responsibility of the Certified Tester to see that the correct forms, showing the completed testing procedure, are immediately forwarded to the Water Compliance Office.

If you have any questions to policy or procedures, please feel free to contact the Water Regulations Department between the hours of 8am to 5pm

## **STORM WATER PERMITTING**

The City of Picayune is requiring owners/developers to submit the following information **before** any clearing, grading, or excavating on any construction project over **one acre** is started. This program is designed to further reduce non-point source pollution, which is the leading cause of water quality problems in the United States today. **The City is under a mandate from The Mississippi Department of Environmental Quality (MDEQ) to regulate and enforce the Small and Large Construction Storm Water General Permits** under the Phase I Storm Water program of the U.S. Environmental Protection Agency adopted March 10, 2003. These permits will be approved by **MDEQ**.

Definitions:

MDEQ – Mississippi Department of Environmental Quality. MDEQ Web site -

<http://www.deqstate.ms.us> All requirements of the small construction can be found on the web-site.

**Small Construction Projects** – Sites one acre to five acres. Projects that disturb less than one acre are exempt from permitting.

**Large Construction Projects** – Sites five acres or greater.

**SWPPP – Storm Water Pollution Prevention Plan.** To be prepared by a professional engineer in the State of Mississippi. The developer will be responsible for implementing upon approval by the MDEQ.

**SCNOI – Small Construction Notice of Intent.** (one acre to five acres) The owner/developer will acquire a Small Construction General Permit from the MDEQ and submit a copy of the approved permit to the City of Picayune before Final Plats are approved or any permits can be issued. The developer will be responsible for weekly site inspections or rainfall events of a half-inch or more to make sure the sediment and erosion controls are still working. The owner/developer shall record this information and keep with the SCNOI. The City Inspector and Public Works Director will review the inspection reports during the project.

**CNOI – Construction Notice of Intent.** (Five acres or greater) The owner/developer will acquire a Large Construction General Permit from MDEQ and submit a copy of the approved permit to the City of Picayune before Final Plats are approved or any permits can be issued. The developer will be responsible for weekly site inspections or rainfall events of a half-inch or more to make sure the sediment and erosion controls are still working. The owner/developer shall record this information and keep with the CNOI. The City Inspector and Public Works Director on a weekly basis will review the inspection reports during the project.

**NOTE:** An owner/operator may discharge storm water associated with construction activity once the requirements of the storm water permit have been met. The owner or contractor must complete the application form, as well as develop and implement the **SWPPP** before beginning construction activities. MDEQ may visit the site and ask for this documentation. If the documents cannot be produced or if the controls are not adequate, thence the owner or contractor or both are subject to enforcement action, which may include penalties. The City Engineer and Building Inspector will give owner/contractor/developer a **STOP WORK ORDER** if these requirements are not implemented.

1. SWPPP must be approved by MDEQ.

2. SCNOI or CNOI must be approved by MDEQ.

## **ORDINANCE NO. 751**

### **AN ORDINANCE AMENDING ORDINANCE NO. 694, SECTION 105.8 – LANDSCAPING REQUIREMENTS**

Be It Ordained by the City Council of the City of Picayune, Pearl River County, Mississippi, In Meeting Duly Assembled:

**Section 1.** That Section 105.8, Landscaping Requirements shall be amended as follows:

**Section 105.8** The purpose of landscaping requirements is to aid in heat abatement, noise reduction, and visual enhancement. Also, to provide visual buffering, enhance the city beautification, conserve energy and increase greenspace.

#### **Applicability of Article.**

- (a) Except otherwise stated here, this shall apply to all land in the city limits.
- (b) A common development including more than one lot shall be treated as one lot for the purpose of this article. Phases, split ownership, or construction in stages requiring multiple building permits shall not prevent it from being a common development. Each phase shall comply with this article's requirements.
- (c) This article does not apply to the C-2 Downtown District.

#### **Existing Developments**

Any development existing before adoption of this article shall comply under the following circumstances.

- (a) A change in the vehicular use or requiring a 25 (25%) percent increase in the number of parking spaces.
- (b) Reconstruction or renovation in excess of 50 percent (50%) of the replacement cost of the structure.
- (c) An increase in the floor area of a structure exceeding 25

percent (25%) of the original floor area.

#### **Plan Approval**

No lot included under this article shall be cleared of suitable landscape materials until the plans are approved through site review. Prior to permit issuance, three copies of a plot plan shall be submitted to and approved by the building division of community development and the beautification department. The plot plan shall be drawn to scale, including dimensions and distances, and shall clearly delineate the existing and proposed parking spaces or other vehicular use areas, access ways, driveways, sprinklers or water outlet locations, the location, size and description of all other landscape materials and location and size of buildings, if any, and shall designate, by name and location, the landscape material to be installed, or if existing, to be used in accordance with this article. No permit shall be issued unless plot plan complies with the provisions of this article. Landscape requirements must be completed within ninety (90) days of completion of project.

#### **Installation and Maintenance Standards**

All landscape materials required shall be good nursery stock, and shall be installed in a sound workmanlike manner and according to good planting procedures. All landscaping shall be adapted to this climate, and shall be maintained in accord with the following provisions:

- (a) All landscape materials shall present a neat, healthy, clean appearance at all times.
- (b) All landscaping soil shall be generally free from weeds and free from refuse and debris at all times.
- (c) Landscaping elements such as walls and fences shall be repaired or replaced as needed to present a neat appearance.
- (d) Any dead plant material shall be removed and replaced within sixty (60) days.

- (e) Any replacement material must meet size and other characteristics of newly planted materials.
- (f) Maintenance is the responsibility of the owner, agent and lessee, jointly or separately.

**Vehicular Use Areas – Interior Landscaped Areas**

Landscaped areas in the interior of a vehicular use area shall be provided when the vehicular use area is over 5,000 square feet in size. The following conditions shall apply to the interior landscaped areas:

(a) The total of all interior landscaped areas shall occupy at least ten (10%) percent of the vehicular use area, but in no case shall required parking spaced be reduced.

(b) Such landscaped areas shall be located to divide the expanse of paving. Unused space resulting from the design or layout of the parking spaces that is over 24 square feet in size shall be landscaped. In no case shall more than twenty (20) parking spaces be created without the inclusion of one landscaped island for each twenty (20) contiguous parking spaces created.

(c) The planting of one tree shall be required for every twenty (20) interior parking spaces. All trees shall be planted in an area no less than a three-foot square (nine square feet total permeable area), except that additional permeable area may be required to ensure adequate growth.

(d) Multistoried or covered parking shall be exempted from interior landscaping.

**Vehicular Use Areas – Perimeter Landscaping**

Not less than a 3-foot landscaped buffer, free from vehicular encroachments, shall be installed around the perimeter of all vehicular use areas. The planting of one tree shall be required for every 35 lineal feet, or fraction thereof, within the perimeter landscaped area. The remainder of the perimeter landscaped area may include shrubs, groundcovers, grasses, flowers, vines, hedges and inorganic features such as planters, stone brick, and aggregate forms, provided that the combination of grass and aggregate forms shall not predominate within the perimeter landscaped area.

**Vehicular Use Area – Landscaping Adjacent to Public Right-Of-Way**

On the site of a building or open lot use providing an off street parking or other vehicular use area, where such area will not be entirely screened visually by an intervening building or structure from any abutting right-of-way, excluding dedicated alleys, there shall be provided landscaping between such areas for right-of-ways as follows:

(a) Not less than a five-foot landscaped buffer, free from any vehicular encroachments, located between the abutting right-of-way and the off street parking area or other vehicular use area which is exposed to an abutting right-of-way shall be landscaped. Such landscaping is to include one tree planted in accordance with the provisions of this article for each 35 lineal feet or fraction thereof.

Such trees shall be located between the abutting right-of-way and off street parking area or other vehicular use area and shall be planted in a planting area of at least 25 square feet with a dimension of at least five feet. The remainder of the landscape adjacent to public rights-of-way may include shrubs, groundcovers, grasses, flowers, vines, hedges and inorganic features such as planters, stone, brick, and aggregate forms, provided that the combination of grass and aggregate forms shall not predominate within the perimeter landscaped area.

(b) All property other than the required landscaped strip lying between the right-of-way and the offset parking area or other vehicular use area shall be landscaped with at least grass or other groundcover.

(c) Necessary access ways from the public right-of-way through all such landscaping shall be permitted to service the parking or other vehicular use areas, and such access ways may be subtracted from the lineal dimensions used to determine the number of trees required. Landscaping, except required grass or groundcover, shall not be located closer than three feet to the edge of any access way pavement.

**Building Landscaping**

All buildings within developments shall be suitably landscaped, with particular attention being paid to landscaping of any facades opposing public right-of-way. Adjacent to all facades opposing public rights-of-way, a minimum of a five foot landscaped area shall be required. Automobile parking which projects not more than two feet into such landscaped area shall be permitted.

**Screening of Vehicular Use Areas Abutting Residential Districts**

When a vehicular use area abuts a residential district, a six-foot high opaque screen is required along the entire abutting edge. The screen may consist of a masonry wall, wooden fence, earth berm, opaque hedge, or any combination thereof.

**Limitation on Total Area of Required Landscaping.**

No development will be required to provide total landscaped area in excess of ten percent (10%) of total site area. Total landscaped areas include landscaped areas required under all the sections contained in this article. In cases where the strict application of this article requires the developer to provide total landscaped area in excess of ten percent (10%), it shall be the duty of the community development department to grant variation of the requirements in such a manner to limit the total required landscape area to ten percent (10%) of the total lot area and maintain the intent of this article.

**Credit for Existing Trees**

Credit shall be provided for existing trees in accordance with the following:

- (a) An existing tree may be included as a part of the tree planting requirements of this article if it meets the minimum standards of this article.
- (b) If any preserved tree dies within five years of construction, one tree shall be replaced for each tree credited against such preserved tree that dies.
- (c) For each tree to be credited, a planting area or open ground space of at least nine square feet shall be required. The required planting area or open ground space may be increased in accordance with the diameter of the credited tree. No vehicular encroachment shall be permitted within the planting area or open ground space.
- (d) Planting or open ground areas shall be located so that the trunk of the preserved tree is as close to the center of the open ground area as possible, and in no case shall the trunk be closer to the boundary of such area than one third of the maximum dimension of the designated open ground area.
- (e) All trees to be credited shall have constructed around them an adequate barrier to preclude damage during the construction phase. No excavation or grading shall occur around a tree to be credited, which shall result in damage or destruction of the credited tree.



**Section 2 Severability, Conflict and Effective Date.**

Should any section, clause, paragraph, provision or part of this ordinance for any reason be held invalid or unconstitutional by any Court of competent jurisdiction, this act shall not affect the validity of any other section, clause, paragraph, provision or part of this ordinance. All provisions of this ordinance shall be considered separate provisions, and completely severable from all other portions.

Conflict in any case where a provision of this ordinance is found to be in conflict with the provisions of any other ordinance or code of the City of Picayune, Mississippi, existing on the effective date of this ordinance, the provisions of this ordinance shall take precedence.

This ordinance shall become effective after 30 days from its passage and upon completion of the requirements specified in Section 21-13-11, Mississippi Code of 1972, as amended.

6

Motion was made by Councilmember Roberson, seconded by Councilmember McQueen, to adopt the foregoing ordinance as presented. The following roll call vote was taken:

**VOTING YEA:** Mayor Spiers, Council members Roberson, Guy and McQueen

**VOTING NAY:** None

**ABSENT AND NOT VOTING:** Council members Bates and Thorman

The motion was declared carried and the ordinance adopted.