



## SITE DEVELOPMENT PERMIT GUIDELINES OKTIBBEHA COUNTY, MISSISSIPPI

**DRAFT**

### *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.
- 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 available and will be provided.
- 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.....\$ \_\_\_\_\_  
Multi-family exceeding ten (10) units.....\$ \_\_\_\_\_  
Commercial / Retail.....\$ \_\_\_\_\_  
Church.....\$ \_\_\_\_\_  
School..... \$ \_\_\_\_\_  
Industrial.....\$ \_\_\_\_\_

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



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

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| <b><u>LAND USE</u></b>                   | <b><u>SIZE</u></b>       |
|------------------------------------------|--------------------------|
| 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