

Pre-Application Form

City of Hattiesburg – Planning Division PO BOX 1898 – Hattiesburg, MS 39403-1898 | Phone (601)- 545-4599 | planning@hattiesburgms.com

NOTE:

- This document must be completed <u>IN FULL</u> before any review by the Pre-Application Review Committee. The committee meets every Thursday in the 1st Floor Conference Room at City Hall.
- The deadline for Plan Submission is by 5:00 pm on Monday for review that same Thursday. Meetings are scheduled in the order applications are received. A member of the planning staff will contact applicants to confirm the meeting date and time.
- A representative of the project must be present at the meeting.

		Project Info	rmation					
	Application Da	ate:						
Name of Project:	ect:Parcel Number(s):							
Municipal Address of S		PPIN #:						
Proposed Use:								
	This	application is f	or: (Check One)					
☐ New Construc	tion Remodel	☐ Addition	☐ Concept Only	$\Box \mathbf{o}$	ther: _			_
	Estimated	Project Cost \$:						
		Contact Info	ormation					
Representative Name &	Title:		Company	Name:				
Representative Email A	ddress:							
Representative Full Add	dress:	Rep	oresentative Phone	Numb	er:			
Property Owner Name & Title: Company Name:								
Property Owner Email	Address:							
Property Owner Full Ac	ldress:	Pr	operty Owner Pho	ne Nur	nber: _			
		For Staff	Only:					
Zoning:	Historic Distr	rict:	Flood Zone:	□1	□2	Ward: □3	□4	□5
Project Number:				Receiv	ved:			
Time & Date Scheduled:								



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NOTE:

- Refer to the hattiesburgms.com/planning for Land Development Code and GIS map. Access via link or
- Checklist of items to bring to the Pre-Application Meeting:
 - ☐ A Detailed concept plan drawn to scale that includes: ☐ All Adjacent streets with names ☐ Property Dimensions (County Parcel Map)
 - ☐ Site Acreage

	■ □ Existing and proposed parking areas						
	■ □ Existing and proposed structures (footprint and square footage)						
	■ □ Existing and proposed utilities/easements required						
	■ □ Proposed structure square footage						
	■ □ Subdividing of property						
Provide a project nar	rrative fully explaining the proposed project:						

