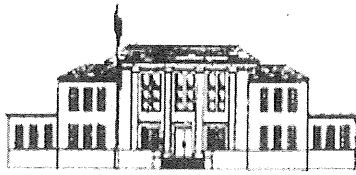


**Application for**  
**Commercial /**  
**Industrial**  
**Site Plan Review**

See pages 14-18 of  
2019 Subdivision Regulations  
of Stone County, MS



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## Stone County Planning and Building Department

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601-928-2810  
build@stonecountymms.gov  
220 E. Cavers Avenue; Wiggins, MS 39577

### Application for Commercial / Industrial Site Plan Review

Address of Site \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_

Brief explanation of site / what will it be used for \_\_\_\_\_

\_\_\_\_\_

#### Property Owner(s):

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

#### Applicant:

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone(s) \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name / Title

Must include a check for **\$500.00** made payable to Stone County Planning and Building Department with your application.

**Stone County**  
**Planning and Building Department**

220 E. Cavers Avenue; Wiggins, MS  
Phone 601-928-2810 Fax: 601-928-2991  
build@stonecountymms.gov

## **Procedure for Commercial / Industrial Site Plan Approval**

### **Submit the following to the Planning and Building Department:**

- Completed site plan application
- Application fee (A check for \$500.00 made payable to Stone County Planning and Building Department.)
- Deed for the proposed site
- Lease agreement with landowner
- Site plan as described in the Stone County Subdivision Regulations 2019

Digital copy of site plan emailed to build@stonecountymms.gov

***If we are able to print and easily read your plans on 11x17 paper, digital copy only. If the plans cannot be easily read, then supply these paper copies:***

2 copies of the site plan drawn to scale on 24" X 36" paper

1 copy of the site plan on 11" X 17" paper

1 copy on 8 ½" X 11" or 8 ½" X 14" paper

- Elevation Certificate must be included, if building in a flood zone

### **The Planning and Building Department will distribute the site plans to the proper agencies for review.**

- If no revisions are required, the site plan will be submitted to the Stone County Board of Supervisors for approval. *(A letter of approval will be sent to the applicant from the Planning and Building Department.)*
- If revisions are required, the applicant will correct the site plan and resubmit the required copies for review. *(A letter of comments and required corrections will be sent from the Planning and Building Department to the applicant.)*

### **Site plans must be approved before a building permit can be issued.**

After the site plan has been approved additional permit fees will be required for construction. *See the Stone County Planning and Building Department's Procedures for Obtaining Permits and permit fee schedule.*

**After a Site Plan is  
approved,  
Building Permits are  
required.**

## Stone County Planning and Building Department

220 E. Cavers Avenue; Wiggins, MS 39577

build@stonecountymms.gov

Phone: 601-928-2810

Fax: 601-928-2991

8:00–5:00 Monday–Friday (*Closed 12-1 for lunch*)

### Procedure for Obtaining Permits for Residential or Commercial Construction:

Stone County enforces the 2003 IRC Code – You can view it online at:

<https://codes.iccsafe.org/content/IRC2003/table-of-contents>

- Complete permit application – It can take up to two weeks for your permits to be approved.  
Residential fees are calculated on the heated, and unheated square feet of the building.
- Complete application for new E-911 Address, if an address does not already exist.
- Provide a copy of preliminary approval (**PERK Test**) of septic system from Mississippi Department of Health. A **Final Approval** from the MS Dept of Health is required before our final inspection. For an existing septic tank, you must request **Approval for Existing Septic**. Go online to <https://apps.msdh.ms.gov/WastewaterOnlineApp/PublicWasteWaterHome.aspx> On left sidebar, choose "I want to apply for" and choose Residential.  
\*If you are connecting to a community sewer, we need **Letter of Intent** from the provider.
- Copy of your recorded deed. If you are not the property owner, you are required to provide a letter of permission from the owner and a copy of their recorded deed.
- Tax parcel number for the property
- Two complete sets of construction plans **\*PLANS MUST BE APPROVED BEFORE STARTING\***
- Pdf file of construction plans emailed to us at build@stonecountymms.gov
- If you are using pre-engineered trusses, we need these truss drawings.
- Plot plan - a descriptive drawing showing the proposed location of the dwelling in relation to the landlines. This is the same drawing you provide MS Dept of Health for your PERK test.

**If** the structure is located within a **flood zone**, an elevation certificate, and a site plan is required.

**COMMERCIAL** – A Site Plan is required **if** it is a commercial building. A site plan shows various things such as: property lines, contour lines, flood zones, and sometimes adjoining landowners.

\*Commercial fees are calculated using the full cost of the structure, including electrical, including plumbing, and including mechanical. These costs must be broken down by trade.

You must begin work within six months of your application or a new application is required.

*Revised March 2024*

# Stone County Planning and Building Department

220 E. Cavers Avenue; Wiggins, MS 39577  
Phone 601-928-2810 Fax 601-928-2991  
build@stonecountymt.gov

## Permit Application

Job Site Address \_\_\_\_\_

Description of work to be done \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_ Mobile Home Reg# \_\_\_\_\_

### Electric Company:

Mississippi Power \_\_\_\_\_ Pearl River Valley Electric \_\_\_\_\_ Other \_\_\_\_\_

### APPLICANT INFORMATION

Name(s): \_\_\_\_\_

Email \_\_\_\_\_

Cell Number \_\_\_\_\_

### OWNER INFORMATION

Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Cell Number \_\_\_\_\_

### CONTRACTOR INFORMATION

HB1163 law went into effect July 1, 2022

Homeowners are allowed to act as their own contractor if you plan to live in the home, this comes with responsibilities. If you pull permits and act as your own contractor please read and agree to "The Owner's Construction Permit Responsibilities".

Business \_\_\_\_\_ MSBOC License # \_\_\_\_\_

Residential: Submit signed W9 to our office

Commercial: Submit Material Purchase Certificate

Name \_\_\_\_\_


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

Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Number \_\_\_\_\_

NEW CONSTRUCTION: Heated Sq. Ft. \_\_\_\_\_ Unheated Sq. Ft. \_\_\_\_\_

I hereby certify that all information in this application is correct and will comply with applicable state and local laws, ordinances and regulations.

Signed  \_\_\_\_\_ Date \_\_\_\_\_

# E-911 Address Application

## Stone County Planning and Building Department

220 E. Cavers Ave. ~ Wiggins, MS  
build@stonecountymys.gov  
Phone: 601-928-2810 ~ Fax: 601-928-2991

Brick mailboxes must be ten (10) feet from the edge of the road pavement. Mail carriers must be able to keep two tires on pavement while accessing your box, if not then you are responsible for providing them with solid ground such as washed gravel or limestone. You must go to your local post office before receiving mail.

### APPLICANT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

\* IF DUAL OCCUPANCY LIST FULL NAME OF BOTH OCCUPANTS – IF MARRIED LIST BOTH HUSBAND AND WIFE (FIRST NAME)

Business Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Purpose for Address (select one)

New Residential Construction \_\_\_\_\_ New Commercial Construction \_\_\_\_\_ Existing Residence \_\_\_\_\_

Mobile Home \_\_\_\_\_ RV Site \_\_\_\_\_ Barn \_\_\_\_\_ Hunting / Fish Camp \_\_\_\_\_

Other \_\_\_\_\_

Applicant Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Circle One: Owner Contractor Renter Other \_\_\_\_\_

### ADDRESS LOCATION INFORMATION

Stone County Tax Parcel Number \_\_\_\_\_

Address Location: Road Name \_\_\_\_\_

Directions to driveway \_\_\_\_\_

### OFFICE USE ONLY

Correct House Number \_\_\_\_\_ Correct Street Name \_\_\_\_\_

Correct City / Postal Route \_\_\_\_\_ Correct Zip Code \_\_\_\_\_

Serial Number \_\_\_\_\_

Lumberton 39455 \*\*McHenry 39561 \*\*Perkinston 39573 \*\*Saucier 39574 \*\*Wiggins 39577

DATE RECEIVED \_\_\_\_\_ DATE ADDRESSED \_\_\_\_\_ APPLICANT NOTIFIED \_\_\_\_\_

**SUBDIVISION REGULATIONS  
OF  
STONE COUNTY, MISSISSIPPI  
2019**

**Pages 14-18 as pertains to  
Commercial and Industrial Sites**

The full regulations can be found on our website or  
a copy picked up in our office.

Site Plan Review Fee is \$500.00

Site Plans should be drawn by a licensed engineer.



d. COMMERCIAL AND INDUSTRIAL SITES

1. Conditions of Approval

A site plan shall be submitted for commercial and industrial sites to the Board of Supervisors. No plat is required to be filed but a preliminary plat is required to be submitted and approved if more than one site.

Site plan shall include driveway access, off-street parking, storm water drainage and management landscaping and buffering.

Site plans will be reviewed by the County Engineer for compliance with these regulations.

Protective Covenants shall be submitted to the Board of Supervisors for approval and filed prior to final approval.

2. Soil Erosion Requirements

In the development of a commercial or industrial site, the developer shall not cause or allow earth-disturbing activities that can pollute a public or private surface ditch, subsurface drainage, stream, pond, lake or river. The developer shall also, to the greatest extent possible, take steps so that sediment will not be deposited onto an adjoining property. Adequate control of soil erosion and sedimentation, through the use of best management practices with both temporary and permanent measures, shall be used during all phases of clearing, grading, and construction to conserve soil resources and to maintain existing water quality. Sediment control shall follow the standards and specifications in The Planning & Design Manual for the Control of Erosion, Sediment & Storm water (First Edition, 1994) (MS Department of Environmental Quality (MDEQ), MS Soil & Water Conservation Commission and USDA Soil Conservation Service).

When a proposed development consists of >1 acre to <5 acres of land disturbance, a Small Construction General Permit from MDEQ is required. A copy of the permit application form and Storm water Pollution Prevention Plan must be submitted to the Department of Planning and Development. For proposed developments which include >5 acres of land disturbance, a Large Construction General Permit (NPDES permit) is required. A copy of the NPDES permit and a copy of the approved MDEQ Storm water Pollution Prevention Plan must be submitted to the Department of Planning and Development. In the event the acreage requirements for the above-mentioned permits are changed by DEQ, the stricter of the two shall be used.

Soil erosion and sedimentation control plans shall be certified by a professional engineer registered in the State of Mississippi before being submitted to the Mississippi Department of Environmental Quality and the Department of Planning and Development for review and approval.

### 3. Drainage and Storm Water Management

All storm water drainage design shall be planned and executed so as to preserve natural topographic features and vegetative cover, to minimize change to existing topography, and to preserve natural drainage systems in accordance with Mississippi Department of Environmental Quality permit requirements and the following regulations.

The developer shall construct all necessary facilities including underground pipe, inlets, catch basins, or open drainage ditches, as approved by the County Engineer, to provide for the adequate disposal of subsurface and surface water and maintenance of natural drainage courses. The best available technology shall be used to minimize off-site storm water runoff, increase on-site filtration, encourage natural filtration functions, simulate natural drainage systems, and minimize off-site discharge of pollutants to ground and surface water. Best available technology may include measures such as retention basins, recharge trenches, porous paving and piping, contour terraces, and swales. Storm water management shall follow the standards established in The Planning & Design Manual for the Control of Erosion, Sediment & Storm water (First Edition, 1994) (MS Department of Environmental Quality (MDEQ), MS Soil & Water Conservation Commission and USDA Soil Conservation Service) or any later version that is published as an update. Commercial and industrial development shall not increase the rate of runoff and an increase in the volume of runoff shall require a reduction in the rate of runoff.

When necessary, outlet ditches of closed sewers of an approved type and size shall be required as part of the construction, If same is across private property, rights-of-way or easements shall be obtained by the developer for the construction and future maintenance. These rights-of-way or easements shall be shown on the construction plans. Whenever possible, post-development drainage patterns shall be the same as pre-development drainage patterns. The design of parking lot and grading shall be such that runoff from roofs, driveways and other impervious surfaces will be collected in gutters in short runs three hundred (300) feet to four hundred (400) feet in length. The runoff shall then be diverted from the surface, if not already underground, into storm sewers or a natural water course. Parking lots shall be located away from water courses unless storm sewers are to be installed. The channel downstream of the site development shall be improved adequately by the developer to convey the storm runoff from the development and across the adjacent property owner so that damages from flooding are minimized.

The developer shall guard against the creation or continuation of swampy areas or stagnant pools, unless they are a component of a designed wetlands open space. The County may require fill, swale, and/or channel improvements in order to forestall such problems. Any wetland disturbance shall require a CORP of engineers' permit.

Adequate measures for the protection of open and closed drainage channels shall be provided. Maintenance easement widths shall be determined by the County Engineer for Subdivisions. The velocity flow on an open ditch shall not exceed four (4) feet per second in soil ditches or six (6) feet per second in turf gutters.

Paved gutters will be required if velocities of flow are greater than those specified, or if it is otherwise likely that destructive erosion will result.

No water course shall be altered in such a way as to change the amount or direction of flow; no fill, building or structures shall be situated in natural water courses unless provision is made for the flow of water in a manner satisfactory to the County Engineer for Subdivisions and in accordance with Stone County's Floodplain Management Ordinance.

#### 4. Driveways

Driveways shall have a maximum grade of (15) percent. Driveways and curb cuts shall be located not less than five (5) feet from the side lot line. Curb cuts for straight curbs and the flare for rolled curbs shall be three (3) feet wider than the driveway on each side. The developer shall place the approved drainage structures under intersecting driveways when required. Driveways shall be designed so as to drain into the roadside ditch and not onto the roadway surface.

A driveway permit shall be obtained from the Mississippi Department of Transportation for all access to state-maintained roads. Proof of such permit shall be submitted with the permit documents.

When adequate frontage is available on a roadway, two driveways to a property used for a single purpose may be permitted.

#### 5. Required Driveway dimensions:

	Commercial	Industrial
Minimum width	15	20
Maximum width	40	40
Turn Radius Minimum	15	25
Turn Radium Maximum	50	50
Minimum Angle of Intersection	45	45

\*The minimum width of commercial driveways is intended to apply to one-way operation. The width is intended to be measured along the right-of-way line.

#### 6. Off Street Parking

An adequate number of off-street parking spaces shall be required in all developments to accommodate the type of use.

Cont....

## Parking Requirements

Type of Uses	Off Street Parking Requirements
One/Two Family Dwellings	2 spaces/DU.
Townhouses and Multiple Family	2 spaces/DU.
Mobile Homes	2 spaces/unit
Office Uses	2 spaces plus 1 space for each 200 sq. ft of usable floor area.
Office Uses	1 space for each 100 sq. ft. of usable floor area.
Industrial Uses	1 space for employee in the largest working shift.
Churches and Temples	1 space for each 3 seats.
Restaurant	1 per 3 seats
Fast-Food Establishment	1 per 30 sq. ft. of usable floor area
Retail Store	1 per 200 sq. ft. of usable floor area
Shopping Center Under 400,000 sq. ft.	4 per 1,000 sq. ft. of usable floor area
Shopping Center 400,000-599,999 sq. ft.	4.5 per 1,000 sq ft. of usable floor area
Shopping Center 600,000+ sq. ft.	5 per 1,000 sq. ft. of usable floor area
Medical Center	1 per 250 sq. ft. of usable floor area

### 7. Size of Spaces

Each off-street parking space shall be restriped and measure ten (10) feet in width by twenty (20) feet in length. Parking spaces for the physically handicapped shall measure twelve (12) feet in width. For every 25 spaces, there must be at least one (1) handicapped accessible space, labeled and signed for such use in accordance with Americans with Disability Act.

### 8. Parking Areas

Off-street parking areas shall be located within a reasonable walking distance of the buildings they are designed to serve.

Access to parking areas shall be designed so as not to obstruct free flow of traffic. There shall be adequate provision for ingress and egress from all parking spaces to ensure ease of mobility, ample clearance.

Parking lots containing ten (10) or more spaces, shall be planted with at least one (1) tree per eight (8) spaces, no smaller than 2" caliper (tree trunk diameter at chest height).

Parking areas shall be screened along lot lines bordering residential uses and along streets. Native trees and shrubs shall be planted wherever possible.

The width of all aisles providing direct access to individual parking stalls shall be in accordance with the requirements specified above. Only one-way traffic shall be permitted in aisles serving single-row parking spaces placed at an angle other than ninety degrees.

#### 9. Landscape Plan

A landscape plan shall be submitted with each site plan application for commercial, industrial permits pursuant to these Regulations. The landscape plan shall identify existing and proposed trees, shrubs, and ground covers; natural features; and other landscaping elements. Where existing plants are to be retained, the applicant shall include in the plans proposed methods of protecting them during construction.

#### 10. Parking Lot Landscaping

In parking lots, at least five percent (5%) of the interior parking area shall be landscaped with plantings, and one (1) tree for each eight (8) spaces shall be installed. Planting required within the parking lot is exclusive of other planting requirements, such as shade trees planted along the street.

Landscaping should be located in protected curbed areas, such as along walkways, in center islands, at the ends of bays, or between parking stalls. All landscaping in parking areas and on the street frontage shall be placed so that it will not obstruct sight distance. Plantings in parking areas and on streets shall pay particular attention to sun position during the summer months so that maximum cooling effects can be gained from well-placed trees.

#### 11. Paving Materials

Design and choice of paving materials used in pedestrian areas shall consider such factors as function, climate, characteristics of users, availability, cost, maintenance, glare, drainage, noise, appearance, and compatibility with surroundings. Acceptable paving materials shall include, but are not limited to, concrete, brick, cement pavers, asphalt, and stone.

#### 12. Documentation

A site plan and/or preliminary plat must be submitted and approved by the Board of Supervisors. No subdivision plat will be required to be recorded. All other portions of these regulations will apply.