

# DESIGN REVIEW APPLICATION

Applications due the 1st business day of the month. Submit \$200 fee and required plans in accordance with requirements in Section IV.

Applicants and their architect/designer should be in attendance at the Planning Commission meeting which is held on the last Monday of each month and at the Technical Review Committee meeting as scheduled. **Design Review Fee: \$200**

**City of Horn Lake—Planning Department**  
**3101 Goodman Road, W**  
**Horn Lake, MS 38637**  
**Phone 662-342-3559 Fax 662-342-3485**  
[bcook@hornlake.org](mailto:bcook@hornlake.org)  
[mary.merck@neel-schaffer.com](mailto:mary.merck@neel-schaffer.com)

*Design review approval is required prior to commencement of any work for:*

- Exterior alternation of buildings or structures or accessory structures with the exception of single-family detached dwellings.
- Modifications to the site including alternation of landscaping lighting, parking loading areas, and other spaces within the site.
- Fencing, landscaping, lighting and buffering/screening measures for subdivisions and multi-family residential developments and all forms of non-residential development.

## I. SITE LOCATION, DESCRIPTION AND PROPOSED USE

Legal Description: Lot(s) \_\_\_\_\_ of Block \_\_\_\_\_ of \_\_\_\_\_ Subdivision

Address: \_\_\_\_\_ Located \_\_\_\_\_ (ft) from the intersection of \_\_\_\_\_

street and \_\_\_\_\_ street on the east/west/

north/south side of \_\_\_\_\_ street.

<b>TAX PARCEL NUMBER:</b> _____
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Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

<b>II. ARCHITECT/DESIGNER</b>
Name: _____
Address: _____ _____
Phone: _____
Fax: _____
E-Mail _____

<b>III. PROPERTY OWNER</b>
_____
_____
_____
_____
_____

To be completed by the City of Horn Lake:	
Application Fee Paid: _____	Check #: _____ Cash _____ Receipt # _____
Design Approved: _____	By: _____

#### IV REQUIRED ITEMS

Attach full plans and specifications prepared by a licensed architect or qualified designer, depicting the visual appearance of the structure from all sides, a landscape plan and a lighting plan if applicable. Color and material samples are required. New construction and adaptation of existing sites for certain uses require separate site plan approval. All new and amended signs require a sign plan approval which is also a separate application. All applications may be filed simultaneously, if desired. **Two complete (2) sets of building plans are required in addition to eleven (11) collated sets of the following:**

- **Vicinity Map** Name of development, developer/owner, engineer, section, township and range, acreage and zoning.
- **General Site layout:** The location, arrangement and dimensions of buildings, curbs, sidewalks, paving, points of ingress/egress; internal streets, parking aisles and parking spaces; location of landscaped or green areas;
- **Lighting plan** showing location, type, illustrations and specifications of all proposed lighting.
- **Material samples and color samples** of all exterior materials including facades, roofing, specialty paving, fencing and trash or dumpster areas, mailboxes.

***If a site plan is not required, submit the following items to be reviewed as a part of Design Review:***

- **Landscaping, Buffering, Screening and Open Space Plan:** Location of all groundcover, trees, shrubs, fences, and landscaping elements including species, size (height, not gallon), width of buffers; location of irrigation, type and height of fencing, loading areas and dumpster screening. Must also include a means of dedication of common open space areas and organization arrangements for the ownership, maintenance and preservation of such spaces.

#### V. PROPERTY OWNER(S) DECLARATION AND SIGNATURE

**I (We) as the undersigned owner(s) of the herein described property submit the attached architectural (design) plan for review by the Technical Review Committee and the Planning Commission.**

**I (we) further verify that information submitted as a part of this application is true and correct to the best of my knowledge and that all material facts relative to this property and the proposed development have been revealed.**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date of Application**