

**APPENDIX A: THE CITY OF DIAMONDHEAD  
LAND DEVELOPMENT PERMIT APPLICATION**

PERMIT# \_\_\_\_\_  
FEE: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OWNER:** \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY:**  
ADDRESS (IF KNOWN): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
TAX PARCEL ID NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_  
FLOOD ZONE: \_\_\_\_\_ DFRIM MAP/PANEL NO: \_\_\_\_\_ PLOT AREA: \_\_\_\_\_ SQ. FT. / ACRES (CIRCLE ONE)  
ENGINEER OF RECORD: \_\_\_\_\_ LAND SURVEYOR: \_\_\_\_\_

ATTACHED (WHEN APPLICABLE):  
SWPP: \_\_\_\_\_ SNOI: \_\_\_\_\_ NO RISE CERTIFICATE: \_\_\_\_\_ APPROVED TREE SURVEY, REMOVAL & MITIGATION PLAN: \_\_\_\_\_

SCOPE OF WORK PROPOSED: (ATTACH SUPPORTING DOCUMENTATION)

**APPLICANT MUST PROVIDE THE FOLLOWING, AT THE TIME OF THE APPLICATION:**

1. SITE PLAN – PROVIDE THE EXISTING AND PROPOSED ELEVATION OF ALL PROPERTY CORNERS, NATURAL DRAINAGE, APPROVED DRAINAGE PLAN AND ANY WOODED AREAS.
2. BUILDING FINISH FLOOR ELEVATIONS, BASED ON D.F.E. (WHEN APPLICABLE); INVERT ELEVATIONS OF ALL CULVERTS, DRAINAGE APPURTENANCES, CURB INLETS, CATCH BASINS, DITCH FLOW LINES OR NATURAL DRAINWAYS ALONG WHICH THE PROPERTY OWNER PROPOSES TO DISCHARGE STORM WATER.
3. A TOPOGRAPHIC MAP DELINEATING THE PROPERTY'S GRADES AND/OR SLOPE LINES LEADING AWAY FROM ANY BUILDINGS.
4. TRANSVERSE AND CROSS SECTIONS OF ANY EXISTING SWALES, DITCHES OR NATURAL DRAINWAYS.
5. IF PROPOSED IMPROVEMENTS TO STORM WATER RUNOFF IS BY OPEN DITCH OR STORM DRAINAGE SYSTEM, THE FOLLOWING WILL APPLY:
  - a. POST CONSTRUCTION RUNOFF SHALL NOT EXCEED PRECONSTRUCTION DISCHARGE RATE
  - b. A PROFESSIONAL CIVIL ENGINEER, LICENSED IN THE STATE OF MISSISSIPPI SHALL PROVIDE DETAILED CIVIL ENGINEERING DOCUMENTS AND CALCULATIONS, IN ACCORDANCE WITH THE CITY OF DIAMONDHEAD'S STORMWATER PREVENTION AND MAINTENANCE ORDINANCE, FOR CITY REVIEW AND COMMENT. THESE SHALL INCLUDE, BUT NOT BE LIMITED TO,
    - i. FINISH INVERTS AND ELEVATIONS AT ALL INLETS, OUTLETS, CHANGES IN SLOPE OR RETENTION / DETENTION R
    - ii. STORM DRAIN SYSTEMS INSTALLED WITHIN CITY RIGHTS-OF-WAY MUST CONSIST OF REINFORCED CONCRETE PIPE.
    - iii. CROSS SECTIONS AND TRANSVERSE DETAILS.
6. STORM WATER PREVENTION PLAN (SWPP) AND/OR STORMWATER NOTICE OF INTENT (SNOI) FROM THE MDEQ, AS APPLICABLE.
7. TREE SURVEY, REMOVAL AND MITIGATION PROPOSAL

**APPLICANT ACKNOWLEDGEMENT**

I UNDERSTAND AND CONFIRM THAT THE ISSUANCE OF THIS PERMIT IS CONTINGENT UPON THE INFORMATION PROVIDED TO THE CITY OF DIAMONDHEAD BEING TRUE AND ACCURATE; THAT ALL PLANS AND SUPPORTING DATA HAVE BEEN PROVIDED. I AGREE TO COMPLY WITH ALL REGULATIONS OF THE CITY OF DIAMONDHEAD AND THE MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY AND ANY OTHER AGENCY HAVING JURISDICTIONAL INTEREST IN THIS PERMIT. NO WORK IS TO BE COMMENCED OR GROUND DISTURBANCE CONDUCTED UNTIL SUCH TIME AS THIS PERMIT IS ISSUED BY THE AUTHORITY HAVING JURISDICTION. THIS PERMIT MAY BE REVOKED AT ANY TIME THAT THE OWNER OR HIS/HER AGENT FAILS TO COMPLY WITH THE ORDINANCES AND REGULATIONS OF THE CITY OF DIAMONDHEAD, MS.

APPLICANT SIGNATURE \_\_\_\_\_ DATED: \_\_\_\_\_  
PRINT NAME ABOVE SIGNATURE

DO NOT WRITE BELOW THIS LINE – COD USE ONLY

APPLICATION APPROVED: \_\_\_\_\_ DATED: \_\_\_\_\_  
PRINT NAME ABOVE SIGNATURE

FINAL INSPECTION: \_\_\_\_\_ DATED: \_\_\_\_\_  
PRINT NAME ABOVE SIGNATURE