

DEVELOPMENT REVIEW COMMITTEE OUTSIDE AGENCY CONTACT INFORMATION

This following list of permitting requirements and contact information was created to assist developers and design professionals with information pertaining to governing authorities outside of the City of Biloxi's jurisdiction. The numbering system should be consistent with the DRC checklist. Contact information and permitting requirements change very rapidly. The developer is responsible for verifying the current permitting requirements and contact information. If you have any specific questions about permitting or requirements, you will need to contact the applicable agency.

The "DRC Outside Agency Review/Approval Checklist" is also available for your convenience.

The permits or approval must be obtained prior to construction. For Master Plan or Preliminary Plat Reviews, the completed applications for the particular applicable outside agency must be included in the Public Hearing Packet. The letter of approval and/or permit must be included in any Site Plan package. Construction for subdivisions (except Vertical Subdivisions) cannot begin until the letters of approval and/or permits have been received by the Engineering Division.

a. LOCAL

1. **Biloxi Port Commission** - An approval letter shall be obtained from the Biloxi Port Commission for any proposed work on property owned or controlled by the Biloxi Port Commission.

Contact Information: Frank Dugan, Director
Biloxi Port Commission
P.O. Box 1908
Biloxi, MS 39533
Phone: (228) 374-6600
Fax: (228) 435-7228
e-mail: biloxiport@aol.com

2. **Biloxi Municipal Separate School District** - Work on Biloxi School Property – An approval letter shall be obtained from the School District for any work on property owned by the Biloxi Municipal Separate School District.

b. COUNTY

1. **Harrison County School District** - An approval letter shall be obtained from the School District for any work on property owned by the Harrison County School District.
2. ***Harrison County Sand Beach Authority** - A preliminary approval letter from the Sand Beach Authority/Board of Supervisors shall be obtained for: (1) any work on sand beach property, (2) any work on a seawall easement, or (3) any modification to the seawall. A copy of all required approval letters shall be received by the DRC prior to Site Plan Approval. If the preliminary approval letter received from the Sand Beach

Authority requires a Final Inspection, then the developer shall obtain a final approval letter from the Sand Beach Authority/Board of Supervisors and submit a copy of the letter to the DRC prior to the DRC issuing a Certificate of Development Compliance (CDC).

Contact Information: Bobby Weaver, Director
Sand Beach Authority
842 Community Street
Gulfport, MS 39507
Phone: (228) 896-0055
Fax: (228) 896-0050
e-mail:
rweaver@co.harrison.ms.us

3. ***Harrison County Solid Wastewater and Solid Waste Management District**

Contact Information: Cynthia Lewis (Grease Trap Permits)
Kamran Pahlavan, Director (All other requests)
Harrison County Solid Wastewater and Solid Waste Management District
P.O. Box 2409
Gulfport, MS 39502
Phone: (228) 868-8752
Fax: (228) 868-8751

- i. *Grease Trap – Any development required to install a grease trap shall obtain a Grease Trap Permit from the Wastewater District once the grease trap has been installed. A copy of the Grease Trap Permit shall be submitted to the DRC prior to issuance of a Certificate of Development Compliance (CDC).
- ii. Sewage Collection Systems – See requirements for the Wastewater District’s signature on the “Information Regarding Proposed Wastewater Projects” under “MS DEQ Office of Pollution Control (OPC)-Municipal and Private Utilities Branch”.
- iii. Tie Into Wastewater District Lift Station or Main – Any development that proposes to tie a sanitary sewer line into a sewer gravity line, force main, or lift station owned by the Wastewater District or proposes any work on or within a Wastewater District easement shall obtain an approval letter from the District for the proposed work.

4. **Harrison County Development Commission (Biloxi Commerce Park)** - Any development within the Biloxi Commerce Park shall obtain and approval letter from the

H.C.D.C. The approval letter shall be submitted to the DRC prior to approval.

Contact Information: Larry Barnett, Director
Harrison County Development
Commission
12292 Intraplex Parkway
Gulfport, MS 39503
Phone: (228) 896-5020
Fax: (228) 896-6020
e-mail: lbarnett@mscoast.org

5. ***Harrison County Health Department (Sanitary Sewage)**

Contact Information: Harrison County Health Department
Environmental Office
15255 Community Road
Gulfport, MS 39503
Phone: (228) 831-5398
Fax: (228) 831-5399

- i. *Small Individual On-Site Wastewater Disposal System (IOWDS) - Any development which proposed to install an IOWDS commonly referred to as a septic tank shall obtain a completed form 335 or a letter of approval from the Harrison County Health Department prior to the DRC granting Site Plan Approval. Once construction is complete, a completed form 910 shall be obtained from the Health Department prior to the DRC issuing a Certificate of Development Compliance (CDC).
- ii. Subdivision of Land – Any proposed subdivision of land in an area where a public sewage collection system is not available, shall obtain an approval letter from the Harrison County Health Department for the proposed lot sizes and/or a Feasibility Study for the number of IOWDS's that will be installed versus a central sewage collection system.
- iii. Lot Change in Sewage Generation – Any developer proposing to utilize an existing On-Site Wastewater Disposal System (IOWDS) for a change in use or usage shall obtain an approval letter from the Health Department stating that the existing septic tank is adequate for the proposed development.

6. ***Harrison County Health Department (Restaurants)** - The developer shall obtain a preliminary letter of approval for construction drawings and specifications, from the Health Department for any restaurant. A copy of the letter shall be submitted to the DRC prior to Site Plan approval. Once construction is complete, the developer shall obtain a permit from the Health Department for any restaurant. A copy of the

permit shall be submitted to the DRC prior to any Certificate of Development Compliance (CDC) is issued.

Contact Information: Thea Rayford
 (Biloxi-South of Back Bay and
 East of Rodenberg Ave.; all of
 Pass Road; and Casinos),

 Latanya Winn
 (Biloxi-South of Back Bay and
 West of Rodenberg Ave.; and
 Casinos), or

 Alison Felsher
 (Biloxi-North of Back Bay
 including all of North Biloxi and
 Woolmarket)

 Harrison County Health
 Department, Environmental
 Office
 761 Esters Blvd.
 Biloxi, MS 39530
 Phone: (228) 435-3641
 Fax: (228) 435-4853
 e-mail:
 thea.rayford@msdh.state.ms.us;
 latanya.winn@msdh.state.ms.us
 ; or
 [alison.felsher@msdh.state.ms.u](mailto:alison.felsher@msdh.state.ms.us)
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c. **STATE**

1. **MS Department of Health – Water Supply Division** – Any development which proposes to install any of the following shall submit 3 copies of plans and specifications, which have been stamped and signed by a professional engineer, registered in the State of Mississippi, and any other information required by the State to obtain approval from the MS Department of Health-Water Supply Division:
 - i. New Water Lines and Water Systems – Any new water line or system within a public right-of-way or easement, except the following: (1) Water line less than 1000’ in length; or (2) Water line replacing an existing line of the same size or larger.
 - ii. Individual Property Water Systems – Any private water systems for large developments such as apartment/condominium complexes, trailer parks, R.V. parks, casinos, industrial complexes, etc.
 - iii. Wells for Public Use – Any well for public use, defined as a well with 15 connections or 25 users.

All submittal shall go through the Jackson office. All correspondence and submittals must be accompanied by the "Mississippi State Department of Health-Water Supply Division Engineering Documents Transmittal Form". An updated form is required with each separate transmittal. The form is available on the Health department web-site. (Go to the website listed below. Click on DWS Web Application, then click on Public Access, then click on Downloads, then click on Transmittal Form. Once you save the file to your PC, you can then fill in the blank and print out.) Once the Jackson office receives the submittal they are forwarded on to the local representative listed in the contact information below.

Information to be obtained from the City of Biloxi such as Name of Water Systems, MSDH PWS ID #, or other information from the city needed to fill out the transmittal form can be obtained by contacting Jay Furr with the Engineering Division at (228) 435-6266. Contact an engineer with the City at (228) 435-6269 to obtain a "Intent to Serve" letter for new subdivisions.

(Note: All approvals for the sanitary sewer shall be submitted to the Department of Health before final approval can be obtained.) Health Department approval shall be obtained prior to the DRC approving a Site Plan for individual property development or for subdivisions, prior to the City Engineer allowing the developer to proceed with subdivision infrastructure improvement construction.

Contact Information: Wendy Ferrill
MS Department of Health
Water Supply Division
15255 Community Road
Gulfport, MS 39503
Phone: (228) 435-8632
Fax: (228) 831-0893
e-mail: wferrill@datasync.com
website:
<http://dws.msdh.state.ms.us>

2. ***Mississippi Department of Transportation (M.D.O.T.)** – Any development which proposes changes to any MDOT right-of-way shall obtain a permit or letter of approval from MDOT. Changes to or work on right-of-way shall included, but not be limited to the following: (1) Any redevelopment on Hwy.90 (except single-family residences); (2) Increase in runoff due to development, (3) Work on or Modifications to MDOT right-of-way, (4) Tie into MDOT right-of-way storm drain system. (Note: MDOT right-of-way includes, Hwy. 90, Hwy. 67, I-10, and I-110.)

Contact Information: Monnie McCraney (All projects, except individual single-family residential property)

MDOT, District Office
P.O. Box 551
Hattiesburg, MS 39403
Phone: (601) 544-6511
Fax: (601) 544-0227
e-mail:
mmccraney@mdot.state.ms.us

“Speedy” Reddig or Carl Ladnier
(Individual single-family residential
property)
MDOT, Local Maintenance Branch
16499 Highway 49
Saucier, MS 39574
Phone: (228) 832-5260
Fax: (228) 832-5260
e-mail: hrettig@mdot.state.ms.us

3. ***Mississippi Secretary of State’s Office**

Contact Information: Margaret Bretz
Secretary of State’s Office
P.O. Box 97
Gulfport, MS 39502
Phone: (228) 864-0254
Fax: (228) 864-0325
e-mail: mbretz@sos.state.ms.us

- i. Preliminary Public Trust Tidelands’ Use Approval – Any development, which proposes construction of any structure over a body of water, shall obtain a determination from the Secretary of State’s Office as to whether or not the construction will be in a Public Trust Tidelands Area. If the body of water is determined to be in a Public Trust Tidelands, the developer shall obtain a preliminary approval letter for the use of the land. If the area is not considered a Public Trust Tidelands, then the developer shall submit a letter from the Secretary of State’s Office stating the determination. (Note: Public Tidelands Areas shall include, but are not limited to, natural water bodies available for public use.) The preliminary approval letter or the letter stating that the area is not a Public Trust Tidelands shall be submitted to the DRC prior to Site Plan approval.
- ii. Sea Wall Approval - A preliminary approval letter from the Secretary of State’s Office shall be obtained for: (1) any work on sand beach property, (2) any work on a seawall easement, or (3) any modification to the seawall. A copy of all required approval letters shall be received by the DRC prior to Site Plan Approval.

- iii. *Final Approval – Once construction is complete for any structure determined to be in a Public Trust Tidelands or on a sea wall easement (or modification to the seawall), the developer shall obtain a final approval letter from the Secretary of State's Office. The final approval letter for the project shall be submitted to the DRC prior to issuance of a Certificate of Development Compliance (CDC) and Certificate of Occupancy (CO).

4. **Mississippi Department of Marine Resources (DMR)**

Contact Information: Bradley Ennis, Jill Bockenstette,
Willa Henricksen
Department of Marine Resources,
Coastal Preserves
1141 Bayview Avenue
Biloxi, MS 39530
Phone: (228) 374-5000
Fax: (228) 374-5008
e-mail:
bradley.ennis@dmr.state.ms.us

- i. Wetlands Areas (Adjacent to a Water Body) – Any development which contains an area(s) suspect to be wetlands or are shown on a wetlands delineation, which are adjacent to a body of water and are proposed to be modified, shall obtain a wetland determination from the DMR. The developer shall submit, to the DRC, the letter from the DMR and/or the U.S. Army Corps of Engineers stating the determination. If the area is determined to be “wetlands” the developer shall obtain the appropriate permits to perform the work and submit a copy of the permit to the DRC.
- ii. Construction Over a Water Body – Any development which proposes construction over a body of water shall obtain a jurisdiction determination from the DMR. If the body of water is in the jurisdiction of the DMR, the developer shall obtain the appropriate permitting for the proposed construction over water. If the DMR does not have jurisdiction over the body of water, then the developer shall submit a letter from the DMR stating the jurisdiction determination.
- iii. Construction Adjacent to a Water Body – Any commercial development or large residential development adjacent to a body of water shall obtain an approval letter from the DMR. The letter of approval shall be submitted to the DRC.

5. **MS DEQ Office of Pollution Control (OPC)-Municipal and Private Utilities Branch**

Contact Information: Rickey Terry

DEQ, OPC, Environmental Permits
Div.
P.O. Box 10385
Jackson, MS 39289
Phone: (601) 961-5115
Fax: (601) 354-6612
e-mail:
rickey_terry@deq.state.ms.us

- i. Disturbing 5 or More Acres – Any developer proposing to disturb more than 5 acres shall send the Storm Water Pollution Prevention Plan (SWPPP) for the proposed project (which included a completed Notice of Intent-NOI form, narrative, and site plan. The developer shall submit to the DRC a copy of the letter of approval, Certificate, and the Permit issued by the DEQ.
 - ii. Sewage Collection Systems – Any developer proposing to install a sewer main, sewage collection system, or a sewage collection system internal to one piece of property tied into the City’s system (such as apartment complexes, trailer parks, etc.), shall complete the OPC’s form for “Information Regarding Proposed Wastewater Projects”. The form shall be signed by the City Engineer and the Director of the Harrison County Wastewater and Solid Waste Management District and submitted to the City Engineer prior to submission to the DEQ. The completed form, construction plans and specifications are then sent to the DEQ for approval. A copy of the letter of approval from the DEQ shall be submitted to the DRC prior to Site Plan approval or to the City Engineer prior to issuance of a permit for infrastructure construction for Subdivisions.
 - iii. IOWDS or Treatment Systems Over 1000 gallons per Day – Any wastewater system that generated more than 1000 gallons per day of wastewater shall obtain the appropriate wastewater permits form the DEQ OPC.
 - iv. Discharge of Wastewater to State Waters – Any development (except single-family residential) wastewater system that proposes to discharge to State Waters shall obtain a NPDES (discharge) permit.
6. **MS DEQ Office of Pollution Control (OPC)-Air Division –** Any developer proposing renovation/demolition activities shall send the “The State of Mississippi Demolition/Renovation Notification Form” to the DEQ at least 10 days prior to performing the demolition/renovation activities. The developer shall provide the DRC with a copy of the completed notification form that will be submitted to the DEQ.

Contact Information: Danny Jackson
DEQ, OPC, Air Division

101 West Capital Street
Jackson, MS 39201
Phone: (601) 961-5225
Fax: (601) 961-5742
e-mail:
danny_jackson@deq.state.ms.us

7. **MS DEQ Office of Pollution Control (OPC)-Water Quality Management Branch** – Any development which will be required to obtain any federal licenses or permits (such as a 404 permit from the Army Corps of Engineers) shall obtain a Water Quality Certification from the Water Quality Management Branch of the MS DEQ OPC.

Contact Information: Robert Seyfarth
Chief of Water Quality Management
DEQ, OPC, Water Quality Manag.
Branch
P.O. Box 10385
Jackson, MS 39289
Phone: (601) 961-5160
Fax: (601) 961-5376
e-mail:
robert_seyfarth@deq.state.ms.us

8. **MS DEQ Office of Pollution Control (OPC)-Service & Misc. Industries Branch**

Contact Information: Harry Wilson
DEQ, OPC, Environmental Permits
Div.
Service & Misc. Industries Branch
P.O. Box 10385
Jackson, MS 39289
Phone: (601) 961-5190
Fax: (601) 961-5703
e-mail:
harry_wilson@deq.state.ms.us

- i. Storm Drainage Tie-in – Any developer proposing a point source discharge (consisting of any processed, treated or untreated wastewater) into any storm drainage system, water body or other conveyance shall obtain a NPDES Permit from the DEQ.

9. ***MS DEQ Office of Pollution Control (OPC)-Underground Storage Tank Branch** – Any reference to underground storage tanks for this section shall mean any underground storage of any material, except water.

Contact Information: Donna Phillips
DEQ, OPC

Underground Storage Tank Branch
P.O. Box 10385
Jackson, MS 39289
Phone: (601) 961-5278
Fax: (601) 961-5093
e-mail:
donna_Phillips@deq.state.ms.us

- i. Existing Underground Storage Tanks – Any development which currently has existing storage tanks on the premises shall perform the following: (1) send the DEQ a “Change of Ownership Form” if ownership has changed, and (2) obtain an electronic notification form report from the DEQ showing the current information in the DEQ’s database. The electronic report shall be submitted to the DRC prior to Site Plan approval.
 - ii. Removal of Underground Storage Tanks (Pre-construction) – Any development which proposes to permanently remove an existing underground storage tank shall notify the DEQ with a “Notice of Intent to Permanently Close” form. A copy of the completed form and the letter of receipt from the DEQ shall be submitted to the DRC prior to Site Plan Approval.
 - iii. *Removal of Underground Storage Tanks (Post-construction) – Once removal of any existing underground storage tank is complete, the developer shall submit a completed “Closure Report” to the DEQ. The letter of approval from the DEQ for the tank removal shall be submitted to the DRC prior to issuance of a Certificate of Development Compliance (CDC).
 - iv. Underground Storage Tanks (Pre-construction) – Any developer proposing an installation of new underground storage tanks for any material, except water shall notify the DEQ with a “Notice of Upcoming Installation” form at least 30 days prior to the installation. The developer shall submit a copy of the completed form to the DRC prior to Site Plan Approval.
 - v. *Underground Storage Tanks (Post-construction) – Once construction is complete for any underground storage tank(s), the developer shall submit a completed “Notification of Underground Storage Tank” form. The developer shall submit a copy of the letter of approval from the DEQ for the storage tank approval, to the DRC prior to issuance of a Certificate of Development Compliance (CDC).
10. **MS DEQ Office of Land and Water-Permit & Monitoring** – A permit or letter of approval from the DEQ Office of Land and

Water shall be obtained for and of the following activities: (1) Withdraw Permit for any well 6" in diameter or larger, (2) Impoundment of Surface Water, or (3) Diversion of surface water.

Contact Information: David Hardin
DEQ, Office of Land and Water
P.O. Box 10631
Jackson, MS 39289
Phone: (601) 961-5332
Fax: (601) 354-6938
e-mail:
david_hardin@deq.state.ms.us

11. ***Mississippi Gaming Commission** – Forms and procedures are available at www.mgc.state.ms.us.

Contact Information: Larry Gregory, Executive Director
Mississippi Gaming Commission
P.O. Box 23577
Jackson, MS 39225
Phone: (601) 351-2809
Fax: (601) 351-2810

- i. Casino Project (Pre-development) – The developer of a casino project shall obtain "Site Approval" and "Site Plan Approval" from the MS Gaming Commission for any proposed or modification to a casino. The developer shall obtain a copy of the commission meeting minutes showing that the two approvals have been obtained. A copy of the minutes showing approval shall be submitted to the DRC prior to Site Plan approval by the DRC. (Note: Once Site Plan approval has been obtain from the City's DRC, the developer shall obtain an "Approval to Proceed with Development" from the MS Gaming Commission. The commission requires the City's approval prior to granting the "Approval to Proceed with Development".
- ii. *Casino Project (Post-development) – Once construction is complete the developer shall obtain a Gaming License from the MS Gaming Commission. A copy of the license shall be submitted to the DRC prior to issuance of a Certificate of Development Compliance (CDC).

d. **FEDERAL**

1. **Keesler Air Force Base** – Any developer proposing any of the following activities of work shall obtain a letter of approval from Keesler Air Force Base (KAFB): (1) Work on KAFB property, (2) Work to tie a pipe into KAFB owned ditch, (3) Increased runoff into a KAFB owned ditch or other KAFB property, or (4) Crossing KAFB gas easement.

Contact Information: Chief Engineering Flight

81st CES/CEC
508 L Street
KAFB, MS 36532
Phone: (228) 377-3318
Fax: (228) 377-5861
e-mail:
robert.moseley@keesler.af.mil

2. ***Federal Aviation Administration (FAA)** – Any development which proposes any of the following shall first obtain a letter of approval/determination from the FAA:
- i. Any structures over 200' in height.
 - ii. Any construction or alteration of greater height than an imaginary surface extending outward and upward at a 100:1 horizontal/vertical slope. (Note: For every 100' from the airport runway, for up to 20,000 feet from the nearest point of the nearest runway, an adjacent structure can only be 1' foot in height without having to obtain approval. Example: At 1 mile from the runway, any structure greater than 52.8 feet in height would be required to notify the FAA of the hazard.)
 - iii. Any structure over 100' in height within 10 nautical miles of an airport.

*The letter of approval shall be required prior to obtaining Site Plan Approval from the DRC. The DRC chairman shall call the FCC and verify that the developer has sent in the "dash 2 form" prior to issuance of the Certificate of Development Compliance (CDC).

Contact Information: Federal Aviation Administration
Air Traffic Division
Air Space Branch, ASO-520
Specialist for Mississippi
P.O. Box 20636
Atlanta, GA 30320
Phone: (404) 305-5585
Fax: (404) 305-5099
Web-site: <http://www1.faa.gov>

3. **Federal Communications Commission (FCC)** - Any developer proposing any of the following shall first obtain a license from the FCC:
- i. New or modification to a cell, radio, or other communications/transmittance tower.
 - ii. Open a new radio or television station or change any transmittance of an existing station.
 - iii. Any other new or modification to an existing communications system.

Contact Information: Federal Communications
Commission
Phone: (888) 225-5322 option 2
Web Site: <http://www.fcc.gov>

4. **U.S. Army Corps of Engineers (Wetlands Areas Not Adjacent to a Water Body)** – Any development which contains an area(s) suspect to be wetlands or are shown on a wetlands delineation, which are not adjacent to a body of water and are proposed to be modified, shall obtain a wetland determination from the Army Corps of Engineers. The developer shall submit, to the DRC, the letter from the Corp stating the determination. If the area is determined to be “wetlands” the developer shall obtain the appropriate permits to perform the work and submit a copy of the permit to the DRC.

Contact Information: Ms. Larue H. Cavanaugh
U.S. Army Corps of Engineers,
Regulatory Branch
P.O. Box 2288
Mobile, AL 36628
Phone: (251) 694-3776
Fax: (251) 690-2660
e-mail:
larue.h.Cavanaugh@sam.usace.army.mil

e. **PRIVATE**

1. **Private Water/Sewer Utility Owner** - Any development in an area where the City of Biloxi does not have existing water and/or sewer utility, but the developer chooses to tie into a private system, which is available for use, shall obtain a letter of approval from the private utility owner allowing the development to tie into the private system. If the developer must go across adjacent private property to tie into the system, the developer shall submit a recorded easement (see “Adjacent Property Agreements and Easements” above).
2. **CSX Railroad**
 - i. Utilities – Any developer proposing utilities over, under or along the CSX railroad within the CSX right-of-way, shall obtain a letter of approval and/or permit from CSX. For approval contact CSX at www.csx.com on the internet or call (904) 366-5662. (Note: If contacting by internet go to www.csx.com then click on All Services, on the menu on the left side of the screen, then click on the sub-heading More Service. Several categories will come up on the screen. One of the categories on the right side of the screen is “Real Estate Services”. Under “Real Estate Services” click on Access, Signboards, Grade Crossings, Utility Encroachments for the form(s) to fill out and submit.)

- ii. Road Crossing or Drainage – Any developer proposing a railroad crossing or increasing storm water runoff onto CSX right-of-way, shall obtain a letter of approval and/or permit from CSX. For approval contact the District Engineering Office in Atlanta, GA at (770) 819-2841.