



Application
Development Review Committee Review

This form is required submission for the predevelopment review process by the City of Biloxi Development Review Committee.

ALL DATA MUST BE PROVIDED OR THE APPLICATION IS CONSIDERED INCOMPLETE.

City of Biloxi Department of Community Development Planning Division
 676 Martin Luther King, Jr. Blvd., Biloxi, MS 39530
 Post Office Box 508, Biloxi, MS 39533
 Phone: 228-435-6266 Fax: 228-435-6188

The Development Review Committee meets every Wednesday. To request an appointment, submit this application along with **four (4) copies** of your project site plan (see the last page for submittal requirements) on the Friday prior to a scheduled Wednesday meeting. For further information, please contact: Greta Adams, DRC Administrative Asst., 228-435-6266 or e-mail: drc@biloxi.ms.us For information on tax parcels, flood zones, zoning and historic districts on to <http://biloxi.ms.us> and follow the link to GIS mapping.

Name of Project:		Today's Date:
Project Type:		
Project Street Address		
Tax Parcel I. D. Number(s):		
Zoning District(s):	Proposed Cost of Project:	

Project Representatives:

Applicant(s)/Developer:			
Mailing address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	Cell: _____	
Email: _____			
Architect:			
Mailing address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	Cell: _____	
Email: _____			
Engineer:			
Mailing address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	Cell: _____	
Email: _____			
Attorney:			
Mailing address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	Cell: _____	
Email: _____			
Property Owner			
Mailing address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	Cell: _____	
Email: _____			

Project Site Details

Property Size: _____ **Specify Unit of measure (acres or square ft)** _____

Property has access from which street(s) _____

Current use of Property: _____

Has property been subdivided in the last three years? Yes ☐ No ☐

If yes, explain: _____

Do structures exist on the site? Yes ☐ No ☐

If yes, describe the type, condition and number of structures. _____

What is the current percentage of impervious lot coverage? _____ %

Describe current conditions of site: _____

Will more than five (5) trees be removed from the site? Yes ☐ No ☐

If yes, describe type and size: _____

Is the site plan based on a signed/stamped surveyor? Yes ☐ No ☐

List all easements running through or adjacent to the project site (i.e. utility, ingress/egress) if not shown on site plan.

Is the project site in a designated flood zone? Yes ☐ No ☐

Which zone(s): _____

Is the project site within a Historic District or within 300 feet from a historic landmark? Yes ☐ No ☐

If so, provide name of district: _____

Is project site serviced by public water system? Yes ☐ No ☐

Is project site serviced by public sewer system? Yes ☐ No ☐

Proposed Project Details

Proposed use of Property:

Is a zoning map amendment required for project?

Yes

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No

If yes, what zoning classification is requested:

Are buildings/structure on site plan new or existing?

New

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Existing

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Gross square footage of building:

Proposed finished floor elevation of structure(s) (m.s.l.):

Proposed structure height above grade _____ ft

ft

above m.s.l.:

ft

What is the proposed percentage of impervious coverage?

%

How many parking spaces are provided on site?

Provide a chart showing how parking requirements was calculated

Proposed Floor Ratio:

Total number of housing units proposed for project (*hotel rooms included*):

Provide narrative fully describing proposed project:

[illegible]

SUBMITTAL REQUIREMENTS

Prerequisites

Pre-application Conference;

An application for Site Plan Review by the DRC shall include the following submittals:

- ✓ A complete application on the form provided by the Planning Division;
- ✓ Provide three copies of a professionally designed Site Plan.
(Show all building footprints, driveways, parking spaces and circulation areas, handicap accessibility, building setbacks, etc.)
- ✓ Copy of deed(s) to the lot(s) of record that constitutes the proposed development site or subdivision;
- ✓ A survey of the property;
- ✓ Provide current photographs of the proposed development site;
- ✓ All applicable letters of agreement or easements with adjacent property owners for uses such as utilities, detention areas, or access;
- ✓ A written narrative detailing the nature and details of the proposed business, project/development or use applied for in this application.
- ✓ Computations shall be shown on the site plan or on attachments for the following: (See the Land Development Ordinance, Table 23-12-1-A for Zoning District Dimensional Standards; website: biloxi.ms.us for entire ordinance)
 - Required and proposed number of parking spaces;
 - Impervious surface (concrete, asphalt, hard surface) lot coverage in square feet;
 - Floor area ratio;
 - Project density for multi-family, hotel, condos (units per acre);
 - And, any other information required by the DRC.
- ✓ Calculations/Studies/Reports shall be submitted for the items listed below as required by the DRC:
 - Drainage calculations;
 - Sanitary sewer analysis, including availability and demand;
 - Potable/fire protections water flow analysis, including availability and demand; and
 - Traffic study and report.