



### Application for Re-Subdivision of Lots

City of Biloxi Planning Division 676 Martin Luther King Jr., Boulevard  
 Biloxi, MS 39530 (228) 435-6266 Fax (228) 435-6188

**TO BE COMPLETED BY APPLICANT**

**PREPARED BY/ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_

**DATE:**

**STAFF ONLY: DRC PRE-APPLICATION CONFERENCE:** \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (DRC Chair Initials)

- Exempt Subdivision as defined by Section 23-2-4(F)(2)6 of the Land Development Ordinance.
- Lot Line Rearrangement/collapse(Rearranging Existing Lots) \_\_\_\_\_ lots into \_\_\_\_\_ lots
- Waiver of Subdivision–Large Parcel Waiver–Lots to be one (1) acre or larger with no new infrastructure.

**PROPERTY INFORMATION:**

Name of Rightful Owner: \_\_\_\_\_ Name of Applicant ( if different than Owner) \_\_\_\_\_

Property Address: \_\_\_\_\_ Ward Number \_\_\_\_\_

Parcel #         Parcel #

Parcel #

**Dimensions of New Lots:**

Mailing Address of Property Owner: \_\_\_\_\_ Mailing Address of Applicant( if different than Owner): \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Zip: \_\_\_\_\_

County \_\_\_\_\_ County \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

**Present Zoning Classification:**

Property is most nearly bounded by what streets?	<u>North</u>	<u>South</u>	<u>East</u>	<u>West</u>
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**CERTIFICATION OF WAIVER**

\_\_\_\_\_  
 Director of Community Development

\_\_\_\_\_  
 Signature of Rightful Owner(s)

\_\_\_\_\_  
 Signature of Rightful Owner(s)

Notary Signature  
 (Seal)

Notary Signature  
 (Seal)

Notary Signature  
 (Seal)

**Requirements for submitting a new Lot Line Rearrangement**

1. The application **must** be filled out completely.
2. A new survey is required showing the new lot lines and outlining the new legal description of the lots.
3. Warranty Deed.
4. One Parcel can only be divided up to 3 times maximum; if applicant wants to create more lots a Subdivision must be made.
5. New lots created have to have road frontage.
6. New lot has to be at least 50 feet wide.

**NOTE:** If collapsing a lot line, you must clearly show a before and after depiction (survey) of the proposed lots in question. (example: Lots 1&2 into formerly known as lots 1&2)

(Example: 2 lots combined into 1)

**RECORDING INSTRUCTIONS FOR LOT LINE REARRANGEMENT**

**PLEASE NOTE THAT THIS CERTIFICATE IS NOT VALID UNLESS AND UNTIL SIGNED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT FOR THE CITY OF BILOXI, WITH THAT SIGNATURE NOTARIZED AND THE CERTIFICATE RECORDED WITH THE HARRISON COUNTY TAX ASSESSOR OFFICE TOGETHER WITH THE DEEDS CREATING THE PROPOSED DIVISION. A COPY OF WHICH MUST BE PROVIDED TO THE PLANNING DIVISION OF THE CITY OF BILOXI.**

**DO NOT REDUCE OR IN ANY WAY MODIFY THIS FORM**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL 228-435-6266.**