Planning Commission Application

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

Case No. Assigned: ☐☐-☐☐☐-☐☐☐	Date:
TO BE COMPLETED BY APPLICANT	
Name of Rightful Owner(s):	Name of Applicant: (if different than Owner)
Property Address:	Ward Number
Tax Parcel Identification Number(s): ☐☐☐☐☐-☐☐-☐☐☐.☐☐☐	
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Mailing Address of Property Owner (if different than property address):	Mailing Address of Applicant (if different than Owner):
City:	City:
State:	State:
Zip:	Zip:
County	County
Telephone: ( )	Telephone: ( )
Property Size (please give in acres or by dimension):	
Present Zoning Classification:	
Is the property located within an AHRC District? If so, which District?	Flood Zone(s) of Property:

	North	South	East	West
Property is most nearly bounded by what streets?				
If property directly fronts or is adjacent one of the streets above please indicate with a				

✓	**REQUESTED ACTION BY THE PLANNING COMMISSION (A separate supplement form is required for each):**
	Preliminary Subdivision Review
	Map Amendment
	Conditional Use
	Master Plan
	Dockside Gaming
	B-3 Hospitality
	Text Amendment
	Planned Unit Development
	Tree Removal
	Public ROW Vacation
	Administrative Appeal
	Variance
	Appeal

GENERAL INFORMATION, <u>READ BEFORE EXECUTING.</u> Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf, provided said representative has been properly designated to speak on the applicant's behalf either by written permission or oral designation by the applicant at the Public Hearing. If a continuance is to be granted, the applicant must request same in writing a minimum of seven (7) days in advance of the scheduled public hearing. The applicant acknowledges that, in signing this application, all conditions and requirements inherent in the application process have been fully explained and understood, including the timetable for processing of the application; the applicant has further received the following appropriate handouts: Application Processing Timetable; Instructions for Application Completion, Procedures for a Conditional Use or Community Unit Plan; and Variance Procedures. The completed application must be returned to the Planning Office not later than the first or third Thursday of any month in order that a public hearing may be held on the first or third Thursday of the following month. Receipt of fee(s) does not constitute receipt of a completed application.

Signature of Rightful Owner	Signature of Rightful Owner
Notary Signature (Seal)	Notary Signature (Seal)
Signature of Rightful Owner	Signature of Applicant
Notary Signature (Seal)	Notary Signature (Seal)

If someone other than the applicant needs to be notified concerning this case, please note name(s) and address (es) below:

NOTES:
_____
_____
_____
_____
_____

NOTE: Please see attached instructions for details on documents required for a complete application.

Zoning district in which the property is situated. The placement or size of any structure or infrastructure which triggers a Variance or Waiver must be clearly identified upon the Site Plan.

All site plans for commercial projects must be submitted through the development review committee (DRC).

REQUIRED EXHIBITS AND INSTRUCTIONS FOR COMPLETING PLANNING COMMISSION APPLICATIONS

Complete all information requested on the Planning Commission Application, inclusive of notarized signatures of the applicant(s) as well as **all** owners of record of the property (ies), as reflected upon the deed(s) on file at the Chancery Clerk's Office. Supplemental Applications for the specific request(s) for Zoning Map Amendments, Preliminary Subdivision Plats, Conditional Uses, Variances, Special Exceptions and/or Waivers must also be filled out completely by the applicant and submitted for processing. **A COPY OF THE FILED WARRANTY DEED(S)** must also be attached to the application to verify ownership and the property description.

Name and Signature of Rightful Owner: Print the name(s) of the applicant(s) and **all** owner(s) of record, as identified by deed, along with the current mailing address and telephone numbers of all applicants and owners. The signatures of the current owner(s) and the applicant must be notarized. In the event that the owner or applicant is a corporate entity, the application must be signed by the officer authorized in their official capacity to sign for said entity – noting that the name of the officer and his/her position must also be printed legibly or typed. An application may be signed by an agent for the owner(s), provided that a Power of Attorney signed and duly notarized by said owner(s) which states that said agent has the authority to act on the owner's behalf, is included.

Property Identification: Indicate the address (or location) of the property upon the application, as well as the Municipal Tax Parcel Number(s) assigned to the property (ies).

Narrative: All applications should contain a brief narrative which fully explains the purpose of the requested action being sought, the reason or justification for said action, and the applicant's objective in requesting said action.

Site Plan: A copy of the Site Plan must be included with the application. The Site Plan shall depict all structures, existing as well as proposed, depicting all property lines and drawn to scale. Measurements between all structures, proposed and existing, must be provided, as well as the front, side and rear yard setbacks required within the **Property Description:** The applicant must submit a composite property description for the property (ies) under consideration for Planning Commission recommendation in Microsoft Word format. This information may be provided via CD or email.

Subdivision Applications: An abstract is required for all major subdivisions, and a title opinion is required for all minor subdivisions. The abstract and/or title opinion must certify ownership of the property by an attorney licensed to practice law in the State of Mississippi.

Application Fee: Are as indicated upon page two of this instruction sheet.

For additional information with respect to completing applications, please contact the Planning Division staff at (228)435-6266 or planning@biloxi.ms.us.

***all commercial projects require authorization from the development review committee (DRC) in order to be eligible to make application for planning commission public hearing and discretionary approvals. A letter From the DRC authorizing application submittal must be provided by the applicant with the application at the time of submittal.**

2016 BILOXI PLANNING COMMISSION
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:

2016 Planning Commission Application Deadlines	Planning Commission Meeting Dates (1st & 3rd Thursday)	Legal Advertisement Publication Dates – The Biloxi D'Iberville Press (Thursdays Only)
Thursday December 3, 2015	January 7, 2016	Thursday, December 11, 18 & Tuesday 23 2015
Thursday December 17, 2015	January 21, 2016	Thursday, December 31?? & January 7 and 14, 2016
Thursday December 31, 2015	February 4, 2016	Thursday, January 14, 21 & 28
Thursday January 14, 2016	February 18, 2016	Thursday, January 28 and February 4 & 11
Thursday January 28, 2016	March 3, 2016	Thursday, February 11, 18 & 25
Thursday February 11, 2016	March 17, 2016	Thursday, February 25 and March 3 & 10
Thursday March 3, 2016	April 7, 2016	Thursday, March 17, 24 & 31
Thursday March 17, 2016	April 21, 2016	Thursday, March 31 and April 7 & 14
Thursday March 31, 2016	May 5, 2016	Thursday, April 14, 21 & 28
Thursday April 14, 2016	May 19, 2016	Thursday, April 28 and May 5 & 12
Thursday April 28, 2016	June 2, 2016	Thursday, May 12, 19 & 26
Thursday May 12, 2016	June 16, 2016	Thursday, May 26 and June 2 & 9
Thursday June 2, 2016	July 7, 2016	Thursday, June 16, 23 & 30
Thursday June 16, 2016	July 21, 2016	Thursday, June 30 and July 7 & 14
Thursday June 30, 2016	August 4, 2016	Thursday, July 14, 21 & 28
Thursday July 14, 2016	August 18, 2016	Thursday, July 28 and August 4 & 11
Thursday July 28, 2016	September 1, 2016	Thursday, August 11, 18 & 25
Thursday August 4, 2016	September 15, 2016	Thursday, August 25 and September 1 & 18
Thursday August 25, 2016	October 6, 2016	Thursday, September 15, 22 & 29
Thursday September 18, 2016	October 20, 2016	Thursday, September 29 and October 6 & 13
Thursday September 22, 2016	November 3, 2016	Thursday, October 13, 20 & 27
Thursday October 6, 2016	November 17, 2016	Thursday, October 27 and November 3 & 10
Thursday October 20, 2016	December 1, 2016	Thursday, November 10, 17 & 24
Thursday November 3, 2016	December 15, 2016	Thursday, November 24 and December 1 & 8

<u>RECEIPT OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE OF SAME</u>. APPLICATION WILL ONLY BE CONSIDERED ACCEPTED AFTER PLANNING STAFF HAS HAD THE OPPORTUNITY TO THOROUGHLY REVIEW FOR DETERMINATION OF COMPLETENESS. SUBMITTAL OF AN INCOMPLETE APPLICATION MAY CAUSE DELAYS IN THE PLANNING DEPARTMENT'S ABILITY TO PROCESS THE APPLICATION IN A TIMELY MANNER.

NOTES:

1. The Legal Advertisements for the Biloxi D'Iberville Press must be sent to the paper by 12:00 p.m. on Tuesday for Thursday publication.
2. Legal Advertisements for the Sun Herald have to be sent to the paper by 5:00 p.m.; deadlines for Legal Advertisements are as follows:

   Monday Deadline for Friday Advertisement
   Tuesday Deadline for Saturday or Sunday Advertisement
   Wednesday Deadline for Monday Advertisement
   Thursday Deadline for Tuesday or Wednesday Advertisement
   Friday Deadline for Thursday Advertisement