

Application #



Short-Term Rental Certificate of Occupancy Application

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

Address of Short-Term-Rental: _____

Owner Information

Business Name: _____

Owner Name: _____

Mailing Address: _____

City, State Zip _____

Work Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact info (local person)

Name: _____ Phone number: _____

Address: _____

Number of Units: _____

How many bedrooms: _____

How many parking spaces: _____

Owner's Signature _____ Date _____

By signing this application you agree to comply with all requirements as cited in the City of Biloxi's Land Development Ordinance, as attached with this application.

Revised January 28, 2016

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CZC –STR

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Note: This certificate must accompany your requests for business licensure, and/or certificate of occupancy. No request through the Biloxi planning department can be initiated without this form.

Project Description: **SHORT-TERM-RENTAL COO**

Project Address: _____

Subdivision: _____

Current Property Use _____

Applicant Signature _____ **Date** _____

Planning Staff Only

Tax Parcel Number(s): _____

Current Zoning _____ PC Case # _____

Setbacks: Front _____ Back _____ Left _____ Right _____

Lot Sq. Ft or Acres _____ Impervious % _____

FEMA Flood Zone _____ Base Flood Elevation _____ Design Flood _____

Is this project in compliance with the Zoning Requirements? ☐ Yes ☐ No

Does the project require DRC review? ☐ Yes ☐ No / if yes, Hearing Date is _____

_____ Date: _____

Planning Division Approval

Flood Plain Manager Only

Is this project in compliance with the FEMA Requirements? ☐ Yes ☐ No

_____ Date: _____

Flood Plain Manager Approval

AHRC Staff Only

Will this project require an AHRC Hearing? ☐ Yes ☐ No / if yes, Hearing Date is _____

_____ Date: _____

AHRC Staff Approval

SHORT-TERM RENTAL REQUIREMENTS

Visitor Accommodations

- ☐ **Short-Term Rentals** shall be allowed as a Permitted Use upon properties situated within the following zoning districts: Community Business (CB), Regional Business (RB), Downtown (DT) and Waterfront (WF) subject to compliance with all of the standards mentioned below.
- ☐ **Short-Term Rentals** shall be authorized as Conditional Use upon properties situated within the following zoning districts: Medium-Density Multifamily Residential (RM-20), High-Density Multifamily Residential (RM-30), subject to Conditional Use review and approval
- ☐ **Short-Term Rentals** may also be authorized in a Planned Development Gaming-Establishment (PD-GE) Planned Development-Hospitality Business (PD-HB), and Planned Development-Commercial (PD-C) Planned Development – Infill (PD-I) district zones subject to an approved Planned Development Master Plan by the City Council.
- ☐ **Short-Term Rentals** are not permitted in Single Family Zones: Residential Single Family; RS-5, RS-7.5, RS-10 and Residential Estate RE and Residential Estate Restricted RER.

All **Short-Term Rentals** shall comply with all of the following standards:

Declaration of Policy

This section is intended to provide standards for **Short-Term Rentals** to allow for a Visitor Accommodation Use for properties which have the characteristics of Single Family Residences, but providing specific limitations which should prevent the commercial exploitation of these properties.

Monitoring

- ☐ **Short-Term Rentals** shall maintain a guest register, which shall be made available for inspection by the City upon request. The guest register shall include the names and home addresses of transient guests, the transient guests' license plate numbers, dates of stay, and the unit number utilized by each transient guest. All **Short-Term Rental** units shall also provide, in addition to any corporate ownership information, the name, address, and phone number of a local person who shall be able to provide thirty-minute appearance response to said **Short-Term Rental** unit site when so called upon by the city or other responsible authority.

Additional Permit Requirements

Short-Term Rentals shall be authorized only upon completing all items included and recited within the Land Development Ordinance. Individuals requesting **Short-Term Rental** authorization shall be required to obtain a Certificate of Occupancy, Certificate of Zoning Compliance and Privilege Tax License from the City of Biloxi. The Certificate of Occupancy, Certificate of Zoning Compliance, and Privilege Tax License shall not be transferred to any subsequent owner, and any change in ownership shall require new applications for all such certificates, permits, and licenses.

Short-Term Rentals Standards

Nothing in this subsection shall be construed to permit any commercial or residential use not otherwise allowed by the specific district classification in which the **Short-Term Rentals** are located.

- ☐ **Short-Term Rentals** shall be limited to a total of four (4) units upon any single Tax Parcel site.

Exterior sign(s) advertising **Short-Term Rentals** shall not be permitted on properties located in residential zoning districts.

All lighting shall be compatible with the residential quality of the neighborhood in which the **Short-Term Rentals** are located.

- ☐ Parking for **Short-Term Rentals** shall be provided on site at a ratio of one parking space per unit or bedroom available, (whichever is greater). Parking shall be arranged in a style reflective of a Single Family Residential use.

The combination of parking and all structures included as part of **Short-Term Rentals** shall occupy no more than sixty percent (60%) of the lot upon which this use is to be located.

Any **Short-Term Rental** use proposed must be in conformance with any Subdivision Covenants or Deed Restrictions in effect for the specific property site in question. The property owner shall be responsible to demonstrate compliance with this directive.

Upon accepting any **Short-Term Rental** application, the City of Biloxi will notify the Hotel & Lodging Association to make them cognizant of the intention of establishing a **Short-Term Rental** facility at the location offered.

Short-Term Rentals shall be subject to annual Fire Inspections by the Biloxi Fire Department.

Any violation of this ordinance may result in the remedies and penalties found in 23-9-6 Remedies Penalties.

Inspector Signature _____ Date _____