



APPEAL APPLICATION

**Community Development Department
Planning Division
676 Martin Luther King Blvd
Biloxi, MS 39530
228-435-6266 Fax: 228-435-6188**

Case No.: □□-□□□-□□□

Date Submitted: _____

Tax Parcel Number: □□□□□-□□-□□□.□□□

Present Zoning _____ Present Use _____ Ward No. _____

Name of Rightful Owner (Please Print)

Address of Property to be reviewed
() _____ () _____
Home Phone _____ Office Phone _____

Property is most nearly bounded by what streets?

North: _____

South: _____

Name of Applicant, if different from owner
() _____ () _____
Home Phone _____ Office Phone _____

East: _____

West: _____

GENERAL INFORMATION: Attendance by the appellant(s) at the public hearing is mandatory.

Signature of Applicant

Mailing Address (If different)

Notary Signature

(Seal)

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

Office Use Only

DATE RECEIVED: _____ CASE NO.: _____

FEE RECEIVED: _____ RECEIPT NUMBER: _____

PUBLICATION DATES: _____/____ PUBLIC HEARING DATE: _____

COUNCIL ACTION: _____ APPEALED: _____

PUBLICATION DATES: _____/____ HEARING DATE: _____

PLANNING COMMISSION RECOMMENDATION AND APPEAL PROCEDURE

1. It is the policy of the Planning Commission, when possible, to make a decision regarding the recommendation that will be forwarded to the City Council in reference to a zoning or other application at the next regularly scheduled Planning Commission meeting following the respective Public Hearing. Regularly scheduled Planning Commission meetings are held at 2:00 p.m. on the first and third Thursday of each month. The applicant or interested parties may contact the Planning Division office subsequent to the meeting at which any final decision is made, as indicated herein, and will be advised of any action taken by the Planning Commission regarding a specific case.

2. Applicants or interested parties which are aggrieved with the decision of the Planning Commission have ten (10) calendar days after the Planning Commission takes action in which to advise the Planning Division office, in writing, that they are aggrieved with the decision of the Planning Commission and have elected to appeal a decision of that body to the City Council. This notification will stay further action until such time as a Public Hearing can be scheduled before the City Council, which interested parties will be so notified, as provided by the Biloxi City Ordinance, and as per fees assessed for said appeal action.

3. Appeal fees are provided for on the instruction sheet for application completion and must be received by the Planning Division Office at the time the appeal application is duly submitted.

4. Planning Commission recommendations are forwarded to the City Council for final action. Dependent upon the City Council meeting schedule, placement upon the City Council agenda may take from *two (2)* to *four (4)* weeks

Fee Schedules:

Zoning Text or Map Change Appeal	175.00
Conditional Use/Community Unit Plan Appeal.....	175.00
Variance Request Appeal	175.00

Public Notice and Hearing:

Publications must be advertised once a week for two consecutive weeks in the local newspaper of general circulation. At least fifteen (15) days shall lapse between the first publication and the date of the hearing. The Planning Division office will schedule an appeal hearing date with the City Council office and will mail notice of the time and place of the public hearing to the appellant, applicant and adjacent property owners at least seven (7) days preceding the public hearing.
