



**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:**   -    -

<b>TO BE COMPLETED BY APPLICANT</b>		<i>Date:</i>	
Name of Rightful Owner(s):		Name of Applicant: (if different than Owner)	
Property Address:			Ward Number
Tax Parcel Identification Number(s):			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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? Yes <input type="checkbox"/> No <input type="checkbox"/>		Flood Zone(s) of Property:	
If so, which District?		<u>North</u>	<u>South</u>
		<u>East</u>	<u>West</u>
Property is most nearly bounded by what streets?			
If property directly fronts or is adjacent one of the streets above please indicate with a ✓.			
<b>REQUESTED ACTION BY THE PLANNING COMMISSION (A separate supplement form is required for each):</b>			
Preliminary Subdivision Review			
Map Amendment – must include zone classification change in narrative			
Conditional Use			
Master Plan			
Gaming			
Hospitality			
Text Amendment			
Planned Unit Development			
Tree Removal			
Public ROW Vacation			
Administrative Appeal			
Variance			
Appeal			
Street Name Change			

**GENERAL INFORMATION, READ BEFORE EXECUTING.** 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*

\_\_\_\_\_  
*Notary Signature*

*(Seal)*

*(Seal)*

\_\_\_\_\_  
*Signature of Rightful Owner*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Notary Signature*

\_\_\_\_\_  
*Notary Signature*

*(Seal)*

*(Seal)*

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

<p><b>NOTES:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**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. **Floor Plan** is required for all Short-Term Rentals

**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:** Subdivisions ..... \$500.00 + \$15/Unit or Lot  
All others \$175.00

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

**2019 BILOXI PLANNING COMMISSION  
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

<b>2019 Planning Commission Application Deadlines</b>	<b>Planning Commission Meeting Dates (1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday)</b>	<b>Legal Advertisement Publication Dates – The Biloxi D'Iberville Press (Thursdays Only)</b>
Wednesday November 29, 2018	January 3, 2019	Thursday, December 13, 20 & 27 2018
Thursday December 13, 2018	January 17, 2019	Thursday, December 27, January 3 & 10, 2019
Thursday January 3, 2019	February 7, 2019	Thursday, January 17, 24 & 31
Thursday January 17, 2019	February 21, 2019	Thursday, January 31 and February 7 & 14
Thursday January 31, 2019	March 7, 2019	Thursday, February 14, 21 & 28
Thursday February 14, 2019	March 21, 2019	Thursday, February 28, March 7 & 14
Thursday February 28, 2019	April 4, 2019	Thursday, March 14, 21 & 28
Thursday March 14, 2019	April 18, 2019	Thursday, March 28 and April 4 & 11
Thursday March 28, 2019	May 2, 2019	Thursday, April 11, 18 & 25
Thursday April 11, 2019	May 16, 2019	Thursday, April 25 and May 2 & 9
Thursday May 2, 2019	June 6, 2019	Thursday, May 16, 23 & 30
Thursday May 16, 2019	June 20, 2019	Thursday, May 30 and June 6 & 13
<b>No Meeting Holiday</b>	<b>July 4, 2019</b>	
Thursday June 13, 2019	July 18, 2019	Thursday, June 27 and July 3 & 11
Thursday June 27, 2019	August 1, 2019	Thursday, July 11, 18 & 25
Thursday July 11, 2019	August 15, 2019	Thursday, July 25 and August 1 & 8
Thursday August 1, 2019	September 5, 2019	Thursday, August 15, 22 & 29
Thursday August 15, 2019	September 19, 2019	Thursday, August 29 and September 5 & 12
Thursday August 29, 2019	October 3, 2019	Thursday, September 12, 19 & 26
Thursday September 12, 2019	October 17, 2019	Thursday, September 26 and October 3 & 10
Thursday October 3, 2019	November 7, 2019	Thursday, October 17, 24 & 31
Thursday October 17, 2019	November 21, 2019	Thursday, October 31 and November 7 & 14
Thursday October 31, 2019	December 5, 2019	Thursday, November 14, 21 & 27
Thursday November 14, 2019	December 19, 2019	Wednesday, November 27 and Thursday December 5 & 12

**RECEIPT OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE OF SAME. 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