



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. _____ - _____ - _____

TO BE COMPLETED BY APPLICANT		Date:	
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		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 ✓.			
REQUESTED ACTION BY THE PLANNING COMMISSION (A separate supplement form is required for each):			
	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 (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. **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.

*****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.**

**2020 BILOXI PLANNING COMMISSION
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

2020 Planning Commission Application Deadlines	Planning Commission Meeting Dates (1st & 3rd Thursday)	Legal Advertisement Publication Dates – The Biloxi D'Iberville Press (Thursdays Only)
Wednesday November 27, 2019	January 3, 2020	Thursday, December 12, 19 & 26 2019
Thursday December 12, 2019	January 16, 2020	Thursday, December 26, January 2 & 9, 2020
Thursday January 2, 2020	February 6, 2020	Thursday, January 16, 23 & 30
Thursday January 16, 2020	February 20, 2020	Thursday, January 30 and February 6 & 13
Thursday January 30, 2020	March 5, 2020	Thursday, February 13, 20 & 27
Thursday February 13, 2020	March 19, 2020	Thursday, February 27, March 5 & 12
Thursday February 27, 2020	April 2, 2020	Thursday, March 12, 19 & 26
Thursday March 12, 2020	April 16, 2020	Thursday, March 26 and April 2 & 9
Thursday April 2, 2020	May 7, 2020	Thursday, April 16, 23 & 30
Thursday April 16, 2020	May 21, 2020	Thursday, April 30 and May 9 & 14
Thursday April 30, 2020	June 4, 2020	Thursday, May 14, 21 & 28
Thursday May 14, 2020	June 18, 2020	Thursday, May 28 and June 4 & 11
Thursday May 28, 2020	July 2, 2020	Thursday, June 11, 18 & 25
Thursday June 11, 2020	July 16, 2020	Thursday, June 25 and July 2 & 9
Thursday July 1, 2020	August 6, 2020	Thursday, July 16, 23 & 30
Thursday July 16, 2020	August 20, 2020	Thursday, July 30 and August 6 & 13
Thursday July 30, 2020	September 3, 2020	Thursday, August 13, 20 & 27
Thursday August 13, 2020	September 17, 2020	Thursday, August 27 and September 3 & 10
Thursday August 27, 2020	October 1, 2020	Thursday, September 10, 17 & 24
Thursday September 10, 2020	October 15, 2020	Thursday, September 24 and October 1 & 8
Thursday October 1, 2020	November 5, 2020	Thursday, October 15, 23 & 29
Thursday October 15, 2020	November 19, 2020	Thursday, October 29 and November 5 & 12
Thursday October 29, 2020	December 3, 2020	Thursday, November 12, 19 & 26
Thursday November 12, 2020	December 17, 2020	Wednesday, November 25 and Thursday December 3 & 10

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:

- The Legal Advertisements for the Coastal Breeze Press must be sent to the paper by 12:00 p.m. on Tuesday for Thursday publication.
- 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