



**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.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<b>TO BE COMPLETED BY APPLICANT</b>		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:
State:	State:	Zip:	Zip:
Zip:	Zip:	County	County
County	County	Telephone: ( )	Telephone: ( )
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 (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:**

<b>NOTES:</b>

**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.**

**2021 BILOXI PLANNING COMMISSION  
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

<i>2021 Planning Commission Application Deadlines</i>	<i>Planning Commission Meeting Dates (1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday)</i>	<i>Legal Advertisement Publication Dates – <u>The Biloxi D'Iberville Press</u> (Thursdays Only)</i>
Thursday December 3, 2020	January 7, 2021	Thursday, December 17, 24 & 31 2020
Thursday December 17, 2020	January 21, 2021	Thursday, December 31, January 7 & 14, 2021
Wednesday December 30, 2020	February 4, 2021	Thursday, January 14, 21 & 28
Thursday January 14, 2021	February 18, 2021	Thursday, January 28 and February 4 & 11
Thursday January 28, 2021	March 4, 2021	Thursday, February 11, 18 & 25
Thursday February 11, 2021	March 18, 2021	Thursday, February 25, March 4 & 11
Thursday February 25, 2021	April 1, 2021	Thursday, March 11, 18 & 25
Thursday March 11, 2021	April 15, 2021	Thursday, March 25 and April 1 & 8
Thursday April 1, 2021	May 6, 2021	Thursday, April 15, 22 & 29
Thursday April 15, 2021	May 20, 2021	Thursday, April 29 and May & 13
Thursday April 29, 2021	June 3, 2021	Thursday, May 13, 20 & 27
Thursday May 14, 2021	June 17, 2021	Thursday, May 27 and June 3 & 10
Thursday May 27, 2021	July 1, 2021	Thursday, June 10, 17 & 24
Thursday June 10, 2021	July 15, 2021	Thursday, June 24 and July 1 & 8
Thursday July 1, 2021	August 5, 2021	Thursday, July 15, 22 & 29
Thursday July 15, 2021	August 19, 2021	Thursday, July 29 and August 5 & 12
Thursday July 29, 2021	September 2, 2021	Thursday, August 12, 19 & 26
Thursday August 12, 2021	September 16, 2021	Thursday, August 26 and September 2 & 9
Thursday September 2, 2021	October 7, 2021	Thursday, September 16, 23 & 30
Thursday September 16, 2021	October 21, 2021	Thursday, September 30 and October 7 & 14
Thursday September 30, 2021	November 4, 2021	Thursday, October 14, 21 & 28
Thursday October 14, 2021	November 18, 2021	Thursday, October 28 and November 4 & 11
Thursday October 28, 2021	December 2, 2021	Thursday, November 11, 18 & 25
Wednesday November 10, 2021	December 16, 2021	Wednesday, November 24 and Thursday December 2 & 9

**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