



**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:		
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 (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> _____ _____ _____ _____
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**NOTE: Please see attached instructions for details on documents required for a complete application.**

## 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).

**Separate 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.**

**2022 BILOXI PLANNING COMMISSION  
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

<b>2022 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 – (Thursdays Only)</b>
Thursday December 2, 2021	January 6, 2022	Thursday, December 16, 23 & 30 2021
Thursday December 16, 2021	January 20, 2022	Thursday, December 30, January 6 & 13 2022
Wednesday December 30, 2021	February 3, 2022	Thursday, January 13, 20 & 27
Thursday January 13, 2022	February 17, 2022	Thursday, January 27 and February 3 & 10
Thursday January 27, 2022	March 3, 2022	Thursday, February 10, 17 & 24
Thursday February 10, 2022	March 17, 2022	Thursday, February 24, March 3 & 10
Thursday March 3, 2022	April ,7 2022	Thursday, March 10, 17 & 24
Thursday March 17, 2022	April 21, 2022	Thursday, March 24 & 31 and April 7
Thursday March 31, 2022	May 5 2022	Thursday, April 14, 21 & 28
Thursday April 14, 2022	May 19, 2022	Thursday, April 28 and May 5 & 12
Thursday April 28 2022	June 2, 2022	Thursday, May 12, 19 & 26
Thursday May 15, 2022	June 16, 2022	Thursday, May 26 and June 2 & 9
Thursday June 2, 2022	July 7, 2022	Thursday, June 9, 16 & 23
Thursday June 16, 2022	July 21, 2022	Thursday, June 23 & 30, and July 7
Thursday June 30, 2022	August 4, 2022	Thursday, July 14, 21 & 28
Thursday July 14, 2022	August 18, 2022	Thursday, July 28 and August 4 & 11
Thursday July 28, 2022	September 1, 2022	Thursday, August 11, 18 & 25
Thursday August 11, 2022	September 15, 2022	Thursday, August 25 and September 1 & 8
Thursday September 1, 2022	October 6, 2022	Thursday, September 15, 22 & 29
Thursday September 11, 2022	October 20, 2022	Thursday, September 29 and October 6 & 13
Thursday October 29, 2022	November 3, 2022	Thursday, October 13, 20 & 27
Thursday October 13, 2022	November 17, 2022	Thursday, October 27 and November 3 & 10
Thursday October 27, 2022	December 1, 2022	Thursday, November 10, 17 & 24
Wednesday November 13, 2022	December 15, 2022	Wednesday, November 24 and Thursday December 1 & 8

**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.**