



**Authorization for Filing Minor Subdivision Plat**

*(for consent agenda)*

*City of Biloxi Planning Division 676 Martin Luther King Jr., Boulevard  
Biloxi, MS 39530 (228) 435-6266 Fax (228) 435-6188*

<u>TO BE COMPLETED BY APPLICANT</u>	DATE:
PREPARED BY NAME/ADDRESS: _____ _____	_____

**A Minor Subdivision is a division of land other than an Exempt Subdivision where:**

A. No more than four residential lots or two nonresidential lots are created;

B. Each resulting lot fronts on an existing publicly maintained street;

C. Each resulting lot either has access to public water and sewer facilities (including taps for water and sewer service), if the city provides water or sewer service to the area, or has potential (by means of size and geological characteristics, or by access to existing facilities) for resolving all water access and sewage disposal issues;

D. No construction, expansion, or improvements of any public infrastructure other than sidewalks is required or involved; and

E. No dedication to the city of any public infrastructure or right-of-way is required or involved.

Development of a Minor Subdivision requires approval of a Minor Subdivision Plat in accordance Section 23-2-4(F)(4), Minor Subdivision, and approval of a Final Plat in accordance with Section 23-2-4(F)(7), Final Plat.

<b>PROPERTY INFORMATION:</b>		<b>Present Zoning Classification:</b>	
Name of Rightful Owner(s):		Name of Applicant (if different than Owner)	
Address of Property:			Ward
Parcel #	<input type="text"/>	Parcel #	<input type="text"/>
Parcel #	<input type="text"/>		
Mailing Address of Property Owner:		Mailing Address of Applicant (if different than Owner):	
City:		City:	
State:		State:	
Zip:		Zip:	
County		County	
Telephone: ( )		Telephone: ( )	

**AUTHORIZATION TO FILE MINOR SUBDIVISION PLAT**

Signature of Rightful Owner(s)	Signature of Rightful Owner(s)
Notary Signature (Seal)	Notary Signature (Seal)
Director of Community Development	Date
Notary Signature (Seal)	

**Requirements for submitting for Minor Subdivision Plat (consent agenda)**

1. The application **must** be filled out completely.
2. A new survey is required showing the new lot lines and outlining the new legal description of the lots.
3. Warranty Deeds
4. A Minor Subdivision is a division of land other than an Exempt Subdivision where:
  - a. No more than four residential lots or two nonresidential lots are created;
  - b. Each resulting lot fronts on an existing publicly maintained street;
  - c. Each resulting lot either has access to public water and sewer facilities (including taps for water and sewer service), if the city provides water or sewer service to the area, or has potential (by means of size and geological characteristics, or by access to existing facilities) for resolving all water access and sewage disposal issues;
  - d. No construction, expansion, or improvement of any public infrastructure other than sidewalks is required or involved; and
  - e. No dedication to the city of any public infrastructure or right-of-way is required or involved.

Development of a Minor Subdivision requires approval in accordance with Section 23-2-4(F)(4), Minor Subdivision, and approval of a Final Plat in accordance with Section 23-2-4(F)(7).

5. \$175.00 filing fee.

**RECORDING INSTRUCTIONS FOR LOT LINE REARRANGEMENT**

**PLEASE NOTE THAT THIS CERTIFICATE IS NOT VALID UNLESS AND UNTIL SIGNED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT FOR THE CITY OF BILOXI, WITH THAT SIGNATURE NOTARIZED AND THE CERTIFICATE RECORDED WITH THE HARRISON COUNTY TAX ASSESSOR OFFICE TOGETHER WITH THE DEEDS CREATING THE PROPOSED DIVISION. A COPY OF WHICH MUST BE PROVIDED TO THE PLANNING DIVISION OF THE CITY OF BILOXI.**

**DO NOT REDUCE OR IN ANY WAY MODIFY THIS FORM**