



**Planning Commission Application**  
 City of Biloxi Planning Division  
Mailing Address: P.O. Box 508, Biloxi, MS 39530  
 Office Location: 676 Dr. MLK Blvd.,  
 Building (228) 435-6270 Planning (228) 435-6266 Fax (228) 435-6188  
**Case No.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

To Be Completed by Owner/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 ___ No ___		Flood Zone(s) of Property:	
If so, which District?		North	South
		East	West
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 <u>separate supplement</u> form is required for each): ✓</b>			
<input type="checkbox"/>	Text Amendment		
<input type="checkbox"/>	Zoning Map Amendment – must include zone classification change in narrative		
<input type="checkbox"/>	Planned Unit Development		
<input type="checkbox"/>	Conditional Use		
<input type="checkbox"/>	Preliminary Subdivision Review		
<input type="checkbox"/>	Hospitality		
<input type="checkbox"/>	Gaming		
<input type="checkbox"/>	Master Plan/Update		
<input type="checkbox"/>	Tree Removal		
<input type="checkbox"/>	Public ROW Vacation		
<input type="checkbox"/>	Street Name Change		
<input type="checkbox"/>	Variance		
<input type="checkbox"/>	Appeal		
<input type="checkbox"/>	Administrative Appeal		

**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 all 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.**

**2023 BILOXI PLANNING COMMISSION**  
**APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

<b>2023 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 1, 2022	January 5, 2023	Thursday, December 15, 22 & 29 2022
Thursday December 15, 2022	January 19, 2023	Thursday, December 29, 2022 January 5 & 12 2023
Thursday December 29, 2022	February 2, 2023	Thursday, January 12, 19 & 26
Thursday January 12, 2023	February 16, 2023	Thursday, January 26 and February 2 & 9
Thursday January 26, 2023	March 2, 2023	Thursday, February 9, 16 & 23
Thursday February 9, 2023	March 16, 2023	Thursday, February 23, March 2 & 9
Thursday March 2, 2023	April 6, 2023	Thursday, March 16, 23 & 30
Thursday March 16, 2023	April 20, 2023	Thursday, March 30 and April 6 & 13
Thursday March 30, 2023	May 4, 2023	Thursday, April 13, 20 & 29
Thursday April 13, 2023	May 18, 2023	Thursday, April 29 and May 4 & 11
Thursday April 27 2023	June 1, 2023	Thursday, May 11, 18 & 25
Thursday May 11, 2023	June 15, 2023	Thursday, May 25 and June 1 & 8
Thursday June 1, 2023	July 6, 2023	Thursday, June 15, 22 & 29
Thursday June 15, 2023	July 20, 2023	Thursday, June 29, and July 6 & 13
Thursday June 29, 2023	August 3, 2023	Thursday, July 13, 20 & 27
Thursday July 13, 2023	August 17, 2023	Thursday, July 27 and August 3 & 10
Thursday August 3, 2023	September 7, 2023	Thursday, August 10, 17 & 24
Thursday August 17 2023	September 21, 2023	Thursday, August 31 and September 7 & 14
Thursday August 31, 2023	October 5, 2023	Thursday, September 14, 21 & 28
Thursday September 14, 2023	October 19, 2023	Thursday, September 28 and October 5 & 12
Thursday September 28, 2023	November 2, 2023	Thursday, October 12, 20 & 26
Thursday October 12, 2023	November 16, 2023	Thursday, October 26 and November 2 & 9
Thursday November 2, 2023	December 7, 2023	Thursday, November 9, 16 & 23
Wednesday November 16 2023	December 21, 2023	Thursday, November 24 and December 7 & 7

**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.**