



## Application for Re-Subdivision of Lots

*City of Biloxi Planning Division*  
**Mailing Address: P.O. Box 508, Biloxi, MS 39530**  
*Office Location: 676 Dr. MLK Blvd.,*  
 Planning (228) 435-6266 Fax (228) 435-6188

**DO NOT MODIFY THIS FORM, MUST BE ON LEGAL PAPER**

|   |             |
|---|-------------|
| <b>TO BE COMPLETED BY APPLICANT</b><br>PREPARED BY/ADDRESS: _____ | DATE: _____ |
|---|-------------|

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Exempt Subdivision as defined by Section 23-2-4(F)(3) of the Land Development Ordinance.                |
| <input type="checkbox"/> | Lot Line Rearrangement/collapse (Rearranging Existing Lots) _____ lots into _____ lots                  |
| <input type="checkbox"/> | Waiver of Subdivision–Large Parcel Waiver–Lots to be one (1) acre or larger with no new infrastructure. |

|                                      |   |
|--------------------------------------|---|
| Present Zoning Classification: _____ |   |
| Name of Rightful Owner: _____        | Name of Applicant (if different than Owner) _____ |

|  |  |
|--|--|
| Property Address: _____  | Ward Number _____  |
| Parcel # <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> | Parcel # <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> |
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|  |   |              |             |             |
|--|---|--------------|-------------|-------------|
| Dimensions of New Lots:                          |   |              |             |             |
| Mailing Address of Property Owner: _____         | Mailing Address of Applicant (if different than Owner): _____ |              |             |             |
| City: _____                                      | City: _____   |              |             |             |
| State: _____                                     | State: _____  |              |             |             |
| Zip: _____                                       | Zip: _____  |              |             |             |
| County _____                                     | County _____  |              |             |             |
| Telephone: ( ) _____                             | Telephone: ( ) _____  |              |             |             |
| Property is most nearly bounded by what streets? | <u>North</u>  | <u>South</u> | <u>East</u> | <u>West</u> |

|  |   |
|--|---|
| <u>CERTIFICATION OF WAIVER</u>                     |   |
| Director of Community Development _____ Date _____ | Signature of Rightful Owner(s) _____ Date _____ |
| Notary Signature (Seal) _____                      | Notary Signature (Seal) _____ Date _____        |
|  | Signature of Rightful Owner(s) _____ Date _____ |
|  | Notary Signature (Seal) _____ Date _____        |

### **Requirements for submitting a new Re-Subdivision of lots**

1. No new parcels or lots are created.
2. The involved parcels or lots comply with applicable minimum lot area standards.
3. The frontage of the involved parcels or lots is not reduced below applicable minimum lot frontage standards.
4. No nonconformity as to an existing structure's setbacks is created.
5. Proposed improvements comply with city standards.
6. The purpose of any easement is not adversely affected.
7. The application **must** be filled out completely.
8. A new survey is required showing the new lot lines and outlining the new legal description of the lots.
9. Warranty Deed (s) shall be provided.
10. One Parcel can only be divided up to maximum of three (3) times. If an applicant wishes to create more than three (3) lots, a Subdivision Plat for a Minor or Major subdivision must be submitted for review.
11. New lots created must have road frontage.
12. Any new lot must be a minimum of 50 feet wide.

**NOTE:** If collapsing a lot line, you must clearly show before and after (survey) depictions of the proposed lot(s) in question. (e.g., 2 lots to be combined into 1 lot)

### **RECORDING INSTRUCTIONS FOR LOT LINE REARRANGEMENT**

**PLEASE NOTE THAT THIS APPLICATION CANNOT BE RECORDED IN THE COUNTY COURTHOUSE UNTIL SUBMITTED TO THE DIRECTOR OF COMMUNITY DEVELOPMENT, COMPLETE WITH ALL APROPRIATE NOTARIZED SIGNATURES, AND DEEDS CREATING THE PROPOSED DIVISION PROPERTY.**

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

Any questions or concerns should be forwarded to the Biloxi Planning Division at 228-435-6266.