



**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 ___ If so, which District?				
Is this property a Historic Landmark? Yes ___ No ___				
<b>Flood Zone(s) of Property:</b>		<b><u>North</u></b>	<b><u>South</u></b>	<b><u>East</u></b>
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 Development				
<input type="checkbox"/> Master Plan/Update				
<input type="checkbox"/> Preliminary Subdivision Review				
<input type="checkbox"/> Conditional Use				
<input type="checkbox"/> Public ROW Vacation				
<input type="checkbox"/> Street Name Change				
<input type="checkbox"/> Variance				
<input type="checkbox"/> Appeal				
<input type="checkbox"/> Tree Removal				
<input type="checkbox"/>				

**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.

**The Planning Commission (PC) is a recommendation board, all cases will go to the Biloxi City Council for a final determination. If any case is denied by the Biloxi City Council, you will have ten (10) days to appeal their decision.**

_____ 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.**

**2024 BILOXI PLANNING COMMISSION**  
**APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

<i>2024 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 – (Thursdays Only)</i>
Thursday November 30, 2023	January 4, 2024	Thursday, December 14, 21, & 28 2023
Thursday December 14, 2023	January 18, 2024	Thursday, December 28, 2023 or January 4, & 11, 2024
Thursday December 28, 2023	February 1, 2024	Thursday, January 11, 18, or 25, 2024
Thursday January 11, 2024	February 15, 2024	Thursday, January 25, February 1, & 8
Thursday February 1, 2024	March 7, 2024	Thursday, February 15, 22 & 29
Thursday February 15, 2024	March 21, 2024	Thursday, February 29, & March 7 & 14
Thursday February 29, 2024	April 4, 2024	Thursday, March 14, 21, & 28
Thursday March 14, 2024	April 18, 2024	Thursday, March 28 and April 4 & 11
Thursday March 28, 2024	May 2, 2024	Thursday, April 11, 18 & 25
Thursday April 11, 2024	May 16, 2024	Thursday, April 25 and May 2 & 9
Thursday May 2, 2024	June 6, 2024	Thursday, May 16, 23 & 30
Thursday May 16, 2024	June 20, 2024	Thursday, May 30 and June 6 & 13
N/A	No meeting holiday	
Thursday June 13, 2024	July 18, 2024	Thursday, June 27, and July 4 & 11
Thursday June 27, 2024	August 1, 2024	Thursday, July 11, 18 & 25
Thursday July 11, 2024	August 15, 2024	Thursday, July 25 and August 1 & 8
Thursday August 1, 2024	September 5, 2024	Thursday, August 15, 22, & 29
Thursday August 15, 2024	September 19, 2024	Thursday, August 29 and September 5 & 12
Thursday August 29, 2024	October 3, 2024	Thursday, September 12, 19 & 26
Thursday September 12, 2024	October 17, 2024	Thursday, September 26 and October 3 & 10
Thursday October 3, 2024	November 7, 2024	Thursday, October 17, 24 & 31
Thursday October 17, 2024	November 21, 2024	Thursday, October 31 and November 7 & 14
Thursday October 31, 2024	December 5, 2024	Thursday, November 14, 21 & 28
Thursday November 14, 2024	December 19, 2024	Thursday, November 28 and December 5 & 12

***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***