



**Planning Commission Application**  
**City of Biloxi Planning Division**  
**Mailing Address: P.O. Box 508, Biloxi, MS 39533**  
**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				<b>Date:</b>	
Name of Rightful Owner(s):			Name of Applicant: (if different than Owner)		
Property Address:				Ward Number	
<b>Tax Parcel Identification Number(s):</b>					
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<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:(    )		
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 ___					
Flood Zone(s) of Property:		<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 <u>separate supplement</u> form is required for each): ✓</b>					
	Text Amendment				
	Zoning Map Amendment – must include zone classification change in narrative				
	Planned Development				
	Master Plan/Update				
	Preliminary Subdivision Review				
	Conditional Use				
	Public ROW Vacation				
	Street Name Change				
	Variance				
	Appeal				
	Tree Removal				

**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)      Date	Notary Signature (Seal)      Date
Signature of Rightful Owner	Signature of Applicant
Notary Signature (Seal)      Date	Notary Signature (Seal)      Date

If someone other than the applicant needs to be notified concerning this case, please note name(s) and address(es) below:

**NOTES:**

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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.**

**2025 BILOXI PLANNING COMMISSION  
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:**

<b>2025 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 – (Friday Only)</b>
Thursday November 21, 2024	January 02, 2025	Friday, December 15, 22, & 29 2024
Thursday December 5, 2024	January 16, 2025	Friday, December 29, 2024, January 5, & 12
Thursday December 26, 2024	February 6, 2025	Friday, January 19, 26, & February 2
Thursday January 9, 2025	February 20, 2025	Friday February 2, 9, & 16
Thursday January 23, 2025	March 6, 2025	Friday, February 16, 23 & March 2
Thursday February 6, 2025	March 20, 2025	Friday March 2, 9 & 16
Thursday February 20, 2025	April 3, 2025	Friday, March 16, 23, & 30
Thursday March 6, 2025	April 17, 2025	Friday, March 30 and April 6 & 13
Thursday March 20, 2025	May 1, 2025	Friday, April 14, 21, & 28
Thursday April 3, 2025	May 15, 2025	Friday, April 28 and May 2 & 9
Thursday April 24, 2025	June 5, 2025	Friday, May 16, 23, 30
Thursday May 8, 2025	June 19, 2025	Friday, May 30, June 6 & 13
May 22, 2025	July 3, 2025	Friday, June 13, 20, & 27
Thursday June 5, 2025	July 17, 2025	Friday, June 27, and July 4 & 11
Thursday June 26, 2025	August 7, 2025	Friday, July 18, 25 & August 1
Friday July 10, 2025	August 21, 2025	Friday August 1, 8, & 15
Thursday July 24, 2025	September 4, 2025	Friday, August 15, 22, 29
Thursday August 7, 2025	September 18, 2025	Friday, August 29, September 5 & 12
Thursday August 21, 2025	October 2, 2025	Friday, September 12, 19 & 26
Thursday September 4, 2025	October 16, 2025	Friday, September 26, October 3 & 10
Thursday September 25, 2025	November 6, 2025	Friday, October 17, 24, & 31
Thursday October 9, 2025	November 20, 2025	Friday, October 31, November 7, & 14
Thursday October 23, 2025	December 4, 2025	Friday, November 14, 21 & 28
Thursday November 6, 2025	December 18, 2025	Friday, November 28, December 5 & 12