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	**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 ___

Flood Zone(s) of Property:	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 ✓.				

REQUESTED ACTION BY THE PLANNING COMMISSION (A separate supplement form is required for each): ✓

	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.

***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.**

2027 BILOXI PLANNING COMMISSION
APPLICATION DEADLINES ARE AT 12:00 NOON ON THE FOLLOWING DATES:

2027 Planning Commission Application Deadlines	Planning Commission Meeting Dates (1st & 3rd Thursday)	Legal Advertisement Publication Dates – (Friday Only)
Wednesday November 25, 2026	January 7, 2027	Friday, December 18 & 25, 2026, January 1, 2027
Thursday December 10, 2026	January 21, 2027	Friday, January 1, 8, & 15
Wednesday December 23, 2026	February 4, 2027	Friday, January 15, 22, 29
Thursday January 7, 2027	February 18, 2027	Friday January 29 & February 5, & 12
Thursday January 21, 2027	March 4, 2027	Friday, February 12, 19, & 26
Thursday February 4, 2027	March 18, 2027	Friday February 26 & March 5 & 12
Thursday February 18, 2027	April 1, 2027	Friday, March 12, 19 & 26
Thursday March 4, 2027	April 15, 2027	Friday, March 26 and April 2 & 9
Thursday March 25, 2027	May 6, 2027	Friday, April 16, 23 & 30
Thursday April 8, 2027	May 20, 2027	Friday, April 30 & May 7, & 14
Thursday April 22, 2027	June 3, 2027	Friday, May 14, 21, 28
Thursday May 6, 2027	June 17, 2027	Friday, May 28, June 4 & 11
Thursday May 20, 2027	July 1, 2027	Friday, June 11, 18, & 25
Thursday June 3, 2027	July 15, 2027	Friday, June 25, and July 2 & 9
Thursday June 24, 2027	August 5, 2027	Friday, July 16, 23 & 30
Thursday July 8, 2027	August 19, 2027	Friday July 30 & August 6, & 13
Thursday July 22, 2027	September 2, 2027	Friday, August 13, 20, 27
Thursday August 5, 2027	September 16, 2027	Friday, August 27, September 3 & 10
Thursday August 26, 2027	October 7, 2027	Friday, September 17 & 24 & October 1
Thursday September 9, 2027	October 21, 2027	Friday October 1, 8, & 15
Thursday September 23, 2027	November 4, 2027	Friday, October 15, 22, & 29
Thursday October 7, 2027	November 18, 2027	Friday, October 29, November 5, & 12
Thursday October 21, 2027	December 2, 2027	Friday, November 12, 19 & 26
Thursday November 4, 2027	December 16, 2027	Friday, November 26, December 3 & 10