



Application  
**Development Review Committee Review**

This form is required submission for the predevelopment review process by the City of Biloxi  
Development Review Committee.  
ALL DATA MUST BE PROVIDED OR THE APPLICATION IS CONSIDERED INCOMPLETE.

City of Biloxi Department of Community Development Planning Division  
676 Martin Luther King, Jr. Blvd., Biloxi, MS 39530  
Post Office Box 508, Biloxi, MS 39533  
Phone: 228-435-6266 Fax: 228-435-6188

The Development Review Committee meets every Wednesday. To request an appointment, submit this application along with three (3) copies of your project site plan (see the last page for submittal requirements) on the Friday prior to a scheduled Wednesday meeting. For further information, please contact: Beth Poss, DRC Administrative Asst., 228-435-6266 or e-mail: [bposs@biloxi.ms.us](mailto:bposs@biloxi.ms.us) For information on tax parcels, flood zones, zoning and historic districts on to <http://biloxi.ms.us> and follow the link to GIS mapping.

|                             |                           |
|-----------------------------|---------------------------|
| Name of Project:            | Today's Date:             |
| Project Type:               |                           |
| Project Street Address      |                           |
| Tax Parcel I. D. Number(s): |                           |
| Zoning District(s):         | Proposed Cost of Project: |

### Project Representatives:

|  |
|--|
| <b>Applicant(s)/Developer:</b> _____<br>Mailing address: _____<br>City: _____ State: _____ Zip: _____<br>Phone: _____ Fax: _____ Cell: _____<br>Email: _____ |
| <b>Architect:</b> _____<br>Mailing address _____<br>City _____ State _____ Zip _____<br>Phone: _____ Fax: _____ Cell _____<br>Email: _____                   |
| <b>Engineer:</b> _____<br>Mailing address _____<br>City: _____ State: _____ Zip: _____<br>Phone: _____ Fax: _____ Cell: _____<br>Email: _____                |
| <b>Attorney:</b> _____<br>Mailing address: _____<br>City: _____ State: _____ Zip: _____<br>Phone: _____ Fax: _____ Cell: _____<br>Email: _____               |
| <b>Property Owner</b> _____<br>Mailing address _____<br>City: _____ State: _____ Zip: _____<br>Phone: _____ Fax: _____ Cell: _____<br>Email: _____           |

## Project Site Details

**Property Size:** \_\_\_\_\_ **Specify Unit of measure (acres or square ft)** \_\_\_\_\_

**Property has access from which street(s)** \_\_\_\_\_

**Current use of Property:** \_\_\_\_\_

**Has property been subdivided in the last three years?** Yes  No

If yes, explain: \_\_\_\_\_

**Do structures exist on the site?** Yes  No

If yes, describe the type, condition and number of structures. \_\_\_\_\_

**What is the current percentage of impervious lot coverage?** \_\_\_\_\_ %

**Describe current conditions of site:** \_\_\_\_\_

**Will more than five (5) trees be removed from the site?** Yes  No

If yes, describe type and size: \_\_\_\_\_

**Is the site plan based on a signed/stamped surveyor?** Yes  No

**List all easements running through or adjacent to the project site (i.e. utility, ingress/egress) if not shown on site plan.**

**Is the project site in a designated flood zone?** Yes  No

Which zone(s): \_\_\_\_\_

**Is the project site within a Historic District or within 300 feet from a historic landmark?** Yes  No

If so, provide name of district: \_\_\_\_\_

**Is project site serviced by public water system?** Yes  No

**Is project site serviced by public sewer system?** Yes  No



## **SUBMITTAL REQUIREMENTS**

### **Prerequisites**

Pre-application Conference;

### **An application for Site Plan Review by the DRC shall include the following submittals:**

- ✓ A complete application on the form provided by the Planning Division;
- ✓ Provide three copies of a professionally designed Site Plan.  
(Show all building footprints, driveways, parking spaces and circulation areas, handicap accessibility, building setbacks, etc.)
- ✓ Copy of deed(s) to the lot(s) of record that constitutes the proposed development site or subdivision;
- ✓ A survey of the property;
- ✓ Provide current photographs of the proposed development site;
- ✓ All applicable letters of agreement or easements with adjacent property owners for uses such as utilities, detention areas, or access;
- ✓ A written narrative detailing the nature and details of the proposed business, project/development or use applied for in this application.
- ✓ Computations shall be shown on the site plan or on attachments for the following: (See the Land Development Ordinance, Table 23-12-1-A for Zoning District Dimensional Standards; website: [biloxi.ms.us](http://biloxi.ms.us) for entire ordinance)
  - Required and proposed number of parking spaces;
  - Impervious surface (concrete, asphalt, hard surface) lot coverage in square feet;
  - Floor area ratio;
  - Project density for multi-family, hotel, condos (units per acre);
  - And, any other information required by the DRC.
- ✓ Calculations/Studies/Reports shall be submitted for the items listed below as required by the DRC:
  - Drainage calculations;
  - Sanitary sewer analysis, including availability and demand;
  - Potable/fire protections water flow analysis, including availability and demand; and
  - Traffic study and report.