CITY OF GULFPORT
Urban Development - Planning Division
1410 24th Avenue
Gulfport, MS 39501
(228) 868-5710

APPLICATION FOR FINAL PLAT - TOWNHOMES

For Staff Use Only

Case File #:_____

Date Received:_____

Receipt #:_____

Received By:_____

Zoning: _____

Ward: _____Flood:_____

Size:_____

Property Information

TAX PARCEL # ☐☐☐☐☐ – ☐☐ – ☐☐☐ • ☐☐☐
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(If necessary, use separate sheet of paper)

Address of Property Involved:_____

Lot(s)_____, Block(s)_____, Subdivision_____

General Location:_____

GENERAL DESCRIPTION OF REQUEST:

_____

_____

_____

OWNERSHIP AND CERTIFICATION:

I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the herein described request.

OWNER	AGENT
Printed Name Of Owner	Printed Name Of Agent
Mailing Address	Mailing Address
City State Zip code	City State Zip code
Home Phone Work/Cell Phone	Home Phone Work/Cell Phone
Email	Email
Signature Of Owner	**Signature Of Agent**

If the property or properties listed above have more than one owner, please check this box. In the case of multiple owners, reverse side must be completed. Each additional owner will need to complete and sign the reverse side of this application. We can only accept applications with original signatures. ☐

SECTIONS A. THROUGH G. MUST BE SUBMITTED FOR A COMPLETE APPLICATION.

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.

NAME OF OWNER (PRINT)_____

ADDRESS (STREET, CITY, STATE, ZIP CODE _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

NAME OF OWNER (PRINT)_____

ADDRESS (STREET, CITY, STATE, ZIP CODE _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

NAME OF OWNER (PRINT)_____

ADDRESS (STREET, CITY, STATE, ZIP CODE _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

(Use additional forms as needed)

IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES PERSON/AGENT FOR YOU: _____

IMPORTANT NOTICE

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Planning Commission will not consider a request until all information is submitted and accurate.

2. Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. The application is not considered complete until all required information from the applicant is available for review by the staff and coordinating agencies.

3. Please see Page 5 to determine the deadline dates for filing your application.

SUBMISSION REQUIREMENTS

A. **Page one of this application,** completed and signed.

B. **Proof of ownership** (Copy of deed or affidavit)

C. If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.)

D. The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. If you would like to have additional persons or property owners notified, please provide a list of **additional persons to be notified.**

E. **Specification requirements.**

The final plat will be submitted in six black line copies in a sheet size no larger than **18 by 24 inches** and one copy no larger than **11 by 17 inches**. Where necessary, the plan may be on several sheets accompanied by an index sheet showing the entire subdivision. Two electronic versions of the general plan shall also be provided with the application in the form of an AutoCad .DWG file or .DXF 16-bit file.

Once Planning Commission Approval is received the following final plats will be provided to City Council Consideration: 2 copies Mylar, 1 copy Linen, 7 copies Blacklines.

The final plat shall contain the following information:

- ***Location map.*** A diagram showing the location of the proposed subdivision.
- ***Survey data***. Primary control points, approved by the city engineer or description and ties to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred; the boundary lines of the subdivision, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves; the location and description of monuments, according to state law; and statement of the closure error.
- ***Miscellaneous data***. Notations giving scale, (true) north arrow, and date of final plat.
- ***Streets.*** The name, right-of-way width and of each street or other public way.
- ***Lots and blocks***. Identification by letter of each block and by number of each lot in each block.
- ***Nonresidential sites.*** The purpose for which sites, other than residential lots, are dedicated or reserved.
- ***Utilities.*** The location and dimensions of any utility rights-of-way or easements.
- ***Easements.*** The location dimensions and purpose of any other easements.
- ***Building setback lines for townhomes***. *M*inimum building setback lines on all lots and other sites.
- ***Adjoining land.*** The names of recorded subdivision plats of adjoining platted land by records name, date and number; the names of owners of record for adjoining unsubdivided land.
- ***Certificate of owner***. Notarized certification by the landowners of the adoption of the plat and the dedication of streets and other public areas.
- ***Certificate of survey***. Certification by the registered professional engineer or land surveyor that the plat represents a survey made by him, that the monuments shown thereon actually exist as located and that all dimensional and other data are correct.

- ***Approvals***. Space for certificates of approval of the planning commission, the city engineer and the county health officer, where such approval is called for by these regulations. The certificate of the city engineer shall state that the subdivide has compiled with one (1) of the following alternatives:

  a) A bond or certified check has been posed, which is available to the city and in sufficient amount to assure such completion of all required improvements;

  OR

  b) All improvements have been installed in accord with the requirements of these regulations and with the action of the Planning Commission in giving tentative approval of the general subdivision plan.

- ***Flood zone designations.*** The location of all flood zone designations as shown on the latest Flood Insurance Rate Map.

F. <u>Attendant items</u>*:* The general subdivision plan shall be accompanied by the following items:

- ***Protective covenants.*** Protective covenants in form for recording.

  Engineering plans. The cross sections and profiles of streets showing grades approved by the city engineer. The profiles shall be drawn to city standard scales and elevations and shall be based on datum plane that is mean gulf level.

- ***Conveyances***. A conveyance to the city by fee simple or by easement of land set aside for parks, recreation area or other public use, such conveyance to be without reservation of right except for restriction that land is to be dedicated only to the specified purposes.

- ***Abstracts***. An abstract of title disclosing a good and merchantable fee simple title in the landowner. A title insurance policy may be substituted for the abstract if specifically approval by the Planning Commission.

G. <u>Cash or check</u> made payable to the City of Gulfport in the amount of **<u>$175.00 plus $5.00 per lot</u>**.

STORM WATER REQUIREMENTS

Mississippi Department of Environmental Quality requires the issuance of Storm Water Permits in accordance with the provisions of the Mississippi Water Pollution Control Law (Section 49-17-1 et seq., Mississippi Code of 1972).

There are currently two types of permits: 1) Small Construction Activities that Disturb One (1) Acre to Less than Five (5) Acres; and 2) Large Construction General Permit (five (5) acres or more).

If you are not familiar with these requirements, our office has available the referenced permit packages. Our office does not issue the permit. We do require that any individual , partnership, company, corporation, etc., that is requesting the issuance of a building permit , tree permit, or any type of action from our Planning Commission or Zoning Board of Appeal and Adjustment, which has been identified and applies to the Mississippi Water Pollution Control Law, be provided with and acknowledge receipt of the Small Construction General Permit Packet or Large Construction General Permit Packet, before final action can be taken by this Department.

If you need additional information on these permits, please contact Mississippi Department of Environment Quality (MDEQ) at (601) 961-5171 or www.deq.state.ms.us.

City of Gulfport
Zoning Board of Adjustments & Appeals & Planning Commission

2016 MEETING DATES & APPLICATION DEADLINES

Zoning Board and Planning Commission meetings are on Thursdays in the Council Chambers at the Gulfport City Hall located at 2309 15th Street. Zoning Board meetings begin at 3:00 p.m. and Planning Commission meetings begin at 4:30 p.m. You will be notified by letter of the time and location that your request will be considered.

Meeting Dates

Zoning Board	Planning Commission	Deadline Date
January 21, 2016	January 28, 2016	December 1, 2015
February 18, 2016	February 25, 2016	January 5, 2016
March 17, 2016	March 24, 2016	February 2, 2016
April 21, 2016	April 28, 2016	March 1, 2016
May 19, 2016	May 26, 2016	April 5, 2016
June 16, 2016	June 23, 2016	May 3, 2016
July 21, 2016	July 28, 2016	June 7, 2016
August 18, 2016	August 25, 2016	July 5, 2016
September 15, 2016	September 22, 2016	August 2, 2016
October 20, 2016	October 27, 2016	September 6, 2016
November 17, 2016	November 17, 2016	October 4, 2016
December 15, 2016	December 15, 2016	November 1, 2016

Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. Meeting dates listed do not guarantee your application hearing date. The application is not considered complete until all required information is available for review from the applicant and coordinating agencies. Dates, time and location are subject to change without notice. The remaining dates will be forthcoming.