



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 \_\_\_\_\_

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 6 of this application 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. **Preliminary Planned Building Group.** Submission of a preliminary plan is not mandatory but is recommended as a means of identifying and solving design problems.
  - **Site plan** showing the following items:
    - Land area.**
      - Approximate dimensions,
      - Easements,
      - Rights-of-way,
      - Relation of the building group to adjoining Properties,
      - General layout of buildings,
      - Arrangement of driveways, parking areas,
      - Loading areas, and walks
      - ocation and placement of screen planting, and other landscaping,
      - Such additional information as may be needed to described the proposed building group.

Elevation or perspective sketches of the proposed building group may be submitted.

- **Improvements.**
- **Drainage.** Adequate facilities for the drainage of surface water, including storm sewers, gutters, paving and the proper design of finished grades;
- **Circulation.** Adequate facilities for the safe and convenient circulation of pedestrian and vehicular traffic, including walks, driveways, off-street parking areas, off-street loading areas and landscaped separation spaces between pedestrian and vehicular ways;
- **Play areas,** In dwelling building groups, adequate and safely located play areas for small children.

F. **Final Planned Building Group.** Submission of a final plan is mandatory for planned building groups.

**Content of final plan.** An application for approval of a final plan for a planned building group shall contain the following information:

- The **application** must identify the applicant’s name, address, and interest in the application, and the name, address and interest of every of every person, firm or corporation represented by the applicant in the application; the name of the owner or owner of the entire land area to be occupied by the building group.
- **A site plan** showing the following items:
  - Land area to be occupied by the building group, with its boundaries and dimensions,
  - All public and private easements and rights-of-way, both existing and proposed, within or bounding the designated area and the adjoining properties,
  - The location of the buildings and the use of the land on adjoining properties,
  - Proposed contours not to exceed two-foot intervals and necessary finished grade,
  - The location number of stories, and gross floor floor area of proposed principal buildings and accessory buildings,

Curb cuts, driveways, off-street parking areas, off-street loading areas, and walks,

Open areas to be set aside for special purposes,

The location and height of proposed walls, fences, and screen planting,

The types of paving or other surfacing to be used in the various areas,

Such addition information as may be necessary to describe completely the proposed building group,

- **Elevation** or perspective of the proposed building group shall be submitted.
- **Improvements.**
- **Drainage.** Adequate facilities for The drainage of surface water, including storm sewers, gutters, paving and the proper design of finished grades.
- **Circulation.** Adequate facilities for the safe and convenient circulation of pedestrian and vehicular traffic, including walks, driveways, off-street parking areas, off-street loading areas and landscaped separation spaces between pedestrian and vehicular ways.
- **Play areas.** In dwelling building groups, adequate and safely located play areas for small children.
- **Fire truck access** must be provided to each building on site.

**For multiple buildings such as apartments, a diagram(s) showing the address for each building by number and individual unit addresses. This information shall not be changed or altered except at the discretion of the Planning Administrator.**

The following information is provided as a quick reference. Refer to the Gulfport Comprehensive Zoning Ordinance, Section V, for complete requirements.

- **Building spacing and access.** The following building spacing and access shall be provided. Distance shall be measured between exterior walls. Minimum spacing dimensions shall not apply to corner-to-corner placement of buildings where walls do not overlap.

- **Spacing of buildings.** A building wall shall be located no closer to another building than a distance equal to the height of the taller building of the two (2) provided, however, that for a two-story building containing dwelling units such distance shall be not less than fifty (50) feet, in the case of two (2) walls having windows and entrances; not less than thirty (30) feet in the case of two (2) walls having windows but no entrances; not less than twenty (20) feet in the case of one wall having windows; and, the other no windows, and not less than eight (8) feet in the case of two (2) walls having no windows; provided, further, that for buildings of more than two (2) stories, spacing shall be increased appropriately. Variations from these spacing requirements may be made by the planning commission upon a showing that the arrangement of buildings is such that the orientation insures adequate light and air, avoids undue exposure to traffic ways and the parking and service areas of commercial establishments and preserves reasonable visual and audible privacy between buildings.

- **Access by emergency vehicles.** The buildings in a planned building group shall be so arranged that every building is accessible by emergency vehicles.

**Procedure for Final Planned Building Groups.**

- **Filing and recording of Planned Building Groups.**

Upon approval of the final plan, a copy of the site plan shall be filed among the records of the building official and the original thereof recorded with the planning division shall thereafter be binding upon the applicants, their heirs, successors, and assigns, shall limit and control the issuance and validity of permits and certificates, and shall thereafter be binding upon the applicants, their heirs, successors, and assigns, shall limit and control the issuance and validity of permits and certificates, and shall restrict and limit the use and shall restrict and limit the use and

- G. **Cash or check** payable to the City of Gulfport in the amount of **\$175.00.**

## **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](http://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 15<sup>th</sup> 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.***