

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 10 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. An **Affidavit** stating there are no restrictive or protective covenants prohibiting the resubdivision of the property.
- F. **Resubdivision Survey**

(See attached Instructions for Resubdivision Surveys along with a Sample Resubdivision Survey and Certificate)
- G. **Cash or check** payable to the City of Gulfport in the amount of **\$175.00 plus \$5.00 for each newly created lot/parcel.**

General Criteria required for Resubdivision of Property:

1. Every lot created shall contain a suitable building site meeting the minimum square footage required by the Zoning Ordinance.
2. Each new lot created shall be in compliance with appropriate zoning ordinances, building codes and restrictive covenants, if any.
3. The proposed subdivision shall not deny any lot direct access to a dedicated public street and shall abut upon a dedicated street for at least 35 feet.
4. Lots for residential use shall be at least 60 feet wide at the building setback line. (50 feet wide at the building setback line in an R-1-5 zoning district.)
5. Minimum lot size based on availability of water and sewer:
 - a. 7,500 square feet for lots served by municipal water and sewer system or an approved private system.
 - b. 15,000 square feet for lots served by municipal or approved private water system but not served by municipal or approved private sewerage system.
 - c. 30,000 square feet for lots with individual lot private water and sewerage system.
6. The maximum depth of any lot, exclusive of unusable land, shall be 3 ½ times the width of the lot at the building setback line.

(See attached Instructions for Resubdivision Surveys and sample of Certificate of Resubdivision and Survey.)



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

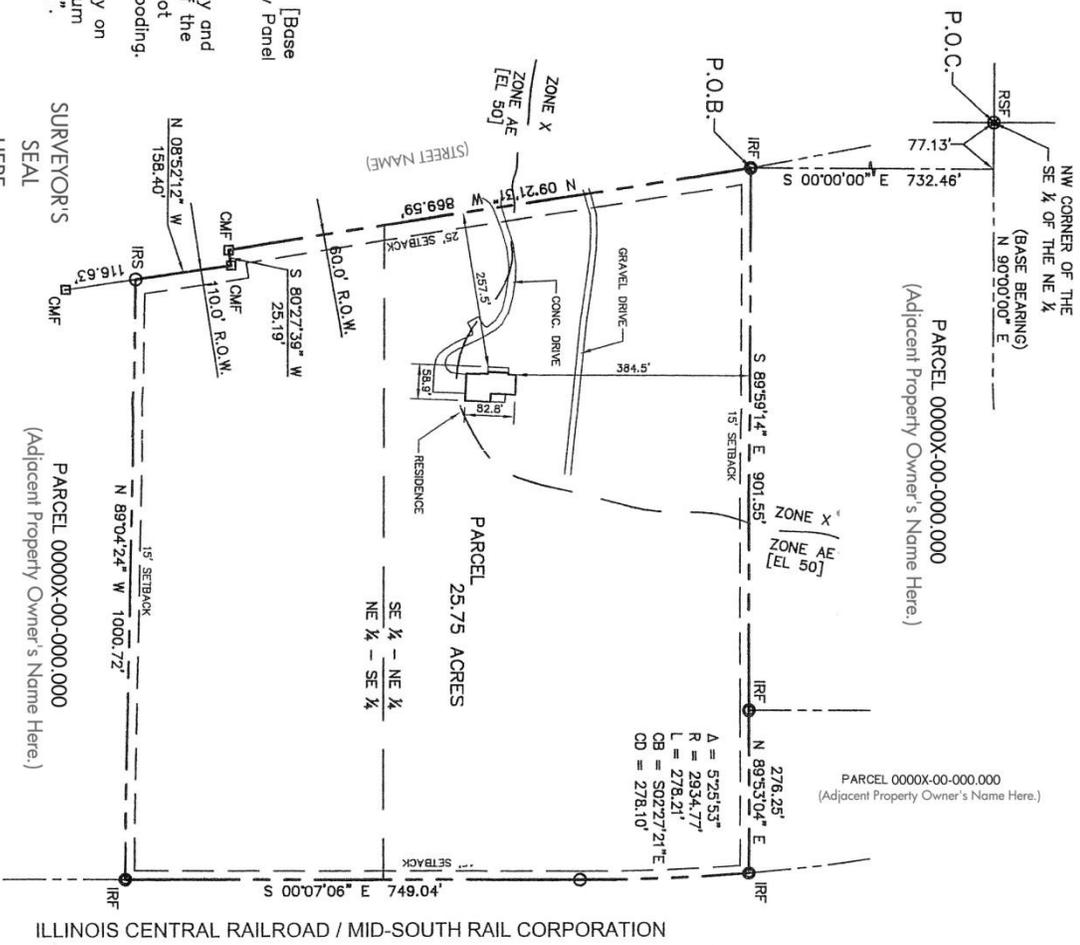
Zoning Board	Planning Commission	Deadline Date
January 21, 2016	January 28, 2016	December 1, 2015
February 18, 2016	February 25, 2016	January 5, 2016
March 17, 2016	March 24, 2016	February 2, 2016
April 21, 2016	April 28, 2016	March 1, 2016
May 19, 2016	May 26, 2016	April 5, 2016
June 16, 2016	June 23, 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.

EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

RESUBDIVISION OF PARCEL INTO PARCELS "A", "B" AND "C"
SHEET 1 OF 4

- IRF = IRON ROD FOUND
- CMF = CONCRETE MONUMENT FOUND
- ⊗ RSF = RAILROAD SPIKE FOUND
- IRS = IRON ROD SET
- CLOSURE = 1:15,000
- POTABLE WATER AND SANITARY SEWER PROVIDED TO SITE BY CITY OF GULFPORT



By Graphic Plotting only, this property is in Zones " " [Base 50] & " " of the Flood Insurance Rate Map, Community Panel No. , revision date June 16, 2009. Exact Certification can only be determined by an Elevation Certificate. The above statement is for information only and this surveyor assumes no liability for the correctness of the cited map(s). In addition, the above statement does not represent this surveyor's opinion of the probability of flooding.

This is to CERTIFY that this map or plat and the survey on which it is based were made in accordance with "Minimum Standards for Land Surveying in the State of Mississippi".

SURVEYOR'S SIGNATURE _____
(PRINT SURVEYOR'S NAME HERE:)
Dated: Month Day, Year

SURVEYOR'S SEAL
HERE

PARCEL 0000X-00-000,000
(Adjacent Property Owner's Name Here.)

PARCEL 0000X-00-000,000
(Adjacent Property Owner's Name Here.)



Scale:	Drawn By:	Job Number:
Date:	Revised: -/-/-	Phone:

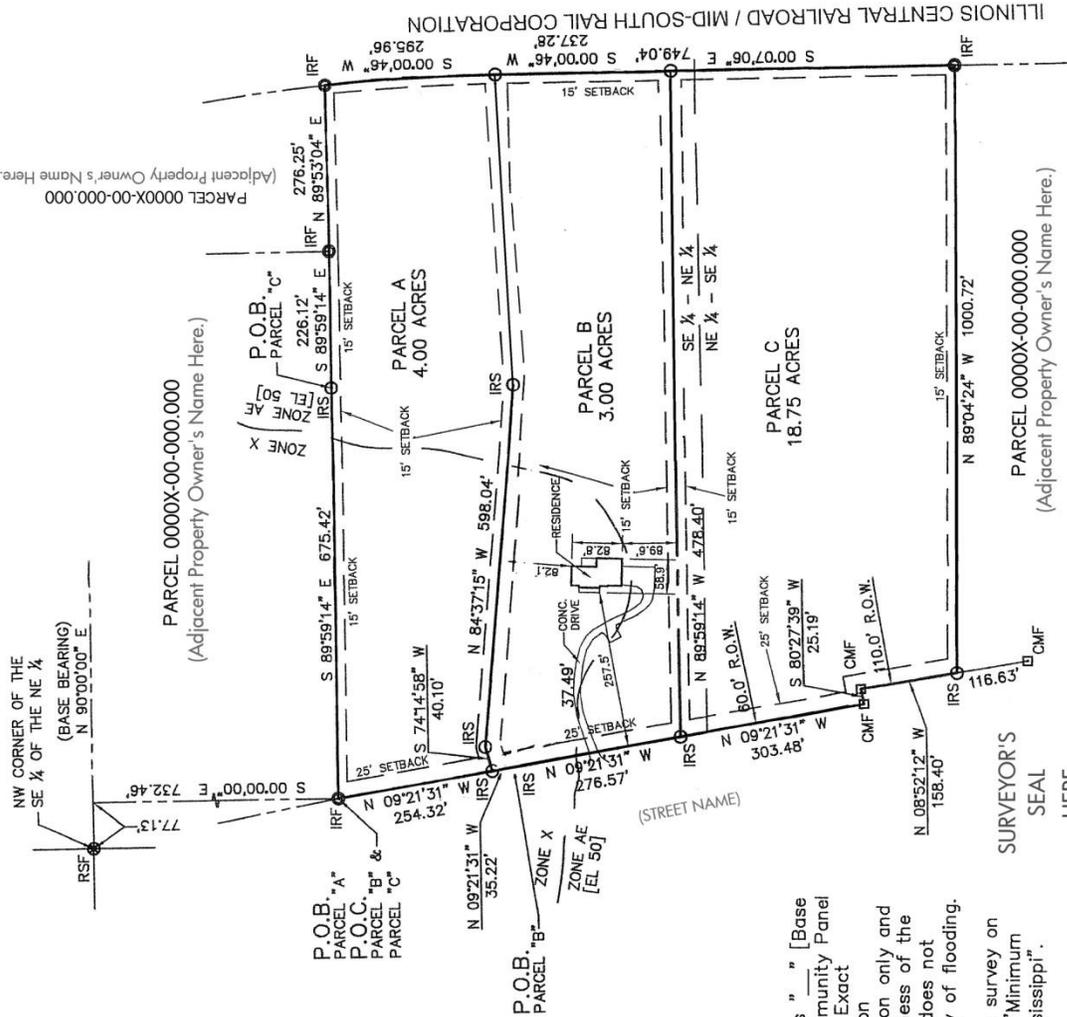
PREPARED BY:
NAME
ADDRESS
CONTACT NUMBERS

(Sheet 1 of 4)

EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

RESUBDIVISION OF PARCEL
 INTO PARCELS "A", "B" AND "C"
 SHEET 2 OF 4

- IRF = IRON ROD FOUND
 - CMF = CONCRETE MONUMENT FOUND
 - ⊗ RSF = RAILROAD SPIKE FOUND
 - IRS = IRON ROD SET
- CLOSURE = 1:15,000
 POTABLE WATER AND SANITARY SEWER
 PROVIDED TO SITE BY CITY OF GULFPORT



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This is to CERTIFY that this map or plat and the survey on which it is based were made in accordance with "Minimum Standards for Land Surveying in the State of Mississippi".

SURVEYOR'S SIGNATURE _____
 (PRINT SURVEYOR'S NAME HERE)

Dated: Month Day, Year

SURVEYOR'S SEAL
 HERE
 ...
 PARCEL 0000X-00-000.000
 (Adjacent Property Owner's Name Here.)

PREPARED BY:
 NAME _____
 ADDRESS _____
 CONTACT NUMBER _____

Scale:	Drawn By:	Job Number:
Date:	Reviewed:	Planned:

(Sheet 2 of 4)

EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

CERTIFICATE OF RESUBDIVISION

In accordance with Section 9-48 of the Code of Ordinance (Subdivision Regulations) of the City of Guilford as amended, it is hereby certified that the Guilford City Planning Commission Chairman and Guilford City Council have reviewed and approved this Final Plat for the Resubdivision of "PARCEL _____" in the (insert needs and bounds description here _____ of Section _____, Township _____ South, Range _____) into "Parcel A", "Parcel B" and "Parcel C". The subject property is generally described as being located South of _____ Road and East of _____ Sheet. The ad valorem tax parcel number of the subject property is _____, 0000X-00-000,000. (Deed Book _____ Page _____). The Case File Number is _____.

LEGAL DESCRIPTION OF LAND PRIOR TO THIS RESUBDIVISION (PER DEED):

PROPERTY OF _____ PARCEL NO. _____

A parcel of land situated and being located

Beginning at a point....

Containing _____ acres/sq. ft.

LEGAL DESCRIPTION OF THE PARCELS CREATED BY THIS RESUBDIVISION:

LEGAL DESCRIPTION OF PARCEL "A": AS PER SURVEY

(INSERT LEGAL DESCRIPTION OF PARCEL "A" HERE.)

Containing _____ acres/sq. ft.

LEGAL DESCRIPTION OF PARCEL "B": AS PER SURVEY

(INSERT LEGAL DESCRIPTION OF PARCEL "B" HERE.)

Containing _____ acres/sq. ft.

LEGAL DESCRIPTION OF PARCEL "C": AS PER SURVEY

(INSERT LEGAL DESCRIPTION OF PARCEL "C" HERE.)

Containing _____ acres/sq. ft.

DEDICATION STATEMENT BY OWNER.
(IF APPLICABLE)

RESUBDIVISION OF PARCEL _____
INTO PARCELS "A", "B" AND "C"
SHEET 3 OF 4

Scale:	Drawing Date:	Job Number:
Dates:	Revised: -/-/-	Revised: -/-/-

PREPARED BY:
NAME
ADDRESS
CONTACT NUMBERS

(Sheet 3 of 4)

EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

The applicant hereby covenants and agrees to indemnify and hold harmless the City of Gulfport, its agents, servants, and or employees against any and all claims, demands, or causes of action of whatever nature which may arise as a result of the action of the Planning Commission, its agents and/or employees concerning the petition for resubdivision of the real property herein described:

Ratified and Approved by:

Signature of Owner _____ Print Name _____
This _____ day of _____, 20__.

ACKNOWLEDGE

Before me, the undersigned, authorized in and for the State of _____, County of _____, personally appeared the forenamed _____, who acknowledged that he/she accepted this plat and executed the foregoing certificate and dedication for the purpose therein set forth.

NOTARY PUBLIC _____ My Commission Expires: _____

(AFFIX SEAL)

(ADDITIONAL SIGNATURE LINES AND ACKNOWLEDGEMENTS AS NEEDED FOR MORE THAN ONE OWNER)

PLANNING COMMISSION

Submitted to and approved by the Gulfport City Planning Commission on the _____ day of _____, 20__.

Planning Commission Chairman _____ Planning Division Administrator

APPROVAL

Submitted to and approved by the City of Gulfport City Council at the regular meeting of said Council held on the _____ day of _____, 20__.

ATTEST: _____ ADOPT: _____

CLERK OF COUNCIL _____ PRESIDENT _____

This Resubdivision Plat and Certificate of Resubdivision, having been submitted and approved by the Mayor, this _____ day of _____, 20__.

_____, MAYOR

PREPARED BY: _____
NAME _____
ADDRESS _____
CONTACT NUMBER _____

RESUBDIVISION OF PARCEL _____
INTO PARCELS "A", "B" AND "C"
SHEET 4 OF 4

Scale:	Drawn By:	Job Number:
Date:	Reviewed: / /	Plattee:

(Sheet 4 of 4)

**SUBMIT A COPY OF THIS PAGE WITH EXAMPLE OF
SURVEY /CERTIFICATE OF RESUBDIVISION TO YOUR SURVEYOR**

INSTRUCTIONS FOR GULFPORT RESUBDIVISION SURVEY/CERTIFICATE

- A. Title Block of Survey should read: **Resubdivision of (Lots, Blocks, Subdivision) or (unnamed parcel of Section _____, Township _____, Range _____), into (Lots, Blocks, Subdivision).**
- B. **Maximum size of resubdivision survey is 11" X 17"**. More than one page may be submitted, if necessary, numbered Page ___ of ___. Information on the survey should include:
1. Scale, north arrow, date of survey and any revision dates. (Be sure to **revise the date**, if any changes are submitted.
 2. All adjoining street names and right-of-way widths. If not a dedicated City street, indicate what entity owns right-of-way.
 3. Existing lot lines, dimensions and existing lot/parcel numbers in dash lines or by smaller font and lighter lines than the proposed lot(s).
 4. New proposed lot lines, dimensions and lot numbers in solid lines, bolder than the existing lot information. New lot designation must be identified by number and referred to in the legal description "As per survey..." All legal description(s) must comply with Mississippi and Harrison County codes for recordation of deeds and changes thereof. Example: One lot is broken down into two lots. The designation should be identified as follows: Parcel 1, as per survey and Parcel 2, as per survey. The narrative part shall begin as follows: "Overall legal description of land prior to resubdivision"; and "Legal descriptions of lots/parcels created by this resubdivision"; "Parcel 1, as per survey, and the new legal description"; and, "Parcel 2, as per survey and the new legal description."
 5. All existing improvements/structures, including paved areas and accessory structures.
 6. All dimensions from proposed (new) lot lines for all existing structures.
 7. Required building setback lines.
 8. All existing easements/servitudes, noting the purpose of the easement, where recorded and to whom granted. Easements should be indicated with a dashed line so as not to be confused with a property line.
 9. The names of adjoining platted subdivisions or the record owners of unplatted land.
 10. Location of all flood zone designations, as shown on **DFIRM Map dated JUNE 16, 2009 with map panel number.**
- C. **Certificate of Resubdivision** (see attached sample) including the written legal description(s) of the land prior to resubdivision and each lot or parcel created by this resubdivision and all the necessary signature blocks. **The Certificate of Resubdivision should be combined with the Survey on 11" X 17" pages.**
- D. A **statement** regarding the provider of and the available capacity for water and sewage, including the type and size of existing lines available within 300'. **Note: If water and sewage are not currently available to serve all lots being created and new utility lines or other public improvements will need to be constructed, the request is not considered a resubdivision and the three phase subdivision process will be required.**
- E. **Certificate of Survey** – Certification by the registered 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, including a statement of closure error, stamped and signed by the surveyor.
- F. When applicable, a written **Statement of Dedication** should be included on the survey for the signature of the property owner dedicating rights-of-way or easements shown on the survey to the City.

NOTE: Owner's notarized signature is required on the Certificate of Resubdivision.

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.