



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

**APPLICATION FOR  
 PLANNING COMMISSION APPROVAL**

For Staff Use Only

Case Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Receipt Number: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Ward: \_\_\_\_\_ Flood: \_\_\_\_\_  
 Size: \_\_\_\_\_

**Property Information**

TAX PARCEL #

					-			-				●			
					-			-				●			
					-			-				●			

(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 reverse of this sheet to determine the deadline dates for filing your application.

## SUBMISSION REQUIREMENTS

- A. **Page one of this application**, completed and signed.
- B. **Site plan**. Please note that approval of your request, in part, is based on your site plan.
- The property lines and dimensions have been provided on the drawing.
  - All buildings and structures located on the property have been identified.
  - All dimensions of buildings and structures have been noted on the site plan.
  - All distances from the property lines to all the buildings and structures have been identified and noted on the site plan.
  - Street names have been provided which abut the property.
  - Traffic flow, parking and driveways have been identified.
  - Required buffer strips have been identified.
  - Other pertinent information as needed to pictorially demonstrate the proposed development/use.
- C. **Proof of ownership** (Copy of deed or affidavit)

- D. If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.)
- E. 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**.
- F. **Provide a written statement addressing the following issues:**

**Explain how the site plan is appropriate with regard to:**

- Transportation and access
- Water supply
- Waste disposal
- Fire and Police protection
- Other public facilities
- Why the proposal will not cause undue traffic congestion or create a traffic hazard.
- Why the proposal is in harmony with the orderly and appropriate development of the district in which the use is located.

- G. **Cash or check** payable to the City of Gulfport in the amount of **\$75.00**.

# City of Gulfport

## Zoning Board of Adjustment & Appeals

### Planning Commission

## 2021 Meeting Dates & Application Deadlines

Zoning Board and Planning Commission meetings are on Thursdays in the Council Chambers at Gulfport City Hall located at 2309 15th Street.

Zoning Board meetings begin at 3:00 p.m. 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.

\*\*Applicant or certified Agent is required to attend this meeting in order for the request to be heard.\*\*

<b>Application Deadline</b>	<b>Zoning Board</b>	<b>Planning Commission</b>
December 8, 2020	January 21	January 28
January 5	February 18	February 25
February 2	March 18	March 25
March 2	April 15	April 22
April 6	May 20	May 27
May 4	June 17	June 24
June 1	July 15	July 22
July 6	August 19	August 26
August 3	September 16	September 23
September 7	October 21	October 28
October 5	November 18	November 18
November 2	December 16	December 16

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.