

	Planned Unit Development
	Tree Removal
	Public ROW Vacation
	Administrative Appeal
	Variance

GENERAL INFORMATION, READ BEFORE EXECUTING. Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf, provided said representative has been properly designated to speak on the applicant's behalf either by written permission or oral designation by the applicant at the Public Hearing. If a continuance is to be granted, the applicant must request same in writing a minimum of seven (7) days in advance of the scheduled public hearing. The applicant acknowledges that, in signing this application, all conditions and requirements inherent in the application process have been fully explained and understood, including the timetable for processing of the application; the applicant has further received the following appropriate handouts: Application Processing Timetable; Instructions for Application Completion, Procedures for a Conditional Use or Community Unit Plan; and Variance Procedures. The completed application must be returned to the Planning Office not later than the first or third Thursday of any month in order that a public hearing may be held on the first or third Thursday of the following month. Receipt of fee(s) does not constitute receipt of a completed application.

Signature of Rightful Owner

Signature of Applicant

Notary Signature

Notary Signature

(Seal)

(Seal)

If someone other than the applicant needs to be notified concerning this case, please note name(s) and address(es) below:

Case No. Assigned:	PC- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff Initials:
Application Checklist:		
Code Violations on Property?		
Detailed Site Plan Attached?	Yes	No
Deed Attached?	Yes	No
Supplement Attached	Yes	No
Site Plan Review Required?	Yes	No
If yes, date of approval		
Application	Accepted for Process	Rejected for Process (state reason)
Publication Date(s):		
Fee Received?	Receipt Number?	
Staff Person Assigned to Case		
Initial Planning Commission Hearing Appearance:	Date:	
Case Assigned to Committee:	Date(s):	
Planning Commission Action (<i>please check</i>):	Approval	Denial
Date:		
Approved with Conditions (explain)		
Project Appealed to City Council	Yes	No

PLANNING COMMISSION RECOMMENDATION AND APPEAL PROCEDURE

1. It is the policy of the Planning Commission, when possible, to make a decision regarding the recommendation that will be forwarded to the City Council in reference to a zoning or other application at the next regularly scheduled Planning Commission meeting following the respective Public Hearing. Regularly scheduled Planning Commission meetings are held at 2:00 p.m. on the first and third Thursday of each month. The applicant or interested parties may contact the Planning Division office subsequent to the meeting at which any final decision is made, as indicated herein, and will be advised of any action taken by the Planning Commission regarding a specific case.
2. Applicants or interested parties which are aggrieved with the decision of the Planning Commission have seven (7) calendar days after the Planning Commission takes action in which to advise the Planning Division office, in writing, that they are aggrieved with the decision of the Planning Commission and have elected to appeal a decision of that body to the City Council. This notification will stay further action until such time as a Public Hearing can be scheduled before the City Council, which interested parties will be so notified, as provided by the Biloxi City Ordinance, and as per fees assessed for said appeal action.
3. Appeal fees must be received by the Planning Division Office at the time the appeal application is duly submitted.
4. Planning Commission recommendations are forwarded to the City Council for final action. Dependent upon the City Council meeting schedule, placement upon the City Council agenda may take from *two (2)* to *four (4)* weeks

Fee Schedule*:

CONTACT PLANNING DIVISION FOR INFORMATION CONCERNING FEES
228-435-6266

*The fee schedule is prepared based upon a legal description of ten lines or less. Legal descriptions containing more than ten lines will be assessed an additional fee of \$3.50 per line, or portion thereof, for each line over the first ten lines. Please note that this additional per line charge is subject to change when legal advertising rates change.

Construction Inspection and Review:

Five percent (5%) of construction valuation for inspection, based upon value of public improvements.