

Bay St Louis Zoning Department
688 Highway 90
Bay St Louis, MS 39520
(228) 469-0531

EXEMPT SUBDIVISION APPLICATION

Name of Owner(s): _____

Address of Owner: _____

Phone Number: _____

Tax Parcel Number(s): _____

General Location of Property Involved: _____

Application Fee \$0: _____

Required Attachments:

1. Proof of Ownership
2. 2 copies of the official survey of the property with a legal description that is one more than 6 months old

Signature of Owner

Date

Signature of Owner

106.2 – Exempt Subdivisions

Subdivision of a parcel of property no more than 1 acre in size into smaller, legally conforming lots meeting the zoning requirements for the zoning district in which the parcel is located. The subdivided property must front onto an improved public street, have access to existing utilities, not require construction of a street or extension of utilities (other than service lines) to subdivided property and complies with these regulations, the components of the comprehensive plan, the zoning ordinance, and other plans, programs, conditions and regulations that might affect the area and the design and development of the subdivision.

For an exempt subdivision of property, the developer shall submit to the Administrator a legal survey showing:

Classification: General Business Use

1. The total amount of property to be subdivided (sq. ft. and acreage)
2. Dimensions of the property to be subdivided and of each subdivided lot
3. Legal Description of overall lot to be subdivided (property)
4. Legal Description of each newly subdivided lot
5. Identify and delineate all special flood hazard areas
6. Any and all public dedicated streets (name and width and surface type, road and row width)
7. Identify all easements
8. Approval certifications (see below)
9. Identify all utilities, including drainage features (natural and man-made)
10. Monumentation set per Mississippi State Surveying Standards
11. Statement of Closure Error
12. Recording wording
13. Delineate Front Yard Set Back (FYSB), Side Yard Set Back (SYSB) and Rear Yard Set Back (RYSB).
14. Identification of lots
15. Identify any wetlands

106.2.3 Approval Certification - The Administrator and Mayor shall sign the certificate of approval.

106.2.4 Land Records - The Owner and/or Owners shall file the plat in the Hancock County Land Records within six (6) months of approval or the exempt subdivision is automatically void.