

CITY OF BAY ST. LOUIS
PLANNING AND ZONING APPLICATION PROCEDURES

1. **Deadline for all applications will not be processed after the 25th of each month.**
2. A public hearing is required for all Planning and Zoning applications and shall be scheduled, but not held within four weeks of the date of application is submitted.
3. The applicant shall be notified by mail at least 15 days in advance of the public hearing.
4. A notice shall be mailed not less then 15 days prior to the date of such hearing, to the owner of all properties within a radius of 300 feet of the external boundaries of the property described in the application, using for this purpose the last known address as shown on the tax rolls.
5. Hearing notice shall be posted on the property in question at the City Hall and one other public place at least 15 days prior to the public hearing, and information shall be advertised in a local newspaper with general circulation in the community at least 15 days before the hearing.
6. **Planning and Zoning meetings are scheduled on the last Tuesday of each month.**

Applicant's Signature

Date

SPECIAL SUBDIVISION

APPLICATION FOR SPECIAL SUBDIVISION

Please complete this form in its entirety; failure to do so may cause a delay in the submittal of your application to the Planning and Zoning Commission.

The following information is required before this application will be submitted to the Planning and Zoning Commission for consideration.

OWNER: _____

ADDRESS: _____

PHONE: _____

ADDRESS OF PROPERTY IN QUESTION IF DIFFERENT FROM ADDRESS STATED ABOVE

1. Legal description of property to be considered for variance (as described in the Hancock County tax rolls):

2.Parcel number(s) as described in the Hancock County tax rolls):

3. Present Zoning:_____

4. Present use of Building/Property_____

5. Application fee of \$200.00, plus \$10.00 per lot _____

Please submit the following documentation with your application:

Article V, Section 503: SPECIAL SUBDIVISION CONDITIONS AND PROCEDURES

503.1 In cases where the subdivision regulations impose undue hardships because existing facilities are available, special subdivision approval may be had, provided the following conditions are met:

- A. Three copies (3) of the certified field survey, indicating existing city sewer and water, and two (2) copies of Form CP-1 to the City Clerk at least fifteen (15) days prior to the regular monthly meeting of the Bay St. Louis Planning and Zoning Commission.
- B. A filing fee of fifty dollars (\$50.00) plus ten dollars (\$10.00) per new lot of parcel must be paid to the City Clerk at the time of submission.
- C. Sub-divider must provide a certified field survey of property with actual lot dimensions and lot designation and certify the total square footage for each subdivided lot.
- D. All subdivided lots or parcels must meet the existing zoning district requirements.
- E. Only proposed subdivisions with all subdivided lots fronting dedicated and accepted streets with existing sewerage and water may be considered for Special Subdivision approval; with one exception, said exception being lots containing the required width and measuring three hundred (300') feet or more in depth may be subdivided one time only and subdivided lot shall be served by a minimum twenty (20') foot easement to the fronting street, provided both subdivided lots result in and contain the required dimensions of width, depth and the required square footage, which is stated in the Zoning Ordinance of the City of Bay St. Louis, Mississippi.
- F. All costs incidental with the extension of City utilities will be borne by the seller or purchaser.
- G. All applications must be accompanied by letters certifying the existence/non-existence of restrictive covenants on the parcel to be subdivided. If such covenants exist, copy of same shall be submitted with the application for Special Subdivision Approval.
- H. No special subdivision approval shall be granted until after a public hearing is held by the Planning and Zoning Commission. Notice of hearing shall be mailed not less than fifteen days (15) prior to the date of such hearing, to the owners of all properties with a radius of three hundred feet (300') of the external boundaries of the special subdivision, using the last known address shown on the county roll. In addition, notice of such hearing shall be posted on the property which is being subdivided and at the City Hall at least fifteen days (15) prior to the public hearing; and finally, notice of the public hearing shall be published once in a newspaper having a general circulation in the city at least fifteen days (15) before the hearing.

- I. Upon approval of the certified field survey by the Planning and Zoning Commission and City Council, the certified field survey shall be recorded with the Chancery Clerk of Hancock County within (60) days; otherwise approval will be null and void.
- J. No lots or parcels may be sold prior to filing of certified field survey with the Chancery Clerk of Hancock County.

It is warranted in good faith by the owner whose name is signed hereto all of the above facts are true and correct.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Date of Application: _____

Amount of Application fee received: _____