

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 than 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 EXCEPTION

APPLICATION FOR SPECIAL EXCEPTION TO THE ZONING ORDINANCE

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 \$100 (Residential): _____

Application fee of \$200 (Commercial): _____

Please submit the following documentation with your application:

**Article XIII
1303 APPEALS, HEARING AND NOTICE**

Every appeal or application shall refer to the specific provision of the ordinance involved and shall set forth the interpretation that is claimed, the use for which a special exception is sought, or the details of the variance that is applied for and the case may be, and accompanied by a plat or plan, drawn to scale, showing the actual dimensions of the parcel of land to be built upon and used, the size of any building to be erected, and the location of the building upon the lot, the materials to be used and other such information as may be deemed necessary to provide full information regarding intended use. The Municipal Clerk shall forthwith transmit the appeal or application to the Commission together with all papers constituting the record upon which the action appealed from was taken.

1305.2 SPECIAL EXCEPTIONS

A special exception shall not be recommended unless:

1. The special exception shall be oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
2. The special exception shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
3. The proposed use will not be detrimental to the use or development of adjacent properties or other neighborhood uses.
4. The proposed use will not be affected adversely by the existing uses.
5. The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of said use.
6. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use such facility, vehicular movement, noise, or fume generation or type of physical activity.
7. Utilities and fire protection services with reference to the location and the use shall be available and adequate.

1. **The use for which a Special Exception is sought** _____

2. **Grounds upon which it is claimed that the Special Exception shall be granted:**

3. **A plat or plan, drawn to scale, showing the actual dimensions of the parcel of land to be built upon.**

5. **Size of building to be erected, and the location of the building upon the lot.**

6. **Materials to be used (Exterior Finish) and other such information as may be deemed necessary to provide full information regarding intended use.**

7. **Is the property in question in a sub-division?** _____

8. If the property in question is within a sub-division, is there an existing covenant running with the land? _____

9. If the answer to question 8 is yes, please state the book and page numbers where the stated restrictive covenants are filed in the Chancery Clerks Office of Hancock County. Book Number _____ Page Number _____

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

Applicant's Signature

Date

FOR OFFICE USE ONLY

Date of Application received: _____