

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 USE DISTRICT

APPLICATION FOR SPECIAL USE DISTRICT

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 _____

6. The use for which a Special Use District is sought:

- A. Plans showing location and design of structures, delivery points, loading and storage areas, walls, fences, screening, landscaping, signs lighting devices, and pedestrian walks.
- B. Plans illustrating adequate off-street parking according to standards established for parking.
- C. Plans showing entrance and exits to the area and the traffic routing system so designed as to minimize nuisance effects due to the generation of traffic to and from the area.
- D. Any other information the Planning and Zoning Commission may need to adequately consider the effect the proposed uses may have upon the cost of providing adequate services to the area.
- E. The City Council after recommendation by the Planning and Zoning Commission may attach reasonable special conditions to the approval of such district or amendments to insure there will be no departure from the intent of the Zoning Ordinance.
- F. All proposed Special Use Districts shall follow the procedures for subdivision approval even though the ownership of land may not be divided, and follow the procedures for Site Plan Review.
 - 1. Development shall follow the Site Plan Review Process.
 - 2. A preliminary and final plat, both approved by the City Council, upon recommendation from the Planning and Zoning Commission, shall be required for each Special Use District.
 - 3. The district shall be developed according to the approval of the final plat.
 - 4. Building permits and certificate of occupancy shall be required for each building according to the existing building codes and regulations.

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: _____

