

**BAY ST. LOUIS**  
**PLANNING AND ZONING APPLICATION PROCEDURES**

1. **Deadline for all applications will not be processed after the 25<sup>th</sup> 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

**AMENDMENT TO THE ZONING ORDINANCE**

**CITY OF BAY ST. LOUIS**  
**APPLICATION FOR PROPOSED AMENDMENT 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.**

\_\_\_\_\_

**APPLICATION FEE OF \$125.00:** \_\_\_\_\_

**CRITERIA**

Zoning ordinances are not intended to be changed lightly and are presumed to be “well planned and adopted to be permanent.” As a result of the presumption of permanency, it is necessary for one seeking a change in zoning to show the following:

- 1. Legal description of property to be considered for proposed amendment to the Zoning Ordinance as described in the Hancock County tax rolls.**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

- 3. Present Zoning:** \_\_\_\_\_

- 4. Proposed Zoning:** \_\_\_\_\_

- 5. Proposed use of property is rezoned:** \_\_\_\_\_

6. Is the property to be rezoned in a subdivision? \_\_\_\_\_ YES \_\_\_\_\_ NO
7. If construction is being considered for the property in question, please provide a sketch Of building, showing dimensions and all property setbacks.
8. Provide the specific provision(s) of the ordinance involved for your zoning request as listed below under AMENDMENTS: \_\_\_\_\_

**Article XIV, AMENDMENTS  
1401.3 AMENDMENT POLICY**

- A. Mistake.** There is a mistake in the Zoning Ordinance or the Zoning Map and it is in the public interest to correct this error.
- B. Change in Conditions.** Change or changing conditions in a particular area, or in the city, or in the regional area generally, in which an amendment to the Ordinance is in the public interest and is necessary and is desirable.
- C. Increase for Need in Sites.** Increased or increasing needs for business or industrial sites, in addition to sites that are available, which is in the public interest and make it Necessary and desirable to reclassify an area or to extend the boundaries of an existing district.
- D. Annexation.** It is necessary and desirable to classify territory hereafter annexed to city to a district classification.
- E. Ordinance Changes.** Amendment of the Ordinance not involving a change in Classification of land is necessary.
- F. Change in Governmental Property.** It is necessary to reclassify property as a result of acquisition or disposition of such property by the United States of America, the State of Mississippi, or Hancock County.

**The burden of proving the criteria set forth is the responsibility of the party seeking a zoning change. The above elements must be proven through clear and convincing evidence and must be submitted with this application.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**FOR OFFICE USE ONLY** Date application received: \_\_\_\_\_