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

PRELIMINARY SUBDIVISION PLAT APPROVAL

CITY OF BAY ST. LOUIS

APPLICATION FOR PRELIMINARY SUBDIVISION PLAT APPROVAL

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 $50.00, plus $10.00 per lot _____

Please submit the following documentation with your application:

Section 303: PROCEDURE FOR APPROVAL OF PRELIMINARY PLAT

303.1 Submit Application for Preliminary Plat Approval

Following the pre-application review of a proposed subdivision, the sub-divider shall submit to the secretary of the planning commission, at least 15 days prior to the next regular meeting of the planning commission, the following:

A. An application conforming to the requirements of article III of these regulations, Requesting review and approval of the preliminary plat, and,
B. Five copies of the preliminary plat conforming to the requirements set forth in Article III of these regulations.
C. General plan for development of the entire subdivision.
D. Scale: The preliminary plat shall be clearly and legibly drawn at a minimum scale of one inch equal to 100 feet.
E. Sheet size: Sheet size shall be 18 by 24 inches. If the complete plat cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.
F. Ground elevations: The preliminary plat shall show ground elevations, based on mean sea level.
   For the land that slopes two percent or less, show contours with and intervals of two feet and spot elevations along all drainage channels, swales, and at selected points where changes in elevation are not readily discernable from the contours.
   For land that slopes over two percent, show contours with an interval of five feet.
   A tie to one or more permanent U.S.G.S. state or county bench marks shall be shown.
G. Existing conditions: In addition, all preliminary plats shall show the following Information on existing conditions:
   Title under which the proposed subdivision is to be recorded, with name and address of owner or owners, notation stating acreage, scale of plat in graphic form, north arrow, datum, and date of survey;
   Vicinity map showing location and limits of the proposed subdivision;
   Exact boundary lines of the tract with bearings and distances along the boundary and mathematical closure of the survey;
   Streets on and adjacent to the tract: name, right-of-way width and type of surfacing;
   Easements: location, width and purpose;
   Utilities: locations, size and invert elevations of any sanitary, storm and/or combined sewers, locations and size of water mains and location of any fire hydrants; locations of gas lines, electric power lines including pole or tower location; telephone poles and street lights (if water supply mains and outfall sewer are not or adjacent to the tract, indicate the direction and distance to and size of nearest ones and show invert elevation of sewers).
   Other existing conditions on or adjacent to the tract such as water courses, Swamps, wooded areas, general soil conditions, houses, structural improvements, and other significant manmade and/or natural features.

H. Proposed improvements: In addition to the existing conditions, all proposed improvements shall be shown as follows:

1. Streets: Names, right-of-way, and roadway widths, approximate grades and gradients, and type of surfacing; similar data for alleys, if any;
2. Lots: Lot and block numbers and lot lines with approximate dimensions;
3. Sites, if any, to be reserved or dedicated for parks, playgrounds, lakes, ponds and other public uses;
4. Location, purpose and width of rights-of-way and/or easements;
5. Sites, if any, for apartment buildings, commercial development or other nonpublic uses, exclusive of single-family dwellings;
6. Minimum building setback lines;
7. Site data, including number of residential lots and lot sizes;
8. A copy of the deed restrictions or protective covenants which directly affect the land being subdivided;
9. The zoning district or districts in which the land to be subdivided is located according to the zoning order, if such zoning order exists;
10. Engineer's or surveyor's seal and the date.

I. Certificate or preliminary plat approval: A certificate of approval of the preliminary plat be the planning and zoning commission shall be inscribed on the plat as follows:
"Pursuant to the Land Subdivision Regulations of Bay St. Louis, Mississippi, all the requirements for approval of a preliminary plat having been fulfilled, this preliminary plat was approved by the Bay St. Louis Planning commission on _____, 20____. This approval does not constitute approval of a final plat or the authority to begin construction of improvements in the subdivision. This certificate of approval shall expire and be null and void on _____, 20____."

Signature_____
Secretary, Bay St. Louis Planning Commission.

It is warranted in good faith by the owners 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: _____