



CITY OF LONG BEACH
 201 Jeff Davis Avenue
 PO BOX 929
 Long Beach, MS 39560
 (228) 863-1554 office
 (228) 863-1558 fax

Office use only	
Date Received	_____
Zoning	_____
Agenda Date	_____
Check Number	_____
Ward	_____

**APPLICATION FOR
SPECIAL-USE APPROVAL**

Tax Parcel Number(s): _____

Address of Property Involved: _____

Statement clearly explaining the request being made. (Attach supplemental pages if necessary.)

OWNERSHIP AND CERTIFICATION:

READ BEFORE EXECUTING. Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf, provided said representative has been properly designated to speak on the applicant's behalf either by written permission or oral designation by the applicant at the Public Hearing. If a continuance is to be granted, the applicant must request same in writing a minimum of seven (7) days in advance of the scheduled public hearing. The applicant acknowledges that, in signing this application, all conditions and requirements inherent in the process have been fully explained and understood, including the timetable for processing the application, the completed application with all necessary documents and payments must be returned to the Planning office not later than 21 days before the 2nd or 4th Thursday of each month (SEE ATTACHED MEETING DATES & DEADLINES.) Receipt of fee(s) does not constitute receipt of a completed application.

I the undersigned hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.

OWNER

AGENT

 (PRINT) Name of Rightful Owner

 (PRINT) Name of Agent

 Owner's Mailing Address

 Agent's Mailing Address

 City State Zip

 City State Zip

 Phone

 Phone

 Signature of Owner Date

 Signature of Agent Date

Complete, if the property or properties involved have more than one (1) owner. All persons listed as owners on the deed of ownership to the property or properties listed must complete and sign application.

I the undersigned hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.

OWNER

OWNER

(PRINT) Name of Rightful Owner

(PRINT) Name of Owner

Owner's Mailing Address

Owner's Mailing Address

City State Zip

City State Zip

Phone

Phone

Signature of Owner Date

Signature of Owner Date

REQUIRED ATTACHMENTS:

Interest and Ownership The applicant's name, address and interest of every person, firm or corporation represented by the applicant in the application, the name of the owner or owners and their respective addresses of the entire land area proposed to be changed in classification or to be included within the structures then existing thereon, and sufficient evidence to establish that the applicant has the right of possession to the land area and structures, the names and address of all owners of adjacent property (exclusive of the width of intervening streets, alleys, or bodies of water). Claims of support or "no objection" from owners of adjoining property may be substantiated in writing or by the appearance of such owner(s) at the hearing. Such support is usually considered material but not conclusive.

Survey and Site Plan A site plan showing the land area which would be affected, easements bounding and intersecting the designated area, the locations of existing and proposed structures with supporting open facilities, and the ground area to be provided and continuously maintained for the proposed structure or structures;

Recorded Warranty Deed A deed which includes a legal description of the specific piece of property involved in the request. If, several parcels are included in a request, individual parcel deeds AND a composite legal description of all parcels involved in the request must be provided.

Fee Attach a check in the amount of \$200.00 made payable to the **City of Long Beach** to cover administrative cost. You will also be responsible to actual costs, such as advertising and mailing incurred with the processing of your application. The City of Long Beach will notify, by letter, adjacent property owners within 160' (feet), to the requested action identified in this application, using the Harrison County Tax Assessor's Land Roll database.

IMPORTANT NOTICE

INCOMPLETE APPLICATIONS MAY DELAY APPROVAL OF YOUR REQUEST, PLEASE SUBMIT ALL REQUIRED DOCUMENTS.

**City of Long Beach
Planning and Development Commission
2023 Meeting Dates and Deadlines for Variances**

Meetings are held at 5:30 p.m. in the City Hall Meeting Room
Located at 201 Jeff Davis Avenue

*Variance application deadline dates are designed to allow the clerk time to review the
Application and receive required comments from coordinating agencies*

Application Deadline	Planning and Development Commission	Mayor and Board Of Aldermen
December 19, 2022	January 12, 2023	January 17, 2023
January 2, 2023	January 26, 2023	February 7, 2023
January 17, 2023	February 9, 2023	February 21, 2023
January 30, 2023	February 23, 2023	March 7, 2023
February 13, 2023	March 9, 2023	March 21, 2023
February 27, 2023	March 23, 2023	April 4, 2023
March 13, 2023	April 13, 2023	April 18, 2023
April 3, 2023	April 27, 2023	May 2, 2023
April 17, 2023	May 11, 2023	May 16, 2023
May 1, 2023	May 25, 2023	June 6, 2023
May 15, 2023	June 8, 2023	June 20, 2023
May 30, 2023	June 22, 2023	July 5, 2023
June 19, 2023	July 13, 2023	July 18, 2023
July 3, 2023	July 27, 2023	August 1, 2023
July 17, 2023	August 10, 2023	August 15, 2023
July 31, 2023	August 24, 2023	September 5, 2023
August 10, 2023	September 14, 2023	September 19, 2023
September 5, 2023	September 28, 2023	October 3, 2023
September 18, 2023	October 12, 2023	October 17, 2023
October 2, 2023	October 26, 2023	November 7, 2023
October 16, 2023	November 9, 2023	November 21, 2023
November 20, 2023	December 14, 2023	December 19, 2023
December 4, 2023	December 28, 2023	January 2, 2024

* Meeting dates listed do not guarantee your variance application hearing date. The variance application is not considered complete until all required information is available for review from the applicant. *