



CITY OF LONG BEACH
201 Jeff Davis Avenue
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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**

I. Tax Parcel Number(s): _____

II. Address of Property Involved: _____

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

PLEASE COMPLETE THE FOLLOWING:

A. Describe any special condition that justify the granting of this request and that are peculiar to the property and do not apply to other properties in the general area. What are the reasons for the request and why the applicant cannot meet the stated code requirement? _____

B. Describe how the special condition discussed above is not the result of action taken by the applicant. Show that the applicant did not cause the need for this request. _____

C. Show that unnecessary hardship exists due to the character of the property and that this hardship makes the request necessary. State what hardship is caused if the applicant is required to meet code requirements? What is the result of this hardship? What would result if the Zoning Board denied this request? _____

D. Show that denial of this request will deprive the applicant of rights commonly enjoyed by other properties in the general area and that the granting of this variance request will make possible the reasonable use of land while not conferring any special privilege. Outline how the subject of the variance is common in the area and if the applicant were to be denied this variance a right would be taken away which is granted to other properties. State how the variance makes reasonable use of the existing land and why the same action cannot be done in a way that does not require a variance. Show that granting of this variance does not give the applicant any special privileges that the properties in the area would find desirable. _____

IV. REQUIRED ATTACHMENTS:

- A. **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 should be substantiated in writing or by the appearance of such owner(s) at the hearing. Such support is usually considered material but not conclusive.
- B. **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;
- C. **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.
- D. **Fee.** Attach a check in the amount of \$100.00 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 certified letter, adjacent property owners within 200' (feet), to the requested action identified in this application, using the Harrison County Tax Assessor's Land Roll database.

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

V. 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.

(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

Email address
(*You may be contact by email regarding your application)

Email address
(*You may be contact by email regarding your application)

Signature of Owner Date

Signature of Agent Date