



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	_____

- I. TYPE OF CASE: **PRELIMINARY PLAT APPROVAL**
- II. ADVALOREM TAX PARCEL NUMBER(S): \_\_\_\_\_
- III. GENERAL LOCATION OF PROPERTY INVOLVED: \_\_\_\_\_  
 \_\_\_\_\_
- IV. ADDRESS OF PROPERTY INVOLVED: \_\_\_\_\_
- V. GENERAL DESCRIPTION OF REQUEST: Subdivision of \_\_\_\_\_  
 Into \_\_\_\_\_

- VI. **REQUIRED ATTACHMENTS:**
  - A. Twenty (20) working days prior to the regular monthly meeting of the planning commission the following documents must be submitted:
    - a. Three (3) full-size blueline copies of the preliminary plat,
    - b. Two (2) blueline copies of the complete construction plans and specification,
    - c. Two (2) copies of the developer's engineer's basis of design and complete design calculation, and
    - d. Two (2) copies of the preliminary plat application forms.
    - e. The proposed plat shall be at a scale legible and functional on sheets of twenty-four (24) by thirty-six (36) inches in size. **\*\*Please refer to the City of Long Beach's Subdivision Regulations for additional information to be included on the plat.**
  - B. Cash or Check payable to the City of Long Beach in the amount as follows:
 

2-3	Lots	\$100.00
4-10	Lots	\$150.00
11-50	Lots	\$300.00
50-100	Lots	\$400.00
100 +	Lots	\$500.00
  - C. Proof of ownership (copy of recorded warranty deed), if applicable proof of authority to act as agent for owner.

**\*\*\*NOTE\*\*\* APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE LISTED DOCUMENTS.**

VII. **OWNERSHIP AND CERTIFICATION:**  
**READ BEFORE EXECUTING,** 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 twenty (20) days before the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of each month. Receipt of fee(s) does not constitute receipt of a completed application.

**Ownership:** I the undersigned do hereby agree to all the rules and regulations as set forth in the Long Beach Zoning Ordinance and agree to pay all fees and charges as stated.

Name of Rightful Owner (PRINT)	Name of Agent (PRINT)
Owner's Mailing Address	Agent's Mailing Address
City                      State                      Zip	City                      State                      Zip
Phone	Phone
Email address	Email address
Signature of Rightful Owner                      Date	Signature of Applicant                      Date