



# PLANNING AND ZONING DEPARTMENT

## APPLICATION FOR A CONDITIONAL USE

Case Number: \_\_\_\_\_ - \_\_\_\_\_  
Date: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACTS:

BUSINESS: \_\_\_\_\_ - \_\_\_\_\_ CELL: \_\_\_\_\_ - \_\_\_\_\_ OTHER: \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBB SITE: \_\_\_\_\_

PROPERTY OWNER:

MAILING ADDRESS: \_\_\_\_\_

CONTACTS:

BUSINESS: \_\_\_\_\_ - \_\_\_\_\_ CELL: \_\_\_\_\_ - \_\_\_\_\_ OTHER: \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBB SITE: \_\_\_\_\_

STREET ADDRESS / LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

TAX PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

STATED PURPOSE OF CONDITIONAL USE REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### REQUIRED ITEMS THAT MUST BE INCLUDED OR ACCOMPANY THIS APPLICATION:

1. Name and Address of the Owner and Applicant
2. Address and Legal Description of the property
3. If the applicant is not the legal owner of the property, a written statement that the applicant is the authorized agent of the owner of the property.
4. A statement describing the nature and operating characteristics of the proposed use, including data pertinent to the findings required for approval of the application. For uses involving public assembly or industrial processing, or uses potentially generating high volumes of vehicular traffic, the Building Official may require specific information relative to the anticipated peak loads and peak use periods, relative to industrial processes and the ability of the use to meet performance standards, or substantiating the adequacy of proposed parking, loading, and circulation facilities.
5. Site plans, preliminary building elevation, preliminary improvement plans, additional maps and drawings, all sufficiently dimensioned as required illustrating the following:
  - a. The date, scale, north point, title, name of owner, and name of persons preparing the site plan.
  - b. The location and dimension of boundary lines, with distances and bearings, easements, and required yards and setbacks, water course drainage features and location and size of existing and proposed streets and alleys, of 100-year flood plains.
  - c. The location, height, bulk general appearance and intended use of existing and proposed buildings on the site, and the approximate location of existing buildings on abutting sites with 100 feet.
  - d. The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, landscaping areas, utility or service areas, fencing and screening, signs and lighting.
  - e. The location of watercourses and drainage features.
  - f. The number of existing and proposed off-street parking and loading spaces, and a calculation of applicable minimum requirements.
  - g. A plans showing existing and proposed topography at 2-foot contour intervals, grading and proposed erosion control measures.
  - h. A plan showing the Buffer Yards as required in Section 5.4.4.
  - i. The relationship of the site and the proposed use to surrounding uses, including pedestrian and vehicular circulation, current use of nearby parcels, and any proposed off-site improvements to be made.
  - j. Any applicable fees established by the City Council.

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## STATEMENT OF UNDERSTANDING

As the applicant or owner(s) for the requested Conditional Use in the City of D'Iberville, I (we) understand the following:

- The application fee of \$200.00 must be paid prior to the acceptance of the application. Further, that if the application is withdrawn for any reason, the application fee is forfeited to the City of D'Iberville.
- As the applicant or owner(s), I (we), or the designated representative, must be present at the public hearing.
- That all information provided with this application is true and correct to the best of my knowledge and belief.
- That this application represents only the property owned by me (us) and that any other adjoining property owners must apply for a change on their own behalf.
- That all required attachments have been provided to the City of D'Iberville.
- That additional information may be required by the Building Official and/or the Planning Commission prior to final disposition.
- That the City Council will not accept new case evidence once the recommendation has been made by the Planning Commission. If new evidence needs to be presented, the applicant will need to request that the matter be referred back to the Planning Commission for additional review.
- That the Public Hearing will be held \_\_\_\_\_ at 6:00 p.m. in the City Council Chambers, located on the first floor of City Hall, 10383 Automall Parkway, D'Iberville, MS 39540.
- That if a continuance of the hearing is necessary at my (our) request, the request must be made to the Building Official or designated staff member, a minimum of seven (7) calendar days prior to the hearing. If such request is not made in writing, I (we) understand that a new application must be filed and an additional application fee paid to the City of D'Iberville.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner or Designated Agent

### BELOW THIS LINE FOR OFFICIAL USE ONLY

\$200.00 Fee Paid

Application signed

Copy of Deed, Lease or Contract

Written Project Description

Site Plan

Drainage Plan [ ] N/A

Parking Spaces

Notarized Statement [ ] N/A

List of Property Owners [ ] N/A