



PLANNING AND ZONING DEPARTMENT

APPLICATION FOR A VARIANCE REQUEST

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 VARIANCE REQUEST: (i.e. Front/Side/Rear Setback, Lot Size, Parking, Building Coverage, Signage (size, height, etc)) _____

VARIANCE: A modification from the provisions of the comprehensive zoning ordinance of the City of D'Iberville, recommended by the Planning Commission to the Mayor and City Council for final disposition in cases where enforcement of the zoning ordinance would result in and unnecessary hardship.

HARDSHIP: For purposes of granting a variance, hardship shall mean an unusual topographical situation or condition involving a particular property and which makes it impossible for the owner to use the property in the manner prescribed for the district by the zoning ordinance. A hardship exists only where the unusual situation or condition is not created by the owner of the property. A hardship as related to zoning is not to be confused with an economic, personal, or medical hardship.

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MINIMUM CONDITIONS FOR CONSIDERATION OF A VARIANCE

1. This procedure is intended to provide relief from the terms of the Zoning Regulations when, because of special circumstances applicable to the property, the strict application of the Zoning regulations deprives such property of privileges enjoyed by other property in the vicinity and under identical Zoning classification, and
2. To ensure that any adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and the district in which such property is situated.

REQUIRED ITEMS THAT MUST BE INCLUDED OR ACCOMPANY THIS APPLICATION:

1. Name and Address of the Owner or Applicant
2. A Legal Description of the property, which shall include, but not limited to: deed of current ownership (not a Deed of Trust), Harrison County tax parcel identification number, and street address.
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 variance request and the reasons why it complies with the criteria for variances provided in Section 2.6.5.
5. The property address and the name and address of the owner of each lot within 300 feet of the subject property and a map with parcels keyed to the ownership and address data.
6. Site plans, preliminary building elevation, preliminary improvement plans, or other maps or drawings, sufficiently dimensioned as required to illustrate the following, to the extent related to the variance application:
 - a. Existing and proposed location and arrangement of uses on the site, and on abutting sites within 100 feet.
 - b. Existing and proposed site improvements, buildings, and other structures on the site and any off-site improvements related to or necessitated by the proposed use. Building elevations shall be sufficient to indicate the general height, bulk, scale and architectural character.
 - c. Existing and proposed topography, grading, landscaping, and screening, irrigation facilities, and erosion control measures.
 - d. Existing and proposed parking, loading and traffic and pedestrian circulation features, both on site and any off-site facilities or improvement related to or necessitated by the proposed use.
 - e. The Building Official may request additional information necessary to enable a complete analysis and evaluation of the variance request, and determination as to whether the circumstances prescribed for the granting of a variance exists.
 - f. A fee established by the City Council shall accompany the application. A single application may include a request for variances from more than one regulation applicable to the same site, or for similar variances on two or more adjacent parcels with similar characteristics.

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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