



City of Ocean Springs Planning Department
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564
(228) 875-4415

CHANGE IN ZONING / USE PERMIT APPLICATION

Effective June 11, 2006, the following application fees apply:

Application Fee Required*: **\$ 250.00** (*NON REFUNDABLE*)

\$ 1.00 (Per Ordinance 2022-17 following the requirements of Section 25-60-5 MS Code Annotated)

* *Does not include mail fee, to be determined by City.*

Standard mail fee required for notification of property owners within 500' of applicant property. Exact fee to be determined by City, based on current postage rates.

AND MUST BE PAID FOR BY THE APPLICANT BEFORE MAILING.

Application Date: _____

(Applications are due by the 7th of each month for the meeting scheduled for the subsequent month.)

Indicate Request: Change In Zoning District _____ Use Permit _____ Conditional Use Permit _____

Applicant Information

Address of Lot(s): _____
Parcel ID(s): _____

1. Applicant: _____ Phone: _____

Address: _____ Email: _____

2. Owner of Record: _____ Phone: _____

Address: _____ Email: _____

COMPLETE THE FOLLOWING:

1. Current Zoning classification of property: _____
New Zoning District Requested (if applicable): _____

2. Explain the present use of the property and condition of any existing structures:

3. Describe the intended use of property:

4. Reason for request: *Must include 1) A description of the change/changes in the neighborhood that justify the change (when/where) OR the mistake made in the zoning map if applicable; AND 2) The public need for the new zoning district type.*

ATTACHMENTS REQUIRED:

- _____ 1. Application Fee. Amount \$ 251.00
- _____ 2. Map of the property and the surrounding neighborhood.
- _____ 3. Diagram of intended use, showing dimensions and distances of property, building and their setbacks; parking spaces, entrances and exits.
- _____ 4. Legal description; street address.
- _____ 5. Copy of protective covenants or deed restrictions, if any.
- _____ 6. Copies of approvals or requests of approval from other agencies such as: Health Department, Miss. Air and Water Pollution Control Commission, Corps of Engineers, Department of Marine Resources Council, etc.

****** If applicant is authorized to represent property owner, applicant must provide documentation signed by the property owner.***

Signature of Property Owner

Signature of Applicant

Print name

Print name

Date

Date
