

FINAL PLAT

ZERO LOT LINE

IMPORTANT PUBLIC NOTICE

1. It is YOUR responsibility, as the applicant, to file a complete application by the filing deadline. Also, you must ensure that all supporting documentation is complete and accurate. Please feel free to contact the Planning Division Staff at (228) 868-5710 should you have any questions.
2. The Planning Department will complete the adjacent property owner's list. Additional names can be added to the list, should you require to make such notifications.
3. Please be advised that failure to submit a complete application, with all supporting documents, could delay your hearing date. Applications to the Planning Commission will not be considered officially filed until all information is submitted and accurate.
4. **The following checklist will need to be completed as part of the application process. This checklist, provides the basic requirements for filing the application. This submission may require additional information because of the specific issues relating to the request.**

Sections I, II, III, IV, and VI have been completed on the application.

Required documentation listed in section V has been completed and is attached.

Cash or check payable to the City of Gulfport in the amount of \$ _____ and one original copy of the application is submitted.

Proof of ownership to the subject property.(Copy of warranty deed) and all owners of the property(ies) involved have been identified and have signed the application or statement acknowledging approval the requested action(s). All signatures are original. If the owner is a cooperation, then a Corporate Resolution is required.

If applicable, proof of authority or letter signed by all owners to act as an agent. In case of multiple owners, one person has been identified as spokes person or agent for the group with letter of authorization signed by all owners. All signatures must be original.

Staff Use: Reviewed and accepted by: _____

Date: _____

The appropriate regulations and ordinances have been reviewed to ensure all required information is being submitted.

The above checklist has been reviewed and is complete.

The Final Plat checklist is attached and completed.

Specific requirements have been identified to the applicant and are attached

Payment received. Date if different from the review date: _____

IMPORTANT PUBLIC NOTICE

IT IS YOUR RESPONSIBILITY, AS THE APPLICANT, TO FILE AN APPLICATION MEETING ALL CHECKLIST REQUIREMENTS BY THE FILING DEADLINE. ALSO, YOU MUST ENSURE THAT ALL SUPPORTING DOCUMENTATION IS COMPLETE AND ACCURATE, INCLUDING THE TAX PARCEL NUMBER(S), LOT(S), BLOCK(S), AND SUBDIVISION(S) (WHEN APPLICABLE).

PLEASE BE ADVISED THAT THE APPLICATION DEADLINE DATES POSTED ARE DESIGNED TO ALLOW THE STAFF TIME TO REVIEW THE APPLICATION AND RECEIVE REQUIRED COMMENTS FROM COORDINATING AGENCIES. THE APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL REQUIRED INFORMATION IS AVAILABLE FOR REVIEW FROM THE APPLICANT AND COORDINATING AGENCIES. PLEASE CHECK WITH A STAFF MEMBER TO DETERMINE CUTOFF DATES FOR ADVERTISING LEGALS.

For Staff Use Only
 Check number: _____
 Receipt number: _____
 Reviewed by: _____

CITY OF GULFPORT
 Urban Development – Planning Division
 1410 24th Avenue, Room 206
 Gulfport, MS 39501
 (228) 868-5710

For Staff Use Only
 Case File #: _____
 Date Received: _____
 Zoning: _____

**APPLICATION FOR CASE REVIEW
 GENERAL APPLICATION**

I. TYPE OF CASE: FINAL PLAT—ZERO LOT LINE

II. ADVALOREM TAX PARCEL NUMBER: _____
 (Parcel Number available from Harrison County Tax Assessor at 865-4044.)

Lot(s) _____, **Block(s)** _____, and **Subdivision(s)** _____
 (when applicable)

III. GENERAL LOCATION OF PROPERTY INVOLVED: _____

ADDRESS OF PROPERTY INVOLVED: _____

IV. GENERAL DESCRIPTION OF REQUEST: (If necessary, attach a separate piece of paper detailing the purpose of the request.)

V. REQUIRED ATTACHMENTS:

- a. SUPPLEMENTAL APPLICATION REQUIREMENTS
- b. LIST OF ALL ADJACENT PROPERTY OWNERS (The Planning Department will complete this upon request)
- c. CASH OR CHECK PAYABLE TO THE CITY OF GULFPORT IN THE AMOUNT OF \$ _____.
- d. PROOF OF OWNERSHIP (COPY OF DEED(S))
- e. IF APPLICABLE, PROOF OF AUTHORITY TO ACT AS AN AGENT
- f. FOR GENERAL PLAN AND FINAL PLAT, COPY OF CAD DRAWINGS
- g. 1 ORIGINAL COPY OF APPLICATION

VI. OWNERSHIP AND CERTIFICATION:

I 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.

NAME OF OWNER (PRINT) _____	AGENT OF OWNER(S) (PRINT) _____	SIGNATURE OF OWNER _____
MAILING ADDRESS _____	AGENT'S MAILING ADDRESS _____	SIGNATURE OF AGENT (IF APPLICABLE) _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____	DATE _____ FEE PAID _____
PHONE # (H) _____ PHONE # (W) _____	PHONE # (H) _____ PHONE # (W) _____	

If the property or properties listed above have more than one owner, please check this box

In the case of multiple owners, page 2 must be completed. Each owner will need to complete and sign the application. We can only accept applications with original signatures.

IF MULTIPLE APPLICANTS, PLEASE ENSURE ONE PERSON IS SELECTED TO ACT AS THE SPOKESPERSON/AGENT FOR THE APPLICANTS

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

I 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.

NAME OF OWNER (PRINT) _____

ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

Signature: _____

NAME OF OWNER (PRINT) _____

ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

Signature: _____

NAME OF OWNER (PRINT) _____

ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

Signature: _____

(Use additional forms as needed)

IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES PERSON/AGENT FOR YOU:

Supplemental Application
Final Plat Zero Lot Line

- The final plat shall contain the following information :
- The final plat shall show accurately the subdivision as established on the ground and in relation to its surroundings. The sheet size shall not be larger than eighteen (18) inches by twenty-four (24) inches. When necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivision, the final plat may be submitted for approval progressively in continuous sections satisfactory to the Planning Commission. All plats shall conform to the requirements of the laws of Mississippi, Miss. Code Ann. 1972 Title 19, Chapter 27 (Section 19-27-1 et seq.).
- **Location map.** A diagram showing the location of the proposed subdivision.
- **Survey data.** Primary control points, approved by the city engineer or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred; the boundary lines of the subdivision, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves; the location and description of monuments, according to state law; and statement of the closure error.
- **Miscellaneous data.** Notations giving scale, (true) north arrow, and date of final plat.
- **Streets.** The name and right-of-way width of each street or other public way.

- ***Lots and blocks.*** Identification by letter of each block and by number of each lot in each block.
- ***Lots and blocks.***
 - Minimum lot area shall be 2,800 for each lot.
 - Minimum lot width:
 - Fourteen (28) feet for Zero Lot Line Developments.
 - Corner lots shall be determined based on the minimum requirement as set forth:
 - Corner building site: In any district, a corner building site having to its rear a building site facing toward the intersection or side street shall have provided on the intersecting or side street side of the corner building site a side yard having a width equal at least to the depth of the front yard required for a structure on the building site to the rear of the corner building site; provided, however, that this regulation shall not be applied to reduce the buildable width of the corner building site to less than thirty (30) feet; and,
 - Major street right-of-way: Front yard depth, and in the case of a corner building site side yard width shall be measured from the future street right-of-way of a major street established on the Plan for Circulation (Major Street Plan), a part of the Master Plan for the City of Gulfport.
- ***Nonresidential sites.*** The purpose for which sites, other than residential lots, are dedicated or reserved.
- ***Utilities.*** The location and dimensions of any utility rights-of-way or easements.
- ***Easements.*** The location dimensions and purpose of any other easements.

- **Building setback line.** Minimum building setback line on all lots and other lots and other sites.
- **Minimum front yard setback:** The same as required for each zoning district except where the development contains units located on both sides of a street constructed by developer to the city's specifications. In this case, the minimum front yard setback shall be ten (10) feet.
- **Minimum side yard setback:** 14 feet on one side and on the lot line on the other side.
- **Minimum rear yard setback:** Shall comply with the yard requirements established by the district regulations.
- **Adjoining land.** The names of recorded subdivision plats of adjoining platted land by record name, date and number; the names of owners of record for adjoining unsubdivided land.
- **Certificate of owner.** Notarized certification by the landowner of the adoption of the plat and the dedication of streets and other public areas.
- **Certificate of survey.** Certification by the registered professional engineer or land surveyor that the plat represents a survey made by him, that the monuments shown thereon actually exist as located and that all dimensional and other data are correct.
- **Approvals.** Space for certificates of approval of the planning commission, the city engineer and the county health officer, where such approval is called for by these regulations. The certificate of the city engineer shall state that the subdivided has complied with one (1) of the following alternatives:
 - A bond or certified check has been posted, which is available to the city and in sufficient amount to assure such completion of all required improvements; or,

- All improvements have been installed in accord with the requirements of these regulations and with the action of the Planning Commission in giving tentative approval of the general subdivision plan.
- **Flood zone designations.** The location of all flood zone designations as shown on the latest Flood Insurance Rate Map.
- **Attendant items.** The final plat shall be accompanied by the following items:
 - **Protective covenants.** The protective covenants in form for recording.
 - **Engineering plans.** The cross sections and profiles of streets showing grades approved by the city engineer. The profiles shall be drawn to city standard scales and elevations and shall be based on a datum plane that is mean gulf level.
 - **Conveyances.** A conveyance to the city by fee simple or by easement of land set aside for parks, recreation area or other public use, such conveyance to be without reservation of right except for restriction that land is to be dedicated only to the specified purposes.
 - **Abstracts.** An abstract of title disclosing a good and merchantable fee simple title in the landowner. A title insurance policy may be substituted for the abstract if specifically approved by the Planning Commission.
- **Statement of Compliance.**
 - Please state how the proposed Zero Lot Line development meets with the objectives stated on the Comprehensive Zoning Ordinance and how the design meets with the protection of the health, safety and welfare of the public.
- The Final Plat shall be submitted in 4 copies no larger than eighteen (18) inches by twenty-four (24) inches at the time the application is made.

- An additional copy no larger than eleven (11) inches by seventeen (17) inches shall be provided at the time application is made
- **Three (3) copies** in an electronic form of the submission shall be provided with the application.
- Once Planning Commission Approval is received the following final plats will be provided prior to City Council Consideration:
2 copies Mylar, 1 copy Linen, 7 blackline

Storm Water Requirements

Mississippi Department of Environmental Quality requires the issuance of Storm Water Permits in accordance with the provisions of the Mississippi Water Pollution Control Law (Section 49-17-1 et seq., Mississippi Code of 1972).

There are currently two types of permits: 1) Small Construction Activities that Disturb One (1) Acre to Less Than Five (5) Acres; and 2) Large Construction General Permit (five (5) acres or more).

If you are not familiar with these requirements, our office has available the referenced permit packages. **Our office does not issue the permit.** We do require that any individual, partnership, company, corporation, etc., that is requesting the issuance of a building permit, tree permit, or any type of action from our Planning Commission or Zoning Board of Appeal and Adjustment, which has been identified and applies to the Mississippi Water Pollution Control Law, be provided with and acknowledge receipt of the Small Construction General Permit Packet or Large Construction General Permit Packet, before final action can be taken by this Department.

If you need additional information on these permits, please contact Mississippi Department of Environmental Quality (MDEQ) at (601) 961-5171 or www.deq.state.ms.us.