



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

**APPLICATION FOR
 GENERAL SUBDIVISION PLAN
 FOR TOWNHOMES**
Property Information

For Staff Use Only

Case File #: _____
 Date Received: _____
 Receipt #: _____
 Received By: _____
 Zoning: _____
 Ward: _____ Flood: _____
 Size: _____

TAX PARCEL #

					-			-						●					
					-			-						●					
					-			-						●					

(If necessary, use separate sheet of paper)

Address of Property Involved: _____

Lot(s) _____, Block(s) _____, Subdivision _____

General Location: _____

GENERAL DESCRIPTION OF REQUEST:

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 have authorization to act as the owner's agent for the herein described request.

OWNER

AGENT

Printed Name Of Owner

Printed Name Of Agent

Mailing Address

Mailing Address

City State Zip code

City State Zip code

Home Phone Work/Cell Phone

Home Phone Work/Cell Phone

Email

Email

Signature Of Owner

Signature Of Agent

If the property or properties listed above have more than one owner, please check this box. In the case of multiple owners, reverse side must be completed. Each additional owner will need to complete and sign the reverse side of this application. We can only accept applications with original signatures.

SECTIONS A. THROUGH G. MUST BE SUBMITTED FOR A COMPLETE APPLICATION.

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: _____

IMPORTANT NOTICE

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Planning Commission will not consider a request until all information is submitted and accurate.
2. 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 from the applicant is available for review by the staff and coordinating agencies.
3. Please see Page 6 of this application to determine the deadline dates for filing your application.

SUBMISSION REQUIREMENTS

- A. **Page one of this application, completed and signed.**
- B. **Proof of ownership** (Copy of deed or affidavit)
- C. If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.)
- D. The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. If you would like to have additional persons or property owners notified, please provide a list of **additional persons to be notified**.
- E. **Specification requirements.**

The general plan will be submitted in six black line copies in a sheet size no larger than **18 by 24 inches** and one copy no larger than **11 by 17 inches**. Where necessary, the plan may be on several sheets accompanied by an index sheet showing the entire subdivision. Two electronic versions of the general plan shall also be provided with the application in the form of an AutoCad .DWG file or .DXF 16-bit file.

The general plan shall contain the following information:

- ***Location map.*** A diagram showing the location of the proposed subdivision.

- ***Survey data.*** The boundary line of the subdivision with length and bearing of lines; section and corporation lines; contours at intervals of one (1) foot, based on a datum plan approved by the city engineer; where contours will not provide adequate information for drainage determinations, spot elevations in sufficient number to show drainage conditions shall be given.
- ***Miscellaneous data.*** Present tract designation according to the records of the county chancery clerk; the title or name under which the proposed subdivision is to be recorded, with name and address of the owner and the subdivider; notations giving scale, (true) north arrow, datum, benchmarks, date, (sic) engineer or land surveyor.
- ***Streets.*** The name, right-of-way width and location of streets and other public ways on and adjacent to the tract; the type, width and elevation of surfacing; any legally established centerline of elevations; walks, curbs, gutters, culverts and similar features; the name, right-of-way width and location of proposed streets, with their approximate grades and gradients, and similar data for alleys, if any.
- ***Lots and blocks.*** Lot lines, lot numbers and block letters, tabulation stating gross and net acreage of the subdivision, acreage of existing and proposed public areas within the tract, number of residential lots, typical lot size and lineal feet of proposed streets.

For Townhomes:

Minimum lot area shall be:

- First two (2) dwelling units - 3,800 sq. ft
- Each additional dwelling unit - 1,200 sq. ft.

Minimum lot width:

Fourteen (14) feet

Corner lots shall be determined based on the minimum requirement as set forth in Sec IV (D) (3) and (6) as set forth below:

(3) ***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 provide 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.

(6) *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.** Sites to be reserved or dedicated for parks, recreation areas, schools or other public uses; sites, if any for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
- **Utilities.** The location, size and invert elevation of sanitary and storm sewers; the location and size of water mains; the location of gas lines, fire hydrants, approximate locations of utility poles and streetlights; if water mains are not on or adjacent to the tract, the direction and distance to, and the size of, the nearest ones, showing invert elevation of sewers; the location of proposed utilities, if not shown elsewhere.
- **Easements.** The location, width and purpose of existing and proposed easements.
- **Building setback lines for townhomes.** Minimum building setback lines.

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: None for townhouses except that on corner lots the minimum side yard on the corner side shall be as described in corner building site above -Sec IV (D) (3) & (6). Also, the minimum side yard required for the townhouse unit located at the end of a row of townhouses shall be eight (8) feet from the exterior lot line.

Minimum rear yard setback: See Section III. Yards required for townhouses. Shall comply with district regulations.

- **Maximum height.** The maximum height measured from the foundation to the lower floor of the uppermost habitable level shall not exceed twenty (20) feet in R-1, R-2 and R-O districts. In all other zoning districts the maximum height is established in Section III, District Regulations.
- **Maximum lot coverage.** A townhouse dwelling including accessory structures shall not occupy more than seventy-five (75) percent of the lot area.
- **Townhouses** shall be constructed up to side lot lines without side yards and no windows, doors or other

openings shall face a side lot line except that the outside wall of end units may contain such openings.

- **Adjoining land.** The approximate direction and gradient of the ground slope, including any levees or embankments; the character and location of buildings, railroads, power lines, towers and other nearby residential land uses or adverse influences; and names of recorded subdivision plats of adjoining platted land by record name, date and number and the names of Record owners of adjoining unsubdivided land.
- **Other existing conditions.** The locations of watercourses, marshes, wooded areas, insolated preservable trees one (1) foot or more in diameter, buildings or structures and other significant features on the tract.
- **Proposed public improvements.** Highway or other major public improvements planned by public authorities for future construction on or near the tract.
- **Flood zone designations.** The location of all flood zone designations as shown on the latest Flood Insurance Rate Map.
- **Street names.** Street names must be provided on the General Plan and shall be coordinated with the City's E-911 representative. Street names shall conform to E-911 policies.
- **Parking spaces.** Minimum off-street parking spaces shall be as required in section IV, except where a townhouse lot is less than eighteen (18) feet in width the required parking spaces may be designed so as to allow vehicles to be parked in a vertical line and each space shall be at least eight (8) feet wide and eighteen (18) feet long.
- The **maximum length of a row of townhouses** shall not exceed two hundred twenty-five (225) feet. When an end unit of row houses does not side on a street, an open space or court of at least twenty (2) feet in width shall be provided between it and the adjacent row of townhouses. However, where two (2) rows of townhouses which together are less than two hundred twenty-five (225) feet in length and immediately adjacent to each other, this open space between the ends of the two (2) buildings may be reduced to a minimum of fifteen (15) feet.

Modifications Requested: Identify any variations from the subdivision regulations and state what is preventing you from meeting the standards or requirements of the regulations.

F. **Attendant items:** The general subdivision plan shall be accompanied by the following items:

- ***Protective covenants.*** A draft of the protective covenants whereby the subdivider proposed to regulate land use in the subdivision and otherwise protect the proposed development.
- ***Engineering plans.*** Profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk; and preliminary plan of sanitary and storm water sewers with grades and sizes indicated. All elevations shall be based on a datum plan that is mean gulf level.

- ***Subsurface conditions report.*** A report on the location and results of tests made to ascertain subsurface soil and groundwater conditions; depth groundwater, unless tests pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individual sewerage disposal systems are proposed.

G. **Cash or check** made payable to the City of Gulfport in the amount of **\$175.00 plus \$5.00 per lot.**



City of Gulfport
Zoning Board of Adjustments & Appeals & Planning Commission

2012 MEETING DATES & APPLICATION DEADLINES

Zoning Board and Planning Commission meetings are on Thursdays in the Council Chambers at the Gulfport City Hall located at 2309 15th Street. Zoning Board meetings begin at 3:00 p.m. and Planning Commission meetings begin at 4:30 p.m. You will be notified by letter of the time and location that your request will be considered.

Meeting Dates

Zoning Board	Planning Commission	Deadline Date
January 19, 2012	January 26, 2012	December 6, 2011
February 16, 2012	February 23, 2012	January 3, 2012
March 15, 2012	March 22, 2012	January 31, 2012
April 19, 2012	April 26, 2012	March 6, 2012
May 17, 2012	May 24, 2012	April 3, 2012
June 21, 2012	June 28, 2012	May 8, 2012
July 19, 2012	July 26, 2012	June 5, 2012
August 16, 2012	August 23, 2012	July 3, 2012
September 20, 2012	September 27, 2012	August 7, 2012
October 18, 2012	October 25, 2012	September 4, 2012
	November 15, 2012	October 2, 2012
	December 20, 2012	November 6, 2012

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. Meeting dates listed do not guarantee your application hearing date. The application is not considered complete until all required information is available for review from the applicant and coordinating agencies. Dates, time and location are subject to change without notice. The remaining dates will be forthcoming.