

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. We can only accept applications with *original signatures*.

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) _____ (WK/CELL) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

NAME OF OWNER (PRINT) _____

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

PHONE # (H) _____ (WK/CELL) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGN: _____

NAME OF OWNER (PRINT) _____

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

PHONE # (H) _____ (WK/CELL) _____

Important Notice

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Architectural Review Committee 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. All boxes will need to be *initialed by applicant* with required documentation before application can be accepted.

Submission Requirements

- Page one of this application, completed and signed.**
- Site plan.** Please note that approval of your request, in part, is based on your site plan.
 - The property lines and dimensions have been provided on the drawing.
 - All buildings and structures located on the property have been identified.
 - All dimensions of buildings and structures have been noted on the site plan.
 - All distances from the property lines to all the buildings and structures have been identified and noted on the site plan.
 - Street names have been provided which abut the property.
 - Traffic flow, parking and driveways have been identified.
 - If required buffer strips have been identified
 - Other pertinent information as needed to pictorially demonstrate the proposed development/use.
 - Provide Color Drawings.
- If applicable, notarized proof of **authority to act as agent for owner** (board resolution, etc.) or a contract that proves the ability to represent the owner.

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**.

- State hardship of why design standards cannot be met individually and thoroughly as a separate attachment.**

6. State whether the use proposed is permissible by right, with planning approval or by special exception with respect to uses of land or structures.

- I the owner/agent acknowledge this is a complete application**

City of Gulfport

Architectural Review Committee

2023 Meeting Dates & Application Deadlines

Architectural Review Committee meetings are on Thursdays in the Council Chambers at Gulfport City Hall located at 2309 15th Street.

Architectural Review Committee meetings begin at 3:00 p.m.

You will be notified by letter of the time and location that your request will be considered.

****Applicant or certified Agent is required to attend this meeting in order for the request to be heard.****

Application Deadline	Architectural Review Committee
January 31, 2023	February 9
February 27	March 9
April 3	April 13
May 1	May 11
May 30	June 8
July 3	July 13
July 31	August 10
September 5	September 14
October 2	October 12
October 30	November 9
December 4	December 14

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.