



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

# ARCHITECTURAL REVIEW

REQUESTED ACTION BY THE Architectural Review Committee  
(A separate submission form is required for each request)

- Architectural Design Review**
- Signs**

## TAX PARCEL NUMBERS


**Property Address:**

\_\_\_\_\_

\_\_\_\_\_

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision \_\_\_\_\_

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

**OWNER:**

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

**AGENT:**

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

**Name of Owner (PRINT)** \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Tax Parcel Number(s) Owned: \_\_\_\_\_

Signature: \_\_\_\_\_

**Name of Owner (PRINT)** \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Tax Parcel Number(s) Owned: \_\_\_\_\_

Signature: \_\_\_\_\_

**Name of Owner (PRINT)** \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Tax Parcel Number(s) Owned: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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 **11" by 17"** 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.

**Proof of ownership** (Copy of deed i.e., Warranty Deed or Quitclaim Deed)

If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.) (see page 9)

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**.

An **affidavit** stating the request is not in violation of restrictive or protective.

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

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