



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

**APPLICATION FOR
 PLANNING COMMISSION APPROVAL
 FOR A HOME OCCUPATION**

Property Information

TAX PARCEL #

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(If necessary, use separate sheet of paper)

For Staff Use Only

Case File #: _____

Date Received: _____

Receipt #: _____

Received By: _____

Zoning: _____

Ward: _____ Flood: _____

Size: _____

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

 Mailing Address

 City State Zip code

 Home Phone Work/Cell Phone

 Email

 Printed Name Of Agent

 Mailing Address

 City State Zip code

 Home Phone Work/Cell Phone

 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 reverse of this sheet to determine the deadline dates for filing your application.

SUBMISSION REQUIREMENTS

- A. **Page one of this application, completed and signed.**
- B. **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
 - Site plan will be no larger than 11” x 17”
 - Other pertinent information has been included.

- C. **Proof of ownership** (Copy of deed or affidavit)
- D. If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.)
- E. 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.**
- F. **Your supplemental application must address the following issues in a written statement:**

Explain how the site plan is appropriate with regard to:

- Transportation and access
- Water supply
- Waste disposal
- Fire and Police protection
- Other public facilities
- Why the proposal will not cause undue traffic congestion or create a traffic hazard
- Why the proposal is in harmony with the orderly and appropriate development of the district in which the use is located.

- G. **Complete the Home Occupation Checklist (See pages 5 & 6 attached)**
 - If the property in which the Home Occupation is to be conducted is rented, a signed letter from the property owner must be provided giving applicant permission to operate such Home Occupation on the premises.
- H. **Cash or check** payable to the City of Gulfport in the amount of **\$75.00.**



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.

CHECKLIST FOR HOME OCCUPATIONS

Owner's Name: _____

Address: _____

Phone: _____

If rented, then the name of owner or manager is required, along with a letter of approval from same: _____

Name of business or service to be used as home occupation: _____

Nature of business: _____

Please fill in all the appropriate blanks:

Hour of operation: 8:00 a.m. until 5:00 p.m. _____

Earlier than 8:00 a.m. _____

Give hours: _____

Later than 5:00 p.m.: _____

Give hours: _____

Method of conducting business: Telephone: _____

Mail order: _____

Person computer: _____

Appointment: _____

Traffic generation:

Is there any delivery of goods or products to the residence? _____

If so, specify the number and frequency of deliveries: _____

Described size of vehicle making deliveries: _____

Is service by appointment only or are there drop-by visits by customers or clientele? _____

Specify number and frequency of visits by clients and customers: _____

Is everything made, manufactured, or provided on site? _____

Is special equipment required in production? _____

If so, described it, giving size of motor, etc. _____

Are sales made from the premises? _____

If sales are made from other places, indicate on what basis:

Local stores on consignment: _____

Arts and crafts or flea markets: _____

Trade shows: _____

Other: _____

I certify the above to be true and accurate as it pertains to this application. I recognize that failure to comply with the assurances made in this application may result in the denial or removal of the permit after due notice and public hearing thereon.

By: _____

Date: _____