

PUBLIC HEARING APPLICATION
P O BOX 1898 (200 Forrest Street/39401)
HATTIESBURG, MS 39403-1898

Department of Urban Development
(601) 545-4594 or 545-4599 or FAX (601) 545-1962

PUBLIC HEARING TYPE REQUESTED:

Application for (check all appropriate types):

- Variance (details below) Use Permit (details below) Re-Zoning (details below)
- Subdividing of Lot, Parcel or Tract Overlay District
- Street or Alley Renaming Vacating Street or Alley
- Planned Unit Development Planned Residential Development

FOR VARIANCE ONLY:

Check all appropriate variance types:

- Sign Setback (front, side or rear _____) Off-site Parking
- Lot Width Lot Coverage Area Buffer Open Space
- Other

Land Development Code Article No.	<input style="width: 95%;" type="text"/>	Section	<input style="width: 95%;" type="text"/>	Staff Information – do not complete
	Article No.		Section	
	Article No.		Section	

FOR USE PERMIT UPON REVIEW ONLY:

Check Applicable Type:

- Auto Sales Barber/Beauty Shop Care Center (type _____)
- Digital Billboard, New Digital Billboard, Replacement Junk Yard
- Restaurant Telecommunications Other

Land Development Code Article No.	<input style="width: 95%;" type="text"/>	Section	<input style="width: 95%;" type="text"/>	Staff Information
------------------------------------------	------------------------------------------	----------------	------------------------------------------	------------------------------

FOR RE-ZONING ONLY:

Existing Zoning:

Proposed Zoning:

Public Hearing Contact Information Form

City of Hattiesburg - Planning Department

Note: A pre-application submittal must contain a completed Site Plan Pre-Application form and a concept plan drawn to scale.

Pre-Application Date:	Click here to enter a date.	Planner:	
Today's Date:	Click here to enter a date.		
Project Name:	<input type="text"/>		
Proposed Use(s):	<input type="text"/>		
Project Street Address:	<input type="text"/>		
PPIN Number(s) (If unknown, can be found on tax receipt):	<input type="text"/>		
Parcel Number(s):	<input type="text"/>		
Flood Zone(s):	<input type="text"/>	Historic District(s):	<input type="text"/>
Zoning District(s):	<input type="text"/>	Proposed Cost of the Project:	<input type="text"/> \$

Project Representative Information

Project Representative and Title: Applicant Property Owner Representative Agent Contractor

Architect Engineer Other (Specify):

Name: Company Name:

Phone: Fax: Email:

Mailing Address:

Name:

Applicant Property Owner Representative Agent Contractor Architect Engineer Other (Specify):

Phone: Fax: Email:

Mailing Address:

Name:

Applicant Property Owner Representative Agent Contractor Architect Engineer Other (Specify):

Phone: Fax: Email:

Mailing Address:

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE **APPLICANT** OF THIS PETITION,
ONLY IF DIFFERENT FROM THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **APPLICANT(s)** of the subject property located at

_____ ,
Street Address *City* *State*

on this the _____ day of _____, 20____.

Applicant

Applicant

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the within named

_____ ,

who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the _____ day of _____,
20____.

NOTARY PUBLIC

My Commission Expires:

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **OWNER(s)** of the subject property located at

Street Address *City* *State*

on this the _____ day of _____, 20____.

In the matter of this request, the property owner further authorizes the following named person to represent them at the public hearing on this petition.

on this the _____ day of _____, 20____.

Property Owner

Property Owner

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the within named

who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

PLANNING COMMISSION - PETITIONER REQUIRED SUBMITTAL INFORMATION

Deadline for applicant to file petition: _____ 12:00 p.m. (NOON)

Hattiesburg Planning Commission Meeting Date: _____ Time: 1:00 p.m.
(Always the first Wednesday of each month - you or your representative MUST attend)

There is a 10 day appeal period, required by State Law, between the Planning Commission Meeting and the City Council Meeting – appeals must be filed within this 10-day period which ends _____.

Council Agenda Review Meeting Date- you or your representative should attend): _____ Time: 4:00 p.m.

City Council Meeting (Vote) Date.- you or your representative May attend): _____ Time: 5:00 p.m.

There is an additional 10 day appeal period, required by State Law, after City Council Meeting, for all Variances and Use Permit upon Review which ends _____ and a 30 day appeal period for Zoning or Street closing/ re-naming, PRD’s, PUDs which ends _____. So, if approved by City no final site plan review approvals or building permits could be issued prior to these dates.

If an appeal is filed or the petition is tabled for any reason at any stage, the above listed dates would need to be revised.

The following paperwork MUST be attached to this application:

- _____ Site Diagram (11”x 17” minimum size): Drawing to scale prepared by professional engineer/surveyor showing lot dimensions, existing/proposed buildings, signs, parking areas, etc. (See site diagram example included with this application.)
- _____ Site Plan Review Committee, if needed.
- _____ Copy of entire Warranty Deed (filed and recorded at courthouse) with legal description granting title to current owner. (If the Warranty Deed covers a larger piece of property than the current project, a legal description for this project site only will also be required.)
- _____ Electronic copy of legal description ONLY, saved as Word or WordPerfect document OR emailed to gmaddox@hattiesburgms.com.
- _____ An affidavit attesting that the applicant or representing party (if other than owner) is acting on behalf of the owner(s) of record. The affidavit must be sworn to before a notary public or other appropriate official. (Included in owners signature page, or may be separate document)
- _____ A letter of approval/denial from all adjoining property owners must be obtained and submitted with application (Variance application only).
- _____ Other documents needed (per Planning Administrator).
 - _____ Maps of Digital Billboard Removal Sites _____ Maps of Digital Billboard Replacement sites
 - _____ Documentation on measurements _____ Other _____
- _____ Payment to the City of Hattiesburg for filing application in the amount of \$_____.

You will be responsible for posting a sign (prepared by Urban Development Staff) a minimum of fifteen (15) days prior to the hearing date, and for maintaining it for the duration of the public hearing process.

Required Fees

All fees adopted by Ordinance Number 2977, adopted January 22, 2008, as amended. This is an excerpt from that ordinance:

Public Hearing Fees:

Variance (includes Concept Site Plan Review) -----	\$ 175.00 per application and one Variance request; plus \$50.00 for each additional variance request within same application
Street/Alley Naming or Re-Naming -----	\$300.00 per application, plus \$100.00 per required street name sign if approved*
*Fees for replacement street signs shall be paid after City Council approval, but prior to effective date.	
Street/Alley Closing -----	\$300.00 per application
Use Permit on Review -----	\$200.00 per application
Zoning Change -----	\$400.00 per application* (*see PUD or PRD & zoning package rate)
Planned Unit Development (PUD) or Planned Residential Development (PRD) -----	\$400.00 per application (*see PUD or PRD & zoning \package rate) Or (**see PUD or PRD & Subdivision of Land package)
Planned Unit Development (PUD) or Planned Residential Development (PRD) with Zoning Change package* -----	\$600.00 per package application
Subdivision of Land (Preliminary Plats) -----	\$225.00 per application, plus \$10.00 for each created lot (**see PUD or PRD & Subdivision of Land package rate)
Note: Final Plats must be submitted to the governing body for approval within 12 months of approval of preliminary plats, in accordance with Section 109.6 of the Land Development Code.	
Planned Unit Development (PUD) or Planned Residential Development (PRD) with Subdivision of Land package ** -----	\$500.00 per application, plus \$10.00 for each created lot (**see PUD or PRD & Subdivision of Land package rate)
Change in Land Development Code Text -----	\$200.00 per application
Appeal Fees for Proponent or Opponent appeals to City Council ---	\$50.00 per appeal
Exempt from fees – Established Neighborhood Associations	
Cancellation / Re-notification fee on any public hearing process (Planning Commission or City Council) that is tabled or cancelled at the owner/developer's request -----	\$50.00 (per each 100 mailing labels)

ALL ITEMS, EXCEPT SINGLE-FAMILY RESIDENTIAL SINGLE LOTS, MUST GO THROUGH SITE PLAN REVIEW PROCESS UPON APPROVAL OF PUBLIC HEARING APPLICATIONS AND THE FOLLOWING ADDITIONAL FEES WILL APPLY:

Plan Review Fees:

Site Plan Review is required for all development, EXCEPT owner/occupied single-family residential, and those determined by the Building Official to be un-applicable. Note: The public hearing fees include one Concept Review for those actions that require Site Review:

New construction reviews, including billboards/LED signs –
(includes initial submittal and 2 re-submittals) ----- \$200.00 for first acre, plus
\$30.00 for each additional acre, or fraction thereof, of development

Expansion or renovation construction reviews
(includes initial submittal and 2 re-submittals) ----- \$100.00 for first acre, plus
\$30.00 for each additional acre, or fraction thereof, of development

Fourth and subsequent new, expansion or renovation Construction reviews --
\$ 50.00 each additional submittal

Expedient Process Lot Subdivision (up to 3 commercial lots) ----- \$150.00

Concept Review (general layout review only) ----- \$ 50.00

New use type(s) in existing building(s) ----- \$ 50.00

Make all checks payable to the City of Hattiesburg