



**CITY OF LONG BEACH**  
**201 Jeff Davis Avenue / PO BOX 929**  
**Long Beach, MS 39560**  
**(228) 863-1554 office**  
**(228) 863-1558 fax**

<b>Office use only</b>	
Date Received	_____
Zoning	_____
Agenda Date	_____
Check Number	_____

**I. TYPE OF CASE: ZONE CHANGE REQUEST**

II. Advalorem Tax Parcel Number(s): \_\_\_\_\_

III. Address of Property Involved: \_\_\_\_\_

IV. Statement clearly explaining the request being made for case review. (Attach supplemental pages if necessary.)  
 \_\_\_\_\_  
 \_\_\_\_\_

**V. REQUIRED ATTACHMENTS:**

- A. **Interest and Ownership.** The applicant's name, address and interest of every person, firm or corporation represented by the applicant in the application, the name of the owner or owners and their respective addresses of the entire land area proposed to be changed in classification or to be included within the structures then existing thereon, and sufficient evidence to establish that the applicant has the right of possession to the land area and structures, the names and address of all owners of adjacent property (exclusive of the width of intervening streets, alleys, or bodies of water). Claims of support or "no objection" from owners of adjoining property should be substantiated in writing or by the appearance of such owner(s) at the hearing. Such support is usually considered material but not conclusive.
- B. **Survey and Site Plan.** If the proposed amendment would require a change in the Zoning Map, a site plan showing the land area which would be affected, easements bounding and intersecting the designated area, the locations of existing and proposed structures with supporting open facilities, and the ground area to be provided and continuously maintained for the proposed structure or structures;
- C. **Development schedule.** The time schedule for the beginning and completion of development planned by the applicant in the area, if the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.
- D. **Effect of Amendment.** A report giving the nature, description and effect of the proposed amendment, if the proposed amendment would require a change in the Zoning Map, description of the probable effect on the surrounding land uses and properties.
- E. **Error.** The error in the Ordinance that would be corrected by the proposed amendment, if the intent is to correct an error.
- F. **Recorded Warranty Deed.** A deed which includes a legal description of the specific piece of property involved in the request. If, several parcels are included in a request, individual parcel deeds AND a composite legal description of all parcels involved in the request must be provided.
- G. **Fee.** Attach a check in the amount of \$100.00. This check should be made payable to the **City of Long Beach** to cover administrative cost. You will also be responsible to actual costs, such as advertising and mailing incurred with the processing of your application.

**\*\*\*NOTE\*\*\* APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE LISTED DOCUMENTS.**

**VI. OWNERSHIP AND CERTIFICATION:**

**READ BEFORE EXECUTING,** Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf, provided said representative has been properly designated to speak on the applicant's behalf either by written permission or oral designation by the applicant at the Public Hearing. If a continuance is to be granted, the applicant must request same in writing a minimum of seven (7) days in advance of the scheduled public hearing. The applicant acknowledges that, in signing this application, all conditions and requirements inherent in the process have been fully explained and understood, including the timetable for processing the application, the completed application with all necessary documents and payments must be returned to the Planning office not later than 21 days before the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of each month. Receipt of fee(s) does not constitute receipt of a completed application.

**Ownership:** I the undersigned due hereby agree to all the rules and regulations as set forth in the Long Beach Zoning Ordinance and also agree to pay all fees and charges as stated.

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

\_\_\_\_\_  
 Name of Agent (PRINT)

\_\_\_\_\_  
 Owner's Mailing Address

\_\_\_\_\_  
 Agent's Mailing Address

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

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

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Signature of Rightful Owner              Date

\_\_\_\_\_  
 Signature of Agent                              Date