

ZONING APPLICATION

CITY OF FLOWOOD, MISSISSIPPI

2101 AIRPORT ROAD
P.O. BOX 320069
FLOWOOD, MISSISSIPPI 39232-0069

PHONE 601-939-4279
FAX 601-420-3332

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**CITY OF FLOWOOD
ZONING ACTION APPLICATION
P.O. BOX 320069
FLOWOOD, MISSISSIPPI 39232
PHONE-601-939-4279
FAX-601420-3332**

REQUEST FOR: **REZONING** **CONDITIONAL USE** **VARIANCE** **TEMPORARY USE**
(check all that apply)

PROPERTY ADDRESS/LOCATION:

CURRENT ZONING: _____ **PROPOSED ZONING:** _____

CURRENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

**LEGAL DESCRIPTION AND PLOT OF PROPERTY
(ATTACH A SEPARATE SHEET IF NECESSARY):**

TAX PARCEL NUMBER(S): _____
(IF APPLICABLE)

APPLICANT(S) INFORMATION

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PH. NUMBER: () _____ **FAX NUMBER: ()** _____

PROPERTY OWNER(S) INFORMATION (IF DIFFERENT FROM APPLICANT):

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PH. NUMBER: () _____ **FAX NUMBER: ()** _____

ATTORNEY/REPRESENTATIVE INFORMATION

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PH. NUMBER: () _____ FAX NUMBER: () _____

IT IS UNDERSTOOD AND AGREED BY THE APPLICANT THAT PERMISSION IS HEREBY GRANTED TO THE CITY, ITS REPRESENTATIVES AND OTHER RELEVANT AGENCIES FOR ACCESS TO SAID PROPERTY FOR INSPECTIONS, INVESTIGATIONS, AND EVALUATIONS FOR THE PURPOSE OF PREPARING STAFF REPORTS.

The above information is true, correct, and complete to the best of my knowledge.

SIGNATURE(S)

APPLICANT(S)

PROPERTY OWNER(S) (IF DIFFERENT FROM APPLICANT)

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the undersigned authority in and for the said county and state, on the ___ day of _____, 2008, within my jurisdiction, the above named party(ies), who acknowledged that he/she executed the above and foregoing instrument as his/her voluntary act and deed and is authorized to do so.

NOTARY PUBLIC

My Commission Expires:

**INSTRUCTIONS AND GENERAL INFORMATION
FOR FILING ZONING APPLICATION**

ALL REQUESTS WITH SUPPORTING DOCUMENTS MUST BE FILED WITH THE ZONING OFFICE BY THE FILING DEADLINE (SEE ATTACHED SCHEDULE) IN ORDER TO BE HEARD BY THE MAYOR AND BOARD OF ALDERMEN. A MEETING WITH A REPRESENTATIVE OF THE ZONING OFFICE IS HIGHLY RECOMMENDED PRIOR TO FILING AN APPLICATION.

CHECKLIST FOR COMPLETED APPLICATION PACKAGE:

- 1. APPLICATION (COMPLETED, SIGNED AND NOTARIZED)**
- 2. STATEMENT OF INTENT**
- 3. ANY PREPARED STATEMENT THAT WILL BE GIVEN AT THE PUBLIC HEARING AND ALL EVIDENCE THAT IS TO BE PRESENTED AT THE PUBLIC HEARING**
- 4. LOCATION MAP**
- 5. COPY OF TAX MAP SHOWING PROPERTY BEING CONSIDERED FOR ZONING ACTION, AND PROPERTY WITHIN 160 FEET OF PROPERTY BEING CONSIDERED**
- 6. LIST OF PROPERTY OWNERS WITHIN 160 FEET OF PROPERTY BEING CONSIDERED FOR ZONING ACTION AND CERTIFIED MAIL RECEIPT SHOWING APPROPRIATE NOTICE OF THE PUBLIC HEARING**
- 7. COPY OF LETTER OF NOTIFICATION TO BE PUBLISHED**
- 8. APPLICATION FEE (\$300.00)**

*****APPLICATION FEES ARE NOT REFUNDABLE*****

CONTACT THE ZONING OFFICE FOR MORE INFORMATION

PHONE: 601-939-4279

FAX: 601-420-3332

**SCHEDULE FOR FILING DEADLINES & MEETING TIMES FOR
ZONING ACTION APPLICATION**

APPLICATION FILING DEADLINE FRIDAY 1:00 P.M.¹	SUBMITTING PUBLICATION DEADLINE²	DATE OF PUBLICATION	PUBLIC HEARING MONDAY 6:30 P.M.³
January 18, 2008	January 25, 2008	January 31, 2008	February 18, 2008
February 15, 2008	February 22, 2008	February 28, 2008	March 17, 2008
March 21, 2008	March 28, 2008	April 3, 2008	April 21, 2008
April 18, 2008	April 25, 2008	May 1, 2008	May 19, 2008
May 16, 2008	May 23, 2008	May 29, 2008	June 16, 2008
June 20, 2008	June 27, 2008	July 3, 2008	July 21, 2008
July 18, 2008	July 25, 2008	July 31, 2008	August 18, 2008
August 15, 2008	August 22, 2008	August 28, 2008	September 15, 2008
September 19, 2008	September 26, 2008	October 2, 2008	October 20, 2008
October 17, 2008	October 24, 2008	October 30, 2008	November 17, 2008
November 14, 2008	November 21, 2008	November 27, 2008	December 15, 2008
December 19, 2008	December 26, 2008	January 1, 2009	January 19, 2009

¹ The application with all exhibits must be fully completed by the application filing deadline in order to have the public hearing on the corresponding date.

² Official publication must be in the Rankin Record. The Rankin Record office is located at 634 Grants Ferry Road, Flowood, MS, Phone # 601-992-4869.

³ Public Hearings are held at Flowood City Hall, located at 2101 Airport Road, Flowood, MS.

NOTIFICATION TO PROPERTY OWNERS

Property Owner within 160 Feet

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Parcel Number:

Request For: **REZONING** **CONDITIONAL USE** **TEMPORARY USE** **VARIANCE**
(CHECK ALL THAT APPLY)

Property Address/Location:

Please Take Notice that _____
Applicant(s) Name(s)

Has/Have filed an application on the subject property as shown above.

This property presently carries a Zoning Classification of
_____.

The Applicant is seeking a Zoning action requesting
_____.

The proposed use of the property is
_____.

A PUBLIC HEARING WILL BE CONDUCTED ON: DATE: _____ **TIME: 6:30 P.M.**

PLACE: FLOWOOD CITY HALL, 2101 AIRPORT ROAD, FLOWOOD, MS

OR ON A SUBSEQUENT DATE TO WHICH THE MATTER MAY BE CONTINUED. AS ONE OF THE OWNERS OF PROPERTY LOCATED WITHIN ONE HUNDRED SIXTY (160) FEET OF THE ABOVE DESCRIBED PROPERTY, YOU ARE REQUIRED TO BE NOTIFIED OF THE REQUEST. YOU HAVE THE RIGHT TO BE PRESENT AT THE HEARING AND TO MAKE ANY STATEMENT OR TO OFFER ANY EVIDENCE CONCERNING THE SUBJECT APPLICATION WHICH YOU MAY DEEM NECESSARY. FAILURE TO APPEAR AND PRESENT EVIDENCE MAY RESULT IN THE GRANTING OF THE REQUESTED ORDER. INFORMATION IS AVAILABLE AT THE ZONING OFFICE LOCATED AT FLOWOOD CITY HALL, 2101 AIRPORT ROAD, FLOWOOD, MISSISSIPPI, OR PHONE 601-939-4279.

(APPLICANT)

(APPLICANT)

**PROPERTY AND PROPERTY OWNERS WITHIN 160 FEET (EXCLUDING STREET
RIGHT OF WAYS) OF PROPERTY BEING CONSIDERED FOR ACTION AND
SERVED NOTICE BY CERTIFIED MAIL.**

PROPERTY PARCEL NUMBER	PROPERTY OWNER OR REPRESENTATIVE	OWNER'S MAILING ADDRESS

NOTIFICATION REQUIREMENTS

All property owners within one hundred sixty (160) feet radius of the subject property, excluding the width of the streets, must be notified concerning the request for zoning actions; indicating the time, date, and location of the public hearing before the Mayor and Board of Aldermen. Failure to notify all property owners will constitute invalid notice, and the application will be dismissed or postponed. Verification of property ownership within one hundred sixty (160) feet of the subject can be obtained from the Tax Rolls in the County Tax Assessor's Office, located at 211 East Government Street, Suite C, Brandon, Mississippi.

Notification to the property owners must be provided by certified letter, mailed to the property owners. A list bearing the names of all property owners within the stated area and a copy of each letter sent to the property owners by certified mail must be filed with the zoning application. Also, the certified postal receipts must be delivered to the zoning office prior to the public hearing.

A **legal advertisement** notifying the public of the proposed zoning action must be prepared by the applicant. The applicant will be responsible to pick up the approved letter of publication and deliver to the Rankin Record located at 634 Grants Ferry Road, Flowood, Mississippi and to pay all costs for the advertisement. The proof of publication must be filed with the zoning office prior to the day of the hearing.

A **sign** informing the public of the requested zoning action will be placed on the property by the zoning office prior to the hearing. After a hearing has been held or a determination made, the sign may be removed from the subject property by the zoning office, or it may remain until the case is finalized, if necessary. If the sign is removed by the applicant before the hearing, the action will constitute a withdrawal by the applicant, and the case will not be heard at the next scheduled hearing.

Appearance:

The applicant or representative must appear before the Mayor and Board of Aldermen during the public hearing for zoning actions to explain the request and answer any questions. All evidence to be presented to the Mayor and Board of Aldermen at the public hearing and any prepared statement must be submitted to the zoning office upon submitting the application. Both applicant and protestant may call individuals to speak on their behalf. Legal counsel is not required but may be in an applicant's best interest.

All data submitted becomes the property of the City as a part of the permanent file in the zoning office.

Withdrawals:

A letter to the zoning office shall be sent if the application is withdrawn.

DEFINITIONS

- **REZONING** - CHANGING A PROPERTY'S ZONING CLASSIFICATION FROM ONE ZONING DISTRICT TO ANOTHER ZONING DISTRICT
- **CONDITIONAL USE** - A USE NOT OTHERWISE PERMITTED IN A PARTICULAR ZONING DISTRICT BUT AUTHORIZED BY THE MAYOR AND BOARD OF ALDERMEN IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE IV OF THE CITY OF FLOWOOD'S ZONING ORDINANCE.
- **VARIANCE** - A RELAXATION OF THE TERMS OF THE ZONING ORDINANCE WHERE SUCH WILL NOT BE CONTRARY TO THE PUBLIC INTEREST AND WHERE, OWING TO CONDITIONS PECULIAR TO THE SUBJECT PROPERTY, A LITERAL ENFORCEMENT OF THE ORDINANCE WOULD RESULT IN UNNECESSARY AND UNDUE HARDSHIP. AS USED IN THIS ORDINANCE, A VARIANCE IS AUTHORIZED ONLY FOR HEIGHT, AREA, AND SIZE OF LOT, YARDS, AND OPEN SPACES; ESTABLISHMENT OR EXPANSION OF A USE OTHERWISE PROHIBITED SHALL NOT BE ALLOWED BY VARIANCE.
- **TEMPORARY USE** - A USE ESTABLISHED FOR A FIXED PERIOD OF TIME WITH THE INTENT TO DISCONTINUE SUCH UPON THE EXPIRATION OF THE TIME PERIOD. A TEMPORARY USE SHALL NOT BE AUTHORIZED FOR A PERIOD EXCEEDING ONE (1) YEAR.