

## PROCEDURE FOR PUBLIC HEARING APPLICATION

### CONDITIONAL USE

- A. Complete application form.
  - (1) Applicant must be owner of property or agent of the owner.
  - (2) Include any required attachments.
- B. Submit fee to cover administration/advertisement costs as follows:
  - (a) Conditional Use.....\$251.00  
(Includes \$1.00 filing fee per MS Code §25-60-5)
- C. Sufficient applications submitted by the third Tuesday of one month will be placed on the Planning Commission's agenda for the second month after submittal.
- D. Public Notice will be published in a local paper of general circulation not less than fifteen (15) days prior to the date for the public meeting before the Planning Commission. All properties within 250 feet of the property under consideration will be notified by first class mail. Such notices will be mailed not less than fifteen (15) days prior to the public hearing. The Planning Director will submit the findings and the recommendations of the Planning Commission to the City Clerk not later than one (1) week prior to the next available Council meeting for placement on the City Council Agenda.
- E. The Gautier City Council will act on the application at the next available time on their agenda before final approval or rejection of application.
- F. If approved, application for the proper permit for the use intended shall be made through the City of Gautier Planning Department.

GAUTIER, MISSISSIPPI  
PLANNING DEPARTMENT

## CONDITIONAL USE APPLICATION

Public Hearing Number

TO BE HEARD BY GAUTIER PLANNING COMMISSION AND CITY COUNCIL:

	<u>FEE:</u>
Conditional Use - Major _____	\$251.00

TO BE HEARD BY PLANNING DIRECTOR:

	<u>FEE:</u>
Conditional Use - Minor _____	\$251.00

\*Includes \$1.00 filing fee per MS Code §25-60-5

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Mailing Address (if Different): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Proposed Use Requiring Conditional Use: \_\_\_\_\_ (Refer to Article V, UDO)

Proposed Location is: ☐ New Build ☐ Existing (with no modifications) ☐ Existing (with proposed modifications)

ATTACHMENTS REQUIRED AS APPLICABLE:

- \_\_\_\_\_ 1. Answers to the Criteria for Approval (see attached).
- \_\_\_\_\_ 2. Project Narrative (see attached).
- \_\_\_\_\_ 3. Diagram of intended use (see attached).
- \_\_\_\_\_ 4. Copy of protective covenants or deed restrictions, if any.
- \_\_\_\_\_ 5. Copies of approvals, or requests for approval, from other agencies, such as, but not limited to, the Mississippi State Department of Health, U.S. Army Corp of Engineers, Mississippi Department of Environmental Quality and Department of Marine Resources.
- \_\_\_\_\_ 6. Any other information requested by the Planning Director.
- \_\_\_\_\_ 7. Owner's Consent form if anyone other than 100% sole owner makes application (see attached).

Signature of Applicant(s): \_\_\_\_\_ Date of Application: \_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Verify as Complete \_\_\_\_\_

Fee Amount Received \_\_\_\_\_ Initials of Employee Receiving Application \_\_\_\_\_

I, \_\_\_\_\_, the fee simple owner(s) of the following described property:

Address:
Parcel ID No.:

hereby petition to the City of Gautier to *Grant a Conditional Use Major or Minor of* \_\_\_\_\_ (state proposed use from Article V of the Unified Development Ordinance) at the above reference property and affirm that \_\_\_\_\_ (name of agent) is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand this application; attachments and fees become part of the official records of the City of Gautier, MS, and are not returnable.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Owner's Signature)

Notary Information:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
(Printed Name of Notary Public)

\_\_\_\_\_  
(Signature of Notary Public)

Commission # \_\_\_\_\_. My commission expires \_\_\_\_\_.

(Notary's Seal)

**CONDITIONAL USE CRITERIA FOR APPROVAL** - Complete either the Major Conditional Use section or Minor Conditional Use Section below. If more room is needed, answers can be provided on a separate sheet of paper.

### **MAJOR** CONDITIONAL USE CRITERIA FOR APPROVAL

1. Is the proposed use listed in the list of possible Conditional Uses in the particular Zoning District?
2. Please describe how the project is compatible with the character of development in the vicinity relative to (a) density, bulk, and intensity of structures, (b) parking, and (c) other uses. Please attach parking plan, site plan, architectural rendering, or other plans.
3. Will your project negatively affect neighboring property values or pose a real or perceived threat to citizens? Explain.
4. Will your project adversely affect vehicular or pedestrian traffic in the vicinity? Explain.
5. Can the proposed use be accommodated by existing or proposed public services and facilities including, but not limited to, water, sanitary sewer, streets, drainage, police and fire protection, and schools?
6. Is the proposed use in harmony with the Comprehensive Plan? Explain how.
7. Does the proposed use pose a hazardous, detrimental, or disturbing affect, either real or perceived, to present surrounding land uses due to noises, glare, smoke, dust, odor, fumes, water pollution, vibration, electrical interference, or other nuisances? Explain.
8. Does the use conform to all district regulations for the applicable district in which it is located, or have other provisions been provided for? Explain.

### **MINOR** CONDITIONAL USE CRITERIA FOR APPROVAL

1. Is the proposed use substantially compatible with other uses in the area, including factors relating to the nature of its location, operation, building design, site design, traffic characteristics, and environmental impacts? Explain.
2. Will the proposed use be materially detrimental to the health, safety, and general welfare of the public or otherwise injurious to the environment or to the property or improvements within the area? Explain.
3. Is the proposed use consistent with the Comprehensive Plan? Explain how.
4. Is the proposed use in conformance with specific site location, development, and operation standards as required by this Ordinance? Explain.

**CONDITIONAL USE NARRATIVE** – Describe the proposed project in detail. Include all types of business activities that will be conducted on-site, any out-door storage or seating proposed, anticipated traffic, access for pick-up/delivery vehicles, proposed improvements, etc. Use the space below or provide a separate type written sheet of paper and attach. Staff will provide guidance as needed on additional information needed in the narrative.

## NARRATIVE

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

**CONDITIONAL USE DIAGRAM** – Provide a diagram of the project site. In cases where certain requirements such as parking are triggered by aspects of the interior of the building, the interior building layout will need to be provided also. Include location and dimensions of property lines, buildings, parking spaces, outdoor storage areas, outdoor seating areas, signage, landscape areas, driveways, loading/unloading areas, limits of paving, exterior elevations (if changes are proposed), entrance/exit locations. Include the whole site. Use the space below or provide separate drawings. Staff will provide guidance as needed on additional information needed on the diagram.

**DIAGRAM**

A large rectangular area filled with a uniform grid of small squares, intended for drawing a diagram.