



City of Ocean Springs
Planning Department
PO Box 1800
Ocean Springs, MS 39564
(228) 875-4415

VARIANCE REQUEST APPLICATION

Per the adopted fee schedule, the following application fees apply:

Application Fee Required: **\$51.00*** (*NON-REFUNDABLE*)

*Ordinance 2022-17 following the requirements of Section 25-60-5 MS Code Annotated, \$1.00 fee included

Applicant is responsible for all public mailer fees. Must be paid prior to Zoning & Adjustment Board Meeting.

Application Date: _____ ***Applications are due by the 7th of each month.***

Name of Rightful Owner(s): _____

Name of Applicant (if different than Owner): _____

Property Address: _____

PIDN: (list all applicable) _____

1. Applicant: _____ Phone: _____

Address: _____ Email: _____

2. Owner of Record: _____ Phone: _____

Address: _____ Email: _____

Please note:

The variance application shall state fully the special conditions and circumstances applying to the building or other structure or land for which such variance is sought. The application shall demonstrate that the existing conditions and circumstances are such that the strict application of the provisions of the Unified Development Code provisions would deprive the Applicant of reasonable use of said land, building, or structure, equivalent to the use made of lands, buildings, or structures in the same district and permitted under the terms of this provision and that the peculiar conditions and circumstances are not the result of the actions of the Applicant.

ANSWER ALL QUESTIONS BELOW:

1. Current Zoning classification of property: _____

2. Current Ward Number the property is located in: _____

3. State the type of variance request you are requesting: (setback, height, parking, etc.)

4. State the minimum requirements of the Unified Development Code (UDC) and how are you requesting to vary. Please explain:

4. Does a special condition or circumstance peculiar to the property exist which rises to a level that warrants the amount of variance relief requested? Please explain: _____

5. Was the hardship self-created? Please explain: _____

6. Provide justification of the variance request. Justification must include exceptional narrowness, shallowness, shape of a specific piece of property, exceptional topographical conditional, or other extraordinary situation. You may submit pictures to support your application: _____

ATTACHMENTS REQUIRED (initial each box or N/A if not applicable):

- _____ 1. **\$51.00*** Application Fee.
- _____ 2. Site plan of the subject property with all dimensions as applicable.
- _____ 3. Legal description; street address.
- _____ 4. Copy of protective covenants or deed restrictions, if any.
- _____ 5. Warranty Deed (Proof of Ownership)**

*****All property owners must sign the application. You may include additional signature pages if needed.***

*****If the applicant is authorized to represent property owner, the applicant must provide documentation signed by the property owner.***

Affidavit of Ownership *(if multiple owners, each owner must complete separate pages)*

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Records of Deeds (Chancery Clerk) office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

I, (print name) _____, hereby certify that:

1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
2. There are no outstanding City of Ocean Springs property taxes or special assessments on the original parcel(s).

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: _____

Parcel ID(s): _____

Date Property Acquired Date: _____

Book and Page of Each Conveyance: _____

Owner's Signature _____ Date _____

STATE OF _____

COUNTY OF _____

I _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address _____

Subscribed and sworn before me this _____ day of _____.

My commission expires:

Notary Signature