

**CITY OF SOUTHAVEN
CONDITIONAL USE APPLICATION**

As owner, agent or attorney (indicate which), it is requested that the property located in Southaven, Mississippi described as follows:

Location, size and address if possible: _____,

Zoned _____ be considered for a Conditional Use in the Southaven Zoning Regulations for the following reasons:

OWNER Name: _____ Address: _____ Phone: _____	APPLICANT Name: _____ Address: _____ Phone: _____
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THE APPLICATION SHALL BE ACCOMPANIED BY:

1. Plat of the property sought to be considered, 8 ½ x 11 inches.
2. The application with plats, description, and letter of support* shall be filed with the Planning Department. The law requires the Commission to hold a Public Hearing, giving 15 days notice in the newspaper, therefore, the application must be submitted by the first working day of the month. The meeting will be the last Monday of the month.
3. **Two (2) copies each collated shall be submitted and a digital copy (PDF, dwg, ipeg, etc.)**
4. Application fee of \$200.00.
5. Site posting of the subject property as described on the following pages.

***NOTE: IN SUPPORT OF THIS APPLICATION, YOU MUST SHOW IN DETAIL, THAT THE FOLLOWING WILL BE COMPLIED WITH:**

- a. Does not substantially increase traffic hazards or congestion.
- b. Does not substantially increase fire hazards.
- c. Does not adversely affect the character of the neighborhood.
- d. Does not adversely affect the general welfare of the City.
- e. Does not overtax public utilities or community facilities.
- f. Does not conflict with the Comprehensive Plan.

THIS APPLICATION MUST BE COMPLETED AND ALL INFORMATION PROVIDED WHEN FILED IN ORDER TO BE ACCEPTED FOR PRESENTATION TO THE COMMISSION.

Signature of applicant

Date

SITE POSTING

The City of Southaven now requires site posting for rezoning, PUD amendments, conditional use permits and variances. Site posting instructions are as follows:

1. Post site at least 15 days prior to date of first public hearing. Maintain posting until final City of Southaven Board of Aldermen hearing. Remove following City Board decision.
2. You may use the sign vendor of your choice.
3. **Fifteen days prior to hearing** send to Planning Office:
 - Copy of contract with vendor
 - Notarized affidavit of posting
 - Photo of sign posted on site

SITE POSTING SPECIFICATIONS

CITY OF SOUTHAVEN (1" letters) PUBLIC NOTICE (1" letters) ZONING HEARINGS (4: letters) City Hall (1" letters) 8710 Northwest Drive (1" letters) Southaven, MS 38671 (1" letters) PLANNING COMMISSION: (TIME AND DATE) (1 ½" LETTERS) BOARD OF ALDERMEN: (TIME AND DATE) (1 ½" LETTERS) REQUEST: (1" LETTERS) LOCATION: (1" LETTERS) APPLICANT: (1 ½" LETTERS) PHONE NUMBER: (1 ½" LETTERS) Case File Available at City of Southaven (2" letters) 662-393-0111 (2" letters) Posting Date: (1" letters) Penalty for removing or defacing sign prior to date of last hearing. (1" letters)
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1. 4 x 4 in size.
2. Laminated plywood or MDO board
3. Front, back and all edges painted with two coats of cardinal red acrylic exterior enamel.
4. White letters sized per above (decals).
5. Sign attached with 6 screws to 2 –4" x 4" x 8' poles.
6. If the provisions of this policy are not met, the application shall be tabled or denied.

AFFIDAVIT OF POSTING

PROJECT NAME _____

LOCATION _____

SITE POSTING DATE _____

APPLICANT NAME: _____

In order to provide adequate notice to interested parties, the APPLICANT for shall erect, not less than fifteen calendar days prior to the date of public hearing, notice of the date, time and place of each public hearing and a summary of the request. Such notice will be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND TO MAINT THE NOTICE ON THE SUBJECT PROPERTY until final disposition of the case. The Planning Director shall determine the number of location of notices.

I confirm that the site has been posted as indicated by the Planning Director for the case as listed above. Polaroid pictures of site posting have been submitted.

Applicant Signature

Date

This instrument was acknowledge before me this ____ day of _____, _____ by _____
_____. In witness whereof I hereunto set my hand and official seal.

NOTARY PUBLIC

My commission expires _____

Return completed, notarized affidavit AND pictures to the Office of Planning and Development AT LEAST 15 DAYS PRIOR TO PLANNING COMMISSION HEARING.

Office of Planning and Development
8710 Northwest Dr.
Southaven, MS 38671
(662) 393-0111