



APPLICATION FOR CASE REVIEW

City of Long Beach, PO Box 929/201 Jeff Davis Avenue 39560 (228)863-1554 Fax
(228)865-0822

Shaded Areas for Staff ONLY		Agenda Date:			
TO BE COMPLETED BY APPLICANT (Front and Back of each page)		DATE:			
Name of Rightful Owner:		Name of Applicant (if different than Owner)			
Property Address:			Ward Number		
Tax Parcel Identification Number(s):					
Mailing Address of Property Owner:			Mailing Address of Applicant (if different than owner):		
City			City		
State			State		
Zip			Zip		
County			County		
Telephone: ()			Telephone: ()		
PROPERTY INFORMATION:					
Property Size (Please give in acres or by dimension):					
Present Zoning Classification					
Flood Zone(s) of Property:					
		<u>North</u>	<u>South</u>	<u>East</u>	<u>West</u>
Property is most nearly bounded by what streets?					
If property directly fronts or is adjacent one of the streets above please indicate with a X.					
TYPE OF CASE REQUEST (A separate supplement form is required for each):					
Zoning Change (\$100.00 + administrative fees)					
Planning Commission Approval (\$50.00 application)					
Special Exception Use (\$100.00 + administrative fees)					
Variance Request (\$100.00 + administrative fees)					
Plat Approval - () Sketch (\$50.00 application fee) () Preliminary () Final – Please provide a blue line of the proposed plat. FEES for Preliminary & Final plat approval as follows: 2-3 lots \$100 / 4-10 lots \$150 / 11-50 lots \$300 / 50-100 lots \$400 / 100+ lots \$500)					
A Decision of the Building Official is Alleged to be in Error (\$50.00 application fee)					
Interpretation of the Zoning Ordinance					
Home Occupation (attach copy of Deed or lease) (\$80.00 application fee) Skip to page 4					

VARIANCE SUPPLEMENTAL APPLICATION

(complete for VARIANCE request ONLY)

Describe any special condition that justify the granting of this variance request and that are peculiar to the property and do not apply to other properties in the general area. What are the reasons for the variance and why the applicant cannot meet the stated code requirement? _____

Describe how the special condition discussed in #1 above is not the result of actions taken by the applicant. Show that the applicant did not cause the need for this variance request. _____

Show that an unnecessary hardship exists due to the character of the property and that this hardship makes the request for the variance necessary. State what hardship is caused if the applicant is required to meet code requirements? What is the result of this hardship? What would result if the Zoning Board denied this request? _____

Show that denial of this request will deprive the applicant of rights commonly enjoyed by other properties in the general area and that the granting of this variance request will make possible the reasonable use of land while not conferring any special privilege. Outline how the subject of the variance is common in the area and if the applicant were to be denied this variance a right would be taken away which is granted to other properties. State how the variance makes reasonable use of the existing land and why the same action cannot be done in a way that does not require a variance. Show that granting of this variance does not give the applicant any special privileges that the properties in the area would find desirable. _____

APPLICATION FOR CASE REVIEW (continued)

Please attach the following. If applicable:

1. A deed which includes a legal description of the specific piece of property involved in the request.
2. 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.
3. Survey
4. a site plan showing the land area which would be affected, easements bounding and intersecting the designated area, the location of existing and proposed structures, off-street parking and other supporting open facilities and the ground area to be provided and continuously maintained for the proposed structure or structures. A complete site plan of the property shall also be submitted with the application, to include any existing structures, easements, or other significant physical features.
5. Please attach a development schedule indicating the time schedule for the beginning and completion of development planned 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. **(FOR RE ZONING ONLY)**
6. The setback requirement for all signs is measured from the leading edge of the sign or the portion of the sign close to the property line. If requesting a variance from the setback requirements for a sign, also indicate the elevation and size of the proposed sign.
7. Applicant should appear personally or through his/her agent at the scheduled hearing.
8. Claims of support or "no objection" from owner(s) 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.

Fees: Attach a check in the amount appropriated for applicable request. This check is to be made payable to the **City of Long Beach** to cover administrative costs. You will also be responsible for actual costs, such as advertising and mailing incurred with the processing of your application.

GENERAL INFORMATION, 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 2nd or 4th Thursday of each month. Receipt of fee(s) does not constitute receipt of a completed application.

Ownership: I the undersigned do 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.

Signature of Rightful Owner

Signature of Applicant

Date

HOME OCCUPATION APPLICANTS:

Home Occupation is any occupation within a dwelling and clearly incidental thereto, carried on by a member of the family residing on the premises provided that no other person not a resident of premises is employed, that no stock in trade is kept or commodities sold, no mechanical equipment is used except such that is normally used for family, domestic or household purposes, and there is no exterior indication other than a sign permitted by the district regulations, that the building is being used for any purpose other than a dwelling. The following home occupations are permitted by right but if any vehicle or trailer is used, then approval must be granted by the Planning Commission pursuant to Zoning Ordinance #344, Article IX, Section 913.0 Vehicles and Trailers:

- (a) **Artist and sculptors**; (b) Authors and composers; (c) **Dressmakers, seamstresses, and tailors**; (d) Family day (e) **care home, limited to not more than three (3) children**; (f) Office facility of a minister, rabbi or priest; (g) **Office facility of a salesman, sales representative, provided that no retail or wholesale transactions are made on the premises**; (h) Individual tutoring; (i) **Individual stringed instrument instructions** (j) Maid or home cleaning service for other dwellings. (k) **Lawn care service and gardening**. (l) Home office in which work for compensation or without compensation is undertaken, including, but not limited to receiving or initiating correspondence, such as phone calls, mail, faxes, or e-mail; preparing or maintaining business records; and word and data processing or personal services. (m) **personal instructions or personal services in which customers or students visit the home by appointment only, and service is provided on a one-on-one basis. No adult entertainment activities shall be allowed as a home based business/occupation** (n) Sales of a specific product in which members of the immediate family are employed, but which offer for sale stock in trade which is obtained from national franchise entity. Sales of products may be by delivery only. Examples of this type of home occupation include Amway, Tupperware, Mary Kay Make-up and similar products.

However, a home occupation shall not in any event be deemed to include auto repairs, minor or major, barber/beauty shops, dance instructions, upholstering, stables/kennels, restaurants, tourist homes, veterinary clinics/hospitals, private schools w/organized classes, gift shops, medical/dental clinics, medical offices, painting of vehicles, trailers or boats photo developing, photo studios, radio/television repair, or cabinet shops, Escort dating services, adult bookshop, adult imaging (electronic or otherwise) shop or outlet, Electrician, Plumber or Welding Contractor.

SPECIAL NOTE: an \$80.00 application fee and a copy of the owner's recorded warranty deed must be included with this application in addition if such dwelling is being leased, written permission from the landlord will need to be provided also.

Please give description of business (be specific): _____ _____	
Will there be any equipment stored at the home, IF YES WHAT TYPE? (BE SPECIFIC) _____	
How many employees will you have?	Social Security Number or Tax ID Number:
How is the property zoned? <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> R-O <input type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> I-1	
Name of Business: _____	

****I have read, understand and am willing to comply with Zoning Ordinance No. 344 Article IX, SECTION 912. HOME OCCUPATION.**

Signature

Date