

ZONING OPERATIONS MANUAL

INTRODUCTION

The Central Mississippi Planning and Development District's (CMPDD) intent of this manual to provide the Zoning Administrator with clear and accurate written guidelines on how to do his/her job in the best and most efficient manner.

Included in this manual are procedures, forms, and information useful for the Zoning Administrator's job. This manual is designed to be used regularly and can be used with confidence that the information contained herein is correct and current.

This manual is a living tool. As procedures and policies change, so will the manual. It is vital that the need for change be recognized and identified in a timely manner. This can only be done through the cooperation and interest of you, the Zoning Administrator. All the material in this book came about as a result of CMPDD's years of experience with assisting communities in establishing Zoning Ordinances. It is only through continued input that the manual can remain a vital document.

**ZONING ENFORCEMENT
SUMMARY OF OPERATIONS**

General Functions of the Zoning Administrator Office

1. Enforcement and proper interpretation of the Town of Terry Zoning Ordinance and other related codes and ordinances.
2. Furnish the public with various types of zoning information.
3. Review and approve or deny all Occupational Permits (Commercial and Home Occupation) for newly established businesses.
4. Review plans and specifications for all building permits.
5. Examine building plans for Zoning Code requirements.
6. Coordinate the examination of plans with various Town divisions.
7. Investigate all complaints from the public and other sources.
8. Conduct systematic investigations of zoning regulation violations.
9. Notify individuals of zoning violations.
10. Eliminate violations by personal contact and written notification.
11. Issue on-site citations for violations.
12. Prepare summons and warrants for violations.
13. Prepare material for prosecution in the appropriate court.
14. Appear as prosecutor or witness in the appropriate court proceedings involving Zoning violations.
15. Conduct on-site examination of Zoning Special Exception applications, Rezoning applications, Request for Variance applications, and Site Plan Reviews.
16. Appear at all Zoning Hearings and Town of Terry Board Meetings.
17. Maintain records of all relevant zoning information.

JOB DESCRIPTION
DUTIES, POWERS, AND LIMITATION OF POWERS
FOR ZONING ADMINISTRATOR
(Section 2201 of the Zoning Ordinance)

1. Coordinate all matters relating to the Town of Terry Zoning Ordinance with, as appropriate, the Director of Public Works, Building Official, and other Town officials.
2. Provide information to the public on matters relating to zoning.
3. Provide application forms to the public on matters relating to zoning.
4. Maintain, or be responsible for, the maintenance of the Official Zoning Map.
5. Review all building permit applications and plot diagrams as they relate to the Zoning Ordinance.
6. Receive and take appropriate action on all applications for dimensional variances, conditional use permits (special exceptions), and zoning amendments (rezoning).
7. Receive and take appropriate action on all site plans submitted in accordance with Site Plan Review procedures in Section 2408 and 2409 of the Zoning Ordinance and the forwarding copies of site plans and associated materials to the proper individuals or bodies.
8. Check construction (or use conversion) performed under zoning-related permits to determine if the work (or use conversion) meets the requirements before issuing a certificate of occupancy.
9. Oversee the preparation and maintenance of a map or other recording process indicating nonconforming uses, structures and undeveloped (or vacant) lots.
10. Clear with other local, county, state, or Federal agencies where such clearance is necessary in connection with zoning matters.
11. Appear before the Planning/Zoning Commission and the Mayor and Board of Aldermen to furnish information helpful to those bodies in carrying out their assigned functions.
12. Make periodic checks for violations or investigate written complaints of violations of this Ordinance and notify IN WRITING the person(s) responsible for violations of the Ordinance, indicating the nature of the violation and ordering the action necessary to correct it. Notice to such violators shall be by registered or certified mail or shall be delivered personally by the Zoning Administrator. The Zoning Administrator's response to a complainant may be by ordinary mail.

13. Report uncorrected violations to the Mayor and Board of Aldermen and recommend action to prevent or halt violations of this Ordinance.
14. Advertise public hearings as required by this Ordinance. (Note: The Zoning Administrator may simply notify the Town Clerk that advertisement of a public hearing is needed, and the Town Clerk may actually transmit the required notice to the appropriate newspaper or newspapers).
15. Keep records pertaining to zoning matters.
16. Attend Planning/Zoning Commission meetings as needed but especially when site plans are to be reviewed.
17. Administrative Interpretation by the Zoning Administrator: In the event there is a question as to the general intent or specific meaning of any provision of the Zoning Ordinance text, or of the boundaries or district designations or other matters relating to the Official Zoning Map, the Zoning Administrator shall have the power to make such administrative decisions and interpretation. Such decisions or interpretations shall be made in writing by the Zoning Administrator.
 - A. Limitation of Powers: Said administrative interpretation shall in no manner be construed to include, or used in any way which would permit, the granting of a conditional use permit (special exception), dimensional variance, or zoning amendment (either an amendment to the zoning text or a district re-classification -- that is, the rezoning of any land), the provisions for which use are given elsewhere in this Ordinance.
 - B. Appeals from the Administrative Interpretation by the Zoning Administrator: Appeals from said administrative interpretation shall be made as provided in Subsection 2213.01 of the Zoning Ordinance.
 - C. Administrative Interpretation by the Zoning Administrator shall not be used in matters which the Zoning Administrator has personal financial interest or personal gain is involved.

PROFESSIONAL EXPECTATIONS OF ZONING ADMINISTRATOR

We all desire to consider ourselves professionals and in turn to be considered as such by others. Most employees, regardless of their jobs, strive to do professional work on an assigned task. There is a difference, however, between professionalism in handling a particular assignment and being a true professional.

As a Zoning Administrator, you are expected to be a complete professional. Your job is not considered to equate to that of a Building Inspector, Health Inspector, or any other typical Inspector position. Those positions are primarily technical in nature with clear cut standards delineating right from wrong. A Zoning Administrator, on the other hand, must often make judgements based on performance standards.

Just as a Doctor, Lawyer, Planner or Engineer must weigh options and review potentially conflicting information before making a decision, so must the Zoning Administrator. Clearly, for example, the Zoning Ordinance does not list individually each type of business allowed in the General Commercial District (C-2). A Zoning Administrator is required to make intelligent, consistent, and conscientious decisions regarding the type of businesses allowed in C-2, when they are not specifically mentioned in the Ordinance. Only through a clear knowledge of the Zoning Ordinance can a Zoning Administrator effectively serve.

Becoming a true professional is a demanding objective. The reward however, of knowing you are considered a true professional by others and by yourself, will make all the demands worthwhile.

PART ONE

INSPECTION FORMS

INSPECTION FORMS

GENERAL DESCRIPTION

Each inspection form used in this section serves its own distinct purpose. Although the standard ZN-IR form could be used in place of most of the other forms, using the specific form makes for easier research and court presentation.

Briefly, each inspection form should be used as follows:

1. ZN-IR - This is the standard investigation report form used for nearly all citizen and field originated complaints. The format is self-explanatory and all questions on the form should be answered for each investigation.
2. ZN-IR-II - The follow-up form for standard investigation reports. Like the ZN-IR, this form is self-explanatory. It should be used for all reinspections.
3. ZN-IR-III - When a complaint ends up in litigation, this form should be used to record the court proceedings, final judgement and necessary action to be taken by the Town.
4. ZN-CO - Use this form for all final (certificate of occupancy) inspection requests. The person taking the inspection request should complete the first three lines. The field inspector handling the call should add all other necessary information.
5. SGN-IR - All approved sign permit applications must later be inspected in the field for proper placement. The sign placement investigation report form should be used when the sign erector calls for his final inspection.
6. ZN-CB - This case brief form should be used whenever a citation, summons or court action is initiated. The information on the form should outline all the information contained in the investigation reports.
7. ZN-LOG - This is the field inspection log. All investigations conducted on a given day should be recorded on the log sheet. This sheet provides the investigator with a checklist for updating other inspection sheets.

**TOWN OF TERRY, MISSISSIPPI
ZONING ENFORCEMENT INVESTIGATION REPORT**

INSPECTED BY: _____ DATE: _____

ADDRESS OF VIOLATION: _____

OWNER OR TENANT'S NAME: _____

NATURE OF VIOLATION: _____

COMPLAINANT'S NAME: _____ PHONE: _____

ADDRESS: _____

SPECIAL INSTRUCTIONS: _____

1. What is the zoning district of property _____

2. What is the reason for the investigation? _____

3. If the investigation was as a result of a complaint, was the complaint legitimate?
_____ Yes _____ No

4. If #3 is yes, what section number(s) of the Zoning Ordinance was violated? _____

5. Describe in detail the violation itself. _____

6. Did you speak to anyone? _____ Yes _____ No

7. If yes to #6, who did you speak to? _____

8. What was discussed? _____

9. What type of corrective action is being taken to correct the violation? _____

10. Did you leave a "Door Tag" for owner or tenant to contact you? ____ Yes ____ No

11. Did you issue a letter to be mailed? _____ Yes _____ No

12. If #10 and #11 are both No, please explain why. _____

13. When will property be reinspected? _____

14. If more than two weeks from today's date. Please explain why. _____

15. Was the Complainant notified? _____ Yes _____ No If No, why not? _____

16. List any other County agencies involved in this investigation? _____

17. Additional information or comments _____

**TOWN OF TERRY, MISSISSIPPI
ZONING ENFORCEMENT INVESTIGATION REPORT II
REINSPECTION**

1. What corrective action was required as a result of the first inspection? _____

2. If one corrective option was to file for administrative relief (dimensional variance, special exception, rezoning, etc.) did the violator file? _____ Yes _____ No
3. If Yes, what is the hearing number? _____. What date will the hearing be held? _____.
4. If the hearing has already been held, has the appeal period lapsed? ____ Yes ____ No
If No, when will it lapse? _____
5. Was the hearing request approved or denied? _____
If approved, what conditions were imposed, if any _____

6. If #2, #3 and #4 do not apply, has the violation been corrected?
_____ Yes _____ No
If No, briefly describe the violation which still exists (NOTE: If nothing has been done at all, simply state "Unchanged") _____

IF THE ANSWER TO #5 IS YES, DO NOT PROCEED FURTHER

7. Did you make contact with the violator? _____ Yes _____ No
If Yes, what was discussed? _____

8. Have you contacted anyone else regarding this case? _____ Yes _____ No
If Yes, please provide details: _____

9. Was there any additional notification sent to the violator? _____ Yes _____ No
IF YES, PLEASE ATTACH.
10. Was there any legal action taken? _____ Yes _____ No
Please explain _____
11. When will the property be reinspected? _____
12. Additional information or comments _____

NOTE: THIS FORM MUST BE ATTACHED TO THE INITIAL ZONING REPORT

**TOWN OF TERRY, MISSISSIPPI
ZONING ENFORCEMENT INVESTIGATION REPORT III
COURT ACTION**

1. When was court action initiated? _____
2. If a citation was issued, has a court date been set? _____ Yes _____ No
If Yes, when? _____ Who is the Judge? _____
3. Was the fine paid instead? _____ Yes _____ No
If Yes, has the violation been corrected? _____ Yes _____ No

**IF YES TO #3, DO NOT PROCEED FURTHER
IF NO TO #3, BEGIN A NEW INVESTIGATION**

4. If a summons was issued, what is the arraignment date? _____
5. When is the actual court case scheduled to be heard? _____
Who is the Judge? _____
6. Will the violator be represented by an attorney? _____ Yes _____ No
If Yes, who? _____
7. If the violator has an attorney, did you notify the County Attorney? ____ Yes ____ No
Did you send the County Attorney a case brief? _____ Yes _____ No
When are you scheduled to meet with the County Attorney? _____
8. Will the County call any witnesses? _____ Yes _____ No
If Yes, please list them by name and address: _____

PART II - DECISION

- 1a. What were the results of the hearing? _____

- 2a. If the judge dismissed the case, why do you think he/she did so? _____
- 3a. If the defendant was found guilty, what punishments were imposed? _____

- 4a. Does the violation still exist? _____ Yes _____ No
If Yes, did the judge allow a period of time for compliance? ____ Yes ____ No
How much time? _____
- 5a. Explain your plan of action based on the judges findings: _____

- 6a. Additional information or comments _____

**TOWN OF TERRY, MISSISSIPPI
CERTIFICATE OF OCCUPANCY REQUEST & REPORT**

Address (es): _____

Date: _____

Owner/Contractor: _____

Phone: _____

Type of Building/Structure: _____

Inspected by: _____

Special Instructions: _____

Notification Issued

Comments

Red _____

Yellow _____

Green _____

Correction(s) Required

_____ Setbacks

_____ Height

_____ Pools

_____ Paving

_____ Signs

_____ Striping

_____ Parking

_____ Open Space

_____ Handicap Ramp

_____ Other: _____

Reinspection Date: _____

Reinspection Fee: \$ _____

Summary: _____

**TOWN OF TERRY, MISSISSIPPI
SIGN PLACEMENT INVESTIGATION AND REPORT**

Address of sign: _____

Date: _____

Sign Owner/Business Name: _____

Sign Erector: _____

Inspected by: _____ Zoning

District: _____

Special Instructions: _____

<u>TYPE OF SIGN</u>	<u>APPROVED</u>	<u>ACTUAL</u>
<u>Wall/Building Mounted</u>		
1. Height	_____	_____
2. Area of façade	_____	_____
3. Above roof	_____	_____
4. Marquee	_____	_____
<u>Ground-mounted/Free-standing</u>		
1. Height	_____	_____
2. Setback or overhang	_____	_____
3. Size	_____	_____
4. Overhead wiring	_____	_____
<u>Miscellaneous</u>		
5. Illumination	_____	_____
6. Clear sight triangle	_____	_____
7. Clearance from R-O-W	_____	_____
8. Other: _____	_____	_____

Comments: _____

**TOWN OF TERRY, MISSISSIPPI
CASE BRIEF**

DATE: _____

ADDRESS OF VIOLATION: _____

NATURE OF VIOLATION: _____

PROPERTY OWNER: _____

LEASEE OR LEASOR: _____

NAME OF BUSINESS: _____

SECTION # OF ZONING VIOLATION: _____

EXPLANATION: _____

NAMES & ADDRESSES
OF WITNESSES: _____

BUSINESS DESCRIPTION: _____

CHRONOLOGY OF EVENTS:

PART TWO

APPLICATION FORMS

APPLICATION FORMS

GENERAL DESCRIPTION

There are four (4) standard application forms used regularly to administer the requirements of the Town of Terry's Zoning Ordinance.

The standard forms are as follows:

1. AP-HO - All applicants for home occupation licenses must use this form.
2. AP-SGN - The sign permit application is self-explanatory. The front of the form should be fully completed and the attached drawing should contain the information as noted on the form.
3. AP-ZA - All applicants for a zoning action (i.e., Special Exception (Conditional Use), Dimensional Variance, Ordinance Amendment/Rezoning, and Administrative Review) will use this form.
4. AP-ZA-LETTER - This is a suggested form letter for notifying surrounding property owners within 300 feet of a proposed Rezoning.

**TOWN OF TERRY, MISSISSIPPI
HOME OCCUPATION LICENSE APPLICATION**

Applicant's Name: _____

Business Name (if different from above): _____

Address of Proposed Business: _____

Description of Business Activity: _____

Please answer all questions by circling YES or NO:

- | | | | |
|----|---|-----|----|
| 1. | Will the business activity be the most important (primary) use of the property? | YES | NO |
| 2. | Will anyone other than people living at the residence be working at the business on the property? | YES | NO |
| 3. | A) Will there be any storage or display of materials, goods, supplies, or equipment related to the home business? | YES | NO |
| | B) If YES, describe: _____ | | |
| 4. | Will your business activity at the above address be conducted outside in the yard, patio, or open courtyard? | YES | NO |
| 5. | Will the business activity require more than 25% of the floor area of the dwelling for the home occupation? | YES | NO |
| 6. | A) Will an accessory building on the premises be used in connection with the home occupation? | YES | NO |
| | B) If YES, will the accessory building be 400 square feet or larger? | YES | NO |
| 7. | Will the business activity create noises, vibration, glare, fumes, or odors detectable outside of the dwelling or accessory building? | YES | NO |
| 8. | A) Will the business activity generate additional vehicular traffic? | YES | NO |
| | B) If YES, will off-street parking be adequate to prevent parking in the yard and street? | YES | NO |
| 9. | Will any sign on the property relating to this business have any of the following characteristics? | | |
| | A) Will the sign exceed 2 square feet in size? | YES | NO |
| | B) Will the sign be lighted? | YES | NO |
| | C) Will the sign be attached to the dwelling? | YES | NO |
| | D) Will the sign be more than 6 feet above first floor level of the dwelling? | YES | NO |
| | E) Will there be more than one sign per dwelling? | YES | NO |

I understand the granting of this license is dependent upon me abiding by all the regulations found in Section 406 of the Town of Terry, Mississippi Zoning Ordinance.

Applicant's Signature _____ Telephone Number _____ Date _____

FOR OFFICIAL USE ONLY

Approved _____ Denied _____

Date: _____ By: _____

**TOWN OF TERRY, MISSISSIPPI
APPLICATION FOR SIGN PERMIT**

Date of Application: _____ Date Permit Issued: _____
Permit Number: _____
Owner or Business Name: _____
Sign Contractor: _____
Address or Location of Proposed Sign: _____

Zoning Classification: _____ Located in Flood Zone? ____ Yes ____ No
If Yes, attach Flood Certification.

TYPE AND VALUATION OF PROPOSED SIGN:

Ground-Mounted Sign	:	_____	\$ _____
Wall-Mounted Sign	:	_____	\$ _____
Changeable Copy Sign	:	_____	\$ _____
Canopy or Marquee Sign	:	_____	\$ _____
Ground-Mounted Off-Premise Sign	:	_____	\$ _____
Billboard Sign	:	_____	\$ _____

Size of Proposed Sign: _____ Height Above Ground: _____

Other Signs Located on Property:

# of Ground-Mounted Signs	:	_____	# of Wall-Mounted Signs	:	_____
# of Changeable Copy Signs	:	_____	# of Canopy or Marquee Signs	:	_____

Type of Illumination: _____

Property Line Setbacks in Feet:

Front	:	_____	(Attach drawing showing the design, location(s) on the lot(s), materials, finishes of sign, type of illumination proposed)
Rear	:	_____	
Left Side	:	_____	
Right Side	:	_____	

Approved by Building Official: _____ Date: _____

Sign Contractor's Signature: _____

NOTE: If located in Downtown Preservation District the proposed sign must be reviewed by the Planning/Zoning Commission, and approved by the Mayor and Board of Aldermen.

Approved: _____

**TOWN OF TERRY, MISSISSIPPI
APPLICATION FOR ZONING ACTION**

TYPE OF ZONING ACTION REQUESTED (Check one or more of the following choices):

- CONDITIONAL USE
- DIMENSIONAL VARIANCE
- AMENDMENT
- REZONING FROM _____ TO _____
- ADMINISTRATIVE REVIEW

Name of Applicant: _____

Telephone: _____

Address of Applicant: _____

Zip Code: _____

Name of Property Owner: _____

Telephone: _____

Property Address: _____

Name of Attorney or Representative: _____

Legal Description of Property: _____

DOES THE PROPERTY HAVE RESTRICTIVE COVENANTS? YES NO
(If YES, please attach a true copy of the restrictive covenants)

HAS ANY ZONING ACTION REQUEST FOR THIS PROPERTY EVER BEEN MADE BEFORE? YES NO
(If YES, please attach a true copy of all decisions of the Planning Commission and the Mayor and Board of Aldermen)

PLANNED USE OF PROPERTY: _____
(Attach plans showing property boundaries, relation to streets, ingress and egress to the facilities and off-street parking)

**TOWN OF TERRY, MISSISSIPPI
ZONING ACTION APPLICATION
PAGE 2 OF 6**

1. **CONDITIONAL USE:**

The Town of Terry Planning Commission shall hear and decide only such Conditional Use as the Mayor and Board of Aldermen are specifically authorized to approve by the terms of the Town of Terry, Mississippi Zoning Ordinance, as amended.

The applicant for a Conditional Use must indicate below the section of the Zoning Ordinance under which the Conditional Use is sought and state the grounds upon which it is requested.

CONDITIONAL USE SOUGHT UNDER SECTION _____ OF THE
TOWN OF TERRY ZONING ORDINANCE.

GROUND(S) FOR REQUEST: (Attach Additional Pages, if necessary)

In granting any Conditional Use, the Mayor and Board of Aldermen may prescribe appropriate conditions and safeguards in conformity with the terms of the Zoning Ordinance.

**TOWN OF TERRY, MISSISSIPPI
ZONING ACTION APPLICATION
PAGE 3 OF 6**

2. DIMENSIONAL VARIANCE:

A Dimensional Variance from the terms of the Town of Terry Zoning Ordinance, as amended, shall not be granted by the Planning Commission until the Applicant has demonstrated that the following conditions are met:

- A. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings, in the same district.
- B. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
- C. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same zoning district.

GROUNDINGS FOR REQUEST: (Attach Additional Pages, if necessary)

NOTE: The Applicant must address each of the conditions above in the space provided below and/or on attached pages. Non-conforming use of neighboring lands, structures, or buildings in the same zone or permitted use of lands, structures, or buildings in other zones shall not be considered grounds for the issuance of a Dimensional Variance.

**TOWN OF TERRY, MISSISSIPPI
ZONING ACTION APPLICATION
PAGE 4 OF 6**

3. AMENDMENT/REZONING:

For the purpose of establishing and maintaining sound stable and desirable development within the Town of Terry, the Zoning Ordinance (as here used the term Ordinance shall be deemed to include the Official Zoning Map), shall not be amended except to correct a clerical or administrative error when the Ordinance was originally drafted, or that the character of the neighborhood has changed to such an extent as to justify reclassification, and that there is a public need for the rezoning.

The Applicant for an Amendment or Rezoning must, in writing below, state the purpose for the request, the grounds upon which the request is based, and the relationship of the request to the promotion of the public health, safety or general welfare of the Town of Terry.

GROUNDNS FOR REQUEST: (Attach Additional Pages, if necessary)

**TOWN OF TERRY, MISSISSIPPI
ZONING ACTION APPLICATION
PAGE 5 OF 6**

4. ADMINISTRATIVE REVIEW:

The Planning Commission may hear and decide appeals where there is an alleged error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of the Zoning Ordinance. The applicant for Administrative Review must provide, in the space below or attachments hereto, the section of Zoning Ordinance that is in question, the basis for the appeal and a copy of the Zoning Administrator's order, request, requirement, decision, or determination being appealed. Further, the applicant must file this request with the Town Clerk at least one (1) week preceding any regularly scheduled meeting of the Planning Commission.

GROUND(S) FOR REQUEST: (Attach Additional Pages, if necessary)

**TOWN OF TERRY, MISSISSIPPI
ZONING ACTION APPLICATION
PAGE 6 OF 6**

By signing this application, it is understood and agreed that permission is given the Town of Terry to place a sign on said property, giving notice to the public that said property is being considered for zoning action. It is further understood that after a hearing has been held or a determination made, that said sign may be removed from the owner's property by the Town of Terry, or it may remain until the case is finalized, if deemed necessary. Be it further understood by the applicant that removal of the sign before the hearing will constitute a withdrawal by the petitioner, and the case will not be heard.

It is further understood and agreed upon by the applicant, and permission is hereby granted to the Zoning Administrator, for inspections, investigations and/or evaluation reports pertaining to said property to be made by the appropriate agencies. In the event such investigations, etc., disclose this property does not meet the requirements for the proposed usage, then this request will be held in abeyance until such time as those requirements are met and/or evidence of such is submitted.

By signing this application, I acknowledge that the above information is true, correct and complete to the best of my knowledge.

APPLICANT

PROPERTY OWNER

STATE OF MISSISSIPPI
COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME,

This the _____ day of _____, _____.

NOTARY PUBLIC

**SUGGESTED FORM LETTER
NOTIFICATION TO SURROUNDING PROPERTY OWNERS**

(CERTIFIED MAIL)

RE: Application for Rezoning

(Location of subject property)

Please take notice that _____ (Name) _____
has filed an application for rezoning on the subject property as shown on the attached plat. This
property presently carries a zoning classification of _____
. The applicant is seeking a zoning classification of _____
. The planned use of the property is _____
.

The Terry Planning/Zoning Commission will conduct a public hearing on this application on:

Date of Hearing _____

Time of Hearing _____

Place of Hearing _____

or on a subsequent date to which the matter may be continued.

As one of the owners of property located within three hundred (300) feet of the above described property, 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 (within the limited time period). However, you are not required to be present.

You are given this notice in accordance with the provisions of Section 2406.06 of the Zoning Ordinance of the Town of Terry, Mississippi adopted on March 16, 1999.

Applicant

7. Supporting Documentation: This application will be deemed incomplete if supporting documentation is not received. The case will not be heard before the Planning Commission meeting until adequate documentation is received on or before the designated deadline date. Ten (10) copies of application and the supporting documentation must be submitted along with one original set and 10 copies of photographs of the subject site or structure. Depending on the type work proposed, supporting documentation should include all or a combination of the following as necessary to thoroughly explain your project. (Check all that apply)

- Photographs (Both print and digital via email)
- Material Samples or Manufacturer's Specifications
- Plans, Elevations, & Sections
- Site Plan
- Other

8. Meeting Attendance: The applicant/or representative and the designer must attend the Planning Commission Meeting to present the case and any architectural design changes. If no one is in attendance, the case will be tabled.

9. Application is hereby made for the issuance of a Certificate of Appropriateness under Section 1205 of the Terry Zoning Ordinance. By signing this application, I hereby acknowledge that the information contained herein or subsequently submitted is true and correct to my knowledge.

Applicant's Signature: _____ Date _____

Owner's Signature: _____

FOR OFFICIAL USE ONLY

Approved Denied

Date: _____

By: _____