COMMUNITY DEVELOPMENT

Conditional Use Permit
Application

DATE RECEIVED

PERMIT NUMBER

Property Address	Current Zoning Classification
Current or Previous Use of the Property	Proposed Use of the Property
Provide a Description of the Proposed Use, Including Hours of Operation, Number of Employees, Number of Daily Customers, etc.	
Applicant	Contact Name
Street Address	Primary Telephone
City / State / Zip Code	Email
Owner(s), if different from applicant	Contact Name
Street Address	Primary Telephone
City / State / Zip Code	Email

The following items are required for consideration of a conditional use*:

- ☐ **Completed Application and Non-Refundable $275 Fee**
- ☐ **Ownership Verification Letter**
  - If the applicant is not the owner, a letter signed and dated by the owner certifying their ownership of the property and authorizing the applicant to represent the person, organization, or business that owns the property.
- ☐ **Legal Written Description of the Property**
  - If not platted, a metes and bounds legal description of the property.
- ☐ **Written Statement**
  - A written statement documenting the reason for the conditional use, including evidence that the request complies with the requirements of a conditional use.
- ☐ **Site Plan**
  - All conditional use permit applications must be accompanied by a fully dimensioned site plan locating all easements and restricted use areas, north arrow, all structure-to-property line setback dimensions, location of all property lines, names of all adjacent streets, parking plan, grade elevations at property line corners, proposed and existing utility meters, public sewer connections, private sewage disposal systems and fire hydrant locations.

***Note that additional items may be required depending on the proposed use. Contact the Community Development Department at 601-824-4580.**

Applicant's Signature:_____ **Date:** _____

zoning@brandonms.org

Save | Print | Submit via Email

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Acknowledgements

The applicant agrees to:

- If determined by the City Planner or other city officials that a detailed site plan is necessary to review a request to rezone property, a site plan shall be submitted by the applicant in accordance with the Zoning Ordinance of the city and all expenses of the zoning variance review shall be paid by the applicant.
- By signing the application, it is understood and agreed that permission is given to the Department of Community Development to place a sign(s) on said property, giving notice to the public that said property is being considered for zoning action. It is further understood by the applicant that the removal of the sign before the hearing will constitute a withdrawal of the application and the case will not be heard at the next scheduled hearing.
- It is further understood and agreed by the applicant, and permission is hereby granted to the city for inspections, investigations, and/or evaluation reports by the proper departments, pertaining to said property. In the event such investigations, etc., disclose this property does not meet the requirements for the proposed use, then this request will be held in abeyance until such time as those requirements are met and/or evidence of such is submitted.
- The application fee for this request is non-refundable regardless of the outcome.

The applicant agrees to attend the official development review meetings listed below:

Planning Commission Meeting: _____

Board of Aldermen Public Hearing: _____

Both meetings are held in the Board Room of the Brandon Municipal Complex, located at 1000 Municipal Drive in Brandon, Mississippi at 6 o'clock in the evening.

The above information is true, correct, and complete to the best of my knowledge, and I acknowledge the stipulations listed herein.

Applicant: _____ Date: _____

Owner: _____ Date: _____

State of Mississippi
County of Rankin
Sworn to and subscribed before me,

Notary:

_____

Date:

_____