



City of Ocean Springs Planning Department

1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564

(228) 875-4415

PARCEL BOUNDARY MODIFICATION REQUEST

***This application relates to modification of Parcel Identification Boundaries
ONLY and does not modify the existing PLATTED lot lines.***

Effective November 22, 2022, the following application fees apply:

Parcel Boundary Modification: \$50.00

*\$1.00 (Per Ordinance 2022-17 following the requirements of
Section 25-60-5 MS Code Annotated)*

Date of Application: _____

Address of Lot(s): _____

Parcel ID(s): _____

1. Applicant: _____ Phone: _____
Address: _____ Email: _____

2. Owner of Record: _____ Phone: _____
Address: _____ Email: _____

3. Land Surveyor: _____ Phone: _____
Address: _____ Email: _____

4. Attorney: _____ Phone: _____
Address: _____ Email: _____

REQUEST SUMMARY:

1. Has any lot included in this request been previously split or reconfigured? _____
If yes, describe: _____

2. Are there any easements or existing structures that would interfere with this lot reconfiguration? *If yes, include a copy of the easement and the location on the submitted sketch:*

3. Are the proposed lots adjacent to public water and sewer lines? _____

Requirements:

- A survey of the requested Parcel boundaries MUST be attached for submission. The survey MUST include the resulting area of each new parcel.
- Affidavit of Ownership and notarized signature submitted (see attached.)
- Adequate legal and physical access to all proposed lots is provided (no “land locked” parcels).
- Neither nonconforming lots nor non-buildable lots are formed as result of proposed split/reconfiguration.
- Proposed lot split/reconfiguration does not impair existing access, easements or public improvements.
- Resulting parcels cannot be less than the existing PLATTED LOT LINES.

PROPERTY OWNER:

Signature

Printed Name – Property Owner

Date

APPLICANT (if different):

Signature

Printed Name – Applicant

Date



Affidavit of Ownership

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