

### Certificate of Appropriateness/Conceptual Review Application Form

Property Address: 299 S. Second Street Bay St. Louis MS 39520  
 Applicant Name: William P. Hand Owner Name: Our Lady of the Gulf Church  
 Mailing Address: 106 Carroll Ave Mailing Address: 228 S. Beach Blvd  
 Phone: 936 718-7921 Phone: 228 467-6509

**Project Classification:** Criteria for issuance of certificates of appropriateness can be found in Section VIII of the BSL Historical Preservation Ordinance, No. 509. Please check appropriate box(es)

Application

**Conceptual Review:** Discuss with the commission preliminary design ideas for a project. The commission will address the appropriateness of the proposal and provide helpful advice. Items needed include, but are not limited to, site plan (plat) indicating where the proposed project is to be built. Photos and/or sketches of the proposed improvements. No architectural drawings are required. A COA will not be issued for a C.R.

**Addition/Renovation:** Exterior alterations and or additions should be compatible with the building itself; its original design & style. Items needed: photos of existing improvements. Site plan accurately depicting the placement of current & proposed improvements. Plans & exterior elevations drawn to scale that clearly show the design and architectural character of the proposed addition or alteration as it relates to the existing improvements. List of materials describing the size, textures and other characteristics about their appearance.

**New Construction:** New Construction should be visually compatible with the buildings and environment to which it is related, their effect upon the immediate surroundings and the district as a whole while maintaining the rhythm created by building masses, relationships between windows, doors, materials, textures, the patterns, the trims, and the design of the roof. Items needed: Architectural drawings to scale. Site plan, to scale (plat) indicating where the proposed project is to be built. Specific description of materials, types & sizes. Photographs of proposed site. Incomplete application for new construction may be considered under conceptual review.

**Demolition:** Consideration is given to the individual architectural, cultural, and/or historical significance of the resource; the importance or contribution of the resource to the architectural character of the district; and to neighboring property values. Items needed: Photographs of existing building. Site Plan to scale. Condition reports; Foundation plan of replacement and/or documentation of justification.

I hereby certify that I understand this application will not be accepted and processed until all requested information has been supplied. I also understand this application may require a site visit/additional research.

Applicant's Signature: William P. Hand Date: 11/5/2025

Owner's Signature Required: Rev. Mark P. O'Connell Date: 11/5/2025

Please refer to the checklist of materials required with your application  
A Meeting with the Bay St Louis HPC to discuss the specific details of your project is strongly encouraged.  
*Historic Preservation Commission / City Council Use Only*

HPC Review / City Council Review

Historic District	Case Number
Historic Preservation Commission Review	Review Date
Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Not Approved	
Comments:	
Signature - Property Owner / Applicant Signature	
Date - City Council Review	
COA Action Approval # [ ] MS HPC [ ] NO. Date COA Action	
Comments:	
BSL Historic Preservation Commission / City Council Review Signature	Date

Once Completed & Signed - Original copy - HPC, Copy - Building Department

# BAY SAINT LOUIS

Bay St. Louis



## Historic Preservation Commission

### SUBMITTAL CHECKLIST

Property Owners Information:

Name: Our Lady of the Gulf - Diocese of Biloxi

Address: 228 S. Beach Blvd Bay St. Louis, MS 39520  
(No P.O. Boxes)

Telephone Number (228) 467-6509 Cell Number (936) 718-7921

ADDRESS OF PROPERTY IN QUESTION IF DIFFERENT FROM ADDRESS STATED ABOVE: 299 South 2nd Street Bay St. Louis, MS 39520

Give written scope of work to be performed: Demolition of existing building/structure + properly grade property. Long range plan is an expansion of Holy Trinity Catholic School by construction of school gym/multiply purpose space.