

Lafayette Consolidated Government

Unified

Development Code



Contents

Article 10.	Application/Submittal/Permit Checklists.....	3
89-300	Generally.....	3
89-301	Summary of Requirements.....	4
89-302	Digital Filing.....	9
89-303	Fees.....	9
89-304	Permits and Forms.....	9
89-305	Reserved.....	9
89-306	Reserved.....	9

Article 10. Application/Submittal/Permit Checklists

89-300 Generally

- (a) This section establishes the information that applications must include in order to be considered complete.
- (b) All applications must be prepared by the owner of the subject property or the property owner's agent.
- (c) The Administrator may prescribe forms and requirements for completing the information required by this Article. The forms may include –
 1. filing instructions (such as mail, email, and website or internet upload locations),
 2. number of physical copies,
 3. certifications,
 4. advisory notifications about private covenants, ex parte contacts, or other legal matters, and
 5. related information.
- (d) By filing an application, the applicant/owner consents to allow the appropriate LCG employees to enter the property described in the application for the purposes of installation, maintenance and removal of a public notification sign and to inspect and photograph the site.

89-301 Summary of Requirements

Applications for permits or land development decisions required by Article shall be filed upon forms prescribed by the Administrator. The following information is required for each application listed below:

(a) Amendments to Comprehensive Plan

- Plan Amendment
- Text Amendment

(b) Platting, Boundary Adjustment, Re-Subdivision, and PZC Appeal

- required
- required if requested by Administrator or approving agency to demonstrate compliance with the UDC

	Subdivision, Sketch Plan	Subdivision, Preliminary Plat	Subdivision, Final Plat	Subdivision, Minor Plat	Boundary Adjustment	Subdivision, Re-subdivision
General						
1	Names, addresses, and contact information of property owner, developer, applicant and agent.	■	■	■	■	■
2	Surveyor's name, address, stamp and signature		■	■	■	■
3	Property owner/affidavit of ownership		■	■	■	■
4	General location and street address (if available) of property	■	■	■	■	■
5	An analysis of whether the application is consistent with <i>PlanLafayette</i> , including any potential internal inconsistencies and methods to resolve them.		■			■
6	Area of subject property (in acres or square feet)	■	■	■	■	■
7	Legal description of the subject property.		■	■	■	■
8	Minimum Class A, B or C stamped survey (see La. Adm. Code tit. 43, § 2901 for survey classifications)		■	■	■	■
9	Section, Township and Range		■	■	■	■
10	Zoning category requested and/or existing zoning	■	■	■	■	■
11	Proposed and/or existing use(s)	■	■	■	■	■
12	Proposed number of lots	■	■	■	■	■
13	Proposed number of dwelling units, by type	■	■	■	■	■
14	Proposed gross square footage by use category	■	■	■	■	■
15	Any request for modifications, including reasons		■	■	■	■
16	Adjacent Property Owners (within required notification distance)		■	■	■	■

Article 10 Application Checklists | | 89-301 Summary of Requirements

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	Subdivision, Sketch Plan	Subdivision, Preliminary Plat	Subdivision, Final Plat	Subdivision, Minor Plat	Boundary Adjustment	Subdivision, Re-subdivision
Boundaries / Plats						
17	A title block which includes the subdivision or development name, type of subdivision or development (residential, commercial), scale and preparation date	■	■	■	■	■
18	North arrow and scale (standard engineer for site development plan and standard architectural for building elevations/details) for the plat and vicinity map showing the location of the proposed subdivision or development , the entire subject property, and North arrow in the same orientation as the plat	■	■	■	■	■
19	The names of abutting subdivisions and in the case of abutting unplatted property, the notation "Unplatted"		■	■	■	■
20	Block numbers or letters continuing consecutively without omission or duplication throughout the development.		■	■		■
21	Lot numbers beginning with the number "1" and numbered consecutively in each block.		■	■		■
22	Lot frontage and area		■	■	■	■
	Dimensions and bearings of lot lines as well as line and curve tables containing the length and radii of all curved street and lot lines, bearings, length of all straight streets and lot lines, and the area in square feet of each lot.		■	■	■	■
23	Easements showing width and purpose.		■	■	■	■
24	Certification for Subdivision Plat with applicant's and surveyor's signature		■	■	■	■
25	Act of Dedication of Streets and/or Servitudes		■	■	■	■
26	Signature blocks for certification of approval of the plat and acceptance of dedication. The typewritten or printed names of all such LCG officials shall appear below the signature of that person when executed.		■	■	■	■
27	Indicate public and private streets	■	○	■	○	○
28	A copy of any applicable covenants or deed restrictions applicable to the property. The restrictions may appear on the face of the plat or site plan, or may be submitted separately.		■	■	■	■
29	Methods and assurances for the ownership and maintenance of any required common open space	■	■	■	■	■
30	Evidence of satisfaction of any conditions of conditional rezoning, conditional use permit, or plat approval		■	■	■	■
31	Utility legend, indicating source of water, sewer, electrical, etc.		■	■	■	■
32	Distance from the nearest intersection, for accurate addressing		■	■	■	■

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	Subdivision, Sketch Plan	Subdivision, Preliminary Plat	Subdivision, Final Plat	Subdivision, Minor Plat	Boundary Adjustment	Subdivision, Re-subdivision
Existing Conditions						
33		■	■	■	■	■
34		■	■	■	■	■
Site						
35	■	■	■			
36			○	○	○	
37			○	○	○	
38		■		■		
39		■	■	■	■	■
Infrastructure						
40		■	■	■		■
41			■			■
42		○		○		○
43	■	○	■	○	■	○
44			○	○		○
45		■	■	■		■

(c) Zoning/Rezoning, Zoning Appeal and Variance, Conditional Use Permit, and Commercial Building Permit

- required
- required if requested by Administrator or approving agency to demonstrate compliance with the UDC

	Rezoning & Annexation Zoning Assignment	Conditional Rezoning or Zoning Assignment	Variance (Zoning)	Conditional Use Permit	Commercial Building Permit
General					
1	Names, addresses, and contact information of property owner, applicant and agent.	■	■	■	■
2	Property owner/affidavit of ownership	■	■	■	
3	General location and street address (if available) of property	■	■	■	■
4	An analysis of whether the application is consistent with <i>PlanLafayette</i> , including any potential internal inconsistencies and methods to resolve them.	■	■	■	
5	Area of subject property (in acres or square feet)	■	■	■	■
6	Legal description of the subject property.	■	■	■	
7	Section, Township and Range	■	■	■	
8	Zoning category requested and/or existing zoning	■	■	■	
9	Proposed and/or existing use(s)	■	■	■	■
10	Proposed number of dwelling units, by type		■	■	■
11	Proposed gross square footage by use category		■	■	■
12	Adjacent Property Owners (within required notification distance)	■	■	■	
Boundaries / Plats					
13	A title block which includes the subdivision or development name, type of subdivision or development (residential, commercial), scale and preparation date	■	■	■	
14	North arrow and scale (standard engineer for site development plan and standard architectural for building elevations/details) for the plat and vicinity map showing the location of the proposed subdivision or development , the entire subject property, and North arrow in the same orientation as the plat	■	■	■	■
15	Dimensions and bearings of lot lines as well as line and curve tables containing the length and radii of all curved street and lot lines, bearings, length of all straight streets and lot lines, and the area in square feet of each lot.	■	■	■	■
16	Easements showing width and purpose.	■	■	■	■
17	Indicate public and private streets	■	■	■	■
20	Utility legend, indicating source of water, sewer, electrical, etc.	■	■	■	■
Existing Conditions					

Article 10 Application Checklists | | 89-301 Summary of Requirements

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	Rezoning & Annexation Zoning Assignment	Conditional Rezoning or Zoning Assignment	Variance (Zoning)	Conditional Use Permit	Commercial Building Permit
21 The location, width and names of all existing public or private streets and sidewalks within or adjacent to the tract, together with easements, railroad rights-of-way, and other important features such as section lines and corners, municipal boundary lines, property lines and monuments.	■	■	■	■	■
22 All existing streams, drainage channels, watercourses, other bodies of water, servitudes, the location of the one hundred (100) year flood zone with boundaries and elevations.	■	■	■	■	■
Site					
23 Proposed overall development, including dimensions.	■	■	○	○	○
24 Existing and proposed grading and/or drainage plans			○	○	○
25 Drainage Impact Study				○	○
26 Land use allocation map, including a general designation of all building types and mixed-use, residential, commercial, industrial, or other areas by general land use description.	■	■		■	■
27 Location, number of stories, footprint, and gross square footage of buildings and structures	○	■	■	■	■
28 Location and dimensions of all required landscaping noting common and botanical names and planting size.	○	■	○	■	■
29 Location, height, candle power and type of outside lighting fixtures for buildings and parking lots.		■		■	
30 Location, size, and type of all proposed freestanding signs.	○	■	○	■	■
31 Fences – location, construction type, and height		○	○	○	○
32 Parking layouts drawn to scale and showing dimension details, ingress, egress, parking stalls, curbing, adjacent sidewalks, streets and alleys, location of the nearest street intersection in each direction, and other pertinent data		○	○	○	○
33 Status of structures on the site (i.e., vacant, to be removed; good condition, interior remodel only; new, as is; etc.).		■	■	■	○
34 Building elevations showing architectural features, stories, fenestration, and articulation of all exterior building facades in the "MX," "D," and "CM" zoning districts.		■	■	■	■
Infrastructure					
35 Sufficient dimensions and information to indicate existing and proposed rights-of-way, pavement width and type, number of lanes, medians and median breaks, sidewalks, existing and proposed driveways, and easements		■		■	■
36 Cross sections for streets, roadways, and shoulders as determined by the Department of Public Works, Engineering Division.					○
37 Indicate if streets are public or private		■	○	■	○
38 Traffic impact analysis addressing the level of service (LOS)	○	■		■	

(d) Appeals

1. Planning- The appellant shall furnish the following items/information as the formal appeal to the PZD:
 - a. Statement of the action of the Planning and Zoning Commission complained of;
 - b. If nonapplicant, statement of the why and how appellant has standing;
 - c. Appellants argument as to why the action of the Planning and Zoning Commission should be modified or revised;
 - d. Appellants statement of the ramifications of the approval of the appeal;
 - e. Filing fee

89-302 Digital Filing

The Administrator may require applicants to file applications on digital media in lieu of or in addition to filing in physical media. The Administrator will provide the format and instructions for filing an application in digital form on the application forms.

89-303 Fees

The LCG Council will adopt the required application fees by ordinance. Applications are not processed or considered filed until all required fees are paid in full.

The fee to appeal a decision of the Planning Commission shall be \$1,500.

89-304 Permits and Forms

- (a) The approval of developments and work within them may be subject to permits as required by LCG. Permits may be found at the applicable Departments, State agency and/or the LCG website.

89-305 Reserved

89-306 Reserved