

**Application for Variance/Appeal  
Development and Planning Department**

Fee \$ \_\_\_\_\_

Address & Legal Description of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Date of Application: \_\_\_\_\_

Proposed BOZA Meeting Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Requested Variance/Appeal:**

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**APPLICATION FOR VARIANCE/APPEAL  
BOARD OF ZONING ADJUSTMENT**

1. NATURE OF VARIANCE/APPEAL

In describing the exact nature and type of variance or appeal being requested, the applicant must clearly indicate the specific requirements for which they are requesting a variance and/or the administrative decision or interpretation that is being appealed. On the attached application, Section 5 (Requested Variance/Appeal) should describe the particular provisions of the Unified Development Code (UDC) or other laws that prevent the proposed project and Section 6 (Reasons and justifications for Variance/Appeal) should describe how the literal interpretation of the provisions of the UDC would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.

2. ATTENDANCE

No action will be taken on any application unless the applicant or authorized agent is present at the Board of Zoning Adjustment meeting.

To schedule a meeting regarding a variance application, or if there are any questions, contact Leigh Hendricks at 337-291-8441.



**CERTIFICATION AND AGREEMENT**

1. The applicant/owner declares that the statements on this application are true and correct.
2. The owner’s signature is certification that he/she is the owner of the subject property and consents to the submission of the application for a variance, even if a non-owner applicant submits the request.
3. By filing a petition for a variance, the applicant/owner consents to allow the appropriate City-Parish employees to enter the property described in this variance request for the purposes of installation, maintenance and removal of a public notification sign and to inspect and photograph the site.
4. The owner and applicant acknowledge that the actions of the Board of Zoning Adjustment have no effect on any existing private Subdivision Restrictions or Covenants. Compliance with any applicable private regulations is a civil matter and the responsibility of the property owner.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

Owner \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Applicant \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

## MINIMAL GRAPHIC REQUIREMENT

### A. \*SUBMITTAL REQUIREMENT

- **Two (2) copies** of the site plan to **SCALE**, no larger than 8" x 11" (only). (More copies may be required after technical review.)
- One (1) electronic copy 8" x 11" of the site plan emailed to [lhendricks@LafayetteLA.gov](mailto:lhendricks@LafayetteLA.gov)
- Completed application form (including owner' s signature)
- Certification and Agreement
- Any applicable Power of Attorney documents or signature authority documents
- Adjacent Property Owners (within 200 feet) feet of the perimeter of the property for which the variance is being requested, Owner/Developers and Surveyors names and address **typed on mailing label (Avery 5160) & emailed to Leticia Leblanc ([leticial@LafayetteLA.gov](mailto:leticial@LafayetteLA.gov))**. **The application will not be placed on the Meeting Agenda without proper mailing labels being received by submittal deadline to the PZC.**
  - This information can be obtained at the Lafayette Parish Assessor's office:  
1010 Layette Street, Suite 402  
Lafayette, LA 70501  
337-291-7080
  - or online at <http://www.lafayetteassessor.com>
- Required filing fee \$200.00

# BOARD OF ZONING ADJUSTMENT 2018 SCHEDULE

<b>DEADLINE 12:00 P.M.</b>	<b>BOZA MEETING 5:30 P.M.</b>
December 18, 2017	January 11, 2018
January 16, 2018*	February 8, 2018
February 12, 2018	March 8, 2018
March 19, 2018	April 12, 2018
April 16, 2018	May 10, 2018
May 14, 2018	June 14, 2018
June 18, 2018	July 12, 2018
July 16, 2018	August 9, 2018
August 20, 2018	September 13, 2018
September 17, 2018	October 11, 2018
October 15, 2018	November 8, 2018
November 19, 2018	December 13 2018

\*Deadline for the February Boza Meeting is moved to Tuesday January 16, 2018 in observance of the Martin Luther King, Jr National Holiday.\*