

**GENERAL INSTRUCTIONS - APPLICATION FOR VARIANCE/APPEAL
BOARD OF ZONING ADJUSTMENT**

1. INITIAL MEETING WITH ZONING STAFF PRIOR TO APPLICATION

Before initiating a request for a variance, the applicant should meet with the Zoning staff to review all requirements and procedures. To schedule a meeting regarding a variance application, or if there are any questions, contact the Zoning Division at 337-291-8445.

2. 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.

3. SUPPORTING INFORMATION

The applicant must provide twenty (20) paper copies of their scaled site plan as a part of the application. The site plan must accurately show north arrow, vicinity map, streets, sidewalks, property lines, location of utilities, natural features, easements, the location of existing and proposed construction, open yard areas, fences, walks, driveways, parking (with each space clearly delineated), entrances and exits, signs and any other information the Zoning Administrator may deem appropriate to present to the Board of Zoning Adjustment.

4. NOTIFICATION

In applying for a variance, the applicant shall supply the names and addresses of the owners of all surrounding properties within two hundred (200') feet of the perimeter of the property for which the variance is being requested. These names and addresses must be submitted electronically and printed on adhesive-backed address labels.

This information can be obtained at the Lafayette Parish Assessor's office:

1010 Lafayette Street
Suite 402
Lafayette, LA 70501
337-291-7080

5. FEE

A filing fee of \$200 must accompany every application.

6. ATTENDANCE

No action will be taken on any application unless the applicant or authorized agent is present at the meeting to answer any questions that may be raised.

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

1. Name of Applicant(s): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____

2. Name of Property Owner(s) (other than applicant): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____

3. Address and Legal Description of Property: _____

4. Name of Agent: _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____

5. Requested Variance/Appeal: _____

6. Reasons and justifications for Variance/Appeal: _____

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)

**MEMBERSHIP
BOARD OF ZONING ADJUSTMENT**

MEMBER	TERM EXPIRES
Steven McGinity, Chairman	06/30/2019
Chris German, Vice-Chairman	07/11/2022
Vacant	06/30/2021
Corey Cloninger	06/30/2018
Erica L. Williams	06/30/2020
Mark DeClouet – (Alternate 1)	02/01/2020
Anne Famoso (Alternate 2)	01/19/2019

All correspondence with the Board members must be directed through the Planning, Zoning and Development Department at 337-291-8445, mailing address:

Lafayette Consolidated Government
Planning, Zoning and Development Department
P.O. Box 4017-C
Lafayette, LA 70502

Please do not contact the individual Board members as it may be in violation of the Board's Rules of Policy and Procedure and may affect the outcome of any Board decision. If you feel it imperative to speak with a Board member prior to a meeting, contact the Planning, Zoning and Development Department and we will relay your request to the member involved.

BOARD OF ZONING ADJUSTMENT 2018 SCHEDULE

DEADLINE 12:00 P.M.	BOZA MEETING 5:30 P.M.
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.