





## HEARING EXAMINER VARIANCE REQUEST CHECKLIST

- Completed variance request application
- Five (5) copies of the site plan, drawn to scale, indicating the requested variance
- One (1) copy of the site plan reduced to 8 ½” x 11” paper
- Filing Fee of \$300 (made payable to Lafayette Consolidated Government):
- Recordation Fee of \$135(or greater, if actual recording costs exceed \$135)**
- Completed Affidavit of Ownership
- Proof of Ownership of Property
- Any Applicable Power of Attorney document of signature authority documents
- Names and addresses of all property owners with 300’, including those property owners across all adjacent streets on mailing labels, as well as mailing labels for the subject property owner/applicant and surveyor. Mailing labels must be typed on Avery 5160 format and e-mailed to Leticia Leblanc at [leticial@LafayetteLA.gov](mailto:leticial@LafayetteLA.gov). Failure to e-mail the mailing labels will result in deferring the variance request from the next Hearing Examiner Agenda.

## HEARING EXAMINER SCHEDULE – 2019

Meeting Time: 8:30 a.m.  
220 West Willow Street, Building B  
Lafayette, LA 70501

<u>Submittal Deadline</u>	<u>Post Signs</u>	<u>Comments to Surveyors</u>	<u>Hearing Date</u>
December 19, 2018	January 4, 2019	January 10, 2019	January 11, 2019
January 4, 2019	January 18, 2019	January 24, 2019	January 25, 2019
January 18, 2019	February 1, 2019	February 7, 2019	February 8, 2019
February 1, 2019	February 15, 2019	February 21, 2019	February 22, 2019
February 22, 2019	March 8, 2019	March 14, 2019	March 15, 2019
March 8, 2019	March 22, 2019	March 28, 2019	March 29, 2019
March 22, 2019	April 5, 2019	April 11, 2019	April 12, 2019
April 5, 2019	April 19, 2019	April 25, 2019	April 26, 2019
April 18, 2019	May 3, 2019	May 9, 2019	May 10, 2019
May 3, 2019	May 17, 2019	May 23, 2019	May 24, 2019
May 17, 2019	May 31, 2019	June 6, 2019	June 7, 2019
June 7, 2019	June 21, 2019	June 27, 2019	June 28, 2019
June 21, 2019	July 5, 2019	July 11, 2019	July 12, 2019
July 5, 2019	July 19, 2019	July 25, 2019	July 26, 2019
July 19, 2019	August 2, 2019	August 8, 2019	August 9, 2019
August 2, 2019	August 16, 2019	August 22, 2019	August 23, 2019
August 23, 2019	September 6, 2019	September 12, 2019	September 13, 2019
September 6, 2019	September 20, 2019	September 26, 2019	September 27, 2019
September 20, 2019	October 4, 2019	October 10, 2019	October 11, 2019
October 4, 2019	October 18, 2019	October 24, 2019	October 25, 2019
October 18, 2019	November 1, 2019	November 7, 2019	November 8, 2019

November 1, 2019	November 15, 2019	November 21, 2019	November 22, 2019
November 15, 2019	November 28, 2019	December 5, 2019	December 6, 2019
November 25, 2019	December 13, 2019	December 19, 2019	December 20, 2019

**ALL SUBMITTALS ARE DUE TO THE DEVELOPMENT DEPARTMENT BY NOON ON THE DAY LISTED**