

**GENERAL INSTRUCTIONS - 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 that are being requested for a variance and/or the administrative decision or interpretation that is being appealed. The applicant should describe the particular provisions of this Ordinance or other laws that prevent the proposed use or construction and how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

2. SUPPORTING INFORMATION

The applicant must provide a site plan as a part of the application. The site plan shall be drawn to a scale and fifteen (15) copies provided. 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, curbs, 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.

Upon request, fifteen (15) copies of elevations of the proposed development must be provided.

3. NOTIFICATION

In applying for a variance, the applicant shall supply the names and addresses typed on gum-backed labels of owners of property within two hundred (200') feet of the perimeter of the property where the variance is being sought.

4. FEE

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

5. 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 at the meeting.

If you have any questions, please call 337/291-8445.

**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 (if different 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 _____, 20__.

Owner _____
(Print Name)

(Signature)

Applicant _____
(Print Name)

(Signature)

**BOARD OF ZONING ADJUSTMENT
2012 APPLICATION AND MEETING DATES**

DEADLINE DATE

MEETING DATE

Monday, December 19, 2011 Thursday, January 12, 2012

Tuesday, January 17, 2012*	Thursday, February 9, 2012
Monday, February 13, 2012	Thursday, March 8, 2012
Monday, March 19, 2012	Thursday, April 12, 2012
Monday, April 16, 2012	Thursday, May 10, 2012
Monday, May 21, 2012	Thursday, June 14, 2012
Monday, June 18, 2012	Thursday, July 12, 2012
Monday, July 16, 2012	Thursday, August 9, 2012
Monday, August 20, 2012	Thursday, September 13, 2012
Monday, September 17, 2012	Thursday, October 11, 2012
Monday, October 15, 2012	Thursday, November 8, 2012
Monday, November 19, 2012	Thursday, December 13, 2012

*Office closed Monday January 16, 2012 for Martin Luther King, Jr. Holiday

The Board of Zoning Adjustment meets at 5:30 p.m. in the Planning & Zoning Auditorium, 220 West Willow Street, Building B.

**MEMBERSHIP
BOARD OF ZONING ADJUSTMENT**

MEMBER	TERM EXPIRES
Elroy Broussard, Chair	06/30/2015
Mark Gremillion, Vice-Chair	06/30/2013
Kerry Collins	06/30/2012
Steven C. McGinity	06/30/2014
Stanford McNabb	06/30/2016
Pernell Livingston, Alternate	1/19/2013

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

Lafayette Consolidated Government
Department of Planning, Zoning & Codes
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 Department of Planning, Zoning and Codes and we will relay your request to the member involved.

Revised 11-23-11