

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

Fee: \$300.00

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: _____

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 _____, 202_____

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).
- One (1) electronic copy 8" x 11" of the site plan emailed to alacombe@LafayetteLA.gov
- Completed application form (including owner' s signature)
- \$300 Application Fee (Check, Money Order or Cash)
- \$135 Recording Fee will be due upon approval of your variance.
- Any applicable Power of Attorney documents or signature authority documents
- Adjacent Property Owners (within **200 feet**) of the perimeter of the property for which the variance is being requested
- Typed mailing labels on (Avery 5160 labels)
- **Email a copy of mailing labels to Leticia Leblanc (leticia@LafayetteLA.gov).**
 - 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>
- **The application will not be placed on the Meeting Agenda without proper mailing labels being received by submittal deadline to the Development Division.**

B. ATTENDANCE REQUIREMENT

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

C. SIGN REQUIREMENTS

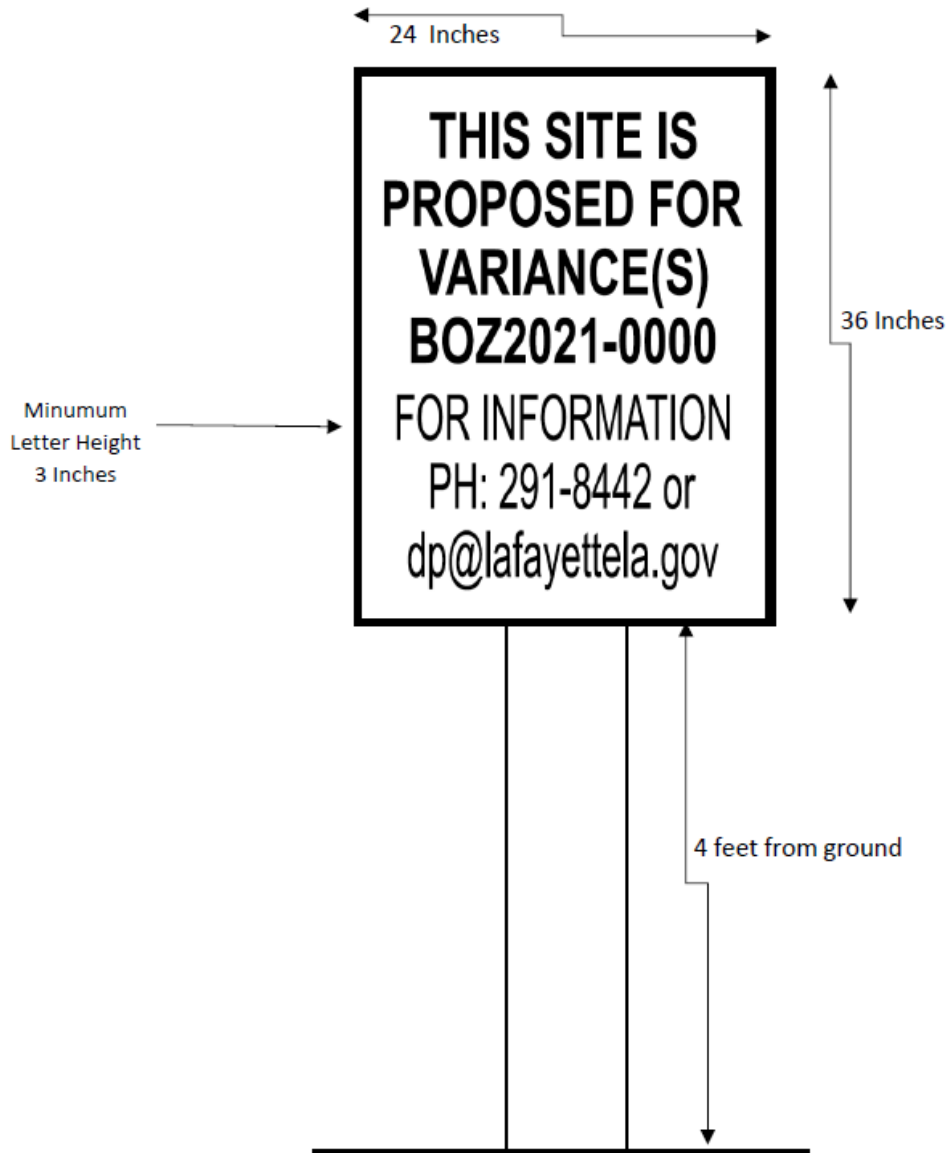
1. Sign must be weatherproof.
2. Sign must be posted in location nearest the public right of way to the subject property.
3. Sign must be 24" x 36" in size and must be a minimum of 4 feet off the ground when posted.
4. Letters must be a minimum of 3 inches.
5. Sign must be green in color with white lettering.
6. Sign must state the following information:



7. Sign must be posted in one or more public street rights-of-way nearest to the proposed variance subject property at least **seven (7)** days prior to the date of the Board of Zoning Adjustment Meeting.
8. A picture must be sent to alacombe@LafayetteLA.gov of this sign on location at least **seven (7)** days prior to the date of the Board of Zoning Adjustment meeting.
9. Sign must be removed within **seven (7)** working days following the public hearing, unless the decision of the Board of Zoning Adjustment is deferred or appealed.

NOTE: IF SIGN IS NOT POSTED AT LEAST 7 DAYS BEFORE THE BOARD OF ZONING ADJUSTMENT MEETING, THE APPLICATION WILL BE REMOVED FROM THE BOARD OF ZONING ADJUSTMENT AGENDA.

“SAMPLE ONLY”



PROPOSED VARIANCE SIGN

BOARD OF ZONING ADJUSTMENT
2021 APPLICATION DEADLINE AND MEETING DATES

4:00 p.m.
DEADLINE DATE

5:00 p.m.
MEETING DATE

Monday, November 9, 2020

Thursday, December 10, 2020

Monday, December 14, 2020

Thursday, January 14, 2021

Monday, January 11, 2021

Thursday, February 11, 2021

Monday, February 8, 2021

Thursday, March 11, 2021

Monday, March 8, 2021

Thursday, April 8, 2021

Monday, April 12, 2021

Thursday, May 13, 2021

Monday, May 10, 2021

Thursday, June 10, 2021

Monday, June 7, 2021

Thursday, July 8, 2021

Monday, July 12, 2021

Thursday, August 12, 2021

Monday, August 9, 2021

Thursday, September 9, 2021

Monday, September 13, 2021

Thursday, October 14, 2021

Monday, October 11, 2021

Thursday, November 11, 2021

Monday, November 8, 2021

Thursday, December 9, 2021

Monday, December 13, 2021

Thursday, January 13, 2022

The Board of Zoning Adjustment meets in the Community Development and Planning
Auditorium, 220 West Willow Street, Building B.