

**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 inspection and to 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 _____, 2022

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 due upon submittal
- \$105 Recording Fee due upon submittal
- 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 all required documents being received by submittal deadline to the Development Division.**

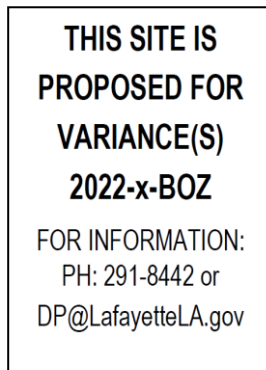
B. ATTENDANCE REQUIREMENT

- **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:

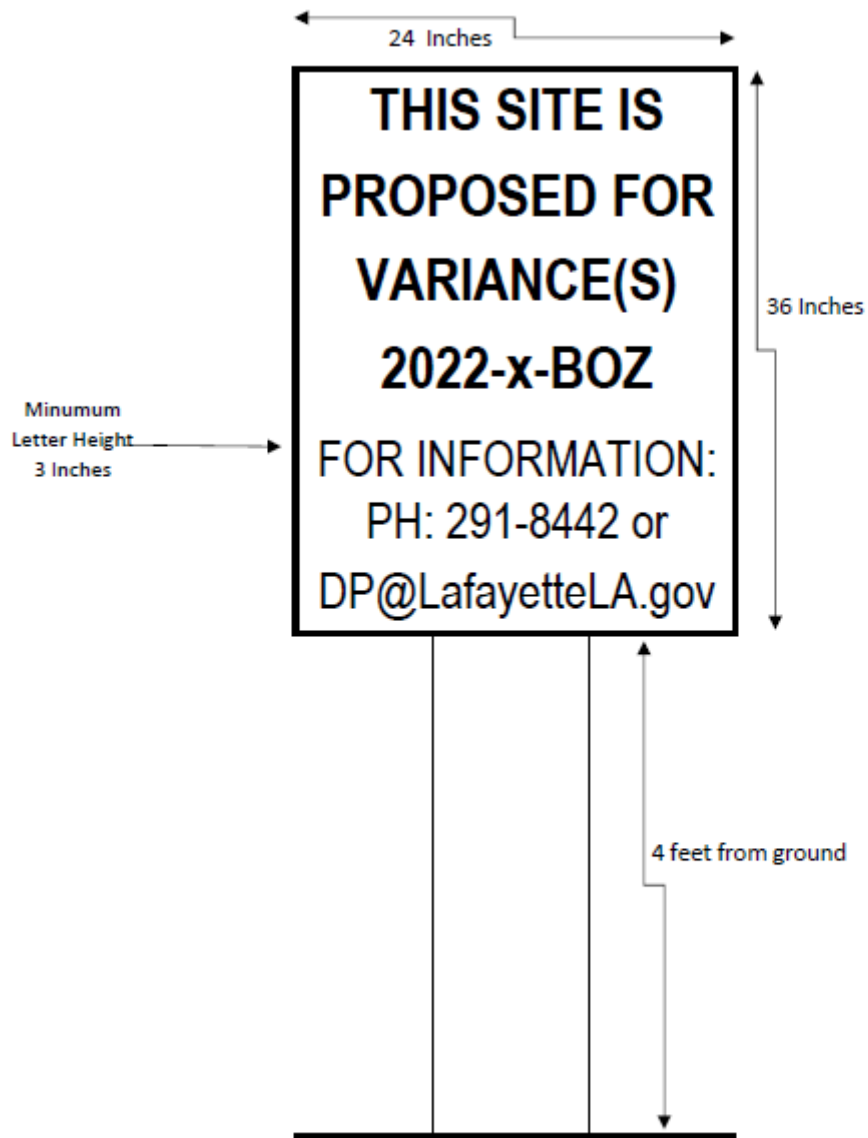
replace “2022-x-BOZ” with your assigned case number



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
2022 APPLICATION DEADLINE AND MEETING DATES

4:00 p.m.
DEADLINE DATE

Monday, December 13, 2021
Monday, January 10, 2022
Monday, February 7, 2022
Monday, March 14, 2022
Monday, April 11, 2022
Monday, May 9, 2022
Monday, June 13, 2022
Monday, July 11, 2022
Monday, August 8, 2022
Monday, September 12, 2022
Monday, October 10, 2022
Monday, November 7, 2022
Monday, December 12, 2022

5:00 p.m.
MEETING DATE

Thursday, January 13, 2022
Thursday, February 10, 2022
Thursday, March 10, 2022
Thursday, April 14, 2022
Thursday, May 12, 2022
Thursday, June 9, 2022
Thursday, July 14, 2022
Thursday, August 11, 2022
Thursday, September 8, 2022
Thursday, October 13, 2022
Thursday, November 10, 2022
Thursday, December 8, 2022
Thursday, January 12, 2023

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