



Application for Rezoning Property or Conditional Use Permit (Updated Jan 2021)
Please Check One

- Rezoning Property – Reference Unified Development Code Chapter 89-53**
This process may be used to change the zoning of land in the City of Lafayette.
- Conditional Use Permit – Reference Unified Development Code Chapter 89-54**
This process may be used to approve certain land uses in certain zoning districts.
- Rezoning of Property with Conditional Use Permit**
Rezoning property and a conditional use permit may be combined into one application, where applicable.

BEFORE MAKING AN APPLICATION:

HAVE AN INITIAL CONVERSATION WITH ZONING STAFF – To get in touch, contact Carol Robbins at 337-291-7341 or email Carol Robbins at crobbins@LafayetteLA.gov and CC Cathie Gilbert, the Planning Manager, at cgilbert@LafayetteLA.gov. Before initiating a request for rezoning or a conditional use permit, it is important that the applicant speaks or corresponds with them regarding requirements and procedures.

READ THIS PACKET – This packet contains information and the forms necessary to apply to rezone property and/or request a conditional use permit:

- Application Requirements
- Application
- Addendum Application for A Conditional Use Permit for a Bar/ Lounge in the “D” Downtown Zoning District
- Zoning Commission Meeting Dates and Deadlines for Application

READ PREPARATION OF A REQUEST – Complete application requirements may be found in Article 10, 89-301 (c) of the Unified Development Code at the following link:

<http://www.lafayettela.gov/ComprehensivePlan/Pages/Unified-Development-Code>

Please call and schedule a time to bring completed application to the Planning Division on the 1st floor at the Rosa Parks Transportation Center 101 Jefferson Street Lafayette, LA 70501.

APPLICATION REQUIREMENTS (Updated Jan 2021)

1) The Application Must Be Typed Or Printed Clearly And Completed In Full.

2) Area Map (Plat):

- a) One (1) 24x36 paper copy AND one (1) PDF file, drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale, north arrow, and vicinity map. Email the PDF version to crobbins@LafayetteLA.gov and cwest@LafayetteLA.gov. The plat shall include:
 - i) For the subject property, existing zoning, all lots with dimensions and area, streets, street names, and other pertinent features – such as coulees, ditches, easements, buildings, etc.;
 - ii) Dimensions and zoning of each adjacent lot or tract and property owners of record (with mailing addresses);
 - iii) Owners (with mailing addresses) of properties immediately adjacent to those properties – one removed from subject property.
In determining adjacent and second adjacent properties, property directly across a public or private road shall be treated as adjacent property. Property ownership and mailing addresses shall be as per the most recent records of the Lafayette Parish Tax Assessor.
- b) Property Owner Information – Names and addresses for owners of all adjacent and second adjacent properties. Email an editable document (Word/Google Docs) of the address labels formatted for Avery 5160 mailing to crobbins@LafayetteLA.gov and cwest@LafayetteLA.gov ; do not print the labels.

3) Notification:

Mail:

The Planning staff will mail a notice of the request at least 10 days before the public hearing. Notice is provided to all of the immediate adjacent property owners of record and the owners of the property immediately adjacent to that property per the latest tax assessor's tax rolls. Property directly across the public road from the reclassification site is treated as adjacent property.

Sign:

The LCG will install a sign at least 14 days before the scheduled Zoning Commission meeting.

4) SITE PLAN, if Conditional Rezoning or Conditional Use Permit is requested:

One (1) paper copy and one (1) PDF file, drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale and north arrow, adjacent and abutting streets and rights-of-way, and proposed development of the site, including dimensions. Please email the PDF version of the site plan to crobbins@LafayetteLA.gov and cwest@LafayetteLA.gov.

5) LEGAL DESCRIPTION of the subject property.

6) APPLICATION FEE– A non-refundable fee of \$500 paid by check made out to Lafayette

Consolidated Government *Please call and schedule a time to bring completed application and check to the Planning Division on the 1st floor at the Rosa Parks Transportation Center 101 Jefferson Street Lafayette, LA 70501.

**LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT
APPLICATION FOR PROPERTY REZONING AND/OR CONDITIONAL USE PERMIT**

1. Owner's Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone Number/Cell: _____
Email: _____

2. Applicant or Owner's Authorized Representative (**For example: Agent/Engineer/Surveyor**)
Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone Number/Cell: _____
Email: _____

If the person paying the \$500 fee is different from the above information please put their Email here: _____

3. Location and/or street address of property: _____

4. Legal Description of property: _____

5. Area of Property and/or Area and Number of Building(s): _____

For the next step fill out only A for a Rezoning application, fill out only B for a Conditional Use Permit application, or both for a Rezoning AND Conditional Use Permit application.

6. **A. For Rezoning:** Present Zoning: _____ Requested Zoning: _____
B. For Conditional Use Permit: Present Zoning: _____
Proposed Land Use: _____

7. Describe reason for application and explain how the proposed land use is compatible with the character of the neighborhood and the Comprehensive Plan. (be as specific and detailed as possible)

CERTIFICATION

Owner hereby certifies that he is the owner of the subject property, and owner, and owner's representative if applicable, declares that the statements made on this application are true and correct to the best of his knowledge and that the development shall comply with all City-Parish Regulations and Ordinances. By filing an application for rezoning, the applicant agrees to allow employees of the Lafayette City-Parish Consolidated Government, or their agents, to enter the property described in this application for inspection and to install, maintain, and remove notification signs, as required in the Unified Development Code. When signed below by owner, any Agent herein below designated is hereby appointed by owner and agrees to represent the owner(s) at the Zoning Commission's hearing of this application.

Owner's Signature _____

Print Name: _____

Date _____ Witness _____

Applicant/Authorized Agent's Signature _____

Print Name: _____

Date _____ Witness _____

LAFAYETTE CONSOLIDATED GOVERNMENT

Conditional Use Permit for a Bar/Lounge in the
“D” Downtown Zoning District Addendum

An application for a Conditional Use Permit for a Bar/Lounge use in the “D” (Downtown) zoning district shall include the following information:

1. Hours of operation: _____

2. Estimated building capacity: _____
3. Include a floor plan showing the total square footage of the Bar/Lounge, the total square footage of the area accessible to customers and the public generally, the estimated number of seats for customers, and the location of customer seating and assembly areas.
4. Include a plan for parking.
5. Include a revenue model setting forth the projected revenue for the Bar/Lounge and the sources and percentages of such revenue (e.g., the sale of alcoholic beverages, food, or admission).

LAFAYETTE CONSOLIDATED GOVERNMENT
2021 ZONING COMMISSION MEETING DATES

For Rezoning and/or Conditional Use Permit

<u>APPLICATION DEADLINE</u>	<u>MEETING DATE</u>
December 16, 2020	January 25 th 2021
January 13 th , 2021	February 22 th 2021
February 3 th , 2021	March 15 th 2021
March 10 th , 2021	April 19 th 2021
April 7 th , 2021	May 17 th 2021
May 12 th , 2021	June 21 th 2021
June 9 th , 2021	July 19 th 2021
July 7 st , 2021	August 16 th 2021
August 11 th , 2021	September 20 st 2021
September 8 th , 2021	October 18 th 2021
October 6 th , 2021	November 15 th 2021
November 10 th , 2021	December 20 st 2021

* Meetings are scheduled the 3rd Monday of each month, with the exception of holiday conflicts and sometimes a combined November/December meeting between the Thanksgiving and Christmas Holidays.