



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

- Rezoning Property – Reference Lafayette 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 Lafayette 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 crobbsins@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

You will need to call and schedule a time to bring the check and the completed application to the Planning Division, located on the 2nd floor of City Hall, 705 University Ave. We advise turning in applications well before the deadline, not on the day of the deadline.

Your application will be checked over by staff. Incomplete applications submitted close to the day of the deadline run the risk of being pushed to the next month’s zoning commission meeting.

READ PREPARATION OF A REQUEST – Complete application requirements may be found in Article 10, 89-301 (c) of the Lafayette Development Code at the following link:
www.lafayettela.gov/docs/default-source/d-p-documents/planning-files/lafayette-development-code

APPLICATION REQUIREMENTS (Updated Feb 2022)

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) The subject property with clear text stating the existing zoning and what the subject property is to be rezoned to (eg. RS-1 to RM-2), all lots with dimensions and area, 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 ; **PLEASE DO NOT PRINT THE LABELS, EMAIL THEM.**

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. Call 337-291-7358 for scheduling and to receive the location to drop off materials.

**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:** Current 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 Lafayette 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
2022 ZONING COMMISSION MEETING DATES

For Rezoning and/or Conditional Use Permit

<u>MEETING DATE</u>	<u>APPLICATION DEADLINE</u>
January 24, 2022	December 15, 2021
February 21, 2022	January 12, 2022
March 21, 2022	February 9, 2022
April 18, 2022	March 9, 2022
May 16, 2022	April 6, 2022
June 20, 2022	May 11, 2022
July 18, 2022	June 8, 2022
August 15, 2022	July 6, 2022
September 19, 2022	August 10, 2022
October 17, 2022	September 7, 2022
November 21, 2022	October 12, 2022
December 19, 2022	November 9, 2022

* Meetings are scheduled for the 3rd Monday of each month with the exception of a few, due to holiday conflicts.