

A. BOZA SUBMITTAL REQUIREMENTS

- **Complete application via mgoconnect.org/cp/portal**
 - Create Account/Login
 - Lafayette, Louisiana
 - Apply for Development & Planning
 - Application for Variance/Appeal (Board of Zoning Adjustment)
- **Upload the required documents:**
 1. Scaled site plan and/or proposed rendering of sign
 2. Signed Certification & Agreement
 3. Power of Attorney documents or signature authority documents (Only if applicable)
 4. **Avery 5160 Labels** including all property owners within 200 linear feet of the perimeter of the property for which the variance is being requested (***see page 4 for instructions**)
A PDF document saved directly from the tax assessor's website is NOT acceptable.
Labels MUST be converted to Avery 5160 labels or your application will not be processed.
<https://www.avery.com/templates/5160>
 - The require information can be obtained at:
<http://www.lafayetteassessor.com>
- \$300 Application Fee and \$105 Recording Fee are due upon submittal.
(If your variance request is not approved, the \$105 fee will be refunded to you.)

***Applications will not be processed until all required documents are submitted and will be subject to deferral if documents are found incorrect.**

***Fees must be paid prior to staff review and further documentation may be required upon review.**

***In the event of a deferral due to deficiency on behalf of the applicant, a \$150.00 fee will be assessed per occurrence.**

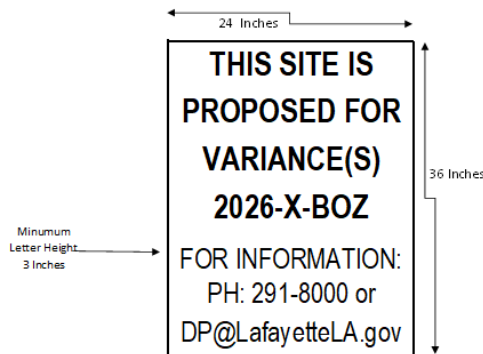
B. ATTENDANCE REQUIREMENT

- 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 (to be fulfilled by Applicant)**

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 "2026-X-BOZ" in below example with your assigned case number

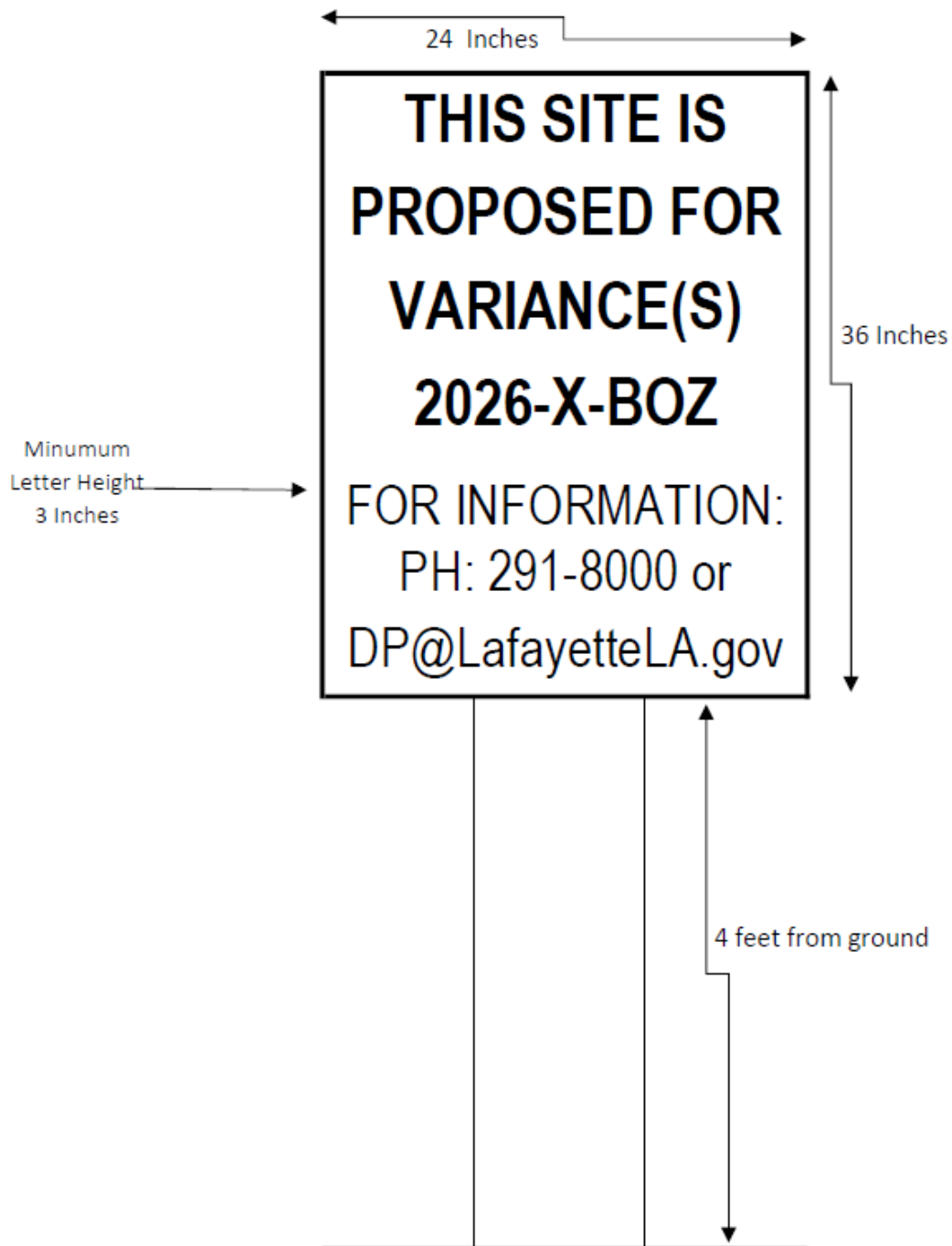


7. Sign must be posted in one or more public street rights-of-way nearest to the proposed variance subject property **at least seven (7)** days prior to the date of the Board of Zoning Adjustment Meeting.
8. A picture of this sign, posted on the subject property, must be uploaded to your project in MGO 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.

EXAMPLE ONLY

Replace “2026-X-BOZ” with your assigned case number.



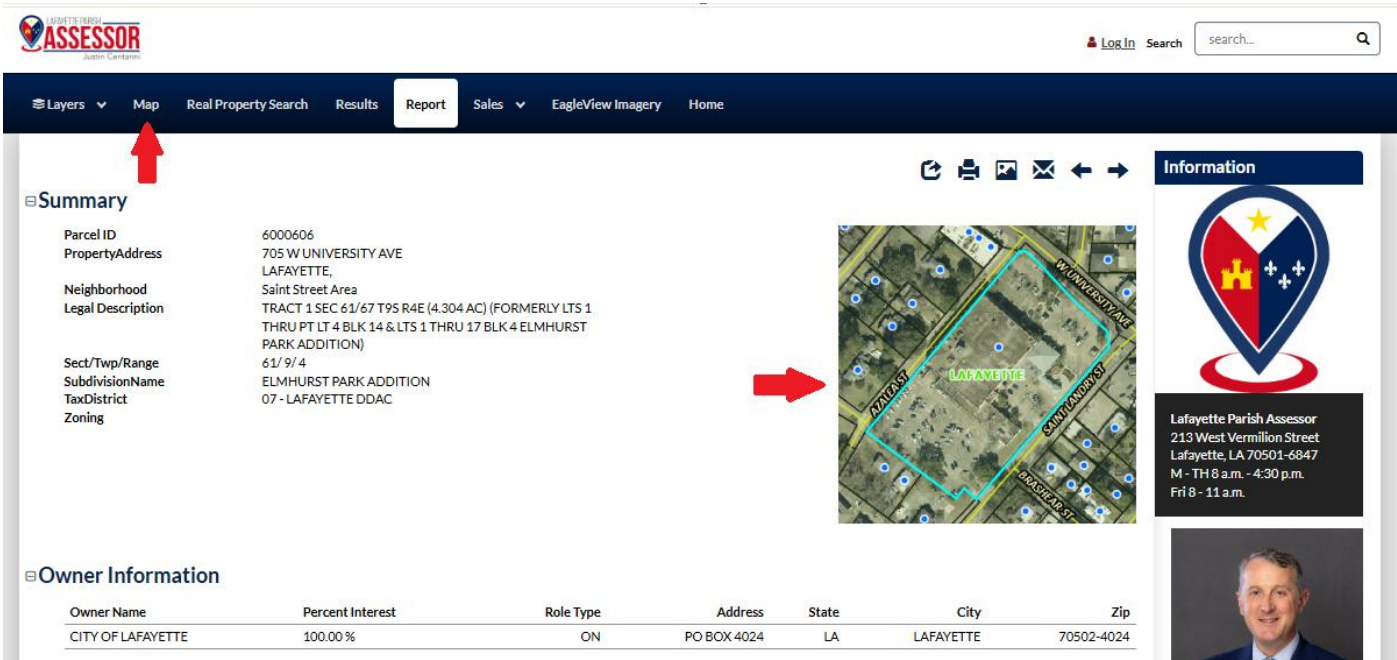
HOW TO OBTAIN ADJACENT PROPERTY OWNER INFORMATION:

https://www.lafayetteassessor.com

1. Real Estate Map & Search

- Choose your search option (Owner name, address, parcel #, legal information or subdivision name)
- As you begin to type, the website will populate results for you.

2. Click on either the word “Map” in the banner at the top of the screen or the actual map provided.



3. Click “Spatial Selection Tool”



4. Adjust Buffer Area Desired

- a. Spatial selection mode: “Buffer” (indicated with blue dot)
- b. Select features from: “Parcels”
- c. Set Buffer Distance: “200” “feet”

You MUST change the buffer distance from 100 to 200!!

Spatial selection mode: ☒ Buffer ☐ Select

Select features from:

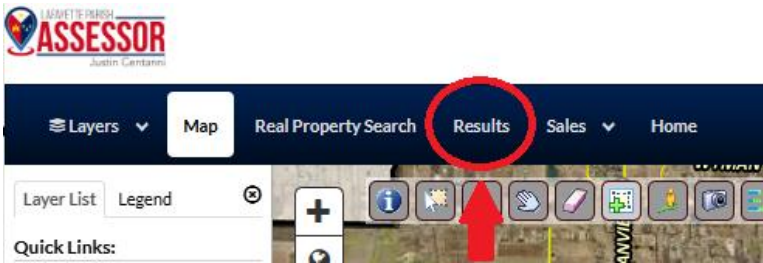
That are within of

Selected Parcels (1 feature(s) selected)

5. Click the Buffer button

- This will give you a broader aerial view with a green cloud around all Property Owners within 200 linear feet of the perimeter of the property and populate a list of the property owners on the right side of the map.

6. Select the “Results” Tab in the banner at the top of the screen.



7. Create 5160 Labels

- a. Scroll all the way to the bottom to find “Mailing Labels”
- b. Use Address From: “Owner” (indicated with blue dot)
- c. Select export file format: “Address Labels (5160)”
- d. Check box for “Show All Owners”
- e. Click “Download”

Mailing Labels

Use Address From: ☒ Owner ☐ Property

Select export file format:

Labels will only be generated for owners that have addresses in the system.
International mailing labels that exceed 5 lines are not supported on the Address labels (5160).
For international addresses, please use the xlsx, csv or tab download formats.

☒ Show All Owners
☐ Show Parcel ID on Label

Skip Labels

For best results, uncheck "Fit to Page" in your print settings.

8. The document generated will be a pdf file and will likely have duplicate addresses for some parcels. Please remove duplications and ADD all property owners, applicant(s) and the surveyor’s addresses when converting to a word document. Labels MUST be converted to Avery 5160 labels or your application will not be processed. A template can be accessed here: https://www.avery.com/templates/5160