

## A. BOZA SUBMITTAL REQUIREMENTS

- **Complete application via [mgoconnect.org/cp/portal](https://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)  
**CDP staff will NOT accept a PDF document saved directly from the tax assessor's website.** They 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.**

## 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 "2023-x-BOZ" in below example with your assigned case number\***

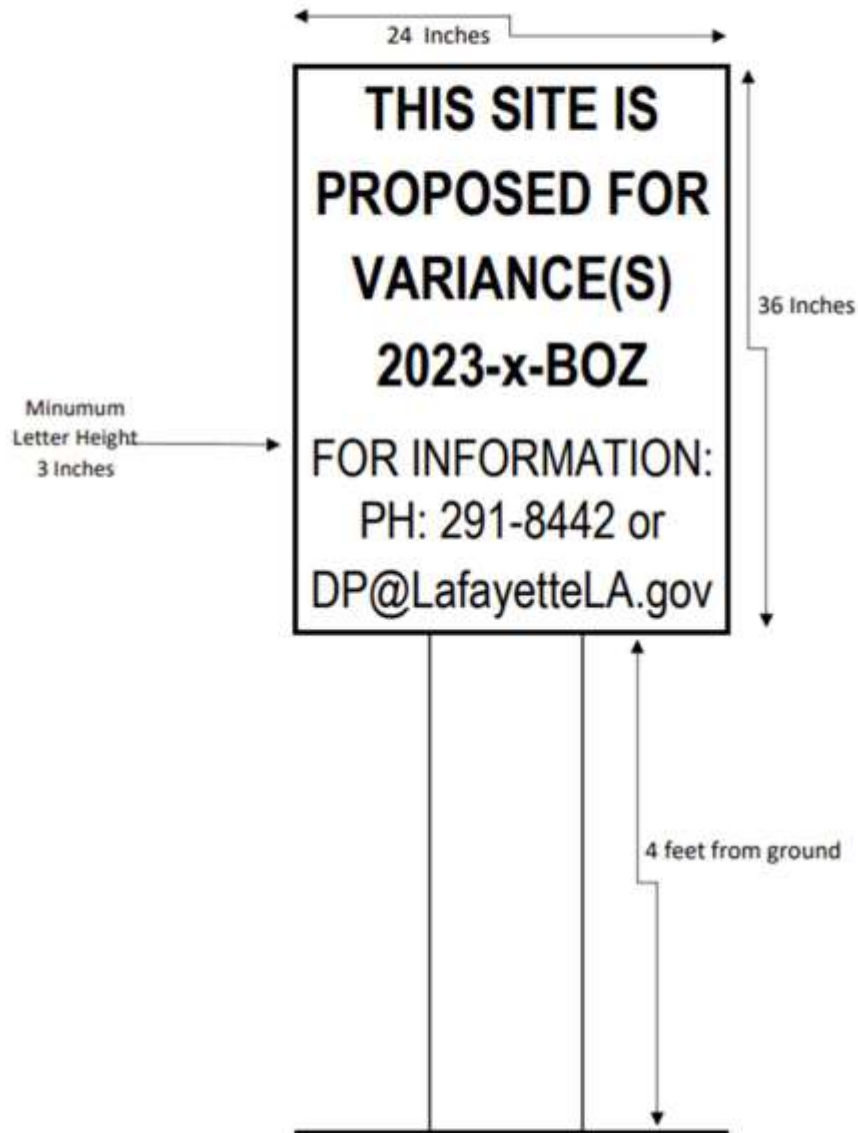


7. Sign must be posted in one or more public street rights-of-way nearest to the proposed variance subject property **at least seven (7)** days prior to the date of the Board of Zoning Adjustment Meeting.
8. A picture of this sign, posted on the subject property, must be uploaded to your project in MGO 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 “2023-x-BOZ” with your assigned case number.



**PROPOSED VARIANCE SIGN**

## **HOW TO OBTAIN ADJACENT PROPERTY OWNER INFORMATION: (Submittal Requirements, Required document #4)**

<https://www.lafayetteassessor.com>

### 1. Property / Map Search

#### a. Assessor Map

This will open a new link to a map page

### 2. Basic Search

#### a. Search BY: Property Address

When you begin to type in the property address, let the website populate it for you. (It works better)

### 3. Click "Search"

This should bring you directly to your property.

### 4. Look at the bottom right of screen and choose "Buffer"

#### a. Units: Feet

#### b. Buffer Distance: 200

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

### 5. Click on the Buffer button.

This will give you a broader aerial view with all Property Owners within 200 linear feet of the perimeter of the property.

### 6. Look again at the bottom of the screen and choose "Mailing"

This is the mailing list for your property.

**This format is NOT compatible with Avery 5160 labels. You must convert these addresses to Avery 5160 format prior to uploading into MGO.** <https://www.avery.com/templates/5160>

\*These directions are meant for a laptop / desktop. The website will work differently from any phone.

\*If you would like to see a better aerial, go back to the tabs at the top and click on "Layers" then choose "2023 Aerial". Next, scroll down in the layers and uncheck "Building". This option can also help with your site plan. There is a measuring tool available on this site.