

**GENERAL INSTRUCTIONS - APPLICATION FOR VARIANCE/APPEAL
BOARD OF ZONING ADJUSTMENT**

1. INITIAL MEETING WITH ZONING STAFF PRIOR TO APPLICATION

Before initiating a request for a variance, the applicant should meet with the Zoning staff to review all requirements and procedures. To schedule a meeting regarding a variance application, or if there are any questions, contact the Zoning Division at 337-291-8445.

2. NATURE OF VARIANCE/APPEAL

In describing the exact nature and type of variance or appeal being requested, the applicant must clearly indicate the specific requirements for which they are requesting a variance and/or the administrative decision or interpretation that is being appealed. On the attached application, Section 5 (Requested Variance/Appeal) should describe the particular provisions of the Unified Development Code (UDC) or other laws that prevent the proposed project and Section 6 (Reasons and justifications for Variance/Appeal) should describe how the literal interpretation of the provisions of the UDC would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.

3. SUPPORTING INFORMATION

The applicant must provide one electronic copy and twenty (20) paper copies of their scaled site plan as a part of the application. The electronic copy may be submitted via email, USB flash drive, or CD. The site plan must accurately show north arrow, vicinity map, streets, sidewalks, property lines, location of utilities, natural features, easements, the location of existing and proposed construction, open yard areas, fences, walks, driveways, parking (with each space clearly delineated), entrances and exits, signs and any other information the Zoning Administrator may deem appropriate to present to the Board of Zoning Adjustment.

4. NOTIFICATION

In applying for a variance, the applicant shall supply the names and addresses of the owners of all surrounding properties within two hundred (200') feet of the perimeter of the property for which the variance is being requested. These names and addresses must be submitted electronically and printed on adhesive-backed address labels.

This information can be obtained at the Lafayette Parish Assessor's office:
1010 Lafayette Street
Suite 402
Lafayette, LA 70501
337-291-7080

5. FEE

A filing fee of \$200 must accompany every application.

6. ATTENDANCE

No action will be taken on any application unless the applicant or authorized agent is present at the meeting to answer any questions that may be raised.

**APPLICATION FOR VARIANCE/APPEAL
BOARD OF ZONING ADJUSTMENT**

1. Name of Applicant(s): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____

2. Name of Property Owner(s) (other than applicant): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____

3. Address and Legal Description of Property: _____

4. Name of Agent: _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____ Email: _____

5. Requested Variance/Appeal: _____

6. Reasons and justifications for Variance/Appeal: _____

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 installation, maintenance and removal of a public notification sign and to inspect and 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 _____, 201_____

Owner _____
(Print Name)

(Signature)

Applicant _____
(Print Name)

(Signature)

**MEMBERSHIP
BOARD OF ZONING ADJUSTMENT**

MEMBER	TERM EXPIRES
Steven McGinity, Chairman	06/30/2019
Chris German, Vice-Chairman	06/30/2017
Vacant	06/30/2021
Corey Cloninger	06/30/2018
Erica L. Williams	06/30/2020
Mark DeClouet – (Alternate 1)	01/19/2020
Anne Famoso (Alternate 2)	01/19/2019

All correspondence with the Board members must be directed through the Planning, Zoning and Development Department at 337-291-8445, mailing address:

Lafayette Consolidated Government
Planning, Zoning and Development Department
P.O. Box 4017-C
Lafayette, LA 70502

Please do not contact the individual Board members as it may be in violation of the Board's Rules of Policy and Procedure and may affect the outcome of any Board decision. If you feel it imperative to speak with a Board member prior to a meeting, contact the Planning, Zoning and Development Department and we will relay your request to the member involved.

**BOARD OF ZONING ADJUSTMENT
2017 APPLICATION AND MEETING DATES**

DEADLINE DATE

MEETING DATE

Monday, December 19, 2016

Thursday, January 12, 2017

Tuesday, January 17, 2017*

Thursday, February 9, 2017

Monday, February 13, 2017

Thursday, March 9, 2017

Monday, March 20, 2017

Thursday, April 13, 2017

Monday, April 17, 2017

Thursday, May 11, 2017

Monday, May 15, 2017

Thursday, June 8, 2017

Monday, June 19, 2017

Thursday, July 13, 2017

Monday, July 17, 2017

Thursday, August 10, 2017

Monday, August 21, 2017

Thursday, September 14, 2017

Monday, September 18, 2017

Thursday, October 12, 2017

Monday, October 16, 2017

Thursday, November 9, 2017

Monday, November 20, 2017

Thursday, December 14, 2017

*Office closed Monday, January 16, 2017 for Martin Luther King, Jr. Holiday.

The Board of Zoning Adjustment meets at 5:30 p.m. in the Planning, Zoning and Development Auditorium, 220 West Willow Street, Building B.