

**Application for Variance/Appeal
Development and Planning Department**

Fee \$ _____

Address & Legal Description of Property:

OFFICE USE ONLY
Date of Application: _____
Proposed BOZA Meeting Date: _____
Received by: _____

Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Name of Agent: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Requested Variance/Appeal:

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

1. 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.

2. ATTENDANCE

No action will be taken on any application unless the applicant or authorized agent is present at the Board of Zoning Adjustment meeting.

To schedule a meeting regarding a variance application, or if there are any questions, contact Anne Famoso at 337-291-8426.

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)

MINIMAL GRAPHIC REQUIREMENT

A. *SUBMITTAL REQUIREMENT

- **Two (2) copies** of the site plan to **SCALE**, no larger than 8.5" x 11" (only).
- One (1) electronic copy 8.5" x 11" of the site plan emailed to afamoso@LafayetteLA.gov
- Completed application form (including owner's signature)
- \$200.00 Fee. (Check, Money Order or Cash)
- Any applicable Power of Attorney documents or signature authority documents
- Adjacent Property Owners (within 200 feet) feet of the perimeter of the property for which the variance is being requested
- **Typed mailing labels on (Avery 5160 labels).**
- **Email a copy of mailing labels to Leticia Leblanc (leticia@LafayetteLA.gov).**

Adjacent Property Owner information can be obtained at the:

Lafayette Parish Assessor's office:

1010 Layette Street, Suite 402

Lafayette, LA 70501

337-291-7080

or online at <http://www.lafayetteassessor.com>

- **The application will not be placed on the Meeting Agenda without a complete submittal package being received no later than 3:00 p.m. by the Development and Planning Department on the Deadline date.**

**BOARD OF ZONING ADJUSTMENT
2019 APPLICATION DEADLINE AND MEETING DATES**

3:00 p.m.

DEADLINE DATE

Monday, December 17, 2018

Monday, January 14, 2019

Monday, February 11, 2019

Monday, March 11, 2019

Monday, April 8, 2019

Monday, May 13, 2019

Monday, June 10, 2019

Monday, July 8, 2019

Monday, August 12, 2019

Monday, September 9, 2019

Monday, October 14, 2019

Monday, November 11, 2019

5:30 p.m.

MEETING DATE

Thursday, January 10, 2019

Thursday, February 14, 2019

Thursday, March 14, 2019

Thursday, April 11, 2019

Thursday, May 9, 2019

Thursday, June 13, 2019

Thursday, July 11, 2019

Thursday, August 8, 2019

Thursday, September 12, 2019

Thursday, October 10, 2019

Thursday, November 14, 2019

Thursday, December 14, 2019

The Board of Zoning Adjustment meets in the Development and Planning Auditorium,
220 West Willow Street, Building B.