



**Application for Rezoning Property or Conditional Use Permit**  
**Please Check One**

- Rezoning Property – Reference Unified 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 Unified 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.**

This packet contains information and the form necessary to apply to rezone property and/or request a conditional use permit:

- Application Requirements
- Application
- Zoning Commission Meeting Dates and Deadlines for Application

**BEFORE MAKING AN APPLICATION:**

**INITIAL MEETING WITH ZONING STAFF** – Before initiating a request for rezoning or a conditional use permit, it is important that the applicant meets with the Zoning and/or other staff Coordinator, as necessary to review all requirements and procedures.

To schedule meetings regarding rezoning applications, or for any questions, contact Jim Parker, Zoning Manager, at 337-291-8428.

**PREPARATION OF A REQUEST** – Complete application requirements may be found in Article 10, 89-301 (c) of the Unified Development Code.

## APPLICATION REQUIREMENTS

**1) The Application Must Be Typed Or Printed Clearly And Completed In Full.**

**2) Area Map (Plat):**

- a) Three (3) copies, drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale, north arrow, and vicinity map. The plat shall include:
  - i) For the subject property, existing zoning, all lots with dimensions and area, streets, street names, and other pertinent features – such as coulees, ditches, easements, buildings, structures, 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. Send to [jparker@lafayettela.gov](mailto:jparker@lafayettela.gov) by e-mail or provide on diskette or CD formatted for Avery 5160 mailing labels.

**3) Notification:**

**Mail:**

The Zoning 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:**

Three (3) copies 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.

**5) LEGAL DESCRIPTION of the subject property.**

**6) APPLICATION FEE– A non-refundable fee of \$500.**

**LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT  
APPLICATION FOR PROPERTY REZONING AND/OR CONDITIONAL USE PERMIT**

1. Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Applicant (if different from owner) or Owner's Authorized Representative (Agent)  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
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): \_\_\_\_\_  
\_\_\_\_\_
6. **For Rezoning:** Present Zoning: \_\_\_\_\_ Requested Zoning \_\_\_\_\_
7. **For Conditional Use Permit:** Present Zoning: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_
8. 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)  
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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 Unified 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**

**2017 ZONING COMMISSION MEETING DATES**

<b>Application Deadline for Rezoning and/or Conditional Use Permit</b>	<b><u>MEETING DATE</u></b>
<i>December 14, 2016</i>	<b>January 23, 2017*</b>
<i>January 11, 2017</i>	<b>February 20, 2017</b>
<i>February 8, 2017</i>	<b>March 20, 2017</b>
<i>March 8, 2017</i>	<b>April 17, 2017</b>
<i>April 5, 2017</i>	<b>May 15, 2017</b>
<i>May 10, 2017</i>	<b>June 19, 2017</b>
<i>June 7, 2017</i>	<b>July 17, 2017</b>
<i>July 12, 2017</i>	<b>August 21, 2017</b>
<i>August 9, 2017</i>	<b>September 18, 2017</b>
<i>September 6, 2017</i>	<b>October 16, 2017</b>
<i>October 25, 2017</i>	<b>December 4, 2017*</b>

\* Meetings are scheduled the 3<sup>rd</sup> Monday of each month, with the exception of holiday conflicts and a combined November/December meeting between the Thanksgiving and Christmas Holidays.