

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)
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.**

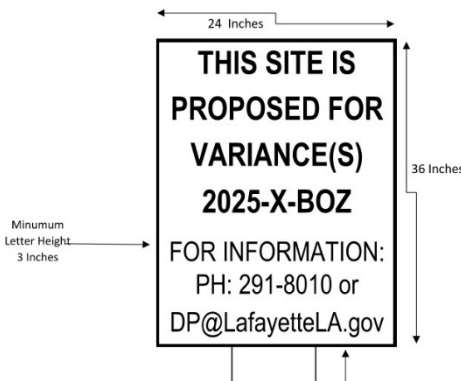
B. ATTENDANCE REQUIREMENT

- 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 "2025-X-BOZ" in below example with your assigned case number

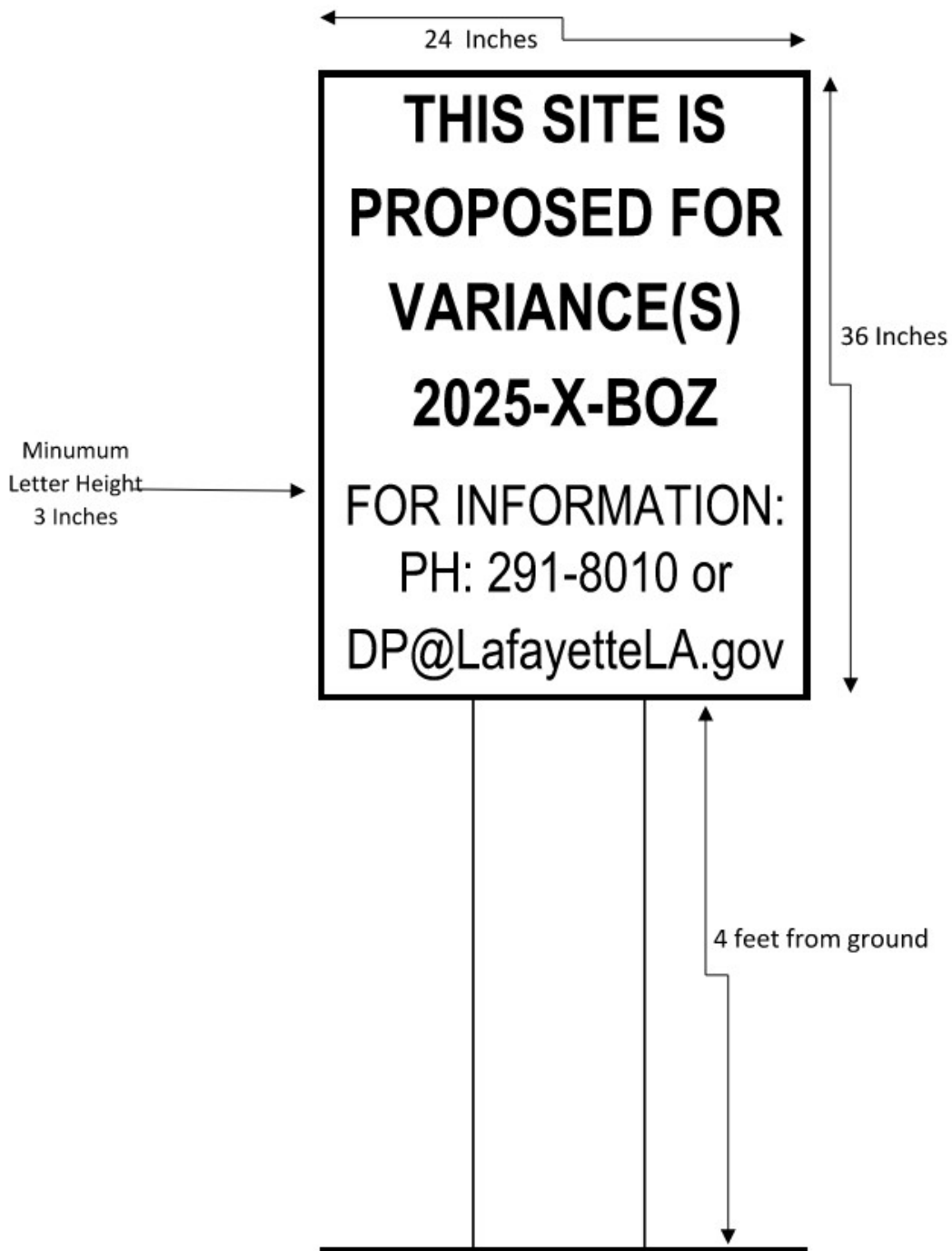


7. Sign must be posted in one or more public street rights-of-way nearest to the proposed variance subject property **at least seven (7)** days prior to the date of the Board of Zoning Adjustment Meeting.
8. A picture of this sign, posted on the subject property, must be uploaded to your project in MGO 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 “2025-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

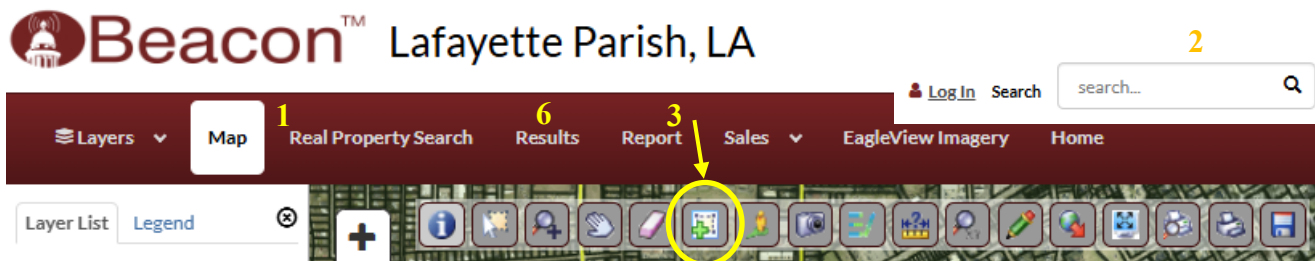
Click on “Map” Tab (in dark red banner)

2. Search Site Address

Enter Property Address in Search window (Located at top right of page)

As you begin to type in the property address, website will populate results for you, select from list.

3. Click “Spatial Selection Tool”



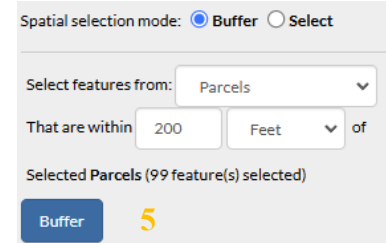
4. Adjust Buffer Area Desired

a. Select “Buffer” mode (will indicate with blue dot)

b. Select features from “Parcels”

c. Set Buffer Distance: “200” “feet”

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



5. Click on 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 to the right of the page.

6. Select the “Results” Tab (in dark red banner)

7. Create 5160 Labels

a. Scroll all the way to the bottom in the “Mailing Labels”

b. Select “Owner” (will indicate with blue dot)

c. Select “Address Labels (5160)” from the drop down

d. Check box for “Show All Owners” & Click “Download”

☐ Mailing Labels

Use Address From:

Owner Property

Select export file format:

Address labels (5160)

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 0

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

Download

*These directions are meant for a laptop / desktop. The website will work differently on phones.