



APPLICANT CHECKLIST
(Please submit only items checked off)

EXCEPTION, VARIANCE, & REZONING APPLICATIONS:

- Filed Legal Description of property. Titled as one of the following: **cash deed, vendor's lien or act of donation.** *(May also be obtained In the Clerk of Court's office (Courthouse- 1st Floor)).*
- Site Plan (See attached example) **Site Plan must comply with the handout example.**
- Landscape Plan (See attached example)
- Filing Fee:
 - \$25.00
 - \$100.00
 - \$200.00
 - \$20.00 per acre after 10 acres not to exceed \$1000.00
 - Other _____ (Permit fee not Included)
- Signed Application by property owner or authorized agent. *(Authorized agent requires an affidavit giving that permission.)*
- Copy of Subdivision Restrictions *Can be obtained in Abstract of property or Clerk of Court's Office (Courthouse - 1st Floor)*
- Copy of Proposed Restrictions
- Proposed building exteriors (may be a photograph or drawing)
- Existing building exteriors (may be a photograph or drawing)
- Erosion and Sediment Control Plan (see attached example)

LETTER FROM APPROPRIATE AGENCY:

- Electric Company _____ Contact _____
- Water District# _____ Contact: _____
- Health and Hospitals _____ Contact: _____
- Gravity. Drainage Board# _____ Contact: _____
- Fire District # _____ Contact: _____
- Sewer District# _____ Contact _____

SUBDIVISION VARIANCE APPLICATIONS: (private road development)

- Servitude
- Maintenance Agreement

FLOOD VARIANCE APPLICATION

- Elevation Certificate (FEMA)
- Criteria Form (See attached form)
- Hold Harmless Agreement (notarized)

BORROW PIT APPLICATIONS

- Borrow Pit/Pond Application

INDUSTRIAL ZONING

- Developer's Agreement

*** Please return this Information to the Division of Planning and Development before 5:00 p.m. on _____ for the _____ meeting.

337-721-3600 - Phone
337-721-4193 - Fax



REQUEST MADE TO THE CALCASIEU PARISH PLANNING AND ZONING BOARD AND MEETING PROCEDURES

1. You will submit a completed application to Division of Planning & Development: legal description (cash deed, abstract), sewer approval, site plan, filing fee, and other applicable documents.
2. The staff will assign meeting date(s) - 5:30 p.m. _____
3. Approximately two weeks prior to the meeting, the staff will post a sign on your property and photograph the area as a public courtesy.
4. The staff will legally advertise your request in the newspaper "legal ad" section.
5. You will receive a letter notifying you of the meeting date and a zoning brief. The zoning brief consists of zoning history of your area and a staff recommendation. *A staff recommendation is strictly a professional opinion of the Division of Planning and Development and is not considered a decision. (Please note any stipulations)*
6. If you wish to contact Board members, please do so once you have received your notification. The Board members will receive a packet that includes: application, site plan, zoning map, road map, picture of property, zoning brief with staff recommendation and other information. Also, you may want to contact the surrounding property owners to inform them of your intentions.
7. You will receive a phone call from this office reminding you of the meeting date.
8. The property owner or authorized representative must attend all meetings.
9. The meetings are conducted once a month. The meeting will go as follows:
 - Chair will read your request from the agenda.
 - Staff will make a presentation of your request.
 - You don't need to make a presentation unless you have additional comments that the staff did not present or you prefer to make your own presentation.
 - If you choose to make a presentation, you will go to the microphone and state your name, address, and reason for your request. Be prepared to state the size and type of building, type of landscaping, the distance from the building(s) to the property lines, will it be owner or renter occupied. You may submit additional information such as photographs, petitions, site plans, etc.
 - You will answer questions by the Board, if any.
 - You will sit down.
 - If any, public comments will be allowed.
 - You will be given an opportunity to rebut (**Defend**) any public comments.
 - Board may ask questions and then they will vote.
 - If the request is for a zoning variance, zoning exception, flood variance, preliminary approval for subdivision, and appeal, and then the decision is final and you may leave, if so desired.
 - If the request is for rezoning, road abandonment, or subdivision variance the Board makes a recommendation that is sent to the Police Jury. You must also attend that meeting, which is usually held two days after the Board's meeting.
 - The Police Jury will vote and their decision is final. The Police Jury will not have you make another presentation, unless requested.
10. You must remove the sign from your property after the meeting date.

Note: Final decisions made by the Planning and Zoning board and/or Police Jury may be appealed to the district court within 30 days of meeting date.

**CALCASIEU PARISH PLANNING & DEVELOPMENT OFFICE
APPLICATION FOR ZONING CHANGES / AMENDMENTS
VARIANCES OR EXCEPTIONS**



CASE NUMBER _____ DATE RECEIVED _____ FEE _____

APPLICANT INFORMATION

NAME: _____
 ADDRESS: _____

 PHONE NUMBER: (Home) _____
 (Work) _____ (Cell) _____

PROPERTY INFORMATION

LOCATION: _____ AMOUNT OF LAND: _____ x _____ = _____ acres
 IDENTIFYING LANDMARK: _____

 PRESENT ZONING CLASSIFICATION: _____
 METRO. PLANNING BOUNDARY IN OUT

- REZONING
- ZONING VARIANCE
- EXTENSION

ZONING REQUEST INFORMATION

- EXCEPTION
- SUBDIVISION VARIANCE
- REVISION
- ADMINISTRATIVE REVIEW

ZONING CHANGE: FROM _____
 TO _____

PURPOSE OF REQUEST: _____

I DO FULLY UNDERSTAND THAT NO PETITION FOR A CHANGE IN THE CLASSIFICATION OF PROPERTY SHALL BE FILED UNLESS SUCH PETITION IS DULY SIGNED AND ACKNOWLEDGED BY THE OWNERS OF AUTHORIZED AGENTS OF NOT LESS THAN FIFTY (50) PERCENT OF THE AREA OF LAND FOR WHICH A CHANGE OF CLASSIFICATION IS REQUESTED PROVIDED HOWEVER, THAT WHERE ANY LOT LOCATED IN THE AFORESAID AREA IS OWNED IN DIVISION, ALL CO-OWNERS MUST SIGN THE PETITION FOR THAT LOT TO BE INCLUDED IN THE (50) PERCENT AREA PROVISION, AS STATED IN THE PARISH ZONING ORDINANCE, NUMBER 1927, AS AMENDED AND REENACTED BY ORDINANCE 3940, AS AMENDED.

FURTHER, I DO CERTIFY THAT THE PROPERTY FOR WHICH THE ABOVE REQUEST IS BEING MADE DOES NOT HOLD ANY RESTRICTIONS OR COVENANTS THAT WOULD BE IN CONFLICT WITH SAID REQUEST.

FURTHERMORE, I, THE APPLICANT AGREE TO DISPOSE OF THE ZONING SIGN(S) PLACED ON MY PROPERTY AFTER THE PUBLIC HEARING.

APPLICANT SIGNATURE _____ DATE _____

REVIEW INFORMATION (FOR STAFF INFORMATION ONLY)

- | | | | | |
|-----|---|------------|-----------|------------|
| 1a. | IS SITE LOCATED WITHIN AN ACTIVE PARISH WATER DISTRICT? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| b. | IF NOT, ARE PRESENT FACILITIES ADEQUATE FOR FUTURE USE? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 2a. | HAS THE METHOD OF SEWAGE DISPOSAL BEEN APPROVED BY THE CALCASIEU PARISH HEALTH UNIT? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| b. | WHAT TYPE OF SEWAGE DISPOSAL SYSTEM WILL BE USED? OXIDATION POND _____
SEPTIC TANK _____ MUNICIPAL SEWAGE DISTRICT _____ MECHANICAL PLANT _____
OTHER _____ | | | |
| 3. | ARE THE EXISTING NATURAL & / OR MAN-MADE DRAINAGE FACILITIES ADEQUATE FOR EXPECTED SURFACE WATER RUN -OFF? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 4. | WILL THE PROPOSED USE BE A NUISANCE TO THE SURROUNDING AREA BECAUSE OF ODORS, VIBRATIONS, UNSIGHTLY AREAS OR OTHER UNWARRANTED ELEMENTS? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 5. | IS THE CAPACITY OF THE ROAD AND OFF-STREET PARKING FACILITIES ADEQUATE FOR USE BY THE PROPOSED DEVELOPMENT? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 6. | WILL THE LOCATION BE SERVED BY A FIRE PROTECTION? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 7. | CAN THE PROPOSED DEVELOPMENT BE EXPECTED TO ADVERSELY EFFECT THE CHARACTER / AESTHETICS OF THE AREA INVOLVED? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 8. | IS PROPERTY WITHIN A DESIGNATED FLOOD HAZARD AREA?
FLOOD ZONE CLASSIFICATION _____ BFE _____ FT. | <u>YES</u> | <u>NO</u> | <u>N/A</u> |

STAFF RECOMMENDATION:

**CALCASIEU PARISH PLANNING & DEVELOPMENT OFFICE
APPLICATION FOR ZONING CHANGES / AMENDMENTS
VARIANCES OR EXCEPTIONS**



CASE NUMBER _____ DATE RECEIVED _____ FEE _____

APPLICANT INFORMATION

NAME: _____
 ADDRESS: _____

 PHONE NUMBER: (Home) _____
 (Work) _____ (Cell) _____

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REVIEW INFORMATION (FOR STAFF INFORMATION ONLY)

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|-----|---|------------|-----------|------------|
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SEPTIC TANK _____ MUNICIPAL SEWAGE DISTRICT _____ MECHANICAL PLANT _____
OTHER _____ | | | |
| 3. | ARE THE EXISTING NATURAL & / OR MAN-MADE DRAINAGE FACILITIES ADEQUATE FOR EXPECTED SURFACE WATER RUN -OFF? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 4. | WILL THE PROPOSED USE BE A NUISANCE TO THE SURROUNDING AREA BECAUSE OF ODORS, VIBRATIONS, UNSIGHTLY AREAS OR OTHER UNWARRANTED ELEMENTS? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
| 5. | IS THE CAPACITY OF THE ROAD AND OFF-STREET PARKING FACILITIES ADEQUATE FOR USE BY THE PROPOSED DEVELOPMENT? | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
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| 8. | IS PROPERTY WITHIN A DESIGNATED FLOOD HAZARD AREA?
FLOOD ZONE CLASSIFICATION _____ BFE _____ FT. | <u>YES</u> | <u>NO</u> | <u>N/A</u> |

STAFF RECOMMENDATION:



SINGLE FAMILY RESIDENTIAL DEVELOPMENT CHECKLIST



APPLICANT NAME: _____ DATE: _____ TAKEN BY: _____

APPLICANT REQUEST: _____

CASE NUMBER (IF APPLICABLE): _____

PJ DISTRICT: _____

FLOOD ZONE: _____ BFE: _____

ZONING: _____

<u>UTILITIES</u>	<u>WATER</u>	<u>SEWERAGE</u>	
INDIVIDUAL	<input type="checkbox"/>	<input type="checkbox"/>	
COMMUNITY	<input type="checkbox"/>	<input type="checkbox"/>	
MUNICIPAL	<input type="checkbox"/>	<input type="checkbox"/>	
DIST # _____			
DRC <input type="checkbox"/>	NON-DRC <input type="checkbox"/>		
DRAINAGE IMPACT ANALYSIS <input type="checkbox"/>	WAIVER <input type="checkbox"/>	STORMWATER AREA <input type="checkbox"/>	
TRAFFIC IMPACT STUDY <input type="checkbox"/>	ANALYSIS <input type="checkbox"/>	WAIVER <input type="checkbox"/>	
URBAN SERVICE AREA <input type="checkbox"/>	DESIGN CORRIDOR <input type="checkbox"/>	LAKE STREET OVERLAY <input type="checkbox"/>	
COMMUNITY GROWTH AREA <input type="checkbox"/>	NELSON OVERLAY <input type="checkbox"/>	RURAL DEVELOPMENT AREA <input type="checkbox"/>	

FOR OFFICE USE ONLY

EXCEPTION VARIANCE REZONING ADMINISTRATIVE REVIEW

- Rezoning from _____ to _____
- House Manufactured Home Modular Home Other _____
 - House: Constructed Moved on
 - Manufactured Home: Size _____ New Used
- Rental For Sale Personal Residence : _____
- Road Frontage: Requesting: _____ Required: _____
- To allow more than one dwelling per lot: _____ # of dwellings
- Height of Building: _____ Stories _____ Feet _____ Inches
- Ownership of property, for how long? _____
- DOTD Driveway Permit (*if property fronts State Hwy*)

ACCESSORY BUILDINGS

Size: _____ Height: _____ Plumbing: _____ Electrical: _____ Prior to main dwelling? _____

When will house be built? _____ Other Accessory Buildings in area? _____

Personal Use Only? _____

Exterior: Brick Metal Wood Vinyl Other _____

What will be in the building? _____

Similar Structures in the Area? Yes No

Revision: _____ **Extension:** _____

Reason: _____

North _____ East _____ South _____ West _____

Staff Comments:

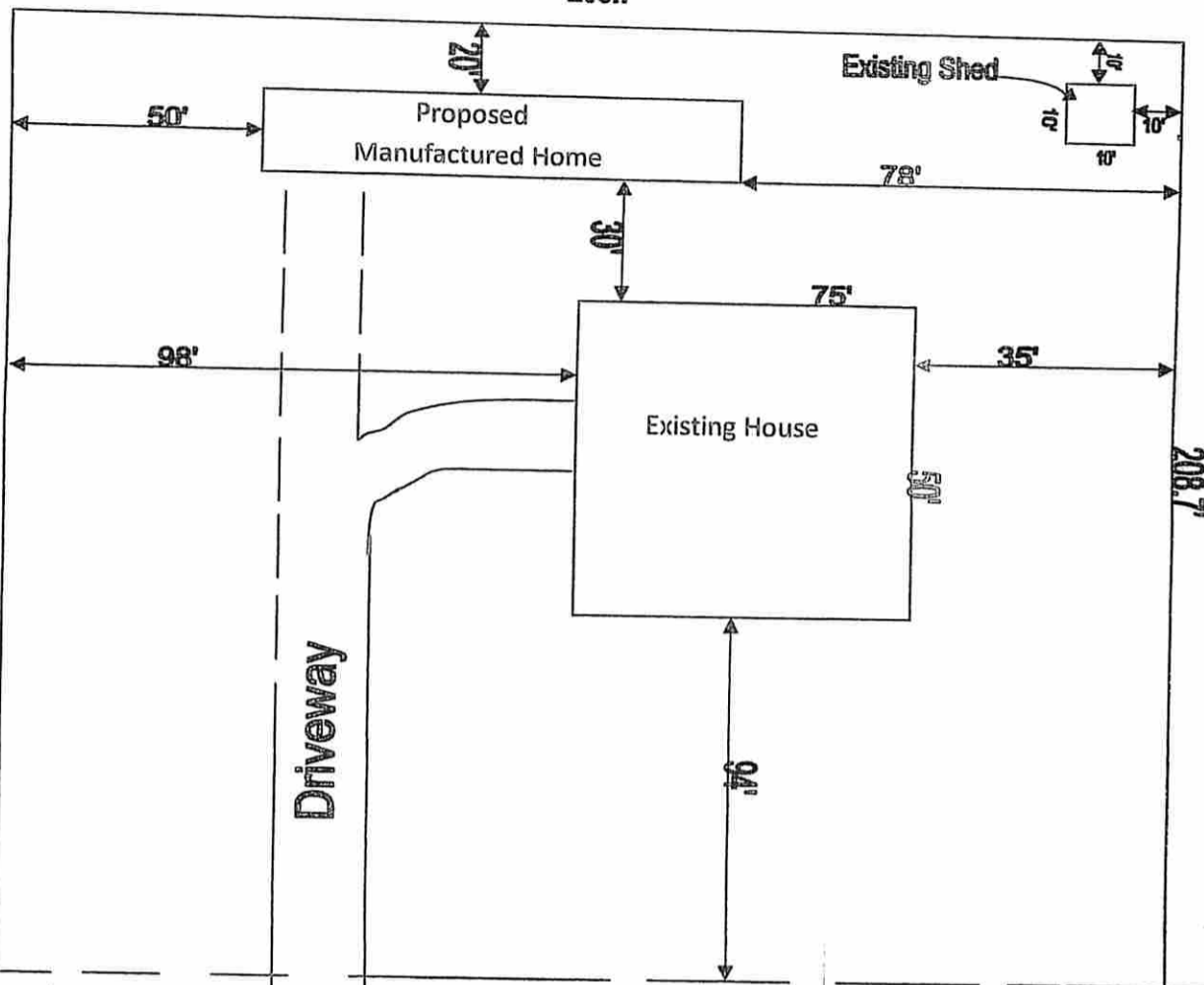
Directions: _____

RESIDENTIAL SITE PLAN

N



208.7



Luke Street

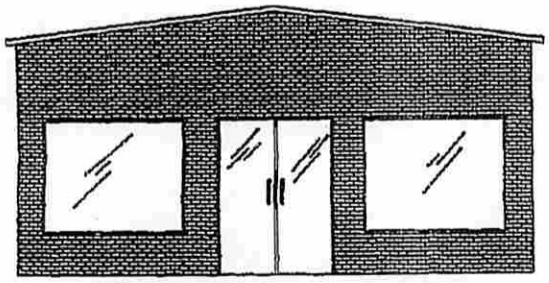
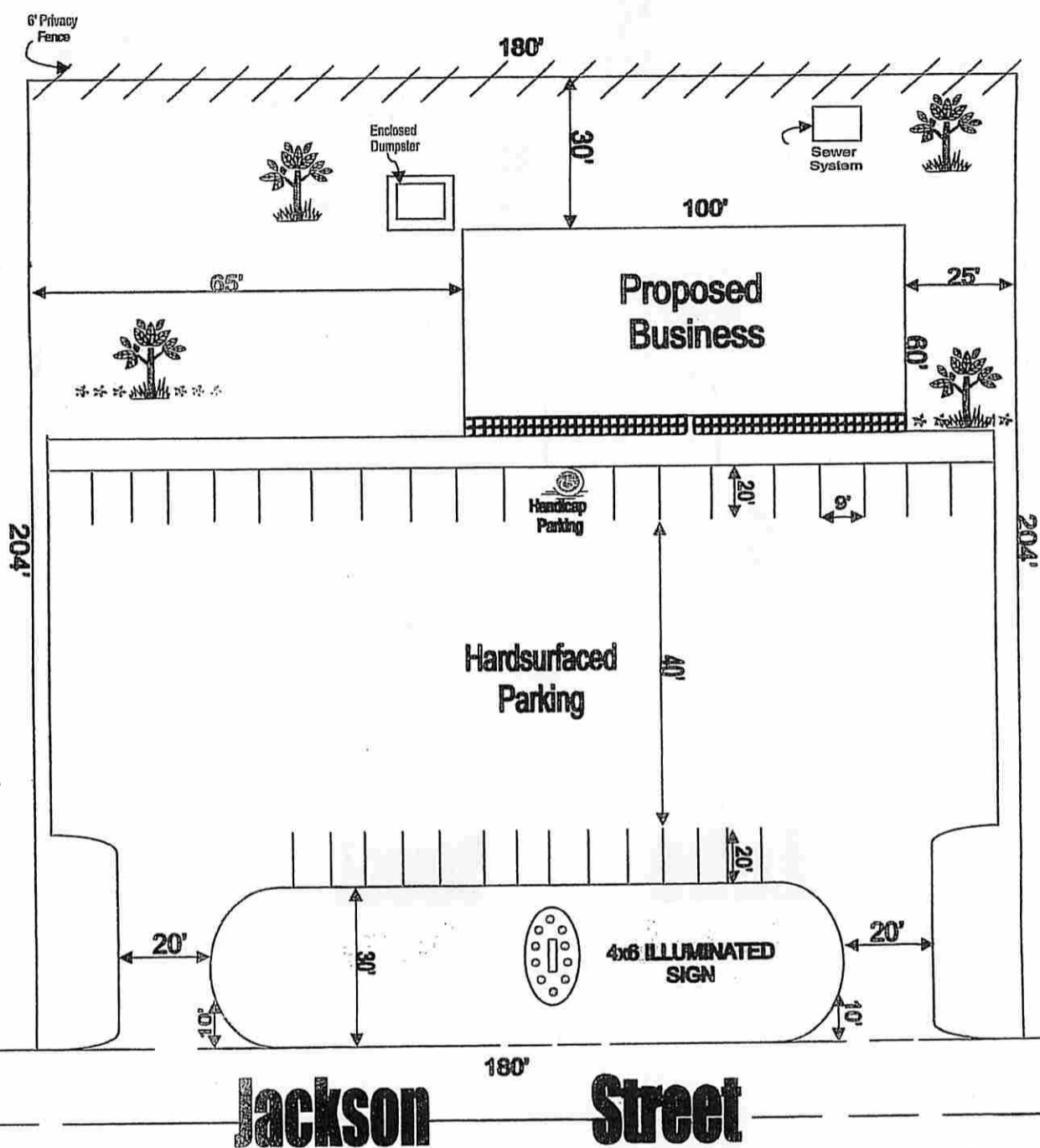
ADJACENT PROPERTY OWNERS / USE

- PAM POKE / MANUFACTURED HOME
- ▽ SHAWN ALLEN / MANUFACTURED HOME
- BRENDA HASKELL / HOUSE
- ◇ JENNIFER RICH / VACANT

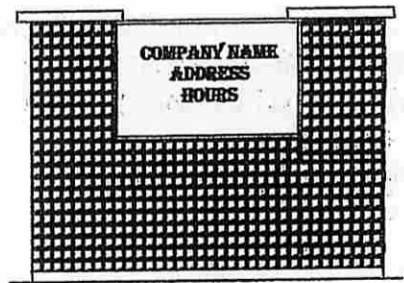
SITE PLAN MUST:

1. BE DRAWN WITH A RULER.
2. BE DRAWN ON 8 1/2 X 14 (LEGAL SIZE) PAPER
3. SHOW ROAD NAME(S)
4. SHOW PROPERTY DIMENSIONS
5. SHOW LOCATION OF EXISTING AND PROPOSED IMPROVEMENTS ON PROPERTY, INCLUDING THE BUILDING SIZE (LABEL EACH BUILDING)
6. SHOW THE SET BACK (DISTANCE) FROM EACH PROPERTY, (MEASUREMENT IS NOT TAKEN FROM THE PAVEMENT), LINE OF ANY BUILDING, POND, BORROW-PIT, ETC.
7. SHOW NORTH ARROW
8. SHOW ADJOINING PROPERTY OWNER AND PROPERTY USE (I.E. CECIL JONES / HOUSE)

COMMERCIAL SITE PLAN



FRONT VIEW OF BUSINESS



SIGN DETAIL

ADJACENT PROPERTY OWNERS / USE

- PAM POKE / MANUFACTURED HOME
- ▽ SHAWN ALLEN / MANUFACTURED HOME
- BRENDA HASKELL / HOUSE
- ◇ JENNIFER RICH / VACANT