



**Application for Special Use/Conditional Use Permit
Planning and Zoning Department**

Fee \$350.00

Address & Legal Description of Property:

OFFICE USE ONLY

Date of Application: _____

Proposed Zoning 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: _____

AFFIDAVIT OF OWNERSHIP

Owner (s) hereby certifies that he is the owner of the subject property. Owner (s) declare that the information and documentation contained in this application for rezoning is true and correct to the best of his knowledge and that the development shall comply with all applicable Iberia Parish Codes, Regulations, and Ordinances. Owner (s) understands that filing of this application does not in any manner insure its successful adoption; owner (s) understands the filing of this application is at his risk. Owner (s) also authorized any/all employees of Iberia Parish Government to enter the property for inspection purposes.

When signed below by owner (s), any Agent designated below is authorized to speak for the owner(s) and to represent the owner (s) at Zoning Commission and Iberia Parish Council Meetings.

Owner (s): _____

Date: _____

Applicant/Authorized Agent:

Date: _____ **Applicant:** _____

MINIMAL GRAPHIC REQUIREMENT

A. *SUBMITTAL REQUIREMENT

- **Three (3) copies** of the site plan to **SCALE**, including lot size, easements and setbacks, adjacent streets and right-of-ways. Dimensions of proposed or existing buildings with location noted, if applicable proposed landscaping and parking shown on the site plan. The site plan shall be no larger than 8" x 11" or 11" x 17" (only). (More copies may be required after technical review.)
- One (1) electronic copy of the site plan emailed to jweaver@iberiagov.net
- Completed application form (including owner's signature)
- Affidavit of Ownership
- Any applicable Power of Attorney documents or signature authority documents
- Proof of ownership (**Must have page of recordation from Clerk of Court Office for recorded cash sale, donation etc., how did you acquire the property**) the application must be filed by the property owner(s). If the property is leased, the owner must file the application on behalf of the lessee, as the permit is granted to the property owner.
- If applicable, Letters of support and/or a petition signed by the adjacent property owners supporting the request.
- The names and addresses of all adjacent property owners and second adjacent property owners shall be provided as per the latest tax assessor's tax rolls (property directly across a public road is considered to be adjacent property). The names and addresses should be turned into the Department of Planning & Zoning, the hard gum labels shall also include the Owner/Developer names and address **typed on mailing label (Avery 5160) & also emailed to Jacob Weaver (jweaver@iberiagov.net)** **The application will not be placed on the Meeting Agenda without proper mailing labels being received by submittal deadline to Planning and Zoning Department.**
- Required filing fee \$350.00 per application

ATTENDANCE

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

To schedule a meeting regarding a Special Use/Conditional Use Permit application, or if there are any questions, contact Jacob Weaver at 337-492-5434.

