



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: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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 permits@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 (permits@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 337-369-4438.

2025 ZONING COMMISSION SCHEDULE

SUBMITTAL DEADLINE 4:00 P.M.	ZONING COMMISSION MEETING 5:30 P.M.
December 6, 2024	**January 13, 2025**
January 3, 2025	**February 10, 2025**
February 3, 2025	March 17, 2025
March 3, 2025	April 21, 2025
April 4, 2025	May 19, 2025
May 2, 2025	June 16, 2025
June 6, 2025	July 21, 2025
July 7, 2025	August 18, 2025
August 1, 2025	September 15, 2025
September 5, 2025	October 20, 2025
October 3, 2025	November 17, 2025
November 3, 2025	December 15, 2025
December 5, 2025	January 19, 2026

***WHENEVER A HOLIDAY FALLS ON A MEETING DATE, THE MEETING WILL BE SCHEDULED THE
WEEK BEFORE**