

**City of New Roads Louisiana  
Conditional Use Permit Application**

(Revised 06/18/2018)

**Application Number:  
(Assigned by CNR)**

The City of New Roads Conditional Use Permit program is authorized by Ordinance #2016-02 – Land Use Regulations, adopted on March 15, 2016 by the City of New Roads City Council. The process through which a Conditional Use Permit is submitted and reviewed can be found in Article IV, Chapter 1, Section 1.8 of the Land Use Regulations.

- A Conditional Use Permit is mandatory for any uses that require particular considerations as to its proper location to adjacent, established, or intended uses in a district, or to the planned growth of the community.
- The designation of a use within a zoning district as "conditional" does not constitute an assurance that such use will be approved
- The denial of a Conditional Use Permit application shall ban the subsequent application for the same or similar use at the same location for a period of twelve (12) months.

Prior to submitting this application, applicants should read the Article IV, Chapter 1, Section 1.8 of the Land Use Regulations, which contains a detailed overview of the Conditional Use Permit application process, including minimum application requirements and general permit terms and conditions. If necessary information is not submitted with this application, the application cannot be processed nor can a permit be issued. *If more space is required for any portion of this application, please include the responses as an attachment.*

A Pre-Application Conference with the City of New Roads (hereinafter "CNR") Administrative Official is mandatory prior to the submission of this application. This application must be signed by the CNR Administrative Official upon completion of the Pre-Application Conference.

Date: \_\_\_\_\_ CNR Administrative Official Signature: \_\_\_\_\_ Name (printed): \_\_\_\_\_

Required application attachments (incomplete applications will not be accepted)

- 1) Site and development plans at an appropriate scale showing proposed placement of structures on the property; provisions for ingress and egress, off-street parking and off-street loading access, refuse and service areas, and required yards and open space
- 2) Plans showing proposed locations for utilities hook-ups
- 3) Plans for screening, landscaping, and buffering
- 4) Proposed signs and lighting, including type, dimensions and character

Applicant	Authorized Agent (if applicable)
1a) Name & Address:	2a) Name, Address, and Title:
1b) Email:	2b) Email:
1c) Phone (Primary):	2c) Phone (Primary):
1d) Phone (Secondary):	2d) Phone (Secondary):
2e) Statement of Authorization (if applicable):  I hereby designate and authorize _____ to act in my behalf as my agent in the processing of this permit application and to furnish, upon request, supplemental information in support of this application.	
Signature of Applicant _____ Date _____	

3) Address of proposed Conditional Use (include descriptive location of prominent landmark if an address is unavailable):	3a) Current zoning designation of subject property:
	3b) Is the subject property located in an Overlay District: <input type="checkbox"/> No <input type="checkbox"/> Yes, District Name: _____
	3c) <u>Current</u> use of subject property:

4) Detailed description of proposed Conditional Use:

5). Is any portion of the activity for which this permit is sought now complete?  No  Yes

5a) If YES give reasons including the year and month the activity was completed. Indicate the amount of completed project on accompanying drawings.

6) List all applications related to the subject property that have been submitted within the last twenty four (24) months, as well as any concurrent applications. Relevant applications include, but are not limited to, Administrative Adjustments, Variance, Site Plan Review, Zoning Text Amendment, Zoning Map Amendment, Certificate of Appropriateness, Major or Minor Subdivision, Building Permit, or Occupational License (use additional pages if necessary).

Minor Subdivision, Building Permit, or Occupational License (use additional pages if necessary).			
Agency	Date of Application	Disposition (approved, conditionally approved, disapproved, pending)	Permit Number (if issued)
1			
2			
3			
4			
5			
6			
7.			

7a) Application is hereby made for a permit to authorize the activities described herein. I certify that I am familiar with the information contained in the application, and the regulations for such activities contained in the City of New Roads Land Use Regulations, and that to the best of my knowledge, the information contained in the application is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activity or I am acting as a duly authorized agent of the applicant

7b) I acknowledge that the Planning Commission may attach any condition to the permit necessary to protect the health, safety and welfare of the community and minimize adverse impacts on adjacent properties. These conditions may include, but are not limited to the following:

- i. Stipulate the exact location as a means of minimizing hazards to life, limb, property damage, erosion or traffic;
- ii. Change the required lot size or yard dimension;
- iii. Change the height, size or location of buildings, structures and facilities
- iv. Control the location and number of vehicle access points;
- v. Change the street width
- vi. Change the number of required off-street parking spaces
- vii. Limit the number, size, location or lighting of signs
- viii. Require additional fencing, screening, landscaping or other facilities to protect adjacent or nearby property
- ix. Designate sites for open space
- x. Provide ease of access to major roadways

7c) I acknowledge that the approval of a conditional use authorizes only the particular use for which the conditional use is issued. Any change to a conditional use involving major structural alterations, enlargements, intensifications of use, or similar change must be approved in the same manner as the original conditional use. Furthermore, no Use authorized by a Conditional Use Permit may be enlarged, extended, or relocated unless an application is made for approval of a new Conditional Use Permit in accordance with the procedures set forth in the City of New Roads Land Use Regulations.

7d) Finally, I acknowledge that a Conditional Use Permit, once awarded, is subject to expiration or revocation per the terms set forth in the City of New Roads Land Use Regulations.

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Signature of Applicant

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Date

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Signature of Agent

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Date

**A PERMIT MUST BE ISSUED BY THE CITY OF NEW ROADS BEFORE HOME IS MOVED**

A. General – Manufactured housing shall be allowed where such structures comply with the requirements of the applicable zoning district, are installed and maintained in safe and quality condition, and comply with the development standards below.

\_\_\_\_\_ Each lot shall contain no more than one manufactured housing unit and shall meet the minimum requirements of the underlying zoning district to which a conventional single family residential dwelling on the same lot would be subjected.

\_\_\_\_\_ No manufactured housing unit shall be occupied for dwelling purposes unless it is placed on a lot of record and connected to water, sanitary sewer, electrical and other facilities as may be necessary, prior to Building Official inspection, approval, and issuance of a certificate of occupancy by the Administrative Official.

\_\_\_\_\_ A manufactured home shall be used only as a single family dwelling.

\_\_\_\_\_ The manufactured home shall enclose a space of not less than one thousand square feet.

\_\_\_\_\_ The manufactured home shall be placed on an excavated and backfilled permanent foundation and enclosed with skirting at the perimeter to meet the following requirements:

\_\_\_\_\_ Individual manufactured housing unites shall be skirted around the perimeter of the unit to conceal the underbody from view in a manner compatible with the appearance and construction of the manufactured housing unit.

\_\_\_\_\_ Skirting shall be vented and be manufactured of certified fire-resistant material.

\_\_\_\_\_ Skirting shall be installed in a manner to resist damage under normal weather conditions and shall be properly maintained.

\_\_\_\_\_ All skirting shall be installed before the issuance of a certificate of occupancy. In the event that such installation is delayed due to weather, or for other similar reasons, a temporary certificate of occupancy may be issued for a period not to exceed ninety days.

\_\_\_\_\_ The manufactured home shall have a pitched roof.

\_\_\_\_\_ The manufactured home shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community of which is comparable to the predominant materials used on surrounding dwellings as determined by the Building Official.

\_\_\_\_\_ Any manufactured housing placed upon a residential lot shall be of a manufacturing origin dated not more than 20 years.

\_\_\_\_\_ A photo of the home, front, back and each side, must be submitted prior to move.