

City of New Roads
211 West Main Street, New Roads, Louisiana 70760
225-638-5360

SUBDIVISION / REZONING / VARIANCE/WAIVER REQUEST APPLICATION
(Circle One)

PLEASE PRINT

Owner's Name	Applicant's Name (if different from owner)
Property Address	Date:
Mailing Address of Property Owner	Mailing Address of Applicant (if different from owner)
City, State, Zip:	City, State, Zip
Telephone: ()	Telephone: ()

Is applicant the owner of the property? If **"No"**, the applicant must attach a signed and notarized statement from all owners, including their addresses, of the property granting him the legal right to represent them in this request.

ATTACHMENTS AND FEES

1	If applicable, a written legal description of the subject property must be submitted with this form. The subject property shall be described by Lot/Parcel and the applicant must provide 6 copies of an approved plat , including vicinity map, in order to readily identify the property location. All plats must show on drawings, building structures, dimensions, passages, utilities servitude, effluent servitude and setback distances.
2	The applicant shall submit an Application Fee. The fee is \$50.00 per acre, not to exceed \$250.00, with a minimum application fee of \$150.00, for each request, to cover publishing cost and administrative fees. If applying only for a variance or waiver the application fee does not apply. The fee is nonrefundable.
3	If a variance request, all property owners adjacent to your property must be notified. The adjacent property owners must provide a written statement acknowledging that they have been notified and providing their comments on the variance request.
4	If a waiver is requested, the owner must submit a written statement containing reason(s) for the request, including any consequences to any party that may occur if waiver is not granted.

PROPERTY INFORMATION

Lot size: _____' fronting x _____' depth, fronting on street name:
Current use of subject property:
Proposed use of subject property:
How is the property currently zoned?
What is the distance from the property line to the nearest residence?
What is the distance from the property line of the subject property to the nearest school, church or playground?
If a subdivision request , state the purpose?
If a rezoning request , state the rezoning requested and the reasons for the request describing the nature and operating

characteristics.

If applying for a variance , what is the requested variance for the property? State the property size and any type of structures on the lot requesting a variance:

GENERAL INFORMATION : (READ BEFORE EXECUTING)

All maps must include a “Culvert Note” that reads “the size and grade of all driveway culverts shall be approved by the City of New Roads or their representative for all city roads and by the State of Louisiana Department of Transportation and Development of all state highways.

All maps must include a signature and date line for the Chairman of the Planning & Zoning Commission and a signature and date line for the Mayor.

Attendance by the applicant(s) at the public hearing is **mandatory**. However, the applicant may designate a representative to attend the public hearing on his/her behalf. The applicant acknowledges that, in signing this application, all conditions and requirements regarding the application process have been fully explained and understood, including the timetable for processing of the application. The completed application must be returned to the City of New Roads on the date listed above. Receipt of fee(s) does not constitute receipt of a completed application.

Signature of Applicant: _____

_____ **Date:** ____/____/____

Print _____ Signature _____

Signature of Owner (if different from applicant)

_____ **Date:** ____/____/____

Print _____ Signature _____