



Date Received _____

**POINTE COUPEE PARISH
PLANNING AND ZONING APPROVAL REQUEST APPLICATION**

(check all that apply)

- Minor Site Plan Major Site Plan
- Comprehensive Plan Amendment Variance

Applicant: _____

Applicant's mailing address: _____

Phone#: _____ Cell#: _____ Fax#: _____

Email: _____

Applicant's Signature: _____

SUBMIT ONE APPLICATION PER OWNER IF MULTIPLE OWNERS

Owner's Name: _____

Address: _____

Phone# : _____

Signature (if different of applicant) _____

- Application Fees:** Minor Site Plan = \$0.00
Major Site Plan = \$500.00
Comprehensive Plan Amendment = \$500.00
Variance = \$50.00

Fees shall be non-refundable after presented to the Parish, even if applicant withdraws request.

1. Is applicant the owner of the property? Yes No

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

2. A digital (PDF) version and 10 (ten) reproducible copies of an accurate plot plan of the subject property shall be submitted with the application.

The Plot Plan shall include:

- The location and dimension of entire lot
- Any and all easements and or Right-of-ways
- The location and dimension of any and all structures on the property
- The location and dimension of driveways, parking lots, and other improvements
- Topographical features such as ditches, bayous, canals, trees, etc.
- Minimum build setbacks
- All proposed improvements of any sort.

3. Does site contain any National or State registered trees? Yes No
4. The city where subject property is located: _____
5. Number of Lots? _____
6. Total number of acres? _____
7. Current use of subject property? _____
8. Proposed use of subject property? _____
9. If applying for a variance, what is the requested variance for the property?

10. State the property size and any type of structures on lot requesting a variance:

Official use only:

Fees paid: Yes \$ _____

- 10 Reproducible Copies Submitted
- Digital (PDF) Copy Submitted
- All owners' signatures (one application per owner)
- Certified Mail Receipts (if applicable)

Date ad ran in Banner (14 days): _____

Date presented to Planning Commission: _____

Date presented to PC Parish Government: _____

Map received by: _____ Date _____