

# Pointe Coupee Parish Government

## Special Use Permit Application

### Instructions:

1. Application must be completed in full and signed by the property owner(s) or their authorized representative. **Application will not be processed until all requested documentation is presented and fees are paid.**
2. Application must be presented to Planning and Zoning Administrator 28 days before Planning and Zoning Commission meeting. Planning and Zoning Commission meetings are held on the third Thursday of each month.
3. Notice shall be sent by Certified Mail to all adjacent property owners indicating purpose, time, date, and location of Public Hearing no later than 14 days prior to the Public Hearing by the applicant. Proof of mailing and a copy of the notice shall be provided to the parish.
4. A sign shall be posted on the property fronting the nearest public roadway. (Minimum size 36" x 36") indicating purpose, time, date, and location of Public Hearing.
5. Application Fee: \$500.00

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

6. A digital (PDF) version and 10 (ten) reproducible copies of an accurate plat 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.

# Pointe Coupee Parish Government

## Special Use Permit Application

1. Applicant Name(s):

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2. Contact Name and Mailing Address:

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3. Contact Phone Number \_\_\_\_\_

4. Contact Email Address \_\_\_\_\_

5. Owner Name and Phone Number (if different) \_\_\_\_\_

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6. Location/Street address of subject property:

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7. Parcel Number \_\_\_\_\_

8. Proposed Use:

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9. Describe how the proposed use meets all required conditions of Zoning Ordinance. Such conditions include but are not limited to: Compliance with lot area, dimensional standards, building setbacks, parking requirements, etc.

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10. Describe how the proposed use is in general conformity with the Pointe Coupee Parish Comprehensive Plan.

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11. Describe how the proposed use will not adversely affect the Health and Safety, Public Welfare, nor would adversely affect the proposed subject property value or the property value of adjoining or abutting properties.

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Applicant Name(s) Signed: \_\_\_\_\_

Applicant Name(s) Printed: \_\_\_\_\_

Owner Name(s) Signed: \_\_\_\_\_

Owner Name(s) Printed: \_\_\_\_\_

Planning and Zoning Administrator: \_\_\_\_\_

Planning and Zoning Chairman: \_\_\_\_\_

Parish Council Chairman: \_\_\_\_\_

Parish President: \_\_\_\_\_