

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. At least 15 days prior to the hearing, a good faith attempt to notify the owner of record of all adjacent property shall be made by sending an official notice by certified mail of the time, place and subject matter of the hearing. Where more than 10 parcels are to be initially zoned or rezoned, no written notice is required.
4. A sign shall be posted on the property fronting the nearest public roadway for at least 15 days prior to the hearing. (Minimum size 36" x 36") indicating purpose, time, date, and location of Public Hearing. Posted notices shall be removed from the subject area within 15 days after the Public Hearing has been held.
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.

7. A site plan.

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1. Applicant Name(s):

2. Contact Name and Mailing Address:

3. Contact Phone Number _____

4. Contact Email Address _____

5. Owner Name and Phone Number (if different) _____

6. Location/Street address of subject property:

7. Parcel Number _____

8. Proposed Use:

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.

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

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.

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: _____