



**Application for Rezoning Property or Conditional Use Permit**  
**Please Check One**

- Rezoning Property – Reference Unified Development Code Chapter 89-53**  
**This process may be used to change the zoning of land in the City of Lafayette.**
- Conditional Use Permit – Reference Unified Development Code Chapter 89-54**  
**This process may be used to approve certain land uses in certain zoning districts.**
- Rezoning of Property with Conditional Use Permit**  
**Rezoning property and a conditional use permit may be combined into one application, where applicable.**

This packet contains information and the forms necessary to apply to rezone property and/or request a conditional use permit:

- Application Requirements
- Application
- Addendum Application for A Conditional Use Permit for a Bar/ Lounge in the “D” Downtown Zoning District
- Zoning Commission Meeting Dates and Deadlines for Application

**BEFORE MAKING AN APPLICATION:**

**INITIAL MEETING WITH ZONING STAFF** – Before initiating a request for rezoning or a conditional use permit, it is important that the applicant meets with the Planning and/or other staff Coordinator, as necessary to review all requirements and procedures.

To schedule meetings regarding rezoning applications, or for any questions, contact Eric Nielsen, Zoning Coordinator, at 337-291-8002.

**PREPARATION OF A REQUEST** – Complete application requirements may be found in Article 10, 89-301 (c) of the Unified Development Code.

## APPLICATION REQUIREMENTS

**1) The Application Must Be Typed Or Printed Clearly And Completed In Full.**

**2) Area Map (Plat):**

- a) Three (3) copies, drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale, north arrow, and vicinity map. The plat shall include:
  - i) For the subject property, existing zoning, all lots with dimensions and area, streets, street names, and other pertinent features – such as coulees, ditches, easements, buildings, structures, etc.;
  - ii) Dimensions and zoning of each adjacent lot or tract and property owners of record (with mailing addresses);
  - iii) Owners (with mailing addresses) of properties immediately adjacent to those properties – one removed from subject property.

*In determining adjacent and second adjacent properties, property directly across a public or private road shall be treated as adjacent property. Property ownership and mailing addresses shall be as per the most recent records of the Lafayette Parish Tax Assessor.*

- b) Property Owner Information – Names and addresses for owners of all adjacent and second adjacent properties. Send to [smdavis@lafayettela.gov](mailto:smdavis@lafayettela.gov) by e-mail or provide on diskette or CD formatted for Avery 5160 mailing labels.

**3) Notification:**

**Mail:**

The Planning staff will mail a notice of the request at least 10 days before the public hearing. Notice is provided to all of the immediate adjacent property owners of record and the owners of the property immediately adjacent to that property per the latest tax assessor's tax rolls. Property directly across the public road from the reclassification site is treated as adjacent property.

**Sign:**

The LCG will install a sign at least 14 days before the scheduled Zoning Commission meeting.

**4) SITE PLAN, if Conditional Rezoning or Conditional Use Permit is requested:**

Three (3) copies drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale and north arrow, adjacent and abutting streets and rights-of-way, and proposed development of the site, including dimensions.

**5) LEGAL DESCRIPTION of the subject property.**

**6) APPLICATION FEE– A non-refundable fee of \$500.**

**LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT  
APPLICATION FOR PROPERTY REZONING AND/OR CONDITIONAL USE PERMIT**

1. Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Applicant (if different from owner) or Owner's Authorized Representative (Agent)  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Location and/or street address of property: \_\_\_\_\_  
\_\_\_\_\_
4. Legal Description of property: \_\_\_\_\_  
\_\_\_\_\_
5. Area of Property and/or Area and Number of Building(s): \_\_\_\_\_  
\_\_\_\_\_
6. **For Rezoning:** Present Zoning: \_\_\_\_\_ Requested Zoning \_\_\_\_\_
7. **For Conditional Use Permit:** Present Zoning: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_
8. Describe reason for application and explain how the proposed land use is compatible with the character of the neighborhood and the Comprehensive Plan. (be as specific and detailed as possible)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATION

Owner hereby certifies that he is the owner of the subject property, and owner, and owner's representative if applicable, declares that the statements made on this application are true and correct to the best of his knowledge and that the development shall comply with all City-Parish Regulations and Ordinances. By filing an application for rezoning, the applicant agrees to allow employees of the Lafayette City-Parish Consolidated Government, or their agents, to enter the property described in this application for inspection and to install, maintain, and remove notification signs, as required in the Unified Development Code. When signed below by owner, any Agent herein below designated is hereby appointed by owner and agrees to represent the owner(s) at the Zoning Commission's hearing of this application.

Owner's Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_ Witness \_\_\_\_\_

Applicant/Authorized Agent's Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_ Witness \_\_\_\_\_

**LAFAYETTE CONSOLIDATED GOVERNMENT**

**Conditional Use Permit for a Bar/Lounge in the**  
**“D” Downtown Zoning District Addendum**

An application for a Conditional Use Permit for a Bar/Lounge use in the “D” (Downtown) zoning district shall include the following information:

1. Hours of operation: \_\_\_\_\_  
\_\_\_\_\_
2. Estimated building capacity: \_\_\_\_\_
3. Include a floor plan showing the total square footage of the Bar/Lounge, the total square footage of the area accessible to customers and the public generally, the estimated number of seats for customers, and the location of customer seating and assembly areas.
4. Include a plan for parking.
5. Include a revenue model setting forth the projected revenue for the Bar/Lounge and the sources and percentages of such revenue (e.g., the sale of alcoholic beverages, food, or admission).

**LAFAYETTE CONSOLIDATED GOVERNMENT**

**2019 ZONING COMMISSION MEETING DATES**

**For Rezoning and/or Conditional Use Permit**

<b><u>APPLICATION DEADLINE</u></b>	<b><u>MEETING DATE</u></b>
December 19, 2018	January 28, 2019*
January 9, 2019	February 18, 2019
February 6, 2019	March 18, 2019
March 6, 2019	April 15, 2019
April 10, 2019	May 20, 2019
May 8, 2019	June 17, 2019
June 5, 2019	July 15, 2019
July 10, 2019	August 19, 2019
August 7, 2019	September 16, 2019
September 11, 2019	October 21, 2019
October 23, 2019	December 2, 2019*

\* Meetings are scheduled the 3rd Monday of each month, with the exception of holiday conflicts and a combined November/December meeting between the Thanksgiving and Christmas Holidays.