



**PLANNING AND ZONING COMMISSION
APPLICATION FOR COMBINATION OF LOTS/EXCHANGE OF PROPERTY
P.O. BOX 310 – 4650 MAIN STREET
ZACHARY, LA 70791**

**(ALL ITEMS LISTED BELOW ARE REQUIRED AND
MUST BE SUBMITTED BEFORE APPLICATIONS ARE
CONSIDERED COMPLETE AND CAN BE ACCEPTED)**

- Combination of Lots/Exchange of Property Application:
 - Applicant’s contact information
 - Property owner’s contact information
 - Applicant’s Signature
- Statement of Ownership:
 - Must be notarized
 - A separate statement of ownership is required for each property/location
- Certified plat of property drawn by an engineer, surveyor, architect, or contractor
- Application fee of \$100 plus \$25/each original lot: cash, check/money order (payable to: City of Zachary), credit card
 - *Checks and money orders should be made payable to “City of Zachary” and credit card payments are subject to an additional 3% surcharge.

NOTE TO APPLICANT:

- Combination of Lots/Exchange of Property must be approved by both the Planning and Zoning Commission (P&Z) and the City Council.
- The applicant, or a representative, **MUST BE PRESENT** at the meetings to answer any questions.
- The City will place a sign on the property notifying the adjacent properties of the upcoming request and meetings.

If you have any questions, please do not hesitate to contact our office at (225) 654-1935. We are open Monday – Thursday, 7:00 am-5:30 pm.

Thank you!

City of Zachary
Planning and Zoning Department
(225) 654-1935



APPLICATION FOR EXCHANGE OF PROPERTY/COMBINATION OF LOTS
PLANNING AND ZONING DEPARTMENT
P.O. BOX 310 – 4650 MAIN STREET
ZACHARY, LA 70791

DATE: _____

Name of Applicant(s) _____

Mailing Address _____

Phone Number(s) Home: _____ Work: _____ Cell: _____

Email Address _____

Name of Property Owner(s)/Authorized Agent: (if different from Applicant) _____

Mailing Address _____

Phone Number(s) Home: _____ Work: _____ Cell: _____

Email Address _____

Locational Description:

Subdivision/Tract _____

Lot/Tract No.: _____ Physical Address: _____

Size of Property: _____

Request Type: Exchange of Property (EOP) Combinations of Lots (COB)

Number of Lots: _____

Existing Zoning: _____ Existing Use: _____

Future Land Use: _____

Proposed Use: _____

Give brief explanation/reason for EOP/COB: _____

Access: Private Street Public Street (Zachary) Public Street (City-Parish) Public Street (State)



Owner(s) of the legally described property, hereby request the consideration of EXCHANGE OF PROPERTY/COMBINATION OF LOTS as specified. I/We fully understand and agree to abide by the restrictions as stated in the City of Zachary's Unified Development Code. I affirm that the information given in this application is true and correct.

Signature of Applicant

Date

<u>(OFFICIAL USE ONLY)</u>	
<u>City of Zachary – Planning and Zoning Department</u>	
Date Filed: _____	Date of Notice in Newspaper: _____
Received by: _____	Sign Posted: _____
P/Z Date: _____	P/Z Action Requested: _____
Council Date: _____	Council Action: _____