

**PLANNING AND ZONING COMMISSION
APPLICATION FOR CONDITIONAL USE PERMIT
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)**

- Conditional Use Permit 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
- The CUP submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Must place stamp and seal on the appropriate drawings)
- Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Site Plan, Circulation Plan, Landscape Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Be sure that all numbers occurring on multiple sheets are the same throughout.**
- Application fee of \$300 plus \$50/acre: 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:

- Conditional Use Permits 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 CONDITIONAL USE PERMIT
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 Owner(s)/Authorized Agent: (if different from Applicant) _____

Mailing Address _____

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

Email Address _____

Locational Description:

Physical Address of Property _____

Mailing Address of Owner _____ Phone Number of Owner _____

Subdivision/Tract _____ Lot/Tract No. _____

Property Size (acres): _____

Existing Zoning: _____ Existing Use: _____

Future Land Use: _____

Proposed Use: _____

Requested Waiver(s) (if any): _____



The APPLICANT for the permit requested herein, hereby swears and affirms, that he/she and all parties interested in said application have read all questions, and the answers thereto, all in connection with application of said APPLICANT for a City of Zachary CONDITIONAL USE PERMIT as indicated in said application; that he/she and all parties interested in said application fully acknowledge that all statements and facts herein are true and correct to the best of my knowledge; that he/she and all parties interested in said application understand, acknowledge, and affirm that they have read the conditions of the City of Zachary Code of Ordinances and all other applicable sections of the City of Zachary’s Unified Development Code.

Signature of Applicant

Date

(OFFICIAL USE ONLY)

City of Zachary – Planning and Zoning Department

Date Filed: _____

Date of Notice in Newspaper: _____

Received by: _____

Sign Posted: _____

P/Z Date: _____

P/Z Action Requested: _____

Council Date: _____

Council Action: _____