



**PLANNING AND ZONING COMMISSION
APPLICATION FOR SITE PLAN
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)**

- Site Plan 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
- Site Plan of property
- Application fee of \$250 (Staff Level) or \$400 (Public Hearing): 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:

- Site Plans 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 SITE PLAN
PLANNING AND ZONING DEPARTMENT
P.O. BOX 310 – 4650 MAIN STREET
ZACHARY, LA 70791

Public Hearing Required

Staff Level

DATE: _____

Name of Applicant(s) _____

Mailing Address _____

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

Email Address _____

Name of Property Owner(s): (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: _____

Existing Zoning: _____

Future Land Use: _____

Existing Use: _____

Specific proposed use (type of development and general description):



Requested Wavier(s): _____

If previous waivers or variances have been requested and/or granted, please describe in detail below:

Parking Spaces Provided: _____

Total Number of Building(s)/Structure(s): _____

Maximum Building/Structure Height: _____

Description of Proposed Signage: _____

Traffic Impact Study:

Submitted

Not Submitted

If not submitted please explain:

Stormwater Management Plan:

Submitted

Not Submitted

If not submitted please explain:

Drainage Impact Study:

Submitted

Not Submitted

If not submitted please explain:

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: _____