

APPLICATION FOR SUBDIVISION CHANGE

DATE: _____

PROPERTY OWNER(S):

NAME	ADDRESS	PHONE #
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_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICANT:(If other than owner) _____

ADDRESS & PHONE # _____

DESCRIPTION OF EXISTING PROPERTY including lot # and subdivision/property name: _____

DESCRIPTION OF PROPOSED PROPERTY CHANGE including proposed lot # and subdivision/property name: _____

PRESENT ZONING: _____

The above listed persons are owner(s) of record of all of the land area for which a change in planning is requested. I/We have received a copy of "Statement of Ownership".

SIGNATURE: # 1 _____ DATE _____

2 _____ DATE: _____ # 3 _____ DATE: _____

ADMINISTRATIVE USE

CONSTRUCTION PLANS REQUIRED: _____ ZONING CHANGE REQUESTED: _____

DATES OF PUBLIC HEARING NOTICES: _____

P/Z COMMISSION RECOMMENDATION: _____

COUNCIL APPROVAL OR DENIAL: _____

**SUBDIVISION REQUEST
SUBMITTAL REQUIREMENTS**

(Submittal Deadline is 2nd Monday of each month by 4:30 pm)
(Planning and Zoning meets 1st Monday of each month at 6:30 pm at City Hall)

- 1) \$150.00 (check or cash)
- 2) Application must be completed. – Complete information on property must be included.
- 3) Two (2) copies of map required. Once map has been inspected and if changes are needed you will be required to adjust map and return with ten (10) maps.
- 4) Statement of Ownership. Every owner must sign. Document must be notarized. Must have raised seal or Notary Stamp which includes name and notary number.
- 5) If property is owned by a company, LLC, etc. the following must be submitted
 - a) A statement of ownership from each owner (or)
 - b) A Notarized document giving power of attorney to one owner to sign on the behalf of the remaining owners.

5) **IF ALL OF THE ABOVE ARE NOT MET THE APPLICATION WILL BE REJECTED AND NEW DEADLINES FOR THE FOLLOWING MONTH WILL APPLY. NO EXCEPTIONS!**

OUTLINE OF APPLICATION PROCEDURE

- 1) Once application has been accepted the following will occur.
 - a) Public Notice issued to the Plainsman
 - b) A sign will be posted on the property notifying local landowners of change request
 - c) A Public Hearing will be held at the Planning and Zoning meeting which is held the 1st Monday of each month. Once approved or rejected the item will then be placed on the City of Zachary Council Agenda for the meeting of the 4th Tuesday of each month.

STATEMENT OF OWNERSHIP

CITY OF ZACHARY

PARISH OF EAST BATON ROUGE

STATE OF LOUISIANA

I. NOTICE OF APPLICANT

You have applied to rezone and/or to resubdivided property located within the City of Zachary and subject to the jurisdiction of said municipality. You have been informed and by virtue of this document are informed again that it is necessary for you to be the record owner(s) which you seek to rezone, subdivide or resubdivided. In order to insure such ownership interest, you are being required to appear before a Notary Public or some other officiant, authorized to administer your oath and declare that you are vested in such ownership.

II. AFFIDAVIT AND OATH

BEFORE ME, the undersigned authority, duly commissioned and

qualified in and for the State of Louisiana, personally came and appeared:

_____ whose address is _____

a resident of the lawful age of majority of the Parish (county) of _____

State of _____ who, after by me being first duly sworn,

did depose and state:

Appearer(s) is/are the owner(s) of all of the following described immovable property located in the City of Zachary, State of Louisiana:

Appearer does herewith execute this Affidavit, having been informed that

Appearer is required by the City of Zachary to be owner(s) of all the above described property, upon the terms and conditions set out in this Act.

Appearer avers that he/she is aware of the fact that the signing of a false

Affidavit is subject to prosecution under Criminal Laws in the State of Louisiana.

SWORN TO AND SUBSCRIBE before me, Notary Public,

on this _____ day of _____, 20____, in my office in the

City of _____, State of _____

after due reading of the whole.

Notary Public