



**PLANNING AND ZONING DEPARTMENT
SITE PLAN REVIEW-SUBMITTAL REQUIREMENTS
P.O. Box 310 - 4650 Main Street
Zachary, LA 70791**

\$150.00 Application Fee

- 1) Application must be completed. Complete information on property must be included. (Tract/lot number, subdivision, property name, etc.,)
- 2) Full size sets of plans, 2 half size sets of plans, & an electronic submittal (no bigger than 10 MB)
- 3) Drainage Impact and Traffic Impact Studies. Two (2) copies required.
- 4) If all the above requirements are not met, the application will be rejected and new deadlines for the following month will apply. **No exceptions!**

OUTLINE OF APPLICATION PROCEDURE

Once application has been accepted the following will occur:

- a) The Technical Review Committee will forward comments to the Planning Commission.
- b) A public notice will be issued to The Advocate.
- c) A sign will be posted on the property notifying local landowners of the site plan request.
- d) The Planning and Zoning will forward recommendations to the City Council for final decisions.