ADMINISTRATIVE APPROVAL

THE FOLLOWING INFORMATION IS REQUIRED:

___ **1. A site plan drawn to scale showing the following information shall be brought to the Planning Commission office to be stamped as the official site plan. The Site Plan shall show the following:**

- ___ **Plot plan showing accurate dimensions of the site**
- ___ **Location & dimensions of existing or proposed buildings**
- ___ **Dimensions of these buildings from the property lines**
- ___ **Location of off-street parking spaces and maneuvering area**
- ___ **Existing & proposed landscaping**
- ___ **Location of existing & proposed signs**

___ **2. Proof of ownership and a legal description of the property shall be submitted in order to obtain the names of the surrounding property owners.**

___ **3. For a mobile home request , colored photographs of all 4 elevations of the mobile home will be required.**

___ **4. Date of construction of the mobile home (No older than 10 years).**

After the site plan has been stamped, the names of surrounding property owners and the statement of intent has been given to the applicant, the applicant shall bring the following information to the Planning Commission to apply for an Administrative Approval:

___ **1. Completed application - all information must be completed or application can not be accepted.**

___ **2. The "Official Site Plan" signed or initialed by all surrounding property owners verifying that they have seen the site plan.**

___ **3. The signed statement of support giving the name, address & signatures of all surrounding property owners.**

___ **4. For mobile home and/or secondary residential requests only -**
- ___ **Request form filled out**
- ___ **Mobile home terms and conditions agreement filled out**

___ **5. FILING FEE:**

Variance	**$150.00**
Residential approval	**$350.00**
Commercial approval	**$500.00**

Please note: Administrative Approval for "livestock" shall require signatures from all property owners within 300 feet of the site.

Our goal is to provide a decision within 30 days of the date we receive your completed request.

APPLICATION: _____ **CITY CASE** _____ **PARISH CASE**

APPLICANT'S NAME:_____

MAILING ADDRESS: _____ **PHONE:**_____

_____(between 8:00 & 5:00)

_____**ZIP CODE:**_____ **FAX:** _____

APPROVAL/MODIFICATION REQUESTED: _____

_____

_____

EXISTING ZONING: _____ **EXISTING USE:** _____

PROPOSED USE: _____

ADDRESS OF SITE:_____

General block numbers will be sufficient for undeveloped property

ASSESSORS ACCOUNT NUMBER:_____

Found on tax notice - example; 171413-057-0047-00

ATTACHED PROOF OF OWNERSHIP IS: TAX NOTICE or DEED

LEGAL DESCRIPTION OF PROPERTY: _____

_____

Application for a Administrative Approval shall be made by the owner of the affected property or his authorized agent (power of attorney required). Signatures of all owners are required.

NAME, ADDRESS, AND SIGNATURE OF <u>ALL</u> PROPERTY OWNERS (all owners whose ownership interest in the property exceeds 5% or more. Attach separate sheet if necessary).

Name	Name
Address	Address
Signature	Signature