



**ST. JOHN**  
PLANNING & ZONING

**VARIANCE APPLICATION**

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MGOCONNECT.ORG/CP/PORTAL](http://WWW.MGOCONNECT.ORG/CP/PORTAL)

**OFFICE USE ONLY**

Docket No: _____	Parcel #: _____
Date Requested: _____	Zoning District: _____
Meeting Date: _____	Flood Zone: _____
Council District / At Large: _____	Historic District: Y / N      Design Rev Corridor: Y / N
Lot, Sq., Subdivision: _____	
Relevant Code Sections: _____	

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized endorsement? Complete page 4.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**VARIANCE INFORMATION**

Property Address: \_\_\_\_\_

Variance Type (check ALL that apply): \_\_\_\_\_ Landscaping \_\_\_\_\_ Parking \_\_\_\_\_ Sign \_\_\_\_\_ Access \_\_\_\_\_ Building Height \_\_\_\_\_ Setbacks

Subdivision: \_\_\_\_\_

Description of proposed variation from requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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Docket No: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- Surveys, maps., plats, photographs, and any other records to determine cause for variance.
- Payment of fees; payable by credit card, check or money order to: "St. John Parish Council".

**FEE SUMMARY**

- |                    |          |
|--------------------|----------|
| 1. Base            | \$ 50.00 |
| 2. Technology Fee  | \$ 10.00 |
| 3. Recordation Fee | \$ TBD   |

*NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

*NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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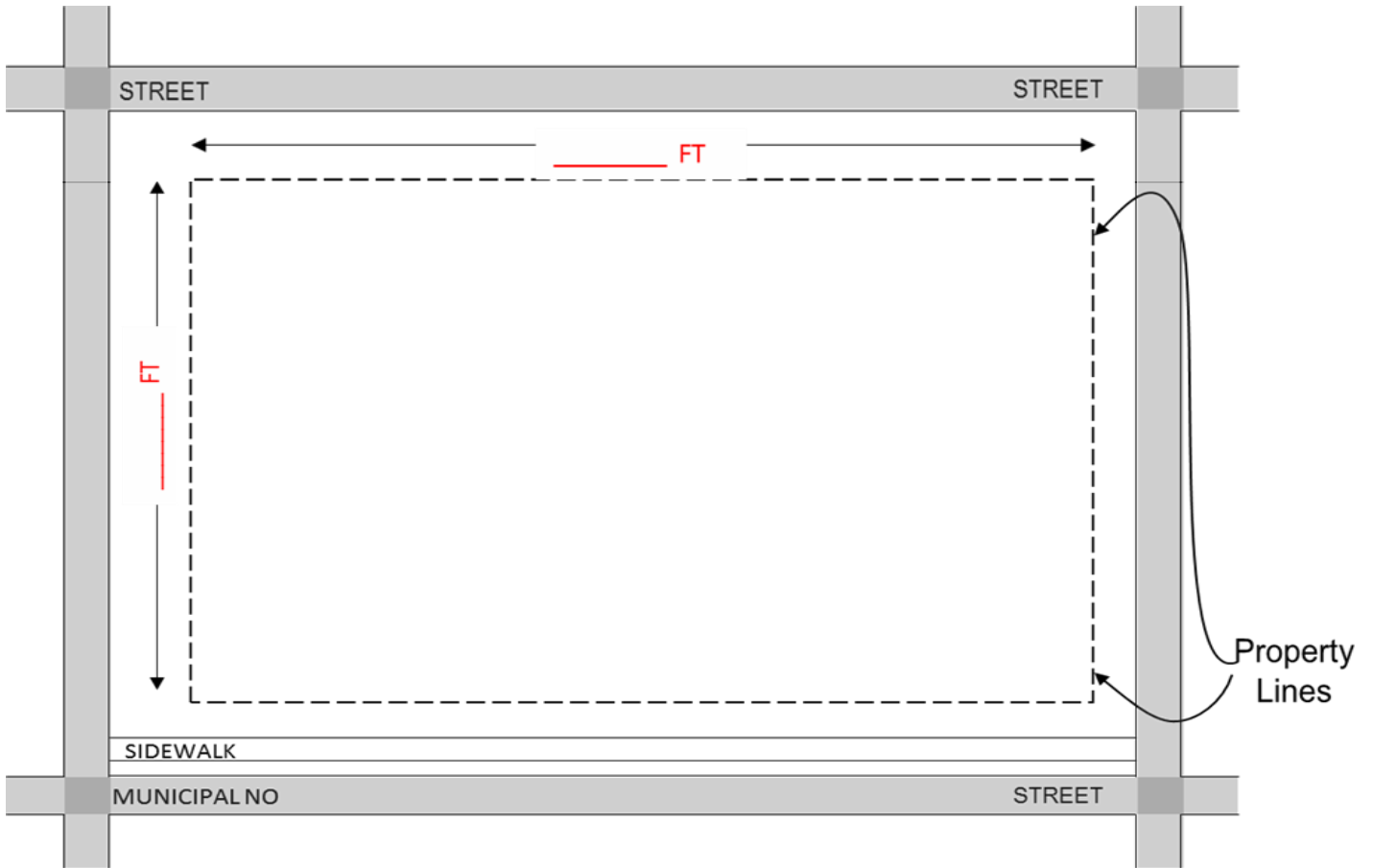
Docket No: \_\_\_\_\_

**PLOT PLAN FORM**

To complete this form please:

Show size of lot and size of buildings, show all existing buildings on lot, show all measurements from property line to building(s), show all measurements in-between buildings, and give names of bounding streets.

Is this a corner lot? Y / N



**I CERTIFY THIS PLOT PLAN TO BE TRUE AND CORRECT**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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Docket No: \_\_\_\_\_

**OWNER'S ENDORSEMENT**

(please print clearly)

I \_\_\_\_\_ being duly sworn, depose that I reside at  
Owner(s) / Corporation

\_\_\_\_\_ in the Parish  
Street City

of \_\_\_\_\_ and State of \_\_\_\_\_ and that I am  
Parish State

the owner of the property described as \_\_\_\_\_ and that I have authorized  
Address

\_\_\_\_\_ to make the foregoing petition for a Variance.  
Applicant

\_\_\_\_\_  
Signature of owner(s) of property or authorized agent

SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Print name of Notary: \_\_\_\_\_

Bar roll #: \_\_\_\_\_



## VARIANCE APPLICATION

### OFFICE USE ONLY

#### VARIANCE INFORMATION

**BACKGROUND:**

The Saint John the Baptist Parish Comprehensive Zoning Ordinances were created and adopted into law in 1988. The Zoning Board of Adjustments or ZBA was created to provide an outlet for possible relief where unnecessary hardships or practical difficulties exist when the strict letter of an ordinance is upheld. To this effect, the ZBA has the authority to vary or modify the application of zoning regulations relating to the construction or alteration of buildings or structures so that the spirit of the ordinance is observed, public safety and welfare is secured, and substantial justice is done.

**HARDSHIP:** Economic or personal reasons do not constitute a hardship.

**RECOMMENDED CRITERIA FOR GRANTING VARIANCES:**

The Planning Department requests that the Zoning Board of Adjustments consider the following criteria in their assessment of a variance request:

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district;
2. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
3. The special conditions and circumstances do not result from the actions of the applicant or any other person who may have or had interest in the property;
4. Granting the variance requested will not confer on the applicant any special privilege which is denied by this Ordinance to other lands, structures, or buildings in the same district or similarly situated;
5. The variance, if granted, will not alter the essential character of the locality;
6. Strict adherence to the regulation for the property would result in a demonstrable hardship upon the owner, as distinguished from mere inconvenience;
7. The proposed variance will not impair an adequate supply of light and air to adjacent property, or increase substantially the congestion;
8. The purpose of the variance may not be based exclusively upon a desire to serve the convenience or profit of the property owner or other interested parties; and
9. The granting of the variance may not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.

**NOTICE AND PUBLIC HEARING REQUIRED:** To process a variance request, the Planning Department must advertise the request and date and time of the hearing where the case will be heard, as well as post a sign on the subject property. This notifies the community of a possible deviation from Parish ordinances. At the hearing the department will **NOT** provide a recommendation for a variance request, but is available to address questions.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Variance Process

