



**Municipal Services Center**  
6703 Sullivan Road, Central, LA 70739  
P: 225.262.5000 ~ F: 225.262.5001

## **A-14 Application Conditional Use Permit**

Applicant Fee \_\_\_\_\_

Case Number \_\_\_\_\_

Receipt Number \_\_\_\_\_

Meeting Date \_\_\_\_\_

Application Received By \_\_\_\_\_

**Please Print or Type**

1. Name of Applicant \_\_\_\_\_ Daytime

Phone \_\_\_\_\_

Business (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name of Property Owner \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Legal Description of Property (Subdivision or Tract Name) \_\_\_\_\_

Lot \_\_\_\_\_ Block/Square \_\_\_\_\_

Subdivision \_\_\_\_\_

*If property is not subdivided, attach a complete legal description from the East Baton Rouge Parish Tax Assessor and a survey map indication bearings and dimensions.*

Location \_\_\_\_\_

*Identify the subject property an appropriate vicinity map as an attachment to this application.*

4. Property Street Address \_\_\_\_\_

5. Have any conditional use permits been granted for this location? ☐ Yes ☐ No

If yes, please state conditional use and the date of approval \_\_\_\_\_

6. Action Requested ☐ Conditional Use Approval ☐ Conditional Use Adjustment

7. Existing Zoning District \_\_\_\_\_

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8. Does the conditional use application/adjustment require rezoning? ☐ Yes ☐ No

If yes, an application for rezoning to the appropriate zoning district must be filed concurrently with this application.

9. Specific proposed conditional use \_\_\_\_\_

Provide documentation or explain how you will comply with the required conditions specified in the Unified Development Code for the specific proposed conditional use.

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10. Justification for action requested \_\_\_\_\_

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11. Previous Applications – Has any application been submitted to the Zoning Commission concerning any part of the subject property within the past two years? ☐ Yes ☐ No

If yes, provide the detail and the final decision below \_\_\_\_\_

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12. Describe impact of infrastructure (streets, drainage, sewer) \_\_\_\_\_

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13. Attach a copy of the proposed conditional use site plan (see checklist requirements)

14. Impact on public facilities – Describe the impact on Public Services such as schools, parks, transportation and other public facilities \_\_\_\_\_

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15. Effects on adjacent properties – Describe any proposed mitigation and/or reduction of adverse effects, including visual impacts of the proposed use on adjacent properties.

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16. Acknowledgement

In filing this application, I understand that it becomes a part of the public record of the Parish of East Baton Rouge and hereby certify that all information contained herein is accurate to the best of my knowledge. **Also I understand that the application fee is nonrefundable. (Applications must be received by noon on the scheduled Application Deadline.)**

If the Conditional Use Permit is approved by the City Council understand that construction shall commence within 180 days of the approval date. Unless extended within 180 days failure to commence construction within that period shall automatically render the Conditional Use Permit null and void. A permit for a Conditional Use authorizes only the particular use for which it was issued and such permit shall automatically expire and cease to be of any force or effect if such use shall, for any reason, be discontinued for a period of 180 days.

*Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.*

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Signature of Applicant	Type or Print Name of Applicant	Date
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Signature of Property Owner	Type or Print Name of Property Owner	Date
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**NOTE:** The Conditional Use Permit fee is determined according to the attached schedule. A rezoning application and fee may be required in addition to this application. Refer to Comprehensive Zoning Code for complete requirements and procedures relating to Conditional Use Permits.

**Site Plan Requirements \*All Conditional Use Permit applications within the City of Central are required to submit a site plan with their application. Please call 262-5000 for more details.**

The specific site plan must be a drawn to an appropriate scale, be sufficiently dimensioned, and placed on a sheet of paper no smaller than 8.5" x 11 and no larger than 11" x 17" and must include:

- 1) 15 copies of the site plan submitted with application
- 2) CD-ROM or electronic copy of site plan submitted with application
- 3) The date, scale, north point, title, name of owner, lot number and address of the proposed location.
- 4) The location and dimensions of all proposed buildings, driveways and parking, with distances from property lines; as well as the location of free standing signage and open spaces proposed on the property. If there are any existing buildings on the property that will remain, the location and dimensions of those buildings must be shown as well.
- 5) The location of any and all proposed drainage facilities, including all retention and/or detention areas.
- 6) The location and dimensions of all boundary lines of the property.

**Public Notice Requirements**

A supplemental notice of the time and place of any required public hearing shall be sent by U.S. mail by the Applicant not less than twenty (20) days in advance of the hearing to the Commission staff and all owners of real property, within five hundred (500') feet of the boundaries of the land upon which a zoning change is requested. The Applicant shall provide the Commission staff with proof of the required mailing (consisting of a Certificate of Mailing from the U.S. Postal Service or delivery receipt) for each notice at least two (2) days prior to the public hearing. The failure to timely provide this proof shall cause the application to be deemed incomplete and prevent the Zoning Commission from considering the application. For the purpose of notice requirements to property owners, the names and addresses of such owners shall be deemed to be those on the East Baton Rouge Parish Assessor's records. owners shall be deemed to be those on the East Baton Rouge Parish Assessor's records.

