

**PLAQUEMINES PARISH**  
**ZONING CONDITIONAL USE**  
**FEES**

**A non-refundable administrative fee applies to the following:**

**On a property with the area less than 5,000 square feet a fee of two-hundred-dollars (\$200.00)**

**On a property comprising an area from 5,000 square feet to an area less than 25,000 square feet a fee of three-hundred-dollars (\$300.00)**

**On a property comprising an area from 25,000 square feet to an area less than 75,000 square feet a fee of four-hundred-dollars (\$400.00)**

**On a property with an area of or greater than 75,000 a fee of five-hundred-dollars (\$500.00)**

**A non-refundable advertising fee of three-hundred-dollars (300.00)**

**A refundable recordation fee of one-hundred-dollar (\$100.00); if the petition is not approved and duly recorded**

**\*\*\*\*ALL FEES SHALL BE PAID UPON SUBMITTAL OF ZONING CONDITIONAL APPLICATION**

**ORDINANCE NO. 14-34; SECTION 5**

**PLAQUEMINES PARISH  
INSTRUCTION FOR COMPLETING APPLICATION FOR  
ZONING CONDITIONAL USE**

1. **DATE - USE DATE APPLICATION IS FINALLY PREPARED AND READY FOR SUBMISSION TO THE DEPARTMENT OF PLANNING, PERMITS AND ZONING.**
2. **COUNCIL DISTRICT - COUNCIL DISTRICT THAT PROPERTY FOR PROPOSED CHANGE IS LOCATED. PERSONNEL WILL ASSIST, WHEN NECESSARY, IN DETERMINING COUNCIL DISTRICT.**
3. **LOCATION & DESCRIPTION OF PROPERTY FOR CHANGE OF ZONING - GIVE COMPLETE DEED DESCRIPTION.**
4. **REASON FOR REQUEST - EXPLAIN BRIEFLY THE REASON FOR THE PROPOSED ZONING CHANGE.**
5. **LIST OF ADJACENT PROPERTY OWNERS AND ADDRESSES - LIST ALL PROPERTY OWNERS INCLUDING THOSE ACROSS THE STREET OR HIGHWAY. MUST BE PROPERTY OWNER NOT TENANT. THE PARISH ASSESSOR'S OFFICE CAN ASSIST YOU WITH THIS INFORMATION.**  
**ASSESSMENT SHEETS NEED TO BE INCULDED WITH THE APPLICATION**
6. **PLOT PLAN - DETAILED PLOT PLAN OF PROPERTY FOR CHANGE, DRAWN TO SCALE, SHOWING EXISTING DIMENSIONS AND LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED BUILDINGS.**
7. **SIGNATURE(S) - MUST BE SIGNED AND DULY NOTARIZED BY THE CURRENT OWNER(S) OF THE PROPERTY IN QUESTION. APPLICATION MAY BE SIGNED BY AN AGENT OF THE OWNER(S) PROVIDED A POWER OF ATTORNEY IS ATTACHED TO THE APPLICATION STATING THAT SAID AGENT HAS AUTHORITY TO ACT IN THE OWNER(S) BEHALF. POWER OF ATTORNEY MUST BE SIGNED BY THE OWNER OF SAID PROPERTY AND DULY NOTARIZED.**

**\*\*\*\* PROPERTY NEED TO BE MARKED OR THE APPLICANT NEED TO BE AVAILABLE AT THE PROPERTY WHEN SIGNS ARE READY TO BE PLACED**

**APPLICATION MUST BE COMPLETED IN TRIPLICATE**

**CAN NOT BE A COPY OF A NOTARY SIGNATURE**

**NOTE: PRIOR TO A PUBLIC HEARING, APPLICATIONS FOR CONDITIONAL USE ARE ADVERTISED FOR THREE (3) CONSECUTIVE PUBLICATIONS OF THE PLAQUEMINES GAZETTE, THE OFFICIAL JOURNAL OF THE PARISH OF PLAQUEMINES.**



**PLAQUEMINES PARISH  
ZONING ORDINANCE AMENDMENT FORM  
CONDITIONAL USE**

ZONING CONDITIONAL ID \_\_\_\_\_ FEE \_\_\_\_\_  
 FILING DATE \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_  
 C DISTRICT \_\_\_\_\_

NAME	_____	OWNERSHIP %	_____
ADDRESS	_____	LOT NO.	_____
CITY, ST, ZIP	_____		
PHONE NO.	_____	PHONE EXT	_____

I (WE), REQUEST THAT THE PROPERTY DESCRIBED BELOW AND DELINEATED ON THE ATTACHED MAPS, BE ACORDED THE FOLLOWING CONDITIONAL USE:

\_\_\_\_\_  
 (STATE HERE THE REQUESTED CONDITIONAL USE)

LOCATION AND DESCRIPTION OF PROPERTY FOR CHANGE OF ZONING CLASSIFICATION:

GIVE REASONS FOR REQUEST:

(ATTACH ADDITIONAL SHEET OR USE REVERSE OF THIS PAGE IF ADDITIONAL SPACE IS NEEDED)  
 NOTE: ATTACH FIVE (5) MAPS, DRAWN TO SCALE, SHOWING THE LOCATION, MEASUREMENTS AND OWNERSHIP OF ALL PROPERTY PROPOSED FOR A CHANGE IN ZONING CLASSIFICATION.

**LIST OF ADJACENT PROPERTY OWNERS AND ADDRESSES:  
(MUST INCLUDE PROPERTY ACROSS THE STREET OR HIGHWAY)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

**NAME, ADDRESS & SIGNATURE OF APPLICANT(S)  
INCLUDE PERCENTAGE OF OWNERSHIP OR LOT NO.**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PERCENT OWNERSHIP/ LOT NO. \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PERCENT OWNERSHIP/ LOT NO. \_\_\_\_\_

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PHONE NO. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PERCENT OWNERSHIP/ LOT NO. \_\_\_\_\_

**STATE OF LOUISIANA  
PARISH OF PLAQUEMINES**

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY APPEARED THE PERSON(S) WHOSE SIGNATURES ARE AFFIXED ABOVE, ALL OF THE FULL AGE OF MAJORITY, WHO DECLARED UNDER OATH TO ME, NOTARY, THAT THEY ARE THE OWNERS OR AUTHORIZED AGENT OF ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND LOCATED AS SET FORTH BESIDE THEIR RESPECTIVE SIGNATURES, AND THAT THEY KNOW OF THEIR OWNER PERSONAL KNOWLEDGE THAT THE ABOVE PETITIONERS ARE THE OWNERS OF AT LEAST FIFTY (50%) PERCENT OF THE AREA DESCRIBED ABOVE FOR WHICH A ZONING CHANGE IS REQUESTED, AND THAT THEIR SIGNATURES WERE EXECUTED FREELY AND VOLUNTARILY AND THAT THEY ARE DULY QUALIFIED TO SIGN.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

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



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ZONING ORDINANCE AMENDMENT FORM  
CONDITIONAL USE**

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 FILING DATE \_\_\_\_\_  
 C DISTRICT \_\_\_\_\_

FEE \_\_\_\_\_  
 RECEIPT NO. \_\_\_\_\_

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PHONE NO.	_____	PHONE EXT	_____

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SIGNATURE \_\_\_\_\_  
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ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PERCENT OWNERSHIP/ LOT NO. \_\_\_\_\_

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