

**PLAQUEMINES PARISH**  
**NOTICE OF APPEAL**  
**AND REQUEST FOR VARIANCE**  
**FEES**

The following fees shall be provided on submittal of all variance appeals:

1. **Administrative Fee-** A non-refundable one-hundred-dollar (\$100.00) administrative fee per lot; however, the maximum total fee for lots located in a conditionally approved subdivision shall not exceed six-hundred dollars (\$600.00)
2. **Advertising Fee-** A non-refundable three-hundred-dollar (\$300.00) advertising fee.
3. **Recordation Fee-** A one-hundred-dollar (\$100.00) recordation fee, to be refunded if the variance appeal is not approved and duly recorded.

**ORDINANCE NO. 14-37; SECTION 1**

**PLAQUEMINES PARISH  
INSTRUCTIONS FOR COMPLETING APPLICATION FOR  
VARIANCE**

1. **DATE** - use date application is finally prepared and ready for submission to the Department of Planning, Permits and Zoning.
2. **ZONING CLASSIFICATION** - Personnel in the Department of Planning, Permits and Zoning will assist, when necessary, in determining the present zoning.
3. **COUNCIL DISTRICT** - Council District that property for proposed change is located. Personnel will assist, when necessary, in determining Council District.
4. **LOCATION OF PROPERTY** - Physical (911) address.
5. **LEGAL DESCRIPTION** - Give deed description of property.
6. **NO. 11 - THESE DRAWINGS MUST BE INCLUDED WITH APPLICATION:**
  - (a) **BLOCK DIAGRAM** - Showing at least 100 feet on both sides of the property.
  - (b) **PLOT PLAN** - Detailed plot plan of property for which variance is requested, showing existing dimensions and location and dimensions of all existing and proposed buildings.
  - (c) **FLOOR PLAN** - Floor plan of building for which variance is requested with all measurements. (Not necessary if plan was filed with building permit application)
7. **NO. 12 - 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.

**NOTE:** Prior to a Public Hearing, Applications for Map Change are advertised for three (3) consecutive publications of the Plaquemines Gazette, the official journal of the Parish of Plaquemines.



**NOTICE OF APPEAL  
AND REQUEST FOR VARIANCE**

**PLAQUEMINES PARISH DEVELOPMENT PLANNING BOARD**

VARIANCE ID \_\_\_\_\_

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

FILING DATE \_\_\_\_\_

FEE \_\_\_\_\_

C DISTRICT \_\_\_\_\_

APPLICANT (PLEASE PRINT OR TYPE)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE EXT \_\_\_\_\_

SOCIAL SECURITY NO \_\_\_\_\_

INTEREST IN PROPERT \_\_\_\_\_

LOCATION OF PROPERTY \_\_\_\_\_

CORNER LOT? \_\_\_\_\_

LEGAL DESCRIPTION (INCLUDE SUBDIVISION AND LOT NUMBER)

REQUEST FOR VARIANCE FROM THE PROVISIONS OF

\_\_\_\_\_  
(SECTION, PART, AND PARAGRAPH OF ZONING ORDINANCE)

THIS IS A REQUEST FOR A VARIANCE FROM THE PROVISIONS OF

AREA \_\_\_\_\_

YARD \_\_\_\_\_

HEIGHT \_\_\_\_\_

USE \_\_\_\_\_

PARKING \_\_\_\_\_

OTHER \_\_\_\_\_

PROVISIONS OF THE ZONING ORDINANCE

STATE SPECIFICALLY THE CHANGE(S) PROPOSED AND THE REASON(S) SUCH CHANGE(S) IS/ARE NECESSARY



APPLICATION MUST BE ACCOMPANIED BY A SET OF DRAWINGS, INCLUDING:

- (A) A BLOCK DIAGRAM AT LEAST 100 FEET ON BOTH SIDE OF THE SUBJECT PROPERTY WITH STREET NUMBERS AND STREET FRONTAGE, SHOWING THE CHARACTER AND OCCUPANCY OF ALL PROPERTY AFFECTED.
- (B) A PLOT PLAN
- (C) A GROUND AND TYPICAL FLOOR PLAN OF BUILDING WITH ALL NECESSARY MEASUREMENTS. (NOT NECESSARY IF FILED WITH BUILDING PERMIT APPLICATION)

LIST ADJACENT PROPERTY OWNERS

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NO. \_\_\_\_\_ PHONE EXT \_\_\_\_\_  
SOCIAL SECURITY NO \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

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SOCIAL SECURITY NO \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

I HEREBY DESPOSE AND SAY THAT ALL THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN THE PAPERS SUBMITTED HEREWITH ARE TRUE.

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

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT



**NOTICE OF APPEAL  
AND REQUEST FOR VARIANCE**

**PLAQUEMINES PARISH DEVELOPMENT PLANNING BOARD**

VARIANCE ID \_\_\_\_\_

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

FILING DATE \_\_\_\_\_

FEE \_\_\_\_\_

C DISTRICT \_\_\_\_\_

APPLICANT (PLEASE PRINT OR TYPE)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE EXT \_\_\_\_\_ SOCIAL SECURITY NO \_\_\_\_\_

INTEREST IN PROPERT \_\_\_\_\_

LOCATION OF PROPERTY

CORNER LOT? \_\_\_\_\_

LEGAL DESCRIPTION (INCLUDE SUBDIVISION AND LOT NUMBER)

REQUEST FOR VARIANCE FROM THE PROVISIONS OF

\_\_\_\_\_  
(SECTION, PART, AND PARAGRAPH OF ZONING ORDINANCE)

THIS IS A REQUEST FOR A VARIANCE FROM THE PROVISIONS OF

AREA \_\_\_\_\_ YARD \_\_\_\_\_ HEIGHT \_\_\_\_\_ USE \_\_\_\_\_ PARKING \_\_\_\_\_

OTHER \_\_\_\_\_

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