

VARIANCE APPLICATION & EVALUATION FORM
(AT time of Building Permit)

Date: ___/___/___

Applicant Name: _____ BP or BOA #: _____

Variance Address: _____ Mailing Address: _____

Phone: _____ Email: _____

Advance notice e-mail with applicant name and address sent to Council Clerk on ___/___/___

Use the attached form to write or type - and sign - a thorough description of variance(s) being sought (give, in detail, the existing "situation" and the proposed variance. Reference the Parish Code being "varied from". Note, per Arnold et als. v. WBR Parish et als., 2015, and per WBR Code Sec. 111-66, "...applicant must demonstrate that 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 district. Use additional sheets):

STAFF CHECKLIST (Instructions: Look at the written or typed explanation submitted by applicant and use the following checklist to indicate if all items have been included in the explanation.)

- Formal Application attached? Thorough description of variance included?
Description of existing situation included? Description of hardship included?
Description of "special conditions and circumstances... which are peculiar to the land, structure, or building involved?"
Code being varied from listed in application? Signed and dated by applicant?

Submitted to Planning & Zoning Secretary on: ___/___/___

Signatures of No. Objection (Parish):

Road Superintendent _____

Drainage Superintendent _____

Director of Utilities _____

Chief Building Inspector _____

Parish Sanitation/DHH _____

Certified letters sent to abutting property owners?

Submitted to Board of Adjustments On: ___/___/___

- Approved? Denied? Minutes from meeting attached?
Returned to P&Z Office for filing with building permit and subdivision folder? (if one exists)

List contingencies here (if any) _____

Applicant: Please use the space below to type or write your variance request. Attach additional sheets if necessary.

1. Which section(s) of the Parish's Unified Development Code are you seeking to vary from? Include chapter, title, section, subsection and all headings.

2. Provide a thorough description of the variance being sought, including the existing situation.

3. List any hardships that are causing you to apply for this variance.

4. List any "special conditions and circumstances (that) exist which are peculiar to the land, structure, or building involved and which are not applicable to the other lands, structure, or buildings in the same district.

Signed

Date

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The BOA criteria are as follows:

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 [Pg4] 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.

[HN6] 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 purpose of the variance is not based exclusively upon[8] a desire to serve the convenience or profit of the property owner or other interested party(s) [sic].**

8. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.

9. The proposed variance will not impair an adequate supply of light and air to adjacent property, or increase substantially the congestion in the public street, or increase the danger of fire, or endanger the public safety.