



## VARIANCE INFORMATION

*(What you need to know BEFORE filing a zoning variance)*

### **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.

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Applicant's Signature

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Date

**ST. JOHN**  
PLANNING & ZONING  
**VARIANCE APPLICATION**

Docket No: _____	Date Requested: _____
ZBA Meeting Date: _____	Receipt No: _____
Council District/At Large: _____	Zoning District: _____
Parcel No: _____	Flood Zone: _____
Lot, Sq., Subdivision: _____	
Relevant Code Sections: _____	

**OFFICE SECTION**

**APPLICANT INFORMATION:**

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

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

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

**PROPERTY OWNER INFORMATION:**

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 affidavit? (circle one) Yes / No

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

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

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

**VARIANCE INFORMATION:**

Address of variance request: \_\_\_\_\_

Zoning requirement(s) in question (circle all that apply to request):

Landscaping	Parking	Setbacks: front / side / rear
Sign(s)	Access	Building height

Describe proposed variation from requirements: \_\_\_\_\_

\_\_\_\_\_

**OTHER SUBMITTAL REQUIREMENTS:**

- \$85 fee; if by check or money order made to "St. John Parish Council," or by credit card.
- Certified copy of Act of Sale or deed to the property.
- Surveys, maps, plats, photographs, and any other records to determine cause for variance.
- Plot plan if variance affects yard/setback requirements.

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

\_\_\_\_\_  
Date

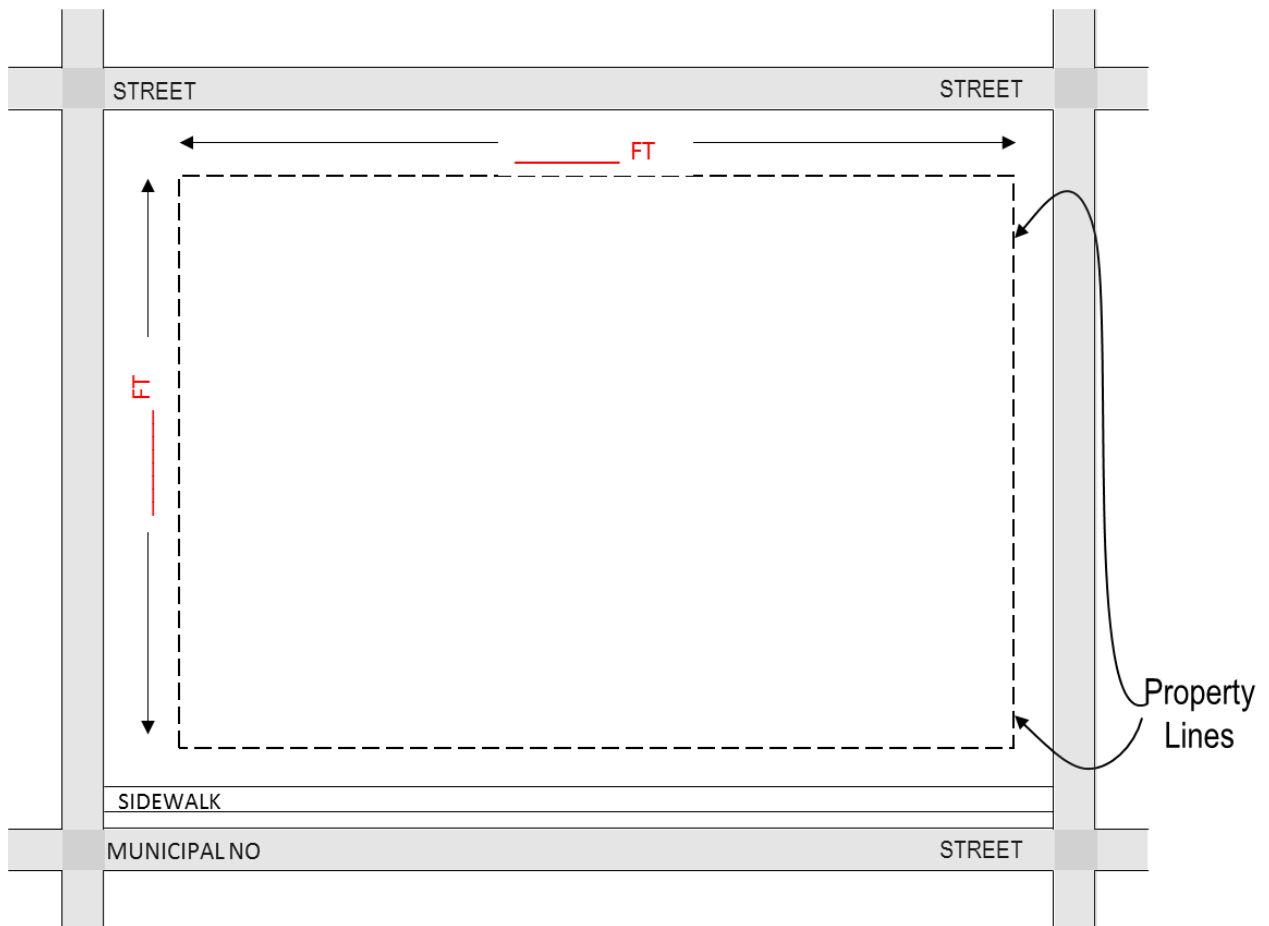
**ST. JOHN**  
PLANNING & ZONING  
**PLOT PLAN FORM**

Docket No: \_\_\_\_\_ Date Plot Submitted: \_\_\_\_\_  
Lot, Sq., Subdivision: \_\_\_\_\_

**OFFICE SECTION**

**THIS IS NOT A PERMIT**, to complete this form please:

- Show all existing buildings on lot
- Show all measurements from property line to building(s)
- Show all measurements in-between buildings



PLEASE SHOW SIZE OF LOT AND SIZE OF BUILDINGS  
GIVE NAMES OF BOUNDING STREETS

Is this a corner lot? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

\_\_\_\_\_  
Date