

JACLYN HOTARD  
Parish President



CONNIE POWELL, JD  
Director

## HISTORIC DISTRICT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MGOCONNECT.ORG/CP/PORTAL](http://WWW.MGOCONNECT.ORG/CP/PORTAL)

### OFFICE USE ONLY

Docket No: _____	Date Requested: _____
Meeting Date: _____	Zoning District: _____
Parcel #: _____	Flood Zone: _____
Council District / At Large: _____	Historic District: Y / N      Design Rev. Corridor: Y / N
Lot, Sq., Subdivision: _____	

APPLICATION FOR:    ☐ CERTIFICATE OF APPROPRIATENESS                      ☐ DISTRICT or LANDMARK DESIGNATION

### APPLICANT INFORMATION

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

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

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

### PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

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 endorsement? Complete page 3.

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

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

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

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Property Size (square feet): \_\_\_\_\_

### PLEASE DESCRIBE PROJECT IN DETAIL:

\_\_\_\_\_  
\_\_\_\_\_

Value: \$ \_\_\_\_\_ Square Footage: \_\_\_\_\_

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

\_\_\_\_\_  
Date



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#### **SUBMITTAL REQUIREMENTS**

- ☐ Completed and signed application.
- ☐ Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- ☐ Photos of the Existing Structure (interior and exterior).
- ☐ Payment of fees; payable by credit card, check or money order to: "St. John Parish Council".

#### **AS NEEDED SUBMITTAL REQUIREMENTS**

- ☐ Color Samples.
- ☐ Door & Window Detail.
- ☐ Copy of Contractor's License.
- ☐ Elevations & Floor Plan.
- ☐ Material Samples (if applicable).
- ☐ Plans & Specifications.

#### **FEES**

- |                                   |          |
|-----------------------------------|----------|
| 1. Certificate of Appropriateness | \$ 50.00 |
| 2. Technology Fee                 | \$ 10.00 |

*NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

*NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.*

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

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



CONNIE POWELL, JD  
Director



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Docket No: \_\_\_\_\_

### OWNER'S ENDORSEMENT

(please print clearly)

I \_\_\_\_\_ being duly sworn, depose that I reside at

Owner(s) / Corporation

\_\_\_\_\_ in the Parish  
Street City

of \_\_\_\_\_ and State of \_\_\_\_\_ and that I am  
Parish State

the owner of the property described as \_\_\_\_\_ and that I have authorized  
Address

\_\_\_\_\_ to make the foregoing petition for a Historic District Application.  
Applicant

\_\_\_\_\_  
Signature of owner(s) of property or authorized agent

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

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

Print name of Notary: \_\_\_\_\_

Bar roll #: \_\_\_\_\_



## PROCESS TIMELINE ACKNOWLEDGEMENT

### OFFICE USE ONLY

Docket No: \_\_\_\_\_

Project/Permit Type: \_\_\_\_\_

Applicant: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

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

Meeting: ☐ Historic District

☐ ZBA

☐ Planning Commission

☐ Council

Application received: \_\_\_\_\_

P&Z Meeting Date: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_  
(if applicable)

☐ I understand and acknowledge the meeting date listed above and agree to appear or have a representative present at the P&Z meeting.

☐ I understand and acknowledge failure to attend will result in the request being tabled and will delay this process.

☐ I understand and acknowledge that the Planning Commission serves as an advisory board to the Council. Therefore, final approval or denial is determined by the Parish Council (as applicable).

☐ I understand and acknowledge that all fees are non-refundable.

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

\_\_\_\_\_  
Date

Rec'd By: \_\_\_\_\_ on \_\_\_\_\_

# Historic District Process

