



**ST. JOHN**  
PLANNING & ZONING

**EXPANSION OF A LEGAL NONCONFORMING USE APPLICATION**

**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: _____	

**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 4.

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

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

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

**PROPERTY INFORMATION**

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

Current Zoning Classification: \_\_\_\_\_ District

Subdivision: \_\_\_\_\_

Square No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Street No.: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



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#### **PROPERTY USE**

1. Describe the present use of property and structures thereon: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Describe the proposed expansion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Does the proposed expansion exceed 25% of the principal structure/use? \_\_\_\_\_

\_\_\_\_\_

4. Has there ever been a petition to change the zoning of this property? (circle one) **YES / NO**

If YES, please provide details (date, request, outcome): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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.
- Survey or plat showing the dimensions, acreage, and location of tract prepared and stamped by an architect, engineer, or surveyor (PLS).
- Complete set of building plans and/or site plans for construction.
- Payment of fees payable by credit card, check or money order to: "St. John Parish Council".

#### **FEE SUMMARY**

1. Base	\$130.00
2. Recordation Fee	TBD
3. 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.*

*NOTE: This request MUST be approved by Council.*

*NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.*

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

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



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**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 an Expansion of a Legal  
Applicant  
Nonconforming Use.

\_\_\_\_\_  
Owner or Authorized Agent No. 1 (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Authorized Agent No. 2 (Signature)

\_\_\_\_\_  
Date

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

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

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

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