



**A-1 Application
Rezoning and/or
Comprehensive Land Use Plan Amendment**

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1755 Florida Street, 3rd Floor
P.O. Box 1471, Baton Rouge, Louisiana 70821

Note: This is a fillable PDF. Please see Instructions for filling this application form on page 5.

Staff Use Only

Application Fee _____ Case Number _____
Advertising Fee _____ Meeting Date _____
Receipt Number _____ Application taken by _____

Please Print or Type

1. Name of Applicant _____ Daytime Telephone _____
E-Mail Address _____
Business (if applicable) _____
Address _____ City _____ State _____ ZIP _____

2. Name of the Property Owner _____ Daytime Telephone _____
Address _____ City _____ State _____ ZIP _____

3. CPPC Lot ID#(s) _____

Lot # _____ Block/Square _____
Subdivision or Tract Name _____

If property is not subdivided, attach a complete legal description from East Baton Rouge Parish Tax Assessor and a survey map indicating bearings and dimensions.
Location _____
Identify the subject property on the appropriate lot and block map as an attachment to this application.

4. Property Street Address _____
5. Specific Proposed use _____

6. Action Requested Rezoning
To rezone from _____ to _____
Acres _____
If request is for C-AB district, see item 6 on the instruction sheet.
Comprehensive Land Use Plan Amendment
... Small Scale _____ acres.
... Large Scale _____ acres.
To change Comprehensive Land Use Plan from _____
land use category to _____ land use category.

13. Acknowledgement

In filing this application, I understand that it becomes a part of the public record of the City of Baton Rouge/Parish of East Baton Rouge and hereby certify that all information contained herein is accurate to the best of my knowledge. I certify that this application complies with all subdivision “deed restrictions” pertaining to the subject property within the City of Baton Rouge and Parish of East Baton Rouge.

Also, I understand that the application and advertising fees are to be made with separate checks at the time the application is submitted and both are nonrefundable. (Applications must be received by 10:00 a.m. on the scheduled Application Deadline).

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner’s signature or where an authorized agent signs in lieu of either property owner or applicant.

Signature of Applicant	Type or Print Name of Applicant	Date
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Signature of Property Owner	Type or Print Name of Property Owner	Date
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Staff Use Only

- A. Land Use Classification (s) _____
- B. Zoning Classification (s) _____
- C. Existing Land Use (s) _____
- D. Surrounding Land Use (s) _____
- E. Surrounding Land Use Classification (s) _____
- F. Surrounding Zoning Classification (s) _____
- G. Proposed Land Use _____
- H. Comprehensive Land Use Plan
- Consistent Size (in acres) of subject property _____
- Not Consistent Small Scale Large Scale (five acres or more)
- I. Planning District / Subarea _____
- J. Census Tract _____
- K. Lot and Block _____
- L. Council District _____
- M. Describe compatibility of proposed amendment to future land use element objectives and policies:
- _____
- _____
- N. Identify other amendments necessary to preserve internal consistency with the Comprehensive Land Use Plan and elements:
- _____
- _____
- O. Comments
- _____
- _____
- P. Environmental Land Use Controls on property?
- No
- Yes – send ELUCs notification letter to land owner and copy to applicant (if applicant is not land owner)
- Q. Is subject property within Zone of Influence (Baker, Zachary, Central, Louisiana State University, Southern University, BRCC) if so contact as needed.
- No
- Yes - *date correspondence sent* _____.
- R. Is Subject property located on *Green Light Plan* if so, contact as needed.
- No
- Yes - *date correspondence sent* _____.
- S. _____
- Planning Director or Authorized Signature Date

**Instructions for Application A-1
Rezoning and/or Comprehensive Land Use Plan Amendment**

This is a fill-able PDF. It allows the information to be entered into the application while online by tabbing through the form and entering applicable information. You will need Adobe Acrobat Reader 6.0 or greater. The form is designed to allow you to save it and/or make further changes in it if you wish.

After filling out the form, please print (pages 1 to 3) and sign it and submit it to the Planning Commission office by fax, e-mail (scanned) or in person.

If you do not wish to use the fillable feature, you may print the blank form and type or print legibly with ink.

Number	Item	Explanation
1.	Name of Applicant	Your name, a person's name, the name of the person who will sign as applicant in item 15 (i.e. John Doe, Mary Jones)
	Daytime Telephone	Telephone number where you may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m.
	Business (if applicable)	If you are submitting this application as a representative of a business, put the name of the business here. If you are not submitting this application as a representative of a business, leave blank.
	Address/City/State/Zip	Your current mailing address.
2.	Name of Property Owner	The name of the person who currently owns the property described in item number 3 and 4. If the property is owned in the name of a business, the name of person employed by the business authorized to act as property owner. The name of the person who will sign as property owner in item number 15 (i.e. John Doe, Mary Jones).
	Daytime Telephone	Telephone number where the property owner may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m.
	Address/City/State/Zip	Property owner's current mailing address.
3.	Description of Property	Lot, block, square, subdivision, and CPPC Lot ID Number.
4.	Property Street Address	Street number and street name of location described in item number 3. If the property is currently vacant and no street number is assigned, list only the name of the street which the building/structure/project will front.
5.	Specific Proposed Use	Indicate the specific proposed use of the property or structure(s).
6.	Action Requested	Indicate by checking the appropriate box, whether the requested action will be rezoning or a Comprehensive Land Use Plan amendment. Prior to applying for Commercial Alcoholic Beverage Districts, applicants must file a "Notice of Intent".

with the City-Parish Office of Alcoholic Beverage Control (389-3364). The Office of the Planning Commission will receive a notification from the Office of ABC when a compliance determination has been made.

Rezoning

Indicate the zoning classifications; “from” is the present classification and “to” is the classification requested. Also, indicate the number of acres to be rezoned.

Comp. Land Use Plan Amendment

Indicate whether the action requested will be a small scale land use plan amendment (0-5 acres) or a large-scale land use plan amendment (over 5 acres) and the number of acres within this amendment. (If the amendment is over 5 acres (large-scale) the Office of the Planning Commission will provide the applicant with the Ad. It will then be the applicant’s responsibility to submit to the Advocate for publishing at least 10 days prior to the Public Hearing.

7. Justification for Action Requested

Explain the reason(s) justifying your request. Give as much information as possible supporting your request.

8. Industrial or Manufacturing Process

Describe any industrial or manufacturing that will be conducted on the premises. Include description of any wastes or by-products produced by this activity.

9. Toxic or Hazardous Substances

List any toxic or hazardous substances that will be used, stored, processed or manufactured or released on this property.

10. Previous Applications

Indicate by checking the appropriate box “yes” or “no” whether the subject property has been submitted for rezoning within the past two years.

11. Impact on Infrastructure

Describe the impact that the proposed project will have on infrastructure such as streets, traffic, drainage and sewer.

(Complete Item 12 for Comprehensive Land Use Plan Amendment)

12. Impact on public facilities

Describe the impact on Public Services such as schools, parks, transportation, and other public facilities.

13. Acknowledgement

The applicant shall sign and date the application. The owner shall sign and date the application if the owner is different from the applicant. Letter of authorization must be submitted in absence of the property owner’s signature or where an authorized agent signs in lieu of either property owner or applicant.

The applicant is responsible for disposing of the posted public notice sign after the initial Planning Commission meeting concerning the application.

REZONING FEE SCHEDULE

Processing Fee is \$375 plus \$75 per acre over the first acre.

ACREAGE	\$ AMOUNT
0.01 – 1.00	375
1.01 – 2.00	450
2.01 – 3.00	525
3.01 – 4.00	600
4.01 – 5.00	675
5.01 – 6.00	750
6.01 – 7.00	825
7.01 – 8.00	900
8.01 – 9.00	975
9.01 – 10.00	1050
10.01 – 11.00	1125
11.01 – 12.00	1200

ACREAGE	\$ AMOUNT
12.01 – 13.00	1275
13.01 – 14.00	1350
14.01 – 15.00	1425
15.01 – 16.00	1500
16.01 – 17.00	1575
17.01 – 18.00	1650
18.01 – 19.00	1725
19.01 – 20.00	1800
20.01 – 21.00	1875
21.01 – 22.00	1950
22.01 -23.00	2000
23.00...	without limit

COMPREHENSIVE LAND USE PLAN AMENDMENT FEE SCHEDULE

1. Amendments in conjunction with a rezoning case - \$200
2. Amendments without a zoning change (including text changes) \$500

PUBLIC NOTIFICATION REQUIREMENTS

Each Large Scale Land Use Amendment (over 5 acres) the applicant shall publish a “display ad” at least ten (10) days prior to the date of the Planning Commission public hearing. This ad shall be no less than one-quarter page in the official journal of the City of Baton Rouge and Parish of East Baton Rouge. Such ad shall not be placed in that portion of the newspaper where legal notice and classified advertisements appear. The headline in such advertisement shall be in a type no smaller than 18 points. (A sample of the public notice is available at the Office of the Planning Commission. The Office of the Planning Commission will prepare the Ad for the applicant. The applicant will then be responsible for submitting to the Advocate.)