

Town of Sunset
Zoning and Planning Department
337-662-3438

**Application for Rezoning Property or Conditional Use Permit Please
Check One**

Rezoning Property – Reference Comprehensive Zoning Ordinance adopted June 9, 2016.

This process may be used to change the zoning of land in the Town of Sunset.

Conditional Use Permit – Reference Comprehensive Zoning Ordinance.

This process may be used to approve certain land uses in certain zoning districts.

Rezoning of Property with Conditional Use Permit
Rezoning property and a conditional use permit may be combined into one application, where applicable.

This packet contains information and the forms necessary to apply to rezone property and/or request a conditional use permit:

- Application Requirements
- Application
- Zoning Commission Meeting Dates and Deadlines for Application

BEFORE MAKING AN APPLICATION:

INITIAL MEETING WITH ZONING STAFF – Before initiating a request for rezoning or a conditional use permit, it is important that the applicant meets with the Planning and/or other staff Coordinator, as necessary to review all requirements and procedures.

To schedule meetings regarding rezoning applications, or for any questions, contact Lorna Guynn, Zoning Administrator, at 337-662-3438.

APPLICATION REQUIREMENTS

1) The Application Must Be Typed Or Printed Clearly And Completed In Full.

2) Area Map (Plat):

- a) Three (3) copies, drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale, north arrow, and vicinity map. The plat shall include:
 - i) For the subject property, existing zoning, all lots with dimensions and area, streets, street names, and other pertinent features – such as coulees, ditches, easements, buildings, structures, etc.;
 - ii) Dimensions and zoning of each adjacent lot or tract and property owners of record (with mailing addresses);
 - iii) Owners (with mailing addresses) of properties immediately adjacent to those properties – one removed from subject property.

In determining adjacent and second adjacent properties, property directly across a public or private road shall be treated as adjacent property. Property ownership and mailing addresses shall be as per the most recent records of the St. Landry Parish Tax Assessor.

- b) Property Owner Information – Names and addresses for owners of all adjacent and second adjacent properties. Please provide mailing labels for each.

3) Notification:

Mail:

The Planning staff will mail a notice of the request at least 10 days before the public hearing. Notice is provided to all of the immediate adjacent property owners of record and the owners of the property immediately adjacent to that property per the latest tax assessor's tax rolls. Property directly across the public road from the reclassification site is treated as adjacent property.

4) SITE PLAN, if Conditional Rezoning or Conditional Use Permit is requested:

Three (3) copies drawn to a scale appropriate to the subject property (usually a minimum of 1" = 50') with graphic scale and north arrow, adjacent and abutting streets and rights-of-way, and proposed development of the site, including dimensions.

5) LEGAL DESCRIPTION of the subject property.

6) APPLICATION FEE– A non-refundable fee of \$200.

TOWN OF SUNSET
APPLICATION FOR PROPERTY REZONING AND/OR CONDITIONAL USE PERMIT

1. Owner's Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: Daytime: _____ Cell: _____ Fax: _____

Email: _____

2. Applicant (if different from owner) or Owner's Authorized Representative (Agent)

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: Daytime: _____ Cell: _____ Fax: _____

Email: _____

3. Location and/or street address of property: _____

4. Legal Description of property: _____

5. Area of Property and/or Area and Number of Building(s): _____

6. **For Rezoning:** Present Zoning: _____ Requested Zoning _____

7. **For Conditional Use Permit:** Present Zoning: _____

Proposed Land Use: _____

8. Describe reason for application and explain how the proposed land use is compatible with the character of the neighborhood and the Comprehensive Plan. (be as specific and detailed as possible)

CERTIFICATION

Owner hereby certifies that he is the owner of the subject property, and owner, and owner's representative if applicable, declares that the statements made on this application are true and correct to the best of his knowledge and that the development shall comply with all Town of Sunset Regulations and Ordinances. By filing an application for rezoning, the applicant agrees to allow employees of the Town of Sunset, or their agents, to enter the property described in this application for inspection. When signed below by owner, any Agent herein below designated is hereby appointed by owner and agrees to represent the owner(s) at the Zoning Commission's hearing of this application.

Owner's Signature _____

Print Name: _____

Date _____ Witness _____

Applicant/Authorized Agent's Signature _____

Print Name: _____

Date _____ Witness _____

TOWN OF SUNSET

2018 ZONING COMMISSION MEETING DATES

For Rezoning and/or Conditional Use Permit

<u>APPLICATION DEADLINE</u>	<u>MEETING DATE</u>
February 15, 2018	February 22, 2018
March 15, 2018	March 22, 2018
April 19, 2018	April 26, 2018
May 17, 2018	May 24, 2018
June 21, 2018	June 28, 2018
July 19, 2018	July 26, 2018
August 16, 2018	August 23, 2018
September 20, 2018	September 27, 2018
October 18, 2018	October 25, 2018
November 15, 2018	November 29, 2018*

* Meetings are scheduled the 4th Thursday of each month, with the exception of holiday conflicts and a combined November/December meeting between the Thanksgiving and Christmas Holidays.