



APPLICATION FOR ADMINISTRATIVE VARIANCE

Administrative Variance Checklist.

- ✓ Completed Application
- ✓ Sketch of Survey
- ✓ Proof of Ownership
- ✓ Site Plan
- ✓ Adjacent Property Owner Signatures
- ✓ Pay \$25.00 Application Fee to City of Leesville

Notes:

- Each application shall contain at least the following information: name, address and signature of applicant and all property owners and all persons or legal entities whose ownership interest in the site being considered equals or exceeds five percent.
- Applicant shall submit a sketch of survey which shows current conditions of the land area involved or property for which an administrative variance is being requested, as well as proof of ownership of such property such as a deed, tax notice, or assessment.
- A site plan shall be submitted accompanied by a statement by each property owner whose property adjoins or is directly across the street for the applicant's property stating that they are aware of the request for an administrative variance and that they have no objection to the request.
- Pay \$25.00 application fee to the City of Leesville at City Hall.

Process:

- Upon receipt of completed application, the City Planner or his designee shall examine the application and shall conduct necessary investigations to determine that the representations in the application are accurate.
- Within 14 calendar days of receipt of the completed application, the City Planner or his designee shall notify the applicant in writing of the decision, the reasoning and/or stipulations pertaining to the decision.
- Any application that is not addressed by the City Planner within the specified period of time shall be considered denied.
- A denial or other decision of the City Planner regarding an administrative variance may be appealed to the Planning and Zoning Commission with the authority to approve a specific use in a given district following a public hearing.
- Site Plan approval is good for *one year* and may be extended up to one year by the City Planner.

Return to: Grant Bush, City Planner
Leesville Planning and Zoning Commission
508 S. 5th Street
Leesville, LA 71446
(337) 404-4078



APPLICATION FOR ADMINISTRATIVE VARIANCE

Application Fee \$25.00

Internal Use Only
Charge Code: 7950
Price: \$25.00

Date of Application: _____

APPLICANT INFORMATION	
Applicant Name:	
Address:	
Mailing Address:	
Phone:	Email:

REQUEST DETAILS
Address of Property for Variance:
Parcel Number:
Legal Description of Property for Variance:
Current Zoning Classification:
Description of Variance Requested:
If Variance is approved, when will construction or occupancy begin: <input type="checkbox"/> Immediately <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> Other: _____

Attach the following to the application:

- Plot map from tax assessor’s office showing location of street(s) and/or alleyway(s) to be revoked.
- List of names and current addresses of property owners adjacent to proposed revocation.

Acknowledgement:

I, the undersigned applicant, hereby acknowledge and agree to the terms of this application for an administrative variance. I understand that I am required to pay the necessary application fee and provide accurate and complete information as part of the application process. I further acknowledge that I am responsible for ensuring that all submission requirements are met, including providing any necessary documents, sketches, or site plans. I understand the approval process and the procedures involved, including the review by the planning director, notification of the decision, and the possibility of appeals or further actions as outlined in the guidelines. By signing below, I confirm my understanding and agreement to these terms.

Signature of Applicant

Date

Printed Name of Applicant

Application Accepted by: _____

Planning and Zoning Department Use Only
Application Recommended for Approval Denial

City Planner