

Application for Map Amendment



Leesville Planning and Zoning Commission

Planning and Zoning Department
City Hall Building
Leesville, LA 71446
Grant Bush, City Planner
(337) 404-4078



APPLICATION FOR MAP AMENDMENT

Map Amendment Checklist.

- ✓ Map Amendment Consultation with the Planning and Zoning Department
- ✓ Completed Application
- ✓ Pay Application fee of \$150.00 to the City of Leesville
- ✓ Attend Planning & Zoning Commission public hearing
- ✓ Attend City Council public hearing

Notes:

- This document describes the procedure for map amendments within the City of Leesville. This process is necessary when new land is annexed into the city limits.
- Map amendments must be based on at least one of the following:
 - Error in original zoning
 - Significant changes in the area, or area has not developed as it is presently zoned.
 - Need for additional sites to be zoned residential, commercial, etc.
 - Land is being annexed to the City of Leesville.

Process:

- Applicant shall consult with Planning and Zoning Department to discuss procedure for map amendment.
- Complete an Application for Map Amendment and pay application fee to the City of Leesville at City Hall.
- The City Planner shall review the application with the applicant to verify completion.
- The Planning and Zoning Department will submit a Public Notice in a local publication to be published three (3) times no less than fifteen (15) days prior to the public hearing, and mail notices to all property owners within 300-feet of the proposed area to be amended.
- Planning and Zoning staff shall review the application and complete a Staff Report for the Planning and Zoning Commission.
- The Planning and Zoning Commission shall hold a public hearing and shall approve, conditionally approve, or deny the Application for Map Amendment.
- The Planning and Zoning Commission shall forward, in writing, a recommendation of approval, conditional approval, or denial to the City Council within seven (7) days from the public hearing date.
- If the Planning and Zoning Commission recommends approval or conditional approval of the Application for Map Amendment, the Planning and Zoning Department shall prepare a map amendment ordinance for the City Council.
- The map amendment ordinance will be introduced by City Council at the first available meeting after the Planning and Zoning Commission has acted on the application.
- The map amendment ordinance will be adopted at the second City Council hearing from the hearing the ordinance was introduced.
- The ordinance shall go into effect ten (10) days after the City Council adopts said ordinance.

Applicant is required to attend the public hearing held by the Planning & Zoning Commission, or have a representative attend in his/her absence. If the amendment is approved by the Commission, the applicant, or his/her representative, must attend the City Council public hearing in which the recommendation will be considered.

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



APPLICATION FOR MAP AMENDMENT

Application Fee \$150.00

Internal Use Only

Charge Code: 7950

Price: \$150.00

Date of Application: _____

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

Mailing Address: _____

Phone: _____

Email: _____

REQUEST DETAILS

Location of Proposed Amendment: _____

Legal Description of lot(s): _____

Proposed Zoning: _____

Purpose of Amendment:

Zoning Error

Significant Change in Area

Other: _____

Explain the nature of the project which requires a map amendment: _____

Existing Land Use: _____

Proposed Land Use: _____

Acknowledgement:

I, the undersigned applicant, hereby acknowledge and agree to the terms of this application for Map Amendment in the City of Leesville. I understand that I am required to pay the applicable application fee and to provide accurate and complete information as part of the application process. I further acknowledge that it is my responsibility to ensure that all submission requirements are met, including the provision of necessary documents and plans. I understand the map amendment approval process, including the review by city officials, notifications, and any public hearings that may be required. 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

Chairman, Planning and Zoning Commission

Updated 12/30/24