



# St. Charles Parish

## Department of Planning and Zoning

PO Box 302 • Hahnville, LA • 70047 Phone (985) 783-5060 • Fax (985) 783-6447

### APPLICATION FOR SPECIAL PERMIT USE

PZSPU CASE: _____	RECEIPT: _____	DATE: _____
FLOODPLAIN DESIGNATION: _____	ZONING DISTRICT: _____	

APPLICANT: _____	PROPERTY OWNER: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

MUNICIPAL ADDRESS OF PROPERTY: \_\_\_\_\_ Town \_\_\_\_\_

GENERAL LOCATION (IF NO ADDRESS HAS BEEN ASSIGNED): PROPERTY IS LOCATED ON THE (N, S, E, W) SIDE OF \_\_\_\_\_ STREET, APPROXIMATELY \_\_\_\_\_ FEET (N, S, E, W) OF \_\_\_\_\_ STREET (NEAREST INTERSECTING STREET). IT IS LOT NUMBER \_\_\_\_\_ SQUARE NUMBER \_\_\_\_\_ IN THE \_\_\_\_\_ SUBDIVISION. IT IS APPROXIMATELY \_\_\_\_\_ SQ. FT.

DEED OR DEEDS ARE RECORDED IN THE CLERK OF COURTS OFFICE:  
 (NOTE: METES AND BOUNDS DESCRIPTION OF THE ENTIRE HOLDING INCLUDING DEED RESTRICTIONS, EASEMENTS, SERVITUDES, ETC. MUST BE ATTACHED TO APPLICATION)

COB \_\_\_\_\_ FOLIO \_\_\_\_\_ DATE \_\_\_\_\_

COB \_\_\_\_\_ FOLIO \_\_\_\_\_ DATE \_\_\_\_\_

PRESENT USE OF PROPERTY AND STRUCTURES ON IT \_\_\_\_\_

CONTEMPLATED USE: \_\_\_\_\_

HAS AN APPLICATION BEEN MADE TO THE PLANNING AND ZONING COMMISSION PREVIOUSLY FOR THIS PROPERTY? \_\_\_\_\_ WHAT TYPE OF APPLICATION? \_\_\_\_\_

I/we swear to be the sole owner/s of the property described in this application for resubdivision; I/we endorse this application.	
_____ (PROPERTY OWNER)	_____ (PROPERTY OWNER)
_____ (PROPERTY OWNER)	_____ (PROPERTY OWNER)
_____ (PROPERTY OWNER)	_____ (PROPERTY OWNER)
_____ <b>(Notary signature)</b>	_____ <b>(Date)</b>
	_____ (SEAL)

ALL owners listed on the deed or deeds MUST endorse the application or submit proper documentation authorizing the person who signs the application (additional endorsement forms are available upon request).



# ABUTTING PROPERTY OWNERS

List names and addresses of **each owner** of property abutting the subject application parcel:

NAME OF PROPERTY OWNER(S)	ADDRESS OF PROPERTY OWNER(S)
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____ _____
11. _____	_____ _____
12. _____	_____ _____

**If there are more than twelve abutting property owners list their names and addresses on an additional sheet(s) of paper and attach.**

**Addendum  
Special Permit Use Application**

**Appendix A. Zoning Ordinance. Section III. Definitions**

67. Special exception uses and special permit uses:
- a) Special exception uses: Those building or land uses requiring approval by the Planning and Zoning Department prior to development of the use under question.
  - b) Special permit uses: Those building or land uses requiring in-depth review and analysis by the Planning and Zoning Department and Commission. Following review by the Planning and Zoning Department, a public hearing will be held by the Planning and Zoning Commission. The Planning and Zoning Department shall post a sign on the affected property which calls attention to the public hearing at least ten (10) days prior to that hearing date. Similar notification shall also be posted at the principal office of the Department of Planning and Zoning. The public hearing shall be advertised in the official journal of the parish at least three (3) times on at least three (3) separate weeks, and at least fifteen (15) days shall elapse between the first publication and the date of the hearing. Notice of the time and place of the public hearing shall be sent by certified mail not less than ten (10) days in advance of the hearing to all abutting property owners. Following this public hearing, the decision(s) of the Planning and Zoning Commission and/or Parish Council will be implemented by the Planning and Zoning Department.

**Appendix A. Section IV. General Provisions**

9. Review and evaluation criteria/special permit use and special exception use: The appropriate decision-making agent and/or body shall review and evaluate each application based upon the following relevant criteria:
- a. Comparison with applicable standards established by the Comprehensive Land Use Plan as applied to the proposed use and site.
  - b. Compatibility with existing or permitted uses on abutting sites, in terms of building construction, site development, and transportation related features.
  - c. Potentially unfavorable effects or impacts on other existing conforming or permitted uses on abutting sites, to the extent such impacts exceed those impacts expected from a standard permitted use in the applicable zoning district.
  - d. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonable and anticipated in the area considering existing zoning and land uses in the area.
  - e. Protection of persons and property from erosion, flood or water damage, fire, noise, glare, and similar hazards or impacts.
  - f. Adequacy and convenience of off-street parking and loading facilities and protection of adjacent property from glare of site lighting.
  - g. Conformity with the objectives of these regulations and the general purposes of the zone in which the site is located.
  - h. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed use with existing or permitted uses in the same district and the surrounding area.

The above criteria listed in a--g is to be considered illustrative and not restrictive, and other criteria may be considered although not specifically listed above if said criteria affects [affect] the general welfare and safety of the public at large. (Ord. No. 93-12-6, 12-6-93)

**Appendix A. Section XXIII. The Board of Adjustments. D. Powers of the Board.**

4. In any permitting case where a special permit use or a special exception use approval by the St. Charles Parish Council, Planning and Zoning Commission, and/or Planning Director is required, the Zoning Board of Adjustments shall have no authority to grant variances. (Ord. No. 98-9-2, 9-8-98)