

Date: _____

APPLICATION FOR
DEVELOPMENT REVIEW
NATCHITOCHES PARISH PLANNING COMMISSION
625 Bienville Circle- -P.O. Box 799 / Natchitoches, LA 71458
Phone (318) 352-2714 EXT 2 Fax (318) 357-2208

Type of Application: ☐ Subdivision ☐ Zone District Change ☐ Variance

01) Submit a survey plat with a site plan (drawn to a practical scale) showing the dimensions of the property. A survey plat can be acquired from the Clerk of Court department or a new survey from a licensed surveyor.

- a. Subdivision for multiple home/RV lots: Provide a survey plat prepared by a licensed surveyor showing the contemplated subdivision, a list of the covenants (if any), and other documents that are in compliance with ordinance Section 120-5.

02) For a zoning amendment and/or variance:

- a. A certified list from the Tax Assessor (318-357-2377) of all property owners lying within 300 feet of the property proposed.
- b. Property map showing property location from the Tax Assessor (318-357-2377).
- c. Notarized Statement from the owner/applicant stating why the applicant is requesting the amendment.
- d. A \$50 check for the cost of advertising and processing (payable to the Natchitoches Parish Planning Commission).
- e. A Heath Department plan (318-357-2266).
- i. Detailed floor plans of the room sizes and restrooms with measurements.
- f. List of the covenants (rules/stipulations) of the subdivision.
- g. A variance must be applied for if the subdivision or zoning falls within the parameters of ordinance Sec 120-8 or does not conform with established Parish ordinances.

All zoning applications require Planning Commission and Parish Council approvals. The Commission meets once a month on the first Monday of each month unless circumstances require the date to be changed. The Parish Council meets every third week of each month. The applicant or a representative must attend the meetings.

The meetings are a preliminary and public meeting for the Planning Commission and an introductory and public meeting for the Parish Council.

03) Recording fee for variances and subdivisions. Documents are recorded at the Clerk of Court Department.

04) Application and survey plat must be received by the 20th of the month prior to the meeting of the Planning & Zoning Commission. The Commission meets once a month on the first Monday of each month unless circumstances require the date to be changed.

***Natchitoches Parish's main method of communication is email. ***

Name of the Applicant						
Applicant's Address						
City				State and Zip		
Applicant's phone			Business/Work phone			
Applicant's email***						
Owner of the property						
Property Address						
City				State and Zip		
Parcel #(s)						
Legal Description						
Subdivision Name				Lot / Block		
Section(s)			Township(s)			Range(s)
Applicant's Interest	☐ Owner		☐ Agent / Lessee		☐ Option Holder	
Current Zoning Classification				Desired Zoning Classification		
Variance Requested						
Continued ...						
Current property use						
Propose property use						
Subdivision purpose	☐ Sale		☐ Manufactured Home		☐ New Construction	
	☐ Start of a business		☐ Act of Donation		☐ Heir Property	
	☐ Finance Purpose		☐ Other (explain)			
I hereby acknowledge that I have been advised that the Parish of Natchitoches does not have jurisdiction over private restrictive covenants governing subdivisions. Applications are accepted for the sole purpose of the requirements of Zoning Ordinance 06-91 as amended.						
Applicant's Signature				Date		