



TOWN OF GREENWOOD
9381 GREENWOOD ROAD
GREENWOOD, LOUISIANA 71033
TELEPHONE: (318) 938-7261 FAX: (318) 938-1512

Frank Stawasz
MAYOR

Veronica Brown
Town Clerk

PLANNING COMMISSION
ZONING BOARD OF ADJUSTMENTS
APPLICATION PROCESS AND CHECKLIST

The agenda cut-off date for your application is _____.

1. The application for General Re-Zoning, Planning Commission Approval, Special Exception Use Approval and Variances is \$225.00. This fee is non-refundable unless a written request for withdrawal is submitted prior to advertising for Public Hearing. The property owner's signature is required on a request for withdrawal.
2. Proof of Ownership: Proof of ownership must be provided with the application. This can be a Tax Notice or Deed. If the applicant does not own the property, the owner(s) of record must sign the application. This will be checked.
3. Application Forms Required
 - a) Legal Description: A written legal description of the property must be provided for the application to be complete.
 - b) Application Form
 - c) Statement of Intent
 - d) Two copies of a site plan drawn to scale (preferably not larger than 11' by 17') showing property boundaries with dimensions, abutting streets and alley right-of-ways, parking requirements if any, Proposed Landscaping and how structures with dimensions will be situated on the property with all required setbacks shown.
 - e. It is essential that this site plan is accurate.
4. Notice to Applicant: A Notice to Applicant will be provided indicating the date of the Planning Commission/Zoning Board of Adjustments hearing/meeting.

Signature of Applicant

Date

Josephine Robinson	Reggie Igenfritz	Tom Newsom	Brad S. Edwardes	Jodi Larsen
District #1	District #2	District #3	District #4	Alderman At Large



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Applicant's Name _____

Mailing Address _____

Phone _____ Zip Code _____

Action Requested _____ Re-Zoning _____ Planning Commission Approval _____

Existing Zoning _____ Proposed Zoning _____ Acceptable Alternative _____

Address of site _____

(General block numbers will be sufficient for undeveloped property)

Existing Use _____

Proposed Use _____

Improvements to be constructed/removed/demolished _____

Reason for Application (justification for zoning change) _____

Assessors account number (found on tax notice) _____

Legal Description _____

Name, address, and signature of ALL property owners: (all owners – if in business name or corporation, list all persons owning 5% or more. Attach separate sheet if necessary.)

Name

Name

Address

Address

Signature

Signature

STATEMENT OF INTENT

Applicant's Name: _____

Nature and Description of Business: _____

Reason for Amendment: (It is public policy to amend the Zoning Ordinance only when one or more of the following conditions prevail)

- _____ ERROR (there is a manifest error in the Zoning Ordinance)
- _____ CHANG IN CONDITIONS (changing conditions in a particular area make change in the Ordinance necessary and desirable)
- _____ INCREASE NEED FOR BUSINESS AND INDUSTRY SITES (Increased need for sites, in addition to, sites, which are available)
- _____ SUBDIVISION OF LAND (the subdivision of land into urban building sites makes reclassification necessary and desirable)

Square feet of property: _____

Square feet of structure(s): _____

Parking spaces provided: _____ Spaces Required: _____

Hours of Operation (non-residential uses) _____

- B-1 7AM TO 7PM
- B-2 7AM TO 12 MIDNIGHT
- B-3 7AM TO 12 MIDNIGHT

To operate beyond these hours you will need to file a Variance Application for Public Hearing before the Zoning Board.

Is Water provided by the Town of Greenwood? _____

If not, what is the source of water? _____

Is Sewer provided by the Town of Greenwood? _____

If not, what is the source of sewer? _____

*If septic tank, has it been approved by the Health Department? _____

*Water and/or sewer availability letter will be required. (see bottom on checklist)

Is the property in a flood plain / flood way? _____

Josephine Robinson **Reggie Igenfritz** **Tom Newsom** **Brad S. Edwardes** **Jodi Larsen**
District #1 **District #2** **District #3** **District #4** **Alderman At Large**



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NOTICE TO APPLICANT

Be advised that there are specific ordinances and setbacks for corner lots. There is an example of the proper setbacks included.

Applicant's Signature

Date

Josephine Robinson
District #1

Reggie Ilgenfritz
District #2

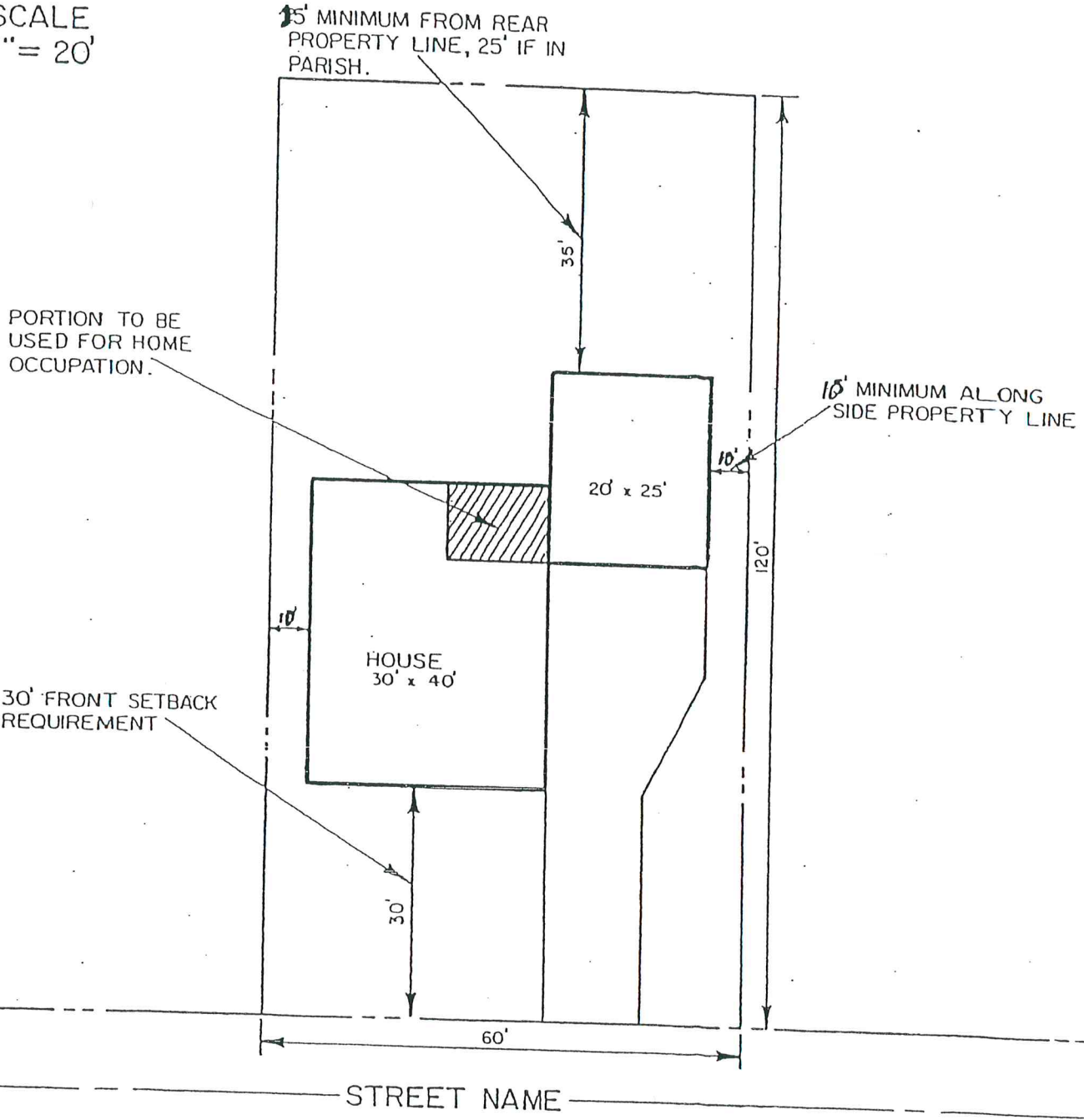
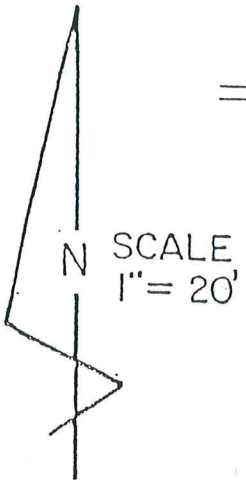
Tom Newsom
District #3

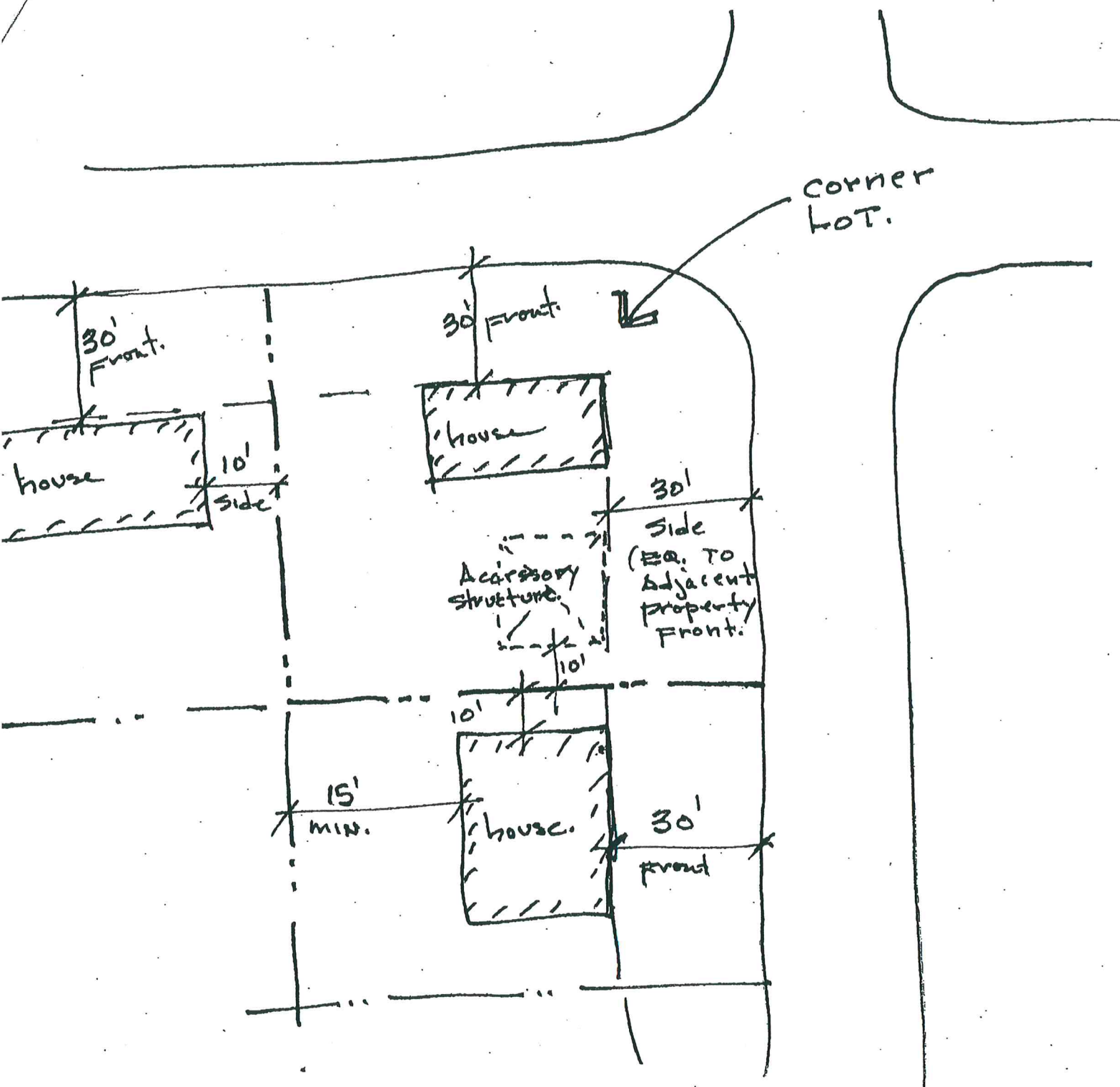
Brad S. Edwardes
District #4

Jodi Larsen
Alderman At Large

"Life is good in Greenwood"

PLOT PLAN EXAMPLE





Corner Lot.

Corner Lot yards.