

#### 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.

	Date	
Signature of Applicant		

Josephine Robinson Reggie Ilgenfritz District #1

District #2

Tom Newsom District #3

District #4

Brad S. Edwardes Jodi Larsen Alderman At Large



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	NOTICE TO APPL	
Hearing schedu Hearing will be	e held in the Greenwood Municipal bood Louisiana. Failure to attend r	ative should be present at the Public ay, The Public Complex, located at 9381 Greenwood may result in your application being
	OTHER IMPORTANT IN	FORMATION
applicant is stil	l responsible for obtaining all the ap	ts approval is a use approval only. The plicable permits, such as Building cates of Occupancy and Occupational
Withdrawal of property owner		in writing with the signature of the
_		on ONLY to the Board of Alderman on Final Approval Authority in rezoning
appeal must be		opeal to the Board of Alderman. The days of the decision. Zoning Board of ppealed to Caddo District Court.
not a party. W		s to which the Town of Greenwood is ether subdivision covenants are more
By my signatu instructions:	re below, I acknowledge that I hav	ve read and understand the foregoing
		Date



## TOWN OF GREENWOOD 9381 GREENWOOD ROAD

#### GREENWOOD, LOUISIANA 71033 TELEPHONE: (318) 938-7261 FAX: (318) 938-1512

Applicant's Name		
Mailing Address		
Phone		Zip Code
Action Requested	Re-Zoning	Planning Commission Approval
Existing Zoning	Proposed Zoning	Acceptable Alternative
Address of site		
(0	General block numbers will	be sufficient for undeveloped property)
Existing Use		
Proposed Use		
Improvements to be con	structed/removed/demolishe	ed
Reason for Application	justification for zoning char	nge)
Assessors account numb	per (found on tax notice)	
Legal Description		
Begar Beseription		
	4400 4000 4000	
Name, address, and sig	nature of ALL property ov	vners: (all owners – if in business name or
corporation, list all perso	ons owning 5% or more. At	tach separate sheet if necessary.)
Name		Name
	-	
Address		Address
Cit		G
Signature		Signature

### STATEMENT OF INTENT

Applicant's Name:	
Nature and Description of Bus	siness:
Reason for Amendment: (It is	s public policy to amend the Zoning Ordinance only when
one or more of the following of	conditions prevail)
ERROF	R (there is a manifest error in the Zoning Ordinance)
CHANG	G IN CONDITIONS (changing conditions in a particular
area ma	ke change in the Ordinance necessary and desirable)
INCRE	ASE NEED FOR BUSINESS AND INDUSTRY SITES
(Increas	sed need for sites, in addition to, sites, which are available)
SUBDI	VISION OF LAND (the subdivision of land into urban
building	g sites makes reclassification necessary and desirable)
Square feet of property:	
Square feet of structure(s):	
Parking spaces provided:	Spaces Required:
Hours of Operation (non-resid	ential uses)
	B-1 7AM TO 7PM
	B-2 7AM TO 12 MIDNIGHT B-3 7AM TO 12 MIDNIGHT
	urs you will need to file a Variance Application for Public
Is Water provided by the Tow	n of Greenwood?
If not, what is the source of wa	ater?
Is Sewer provided by the Tow	n of Greenwood?
If not, what is the source of se	wer?
*If septic tank, has it been app	proved by the Health Department?
*Water and/or sewer availabil	ity letter will be required. (see bottom on checklist)
Is the property in a flood plain	/ flood way?

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#### NOTICE TO APPLICANT

Be advised that there are specific ordinances ar	nd setbacks f	for corner lots.	There is an
example of the proper setbacks included.			
Applicant's Signature		Date	

# PLOT PLAN EXAMPLE N SCALE 1"= 20 15' MINIMUM FROM REAR PROPERTY LINE, 25' IF IN PARISH. PORTION TO BE USED FOR HOME OCCUPATION. 15 MINIMUM ALONG SIDE PROPERTY LINE 10 20 x 25' 10 HOUSE 30' x 40' 30' FRONT SETBACK REQUIREMENT 60' -STREET NAME-

LOT. Side (EQ. TO belgacenty Front. Acaresory Structure. 15 30 MIN. Corner

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