Case#_____

CITY OF MONROE

Board of Adjustment Application

City of Monroe
Planning & Zoning Division
3901 Jackson Street
Monroe, Louisiana 71201
318-329-2430/318-329-2845 FAX

PLEASE PRINT	Date:
Applicant's Name:	Owner's Name (if different from applicant):
Property Address:	Mailing Address:
Interest in Application:	Council District: Phone no.:

PROPERTY INFORMATION	
Property Size (please give in acres or by dimension):	
Present Zoning Classification:	
Existing Land Use:	
Property is bounded by what streets?	North
	South
	East
	West
MEETING DATES, SIGNATURES, DEADLINES AND REQUIRED FEES	
Application Deadline:	Required fee:
Board of Adjustment Hearing Date:	**Time**: 5:15 p.m.

Attachments: A complete site plan of the property shall be submitted with the application. All measurements should be accurate. All setbacks need to be measured from the property line and not the paved edge of the street right-of-way. If possible, a survey in lieu of a site plan should be submitted.

General Information: **READ BEFORE EXECUTING.** Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf. **The applicant acknowledges that, in signing this application, all conditions and requirements regarding the application process have been fully explained and understood, including the timetable for processing of the application**. The completed application must be returned to the Planning and Zoning Office on the date listed above. **Receipt of fee(s) does not constitute receipt of a completed application**. Please note that the request of a special exception or variance authorized by the Board shall expire if the applicant fails to obtain a Certificate of Occupancy within six (6) months from the date of authorization of the special exception or request.

Signature of Applicant:

_____ _____ **Date: ____/____/____**
Print Signature

Signature of Owner (if different from applicant)

_____ _____ **Date: ____/____/____**
Print Signature