



Date Received: _____

Revocations

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1100 Laurel Street, Suite 104
Baton Rouge, Louisiana 70802

Staff Use Only

Fee(s): _____

Application Taken by: _____

Receipt Number: _____

Meeting Date: _____

MPN Project Number: _____

Case Number: _____

Please Print or Type (all entities listed below will be copied on all comments)

1. Applicant Name and Title: _____

Email Address: _____ Daytime Phone Number: _____

Business: _____

Address: _____ City: _____ State: _____ ZIP: _____

2. Developer (if applicable): _____

Email Address: _____

3. Name of Property Owner: _____

Email Address: _____ Daytime Phone Number: _____

Address: _____ City: _____ State: _____ ZIP: _____

4. Subject Property Information:

CPPC Lot ID#(s): _____

Lot #(s): _____ Block/Square: _____

Subdivision or Tract Name: _____

(If property is not subdivided, attach a complete legal description and a survey map indicating bearings and dimensions.)

Nearest Intersection: _____

5. Specific proposed use (Type of development and general background): _____

6. Actions requested: _____

7. Justification for action requested: _____

8. Provide a revised plat indicating the proposed revocation (Two 11" x 17" copies).

Submitted Not Submitted If not submitted please explain:

9. Acknowledgement:

I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Planning Commission nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application, nor can the City or Parish enforce private deed restrictions or covenants. It is my responsibility as an Applicant to determine if any such deed restrictions and covenants exist on the subject property, and to be aware that violations of the same subject me and/or Property Owner to litigation from others.

I understand that the application fee is nonrefundable. (Applications for public hearing items must be received by 10:00a.m. on the scheduled Application Deadline)

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Signature of Applicant	Type or Print Name of Applicant	Date
------------------------	---------------------------------	------

Signature of Property Owner	Type or Print Name of Property Owner	Date
-----------------------------	--------------------------------------	------

PROCEDURE FOR REQUESTING SERVITUDE REVOCATION AND STREET RIGHT-OF-WAY REVOCATIONS

Persons requesting revocation or relocation of public servitudes or street rights-of-way shall take the following steps before such request can be forwarded to the Planning Commission and Metropolitan Council. Applications that will not have any effect on the adjoining property may be directed to the Council Administrator for Metropolitan Council action.

1. Acquire and application form from the Planning Commission Office or the website ([Revocations](#)). Additionally, address a letter to the Planning Commission Office stating the reasons for the request.
2. Copies of the reasons for the request letter and map, survey or sketch shall be sent by the applicant to the Department of Development, Department of Transportation and Drainage, Entergy or DEMCO, AT&T, COX Communications, and Baton Rouge Water Company to request letters of no objection for the revocation (See names and addresses listed on the subsequent page).
3. A preliminary revised plat shall be prepared by a Professional Land Surveyor in accordance with LA R.S 33:5051.
4. When the Applicant has received replies from the Department of Development, Department of Transportation and Drainage, the various utility companies, the Louisiana State Department of Transportation and Development (when state right-of-way is involved), they shall submit the entire application packet to the Office of the Planning Commission Resource Center. The Planning Commission (if necessary) will then hold a public hearing and forward a recommendation to the Council Administrator and Parish Attorney for introduction before the Metropolitan Council.

An application packet shall include:

- a) Completed Revocation application
- b) Appropriate application fee
- c) Appropriate letters of “no objection”
- d) Two preliminary revised plats (one 24” x 36” and one 11” x 17”)

A public hearing must be held by the Metropolitan Council. The public hearing will be duly advertised by their office two weeks in advance of the meeting.

Fees are:

Council Action only - \$200 processing + \$200 advertising

Planning Commission and Council Action - \$300 processing + \$200 advertising

We are glad to assist you in any way possible on these matters, but it should be understood that the revocation or relocation of public servitudes is not a routine City-Parish service. Following the above procedure will expedite your request.

LETTERS OF "NO OBJECTION" SHALL BE OBTAINED FROM THE FOLLOWING
(Letters of "No Objection" shall be requested from all abutting property owners)

Rachael Lambert, PE
Department of Development
Subdivision Engineering
1100 Laurel Street, Suite 200
Baton Rouge LA 70802
rylambert@brla.gov
225-389-3198

Thomas Floyd
Construction Planner II
Cox Communications
7401 Florida Boulevard
Baton Rouge LA 70806
thomas.floyd@cox.com
225-237-5423

Fred Raiford
Department of Transportation and Drainage
222 Saint Louis Street, 8th Floor
Baton Rouge, LA 70802
fraiford@brla.gov
225-389-3159

Terecita Scott
Engineering Assistant
AT&T – Louisiana
5550 South Sherwood Boulevard
Baton Rouge LA 70816
ts5677@att.com
225-291-1865

Gayenel Maggio
Right-of-Way Agent
Entergy Louisiana, LLC
5755 Choctaw Drive
(Mail Unit: L-CHOC-W2)
Baton Rouge LA 70805
gmaggio@entergy.com
225-354-3218

Ryan Scardina
Technical Services Manager
Baton Rouge Water Company
8755 Goodwood Boulevard
Baton Rouge LA 70806
rscardina@brwater.com
225-952-7619

Sam Rosso
Lands and Right-of-Way Manager
Dixie Electric Member Corporation
P.O. Box 15659
Baton Rouge LA 70895
srosso@demco.org
225-261-1221

Staff Use Only

A. Land Use Classification(s): _____

B. Zoning Classification(s): _____

C. Existing Land Use(s): _____

D. Surrounding Land Use(s): _____

E. Surrounding Land Use Classification(s): _____

F. Surrounding Zoning Classification(s): _____

G. Planning District/Sub Area: _____

H. Census Tract: _____

I. Lot and Block: _____

J. Council District: 1 2 3 4 5 6 7 8 9 10 11 12

K. Letters of "no objection": No Yes – Department of Development
 No Yes – Department of Transportation and Drainage
 No Yes – AT&T
 No Yes – Baton Rouge Water Company
 No Yes – Cox Communication
 No Yes – Demco
 No Yes – Entergy
 No Yes – Abutting Property Owners

L. Revised plat indicating the proposed revocation:

No Yes

If no, explain: _____

M. Comments: _____

N. _____

Planning Director or Authorized Signature

Date