



Date Received: _____

Comprehensive Plan Amendment

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: _____
Case Number: _____ Meeting Date: _____
MPN Project 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. Specific proposed Comprehensive Plan Element change (check all appropriate boxes):
- Comprehensive Land Use Plan Amendment
 - Comprehensive Land Use Plan Amendment with companion rezoning
 - Major Street Plan Amendment
 - Text Amendment
 - Other

Proposed text change description (Provide addendum sheet for detailed or lengthy text change descriptions): _____

5. Subject Property Information:
CPPC Lot ID#(s): _____
Lot #(s): _____ Block/Square: _____
Subdivision or Tract Name: _____
Property Street Address: _____

_____ Applicant's Initials

October 2019

6. Area to be Amended:

- Standard Single Metes and Bounds Multiple Metes and Bound

Action Requested: Comprehensive Land Use Plan Amendment

To change from _____ to _____

Small Scale (0.01 – 5 acres) _____ acres.

Large Scale (over 5 acres) _____ acres.

Note: Large Scale Ads require additional ¼ page fee paid to Planning Office

7. Justification for action requested: _____

8. Previous Applications:

Has any application been submitted to the Planning Commission concerning any part of the subject property within the past two years? Yes No

If yes, provide the details and final result: _____

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 and advertising fees are to be made at the time the application is submitted and are nonrefundable. (Applications must be received by 10:00 a.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

COMPREHENSIVE LAND USE AMENDMENT FEE SCHEDULE

Comprehensive Plan Amendment \$500

Comprehensive Plan Text Amendment \$500

COMPREHENSIVE LAND USE AMENDMENT ADVERTISING FEE SCHEDULE

Standard Ad \$200

Metes and Bounds Ad \$300

Multiple Metes and Bounds Ad \$850

Large Scale Ad \$1,175

LARGE SCALE AD PUBLIC NOTIFICATION REQUIREMENTS

With each Large Scale Land Use Amendment (over 5 acres) the Planning Office shall publish a “display ad” at least 10 days prior to the date of the Planning Commission public hearing. This ad shall be no less than one-quarter page in the official journal of the City of Baton Rouge and Parish of East Baton Rouge. Such ad shall not be placed in that portion of the newspaper where legal notice and classified advertisements appear. The headline in such advertisement shall be in a type no smaller than 18 points. (A sample of the public notice is available at the Office of the Planning Commission)

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. Proposed Conditional Use: _____
- H. Comprehensive Land Use Plan: Consistent – Subject property size (in acres): _____
 Not Consistent: Small Scale or Large Scale (over 5 acres)
- I. Planning District/Sub Area: _____
- J. Census Tract: _____
- K. Lot and Block: _____
- L. Council District: 1 2 3 4 5 6 7 8 9 10 11 12
- M. Describe compatibility of proposed rezoning to future land use element objective and policies: _____

- N. Identify other amendments necessary to preserve internal consistency with the Comprehensive Land Use Plan and elements: _____

- O. Comments: _____

- P. Is subject property within Zone of Influence (Zachary, Central, BREC, or Health District)? If so, contact as needed.
 No Yes – date correspondence sent: _____
- Q. Is subject property located on **MoveBR**? If so, contact as needed.
 No Yes – date correspondence sent: _____
- R. _____

Planning Director or Authorized Signature

Date