



ZONING BOARD OF ADJUSTMENT AND APPEALS
APPLICATION

City of Alexandria’s Planning Division
625 Murray Street – 2nd Floor, Alexandria, Louisiana 71301-8022
(318) 473-1371 or (318) 473-1373
www.cityofalexandrialala.com

CONTACT INFORMATION

APPLICANT(S) NAME: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____
PROPERTY OWNER’S NAME: _____
AUTHORIZED AGENT (if applicable): _____

PROPERTY DESCRIPTION

PROPERTY ADDRESS: _____
LEGAL DESCRIPTION: _____

TYPE OF REQUEST

CURRENT ZONE: _____
 REQUEST FOR SPECIAL EXCEPTION – SECTION §28.9.7.1
A complete site plan must accompany all applications for a special exception permit. All application(s) shall include Proof of Ownership and all liens, servitudes and judgements of record affecting the subject property §9.2.2.
 REQUEST FOR VARIANCE – Section §28.9.8.1
SECTION OF ORDINANCE under which the Special Exception or Variance is sought _____

REASON(S) FOR APPLICATION

ADDITIONAL REQUIREMENTS

- \$225 FEE – Money Order, Cash or Check (Fee is Non-Refundable)
 - A PLAT AND THE REAL ESTATE LISTING OF SUBJECT PROPERTY
 - A LIST OF PROPERTY OWNERS WITHIN 100 FT OF SUBJECT PROPERTY
 - A PLAT AND THE REAL ESTATE LISTING OF PROPERTY OWNERS WITHIN 100 FT.
- This information may be obtained from the Rapides Parish Tax Assessors Office**

SIGNATURE OF APPLICANT: _____ DATE: _____
SIGNATURE OF OTHER OWNERS: _____ DATE: _____
_____ DATE: _____

Application(s) must arrive in Planning Division office SIX (6) WEEKS prior to regular monthly meeting, which is the second Monday of each month, with the exception of May and December. All meetings are held in the Alexandria City Council Chambers located on the first floor of City Hall. (915 Third Street, Alexandria, LA) Applicant will be notified of specific meeting date. Applicant will be responsible for mailing the certified letters and the cost to the property owners within 100 feet.