



A-11 Application Comprehensive Plan Element Amendment

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1755 Florida Street, 3rd Floor
P.O. Box 1471, Baton Rouge, Louisiana 70821

Note: This is a fill-able PDF. Please see Instructions for filling this application form on page 4.

Staff Use Only

Application Fee _____ Case Number _____
Receipt Number _____ Meeting Date _____
Application taken by _____

Please Print or Type

1. Name of applicant _____ Daytime Telephone _____
E-Mail Address _____
Business (if applicable) _____
Address _____ City _____ State _____ ZIP _____

2. Name of property owner _____ Daytime Telephone _____
E-Mail Address _____
Address _____ City _____ State _____ ZIP _____

3. CPPC Lot ID#(s)

Lot #(s) _____ Block/Square _____
Subdivision or Tract Name _____
If property is not subdivided, attach a complete legal description from the East Baton Rouge Parish Tax Assessor and a survey map indication bearings and dimensions.

Location _____
Identify the subject property on the appropriate lot and block map as an attachment to this application.

4. Specific proposed Comprehensive Plan Element change (please check the appropriate box(es))
Major Street Plan Amendment Text Amendment
Map Amendment Other

Proposed text change description

Provide an addendum sheet for detailed or lengthy text change descriptions.

5. Comprehensive Plan Element(s) affected:

Land Use	Health and Human Resources
Housing	Conservation and Environmental Resources
Recreation	Wastewater, Solid Waste and Drainage
Transportation	

6. Action Plan requested of Planning Commission

7. Justification for action requested

8. Major street name(s)

9. Describe compatibility of proposed amendment to future land use element objective and policies

10. Describe impact on public services such as schools, parks, transportation and other public facilities

11. Identify other Amendments necessary to preserve internal consistency with the Comprehensive Plan Elements

12. Acknowledgement

In filing this application, I understand that it becomes a part of the public record of the City of Baton Rouge/Parish of East Baton Rouge and hereby certify that all information contained herein is accurate to the best of my knowledge. I certify that this application complies with all subdivision "deed restrictions" pertaining to the subject property within the City of Baton Rouge and Parish of East Baton Rouge.

Also I understand that the application fee is 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
-----------------------------	--------------------------------------	------

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 Land Use _____
- H. Comprehensive Plan Element(s) affected _____
- I. Planning District/Subarea _____
- J. Census Tract _____
- K. Lot and Block _____
- L. Council District _____
- M. Comprehensive Plan Implementation Committee _____

N. Comments

- O. Environmental Land Use Controls on property?
 - No
 - Yes – Send ELUCs notification letter to land owner and copy to applicant (if applicant is not land owner)

- P. Is subject property within Zone of Influence (Baker, Zachary, Central, Louisiana State University, Southern University, BRCC) if so contact as needed.
 - No
 - Yes - *date correspondence sent* _____.

- Q. Is Subject property located on *Green Light Plan* if so, contact as needed.
 - No
 - Yes - *date correspondence sent* _____.

R. _____

Planning Director or Authorized Signature Date

**Instructions for Application A-11
Horizon Plan Element Amendment**

This is a fill-able PDF. It allows the information to be entered into the application while online by tabbing through the form and entering applicable information. You will need Adobe Acrobat Reader 6.0 or greater. The form is designed to allow you to save it and/or make further changes in it if you wish.

After filling out the form, please print (pages 1 to 2) and sign it and submit it to the Planning Commission office by fax, e-mail (scanned) or in person.

If you do not wish to use the fill-able feature, you may print the blank form and type or print legibly with ink.

<i>Number</i>	<i>Item</i>	<i>Explanation</i>
1.	Name of Applicant	Your name, a person's name, the name of the person who will sign as applicant in item 12 (i.e. John Doe, Mary Jones).
	Daytime Telephone	Telephone number where you may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m.
	E-mail Address	Your current Email address, if available.
	Business (if applicable)	If you are submitting this application as a representative of a business, put the name of the business here. If you are not submitting this application as a representative of a business, leave blank.
	Address/City/State/Zip	Your current mailing address.
2.	Name of the property owner	The name of the person who currently owns the property described in item number 3. If the property is owned in the name of a business, the name of person employed by the business authorized to act as property owner. The name of the person who will sign as property owner in item number 12. (i.e. John Doe, Mary Jones).
	Daytime Telephone	Telephone number where the property owner may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m.
	Email Address	The property owner's current Email address, if available.
	Address/City/State/Zip	Property owner's current mailing address.

3. Description of property Lot, block, square, subdivision, tract name and CPPC Lof ID#(s).
4. Specific proposed change Indicate the specific proposed Comp. Plan Element Change by checking one of the appropriate boxes. (i.e. Major Street Plan Amendment, or Other)
5. Element affected Indicate by checking the appropriate box for the specific Comp. Plan Element that will be affected.
6. Action requested Indicate the specific requested action by the Planning Commission.
7. Justification Explain the reason(s) justifying your request. Give as much information as possible supporting your request.
8. Major Street Name(s) State the name(s) of the Major Street(s) being requested for amendment.
9. Compatibility Describe compatibility of the proposed amendment to the Future Land Use Element Objective and Policies. Please refer to Comprehensive Plan for these details.
10. Impact on the Public Facilities Describe the impact on Public Services such as schools, parks, transportation, and other public facilities.
11. Other Amendments Required Describe other amendments necessary to preserve internal consistency with the Comp. Plan and Elements. Please refer to Comp. Plan for these details.
12. Acknowledgment The applicant shall sign and date the application. The owner shall sign and date the application if the owner is different from the applicant. 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.

COMPREHENSIVE PLAN ELEMENT AMENDMENT FEE

Amendments without a zoning change (including text changes) \$500

**PUBLICATION OF PUBLIC NOTICE FOR
COMPREHENSIVE PLAN LARGE SCALE LAND USE AMENDMENT**

Each Large scale Land Use Amendment applicant shall publish a “display ad” at least ten (10) days prior to the date of the Planning Commission public hearing. This ad shall not be 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, and shall appear in substantially the following form;

NOTICE OF CHANGE OF LAND USE

It is proposed to change the “Comprehensive Land Use Plan” from _____ (Land use category) to _____ (Land use category) within the area shown on the map below. A public hearing on the proposal will be held by the Planning Commission on _____ (date and time) and the Metropolitan Council on _____ (date and time) at _____ (meeting place).

The Office of the Planning Commission will provide Ad to the applicant. The applicant will then be responsible for submitting the Ad to the Advocate.