

CITY OF DENHAM SPRINGS, OFFICE OF PLANNING & DEVELOPMENT
116 N. RANGE AVE. – 225-667-8326 – buildings@cityofdenhamsprings.com

NOTE: OWNER OR OWNER’S AUTHORIZED REPRESENTATIVE MUST ATTEND ZONING COMMISSION HEARINGS!

PETITION FOR ZONING ORDINANCE AMENDMENT
(APPLICATION FOR REZONING OF PROPERTY – CHANGE IN ZONING DISTRICT)

DATE OF PETITION _____

(FILING DEADLINE: A complete petition must be filed at least fifteen (15) days before a regular Zoning Commission meeting.)

I. PETITIONER(S) (Attach sheet for additional petitioners):

NAME

ADDRESS & EMAIL

The above-listed property owner(s) of record hereby petition the Zoning Commission and City Council of the City of Denham Springs for an amendment to the Zoning Ordinance to reclassify the property identified herein.

II. CONTACT PERSON / AUTHORIZED REPRESENTATIVE FOR PETITION:

☐ Contact person only ☐ Authorized representative for the petitioner(s)*

Name _____ Phone(s) _____

Email _____

Mailing Address _____

* The petitioner(s) authorize the person identified above to represent them in matters pertaining to this petition.

III. DESCRIPTION OF ZONING DISTRICT RECLASSIFICATION REQUESTED:

From _____ To _____

IV. REASON AND JUSTIFICATION FOR REQUEST: Describe the reason for the requested rezoning, the anticipated use of the property, compatibility with surrounding zoning and land uses, and any other information supporting the request. Attach an additional sheet if needed, labeled with the section number and title.

V. PROPERTY TO BE REZONED:

Parcel Number(s): _____

Property Address*: _____

* For vacant property, use “No assigned municipal address.”

VI. MAP OF AREA REQUESTED TO BE RECLASSIFIED:

Submit a digital map identifying the boundaries of the land area proposed for rezoning and a legal description of the property. The map or survey plat shall be prepared to scale and signed by a Louisiana-licensed professional land surveyor or professional engineer. The map should show, as applicable: property boundaries and dimensions; adjoining streets and rights-of-way; existing structures; adjoining parcels; current zoning of the subject and surrounding properties; and the precise area proposed for rezoning if less than the entire parcel.

VII. REQUIRED SUBMITTALS

- Attach the following items with the completed petition. Label attachments clearly.
- ___ Map or survey plat meeting the requirements of Section VI
 - ___ Legal description of the property proposed for rezoning
 - ___ Evidence of ownership (deed, current tax record, or other documentation acceptable to the City)
 - ___ Written justification / additional narrative, if needed
 - ___ Authority to act for an entity owner, if applicable
 - ___ Additional supporting documentation, if applicable
 - ___ Applicable filing fee established by the City (Appendix B, §21.01)

VIII. ADDITIONAL INFORMATION / SUPPORTING DOCUMENTATION

Attach any additional information that may assist the Zoning Commission and City Council in evaluating the request, including photographs, development concepts, traffic or drainage information, utility information, or other relevant technical documentation. Attach an additional sheet if needed, labeled with the section number and title.

IX. PETITIONER ACKNOWLEDGMENTS AND CERTIFICATION

- By signing below, each petitioner acknowledges and certifies that:
- The petitioner is an owner of record of the property identified in this petition.
 - The petitioner(s), collectively, own more than fifty percent (50%) of the land area proposed for rezoning.
 - The information and materials submitted are true and complete to the best of the petitioner’s knowledge, and no material fact has been knowingly misrepresented.
 - Filing this petition does not guarantee approval or a favorable recommendation.
 - The Zoning Commission and City Council may approve, deny, continue, return for additional information or study, or approve with conditions as permitted by law.
 - The City may require additional information reasonably necessary to evaluate the petition.
 - Petition materials, correspondence, and statements submitted in connection with this request may become public records.
 - The petitioner or an authorized representative must attend required Zoning Commission hearings and meetings unless excused by the Commission.
 - The applicable filing fee established by the City (Appendix B, §21.01) has been attached to the petition.

SIGNATURES: Each petitioner shall sign below. A separate signature sheet containing the same certification language may be attached for additional petitioners. Label the attachment with this section number and title.

PRINTED NAME	SIGNATURE	DATE

Completeness Notice: A petition will not be scheduled for formal consideration until it has been determined to be complete for review. Acceptance of the petition or payment of a filing fee does not constitute approval of the request or a determination that the requested zoning classification is appropriate.

FOR OFFICE USE ONLY			
Date Received		Fee Received / Receipt No.	
Ownership Verified			
Completeness Review	☐ Complete for review ☐ Incomplete — deficiencies provided to petitioner		
Reviewed By / Date			
Eligible Meeting Date		Public Hearing Date	
Case/File No.			