**TOWN OF FRANKLINTON**

301 Eleventh Avenue

Franklinton, Louisiana 70438

985-839-3569

Fax: 985-839-3552

**Gregory Route, Mayor Aldermen:**

T.J. Butler, Jr.

Patrice Crain

Seth Descant

Darwin Sharp

 Heath Spears

**VARIANCE APPLICATION PROCEDURES**

1. APPLICATIONS ARE AVAILABLE FROM THE CODE ENFORCEMENT OFFICER.

2. ALL PARTS OF THE APPLICATION FORMS ARE TO BE FILLED OUT.

3. WE MUST HAVE THE APPLICATION FOUR (4) WEEKS PRIOR TO THE

 PLANNING COMMISSION MEETING AND OR PUBLIC HEARING. (DATE AND

 TIME OF PUBLIC HEARING WILL BE GIVEN TO YOU WHEN APPLICATION IS

 RECEIVED.

4. THE TOWN OF FRANKLINTON WILL ADVERTISE IN THE ERA LEADER ONE TIME

 PRIOR TO PUBLIC HEARING.

5. A $100.00 FEE MUST BE PAID WHEN APPLICATION IS SUBMITTED.

6. AFTER THE PUBLIC HEARING, THE PLANNING COMMISSION WILL MAKE A

 RECOMMENDATION TO THE BOARD OF ALDERMEN AT THE NEXT

 AVAILABLE REGULAR BOARD MEETING AND THEY WILL MAKE THE FINAL

 DECISION ON THE RE-SUBDIVISION APPLICATION.

7. APPLICANT MUST PROVIDE A COPY OF DEED AND PLAT TO PROPERTY. IF PROPERTY

 IS TITLED TO MULTIPLE OWNERS OR TO AN LLC OR CORPORATION, ALL PARTIES

 MUST SUBMIT A NOTORIZED STATEMENT (WITH TWO WITNESSES) AGREEING TO

 THE VARIANCE FOR SAID PROPERTY. IF OWNERS CHOOSE TO HAVE A

 REPRESENTATIVE APPLY ON THEIR BEHALF, A NOTARIZED AUTHORIZATION OF

 REPRESENTATION SIGNED BY THE OWNER(S) WITH TWO WITNESSES MUST

 ACCOMPANY THIS APPLICATION.

***Town of Franklinton is an equal opportunity employer and provider***

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Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VARIANCE Application**

1. I (we) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address) (Phone Number)

 Hereby petition the Town of Franklinton, Louisiana to approve a variance from:

 Description of variance applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 located on property described as follows and is outlined in RED on the attached map or plat which are made a part of this

 application.

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address of property where variance is applied for (municipal number and street name)

4. Property location (Legal description for advertising)

5. Lot No.(s)\_\_\_\_\_\_\_, Square/Block No.(s) \_\_\_\_\_\_Name of Subdivision\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dimensions: Front\_\_\_\_\_\_\_\_\_\_, Sides \_\_\_\_\_\_\_\_\_\_\_ Rear\_\_\_\_\_\_\_\_\_\_

6. Existing use of property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Proposed use of property\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Name and address of Owners of Record:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Signature of owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Or Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Must provide Notarized Authorization of

 Representation signed by owner and two witnesses)

 Address of Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A SET OF PLANS MUST ACCOMPANY ALL APPLICATIONS FOR APARTMENTS OR COMMERCIAL BUILDINGS.**

**11. Indicate location, dimensions and use of area requested and adjacent property. (Survey map must be attached for irregular properties or acreage property)**

 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

***THIS APPLICATION MUST BE IN THE HANDS OF THE PLANNING & ZONING SECRETARY AT LEAST TEN DAYS***

***PRIOR TO THE MEETING AT WHICH IT WILL BE INTRODUCED. MEETINGS ARE HELD ON THE SECOND TUESDAY OF THE MONTH AT 5:00 P.M. IN THE MUNICIPAL BUILDING, 301 11TH AVE. FRANKLINTON, LA.***

***This case will be heard by the Planning Commission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Franklinton Board of Aldermen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Planning Commission Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Board of Aldermen Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***$100.00 FEE WITH APPLICATION***

***For assistance in completing this application, please call the Code Enforcement Office at 985-839-3569***