



St. Charles Parish
 Department of Planning & Zoning
SPECIAL EXCEPTION USE

| OFFICE USE | |
|----------------|-------|
| Submittal Date | _____ |
| Received By | _____ |
| Receipt # | _____ |
| Case # | _____ |

APPLICANT INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone: _____ Email: _____

PROPERTY INFORMATION

Municipal Address (if assigned): _____
 Lot, Block, Subdivision: _____
 Proposed Use: _____

APPLICATION CHECKLIST (review process does not begin until all items below are submitted):

- ____ 1. Application with notarized endorsement of all property owners (see page bottom)
 *If the owner is a corporation, a corporate resolution authorizing the representative must be provided
- ____ 2. Act of Sale or Deed to the property (copies available at Clerk of Courts Office)
- ____ 3. Survey of property
- ____ 4. Site plan (drawn to scale and showing the proposed use meets all applicable requirements)

SPECIAL EXCEPTION USE PROCESS



¹ Requests requiring waivers are forwarded to the Planning Commission, and if approved, the Parish Council for a supporting resolution.

² If approved, permitting must occur within one (1) year of the approval date.

I/we swear to be the sole owner(s) of the property in this request and endorse this application.

| | |
|---------------------------|---------|
| _____ | _____ |
| (Signature) | (Print) |
| _____ | _____ |
| (Signature) | (Print) |
| _____ | _____ |
| (Signature) | (Print) |
| _____ | _____ |
| (Notary signature & seal) | (Date) |