



ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

**BOARD OF ADJUSTMENT VARIANCE/APPEAL REQUEST
(APPLICATION FORM & SUBMISSION REQUIREMENTS)**

- A) In order to apply for a variance/appeal request, a building permit official or a qualified member of the Department of Planning & Development must have either: denied a permit application request to an individual; indicated to same that a violation of land use zoning law would occur if the individual filed for a permit; or that an individual was aggrieved by an adverse determination made by a parish official relative to the interpretation of code, especially relative to the Unified Development Code (U.D.C.)
- B) The variance/appeal application form (attached) should be filled out and completed by the owner and returned, either in person (preferred), or by mail to: St. Tammany Parish Department of Planning & Development, c/o Subdivision Coordinator, P.O. Box 628, Covington, Louisiana 70434.
- C) In order to make application, the applicant **MUST** be the owner of the property requesting the variance(s) and sign the application, or have a representative sign the application on their behalf, in which case the owner must provide a signed letter as part of the application stating that the entity that signed the application has the authority to represent them at the meeting.
- D) The owner shall submit a completed application form attached along with the following additional items or documentation, if applicable, in order to complete their variance/appeal request:
- The request for a variance must be specific regarding the exact deviation from the Code being asked for. (For example: "The current Code requires a minimum 25' front yard setback. I am requesting a 5 foot variance to the minimum front yard in order to provide a 20' foot front yard setback").
 - A survey and/or site plan neatly drawn to scale on no larger than 11" x 17" paper, including a north arrow, all structures and improvements illustrated on the property, and other proposed structures or improvements.
 - A brief written narrative describing the specific circumstances of the request for consideration by Board of Adjustment.
 - A copy of the denied building permit, if applicable.
 - An original signed and dated letter of no objection from the adjacent property owner(s), affected by the applicant's variance/appeal request, if attainable.
 - An original signed and dated approval letter from the authorized agent of the homeowners association, if applicable.
 - Any pictures or additional information to support the applicant's request.
- E) Application Fee Schedule:

***A 3% processing fee will be added to all credit card/e-check transactions as per STP Ordinance No. 18-3961, effective October 5, 2018.**

Standard Variance/Appeal Request.....	\$250.00
(After the Fact) Variance/Appeal Request	\$750.00
Advertising Fee	\$150.00



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Deadline Date _____

Meeting Date _____

BOA CASE NO. _____ (for office use only)

**ST. TAMMANY PARISH BOARD OF ADJUSTMENT
(VARIANCE/APPEAL APPLICATION FORM)**

(Please "PRINT" on the following lines below. If a company, please include a contact person's name)

APPLICANT: _____ OWNER: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____ CELL NUMBER: _____

EMAIL: _____

PROPERTY LOCATION FOR VARIANCE REQUESTED

ADDRESS: _____

CITY/STATE/ZIP: _____

ZONING: _____ WARD: _____ DISTRICT: _____

SUBDIVISION (if applicable): _____

REQUEST FOR: (Please check the applicable boxes below)

- ☐ Variance
- ☐ Appeal of parish official(s) decision
- ☐ Appeal a parish official(s) interpretation

VARIANCE/APPEAL REQUESTED:

- ☐ Building setbacks
- ☐ Landscape buffers
- ☐ Landscaping within buffers
- ☐ Parking area requirements
- ☐ Signage requirements

☐ Other: _____

(Specify other variance/appeal on line above)

REASON FOR VARIANCE/APPEAL:

(Please state in box below your specific request for a variance or appeal)

Standards for Approval of Variances (UDC Sec. 200-3.9 – Variances, G)

Before a variance is granted, the Board of Adjustment shall determine that all the following standards for approval are met:

1. The request for variance is not self-imposed. Variances may not be granted by the Board if the request is considered a “personal preference.”
2. The variance request is not based solely on financial hardship. Variances may not be granted by the Board if the request is considered strictly a financial hardship.
3. The particular physical surroundings, shape or topographical conditions of the property would result in unnecessary hardship, as distinguished from a mere inconvenience, if the provisions of the UDC were literally enforced.
4. The variance request is based on ameliorating a practical difficulty or unnecessary hardship. If the applicant can prove through testimony and presentation of factual documentation or evidence to the Board that a practical difficulty or unnecessary hardship would be imposed if a variance was not granted, then the Board may consider granting the variance request.
5. The variance, if granted, would not impose an adverse effect on the adjacent neighbor’s property or surrounding neighborhood. If the variance request adversely effects an adjacent property owner or the surrounding neighborhood in general, and testimony is forthcoming from same that can be proven within reason that an adverse effect would be imposed, the Board may decide not to grant the applicant’s variance request.
6. The granting of the variance would not establish an undesirable precedent. The Board may deny the granting of a variance request which may result in the establishment of a dangerous or unfavorable precedent to the parish.
7. The variance, if granted, would not result in increased flood heights or additional threats to public safety.

SIGNATURE OF OWNER/APPLICANT

DATE OF APPLICATION