



ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

revised 5/25/2023

**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 needing 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 along with the following additional items or documentation, if applicable, in order to support their variance/appeal request:
 - The applicant must be specific when filling out the application as to what is being asked for relative to the variance(s) requested, (e.g. a variance for a front yard setback from 25' required by the parish, to 20' requested by the applicant).
 - A survey and/or site plan neatly drawn to scale on no larger than (11" x 17") paper, with a north arrow, depicting all structures and improvements on the property as well as any other proposed structures or improvements relative to the violation of parish law.
 - A brief written narrative describing the specific circumstances of the request that the applicant feels would warrant a variance/appeal being granted 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), if attainable, affected by the applicant's variance/appeal request.
 - An original signed and dated approval letter from the authorized agent of the homeowners association, if applicable.
 - Submission of any pictures or additional information or documentation in order to facilitate support for the applicant's variance/appeal 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'S NAME (PRINT): _____

MAILING ADDRESS: _____

EMAIL: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____
(Home Phone #) (Cell Phone #)

PROPERTY LOCATION FOR VARIANCE REQUESTED: ZONING: _____

Address City State
Subdivision (if applicable)

Ward: _____ District: _____

REQUEST FOR: (Please check the applicable boxes)

- A variance of the (Unified Development Code)
- Appeal of an adverse decision made by a parish official(s)
- Appeal the interpretation by a parish official(s) of the (Unified Development Code)

VARIANCE/APPEAL REQUESTED:

- Building setbacks (reduction of front, side and/or rear yard setbacks)
- Landscape buffers (reduction of front, side and/or rear yard buffer setbacks)
- Landscaping within buffers (reduction of the number of trees, bushes and/or shrubs)
- Parking area requirements (reduction of parking stalls, parking greenspace islands, etc...)
- Signage requirements (increase of sign area and/or sign height, lighting, coloring, etc...)

Other _____
(Specify other variance/appeal on line above)

(Please state on the following lines below your specific request for a variance/appeal:)

SIGNATURE OF OWNER/APPLICANT

DATE OF APPLICATION

POWERS OF THE BOARD TO GRANT VARIANCES/APPEALS

The St. Tammany Parish Board of Adjustment is limited in its power to grant variance/appeal requests as mandated by State and Parish Law. The board must consider the following in order to determine if a variance/appeal is eligible for granting:

1. *Is the variance/appeal request self-imposed?*
Variances/appeals may not be granted by the board if the request is considered a “personal preference”.
2. *Does the variance/appeal request constitute a financial hardship?*
Variances/appeals may not be granted by the board if the request is considered strictly a financial hardship.
3. *Does the variance/appeal request present a practical difficulty or unnecessary hardship?*
If the applicant can prove through testimony and presentation of factual documentation and/or evidence to the board that a practical difficulty or unnecessary hardship would be imposed if a variance/appeal was not granted, then the board may consider granting the variance/appeal request.
4. *Does the variance/appeal request impose an adverse effect on the adjacent neighbor’s property or surrounding neighborhood?*
If the variance/appeal request adversely effects an adjacent property owner and/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/appeal request.
5. *Will the granting of the variance/appeal request constitute establishing a precedent?*
The board may deny the granting of a variance/appeal request which may result in the establishment of a dangerous or unfavorable precedent to the parish.