

# PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT  
PLANNING DEPARTMENT



## Variance Application

### Section 17-2090 Administration and Enforcement (Q.) Variances:

**Standard for Variances.** No variance in the strict application of the provisions of this ordinance shall be granted by the Board unless it finds that the following requirements and standards are satisfied:

- a) The granting of the variance shall be in harmony with the general purpose and intent of the regulations imposed by this ordinance for the district in which it is located and shall not be injurious to the neighborhood or otherwise detrimental to the public welfare.
- b) The granting of the variance will not permit the establishment of any use which is not permitted in the district.
- c) There must be a showing of unique circumstances.
- d) There must be a showing of unnecessary hardship.
- e) There must be a showing that a variance is necessary for the reasonable use of the land or building and that the variance as granted by the board is the minimum variance that will accomplish this purpose.
- f) There must be a showing that the proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.
- g) There must be a showing that the granting of the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. The Board may prescribe any safe guard that it deems necessary to secure substantially the objectives of the regulations or provisions to which the variance applies.

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**Staff Use Only:**

**Submittal Date:** \_\_\_\_\_

**Zoning Review ID** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Total Fee:** \_\_\_\_\_

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## Requirements

Applicant must supply an original and one (1) copy of the following:

1. **Application:**

A complete application with all required attachments as noted in section 4 below filed with the Department of Planning and Development within the published timeline.

2. **Fees:**

- a. **\$70.00 Per Request**
- b. **\$7.50 Each Adjacent Property Owner**
- c. **\$25.00 Sign Fee**

**Make Checks or Money Orders Payable to Ascension Parish Government.**

**Credit Cards are accepted (Visa, Mastercard, & Discover) plus a \$3.50 service charge per transaction**

**Cash is NOT Accepted**

3. **Owner's Authorization:**

The owner of the property or other authorized agents as indicated in legal documents provided to the Department of Planning and Development staff. If multiple parties, including married couples, have an undivided interest in the ownership of a parcel, all owners must authorize the request. If the Owner of the property is a corporation, partnership or other entity, the petitioner must attach a copy of the resolution authorizing the application for variance.

4. **Required Document:**

- Vicinity Map depicting the location of the property  Yes  No
- Adjacent Property Owner Form  Yes  No
- Survey  Yes  No  
(Must include all structures-existing and proposed, all servitudes and easements of record, and all applicable setbacks required under parish code)
- Statement Addressing the following:
  - General description of need for variance(s)  Yes  No
  - Justification Statement (List any hardships)  Yes  No

(Digital copy can be emailed to Zoning Secretary Jamaica Banker at [Jbanker@apgov.us](mailto:Jbanker@apgov.us))

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## Adjacent Property Owners Form

**Note: This form must accompany each Rezoning or Variance request submitted for Public Hearings.**

Location: \_\_\_\_\_

Name and Address of Applicant(s): \_\_\_\_\_

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

Name and Address of Property Owner: \_\_\_\_\_

(If different from applicant)

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

**Please Note: Certified Letters will be mailed to the above and the following adjacent property owners:**

Name of Property Owner	Complete Mailing Address (Please Include Zip Code)	Legal Address of Property (Include Lot #, Tract #, Etc.)	Comments: (Staff Use)

