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# Application and Policy Manual



## **City of New Iberia Department of Planning**

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## ITEMS REQUIRING PLANNING DEPARTMENT REVIEW

Projects and/or matters requiring Planning Department review through the filing of a planning or zoning request including fees are as follows:

- Zoning of Recently Annexed Property
- Zoning of Property Classified as “OL” (Open Land)
- Zoning and/or re-zoning of property of one parcel or greater
- Special Use/Conditional Use Permits+
- (SITE PLAN REVIEW) Apartment and/or Multi-Family Developments, except one or two family dwellings.
- (SITE PLAN REVIEW) New Construction for Commercial/Industrial Development over 10,000 square feet; irrespective of site size or involving one or more buildings.
- (SITE PLAN REVIEW) New Construction Commercial/Industrial irrespective of building size on a site of three (3) acres or greater.
- (SITE PLAN REVIEW) Commercial/Industrial developments involving two or more buildings on one site, irrespective of building size or site size
- New Subdivision Development
- Subdivision plat approval of two lots or greater
- Re-Subdivision of Property
- Relocation of Boundary Lines
- (SITE PLAN REVIEW) Mobile Home Park Development
- Parking Waiver and/or Variance
- Servitude of Street Revocation
- Ordinance Changes (Subdivision or Zoning)
- Re-location of a single-family dwelling owned by the same owner under certain circumstances.

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**IMPORTANT - PLEASE READ:** The New Iberia Planning & Zoning Commission meets on the 1<sup>st</sup> Wednesday of the month. In order for your request to be placed on the agenda, your complete application must be in the office of the Planning Director by the 10<sup>th</sup> of the month prior to the scheduled meeting.

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## PROCEDURE FOR FILING A PLANNING OR ZONING REQUEST

1. A request for all the following matters shall be filed with the Mayor and Board of Trustees through the Planning Commission.
2. Follow "Sample of Planning/Zoning Request letter" when submitting request.
3. Each application must be accompanied by the appropriate fee as per Article XIV, "Service Fee Schedule," two copies of plat drawn to a minimum scale of 1" = 200'-)" when application involves no buildings (subdivision) and a minimum scale of 1" = 60'-0" when application includes buildings, eight (8) reduced photocopies in legal or letter size of the full size plat, showing size, location and proposed use of buildings, and off-street parking and loading spaces showing stalls, aisles, exits and entrances, all in accordance with the use, yards, heights, and parking regulations of General Ordinance No. 304. This enables the Commission to determine how the request would affect traffic and other public interests. Each application for Subdivision approval must further comply with the provisions of the City of New Iberia Code of Ordinance, Subdivision Ordinance- Chapter 23.
4. Property must either be described by lot, square and subdivision or by an exact legal description with a sketch or survey map giving bearings and dimensions of each property line showing the distance from property to the nearest intersection street or road.
5. Prior to the public hearing, the request will be advertised three (3) times in the city's official journal, *The Daily Iberian* as a public notice. For re-zoning requests, a sign will be posted on the property, to notify the general public and adjacent property owners of the upcoming request.
6. The applicant and/or an appointed agent by signed proxy must be present at the hearing, in order for the request to be heard. If the applicant or his representative fail to appear, another application packet and fee are required.
7. All applications which are advertised and acted upon by the Commission, are then sent to the New Iberia Board of Trustees via a recommendation from the

Commission. The Board of Trustees will review the Commission's recommendation and their decision will be final. The Board of Trustees meets on a regular basis at City Hall, 457 East Main Street in the Council Chambers, 3<sup>rd</sup> floor on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.

8. The New Iberia Zoning Commission may grant a permit to a property owner to move onto an "R-1" zoned property, a single-family dwelling owned by the same owner under the following circumstances.
  - a) The single-family dwelling is stick-built and not constructed on a chassis;
  - b) The owner shall submit a written scope showing the work to be done, and the Zoning Commission determines that the type of construction, value of the improvements and size of the dwelling will be similar to that already located in the area, so that the dwelling moved to the property will not have an adverse impact on property values in the area;
  - c) The owner provides the Zoning Commission with a photograph of the dwelling and the pre-move address of the dwelling; and
  - d) The owner provides the Zoning Commission with a petition or other documentary evidence (including name, address and telephone numbers of the signers) that the following persons consent to the relocation and intent in moving the dwelling to the property:
    - (i) All landowners immediately adjacent; and
    - (ii) 75% of landowners owning land within a 1000-foot radius of the proposed home

**PLEASE READ PRIOR TO SUBMITTING YOUR APPLICATION:** All of the following items shall be sent in one package and must be complete and accurate before the New Iberia Planning & Zoning Commission can accept the application for processing. A copy of the plat shall be submitted electronically to [jbraud@cityofnewiberia.com](mailto:jbraud@cityofnewiberia.com) as a .pdf file. Incomplete or partial applications will be returned to the applicant along with fee for compliance and re-submittal.

## SAMPLE PLANNING/ZONING REQUEST LETTER

\_\_\_\_\_

Date

City of New Iberia  
Department of Planning  
457 East Main Street, Room 404  
New Iberia, LA. 70560-3700

# Sample

ATTENTION: Jane H. Braud, Director

Dear Ms. Braud:

Please consider this my request for: \_\_\_\_\_

\_\_\_\_\_ This request is submitted with the completed Planning/Zoning Application form including all attachments and the required fee attached hereto.

Please place the above request on the agenda for the next regularly scheduled meeting and notify me of said meeting.

Yours truly,

(Type written name of applicant)

(Signature of Applicant)

### Compulsory Attachments:

1. Names & Addresses of all adjacent property owners of record (not tenants). In zoning change requests, the adjacent property owners must be notified of the request by "Certified Mail," and proof of receipt shall be attached to the application packet at the time of submittal.
2. Legal property description.
3. Completed Planning/Zoning Application form and all attachments.
4. Check made payable to the City of New Iberia for the proper fee: See the attached "Fee Schedule".
5. Electronic copy e-mailed as a .pdf file or a CD of the plat.
6. Also, please refer to "Subdivision & Re-subdivision" page 12 of 12 for additional required attachments relative to Subdivision/Re-Subdivision requests.

[The Planning & Zoning application, subdivision and zoning information and the zoning map are available for download at [www.cityofnewiberia.com](http://www.cityofnewiberia.com)]

## ARTICLE XIV - SERVICE FEE SCHEDULE

Code of Ordinances, Appendix A, Zoning - City of New Iberia, Louisiana - Sec. 14.1 Service Fee Schedule. There is hereby established a service fee schedule for Planning & Zoning requests, implemented as of April 1991.

REQUEST	FEE SCHEDULE
ZONING ~ RE-ZONING	\$350.00 plus \$50.00 per acre; maximum \$2,000.00
RESIDENTIAL ~ PRELIMINARY & FINAL PLAT APPROVAL	1-3 lots with total of less than three (3) acres - \$150.00; 3 lots and more - \$300.00 plus \$12.00 per lot.
APARTMENT APPLICATION	1-4 apartments - \$300.00; 5 and more - \$500.00 plus \$12.00 per unit.
COMMERCIAL/INDUSTRIAL APPLICATION	Building and/or buildings area 0-2, 500 sf. - \$300.00; 2,500 - 25,000 sf - \$500.00; plus \$25.00 per unit; 25,000 & more sf. - \$1,000.00 plus \$50.00 per unit.
RE-SUBDIVISION OF PROPERTY	\$350.00
REVISION OF FINAL OR PRELIMINARY APPROVAL	\$150.00, plus \$5.00 per lot (prior to Board of Trustees acceptance).
MOBILE HOME PARK	\$300.00, plus \$12.00 per lot
REQUEST FOR PARKING WAIVER	\$150.00
SERVITUDE STREET REVOCATION STREET NAME CHANGE (OTHER THAN FOR E911 COMMISSION)	\$250.00
ORDINANCE CHANGE (Subdivision ~ Zoning)	\$350.00
RE-LOCATION OF A SINGLE FAMILY DWELLING INTO AN "R-1" AREA.	\$350.00
SPECIAL USE/CONDITIONAL USE PERMIT	\$350.00
MODULAR HOMES	\$200.00
MOVING A HOME INTO "R-1" DISTRICT	\$200.00
ADMINISTRATIVE RE-SUBDIVISION	\$100.00
BOARD OF ADJUSTMENT	\$100.00

*(Revised March 20, 2007)*

## PLANNING /ZONING APPLICATION

I certify that all information and attachments to this application are truthful and accurate.

1. **LEGAL DESCRIPTION:** The legal description of the site or area is attached hereto on a separate sheet of paper labeled "Legal Description".

2. **LOCATION:** Street Address \_\_\_\_\_  
Subdivision Name \_\_\_\_\_ Block \_\_\_\_\_ Lot No. \_\_\_\_\_

3. **NAME OF APPLICANT:** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Fax) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

4. **NAME OF OWNER:** \_\_\_\_\_  
Street Address \_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Fax) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

5. **EXISTING USE OF PROPERTY:** \_\_\_\_\_

6. **PROPERTY PRESENTLY ZONED AS:** \_\_\_\_\_

7. **Present area contiguous with zoning classifications:** \_\_\_\_\_  
\_\_\_\_\_

Present zoning to remain the same \_\_\_\_\_ (Yes or No), if answer is no,  
present zoning classification request to be changed to \_\_\_\_\_

**REASON FOR ZONING CHANGE:** \_\_\_\_\_  
\_\_\_\_\_

8. **PROPOSED USE:** \_\_\_\_\_  
\_\_\_\_\_



Apartments: No. of units \_\_\_\_\_

Mobile Homes: No. of units \_\_\_\_\_ (If proposed use is business or industry, enclose a detailed description of the nature of the business and industry).

9. TYPE OF SANITARY SEWERAGE DISPOSAL: \_\_\_\_\_

10. TYPE OF GARBAGE DISPOSAL: \_\_\_\_\_

11. TYPE OF STORM SEWERAGE: \_\_\_\_\_

12. NAME OF ELECTRICAL UTILITY COMPANY SERVING SITE: \_\_\_\_\_

TYPE OF ELECTRICAL SERVICE AVAILABLE: \_\_\_\_\_

13. NAME OF WATER UTILITY COMPANY SERVING SITE: \_\_\_\_\_

14. PERCENTAGE OF LOT TO BE OCCUPIED (Bldg. & Parking): \_\_\_\_\_

15. LOT WIDTH \_\_\_\_\_ LOT DEPTH \_\_\_\_\_ LOT AREA \_\_\_\_\_

16. SQUARE FEET OF FLOOR Area (Total All Floors): \_\_\_\_\_ sf

17. BUILDING HEIGHTS: Stories \_\_\_\_\_ Rear \_\_\_\_\_

18. Yard Dimensions: Front \_\_\_\_\_ Rear \_\_\_\_\_

19. NUMBER OF OFF-STREET PARKING SPACES TO BE PROVIDED: \_\_\_\_\_

20. NUMBER OF OFF-STREET PARKING SPACES REQUIRED BY ORDINANCE: \_\_\_\_\_

21. NUMBER OF OFF-STREET LOADING BERTHS TO BE PROVIDED: \_\_\_\_\_

22. NUMBER OF OFF-STREET LOADING BERTHS REQUIRED BY ORDINANCE: \_\_\_\_\_

23. On a separate sheet, attach a list of other supplemental requirements or conditions that will be met, or explain any points you feel need clarification.
24. Attached is the undersigned's executed "Environmental Statement".
25. The applicant shall submit a written statement over the stamp of a properly certified engineer that the site or area for which this application is made contains no adverse environmental conditions and is not in a flood prone area.
26. Attached are copies of the plans, as required by the "Procedure for Filing a Planning or Zoning Request" stamped by a licensed Civil Engineer, Architect, or Land Surveyor, drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the locations, dimensions, and areas of the proposed buildings or alterations. The drawings shall include the location of existing fire hydrants including the distance to the project, a sanitary sewerage and drainage plan with a statement concerning its impact on existing city services over the stamp of a properly certified engineer. The drawings shall further include off-street parking and loading spaces showing stalls, signs, exits and entrances, all in accordance with the use, yards, heights and parking regulations of General Ordinance No. 304. This enables the Commission to determine how the request would affect traffic and other public interest.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENVIRONMENTAL CERTIFICATION

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

The undersigned certifies that he has the authority to sign this document for subject business.

I certify this business will discharge only domestic waste (toilet and lavatory discharges) in the publicly owned treatment works, owned by the City of New Iberia.

I further certify that this domestic waste will not jeopardize the ability of the City of New Iberia to meet Wastewater Quality Standards by the federal, state and local governments, nor will it damage the sewer system or cause nuisance and unsafe conditions to occur.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE-OWNER

\_\_\_\_\_  
DATE