



CITY OF NEW ORLEANS  
BOARD OF ZONING ADJUSTMENTS

**Decision Appeal Application Information Sheet**

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**I. Documents Required for Decision Appeal Application**

- 1. Completed decision appeal application (page 2).
- 2. Letter to the Board explaining the appeal in detail.
- 3. Names and addresses of the property owners in the block face (see page 3). This information can be obtained from the Assessor’s Office, which is located on the fourth floor of City Hall in Room 4E02.

*IN ADDITION, SUBMIT EACH OF THE FOLLOWING ITEMS **IF THEY APPLY TO THE APPEAL:***

- 4. Block plat or square map indicating subject property. This map is available from the Department of Property Management’s Division of Real Estate and Records, which is on the fifth floor of City Hall in Room 5W06.
- 5. Survey of the subject property.
- 6. Site plans, floor plans, and elevations of the subject property and all improvements
- 7. Sanborn map indicating subject property. This map is available from the office of the City Planning Commission.
- 8. Color photographs illustrating the nature of the proposal, labeled with the applicant’s name and property address.

All items must be submitted on 8.5” by 11” or 11” by 17” paper. Incomplete applications **WILL NOT** be accepted. All materials must be submitted at one time with the application fee.

**II. Composition of the Board and the Appeal Process**

The Board of Zoning Adjustments consists of seven citizen members appointed by the Mayor and approved by the City Council. The City Charter grants the Board the power to hear and decide appeals where error is alleged in any order, requirement, decision, or determination made by an administrative official in the enforcement of the City’s Comprehensive Zoning Ordinance.

All appeals are considered by the Board at a regular monthly meeting, at which the applicant or his/her agent or attorney must be in attendance to present the appeal and to answer any questions of the Board. Regular meetings of the Board are held at 10:00 a.m. on the second Monday of each month in the City Council Chamber, which is located in Room 1E07 of City Hall. Any other interested party may speak in support of or in opposition to any appeal at the public hearing. After considering the testimony of all parties and of a representative of the Department of Safety and Permits, the Board shall either uphold, overturn, or defer consideration of the decision being appealed. An annual calendar of hearing dates and deadlines is attached to this document.

**III: Fees**

The fee for filing an appeal of any decision of the Director of Safety and Permits is **\$200.00**.

Fees may be paid in cash or by a check payable to **CITY OF NEW ORLEANS**.



**CITY OF NEW ORLEANS  
BOARD OF ZONING ADJUSTMENTS  
Decision Appeal Application**

*FOR STAFF ONLY*

**DOCKET #**

\_\_\_\_\_  
**RECEIVED BY**

\_\_\_\_\_  
**FILING DATE**

**A. APPLICANT INFORMATION**

FILING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

HOME PHONE: (    ) \_\_\_\_ - \_\_\_\_

MAILING ADDRESS: STREET \_\_\_\_\_

CELL PHONE: (    ) \_\_\_\_ - \_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

ADDRESS OF PROPERTY FOR WHICH APPEAL IS BEING MADE, IF ANY:

NUMBER \_\_\_\_\_ STREET \_\_\_\_\_ NEW ORLEANS, LA ZIP \_\_\_\_\_

**B. REQUEST**

In accordance with the provisions of Article 14, Section 14.5 of the New Orleans Comprehensive Zoning Ordinance, this application is being made to the Board of Zoning Adjustments to appeal a decision of the Director of Safety and Permits, more specifically described as follows:

SUMMARY DESCRIPTION OF DECISION AND REASON FOR APPEAL:

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

**C. ADDITIONAL INFORMATION – OBTAIN FROM SURVEY, ZONING MAPS, AND ASSESSOR**

SQUARE NUMBER: \_\_\_\_\_ LOT NUMBER(S): \_\_\_\_\_

BOUNDED BY: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ ACCORDING TO ZONING BASE MAP (ZBM): \_\_\_\_\_

TAX BILL NUMBER: \_\_\_\_\_

**D. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)**

NAME: \_\_\_\_\_

HOME PHONE: (    ) \_\_\_\_ - \_\_\_\_

MAILING ADDRESS: STREET \_\_\_\_\_

CELL PHONE: (    ) \_\_\_\_ - \_\_\_\_

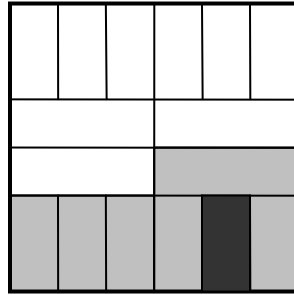
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_



# CITY OF NEW ORLEANS BOARD OF ZONING ADJUSTMENTS

## Adjacent Property Owner Diagram

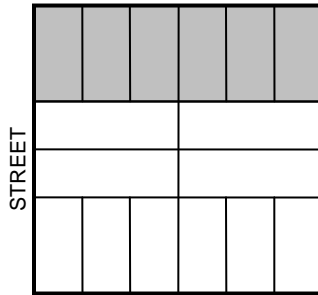
The diagrams below illustrate which property owners must be notified of the appeal application. Select the category of your property from the two options below and provide the appropriate property owner contact information on the following sheets.



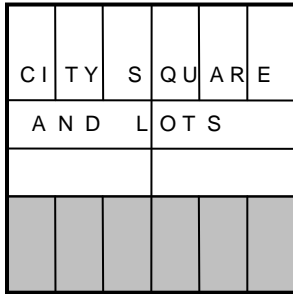
STREET

### INTERIOR LOT

If your property (indicated in black) is located in the interior of the block, provide addresses for owners of all properties abutting your property and on both sides of the street (indicated in grey).



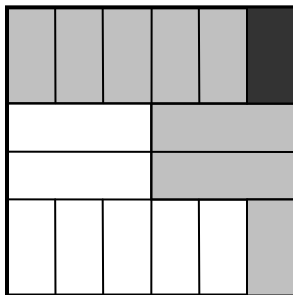
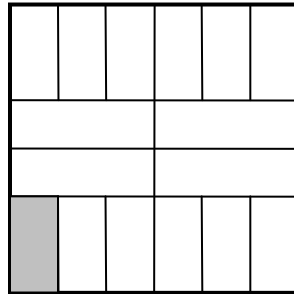
STREET



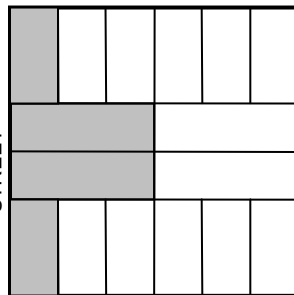
STREET

### CORNER LOT

If your property (indicated in black) is located on a corner, provide addresses for owners of all property abutting your property and on both sides of both intersecting streets, as well as the property on the corner diagonal from your property (indicated in grey).



STREET





CITY OF NEW ORLEANS  
BOARD OF ZONING ADJUSTMENTS

Adjacent Property Owners

Please obtain the names and addresses of the property owners indicated on page V5. To ensure that adjacent property owners and interested parties are properly notified as prescribed by Article 14, Section 14.9 of the Comprehensive Zoning Ordinance, this information must be obtained from the Assessor's Office (City Hall Room 4W05). Copy and insert additional pages as necessary.

Municipal Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



**CITY OF NEW ORLEANS  
BOARD OF ZONING ADJUSTMENTS**

**2008 Regular Meeting Schedule**

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Please set up a pre-filing meeting with the BZA staff before submitting your final application. Contact the City Planning Commission office at 658-7000 to arrange such meeting with the staff before the deadline listed below. All application materials must be brought to the meeting for review.

<b>January Hearing:</b> Filing Deadline:	<b>Monday, January 14, 2008</b> Friday, December 14, 2007
<b>February Hearing:</b> Filing Deadline:	<b>Monday, February 11, 2008</b> Friday, January 18, 2008
<b>March Hearing:</b> Filing Deadline:	<b>Monday, March 10, 2008</b> Friday, February 15, 2008
<b>April Hearing:</b> Filing Deadline:	<b>Monday, April 14, 2008</b> Friday, March 14, 2008
<b>May Hearing:</b> Filing Deadline:	<b>Monday, May 12, 2008</b> Friday, April 18, 2008
<b>June Hearing:</b> Filing Deadline:	<b>Monday, June 9, 2008</b> Friday, May 16, 2008
<b>July Hearing:</b> Filing Deadline:	<b>Monday, July 14, 2008</b> Friday, June 13, 2008
<b>August Hearing:</b> Filing Deadline:	<b>Monday, August 11, 2008</b> Friday, July 18, 2008
<b>September Hearing:</b> Filing Deadline:	<b>Monday, September 8, 2008</b> Friday, August 15, 2008
<b>October Hearing:</b> Filing Deadline:	<b>Monday, October 13, 2008</b> Friday, September 12, 2008
<b>November Hearing:</b> Filing Deadline:	<b>Monday, November 10, 2008</b> Friday, October 17, 2008
<b>December Hearing:</b> Filing Deadline:	<b>Monday, December 8, 2008</b> Friday, November 14, 2008

**Note:** A completed application and all related materials and copies must be submitted to the staff of the Board of Zoning Adjustments, Room 9W03, City Hall, no later than 4:00 p.m. on the filing deadline day. Applications will not be processed until they are in proper form and have fees paid.