



NICHOLAS HUNTER
MAYOR

CITY OF LAKE CHARLES
326 Pujoe St. – P.O. Box 900
Lake Charles, LA 70602-0900
(337) 491-1542 – FAX (337) 491-9187

PLANNING DEPARTMENT
OFFICE OF ZONING & LAND USE

ITEMS NECESSARY FOR PLANNING COMMISSION/CONDITIONAL USE PERMIT APPLICATION

1. **Scaled Site Plan:** 1" = 10' or 1" = 20'
Site Plan should address the following:
 - a. Dimensions of structure(s) – proposed & existing
 - b. Dimensions of parcel
 - c. Setbacks of structure(s) from each property line
 - d. Proposed and/or existing curb cuts, parking facilities, & buffering
 - e. Adjacent property land uses

****If site plan is larger than 11" x 17", fifteen (15) copies are required****
(We do not have the equipment to copy large plans. Please draw plans on regular white paper or blue line----no cardboard, etc.)
2. **Current legal description of property**
3. **Letter of Intent by Applicant**
Letter should include the following:
 - a. Name and address of applicant
 - b. Location and description of development and/or proposed establishment
 - c. Signature of applicant
4. **Verification of Ownership and/or Owner's Consent Letter**
5. **Names and addresses** of property owners within **500 feet** of proposed establishment and/or development. (This can be obtained from the Calcasieu Parish Tax Assessors Office for a fee.)
NOTE: Required for Major Permits; Planned Developments; and Amendments only.
6. **Filing Fees:**
 - A. Conditional Use Permits:
 1. Minor Permit - \$100.00
 2. Major Permit - \$500.00If Appealed: \$200.00
 - B. Planned Developments:
 1. Minor Permit - \$200.00
 2. Major Permit - \$500.00
 - C. Variances \$200.00 per variance
 - D. Special Exceptions \$200.00
 - E. Appeals \$200.00
 - F. Amendments \$500.00 up to 5 acres
\$ 50.00 for each successive acre up to \$2,000.00

All items are to be filed with our office before the cut-off date.

Cut-Off Date: _____

Meeting Date: _____

Should you have any questions or require additional information, please contact the Office of Zoning and Land Use at: Phone: (337) 491-1542 Fax: (337) 491-9187.