



6703 Sullivan Road, Central, LA 70739
P: 225.262.5000 ~ F: 225.262.5001

A-11 Application Sign Waiver

Application Fee _____

Case Number _____

Receipt Number _____

Meeting Date _____

Application taken by _____

Please Print or Type

1. Name of Applicant _____ Daytime Telephone _____

E-Mail Address _____

Business (if applicable) _____

Address _____ City _____ State _____ Zip _____

2. Name of the Property Owner _____ Daytime Telephone _____

Address _____ City _____ State _____ Zip _____

3. Legal description of the property (Subdivision or Tract name) _____

Lot _____ Block/Square _____

Subdivision _____

If property is not subdivided, attach a complete legal description from the East Baton Rouge Parish Tax Assessor and a survey map indication bearings and dimensions.

Location _____

Identify the subject property on the appropriate vicinity map as an attachment to this application.

4. Property street address _____

5. Check the appropriate category of sign for which this request applies:

Category Temporary Permanent On-Premise Off-Premise

Type Special Event Changeable Letter

Real Estate Wall

Construction Canopy & Awning

Campaign Projecting

Detached

6. Describe the hardship and reason for the requested waiver _____

7. Identify the section and paragraph (s) of the Unified Development Code related to this request

8. Provide a plot plan and side elevations, as attachments to this application, for the sign(s) requiring waiver(s). Indicate dimensions and measurements for the sign area, height, setbacks (from rights-of-way, property lines, buildings, etc.).

9. Acknowledgement

In filing this application, I understand that it becomes a part of the public record of the City of Central/Parish of East Baton Rouge and hereby certify that all information contained herein is accurate to the best of my knowledge. **Also, I understand that the application fee is nonrefundable. (Applications must be received by noon on the scheduled Application Deadline.)**

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Signature of Applicant	Type or Print Name of Applicant	Date
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Signature of Property Owner	Type or Print Name of Property Owner	Date
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10. Acknowledgement (For Signs within Public Right-of-Way)

The requested waiver is for a proposed sign within a public right-of-way. I am an authorized agent of the applicant and/or owner of the sign and hereby certify that all information contained herein is accurate to the best of my knowledge.

As a requirement of this application, I will submit a hold harmless agreement (between the authorized agent and the City-Parish of East Baton Rouge, Louisiana) to the Department of Public Works, Permit and Inspection Division for review and approval. Following approval of the agreement by the Department of Public Works, the agreement will be recorded by the applicant or authorized agent with the East Baton Rouge Parish Clerk of Court prior to the issuance of a permit for the sign.

Signature of Authorized Agent	Type or Print Name of Authorized Agent	Date
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NOTE: The applicant is responsible for contacting the Office of the Planning Commission to verify the date of the Planning Commission meeting for which this item will appear. An appeal may be made to the Metropolitan Council in writing within ten calendar days of receipt of the Planning Commission decision. A written notice of the Planning Commission decision will be mailed to the applicant at the address shown on line one of this application. No further notification will be sent to the applicant.

Staff Use Only

- A. Land use classification (s) _____
- B. Zoning classification (s) _____
- C. Existing land use (s) _____
- D. Surrounding land use (s) _____
- E. Surrounding land use classification (s) _____
- F. Surrounding zoning classification (s) _____
- G. Planning District /Sub Area _____
- H. Lot and block _____
- I. Council District _____
- J. Sign Information

	<u>Proposed</u>	<u>Required</u>
Size (S.F.)	_____	_____
Height	_____	_____
Set Back	_____	_____

K. Comments _____

L. Recommendation
Approve _____
Deny _____
Reason _____

M. Is Subject property located on **Green Light Plan** if so, contact as needed.
 No
 Yes - *date correspondence sent* _____.

N. _____
Planning Director Or Authorized Signature Date

**Instructions for Application A-14
Sign Waiver**

<i>Number</i>	<i>Item</i>	<i>Explanation</i>
1.	Name of Applicant	Your name, a person's name, the name of the person who will sign as applicant in item 10 (i.e. John Doe, Mary Jones).
	Daytime Telephone	Telephone number where you may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m.
	Business (if applicable)	If you are submitting this application as a representative of a business, put the name of the business here. If you are not submitting this application as a representative of a business, leave blank.
	Address/City/State/Zip	Your current mailing address.
2.	Name of the property owner	The name of the person who currently owns the property described in item number 3. If the property is owned in the name of a business, the name of person employed by the business authorized to act as property owner. The name of the person who will sign as property owner in item number 10. (I.e. John Doe, Mary Jones).
	Daytime Telephone	Telephone number where the property owner may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m.
	Address/City/State/Zip	Property owner's current mailing address.
3.	Legal description of property	Lot, block, square, subdivision tract name and/or tax parcel number as listed in the current tax roll of the property. Location must be shown on a lot and block map attached to the application
4.	Property Street Address	Indicate the street address of the sign location if applicable
5.	Category and Type of sign	Check the appropriate box to indicate the category and type of sign.
6.	Hardship	Describe the specific hardship and reason for requesting the waiver(s).
7.	Waiver (s) Requested	Identify the Section and Paragraph(s) of the Unified Development Code that specifically relates to the requested waiver(s).

8. Plot Plan and elevations Provide a plot plan and side elevations, as attachments to this application for the sign(s) requiring waiver(s). Indicate dimensions and measurements for the sign area, height, setbacks (from the right-of-way, property lines, buildings, etc.).
9. Acknowledgement The applicant shall sign and date the application. The owner shall sign and date the application if the owner is different from the applicant. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.
10. Acknowledgement (Right-Of-Way) An authorized agent of the applicant and/or owner of the sign shall sign and date the application. Following an approval by the Planning Commission or the Metropolitan Council, a hold harmless agreement between the owner(s) of the sign and the City-Parish of East Baton Rouge, Louisiana must be submitted to the Department of Public Works Permit and Inspection Division for review and approval. A permit for the sign will not be issued until all stipulations approved by the Planning Commission or Metropolitan Council are met and incorporated into the hold harmless agreement and recorded with the East Baton Rouge Parish Clerk of Court.