



6703 Sullivan Road, Central, LA 70739
P: 225.262-5000 ~ F: 225.262.5001

A-3 Application Exchange of Property/Combination of Lots

Application Fee _____
Receipt Number _____
Application taken by _____

File Number _____
Meeting Date _____
Exchange of Property _____
Combination of Lots _____

Please Print or Type

1. Name of applicant _____ Daytime Telephone _____
E-Mail Address _____
Business (if applicable) _____
Address _____ City _____ State _____ Zip _____

2. Name of property owner _____ Daytime Telephone _____
E-Mail Address _____
Address _____ City _____ State _____ Zip _____

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

Lot _____ Subdivision _____

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

Location _____
Identify the subject property on the City of Central's Geographic Information System (GIS) webpage as an attachment to this application.

- 4. Specific proposed use _____
- 5. Size of property _____
- 6. Number of lots _____
- 7. Average size of lots _____
- 8. Type of Request Exchange of Property Combination of Lots

9. Fault line

Describe all fault lines or other geologic hazards that affect this property and identify these features on the proposed plat. (Use additional sheet if necessary.)

10. 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.**

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
Signature of Property Owner	Type or Print Name of Property Owner	Date

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. Proposed land use _____
 - H. Master Land Use Plan Consistent Not Consistent
 - I. Complete checklist Yes No
 - J. Comments

- K. Environmental Land Use Controls on property?
 - No
 - Yes – Send ELUCs notification letter to land owner and copy to applicant (if applicant is not land owner)
- L. Is Subject property located on **Green Light Plan** if so, contact as needed.
 - No
 - Yes - *date correspondence sent* _____.

M. _____
Planning Director or Authorized Signature Date

**Instructions for Application A-3
Exchange of Property**

Number	Item	Explanation
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.
	E-mail Address	Your current e-mail address
	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.
	E-mail Address	The property owner's current e-mail address
	Address/City/State/Zip	Property owner's current mailing address.
3.	Legal description of property	Lot, block, square, subdivision, and tax parcel number as listed in the current tax roll of the property.
4.	Specific proposed use	Indicate the specific proposed use of the property or structure(s) (i.e. Single Family Residential, shopping center, etc).
5.	Size of property	Provide the acreage for the site as shown on the plat. If the project is in phases indicate the acreage for each phase.
6.	Number of proposed lots	Indicate the total number of lots and/or tracts being proposed within the preliminary plat.

7. Average size of proposed lots Indicate the average size or average dimensions of the lots or tracts being proposed.
8. Type of request Indicate the type of request, exchange of property or combination of lots.
9. Fault line identification Describe all fault lines or other geologic hazards that affect this property and identify these features on the proposed plat.
10. 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.
11. Mailed Notice Each application for an exchange of property of 2 or more acres will also provide notice of the required public hearing by U.S. mail, sent not less than 15 days in advance of the hearing, to the Commission staff and all owners of real property, within 300 feet of the boundaries of the land upon which a subdivision application is requested. The Applicant shall provide the Commission staff with proof of the required mailing (consisting of a Certificate of Mailing from the U.S. Postal Service or delivery receipt) for each notice at least two days prior to the public hearing. For the purpose of notice requirements to property owners, the names and addresses of such owners shall be deemed to be those on record in the [East Baton Rouge Parish Assessor's](#) records. Failure of owners to receive this mailed notice shall in no way not affect the validity of any action taken at the hearing. [\(Section 7:4.102 \(3\) of the Development Code\)](#)