



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

A-7 Application Revocations

Application Fee _____

File Number _____

Receipt Number _____

Meeting Date _____

Application taken by _____

Please Print or Type

1. Name of applicant _____ Daytime Telephone _____

Business (if applicable) _____

Address _____ City _____ State _____ Zip _____

2. Name of property owner _____ Daytime Telephone _____

Address _____ City _____ State _____ Zip _____

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

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 a vicinity map as an attachment to this application.

4. Property street address _____

5. Specific proposed use

6. Action Requested

7. Justification for action requested

- 8. Provide a survey indicating the proposed revocation (if necessary). _____
- 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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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. Letter (s) of no objection Department of Public Works

Utility Companies

_____ Demco _____ Entergy

_____ Bell South _____ BR Water

_____ Cox _____ Parish Water

Abutting property owners

H. Comments

I. _____
Planning Director or Authorized Signature Date

**Instructions for Application A-7
Revocations**

<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, and 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 municipal address of the property. (i.e. municipal number and street name)
5.	Specific proposed use	Indicate the specific land use proposed for this property.
6.	Action Requested	Indicate whether the action requested by the Planning Commission will be for a revocation of servitude, right-of-way or other.

7. Justification for Action Request State the reason for requesting the revocation.
8. Survey of the Area for revocation Provide a survey of subject property or area to be revoked, including building(s), driveway(s), parking area(s), street(s), entrance(s) and exit(s) if determined to be necessary by the planning staff. Please attach survey to application form.
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.

PROCEDURE FOR REQUESTING SERVITUDE REVOCATION AND STREET RIGHT-OF-WAY REVOCATIONS

Persons requesting revocation or relocation of servitudes or street rights-of-way where they will not have any effect on the adjoining property shall take the following steps before such request can be forwarded to the Assistant City Clerk for City Council action.

1. Acquire an application form (Form: A-7 Application For Revocation) from the Planning Commission Office. Additionally, address a letter to the Planning Commission Office stating the reasons for the request and include a map, survey or sketch clearly defining the location by lot and block number, subdivision and street location.
2. Copies of this same letter and map, survey or sketch shall be sent by the applicant to the Department of Public Works, Entergy/Gulf States Utilities Company, AT&T/Bellsouth/South Central Bell Telephone Company, Cablevision, the Water Company serving the area, and any other utility company serving the area. (See names and addresses listed on the subsequent page)
3. The applicant shall at the same time have his attorney prepare and submit to the Planning Commission Office a resolution in the form specified by the Parish Attorney's Office.
4. When the Applicant has received replies from the Department of Public Works, the various utility companies, the Louisiana State Department of Transportation and Development (when state right-of-way is involved) and has received the necessary responses and maps, they shall submit the entire application packet to the Office of the Planning Commission, Resource Center. Commission will then hold a public hearing then forward a recommendation to the Assistant City Clerk and the City Attorney for introduction before the Council.

An Application packet shall include: Completed A-7 Application, appropriate application fee, letters of no-objection, map, survey or sketch, and sample resolution.

5. In order for the Planning Commission Office and the Assistant City Clerk to place the request on the Council Agenda, all of the above steps must be taken by Wednesday at 5:00 p.m., one week in advance of the Council meeting on the second and fourth Wednesday of each month, in order that they may be forwarded the next day prior to the closing of the Council Agenda.

A public hearing must be held by the City Council. This public hearing must be duly advertised two (2) weeks in advance. A \$200.00 fee, payable to the City-Parish of East Baton Rouge is required to cover processing.

We are glad to assist you in any way possible on these matters, but it should be understood that the revocation or relocation of servitudes by the council is not a routine City/Parish service. Following the above procedure will expedite your request.

A. LETTERS OF “NO OBJECTION” SHALL BE OBTAINED FROM THE FOLLOWING:

1. Ray Louis
City of Central
Director of the Department of Public Works
6703 Sullivan Road
Central, Louisiana 70739
ray.louis@central-la.gov
(225) 262-5000
2. Dan Regan
Row Agent
Entergy/Gulf States Utilities
300 Julia Street
Denham Springs, Louisiana 70726
dregan@entergy.com
3. Netta Free
AT&T-Louisiana
5550 South Sherwood Forest Boulevard
Baton Rouge, Louisiana 70816
yp5879@att.com
(225) 291-1867
4. Bruce Miller, Designer
Cox Communications
7401 Florida Boulevard
Baton Rouge, Louisiana 70806
Bruce.Miller@cox.com
(225) 237-5098
5. Vince Dimattia
Technical Services Administrator
Baton Rouge Water Works Company and
Parish Water Company
P.O. Box 96016
Baton Rouge, Louisiana
vdimattia@brwater.com
6. Phil Zito
Dixie Electric Membership Corporation
P.O. Box 15659
Baton Rouge, Louisiana 70895
Phillz@demco.org
(225) 262-3045

B. LETTERS OF “NO OBJECTION” SHALL BE REQUESTED OF ALL ABUTTING PROPERTY OWNERS.