

Lionel Johnson, Jr.
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CITY OF ST. GABRIEL

“A City of Pride, Progress & Possibilities”

ZONING VERIFICATION LETTER PROCESS

GENERAL INFORMATION

Property owners, lenders, or prospective buyers can obtain written confirmation of the zoning of a property or properties. The letter will provide a general description of the zoning district, references to any applicable zoning/development standards, and the zoning history related to the current zoning entitlements. Often it is necessary for an owner to establish that a building is being used for a legally recognized purpose that, in event it should suffer damages, it can legally be rebuilt and reoccupied with the established use. This department will provide upon request the current legal use of a specific property, certifying that this use is permitted to remain, until a permit to change or alter the structure has been obtained. This service is offered in the form of a Zoning Verification Letter.

STEP BY STEP REQUEST PROCESS

STEP 1: Customer requests a Zoning Verification Letter at the Permit Office by filling a zoning verification request form. Requests can be hand delivered or mailed to Building Official, City of St. Gabriel, 5035 Iberville Street, St. Gabriel LA 70776.

STEP 2: Applicant must provide the following: Written request of information needing verification, address of property, legal description and Tax Parcel Number (s), parcel map with site delineated and a \$50 fee made payable to the City of St. Gabriel.

Requests will not be processed until a fee has been received. Please allow 3 business days to complete the request.

STEP 3: City provides a Zoning Verification Letter to applicant.

The Zoning Verification Letter does not verify compliance with development regulations, parking, or certify legal non-conforming status. A review for zoning violations will not be included.

CONTACT INFORMATION

For general information call the Permit Office at (225) 642-9600

*P.O. Box 597 • 5035 Iberville Street • St. Gabriel, LA • Tel: (225) 642-9600 • Fax: (225) 642.9670 • Website:
www.cityofstgabriel.us*

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