

Lionel Johnson, Jr.
Mayor



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CITY OF ST. GABRIEL

“A City of Pride, Progress & Possibilities”

VARIANCE REQUEST PROCESS

GENERAL INFORMATION

Planning and Zoning Commission shall have the authority to grant variances from the terms of this Ordinance, subject to terms and conditions fixed by the Commission, where literal enforcement of the provisions of this Ordinance will result in practical difficulties or unnecessary hardship, if in granting such variance the general intent and purpose of this Zoning Ordinance will be preserved.

A variance is authorized only for height, area, and size of structure or size of yards and open spaces; establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district.

Under no circumstances shall the Planning and Zoning Commission grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

No variance shall be approved unless the conditions stipulated in Section 5.05 of the Zoning Ordinance are met.

STEP BY STEP REQUEST PROCESS

Step 1: Applicant schedules a Pre-Application meeting with city staff. The purpose of this meeting is to brief the applicant on rezoning process.

Step 2: Once a Pre-Application meeting has been held, the applicant submits the following: Variance request application, maps/plans showing parcels of land and a check of \$150 payable to the City of St. Gabriel.

Step 3: City conducts review and provides initial staff comments within 5 business days of receipt of application.

Step 4: Applicant submits revisions relating to initial staffing comments where applicable.

Step 5: Applicant contacted by staff about final staff comments within 5 business days of receipt of application.

Step 6: Revisions relating to the staffing comments are submitted to the city. All revisions must be submitted 15 days prior to Introduction of application to the Planning & Zoning Commission. City review revisions within 5 business days. Staff report is published based on information received by this date.

Step 7: Application is scheduled for introduction of application to Planning & Zoning Commission.

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