

Lionel Johnson, Jr.  
Mayor



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Deborah Alexander  
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Ronald Grace  
Melvin Hasten, Sr.  
Kelvin York, Sr.

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Kevin Ambeau, Sr.

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## CITY OF ST. GABRIEL

*“A City of Pride, Progress & Possibilities”*

# SPECIAL USE/CONDITIONAL USE PROCESS

## GENERAL INFORMATION

Special Uses/Conditional uses shall be reviewed in accordance with Section 5.04 “Conditional/Special use Permit” requirements of the St. Gabriel Comprehensive Zoning Ordinance.

A conditional use permit is required for any use or building type that requires particular considerations as to its proper location to adjacent, established or intended uses in a district, or to the planned growth of the community. A special use permit allows a landowner to obtain a tract of land for a use that does not fall directly under the permitted usage for that specifically zoned area detailed information may be included with each specific Section of this Ordinance that establishes the uses requiring conditions controlling the location and operation of such special uses. No variance shall be approved unless the conditions stipulated in Section 5.05 of the Zoning Ordinance are met.

In addition to other provisions of City of St. Gabriel Code of ordinances, a Conditional/Special Uses shall comply with the requirements of Article X (Supplemental Use Standards) of the St. Gabriel Comprehensive Zoning Ordinance.

## 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 special use/conditional use process.

Step 2: Once a Pre-Application meeting has been held, the applicant submits the following: Special/Conditional use application, site plan meeting requirements of Section 5.04 (D) and a check of \$75 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.

Step 8: Application is scheduled for introduction of application to City Council.

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