



City of Donaldsonville

P.O. Box 470

Donaldsonville, LA 70346

Phone (225) 473-4247 • Fax (225) 473-0630

CITY OF DONALDSONVILLE PERMIT & INSPECTION DIVISION INFORMATION SHEET

DONALDSONVILLE BOARD OF ZONING ADJUSTMENT

Appeals to the Board of Zoning Adjustment may be taken by any person aggrieved or by any officer, department, board, or bureau of the City of Donaldsonville affected by any decision of the Zoning Administrator. Such appeal shall be taken within a reasonable time, as provided by the rules of the Board, by filing with the Board of Adjustment a notice of appeal specifying the grounds thereof.

The Powers of the Board shall be to interpret the Donaldsonville Zoning Ordinances.

To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the Zoning Administrator.

To interpret the provisions of this Ordinance in such a way as to carry out the intent and purpose of the plan, as shown upon the map fixing the several districts accompanying and made a part of the Zoning Ordinance.

The following data is required to request a variance or special exception of the Zoning Ordinance.

A completed typewritten application

A detailed plot or site plan on LETTER OR LEGAL SIZE paper must be submitted with the request for a variance or special exception. The plot plan shall include a detailed location of all servitudes, easements and all structures on the property in such a way as to be easily interpreted by the Board of Adjustment.

If the Board of Adjustment approves the request for the variance, a HOLD HARMLESS AND INDEMNITY AGREEMENT holding the City and the Board of Adjustment free and harmless of liability due to the granting of the variance or special exception is to be filed and recorded with the Clerk of Court. The OWNER is required to sign the HOLD HARMLESS AND INDEMNITY AGREEMENT. A certified copy with recording data is to be furnished to the Inspection Division before the permit will be issued.

The Board meetings are held on the last Thursday of each month at 7:00 p.m. at the Donaldsonville City Hall, 606 Railroad Ave. Either the OWNER, CONTRACTOR OR APPLICANT must attend the meeting to present their case. Application must be made no later than twenty (20) days before the scheduled meeting. A FEE of \$15.00 is paid at the time of application.

Call the Donaldsonville City Manager at 473-4247 if you have any questions.

A fully completed application along with all required materials and signatures must be presented in person to: The Zoning Administrator, Donaldsonville City Hall, 606 Railroad Ave., Donaldsonville, LA 70346.



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PROCEDURES FOR APPEAL TO THE DONALDSONVILLE BOARD OF ZONING ADJUSTMENTS

1. Application

- a. Must be typewritten
- b. Application must be accompanied by a detail plot or site plan which must be large enough to be easily interpreted.
- c. Must be accompanied by a "Hold Harmless & Indemnity Agreement" signed by applicant or his agent and notarized.
- d. The fully completed application along with all required materials and signatures must be presented in person to: The Zoning Administrator, Donaldsonville City Hall, 606 Railroad Ave., Donaldsonville, LA 70346 and received by same no later than twenty (20) days prior to a scheduled
- e. board meeting.
- f. The Zoning Administrator must within two (2) business work days of receipt of application make copies of same and mail this information directly to each member of the Board of Zoning Adjustment and the City Attorney's office.
- g. An application fee of fifteen dollars (\$15.00) shall accompany the application.
- h. A copy of the Zoning Ordinance shall be given to all applicants requesting an application for appeal.



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DONALDSONVILLE BOARD OF ZONING ADJUSTMENT APPLICATION

Application Date: _____ Time: _____

Project Address: _____

Lot No: _____ SQ: _____

District Zoned: _____

Applicant's Name: _____ Phone: _____

Tenant's Name: _____ Phone: _____

Business Name: _____ Phone: _____

Application in reference to Donaldsonville Ordinance Number(s): _____
_____ | _____ | _____

Application is being submitted for: ☐ Administrative Review ☐ Special Exception ☐ Variance

Specify requirements for administrative review of zoning administrators decision and/or modification to City Zoning Ordinance(s). If extra space is necessary, attach second sheet to application.

I agree to adhere to the requirements pertaining to the posting of a public hearing sign for the Donaldsonville Board of Zoning Adjustment. I agree to post this sign, visible from the street or road, for the minimum duration of fifteen (15) days prior to the public hearing concerning the above application. I will attend the Donaldsonville Board of Zoning Adjustment meeting concerned with this application or designate a representative to attend on my behalf.

I hereby swear and attest that all facts and information included herein are true and correct and that i am the individual lawfully responsible for the project for which this application is made.

Signature of Applicant: _____

Address: _____ City _____ State _____

Home Phone: _____ Business Phone: _____

Zip Code: _____

Date: _____

Subscribing Witness: _____ Date: _____



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HOLD HARMLESS AND INDEMNITY AGREEMENT CITY OF DONALDSONVILLE

RE: DONALDSONVILLE BOARD OF ZONING ADJUSTMENT

LOT/TRACT: _____

SUBDIVISION: _____

ADDRESS: _____

BUSINESS: _____

KNOW ALL MEN BY THIESE PRESENT'S, that I, we, or all of us, as owner(s), do hereby agree and declare that we will hold the City of Donaldsonville of Ascension, any employees, agents or assigns thereof, including business officials and/or Board of Adjustment persons, all free and harmless from any future claims that may arise as a result of the granting of a waiver(s) of Section(s) _____ of the Zoning Ordinance. Please refer to the following action taken by the Board of Adjustment on _____.

Description of item(s) subject to Hold Harmless and Indemnity Agreement:

WE FURTHER CERTIFY that the Board of Adjustment has reviewed the above mentioned items and has granted the respective variances, all at our request. In doing so, we certify that these special conditions and circumstances are exceptions that are in harmony with the general intent and purpose of the code(s) as adopted by the City and that they will not be detrimental to public health , safety and general welfare.

AS MENTIONED HEREIN ABOVE, in consideration of the granting of said variance(s), we do agree to hold the City and its employees, all as are above stated, free and harmless from any claim and/or demand of every kind and character that may arise as a result of the variance(s) having been granted.

In addition to the above and foregoing agreement to indemnify the City and/or its agents, employees, etc., from any damages that may be suffered as a result of the granting of the variance(s), we will likewise reimburse that any expenses that may be incurred in connection therewith.

This Hold Harmless and Indemnity Agreement shall be subordinate to any subsequent mortgage, purchase money security deed or security deed representing a lien on the above described property. Sale or transfer of any portion of the real estate shall not affect this agreement other than as to payments which became due prior to such sale and/or transfer. The agreement shall remain and be binding upon the owners, subsequent owners, their heirs, successors, and assigns.

THIUS DONE AND SIGNED by the respective parties in the presence of the undersigned competent respective witnesses and notary, after due reading the whole on this _____ day of _____ 202_ .

Witness

Witness

Owner(s)

Owner(s)

Notary Public



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* THE FOLLOWING WITNESS AFFIDAVIT IS TO BE USED IF THE OWNERS ARE UNABLE TO APPEAR BEFORE THE NOTARY.

* STATE OF LOUISIANA
PARISH OF ASCENSION

BEFORE ME, the undersigned authority, and in the presence of the undersigned competent witnesses, personally came and appeared _____, who declared that he/she was a witness to the signature of the above and foregoing party and/or parties to that agreement captioned "Hold Harmless and Indemnity Agreement". that said party and/or parties did sign the aforesaid agreement on the date indicated thereon in the presence of affiant and the other subscribed witness, all of their own free will and accord for the purposes and intents contained therein.

THUS DONE AND SIGNED, in the presence of the undersigned competent witness and me, Notary, after due reading the whole on this _____ day of _____ 202__.

Witness

Authorized Representative

Witness

Notary Public

PLEASE NOTE THAT A COPY OF THIS AGREEMENT IS TO BE FILED WITH THE CLERK OF COURT AND A CERT IFIED COPY WITH A RECORDING DATA AND FILING DATE FURNISHED TO THE ZONING ORDINANCE ADMINISTRATOR BEFORE THE PERMIT AND/OR CERT IFICATE OF OCCUPANCY WILL BE ISSUED.

IF THE OWNER IS A CO RPO RATION AND/OR PARTNERSHIP, THIS MUST BE ACCOMPANIE D WITH A RESOLUTION OF THE BOARD OF DIRECTORS AND/OR POWER OF ATTORNEY AUTHORIZING THE PARTIES SIGNING THIS DOCUMENT TO ACT ON SAID COR PORATIO N OR PARTNERSHIPS BEHALF OR REFER TO RECORDATION OF SAID DOCUMENT, AUTHORIZING SAME, IN THE CLERK'S RECORDS.



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2. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the Zoning Administrator; and
3. To interpret the provision of this Ordinance in such a way as to carry out the intent and purpose of the plan, as shown upon the map fixing the several districts accompanying and made a part of the Zoning Ordinance.

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Call the City of Donaldsonville permits office at 225.473.4247 if you have any questions.

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