



## TOWN OF KINDER

P.O. Box 947, Kinder, LA 70648  
333 N. 8<sup>th</sup> Street  
(337)738-2620 phone • (337)738-5681 fax

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# ZONING APPLICATION PACKET

If you should have any questions, please contact City Hall:

Traci Fontenot  
Town Clerk  
(337)738-2620  
[clerk@townofkinder.com](mailto:clerk@townofkinder.com)

## ZONING BOARD APPLICATION CHECKLIST

ALL OF THE FOLLOWING STEPS MUST BE COMPLETED AND RETURNED TO THE  
ZONING OFFICE **30 DAYS PRIOR TO YOUR SCHEDULED HEARING.**  
INCOMPLETE APPLICATIONS WILL NOT BE HEARD.

- (Step 1)*      Fill out “Zoning Application”. (Exhibit 1)
- (Step 2)*      Determine and pay appropriate fees.
- (Step 3)*      When completed “Zoning Application” is returned and fee is paid, the  
Town Clerk will assign a hearing date if necessary.
- (Step 4)*      \*Obtain a list of property owners within 300 feet of the land  
subject to application.
- (Step 5)*      \*Complete and have notarized the affidavit affirming that the certified list  
of property owners was obtained. (Exhibit 2)
- (Step 6)*      \*Provide the Town Clerk with first class stamped business sized envelopes  
for the purpose of notifying all owners of land located within 300 feet of  
the land subject to application.

\*These items are not required if applying for **Temporary Use** or **Minor Subdivision**.

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## ZONING APPLICATION

**APPLICANT:** Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax/Email: \_\_\_\_\_

**OWNER\*:** Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax/Email: \_\_\_\_\_

(\* If different from the Applicant)

Nature of the Request: (Please check the appropriate box or boxes)

- |   |   |
|---|---|
| <input type="checkbox"/> Special Use Permit   | <input type="checkbox"/> Residential    |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Nonresidential |
| <input type="checkbox"/> Zoning Variance      |   |
| <input type="checkbox"/> Rezoning             |   |
| <input type="checkbox"/> Sign Variance        |   |
| <input type="checkbox"/> Minor Subdivision    |   |
| <input type="checkbox"/> Other                |   |

**BRIEFLY DESCRIBE YOUR REQUEST\*\*:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY\*\*:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit 1

(\*\* Use attachments if necessary)

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**PRESENT USE OF THE PROPERTY:** \_\_\_\_\_

I hereby certify that (I am) (I have been authorized to act for) owner of the property described above and that I am petitioning for variance or special use permit in conformance with the Town of Kinder Unified Development Ordinance (UDO). I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the variance or special use permit. I also understand that assigned hearing dates are tentative and may have to be postponed by the Zoning Board for administrative reasons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION FEE SCHEDULE:**

Special Use/Temporary Use Permit:

Residential: \$100.00  
Nonresidential: \$200.00

Variance from Zoning or Sign Ordinance:

Residential: \$250.00  
Nonresidential: \$500.00

Rezoning:

Residential: \$250.00  
Nonresidential: \$500.00

Minor Subdivision:

Residential: \$250.00  
Nonresidential: \$500.00

Site Plan Review:

Minor (less than 40,000 sq. feet of non-residential floor area): \$500.00

