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***Village of Elizabeth***

***P.O. Box 457***

***Elizabeth, LA. 70638***

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## **Permit Information Packet**



★ Designed by TownMapsUSA.com

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

**Crystal Hunt, Code Compliance Officer**

P: 318-634-5100 F: 318-634-7881

Email: [cmhunt@villageofelizabeth.com](mailto:cmhunt@villageofelizabeth.com) or [dlee@villageofelizabeth.com](mailto:dlee@villageofelizabeth.com)

**REQUEST:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

- Manufactured Home Permit – *Must attach pictures of manufactured home with permit application.*
- Current Resident Renewal: *Conforming or Non-Conforming Use Permit*
- Temporary Use Permit
- Zoning Variance
- Rezoning
- Minor Subdivision
- Building Permit – *Must attach plans and copy of sewer permit # with permit application.*
- Prefabricated Building – *Must attach plans, design or picture of prefabricated buildings with permit application.*
- Other: *Trade, Generator Installation, Utilities, Sign Variance, Demolition, Garage and Temporary Sale Permit.*

**\*PLEASE NOTE:** All documents are required before a permit application is processed.

Are you the owner of the parcel / property? Yes or No

BRIEFLY DESCRIBE YOUR REQUEST:

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

LEGAL DESCRIPTION OF PROPERTY: (If applicable) Parcel #: \_\_\_\_\_

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

PRESENT USE OF PROPERTY:

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

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**(Office Use Only- Request)**

Date: \_\_\_\_\_ Employee: \_\_\_\_\_ Request: Processed or Denied?

VOE Permit # \_\_\_\_\_ (If processed)

Reason for Denied: \_\_\_\_\_

# Application Check List

Application requires forms for Rapides Area Planning Commission (RAPC). Anyone within Village of Elizabeth jurisdiction who is planning any type of construction, moving a manufactured home or any other structure on their property, will need to complete all necessary forms in this packet. The Village of Elizabeth will send RAPC applicant information once fees and permit have been approved by the Village of Elizabeth. The following steps must be taken and returned to the Village Hall **30 days prior to a public hearing being scheduled**. Incomplete applications will not be considered. Please call the office at 318-634-5100 if you have any questions.

*Not all forms will apply to applicant's request.*

- **Step 1:** Obtain permit application and submit the application along with construction plans, and any required prior approvals (i.e. flood zone, zoning, and sewer permit approval). Engineered drawings may be required for structural steel construction or any construction outside the scope of the 2012 IRC.
  - **Step 2:** When “Application” is returned with all required information and fees paid, the Code Compliance Officer will review the application and drawings for code compliance. If any more information is required, we will contact you.
  - **Step 3:** \*Obtain a list of property owners within 300 feet of the land subject to application. Complete and notarize the affidavit affirming that the certified list of property owners was obtained. [\(Page 7\)](#)
  - **Step 4:** After approval and permit number issues the Village of Elizabeth will forward all necessary documents to RAPC.
  - **Step 5:** RAPC inspectors will contact Applicants.
- \* This item is not required when applying for other permits, Building Permit, Conforming Use Permit or Renewing a permit.

## **FEE AND FORM SCHEDULE:**

A Conforming Use Permit is required for *Manufactured Homes* in zone A-1 or A-3.

Conforming Use Permit: *Form: VOE AND RAPC* **\$50.00** (Manufactured Home Permit)

Temporary Use Permit: *Form: VOE* **\$50**

*Nonresidential: \$100.00*

Zoning Variance: *Form: VOE* **\$150.00**

*Nonresidential: \$250.00*

Rezoning: *Form: VOE* **\$200.00**

*Nonresidential: \$300.00*

Minor Subdivision: *Form: VOE AND RAPC*

Residential: **\$250.00** / Nonresidential: **\$350.00**

Building Permit: *Form: VOE AND RAPC* **\$50.00**

*Nonresidential: \$100.00*

Other Permits: **\$25**

- Renewal Conforming / Renewal Non-Conforming: *Form: VOE*
- Trade: *Form RAPC*
- Utilities: *Form VOE and RAPC*
- Prefabricated Building (NO utilities) *Form: VOE*
- Prefabricated (utilities) *Form: VOE and RAPC Manufactured Home Permit*
- Sign Variance: *Form: VOE*

**VILLAGE OF ELIZABETH PERMIT**

Application Date: \_\_\_\_\_

Are you the owner of the parcel or property? Yes or No (circle one) Parcel / Property # \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

*The owner's information is required before a permit can be processed.*

Owner Information

Owner Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Physical Location Address or 911 Address: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Zoning Class \_\_\_\_\_ Square Foot or Acres: \_\_\_\_\_ Commercial or Residential

Does the location address have utilities? Yes or No (Circle One)

*Applicants must provide the utility company's name for each provider.*

Electric \_\_\_\_\_ Water: \_\_\_\_\_ Gas: \_\_\_\_\_

\*Sewer: Individual / Public / Community / Existing (circle which applies)

If not, *Public* or *Community* sewer please provide a copy of LDH permit or provide a permit # \_\_\_\_\_

*Utilities will not be connected without an LDH permit #*

Manufactured Home Information:

Are you renewing an existing Conforming or Non-Conforming Use Permit? Yes or No

If yes, please provide Village of Elizabeth Permit Number: \_\_\_\_\_ Issued Date: \_\_\_\_\_

Manufactured Home Description:

*Plans design, layout, title, deed and or pictures are needed before a permit is processed.*

Make/ Model \_\_\_\_\_ Serial: \_\_\_\_\_

Size: \_\_\_\_\_ Year: \_\_\_\_\_ HUD \_\_\_\_\_ Tax Assessor Decal # \_\_\_\_\_

Are you the owner of the home? Yes or No ---- If no, please provide owners information:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Will this home be used as rental property? Yes or No --- If yes, please provide renter information:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

- I hereby certify that (I am) the owner of the property and/or dwelling described in this application, and that I am petitioning for a permit in conformance with the Village of Elizabeth 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 request. I also understand that any assigned hearing dates are tentative and may have to be postponed by the Mayor or Board for administrative reasons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- I hereby certify that (I am) the renter of the property and/or dwelling described in this application, and that I am petitioning for a permit in conformance with the Village of Elizabeth 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 request. I also understand that any assigned hearing dates are tentative and may have to be postponed by the Mayor or Board for administrative reasons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- I hereby certify that (I am) the contractor of the property and/or dwelling described in this application, and that I am petitioning for a permit in conformance with the Village of Elizabeth 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 request. I also understand that any assigned hearing dates are tentative and may have to be postponed by the Mayor or Board for administrative reasons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**(Office Use Only Permit)**

Date: \_\_\_\_\_ Employee: \_\_\_\_\_ Request: Processed or Denied

VOE Permit #: \_\_\_\_\_ (If processed) Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denied: \_\_\_\_\_

**CERTIFIED LIST OF PROPERTY OWNERS' AFFIDAVIT**

**VILLAGE OF ELIZABETH, LOUISIANA**

**BEFORE ME**, the undersigned authority, personally appeared \_\_\_\_\_ the

owner(s) of \_\_\_\_\_ who, under oath,

(Address of property subject to application)

deposes and says as follows: That the following is a list of all property owners within three hundred feet of the land subject to application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Property Owner	Property Address	Mailing Address