



St. Charles Parish
Department of Planning & Zoning
SPECIAL PERMIT USE

OFFICE USE	
Submittal Date	5-22-25
Received By	BB
Receipt #	15895606
Case #	2025-3-SPU

APPLICANT INFORMATION

Applicant: SHELLEY BERTHELOT VILLERET
Mailing Address: 522 EVANGELINE ROAD

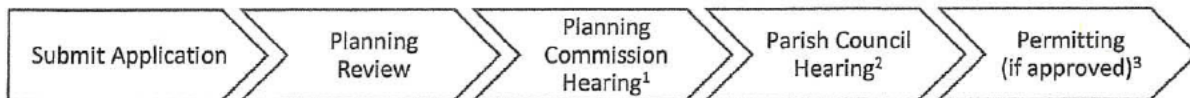
PROPERTY INFORMATION

Municipal Address (if assigned): 522 EVANGELINE ROAD
Lot, Block, Subdivision: 124, 125, 126, 127 + A 10' STRIP SQUARE 3 EVANGELINE CITY, UNIT 3
Proposed Use: IN-LAW QUARTERS

APPLICATION CHECKLIST (review process does not begin until all items below are submitted):

- ☒ 1. Application with notarized endorsement of all property owners (see page bottom)
*If the owner is a corporation, a corporate resolution authorizing the representative must be provided
- ☒ 2. Act of Sale or Deed to the property (copies available at Clerk of Courts Office)
- ☒ 3. Survey of property
- ☒ 4. Site plan (drawn to scale and showing the proposed use meets all applicable requirements)
- ☒ 5. Application Fee: \$50

SPECIAL PERMIT USE PROCESS



¹ The Planning Commission can either approve, approve with conditions, or deny the request.

² For applications requesting waivers and approved by the Planning Commission, AND/OR those uses requiring a supporting resolution as specified in the Zoning Ordinance.

³ If approved, permitting must occur within one (1) year of the approval date.

I/we swear to be the sole owner(s) of the property in this request and endorse this application.

SEE ATTACHED LETTER

(Signature)	(Print)
(Signature)	(Print)
(Signature)	(Print)
(Notary signature & seal)	(Date)