



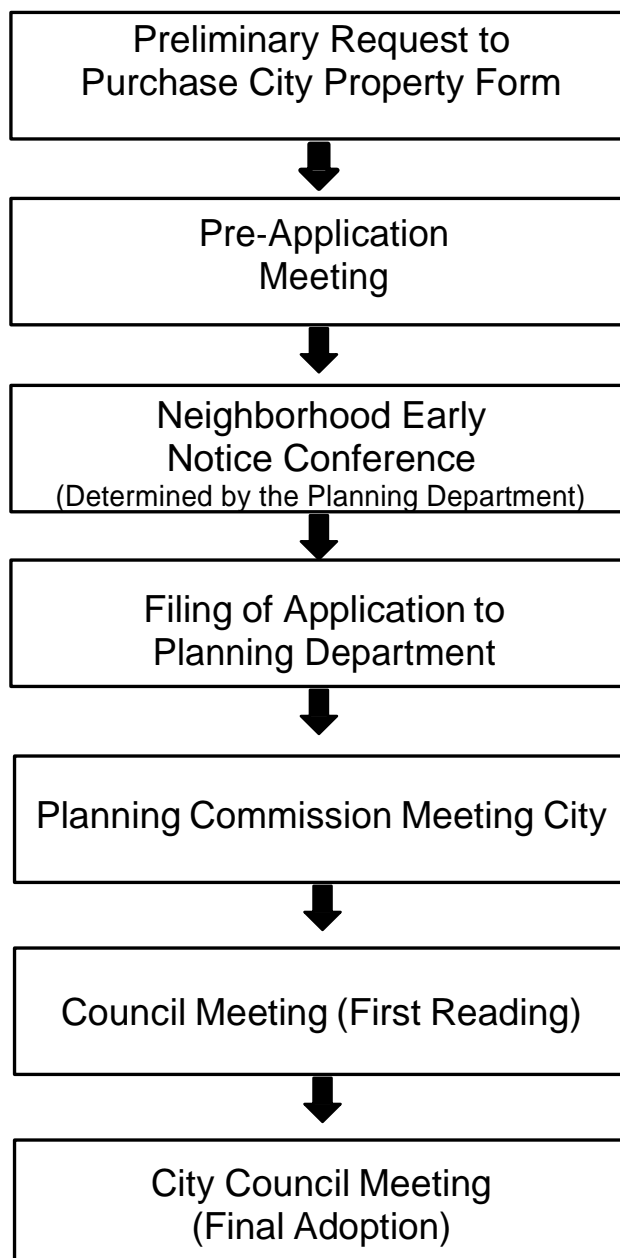
# CITY OF KENNER

DEPARTMENT OF PLANNING  
1801 WILLIAMS BOULEVARD  
BUILDING "B", 1ST FLOOR  
KENNER, LOUISIANA 70062  
PHONE (504) 468-7280

## APPLICATION FOR ALIENATION OF CITY OWNED PROPERTY

### PRE-APPLICATION DISCUSSION

Though not a legal requirement, it is recommended that you discuss your proposed application with one of the Department's planners prior to the filing of the application. While the planner cannot tell you whether your application will be approved, he or she can advise you of the facts upon which the case will be evaluated and the results of similar cases which may have preceded yours. The final decision of approval or disapproval lies with the City Council. Advice provided at this stage is technical information for your use in considering the soundness of your proposal.





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## REQUEST TO LEASE/PURCHASE CITY PROPERTY\*

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
 \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

I (we) hereby make a request to lease/purchase the following described land:

Lot(s):	Square:	Subdivision:
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Building Address:
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Street Right-of-Way:
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Detailed Explanation of Expected Property Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I acknowledge that submission of this request form:

- May initiate a competitive lease/sale process;
- No lease/sale will be made for less than the estimated fair market value.
- A survey or appraisal should not be conducted until the City of Kenner accepts the request to lease/purchase the property. Upon approval, the applicant will complete the Real Estate Appraisal Request Form and provide an updated survey that reflects the existing physical conditions of the property. An appraisal will be conducted by the City of Kenner and the applicant shall cover the full cost of the appraisal within 14 days of receipt of invoice.

Upon confirmation of the proposed lease/sale, an Alienation of City Property application shall be submitted to the Planning Department. Prior to a Lease Agreement or Act of Sale, the Alienation of Public Property application will go through a public hearing process which involves a recommendation by the Planning Commission and final action by the Kenner City Council.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**Send request to lease/purchase city property form to:**  
 City of Kenner, Department of Planning & Zoning  
 City Hall, Building B  
 1801 Williams Boulevard  
 Kenner, LA 70062  
 Email: zoning@kenner.la.us

Case # \_\_\_\_\_  
(Provided By the Planning Department)



DEPARTMENT OF PLANNING  
1801 WILLIAMS BOULEVARD  
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PHONE (504) 468-7280

## PETITION FOR ALIENATION OF CITY OWNED PROPERTY

### **Real Estate Appraisal Request:**

I, \_\_\_\_\_ do hereby request that the City  
Print the Name of the Applicant

of Kenner, Louisiana, perform an appraisal of the following property described in the enclosed survey. (Survey ***must*** accompany request and must reflect existing physical conditions of the property.)

I understand the cost of the appraisal will be at my expense payable within 14 days of the receipt of the invoice and appraisal to the applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### **Send request for Real Estate Appraisal Form with Survey to:**

City of Kenner, Department of Planning & Zoning  
City Hall, Building B  
1801 Williams Boulevard  
Kenner, LA 70062  
Email: [zoning@kenner.la.us](mailto:zoning@kenner.la.us)

## **EARLY NEIGHBORHOOD NOTIFICATION AND MEETING PROCESS**

In accordance with Section 6.01(c), of the Unified Development Code, an early neighborhood notice meeting is required to be held prior to the submittal of the following application types: rezoning of property; planned unit developments; conditional uses; day care centers, hazardous & obnoxious uses, the Rivertown Historic District, and any other application the Planning Department deems necessary. The meeting is meant to provide the applicant the opportunity to present the proposal, and be responsive to neighborhood concerns early in the process, while neighbors have the opportunity to ask questions and provide comment to the applicant.

### **WHO IS INVOLVED?**

The meeting primarily occurs between the applicant and surrounding property owners and/or residents within approximately 250 feet (depending on the specifics of the proposal) of the subject property. The recognized neighborhood or civic association, or respective city council office may assist in setting up the meeting. The City Administration has no key role in the meeting.

### **NEIGHBORHOOD MEETING PROCESS:**

1. The applicant shall contact the appropriate recognized neighborhood or civic association proposing three possible dates and times for the meeting. If the association does not respond within fourteen days, the applicant may contact the respective city council office for assistance in setting up the meeting.
2. The meeting must be held at a location within the city that is in, or as close as practical to the subject property.
3. Once a date, time and location has been confirmed, the applicant will mail the following information to the property owners, and occupants of property within a distance to be determined by the Council Representative of the district where the project is taking place, the following information:
  - The necessary meeting information, including date, time and location; and
  - A brief description of the nature and location of the proposal.
  - Although not require, a conceptual site plan would be useful.
4. If all reasonable attempts by the applicant fail to produce a meeting within 45 days of the written request, the community or neighborhood will lose its right to an early notice meeting.
5. Following the early neighborhood notice meeting, the applicant must provide the neighborhood meeting report along with the formal application, delineating concerns raised at the meeting as well as any actions taken to assuage or mitigate these concerns.

The following is a sample neighborhood meeting report that you should include in your submission:

### **NEIGHBORHOOD MEETING REPORT**

1. Project Case No.: \_\_\_\_\_
2. Meeting Date & Time: \_\_\_\_\_
3. Meeting Location: \_\_\_\_\_
4. Number of invitations that were sent: \_\_\_\_\_
5. How was the mailing list generated: \_\_\_\_\_
6. Number of neighbors in attendance (attach a sign-in sheet):

7. List the verbal comments and how you plan to address any issues: (City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved.)

8. List or attach the written comments and how you plan to address any issues:

### FILING OF APPLICATION

**NOTE:** Once a completed application with all supporting documentation is received, the Planning Department will have up to a maximum of sixty (60) days to conduct a review of the application materials and, if necessary, request any additional materials. Once this review is complete, the Planning Department will advertise the application in the Official Journal for the next available listed meeting date.

The application shall include the following seven (7) items:

1. Cover letter – to include:
  - a. Contact information including telephone number.
  - b. Location of the site, including address, subdivision name, square number, and lot number(s).
  - c. A description of the current and potential future proposed uses on the site.
2. Petition for alienation (Complete Form VA-1 attached).
3. Boundary Survey
  - a. One full-size (24" x 36") and one 11" x 17" boundary survey performed and stamped by a licensed surveyor or engineer.
  - b. Must be no more than five (5) years old and reflect existing site conditions.
4. Proposed Ordinance
  - a. The ordinance must be typed, single space on legal size paper (8½" x 14").
  - b. A sample ordinance is attached to serve as a guide.
  - c. The ordinance must be provided electronically, either via email or on a compact disk (CD).
5. Notarized List of Adjoining Property Owners
  - a. Submit a list of owners of all property, which is abutting the property proposed for alienation. Include the owners name, address, subdivision name, square, and lot number(s).
  - b. The list must be certified as true and correct.

6. Letter from Utility Companies
  - a. Provide letters and responses to each service utility company (see attached list) to determine if there are any utility lines, mains, or servitudes located in the subject area, or whether there is any potential future need for the use of the property.
7. Appraisal of property
  - a. The appraiser must have a Certified General Appraiser License from the Louisiana Real Estate Appraiser's Board.
  - b. The appraisal shall be done in accordance with standard appraisal practices as recognized by the American Institute of Real Estate Appraisers.
  - c. The City of Kenner may have a second appraisal done should it be deemed necessary.

**RECOMMENDATION CRITERIA**

In accordance with Ordinance 5697, the following items will be reviewed by the Planning Department to evaluate your request:

1. Creation of dead-end streets.
2. Landlocked lots.
3. Cause a change in character of a zoning district.
4. Eliminate or reduce anticipated extension of existing right-of-ways.
5. Create an unsafe traffic pattern.
6. Reduce roadways resulting in limited ingress and egress.
7. Violate overall street master plan.
8. Create detrimental effects to other's property.
9. Eliminate needed servitudes for service utilities or passage.
10. Eliminate land needed for present or future use as determined by the Planning Commission or City Council.

**IMPORTANT INFORMATION**

All adjoining property owners will be notified by certified mail as to the date, time, and place of the Planning Commission's Meeting, as well as the subject matter.

**FEES**

1. Payment of an application fee is required at the time of filing. This can be paid in cash or by check made payable to the City of Kenner. Fees are nonrefundable. The fees are as follows:

First acre.....	\$200.00
Each additional acre thereafter *.....	\$100.00
*Not to exceed \$5,000.00	

2. Notification Fees

The Planning Department will handle the notification; however, the applicant is responsible for the cost. Notification includes:

- a. Certified Mailings
- b. Publication in the Official Journal

3. Recordation Fee

This action will require a recordation fee of \$105.00 for 1 to 5 pages, \$205.00 for 6 to 25 pages, and \$305.00 for 26 to 50 pages.

All fees must be paid before any cases are docketed.

## PUBLIC HEARING PROCESS

### 1. Planning Commission Meeting

Meetings are held on the fourth Wednesday of each month in the Council Chambers of Kenner City Hall, 1801 Williams Boulevard, Kenner, Louisiana at six o'clock in the evening (6:00 p.m.). The Planning Commission is an advisory board to the City Council whose responsibility is to provide a recommendation to the City Council of approval, approval subject to modification, or denial. Notice of the meeting shall be published in the Official Journal, the Times Picayune once a week for three (3) consecutive weeks prior to the Planning Commission meeting.

### 2. City Council Meeting

After receiving a final recommendation from the Planning Commission, the case will be forwarded to the City Council for First Reading. The case will then be placed on the agenda at the next available City Council meeting, which follows first reading, where the case will be up for final adoption. If adopted, it will not go into effect until seventeen (17) days after date of adoption.

(Items left blank will be completed by the City of Kenner.  
Items in parenthesis are to be completed by applicant).

On motion of Councilmember \_\_\_\_\_, seconded by  
Councilmember \_\_\_\_\_, the following ordinance was introduced:

SUMMARY NO. \_\_\_\_\_ ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE APPROVING THE SALE OF (DESCRIBE PROPERTY),  
(SUBDIVISION NAME), KENNER, JEFFERSON PARISH, LOUISIANA, AS  
SHOWN ON THE ATTACHED SURVEY BY (SURVEYOR'S NAME) DATED  
(DATE SHOWN ON SURVEY), WHICH SAID PROPERTY IS OWNED BY THE  
CITY OF KENNER.

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WHEREAS, an offer has been made by (applicant's name) to purchase the  
following described property for the sum of (spell out dollar amount) (shown amount  
in numerals, in parenthesis), all cash to vendor to wit: (describe property, Lot, Square,  
Subdivision), as shown on the survey performed by (surveyor's name) dated  
(date shown on survey); and,

WHEREAS, the sale of said property has been duly advertised and noticed, all in  
accordance with Louisiana Revised Statute 33:4712; and,

WHEREAS, pursuant to Louisiana Revised Statute 33:4712, a public hearing was  
held and it was determined that said property is no longer needed for public use;  
and it is in the public interest that this property be sold to (applicant's name).

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That (describe property) as shown on survey of (surveyor's name)  
dated (date of survey), attached hereto and made a part is no longer needed for  
public use and it is the best interest of the City of Kenner that this property be sold  
to (applicant's name) for the price and sum of (spell out dollar amount) (show  
amount in numerals, in parenthesis), all cash to vendors. All cost of the act of sale  
are to be paid by vendee.

SECTION TWO: It is the responsibility of (applicant's name) to protect all existing  
utilities, rights-of-way and/or services contained on said property.

SECTION THREE: That the Mayor of the City of Kenner be and is hereby authorized  
to sign any plans or documents which may be necessary to carry into effect the  
foregoing.

SECTION FOUR: That the provisions of Ordinances 9325, 10,834, and 10,915 are  
hereby suspended for the sale of property authorized by this ordinance.

SECTION FIVE: That the proceeds received from the sale property authorized by  
this ordinance be and are hereby dedicated as follows:

- 1) Thirty-three and one third (33.33%) percent shall be dedicated to the  
Kenner Police Department; and,
- 2) Thirty-three and one third (33.33%) percent shall be dedicated to the  
Kenner Fire Department; and,
- 3) Thirty-three and one third (33.33%) percent shall be dedicated to the City  
of Kenner's loss fund and shall only be used to pay for the administration  
of claims made against the City of Kenner.

SECTION SIX: That all ordinances or parts of ordinances in conflict with this  
ordinance are hereby expressly repealed and rescinded but only insofar as they  
conflict with the provisions of this ordinance and no further.

This ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS:  
NAYS:  
ABSENT:



ABSTAINED:

This ordinance was declared adopted on this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CLERK OF THE COUNCIL

\_\_\_\_\_  
PRESIDENT OF THE COUNCIL

\_\_\_\_\_  
MAYOR

**Signature Block to be included on Survey and Plans**

**\*Please include the Signature Block as 'signature size' on all 11" x 17" size plans only.**

**CITY OF KENNER PLANNING COMMISSION**

**RECOMMENDATION: APPROVAL: \_\_\_\_\_ DENIAL: \_\_\_\_\_**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAIRMAN**

**CITY OF KENNER COUNCIL**

**APPROVED:**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRESIDENT**

## UTILITY COMPANIES & CONTACTS

- A. Below are the utility companies you are required to receive responses from regarding your application to the Planning and Zoning Department. In your letter to them you should include the location of the subject site. If possible you can attach a survey of the subject site to the letter to better aid the utility company in properly locating the subject site.
- B. Correspondence with the East Jefferson Levee District is required if your application involves a site that falls within three hundred (300) feet of a protection levee.
- C. If you have not received a response from any of the utility companies in a timely manner and you have all the other required materials, you may go ahead and submit your application to the Planning Department and we will work with you to receive a response prior to the Planning Commission hearing date.

### **Jefferson Parish Engineering**

Mark Drewes, Director  
1221 Elmwood Park Blvd., Suite 802  
Jefferson, Louisiana 70123  
(504) 736-6505  
[kschexnayder@jeffparish.net](mailto:kschexnayder@jeffparish.net)

### **Veolia Water**

Joanne Massony, Director  
1610 Reverend Richard Wilson Drive  
Annex Building D  
Kenner, Louisiana 70062  
(504) 468-7292  
[jmassony@kenner.la.us](mailto:jmassony@kenner.la.us)

### **Atmos Energy**

Quincy Shelling, Project Specialist  
101 Airline Drive  
Metairie, Louisiana 70001  
(504) 849-4042  
[quincy.shelling@atmosenergy.com](mailto:quincy.shelling@atmosenergy.com)

### **Entergy Louisiana, Inc.**

Jeremy Rich, Contract Senior Right-Of-Way Agent  
3734 Tulane Ave, Mail Unit L-TUL-113  
New Orleans, Louisiana 70119  
(504) 595-3812  
[jrich1@entergy.com](mailto:jrich1@entergy.com)

### **AT&T**

Troy Loria, Engineer  
840 Poydras Street, Suite 1419  
New Orleans, Louisiana 70112  
(504) 249-4964  
[tl2481@att.com](mailto:tl2481@att.com)

### **City of Kenner Public Works**

Thomas Schreiner, Deputy CAO of Public Works  
1610 Reverend Richard Wilson Drive  
Annex Building D  
Kenner, Louisiana 70062  
(504) 468-7515  
[planningdestro@kenner.la.us](mailto:planningdestro@kenner.la.us)