



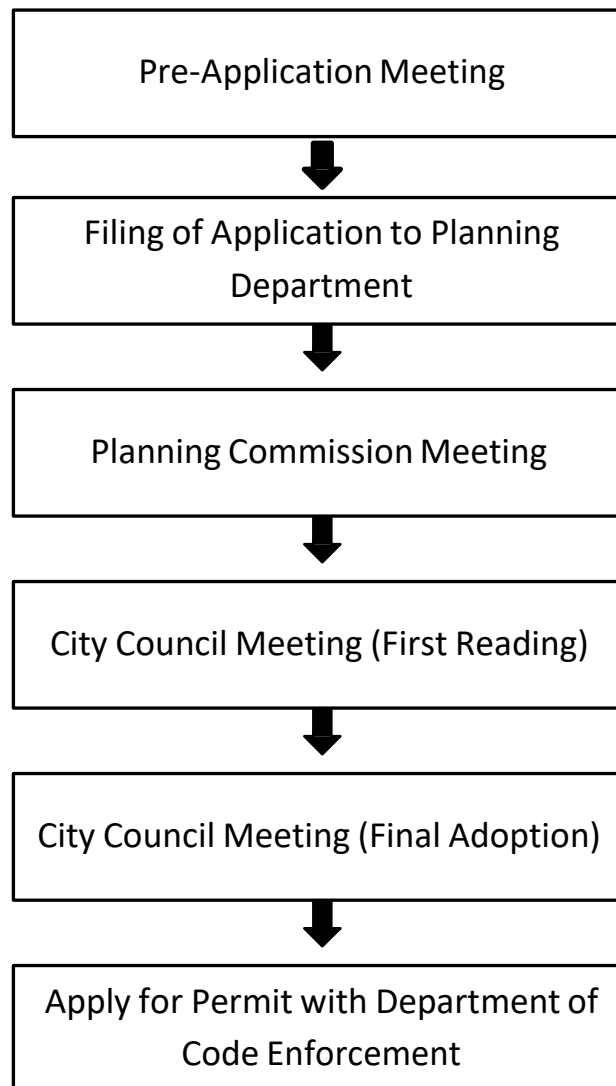
CITY OF KENNER

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

COMMUNITY OR GROUP HOME APPLICATION

PRE-APPLICATION MEETING

It is recommended that you meet with one of the Department's planners prior to filing to discuss zoning and related matters associated with your application and the process involved. Approval of a Community or Group Home requires final action by the City Council. Please note that any information provided at this stage is "technical" and for your use in considering the requirements and viability for your application.



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 twelve (12) items:

1. Cover letter – to include:
 - a. Contact information including telephone number.
 - b. Address of the site, subdivision name, square number, and lot number.
 - c. A proposal describing the operation.
2. Survey
 - a. One full-size (24" x 36") and one 11" x 17" 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.
3. 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).
4. Site Plan
 - a. One full-size (24" x 36") and one 11" x 17" Site Plan performed and stamped by a licensed engineer or architect.
 - b. The Site Plan shall include all relevant site information, including but not limited to lot size and description, north arrow, sign location and setbacks, and the location of other site features including buildings, signs, off-street parking.
5. Sign Plan
 - a. One full-size (24" x 36") and one 11" x 17" Sign Plan performed and stamped by a licensed engineer or architect.
 - b. The Sign Plan shall include the size and dimensions of the sign and architectural features, including but not limited to texture, color, material, lettering, and anchoring.
6. Elevation Plan
 - a. One full-size (24" x 36") and one 11" x 17" Elevation Plan providing an illustration of the proposed structure.
7. Landscape Plan
 - a. One full-size (24" x 36") and one 11" x 17" Landscape Plan Stamped by a licensed Landscape Architect or Landscape Contractor, in accordance with Chapter 24 of Title 13 of the Louisiana Horticulture Law.
8. Employee Information
 - a. Names, addresses, job title, and job description for each employee.
9. Completed copy of the application from the Department of Health and Human Services.
10. Felony Letter
 - a. Must be certified by the Jefferson Parish Sheriff's Office.
11. Statement of Ownership (form attached)

12. Notarized List of Adjoining Property Owners

- a. Submit a list of all property owners within a seven hundred fifty foot (750') radius of the property, including the owners name, address, subdivision name, square, and lot number.
- b. Must be notarized as true and correct.

IMPORTANT INFORMATION

All property owners within a seven hundred fifty foot (750') radius of the property 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.

*Please note that any changes made that alter the site plan and/or sign plan after obtaining City Council approval will require you to re-submit plans to the Planning Department for review.

FEES

1. Processing Fee

Payment of an application fee of \$100.00 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.

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 ESTABLISHMENT AND OPERATION
OF A COMMUNITY OR GROUP HOME ON (LOTS, SQUARE, AND SUBDIVISION),
KENNER, JEFFERSON PARISH, LOUISIANA, IN ACCORDANCE WITH THE PLANS
AS DRAWN BY (NAME), DATED (DATE), SHEETS (NUMBER OF SHEETS).

WHEREAS, (name of applicant) has applied to the City of Kenner for permission to
establish and operate a community or group home on (lot, square, and subdivision),
Kenner, Jefferson Parish, Louisiana, in accordance with Article VII, Chapter 10, Section
10-161 of the City Code of Ordinances and in accordance with plans as drawn by
(name) dated (date), sheets (number of sheets); and,

WHEREAS, the Planning Commission has held a public hearing on _____, after
notification to surrounding property owners as required by Section 10-161 of Article VII
of the City Code of Ordinances; and,

WHEREAS, the Planning Department has submitted the results of said public hearing
and its recommendations to the Mayor and the Council of the City of Kenner.

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: The establishment of a community or group home by (name of
applicant) on (lots, square and subdivision), Kenner, Jefferson Parish, Louisiana, in
accordance with plans as drawn by (name) dated (date), sheets (number of sheets), be
and the same is hereby approved predicated upon the following:

1. The Community or Group Home has a maximum of (number) persons.
2. The Community or Group Home is located in a (zoning) Residential District.
3. The Community or Group home is not located within a 1,000 foot radius of another
community or group home.
4. The Community or Group Home has provided adequate offstreet parking.
5. The Community or Group Home has no officer or staff member in its operating
agency that has ever been convicted of a felony or misdemeanor involving moral
turpitude.
6. The person granted a license under this Article has not had a license revoked
under this Article in the last five (5) years.
7. The person granted a license under this Article has not been denied a license
during the preceding three (3) years.

SECTION TWO: That all provisions of Article VII, Section 10-159 thru 10-169 shall be
adhered to.

SECTION THREE: That the Council President be and is hereby authorized an
empowered to sign any plans or documents which may be necessary to carry into effect
the foregoing.

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



City of Kenner Department of Planning

STATEMENT OF OWNERSHIP

Application Type PLEASE CHECK ONE

- Alley Closing
- Amusement
- C-2 Use in Industrial
- Community/Gro Home
- Conditional Use
- Day Care
- General Advertising Sign
- Hazardous/Obnoxious Use
- Mobile Home
- Modular Home
- Nonconforming Residential Structure
- Resubdivision
- Revocation of Servitude
- Simple Resubdivision Use on a Property
- Zoned AH-I

Owner Information PLEASE CHECK OFF THE POINT OF CONTACT

Name _____ Daytime Phone _____
 Mailing Address _____
 Email Address _____

Name _____ Daytime Phone _____
 Mailing Address _____
 Email Address _____

Name _____ Daytime Phone _____
 Mailing Address _____
 Email Address _____

(USE ADDITIONAL FORMS IF NECESSARY)

Applicant Information (IF DIFFERENT FROM OWNER)

Name _____ Daytime Phone _____
 Mailing Address _____
 Email Address _____

Property Information

Legal Description:
 Subdivision _____ Square _____ Lot Number(s) _____
 Address (if known) _____

I hereby certify that all of the information above is true and correct.

Signature of Owner

Date

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

ORDINANCE NO. _____

STATE OF LOUISIANA
PARISH OF JEFFERSON
CITY OF KENNER

I, _____, do declare that:
(name of employee/proprietor)

(1) I am a person of the full age of majority (age 18 years or older) and am of good character and reputation.

(2) I am the _____ of
(position)

(name of establishment)

(3) I have never been convicted of a felony under the laws of the United States, this state, or any state or country.

(4) I have never been convicted in this or in any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place, illegally dealing in narcotics of any crime involving moral turpitude.

Signature

Date