



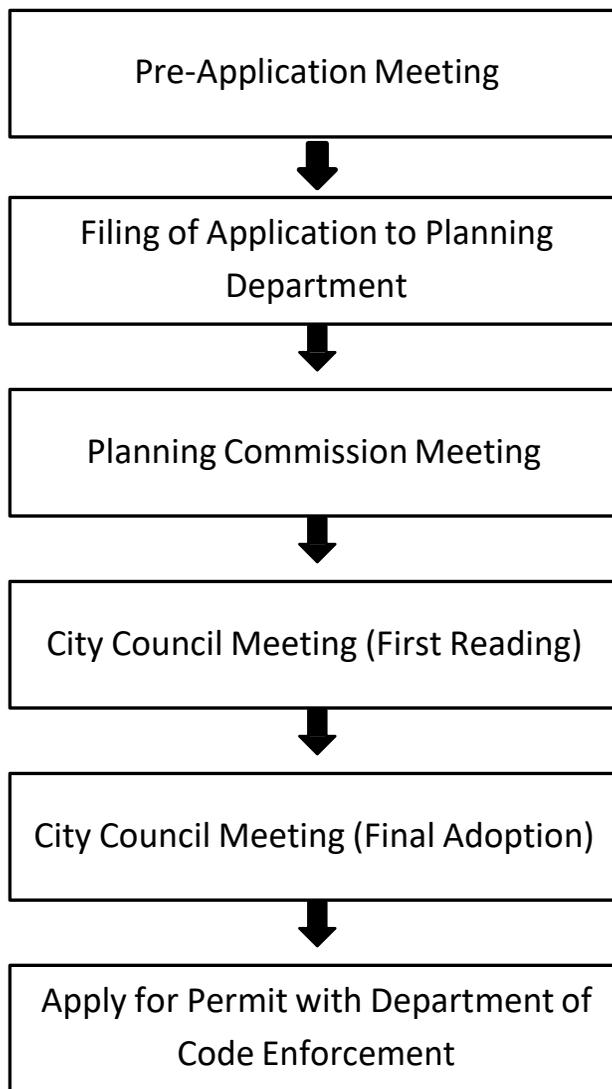
CITY OF KENNER

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

CONDITIONAL USE APPLICATION (PLACE OF WORSHIP)

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 Conditional Use for a Place of Worship 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.



IMPORTANT:

- **Regardless of zoning classification, a Place of Worship may not be located within three hundred (300) feet of an existing barroom, nightclub, liquor store, lounge, or exotic dance land use, and not within one thousand (1,000) feet from an existing adult book/video store or massage parlor land use.**
- **The distance shall be measured in a straight line from the nearest point of the property line of the Place of Worship to the nearest point of the property line of the above referenced land uses, except for when the uses are in a building of mixed use then the distance shall be measured starting at the front door of the use.**
- **Either the site plan or survey (listed on the next page) shall reflect the above referenced distance requirements.**
- **If the proposed place of worship falls within the set distance requirements this application cannot be accepted.**

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 eight (8) items:

1. Cover letter – to include:
 - a. A detailed description of the proposed use.
 - b. Address and legal description of the site.
 - c. Contact information including telephone number.
 - d. A schedule of church related activities.
 - e. Congregation size.
2. Proposed Ordinance.
 - a. The ordinance must be typed, single spaced on legal size paper (8½” x 14”).
 - b. A sample ordinance is attached to serve as a guide.
 - c. The ordinance must be provided on legal size paper and electronically, either via email or on a compact disk (CD).
3. Boundary Survey
 - a. One full-size (24” x 36”) and one 11” x 17” Boundary Survey stamped by a licensed surveyor or engineer.
 - b. Must be no more than five (5) years old and reflect existing site conditions.
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. Storm Water Management Plan
 - a. One copy of a Stormwater Management Plan is required to be submitted for all new development and redevelopment of sites with 7,000 square feet or more of total impervious surface, residential developments of five (5) units or more, or a site one (1) acre or more in size.
 - b. The Stormwater Management Plan shall be prepared by a landscape architect and/or civil engineer licensed in the State of Louisiana.
5. Floor Plan
 - a. One fill-size (24” x 36”) and one 11” x 17” Floor Plan performed and stamped by a licensed engineer or architect.
 - b. The Floor Plan shall reflect the location and square footage of the main worshipping space as well as the arrangement and type of seating
6. Sign Plan (If Applicable)
 - 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/foundation.
7. Elevation Plan
 - a. One full-size (24” x 36”) and one 11” x 17” Elevation Plan providing an illustration of the proposed structure (if the proposed place of worship is to occupy an existing building and no major exterior changes are being made, photos of the existing structure will suffice).
8. Landscape Plan (If determined by Planning Dept.)
 - 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.

9. Documentation showing your organization is identified by the Federal Government as a church. This includes showing 501(c) (3), Public Charity status with the Internal Revenue Service
10. Statement of ownership (form attached).

IMPORTANT INFORMATION

All property owners within a two hundred fifty foot (250') 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 and applicant.

***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. 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.**

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

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 A CONDITIONAL USE FOR A (TYPE OF REQUEST)
LOCATED ON (LOT, SQUARE, AND SUBDIVISION) KENNER, JEFFERSON PARISH,
LOUISIANA, WHICH PROPERTY IS ZONED (LIST TYPE OF ZONING), IN
ACCORDANCE WITH A PLAN(S) BY (NAME, DATED (DATE)).

WHEREAS, (applicant's name) has applied to the City of Kenner for a conditional use
for (type of use) located on (lot, square, and subdivision), Kenner, Jefferson Parish,
Louisiana, in accordance with a plan (s) by (name) dated (date); and,

WHEREAS, the Planning Director has caused to be held a Planning Commission Public
Hearing on _____; and,

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

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That the (type of request) located on (lot, square, and subdivision),
Kenner, Jefferson Parish, Louisiana, in accordance with a plan(s) by (name) dated
(Date), be and the same is hereby approved.

SECTION TWO: That subsequent to Council approval, the applicant shall proceed in
accordance with all applicable provisions of Article 5A of Ordinance No. 2427, the
Comprehensive Zoning Ordinance of the City of Kenner, as amended.

SECTION THREE: That the Council President be and is hereby authorized 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

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. _____



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STATEMENT OF OWNERSHIP

Application Type *PLEASE CHECK ONE*

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Alley Closing | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Revocation of Servitude |
| <input type="checkbox"/> Amusement Center | <input type="checkbox"/> Day Care | <input type="checkbox"/> Modular Home | <input type="checkbox"/> Simple Resubdivision |
| <input type="checkbox"/> C-2 Use In Industrial | <input type="checkbox"/> General Advertising Sign | <input type="checkbox"/> Nonconforming Residential Structure | <input type="checkbox"/> Use on a Property Zoned AH-1 |
| <input type="checkbox"/> Community/Group Home | <input type="checkbox"/> Hazardous/Obnoxious Use | <input type="checkbox"/> Resubdivision | |

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