



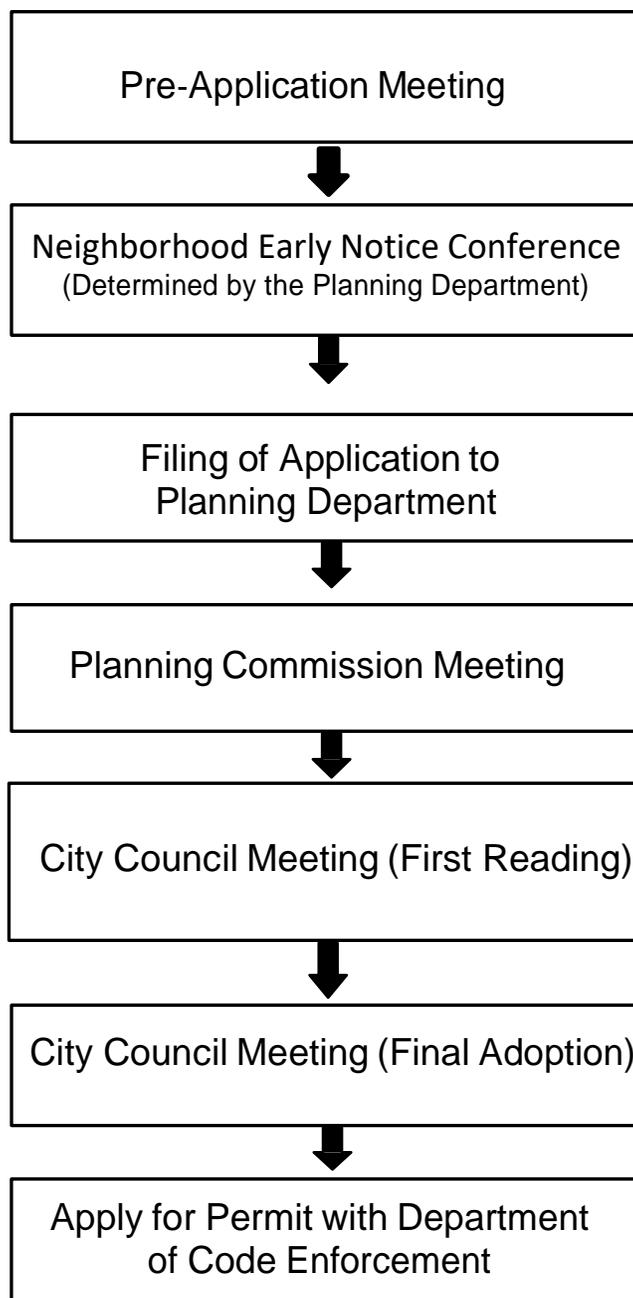
# CITY OF KENNER

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

## CONDITIONAL USE 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 Conditional Use 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.



## 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 250 feet, or as determined by the Planning Department, 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 eight (9) items:

1. Cover letter – to include:
  - a. A detailed description of the conditional use.
  - b. Address and legal description of the site.
  - c. Contact information including telephone number.
  
2. 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.
  
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. 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.

- 6. 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, 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.
  
- 8. Landscape Plan (If determined by Planning Department)
  - 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. Letter from Utility Companies
  - b. 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.
  
- 10. Statement of Ownership (form attached)

IMPORTANT INFORMATION

At least ten days prior to the public hearing, a good faith attempt to notify all property owners of record within a 250-foot radius of the property under consideration shall be made by the sending of an official notice by certified mail of the date, time, and place of the public hearing and the subject matter of the applicable regulations and restrictions. No other mandatory types of notice shall be required; however, the City of Kenner Planning and Zoning Commission, by rule may provide for additional discretionary forms of notice.

\*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. 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 two acres.....	\$300.00
Each additional acre thereafter up to forty acres*.....	\$175.00
*Not to exceed \$6,000.00	

- 2. Research Fee (\$20.00 per lot only if the case involves a resubdivision)

The Planning Department will inform you of the total after the Department of Finance has determined that all taxes or liens have been satisfied.

- 3. 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 Section 6.03(g) of Ordinance No. 11,062, the  
Unified Development Code 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



# CITY OF KENNER

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

## STATEMENT OF OWNERSHIP

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### 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

**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. \_\_\_\_\_**

## 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)