



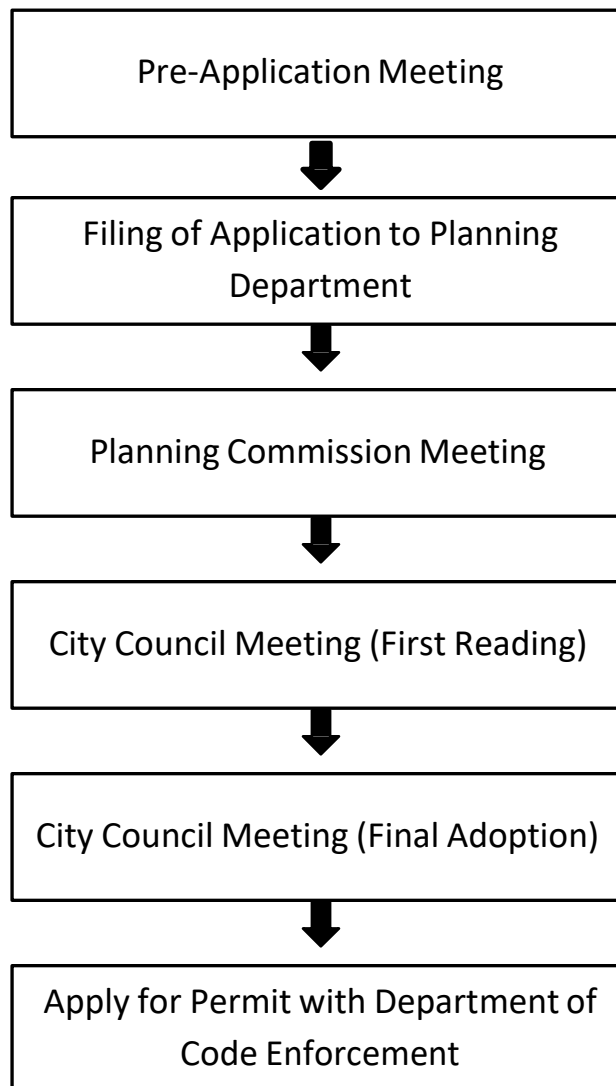
CITY OF KENNER

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

FENCE IN REQUIRED FRONT YARD (SCHOOL/CHURCH) 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 fence in the required front yard of a school or church 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 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.
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. 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 (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.
8. 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.

*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:

- b. Certified Mailings
- c. 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 PERMITTING THE PLACEMENT OF A PERMANENT FENCE IN THE REQUIRED FRONT YARD OF (NAME OF SCHOOL/CHURCH) ON LOT(S) (LOT NUMBER), SQUARE (SQUARE NUMBER), (SUBDIVISION NAME) SUBDIVISION, KENNER, JEFFERSON PARISH, LOUISIANA, IN ACCORDANCE WITH A SITE PLAN BY (NAME) DATED (DATE ON PLAN), SAID LOT (S) BEING OWNED BY (OWNER'S NAME).

WHEREAS, (owner's name) is the owner of Lot(s) (lot number), Square (square number), (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, which they acquired by act before (name of notary), dated (date on act of sale), registered in COB (COB number), Folio (folio number), Parish of Jefferson; and,

WHEREAS, said owner desires that a fence be placed in the required front yard of Lot(s) (lot number), Square (square number), (subdivision name) Subdivision.

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That the plan of (engineer's plan), dated (date on plan), showing the permanent placement of a (height) fence in the required front yard of Lot(s) (lot number), Square (square number), (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, hereby approved and accepted.

SECTION TWO: That section 20.04(g) of the comprehensive zoning ordinance (CZO) allows for the permanent placement of a fence in the required front yards of public and private schools, and churches upon approval of the city council per section 23.02 of the CZO when it's determined by the city council via site plan review, that the health, safety, welfare and harmony of the neighborhood will be preserved.

SECTION THREE: That the Council President be and is hereby authorized and 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
1801 WILLIAMS BOULEVARD
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KENNER, LOUISIANA 70062
PHONE (504) 468-7280

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

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. _____