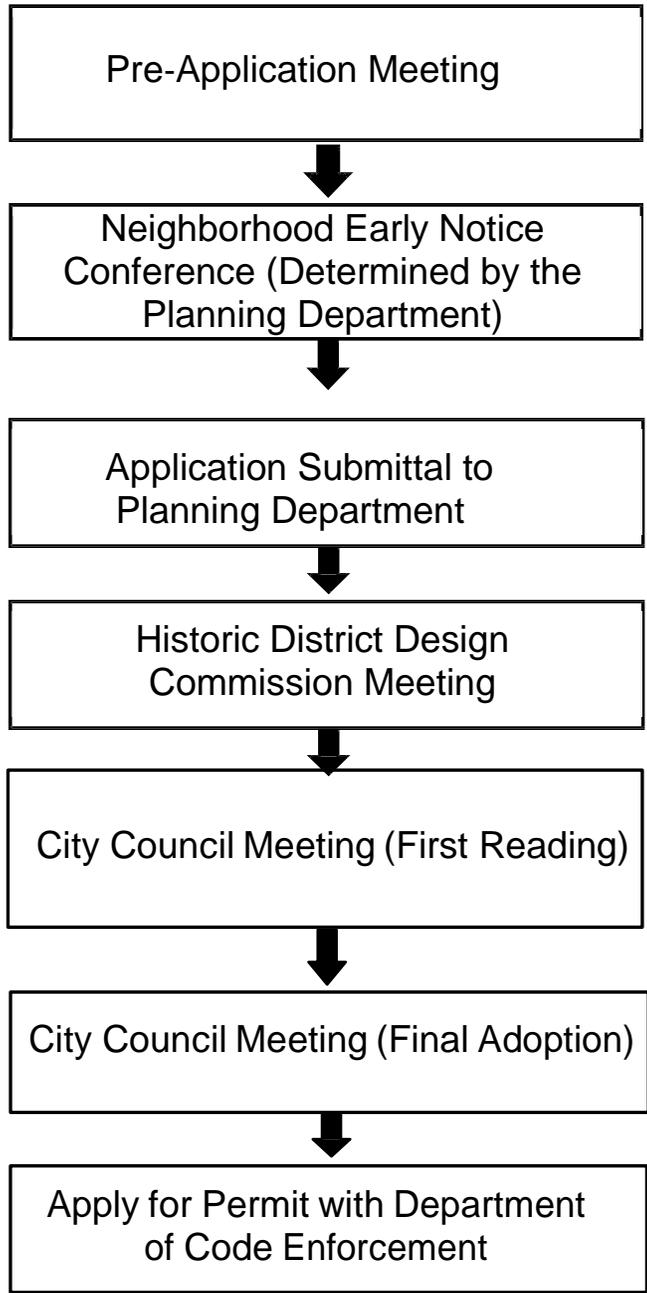




PRE-APPLICATION MEETING

Prior to submitting your application, it is required that you schedule an appointment to meet with one of the Department’s planners to discuss your proposal. Please note that any information provided at the pre-application meeting is technical and for your use in considering the requirements and viability for your application.



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

### **(If Determined to be Needed)**

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 your application. The meeting is meant to provide the applicant the opportunity to present the proposal, and be responsive to neighborhood concerns before the application is officially submitted.

\*The Planning Department may waive the Early Neighborhood Notification Meeting depending on the application request.

#### **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.

#### **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;
  - A brief description of the nature and location of the proposal.
  - A site plan, landscape plan and building elevation plan.
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: (It is 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:

### **APPLICATION SUBMITTAL**

The Planning Department will only accept a complete application. A complete application includes the following items:

1. Boundary Survey
  - a. One full-size (24" x 36") and one 11" x 17" survey performed and stamped by a licensed surveyor or engineer
  - b. Survey must not be more than five (5) years old and should reflect existing site conditions.
  
2. 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, building and off-street parking locations, and other site features including detached sign locations, fencing, exterior lighting, and structures.
  
3. Storm Water Management Plan *(If determined by the Planning Department)*
  - 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.
  
4. 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/foundation.

5. Building Elevation Plan

- a. One full-size (24" x 36") and one 11" x 17" Building Elevation Plan providing an illustration of the north, south, east, and west building facades.
- b. Architectural features of the building facades and roofing material shall be provided, including exterior paint colors.
- c. Samples or pictures of building materials and paint colors, etc. may be provided.

6. 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.

7. Letter of No Objection from Utility Companies

- a. Utility letters must be sent to each service utility provider (see attached list) to determine if there are any utility facilities such as lines, mains, or servitudes located in or around the subject area, and whether there is any potential future need for the use of the property. Responses are to be provided as part of the application submittal.

8. Statement of Ownership (form attached)

IMPORTANT INFORMATION

Within sixty (60) days of receiving a completed application with all supporting documentation, the Planning Department will transmit the application along with its report to the Historic District Design Commission and advertise the application in the Official Journal for the next available listed meeting date.

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 Historic District Design 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 processing 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:

Historic District Design Commission Fee.....\$300.00

Conditional Use Application Fee

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

Please note that while the Planning Department oversee the notification process, 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. Historic District Design Commission Meeting

Meetings are held on the first Tuesday 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 purpose of the Historic District Design Commission is the preservation of all such buildings in the Rivertown Historic District that are considered to have architectural and historical value and which should be preserved for the benefit of the people of the City and state, and to review and judge plans for new and/or renovated structures proposed within the district.

### 2. City Council Meeting

After receiving a final recommendation from the Historic District Design 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.



# 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"/> Modular Home                        | <input type="checkbox"/> Revocation of Servitude      |
| <input type="checkbox"/> Amusement Center      | <input type="checkbox"/> Day Care                 | <input type="checkbox"/> Nonconforming Residential Structure | <input type="checkbox"/> Rivertown Historic District  |
| <input type="checkbox"/> C-2 Use In Industrial | <input type="checkbox"/> General Advertising Sign | <input type="checkbox"/> Planned Unit Development PUD)       | <input type="checkbox"/> Simple Resubdivision         |
| <input type="checkbox"/> Community/Group Home  | <input type="checkbox"/> Hazardous/Obnoxious Use  | <input type="checkbox"/> Resubdivision                       | <input type="checkbox"/> Use on a Property Zoned AH-1 |

### 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



# CITY OF KENNER

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

## CONTACT INFORMATION

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### OWNER INFORMATION:

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_

### PROPERTY INFORMATION:

Legal Description:  
Subdivision \_\_\_\_\_ Square \_\_\_\_\_ Lot Number(s) \_\_\_\_\_  
Address: \_\_\_\_\_

Architect (if applicable): \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

How old is the structure? \_\_\_\_\_

History or past owners of structure (if known):

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Describe type of business and operation(s):

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Describe proposed work in detail (materials, colors, lighting, etc.):

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\_\_\_\_\_  
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 HISTORIC DISTRICT DESIGN 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)