



CITY OF KENNER

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

SIMPLE RESUBDIVISION APPLICATION

The application shall include the following four (4) items:

1. Cover letter – to include:
 - a. A brief description of and reason for the proposed resubdivision.
 - b. Address and legal description of the site.
 - c. Contact information including telephone number.
2. Boundary Survey
 - a. One original 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. Letter from Utility Companies
 - a. Provide letters and responses from 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.
4. Statement of Ownership (form attached)

FEES

1. Processing Fee

Payment of an application fees are 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:

Application Fee..... \$200.00

2. Research Fee (\$20.00 per lot)

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. Recordation Fee

All approved plans must be recorded with the Jefferson Parish Clerk of Court's office. The applicant is responsible for recording fees which are assessed at \$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 surveys are legally recorded.



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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

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

Veolia Water

Joanne Massony, Director
1610 Reverend Richard Wilson Drive
Annex Building D
Kenner, Louisiana 70062
(504) 468-7292
jmassony@kenner.la.us

Atmos Energy

Quincy Shelling, Project Specialist
101 Airline Drive
Metairie, Louisiana 70001
(504) 849-4042
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

AT&T

Troy Loria, Engineer
840 Poydras Street, Suite 1419
New Orleans, Louisiana 70112
(504) 249-4964
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