



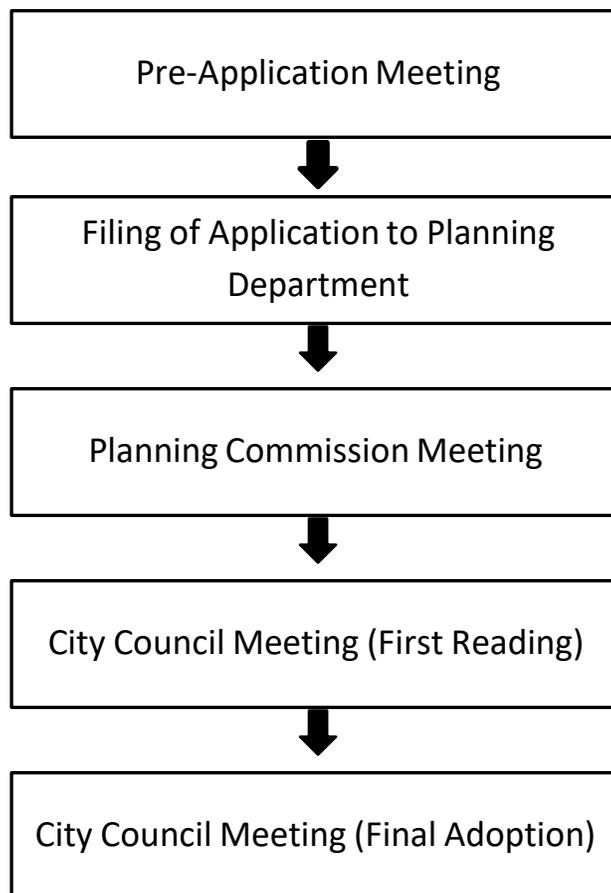
# CITY OF KENNER

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

## APPLICATION FOR A STREET NAME CHANGE

### 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 street name change 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 three (3) items:

1. Cover letter – to include:
  - a. Current street name.
  - b. Provide a detailed description regarding the location (boundaries) of where the street name change would occur.
  - c. The reason the street name change is requested.
2. 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).
3. Petition signed by at least fifty one percent (51%) of the owners of the property fronting the subject street, expressing their approval of the proposed name change.

## IMPORTANT INFORMATION

All owners of property fronting along the subject street 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.

## 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 STREET NAME CHANGE FOR \_\_\_\_\_ STREET BETWEEN \_\_\_\_\_ STREET AND \_\_\_\_\_ STREET IN \_\_\_\_\_ SUBDIVISION, KENNER, JEFFERSON PARISH, LOUISIANA, FROM THE EXISTING STREET NAME OF \_\_\_\_\_ STREET TO THE PROPOSED STREET NAME OF \_\_\_\_\_ STREET.

WHEREAS, (name of applicant) has applied to the City of Kenner for a street name change, more particularly \_\_\_\_\_ Street between Street and \_\_\_\_\_ Street in \_\_\_\_\_ Subdivision, Kenner, Jefferson Parish, Louisiana, in accordance with Section 13-44 of the City of Kenner Code of Ordinances; and,

WHEREAS, the Planning Commission has held a Public Hearing (date of Public Hearing) after notification to the property owners fronting along the subject street between \_\_\_\_\_ Street and \_\_\_\_\_ Street as required by Section 13-44 of the City's Code of Ordinances; and,

WHEREAS, the Planning Department has submitted the results of said Public Hearing and its recommendations to the Mayor and the Council of the City of Kenner.

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That \_\_\_\_\_ Street between \_\_\_\_\_ Street and \_\_\_\_\_ Street in \_\_\_\_\_ Subdivision, Kenner, Jefferson Parish, Louisiana, be and the same is hereby changed (from existing street name) to (proposed street name).

SECTION TWO: That the Council President be and he 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