



CITY OF KENNER

DEPARTMENT OF PLANNING
1801 WILLIAMS BOULEVARD
KENNER, LOUISIANA 70062
PHONE – 504-468-7280

APPLICATION FOR BOARD OF ZONING ADJUSTMENTS

The application must be accepted as complete two (2) weeks prior to the Board of Zoning Adjustments Meeting. The Board meets the 1st Wednesday of every month in the Council Chambers of Kenner City Hall, 1801 Williams Boulevard, at six o'clock (6:00) p.m.

Submit the following:

1. Letter of appeal addressed to the Board of Zoning Adjustments, 1801 Williams Boulevard, Kenner, Louisiana 70062, including the following information:
 - a. The municipal address where the variance is requested.
 - b. Subdivision, lot number, and square number of the site.
 - c. Reason for requesting the variance.
2. Permit Plot Plan Form (if applicable).
 - a. Provided by the Department of Code Enforcement and is stamped disapproved.
 - b. The form must list all reasons of denial.
3. Statement of Ownership, signed by the property owner/applicant (see attached).
4. Survey
 - a. One 8½” x 14” survey performed and stamped by a licensed surveyor or engineer. Must be current and reflect existing site conditions.
5. Site drawing including the following:
 - a. The proposal, including all measurement to property lines.
 - b. For cases regarding signs, include the sign plan performed and stamped by a licensed architect or engineer.

FEES

Processing Fee

Payment of an application fee (see below) 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 non refundable.

Single Family Cases	\$50.00
All Other Cases	\$100.00

Certified Mailing Fee

The applicant and all owners of property within a one hundred fifty (150) foot radius shall be notified by the Planning Department via certified mail (return receipt requested) as to the date, time, and place of the meeting of the Board of Appeals. The Planning Department will send out the certified mailings, however, the applicant is responsible for the cost.

All fees must be paid before any cases are docketed.

NOTE:

No variance may be granted for a use of land or building or structure that is prohibited by the Comprehensive Zoning Ordinance of the City of Kenner.

Successive Appeals - The Board shall not be required to hear an appeal from the same or a substantially similar, decision involving property which was any part of the subject matter of an appeal decided by the Board within the last twelve (12) months.

ADVERTISEMENT

Notice of the meeting shall be published in the City's Official Journal, the *Times Picayune*, once prior to the meeting.

Meetings are held in the Council Chambers of Kenner City Hall, 1801 Williams Boulevard, Kenner, Louisiana at six o'clock (6:00) p.m.



City of Kenner Department of Planning

STATEMENT OF OWNERSHIP
FOR THE
BOARD OF ZONING ADJUSTMENT

Owner Information

I hereby certify that I am the owner of the following property. I consent to the application for a variance as specifically described herein; by the applicant named below.

Name _____ Daytime Phone _____

Mailing Address _____

Email Address _____

Signature of Owner

Date

Applicant Information (IF DIFFERENT FROM OWNER)

Name _____ Daytime Phone _____

Mailing Address _____

Email Address _____

Property Information

Legal Description:

Subdivision _____ Square _____ Lot Number(s) _____

Address _____

Requested Variance/Appeal

I hereby certify that, as the appellant, I have read this application and all of the information above is true and correct.

Signature of Applicant

Date