



## CITY OF KENNER

### DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

Kenner, Louisiana 70062

Phone (504) 468-7280

### LEASE OF CITY OWNED RIGHT-OF-WAY (VETERANS MEMORIAL BOULEVARD) APPLICATION

#### PRE-APPLICATION MEETING

It is recommended that you meet or correspond with one of the Department's planners prior to filing to discuss zoning and related matters associated with your application and the process involved. A member of the Planning Department staff must confirm with the Administration that the City of Kenner is willing to lease the property in question. The application cannot be submitted until confirmation from the Administration is attained.

Approval of a Lease of City Owned Property 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.

Pre-Application Meeting

Filing of Application to Planning  
Department

Planning Commission Meeting

City Council Meeting (First Reading)

City Council Meeting (Final Adoption)

Apply for Permit with Department of  
Code Enforcement

## 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 seven (7) 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. Proposed Ordinance.
  - a. The ordinance must be typed, single spaced on legal size paper (8½" x 14").
  - b. A sample ordinance is attached to serve as a guide.
  - c. The ordinance must be provided on legal size paper and electronically, either via email or on a compact disk (CD).
3. Petition for Alienation (Complete Form VA-1 Attached)
4. Survey
  - a. One 11" x 17" survey stamped by a licensed surveyor or engineer.
  - b. Must be no more than five (5) years old and reflect existing site conditions.
5. Notarized List of Adjoining Property Owners
  - a. Submit a list of owners of all property, which is abutting the property proposed for lease. Include the owners name, address, subdivision name, square, and lot number(s).
  - b. The list must be certified as true and correct.
6. Letter from Utility Companies
  - a. Provide letters and responses to 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.
7. Statement of ownership (form attached).

## IMPORTANT INFORMATION

- The owner of the property adjacent to the leasable right-of-way must be the one entering into the lease agreement with the City of Kenner. An official agent of the owner can go through the application process with the City of Kenner.
- The leasable right-of-way can only be used to satisfy parking and landscaping requirements. Items for sale cannot be stored within the leasable space.
- No improvements can be made to the leasable right-of-way until the application has gone through the entire process, ending with a decision by the City Council.
- All existing utilities within the leasable right-of-way must be protected. Access to said utilities for any maintenance or repairs that may occur must be granted.
- All adjoining property owners 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 is required at the time of filing. This can be paid by check or money order made payable to the City of Kenner. Fees are nonrefundable. The processing fees are as follows:

Lease of an alley .....	\$100.00
Lease of street r/w over 39' x 25' .....	\$1,500.00
Under 39' x 25' .....	\$100.00

### 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, 303 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 New Orleans Advocate 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. Following the mandatory twenty-eight (28) day layover, the case will then be placed on the agenda at the next available City Council meeting 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 THE LEASE OF A CERTAIN PORTION OF GROUND FRONTING ON VETERANS BOULEVARD AND MEASURING (DIMENSIONS OF LEASABLE AREA), ADJACENT TO (LOT NUMBER), (SQUARE NUMBER), (SUBDIVISION NAME), KENNER, JEFFERSON PARISH, LOUISIANA, AS SHOWN ON THE ATTACHED SURVEY BY (SURVEYOR'S NAME) DATED (DATE SHOWN ON SURVEY), WHICH SAID PROPERTY IS OWNED BY THE CITY OF KENNER.

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WHEREAS, an offer has been made by (applicant's name) to lease the following described property for the appraised annual market rent of (annual amount based on square footage), one dollar and seventy-three cents (\$1.73) per square foot, as shown on the appraisal performed by Gayle H. Boudousquie, dated December 10, 2013, all cash to vendor to wit as follows: a certain portion of ground fronting Veterans Boulevard measuring (dimensions of leasable area), adjacent to (Lot number), (Square number), (Subdivision name), Kenner Jefferson Parish, Louisiana, as shown on the survey performed by (surveyor's name) dated (date shown on survey); and,

WHEREAS, the lease of said property has been duly advertised and noticed, all in accordance with Louisiana Revised Statute 33:4712; and,

WHEREAS, pursuant to Louisiana Revised Statute 33:4712, a public hearing was held and it was determined that said property is no longer needed for public use; and it is in the public interest that this property be leased to (applicant's name); and,

WHEREAS, Ordinance 10,599, regarding the leasing of rights-of-way along Veterans Boulevard, was adopted by the Council on June 6, 2013 and sets out specific guidelines for the lease of said rights-of-way.

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That a certain portion of ground fronting Veterans Boulevard measuring (dimensions of leasable area), adjacent to (Lot number), (Square number), (Subdivision name), Kenner, Jefferson Parish, Louisiana, as shown on the survey performed by (surveyor's name) dated (date shown on survey), attached hereto and made a part hereof are no longer needed for public use and it is the best interest of the City of Kenner that this property be leased by (applicant's name) for the appraised annual market rent of (annual amount based on square footage), one dollar and seventy-three cents (\$1.73) per square foot, as shown on the appraisal performed by Gayle H. Boudousquie, dated December 10, 2013, all cash to vendor to wit for a term of one (1) year, renewable automatically unless sooner terminated.

SECTION TWO: That the right-of-way shall be used specifically to satisfy the off street parking and landscaping requirements for (adjacent Lot number), (Square number), (Subdivision name).

SECTION THREE: That the annual rental amount is subject to the adjustment for inflation in accordance with the terms of the lease agreement.

SECTION FOUR: That (applicant) and any future property owner or successor shall protect all existing utilities, rights-of-way and/or services contained on said property, and grant any servitude, right-of-way or right-of-use that any utility company or other governing agency or political subdivision may so require.

SECTION FIVE: That the Mayor of the City of Kenner be and is hereby authorized to sign any plans or documents which may be necessary to carry into effect the foregoing.

SECTION SIX: That the lease and the proceeds of said lease shall be administered in accordance with Ordinance 10,599.

SECTION SEVEN: That all ordinances or parts of ordinances in conflict with this ordinance are hereby expressly repealed and rescinded by only insofar as they conflict with the provisions of the ordinance and no further.

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 \_\_\_\_\_.

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CLERK OF THE COUNCIL

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PRESIDENT OF THE COUNCIL

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MAYOR

Sample Ordinance

CASE # \_\_\_\_\_

## City of Kenner Department of Planning

## PETITION FOR ALIENATION OF CITY OWNED PROPERTY

Name of Applicant \_\_\_\_\_

Phone Number --- Home \_\_\_\_\_ Work \_\_\_\_\_

Address of Applicant \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Plot Size \_\_\_\_\_

Linear Feet of Lot \_\_\_\_\_ Square Feet of Lot \_\_\_\_\_

Location of Frontage on \_\_\_\_\_, Bounded by \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Square/Parcel Number \_\_\_\_\_

Lot Number(s) \_\_\_\_\_

Reason for Alienation:

Existing use and/or structures thereon:

Proposed Use:

I HEREBY DECLARE THAT I AM THE APPLICANT AND ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ANY FALSE INFORMATION SHALL AUTOMATICALLY VOID THIS REQUEST AT MY EXPENSE.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



*City of Kenner Department of Planning*

STATEMENT OF OWNERSHIP  
FOR THE  
LEASING OF VETERANS RIGHT-OF-WAY

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**Owner Information**

I hereby certify that I am the owner of the following property. I consent to the application for the lease of City owned Veterans right-of-way; by the applicant named below.

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

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**Signature of Owner**

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**Date**

**Applicant Information (IF DIFFERENT FROM OWNER)**

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Property Information**

Legal Description:

Subdivision \_\_\_\_\_ Square \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Address \_\_\_\_\_

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

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**Signature of Applicant**

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**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 Southeast Louisiana Flood Protection Authority-East is required if your application involves a site that falls within three hundred (300) feet of a protection levee. Deborah Abunaser, [dabunaser@floodauthority.org](mailto:dabunaser@floodauthority.org), 504-286-3100.
- 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**

Alexa Dale, Engineer, N.P.  
1221 Elmwood Park Blvd., Suite 802  
Jefferson, Louisiana 70123  
(504) 736-6912  
[alexa.dale@jeffparish.gov](mailto:alexa.dale@jeffparish.gov)

### **City of Kenner WasteWater**

Joanne Massony, Director  
1610 Reverend Richard Wilson Drive  
Annex Building D  
Kenner, Louisiana 70062  
(504) 468-7292  
[planning@kenner.la.us](mailto:planning@kenner.la.us) *(Please note that the Planning Department will forward the request to the appropriate person.)*

### **Atmos Energy**

Johnnie Jackson, Project Specialist  
101 Airline Drive  
Metairie, Louisiana 70001  
(504) 214-6363  
[johnnie.jackson@atmosenergy.com](mailto:johnnie.jackson@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) 595-3816  
[jrich1@entergy.com](mailto:jrich1@entergy.com)

### **AT&T**

Jeffrey Breaux, Engineer  
72337 Industry Park  
Covington, Louisiana 70435  
(985) 317-8763  
[jb0392@att.com](mailto:jb0392@att.com)

### **City of Kenner Public Works**

1610 Reverend Richard Wilson Drive  
Annex Building D  
Kenner, Louisiana 70062  
(504) 468-7515  
[planning@kenner.la.us](mailto:planning@kenner.la.us) *(Please note that the Planning Department will forward the request to the appropriate person.)*