



CITY OF KENNER

**DEPARTMENT OF PLANNING
421 Williams Boulevard
2nd 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. Resubdivision Survey
 - a. One original 8.5” x 14” resubdivision 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. Letters of No Objection 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 by check or money order 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. This check must be made out to the Jefferson Parish Clerk of Court.

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. You should attach a copy of your resubdivision survey 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, 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

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 *(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

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

AT&T

Jeffrey Breaux, Engineer
72337 Industry Park
Covington, Louisiana 70435
(985) 317-8763
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 *(Please note that the Planning Department will forward the request to the appropriate person.)*