



CITY OF KENNER

DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

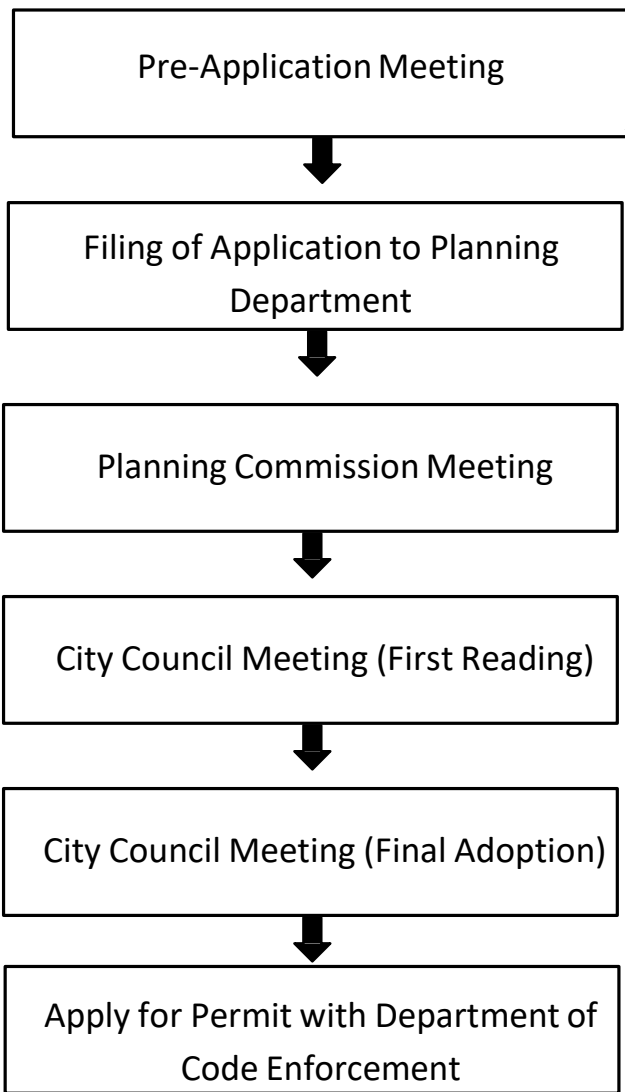
Kenner, Louisiana 70062

Phone (504) 468-7280

RESUBDIVISION APPLICATION (2 ACRES OR MORE)

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 resubdivision greater than two acres 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.



REGARDING UTILITY LETTERS

If you have all the other materials but have not received a response to some of the utility letters in a timely manner you may submit the resubdivision application. The Planning Department will work with you to get a response before the Planning Commission hearing date.

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 five (5) items:

1. Cover letter – to include:
 - a. Contact information including telephone number.
 - b. Address of the site, subdivision name, square number, and lot number(s).
 - c. A brief description of the proposed resubdivision, and the reason for the proposed resubdivision.
2. Boundary Survey
 - a. One digitized boundary survey and one 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. 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 electronically, either via email or on a compact disk (CD).
4. Letter 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.
5. Statement of Ownership (form attached).

IMPORTANT INFORMATION

At least ten days prior to the public hearing, a good faith attempt to notify all property owners of record within a 250-foot radius of the property under consideration shall be made by the sending of an official notice by certified mail of the date, time, and place of the public hearing and the subject matter of the applicable regulations and restrictions. No other mandatory types of notice shall be required; however, the City of Kenner Planning and Zoning Commission, by rule may provide for additional discretionary forms of notice.

*Please note that any changes made that alter the survey after obtaining City Council approval will require you to re-submit the survey to the Planning Department for review. This action will require a recordation fee of \$105.00 for 1 to 5 pages, \$205.00 for 6 to 25 pages, and \$305.00 for 26 to 50 pages.

FEES

- 1. Payment of an application fee is required at the time of filing. This can be paid in 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 only if the case involves a resubdivision)

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. 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. 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 THE PLAN OF RESUBDIVISION OF LOTS (LOT NUMBER), SQUARE (SQUARE NUMBER), (SUBDIVISION NAME) SUBDIVISION, KENNER, JEFFERSON PARISH, LOUISIANA, INTO LOTS (LOT DESIGNATION), SQUARE (SQUARE OR PLOT DESIGNATION), (SUBDIVISION NAME) SUBDIVISION, IN ACCORDANCE WITH A SURVEY BY (NAME) DATED (DATE ON PLAN), WHICH LOT(S) ARE OWNED BY (OWNER'S NAME).

WHEREAS, (owner's name) is the owner of Lot(s) (lot number), Square (square number), (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, which they acquired by act before (Notary Public name), dated (date on act of sale), registered in COB (COB number), Folio (folio number), Parish of Jefferson; and,

WHEREAS, said owner desires to resubdivide said lots into lot to be designated as Lot (lot designation), of Square (square or plot designation number), (subdivision name) Subdivision:

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That the plan of (surveyor's plan), dated (date on survey), showing the resubdivision of Lot(s) (lot number), Square (square or plot designation), (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, into Lot (lot designation), in said square, and the resubdivision of such lots in accordance with said plan are hereby approved and accepted.

SECTION TWO: That the Council President be and 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



CITY OF KENNER

DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

Kenner, Louisiana 70062

Phone (504) 468-7280

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 the 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.)*