



CITY OF KENNER

DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

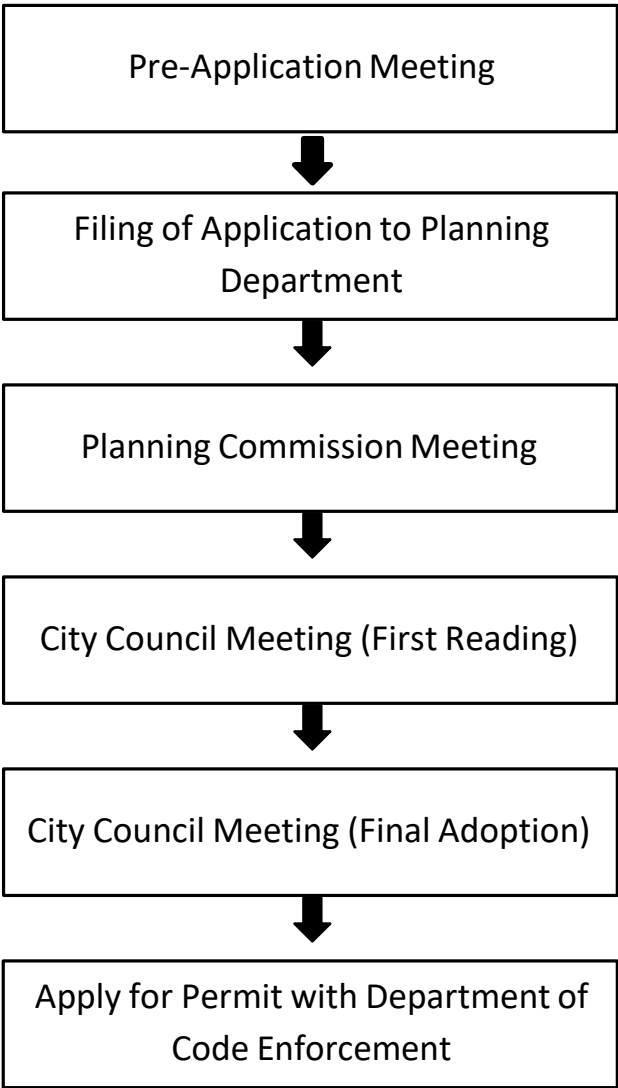
Kenner, Louisiana 70062

Phone (504) 468-7280

APPLICATION FOR CLOSING AN ALLEY

PRE-APPLICATION DISCUSSION

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 the revocation of an alley 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 five (5) items:

1. Cover Letter – to include:
 - a. The reason for requesting the closing.
 - b. Size (in square feet) and location of the alley (legal description of bordering lots and street names).
2. 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.
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. Petition
 - a. The petition must be signed by at least fifty one percent (51%) of the property owners adjacent to the alley.
5. Letter from Utility Companies
 - a. Must state whether or not there is a need for any existing servitudes.
Note: Letters must be sent certified. If no reply is received within sixty (60) days, it will be as if approval for closure was given.

IMPORTANT INFORMATION

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.

*Please note that obtaining Council approval for the revocation results in the ownership of the alley reverting to the abutting property owner(s) only. This does not include approval for the resubdivision of the former alley with the existing lots or any type of construction or alteration on that property.

FEES

1. Processing Fee

Payment of an application fee of \$300.00 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.

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

3. Recordation Fee

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.

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 REVOKING THE DEDICATION OF THE (STATE WIDTH) FOOT ALLEY(S) IN (SUBDIVISION NAME) SUBDIVISION, KENNER, JEFFERSON PARISH, LOUISIANA, BOUNDED BY (NAME OF STREET) ON THE SOUTH, (NAME OF STREET) ON THE NORTH, (NAME OF STREET) ON THE WEST AND (NAME OF STREET) ON THE EAST, AS SHOWN ON THE ATTACHED SURVEY BY (SURVEYOR'S NAME), WHICH SAID PROPERTY IS OWNED BY THE CITY OF KENNER.

WHEREAS, the (state width) foot wide alley(s) in that part of (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, bounded by (name of street) on the South, (name of street) on the North, (same of street) on the West and (name of street) on the East, as shown on the attached Survey by (Surveyor's name), which said property is owned by the City of Kenner, has/have never been opened nor used by the City of Kenner or the public in general, has/have been abandoned, and is/are not needed for public use; and,

WHEREAS, it is in the best interest of the City of Kenner and the public that the dedication of the aforescribed alley(s) be revoked and voided, and that said property be transferred and returned to the abutting property owners.

THE COUNCIL FOR THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That the dedication of the (state width) foot wide alley(s) in that part of (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, bounded by (name of street) on the south, (name of street) on the north, (name of street) on the west and (name of street) on the east, as shown on the attached Survey by (Surveyor's name), which said property is owned by the City of Kenner, be and (it is/they are) hereby revoked, set aside and voided, said property to revert to the abutting property owners, all in accordance with the applicable statutes and ordinances, including but not limited to L.S.A. R.S. 48:701.

SECTION TWO: That the City of Kenner does not warrant title to said closed alley(s).

SECTION THREE: 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.

SECTION FOUR: That all ordinances or parts of ordinances in conflict herewith, be and the same is hereby repealed.

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

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, 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.)



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