



## CITY OF KENNER

### DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

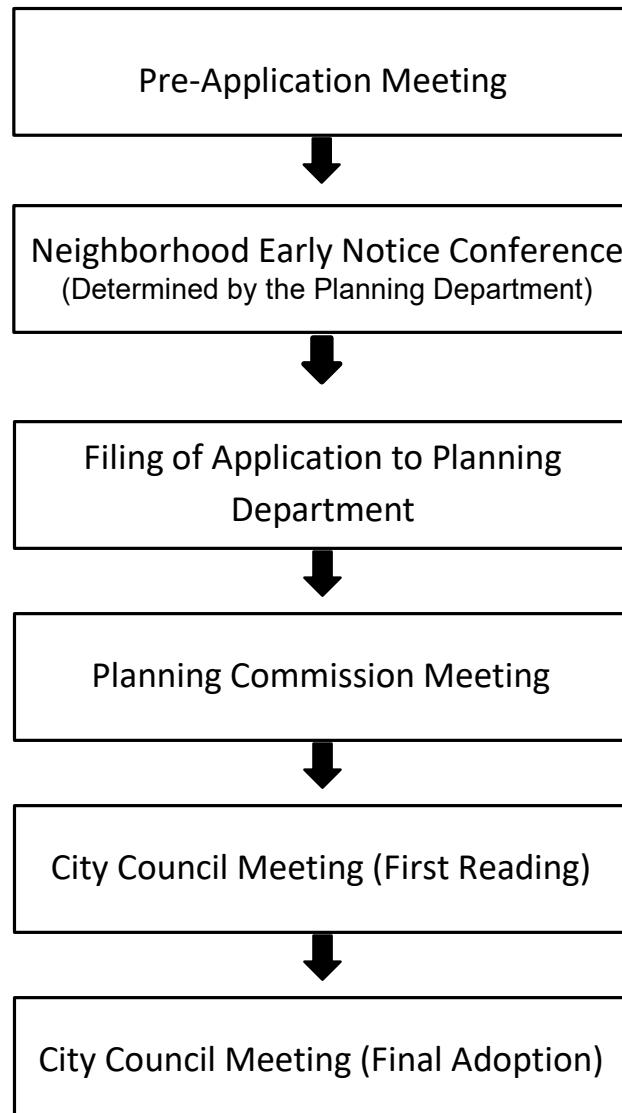
Kenner, Louisiana 70062

Phone (504) 468-7280

### REZONING APPLICATION

#### 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 a rezoning 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.



## **EARLY NEIGHBORHOOD NOTIFICATION AND MEETING PROCESS**

In accordance with Section 6.01(c), of the Unified Development Code, an early neighborhood notice meeting is required to be held prior to the submittal of the following application types: rezoning of property; planned unit developments; conditional uses; day care centers, hazardous & obnoxious uses, the Rivertown Historic District, and any other application the Planning Department deems necessary. The meeting is meant to provide the applicant the opportunity to present the proposal, and be responsive to neighborhood concerns early in the process, while neighbors have the opportunity to ask questions and provide comment to the applicant.

### **WHO IS INVOLVED?**

The meeting primarily occurs between the applicant and surrounding property owners and/or residents within approximately 250 feet (depending on the specifics of the proposal) of the subject property. The recognized neighborhood or civic association, or respective city council office may assist in setting up the meeting. The City Administration has no key role in the meeting.

### **NEIGHBORHOOD MEETING PROCESS:**

1. The applicant shall contact the appropriate recognized neighborhood or civic association proposing three possible dates and times for the meeting. If the association does not respond within fourteen days, the applicant may contact the respective city council office for assistance in setting up the meeting.
2. The meeting must be held at a location within the city that is in, or as close as practical to the subject property.
3. Once a date, time and location has been confirmed, the applicant will mail the following information to the property owners, and occupants of property within 250 feet, or as determined by the Planning Department, the following information:
  - The necessary meeting information, including date, time and location; and
  - A brief description of the nature and location of the proposal.
  - Although not required, a conceptual site plan would be useful.
4. If all reasonable attempts by the applicant fail to produce a meeting within 45 days of the written request, the community or neighborhood will lose its right to an early notice meeting.
5. Following the early neighborhood notice meeting, the applicant must provide the neighborhood meeting report along with the formal application, delineating concerns raised at the meeting as well as any actions taken to assuage or mitigate these concerns.

The following is a sample neighborhood meeting report that you should include in your submission:

### **NEIGHBORHOOD MEETING REPORT**

1. Project Case No.: \_\_\_\_\_
2. Meeting Date & Time: \_\_\_\_\_
3. Meeting Location: \_\_\_\_\_
4. Number of invitations that were sent: \_\_\_\_\_
5. How was the mailing list generated: \_\_\_\_\_
6. Number of neighbors in attendance (attach a sign-in sheet): \_\_\_\_\_

7. List the verbal comments and how you plan to address any issues: (City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved.)

8. List or attach the written comments and how you plan to address any issues:

#### FILING OF APPLICATION

**NOTE:** Within sixty (60) days of receiving a complete application with all supporting documentation, the Planning Department will transmit the application along with its report to the Planning & Zoning Commission and 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. Location of the property proposed for rezoning including the subdivision(s), square number(s), and lot number(s).
  - c. State the current and proposed zoning designation, as well as the reason for the proposed rezoning.
2. Boundary Survey
  - a. One full-size (24" x 36") 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 space 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. A petition signed by at least fifty-one percent (51%) of the owners of the property involved (sample attached).
5. A notarized list of property owners.
  - a. Submit a list of owners of all property within a two hundred fifty foot (250') radius of the property proposed for rezoning; include the owner's name, address, subdivision name, square, and lot number for each lot.
  - b. The list must be certified as true and correct.

## 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 site plan and/or sign plan after obtaining City Council approval will require you to re-submit plans 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 by check or money order made payable to the City of Kenner. Fees are nonrefundable. The fees are as follows:

Text Change (Per Change) .....	\$100.00
Changing Official Zoning Map*First Acre.....	\$200.00
Each Additional Acre .....	\$50.00

\*Not to exceed \$5,000.00

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 AMENDING ORDINANCE NO. 2427, ADOPTED BY THE CITY OF KENNER, LOUISIANA, ON DECEMBER 4, 1978, ENTITLED COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF KENNER, LOUISIANA, MORE PARTICULARLY AMENDING AND REZONING LOTS (LIST LOTS), SQUARE (SQUARE NUMBER.), (SUBDIVISION NAME) SUBDIVISION, KENNER, JEFFERSON PARISH, LOUISIANA, AS SHOWN ON SURVEY OF (SURVEYOR'S NAME) DATED (DATE OF SURVEY), FROM (CURRENT ZONING) TO (PROPOSED ZONING) AND DIRECTING, AUTHORIZING AND EMPOWERING THE PLANNING DIRECTOR FOR THE CITY OF KENNER TO ALTER AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF KENNER, LOUISIANA.

WHEREAS, Lots (list lots), Square (square number), (subdivision) Subdivision are designated on the Official Zoning map of the City of Kenner, Louisiana, as (current zoning); and,

WHEREAS, the Planning Director of this City has caused to be held a public hearing as prescribed by law for the rezoning of said property; and,

WHEREAS, the said public hearing was held by the City of Kenner Planning and Zoning Commission on \_\_\_\_\_, to consider and hear all parties of interest in

connection with the reclassification of aforementioned property from (current zoning), to (proposed zoning); and has submitted its report and recommendations to the Council of the City of Kenner, all in accordance with law.

**THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:**

**SECTION ONE:** That the zoning classification of Lots (list lots), Square (square number), (subdivision name), as shown on the survey of (surveyor's name) dated (date of survey), be and the same is hereby amended and changed from (current zoning) to (proposed zoning).

**SECTION TWO:** That the Planning Director for the City of Kenner, Louisiana, be, and is hereby empowered, authorized and directed to make the necessary and appropriate changes and amendments to Ordinance No. 2427, of the City of Kenner, Louisiana, more particularly the Official Zoning map of the City of Kenner on which the above mentioned property is located, designating said property as (proposed zoning).

**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 with this ordinance are hereby expressly repealed and rescinded but only insofar as they conflict with the provisions of this 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

A PETITION TO AMEND ORDINANCE NO.11,062  
THE ZONING ORDINANCE OF THE CITY OF KENNER

We the undersigned property owners are requesting the City of Kenner Council to consider the rezoning of Square(s) \_\_\_\_\_, Lots(s) \_\_\_\_\_, Subdivision from \_\_\_\_\_ zoning to \_\_\_\_\_.

## Property Owner

**Present Address  
(City, State & Zip Code)**

## Telephone Number (Home & Work)

## Property Owned (Square, Lots, & Subdivision)

We the above represent over 50% of the property requested to be rezoned. Further we hereby declare to be the true and correct property owner