



CITY OF KENNER

DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

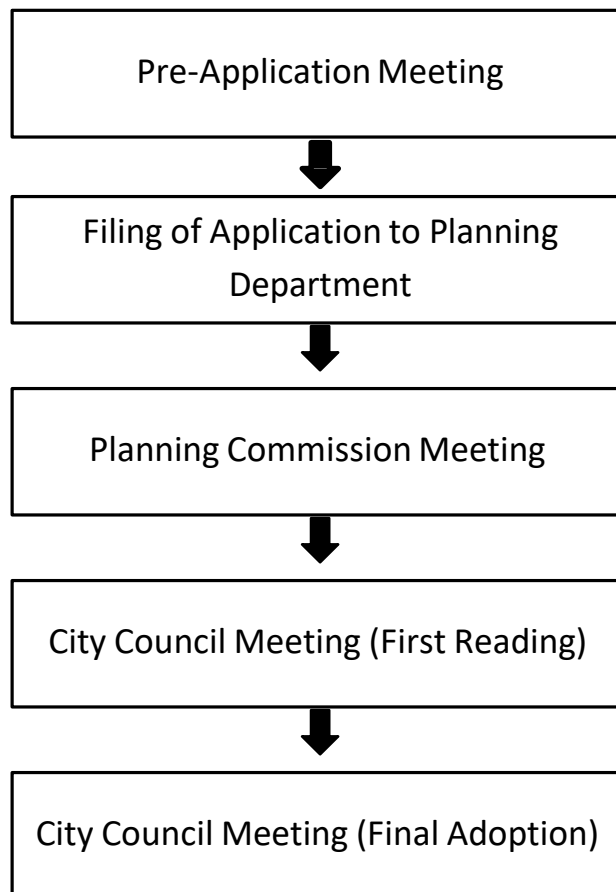
Kenner, Louisiana 70062

Phone (504) 468-7280

APPLICATION FOR A STREET NAME CHANGE

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 street name change 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 three (3) items:

1. Cover letter – to include:
 - a. Current street name.
 - b. Provide a detailed description regarding the location (boundaries) of where the street name change would occur.
 - c. The reason the street name change is requested.
2. 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).
3. Petition signed by at least fifty one percent (51%) of the owners of the property fronting the subject street, expressing their approval of the proposed name change.

IMPORTANT INFORMATION

All owners of property fronting along the subject street 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 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

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.

MAYOR