



# CITY OF KENNER

## DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

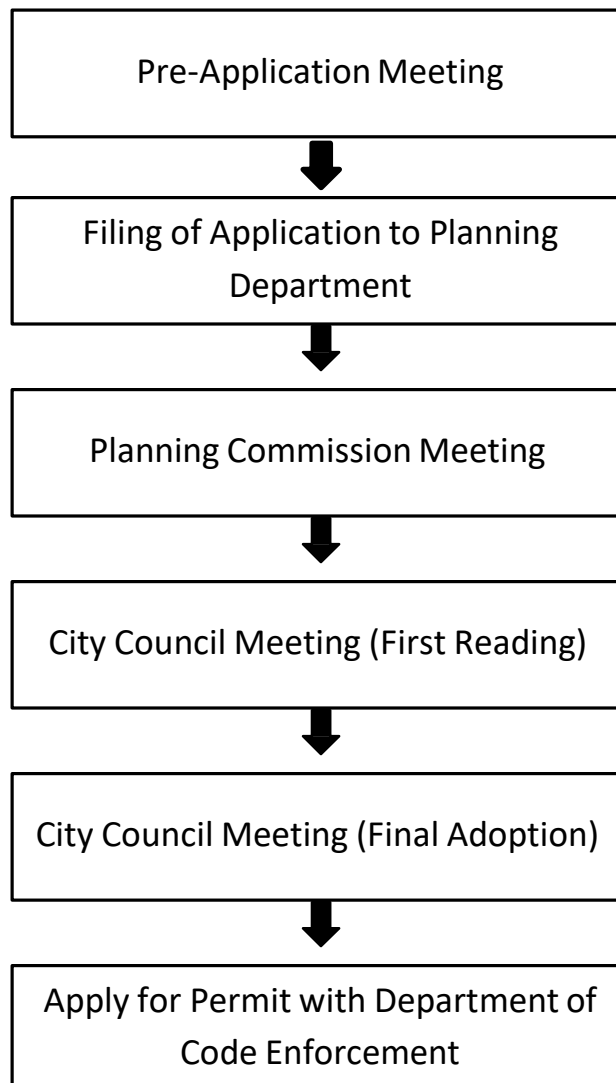
Kenner, Louisiana 70062

Phone (504) 468-7280

### DAY CARE CENTER 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 Day Care Center 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 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 ten (10) items:

1. Cover letter – to include:
  - a. A detailed description of the proposed day care including the total enrollment.
  - b. Address and legal description of the site.
  - c. Contact information including telephone number.
2. Boundary Survey
  - a. 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. Site Plan
  - a. One 11" x 17" Site Plan performed and stamped by a licensed engineer or architect.
  - b. The Site Plan shall include all relevant site information, including but not limited to lot size and description, north arrow, sign location and setbacks, and the location of other site features including buildings, signs, off-street parking.
5. Storm Water Management Plan
  - a. One copy of a Stormwater Management Plan is required to be submitted for all new development and redevelopment of sites with 7,000 square feet or more of total impervious surface, residential developments of five (5) units or more, or a site one (1) acre or more in size.
  - b. The Stormwater Management Plan shall be prepared by a landscape architect and/or civil engineer licensed in the State of Louisiana.
6. Sign Plan
  - a. One 11" x 17" Sign Plan performed and stamped by a licensed engineer or architect.
  - b. The Sign Plan shall include the size and dimensions of the sign, including but not limited to texture, color, material, lettering, and anchoring/foundation.
7. Elevation Plan
  - a. One 11" x 17" Elevation Plan providing an illustration of the proposed structure.
8. Landscape Plan (If determined by Planning Dept.)
  - a. One 11" x 17" Landscape Plan Stamped by a licensed Landscape Architect or Landscape Contractor, in accordance with Chapter 24 of Title 13 of the Louisiana Horticulture Law.
9. Felony Letter (form attached)
  - a. Must be certified by the Jefferson Parish Sheriff's Office.
10. 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 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. 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.

(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 ESTABLISHMENT OF A NURSERY DAY CARE CENTER ON (LOT NUMBER), (SQUARE NUMBER), (SUBDIVISION NAME), KENNER, JEFFERSON PARISH, LOUISIANA, WHICH PROPERTY IS ZONED (ZONING), AND IN ACCORDANCE WITH SAID PLANS BY (NAME) DATED (DATE).

WHEREAS, (applicant's name) has applied to the City of Kenner for permission to establish a nursery day care center on Lots (lot number), Square (Square number), (Subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, in accordance with Section 6.05(e)(1) of Ordinance No. 11,062 of the City of Kenner and in accordance with said plans; and,

WHEREAS, the Planning Commission has held a public hearing on \_\_\_\_\_ after notification to surrounding property owners as required by Section 6.02(b) of the City of Kenner Unified Development Code Ordinance No. 11,062; and,

WHEREAS, the Planning Department has submitted the results of said public hearing and its recommendations to the Mayor and the Council of the City of Kenner.

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: The establishment of a nursery day care center by (applicant's name) on Lots (lot number), Square (square number), (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana, in accordance with said plans, be and the same is hereby approved, conditioned upon the following:

1. That they care for a maximum of (maximum number of children) children per day, Monday through Friday, (hours of operation).
2. That they obtain approval from the Department of Education.
3. That they obtain and maintain required registration with the Department of Education, State of Louisiana, or its successor agency. (R.S. 17:407.31 – 17:407.53, Act 868 (SB 524))

SECTION TWO: That the applicant has six (6) months from the date of Council approval to obtain any permit, license or certificate that is required to effect the actions enacted by this ordinance.

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.

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

## **DAY CARE CENTER RESTRICTIONS AND REGULATIONS**

The following shall comply with the provisions and procedures of Section 6.03(g), Conditional Use Permits, of the Unified Development Code:

### **Day Care Center, adult or Day Care Center, child. Providing that:**

1. Center is located on a site having a minimum area of one acre.
2. There shall be a building or structure within which a minimum of thirty-five (35) square feet per child (based on total enrollment) of useable, available play or instruction space shall be provided.
3. There shall be a minimum of seventy-five (75) square feet per child, (based on total enrollment) of useable available outdoor play or instruction area on the lot or property, providing that no portion of such play or instruction area shall be located within the required front yard of the lot or property.
4. Outdoor play or instruction area shall be enclosed by a fence no less than four (4) feet, nor more than six (6) feet in height.
5. Additionally, a wood, metal, or masonry fence shall be provided along any rear or side property line adjoining any residentially zoned property not used for a similar purpose. Any such fence shall be designed to be at least five (5) feet in height and eighty (80) percent or more opaque when viewed horizontally.
6. There shall be provided a minimum of three (3) off-street parking spaces, or one off-street parking space for each three hundred fifty (350) square feet of indoor play or instruction space, whichever is the greater.
7. Hard-surfaced paved area shall be provided off-street for buses and/or motor vehicles bringing and picking up children. This may be in the required front yard. That the regulatory department be empowered to enforce all provisions of state law R.S. 46:1401 as amended, which is made a part of this ordinance prior to issuance of a permit and thereafter. The Planning and Zoning Commission will hold public hearings per section 6.03 (f)(7)(d) and make recommendation to the City Council, and all property owners within one hundred (100) feet fronting on both sides of the street of the premises affected shall be notified by certified mail calling the attention of the public hearing for this purpose.
8. Must meet all requirements of the Louisiana State Law (R.S. 17:407.31 – 17:407.53 - Act 868 (SB 524))

**STATE OF LOUISIANA  
PARISH OF JEFFERSON  
CITY OF KENNER**

I, \_\_\_\_\_, do declare that:  
(name of employee/proprietor)

- (1) I am a person of the full age of majority (age 18 years or older) and am of good character and reputation.
- (2) I am the \_\_\_\_\_ of  
(Position)  
\_\_\_\_\_. (Name of establishment)
- (3) I have never been convicted of a felony under the laws of the United States, this state, or any state or country.
- (4) I have never been convicted in this or in any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegally dealing in narcotics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date