



# CITY OF KENNER

## DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

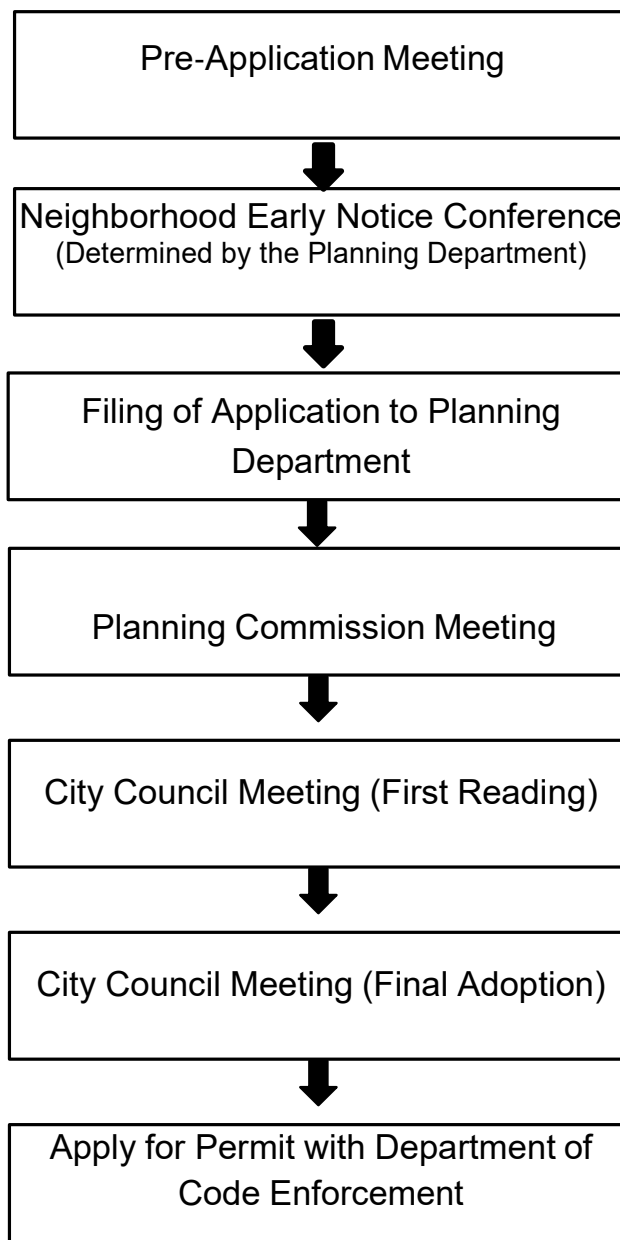
Kenner, Louisiana 70062

Phone (504) 468-7280

### GENERAL ADVERTISING SIGN 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 General Advertising Sign 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 seven (7) items:

1. Cover letter – to include:
  - a. A detailed description of the proposed sign.
  - b. Address and legal description of the site.
  - c. Contact information including telephone number.
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. Site Plan
  - a. One full-size (24" x 36") and 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. Sign Plan
  - a. One full-size (24" x 36") and 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 and architectural features, including but not limited to texture, color, material, lettering, and anchoring/foundation.
6. Landscape Plan (If determined by Planning Dept.)
  - a. One full-size (24" x 36") and 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.
7. Statement of Ownership (form attached)

## IMPORTANT INFORMATION

All property owners within a two hundred fifty foot (250') radius of the property 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 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 in cash or by check 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.

## STANDARDS FOR GENERAL ADVERTISING SIGNS

1. Only one general advertising sign is permitted every one thousand (1,000) feet distance on both sides of the street, measured in a straight line along the front property line. Corner lots can have general advertising signs on only one street.
2. No general advertising sign shall be located within five hundred (500) feet of any public park or playground of more than one acre, any residential district or any residential structures, measured radially from the outer extremities of the sign.
3. No general advertising sign shall be located in such a manner as to obscure, obstruct, or otherwise physically interfere with the clear or unobstructed view of an official traffic sign, signal, or device, or obstruct or physically interfere with the driver's view of approaching, merging, or intersecting traffic.
4. No general advertising sign will be injurious to other property or improvements in the area in which the sign is located; or cause a diminution or depreciation of property values of any surrounding property.
5. All other provisions for locating a general advertising sign in the City of Kenner are met.
6. Maximum length shall be forty (40) feet and maximum area shall be four hundred twenty (420) square feet. Maximum height shall be sixty-five (65) feet.

(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 A GENERAL ADVERTISING SIGN IN A (LIST ZONING DISTRICT) FOR (APPLICANT'S NAME) ON LOT (LOT NUMBER), SQUARE (SQUARE NUMBER),(SUBDIVISION NAME) SUBDIVISION, KENNER, JEFFERSON PARISH, LOUISIANA, IN ACCORDANCE WITH A SURVEY BY (SURVEYOR'S NAME) DATED (DATE SHOWN ON SURVEY), AND A PLAN(S) BY (NAME), DATED (DATE).

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WHEREAS, the property in question is zoned (list type of zoning); and

WHEREAS, a General Advertising Sign is permitted in (list type of zoning) only with Council approval.

THE COUNCIL OF THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That (applicant's name) be, and is hereby permitted to locate a General Advertising Sing on Lot (lot number), Square (square number), (subdivision name) Subdivision, Kenner, Jefferson Parish, Louisiana in accordance with a survey by (surveyor's name) dated (date of survey), and plan(s) by (name), dated (date).

SECTION TWO: That said facility shall be operated in accordance with all of the codes of the City of Kenner, Parish of Jefferson, State of Louisiana, and all other regulatory agencies which may have jurisdiction.

SECTION THREE: 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 action enacted by this ordinance.

SECTION FOUR: 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

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### 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

Signature Block to be included on Survey and Plans

\*Please include the Signature Block as 'signature size' on all 11" x 17" size plans only.\*

CITY OF KENNER PLANNING COMMISSION

RECOMMENDATION: APPROVAL: \_\_\_ DENIAL: \_\_\_

\_\_\_\_\_  
DATE CHAIRMAN

CITY OF KENNER

COUNCIL APPROVED:

\_\_\_\_\_  
DATE PRESIDENT

ORDINANCE NO. \_\_\_\_\_