



# CITY OF KENNER

## DEPARTMENT OF PLANNING

421 Williams Boulevard

2nd Floor

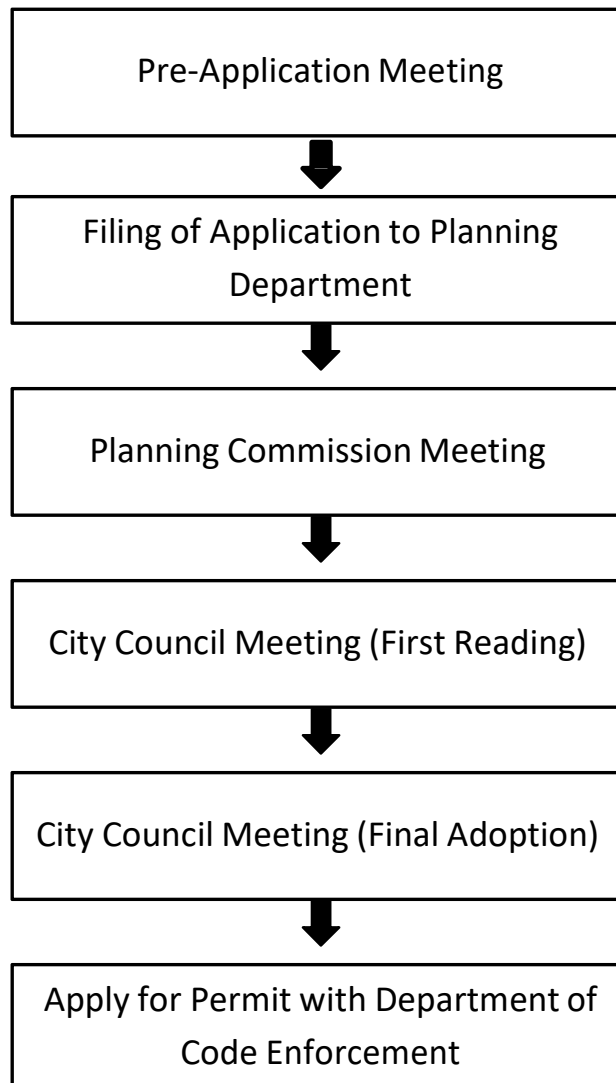
Kenner, Louisiana 70062

Phone (504) 468-7280

### CONDITIONAL USE OF A NONCONFORMING RESIDENTIAL STRUCTURE 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 Nonconforming Residential Structure 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:** The application submittal deadline is six (6) weeks prior to the Planning Commission Meeting. The Planning Commission meets the 4th Wednesday of each month.

The application shall include the following nine (9) items:

1. Cover letter – to include:
  - a. A detailed description of the proposed residential structure.
  - b. Address and legal description of the site.
  - c. Contact information including telephone number.
2. Written documentation, including but not limited to an act of sale that the residential structure existed prior to December 4, 1978 (the adoption of the Comprehensive Zoning Ordinance) or a change in zoning classification occurred after the structure was constructed.
3. A notarized affidavit indicating the property has not been vacant for more than six (6) months.
4. Records from utility companies indicating usage for the past twelve (12) months for all meters on the property.
5. Survey
  - a. One full-size (24" x 36") and one 11" x 17" 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.
6. 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).
7. 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, building location and dimensions, building setbacks, and off-street parking.
8. Elevation Plan
  - a. One full-size (24" x 36") and one 11" x 17" Elevation Plan providing an illustration of the proposed structure.
9. 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 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 \$30.00 for the first page and \$10.00 for each additional page.

## FEES

### 1. Processing Fee

Payment of an application fee of \$100.00 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

### 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. 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 A CONDITIONAL USE FOR A RESIDENTIAL  
NONCONFORMING STRUCTURE LOCATED ON (LOT, SQUARE, AND  
SUBDIVISION) KENNER, JEFFERSON PARISH, LOUISIANA, WHICH PROPERTY IS  
ZONED (LIST TYPE OF ZONING), IN ACCORDANCE WITH A PLAN(S) BY (NAME,  
DATED (DATE).

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WHEREAS, (applicant's name) has applied to the City of Kenner for a conditional use  
for a residential nonconforming structure located on (lot, square, and subdivision),  
Kenner, Jefferson Parish, Louisiana, in accordance with a plan(s) by (name) dated  
(date); and

WHEREAS, the Planning Director has caused to be held a Planning Commission Public  
Hearing on \_\_\_\_\_; and

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

THE COUNCIL FOR THE CITY OF KENNER HEREBY ORDAINS:

SECTION ONE: That the (type of request) located on (lot, square, and subdivision),  
Kenner, Jefferson Parish, Louisiana, in accordance with a plan(s) by (name) dated  
(Date), be and the same is hereby approved.

SECTION TWO: That subsequent to Council approval, the applicant shall proceed in  
accordance with all applicable provisions of Article 5(A) and of Ordinance No. 2427, the  
Comprehensive Zoning Ordinance, and Ordinance No. 9941, relating to residential  
nonconforming structures within the City of Kenner, as amended.

SECTION THREE: That the Council President be and is hereby authorized 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

DESIGNATED AREA:



## City of Kenner Department of Planning

### STATEMENT OF OWNERSHIP

#### Application Type PLEASE CHECK ONE

- Alley Closing
- Conditional Use
- Mobile Home
- Revocation of Servitude
- Amusement
- Day Care
- Modular Home
- Simple Resubdivision
- C-2 Use in Industrial
- General Advertising
- Nonconforming Use on a Property
- Sign
- Residential Structure
- Zoned AH-I
- Community/Growth Home
- Hazardous/Obnoxious Use
- 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. \_\_\_\_\_