

MRTPD Minor Construction Activity Application Building Permit_____

ADDRESS OF SITE: _____

Property Owner:

NAME: _____ PHONE #: _____

ADDRESS: _____

Applicant:

(If applicant is not the owner, please provide the notarized owner responsibility affidavit signed by the owner)

NAME: _____ PHONE #: _____

ADDRESS: _____

Builder/ Contractor:

NAME: _____ PHONE #: _____

ADDRESS: _____

Zoning: _____

Description of Construction Activity: _____

Total Number of Trees:

On Entire Property: _____

In Public Right of Way: _____

On abutting properties within ten (10) feet of property line: _____

Attach the following:

- ☐ Owner responsibility affidavit*
- ☐ Affidavit and certification of the site plan by licensed professional*
- ☐ Owner affidavit (secondary construction activities)*
- ☐ Site plan noting the proposed construction*

*See reverse for full description.

This application form may not be used for any activity that otherwise may be considered minor construction activity as defined in this article, but that necessitates the removal of a protected tree or negatively impacts the Root Protection Zone of a protected tree outside the uncontested removal area. The application form for major construction activity will be required.

Parkways Dept: _____

Date _____

Minimal Submittal Requirements for Permit

Applicant must provide within online submittal:

- An affidavit by the property owner stating that he/she understands that he/she retains responsibility for the requirements of ArticleX.5
- An affidavit from the licensed professional including the following requirements:
 1. An affidavit signed by a state licensed landscape contractor, state licensed landscape architect, or state licensed arborist which states that the proposed minor construction activity will not impact any protected tree(s) outside the uncontested removal area or on abutting properties within ten (10) feet of the property line.
- An affidavit by the owner that any possible secondary construction activities shall not impact the RPZ of any protected tree(s) outside the uncontested area. Secondary activities may include:
 1. Parking of vehicles or equipment or storage of building materials;
 2. Mixing or dumping of building materials, chemicals or paints;
 3. Rinsing of tools or equipment;
 4. Contractor vehicles and equipment access route in and out of the property unless this access route is the existing driveway.

Minor Construction forms are requested during a building permit review

Upload requested documentation for minor construction within the MRTPD overlay district within the Building Permit application once requested during the review phase of the proposed project.

- All submittals involving any type of construction activity or permits;
Be aware that any development proposals involving a rezoning, resubdivision, or special permitted use must be submitted to the Planning Department to begin those processes.

Minor Construction Activity submittals must be complete, contain all required documentation requested, and uploaded into the online portal into the building permit project

Construction Activities that may trigger MRTPD review

- Accessory buildings;
- Addition to any structure;
- Any fence permit;
- Clearing or Filling of the lot;
- Demolition of any structure;
- Interior renovations;
- New Houses or structures;
- Paving of a driveway or any portion of the lot;
- Swimming pools, or spas;
- Tree removal;
- Trenching for Utilities;
- **Any type of construction activity that could possibly have a detrimental effect on any trees existing on the site or adjacent to the site.**

General Information

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public, personally came and appeared:

Property Owner

Who, after being sworn on this ____ day of _____, 20__ did depose and say that,

1. He/She is the owner of the property located at _____, Metairie, Louisiana, _____ and
2. The affidavit is submitted to satisfy the requirements of the Metairie Ridge Tree Preservation District (MRTPD), and
3. That as the property owner, understands that they retain full responsibility for the requirements of Article X.5 METAIRIE RIDGE TREE PRESERVATION DISTRICT (MRTPD), and
4. That _____ has been contracted to perform work on the subject property including * _____

_____,
and has the authority to make application for MRTPD review to Jefferson Parish Department of Parkways online at www.mygovernmentonline.org.

Sworn to and subscribed before me this ____ day of _____, 20__

NOTARY

STAMP

Notary Public

Property Owner

* Describe all proposed construction activities, for example: Demolition, New construction, Pool, Accessory Structure, etc.

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public, personally came and appeared:

Property Owner

Who, after being sworn on this ____ day of _____, 20____ did depose and say that,

1. He/She is the owner of the property located at _____, Metairie, Louisiana, _____ and
2. The affidavit is submitted to satisfy the requirements of the Metairie Ridge Tree Preservation District, and
3. That any possible secondary construction activities shall not impact the root protection zone of any protected trees outside the uncontested area. Secondary activities may include:
 - a. Parking of vehicles or equipment or storage of building materials;
 - b. Mixing or dumping of building materials, chemicals or paints;
 - c. Rinsing of tools or equipment;
 - d. Contractor vehicles and equipment access route in and out of the property unless this access route is the existing driveway.
4. That a dumpster, if needed, shall only be located on existing paving/hardscaping and not located within the unpaved root protection zone of any protected trees.

Sworn to and subscribed before me this ____ day of _____, 20____

NOTARY

STAMP

Notary Public

Property Owner

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public, personally came and appeared:

State licensed professional

License number
{As per JP code of ordinances}

Who, after being sworn on this ____ day of _____, 20____ did depose and say that,

1. He/She is a _____
licensed by the State of Louisiana, and
2. He/She has surveyed the property located at _____, Metairie,
Louisiana, _____, in accordance with the attached signed and dated site plan, and
3. That the proposed minor construction activity including * _____
_____ wi
ll not impact any protected tree(s) outside the uncontested removal area or on
abutting properties within ten (10) feet of property line, and
4. The affidavit is submitted to satisfy the requirements of the Metairie Ridge Tree
Preservation District.

Sworn to and subscribed before me this ____ day of _____, 20____

NOTARY

STAMP

Notary Public

Licensed Professional

* Describe all proposed construction activities, for example: Demolition, New construction, Pool, Accessory Structure, etc.