



Planning Department

INSTRUCTIONS

Map or Text Amendment

Before you apply, please schedule a pre-application conference with a Planner and review the regulations at www.jeffparish.net/planning under "Code of Ordinances."

504-736-6320 | Yenni Building, 1221 Elmwood Park Blvd, Ste 601, Jefferson, LA 70123 | jplanning@jeffparish.net

The following items must be submitted, printed single-sided:

- *Map or Text Amendment Application Summary Sheet (signed original)
*Ownership and Authorization Affidavit (signed original)
*Certified survey of property (showing current conditions and dated within the past 5 years) One (1) copy
*Campaign Contribution Disclosure Affidavit
*Properties Abutting and Within 300 Feet Affidavit
*Fees
Property title of ownership (or a recorded act of sale)
Processing of Applications Policy

to be completed by Planner

Table with 2 columns: Amount Paid, Check # or Payment Method

The items above in *bold are the minimum needed to submit an application and begin the review process.

PLEASE BE AWARE FOR ZONING MAP AMENDMENTS: It is your responsibility to contact the Jefferson Parish Department of Building Permits to determine if the Building Code and other regulations will affect the existing or proposed use of the property that you are requesting to rezone.

To be completed by Planner, copied and distributed to applicant

Docket Number: _____ Date Assigned: _____

Receipt of this signed form signifies that you have met the minimum requirements for beginning the process.

Required items, in addition to unchecked items above:

Any item listed above that is not checked as complete (if required), along with any additional items listed at right, must be submitted to complete the application.

Applications must be complete by ten (10) working days from the date a docket number is assigned. Failure to submit a complete application within this 10 day period shall result in termination of the application.

Remaining items must be submitted by 4:00pm on _____

or your application will be terminated.

If your application is terminated for non-receipt of the above items, all application fees are nonrefundable. You must pay additional application fees when you reapply with a new application.

Planner's Printed Name

Applicant's Printed Name

Planner's Signature

Applicant's Signature

Zoning Districts*Single-Use Base Zoning Districts*

B-1	Batture
S-1	Suburban
R-1D	Rural Residential
R-1C	Rural Residential
R-1B	Suburban Residential
R-1A	Single-Family Residential
R-1MH	Manufactured Home
R-2	Two-Family Residential
RR-3	Three- and Four-Family Residential
R-1TH	Townhouse
R-1CO	Condominium
CD-R	Core District-Residential
R-3	Multiple-Family Residential
GO-2	General Office
GO-1	General Office
H-1	Medical Service
H-2	Medical Service
C-1	Neighborhood Commercial
C-2	General Commercial
BC-1	Business Core
BC-2	Business Core
I-MU	Industrial Mixed-Use District
I-L	Light Industrial District
I-H	Heavy Industrial District
AIM	Avondale Industrial Marine District
I-LF	Landfill Industrial District

Mixed-Use Base Zoning Districts

FC-1	Fat City Pedestrian-Core
FC-2	Fat City Residential Mixed Use
FC-3	Fat City Commercial Mixed Use
MUCD	Mixed-Use Corridor
OBM-1	Old Bucktown Mixed-Use Residential
OBM-2	Old Bucktown Mixed-Use Commercial
U-1S	Unrestricted Suburban
U-1R	Unrestricted Rural
TCMU	Town Center Mixed Use

Overlay Zoning Districts

HM-O	Hazardous Materials Overlay District
CPZ	Commercial Parkway
CPZ-Ped	Commercial Parkway Pedestrian
FOD	Fairfield
OMNCD	Old Metairie Neighborhood Conservation
MRTPD	Metairie Ridge Tree Preservation

Floating Zoning Districts

GED	Gaming and Entertainment
P-1	Penal and Criminal Correctional Institution

Future Land Use Categories

RUR	Rural
SUB	Suburban Residential
URB	Urban Residential
COM	Commercial
MU	Mixed-Use
PDR	Production, Distribution, and Repair
HI	Heavy Industrial
CF	Community Facilities
RES	Resource Land and Water



Planning Department

APPLICATION SUMMARY SHEET

Map or Text Amendment

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SITE

Street Address: _____

Lot(s): _____

Square: _____

Subdivision: _____

Bounding Streets: _____

Current Zoning: _____

Current FLU: _____

Current Use: _____

Total Acreage: _____

Property Owner(s):
(should match Ownership and Authorization Affidavit and Act of Sale)

APPLICANT & PROJECT CONTACT

Name: _____

Company: _____

Property Owner Design Professional

Other _____

Mailing Address: _____

City, State, Zip: _____

Phone # _____

Email: _____

I have completed this application truthfully and to the best of my knowledge. I have read and understand the Notice. I have reviewed the instruction sheet and have submitted, or will by the appropriate date, all required information.

Signature of Applicant

Date

FOR OFFICE USE ONLY – related cases or permits

PROPOSED AMENDMENT(S)

Zoning Map Future Land Use Map

Zoning Text Comprehensive Plan Text

Proposed Zoning: _____

Proposed FLU: _____

Proposed Use of Property (be specific):

Proposed Text Amendment: _____

CERTIFICATIONS (for zoning map amendment)

I acknowledge that the Planning Department will determine whether the zoning map amendment I am requesting will allow the uses I intend to establish on the petitioned property as shown by the official's signature below. Furthermore, I acknowledge that I am aware and understand that this determination is based upon the information I have provided above and that the information provided above is a true and accurate description of the uses I propose to undertake on the petitioned property should the zoning map amendment be approved by the Parish Council.
____ (initial)

In the event a zoning map amendment is approved, I acknowledge that the proposed use will still have to comply with all Federal, State, and Parish laws. When a zoning map amendment or a change in use is proposed, an existing or proposed structure on the property may require a significant expenditure of funds in order to occupy the structure for the intended purpose.
____ (initial)

I acknowledge and am aware that any proposed structures to be constructed, or existing structures to be renovated or enlarged, and/or any change in use from a previous use, must comply with all Federal, State, and Parish codes. ____ (initial)

Planning Department Zoning Administrator

Based upon the description of the use provided above, I have made the determination that the proposed use is allowed in the zoning district requested by this application. This determination applies **only for the use described above**; and the determination does not qualify, in any way, as a building permit approval or commitment to issue a building permit for structures on the petitioned property in conjunction with the proposed use.

Signature of ZA

Date



Planning Department

AFFIDAVIT

Ownership and Authorization

504-736-6320 | Yenni Building, 1221 Elmwood Park Blvd, Ste 601, Jefferson, LA 70123 | jplanning@jeffparish.net

We, the undersigned owners of the property described below and shown on the attached survey, hereby:

- 1. Request the following type of review and approval on our below-described property as described in the subject application: (check all that apply)
[] Subdivision [] Special Permitted Use (type of use)
[] Site Plan Review [] Map Amendment (requested zoning and/or FLU)
[] Old Metairie (OMNCD) [] Nonconforming Use or Structure
2. Agree to indemnify and hold harmless Jefferson Parish, its officials, directors, employees and agents, from any claim whatsoever resulting from title or ownership deficiencies in any part of said property.
3. Grant permission, if our application should so require, to the Parish of Jefferson to erect a sign on said property stating that an application has been filed with the Planning Department. We understand that the sign will be placed on our property at least ten (10) business days before the Public Hearing and remain until after the Public Hearing on the request. THE PARISH WILL BE HELD HARMLESS FROM ANY DAMAGES THAT MAY OCCUR IN CONNECTION WITH THIS SIGN.
4. Authorize the applicant listed below to act on our behalf in the subject application with the Jefferson Parish Planning Department, and acknowledge that we have read and understood the requirements and procedures for such application.

PETITIONED PROPERTY

Address:
Lot(s): Square:
Name of Subdivision:
Bounding Streets:

OWNER(S) OF PETITIONED PROPERTY* (must be same individuals or entities named in act of sale; all parties must sign, including both spouses if property is jointly owned)

Name: Mailing Address: City, State & Zip: Email: Phone: Signature: Printed Name:

AUTHORIZED APPLICANT(S) if different from owner(s)

Name: Mailing Address: City, State & Zip: Email: Phone: Signature: Printed Name:

STATE OF LOUISIANA, JEFFERSON PARISH

BEFORE ME, the undersigned authority, Notary Public, personally appeared the persons whose signatures are affixed above, all of the full age of majority, who declared under oath to me, Notary, that they are the owners of all that certain lot, piece or parcel of land located as described herein, and that they authorize the applicant(s) listed above to act on their behalf in regards to the herein described application, and that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

Sworn to and Subscribed Before Me, this day of, 20.

Witness

Witness

NOTARY PUBLIC

*If the property has multiple owners, a notarized affidavit(s) signed by all of the owners authorizing one owner to sign on their behalf may be submitted. If such an affidavit is not submitted, all owners must sign this Affidavit.



Planning Department

AFFIDAVIT

Campaign Contribution Disclosure

As required by Chapter 2, Section 42 of the Jefferson Parish Code of Ordinances. If contributions have been made, a complete list of contributions must be attached.

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Before me, the undersigned authority, personally came and appeared:

(print name of individual(s) or entity(ies))

who declare(s) to be the owner(s) of said property, the authorized applicant(s), and/or the owner's agent, and who also declare(s) that,

I/WE HAVE NOT made any monetary or in-kind campaign contributions, personally or through another person or firm, to any member of the Jefferson Parish Council or the Parish President in the immediate twenty-four (24) months prior to the filing of my application for land-use action that requires Council approval.

I/WE HAVE made monetary or in-kind contributions, personally or through another person or firm, to a member of the Jefferson Parish Council or the Parish President in the immediate twenty-four (24) months prior to the filing of my application for land-use action. The name and position of the official to whom each and every contribution was made, and the date and amount of each and every contribution, including description if contribution is in-kind, is listed below or attached hereto and made part of this Affidavit.

I understand that in accordance with Chapter 2 of the Jefferson Parish Code of Ordinances, I am required to disclose any monetary or in-kind campaign contributions made personally, or through another person or firm, between the Application Completeness Date and the final disposition of my application by withdrawal, cancellation, denial or effective date of adopted ordinance within three (3) business days of making such contribution.

Signature of Above-Named Individual or Entity

Signature of Above-Named Individual or Entity

Sworn to and Subscribed Before Me, this _____ day of _____, 20_____.

(Signature of Notary)

(Name of Notary)

You may use this table or attach your own table. Shown in italics below are examples only.

Table with 5 columns: Name & Position of Elected Official, Date Contribution Made, \$ Amount, Contribution Made By, Explanation if In-kind. Includes example rows for Councilperson and Parish President.



Planning Department

AFFIDAVIT

Properties Abutting and Within 300 feet

To help you complete this affidavit, you may request a map and list of parcels that are abutting and within 300 feet of the petitioned property.

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Before me came and personally appeared _____ (Name of Applicant), who attests that in accordance with the records of the Assessor for the Parish of Jefferson, the names and addresses listed below and/or on the ____ sheets attached are the owners of properties abutting and within 300 feet, measured radially from the lot lines, of the subject property described as:

Address of Petitioned Property: _____

Lot(s): _____ Square: _____

Name of Subdivision: _____

Sworn to and Subscribed Before Me, this _____ day of _____, 20_____.

(Signature of Notary)

(Signature of Applicant)

(Name of Notary)

(Name of Applicant)

Instructions:

- Type or Print Only
• Mailing addresses NOT improvement addresses are needed to complete this form.
• If multiple properties have the same owner, list only one entry for the owner.
• Addresses may be requested from the Jefferson Parish Assessor located in the Yenni Building Suite 901.
• If multiple sheets are attached, label each sheet as page __ of __.

1. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:
2. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:
3. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:
4. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:
5. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:
6. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:
7. Owners' Name: [] Abutting [] Within 300 feet
Mailing Address: Lot, Square:
City, State, Zip: Subdivision:



Planning Department

Fees

Before you apply, please schedule a pre-application conference with a Planner who can advise as to what fees will apply to your application.

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APPLICATION

Other not listed below as per ordinance _____

Map or Text Amendment

Zoning Map (max. \$5000) _____ acres of land x \$200.00 _____

Future Land Use Map \$500.00 _____

Zoning Text \$200.00 _____

Comprehensive Plan Text \$500.00 _____

Special Permitted Use

Special Permitted Use (max. \$5000) _____ acres of land x \$200.00 _____

The following in a residential area: Beauty shop as home occupation; Daycare center; or Club \$200.00 _____

Addition of a second culinary facility to a single-family residence \$200.00 _____

Cell tower in residential district \$250.00 _____

Site Plan Review

CPZ \$150.00 _____

Fat City \$200.00 _____

MUCD, Existing Development or Amendment \$250.00 _____

MUCD, New Development, Ministerial \$150.00 _____

MUCD, New Development (max. \$5000) _____ acres of land x \$250.00 _____

Old Bucktown (max. \$5000) _____ acres of land x \$200.00 _____

Old Metairie Neighborhood Conservation District \$100.00 _____

Subdivision

Minor \$100.00 _____

Concept Plan \$300.00 _____

Preliminary Plat (max. \$5000) _____ acres of land x \$200.00 _____

Preliminary/Final Plat (max. \$5000) \$100 + _____ acres of land x \$200.00 _____

Final Plat or Plat Correction \$300.00 _____

ADVERTISING

Advertising Cost of Ordinance \$48.00 per page of ordinance _____

Notification, Abutting Property Owners _____ owners x \$7.00 _____

Notification, Property Owners Within 300 Feet _____ owners x \$0.75 _____

RECORDATION

Document recording* 1 to 5 pages \$105.00

6 to 25 pages \$205.00

26 to 50 pages \$305.00

51 or more pages \$305.00 + _____ pages above 50 x \$5 _____

Larger than letter or legal sized paper _____ pages x \$20.00 _____

More than 10 names _____ names above 10 x \$5.00 _____

*Includes: paper sizes up to letter and legal; indexing of up to 10 names; and one certified true copy or e-certification.

TOTAL _____

Check payable to: Jefferson Parish Pooled Cash



Planning
Department

POLICY

Processing of Applications

Supplement to *Chapter 33 Unified Development Code* and *Chapter 40 Zoning* of the
Jefferson Parish Code of Ordinances

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The following is an outline of the steps the Planning Department follows for all applications it reviews, including zoning or land use text or map amendment, site plan review, special permitted use, or subdivision:

- **Application Submittal.** When an application is submitted, a Planner reviews the application to preliminarily determine that it contains the minimum required items for beginning the review process.
 - If it does, the Planner will accept the application and assign it a docket number. Then, within three business days, the Planning Director will make a final determination of completeness. Upon a determination that the application is complete, the Director will forward the application to the Land Use Review Technical Committee (LURTC) for review.
 - If it does not contain the minimum required items, the Planner will advise the applicant of what items are required and return the application to the applicant.
- **LURTC Review.** The LURTC will have 5-10 business days, based on the type of application, to review and provide comments, but more time may be granted at a committee member's request. Once the review period is complete, the Planning Department shall transmit the LURTC comments to the applicant.
- **Advertising for PAB or OMC Public Hearing.** For applications that require a public hearing, the applicant shall have 10 business days from the date that the Planning Department transmits the LURTC comments to respond to the Planning Department in writing about addressing the LURTC comments. The Planning Director shall then, based on the applicant's response, determine whether the application can be advertised for a public hearing. Any delay in addressing comments may delay the processing of the request.
 - For Planning Advisory Board (PAB), the notice must be advertised three times (once per week) prior to the PAB public hearing.
 - For Old Metairie Commission (OMC), the notice must be advertised one time at least five business days before the OMC public hearing.
- **Cancellation of Applications.** From the date that the Planning Department transmits the LURTC comments, the applicant shall have 30 business days to address the findings with revised plans if plans are required or a written response that states how the applicant will address the findings. If the applicant does not respond within 30 business days, then the Planning Department shall issue the applicant a letter of notification that the Planning Department shall cancel the application 30 business days from the date of the letter if the applicant fails to address the LURTC's findings or to withdraw the application by letter submitted to the Planning Director. Reactivation of an application that the Planning Department has cancelled or that the applicant has withdrawn shall occur through submittal of a new application including repayment of all fees.
- **Action by Parish Council.** The PAB and OMC are recommending bodies; final action rests with the Parish Council.
 - For items requiring a recommendation from the PAB, following the PAB public hearing and recommendation, an ordinance stating the request will be placed in summary for action by the Parish Council. Once the ordinance has been placed in summary, it can be heard by the Council at a following hearing (to be determined by required layover time and Council hearing schedule). Please note that an ordinance cannot be placed in summary and acted upon within the same meeting.
 - For items requiring a recommendation from the OMC, following the OMC public hearing and recommendation, and the Board of Zoning Adjustments public hearing if applicable, a resolution stating the request will be placed on the next available Council agenda.
The Council may approve, deny, or defer the ordinance or resolution. If approved, the appropriate documents (survey, site plan, etc.) will be forwarded to the Council Clerk's office for recordation. If denied, the Planning Department will not take further action on the application.
- **Extensions.** In meeting the timeframes specified above, the applicant may submit a written request to the Planning Director for additional time, and the Planning Director may grant additional time for good cause shown.

I, the undersigned, have read and understand, and have asked questions if I didn't understand, and hereby acknowledge the policy as stated above.

Applicant

Date