Planning Department

INSTRUCTIONS

Old Metairie (OMNCD)

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 | jpplanning@jeffparish.net

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

- ☐ ***Old Metairie (OMNCD) Application Summary Sheet (signed original)**
- ☐ ***Ownership and Authorization Affidavit (signed original)**
- ☐ ***Site plan, elevations and floor plans, as applicable**
  One (1) set of 24" x 36" and one (1) set of 11" x 17"; multiple sheets must be bound into sets
- ☐ ***Tree protection and landscape plan**; can be included in site plan set
- ☐ ***Certified survey of property (showing current conditions and dated within the past 5 years)**
  One (1) copy; can be included in site plan set
- ☐ ***Fees**
- ☐ Property title of ownership (or a recorded act of sale)
- ☐ Site photographs, color
- ☐ Processing of Applications Policy

to be completed by Planner

Amount Paid	Check # or Payment Method

If your application must be heard by the Old Metairie Commission, the following items are also required:

- ☐ ***Campaign Contribution Disclosure Affidavit**
- ☐ ***Properties Abutting and Within 300 Feet Affidavit**

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

NOTE: If your proposal requires variances from the Board of Zoning Adjustments, those must be granted after the OMC makes a recommendation and before the Parish Council acts on your proposal.

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.

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.

Required items, in addition to unchecked items above:

_____

_____

_____

_____

_____

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

For New Construction or Development

The following information must be shown on a Site Plan:

- ☐ Name and address of the development; name of person or company that made the drawing (licensed, registered professional); scale of the drawing (graphic and numerical); date and revision dates of the drawing; north arrow
- ☐ Table of calculations, including area of site in square feet and/or acres; square footage of all structures; the percentage of the rear yard covered by the cumulative square footage of all accessory structures; the percentage of the street facing façade comprised of windows and doors; the percentage of impervious surface located in the front and corner side yard; and the percentage of greenspace located in the front or corner side yard
- ☐ Location of all proposed structures, swimming pools, mechanical equipment, fences, driveways and sidewalks; greenspace; and type of paving material
- ☐ Location of utility servitudes, underground utilities, and power lines
- ☐ Front, rear, and side yard setbacks; and setbacks from significant trees
- ☐ Roof line plan
- ☐ Location of base of tree, size, drip line and name of all trees; all trees on abutting properties within ten (10) feet of the property line (if any); all trees within the public right of way; any trees within the uncontested removal area that are to be removed
- ☐ Appropriate Signature Block

The following information must be shown on Elevation drawings:

- ☐ Name and address of the development; name of person or company that made the drawing (licensed, registered professional); scale of the drawing (graphic and numerical); date and revision dates of the drawing; north arrow
- ☐ Architectural style and materials of all structures
- ☐ Location of primary entrance and entrance walkway of principal structure
- ☐ Location and dimensions of architectural features; and cumulative square footage of windows located on the façade
- ☐ Height of all structures; base flood elevation (BFE); elevation of the top of the floor of the lowest livable area; elevation of the top of the foundation; flood elevation measurement and height exception if utilized; elevation of the centerline of the street; elevation of existing grade; slope of and elevation of proposed driveways; and elevation of proposed lot grade
- ☐ Height and materials of fences
- ☐ Façade and side-yard massing angles; widths of dormers located on the façade (if applicable)
- ☐ Appropriate Signature Block

The following information must be shown on Floor Plans:

- ☐ Use of each room and all dimensions

For Additions, Alterations or Renovations

- ☐ Same as for New Construction or Development, but in relation to the proposed addition, alteration or renovation

For Demolition

- ☐ Survey or fully scaled and dimensioned site plan, indicating the structure(s) proposed for demolition;
- ☐ A written statement from the applicant or owner with the following information: year structure was built; proposed plan for maintaining the lot between demolition and redevelopment, including lot/weed maintenance and trash debris removal; reason for removal; if fencing is proposed, type of fencing; timing expectations for planned development; and if no redevelopment is planned, the length of time the lot is expected to remain vacant

For All Development

The following information must be shown on a Tree Protection and Landscape Plan:

- ☐ Scaled drawing indicating the DBH/caliper and genus and species name of each tree whose drip line is located on the site; front yard landscaping; tree planting; terraced or elevated planting beds; soil stabilization; written plan of action for tree removal or protection
- ☐ Appropriate Signature Block

Note: Any contractor or arborist conducting business in the OMNCD must hold state and parish licenses, and upon receipt of building/demolition permits assumes all responsibility for damage of parish or privately owned trees.

The following information must be shown on a Survey:

- ☐ Scale; north arrow; lot lines; dimensions; site area; improvements; setbacks; servitudes; abutting rights-of-way; trees worthy of preservation

The following information must be shown in Site Photographs:

- ☐ Properly labeled with the address and perspective, documenting the present condition of the petitioned property, accurately representing the existing materials and scale of the structure(s), and documenting the scale of neighboring on both sides of the subject property ~~of~~ and the street, within ~~t~~the same block and zoning district

Planning Department

APPLICATION SUMMARY SHEET

Old Metairie (OMNCD)

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."

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SITE

Street Address:_____

Lot(s):_____

Square:_____

Subdivision:_____

Bounding Streets: _____

_____

_____

_____

Zoning District: ◯ R-1A ◯ R-1B ◯ R-1C ◯ R-1D ◯ R-2 ◯ RR-3

Current Use:_____

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 prepared all plans in accordance with all applicable standards and regulations. I have reviewed the instruction sheet and have submitted, or will by the appropriate date, all required information.

_____ _____

Signature of Applicant Date

PROPOSED DEVELOPMENT

Type of Work Proposed (check all that apply)

☐ New Construction or Development

☐ Addition ☐ Alteration or Renovation

☐ Demolition ☐ Tree Removal

☐ Minor Change to an Approved Plan

☐ Activity that requires an exception or variance

☐ Paving ☐ Landscaping/New Greenspace

Proposed Use:_____

Description of Proposed Development:

- For New Construction or Development, describe type of construction and square footages.
- For Addition, Alteration or Renovation, describe the type of construction, square footages, and a general statement of the purpose of the addition, alteration or renovation.
- For Demolition, a written statement including the following:
  - Square footage of structure(s) to be demolished;
  - Year built;
  - Proposed plan for maintaining the lot between demolition and redevelopment, including lot/weed
  - maintenance and trash debris removal;
  - Reason for removal;
  - If fencing is proposed, type of fencing;
  - Timing expectations for planned development; and
  - If no redevelopment is planned, the length of time the lot is expected to remain vacant.

_____

_____

_____

_____

_____

_____

_____

Are there any known or anticipated variances?
☐ YES, describe above ☐ No

Does your project need a resubdivision?
☐ YES, Subdivision Application required
☐ No

FOR OFFICE USE ONLY – related cases or permits

Planning Department

AFFIDAVIT

Ownership and Authorization

504-736-6320 | Yenni Building, 1221 Elmwood Park Blvd, Ste 601, Jefferson, LA 70123 | jpplanning@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/Conditional 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: _____ Name: _____

Mailing Address: _____ Mailing Address: _____

City, State & Zip: _____ City, State & Zip: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Signature: _____ **Signature:** _____

Printed Name: _____ Printed Name: _____

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

Name: _____ Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

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

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	_____
Conditional/Special Permitted Use		
☐ Conditional/Special Permitted Use (max. $5000)	____ acres of land x $200.00	_____
☐ The following in a residential area: Beauty shop as home occupation; Nursery school, pre-school, or kindergarten; 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	_____
	TOTAL	_____

Check payable to: Jefferson Parish Pooled Cash

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	_____
	TOTAL	_____

Check payable to: Jefferson Parish Clerk of Court

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

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 or the applicant can view the LURTC's findings online at jeffparish.net.

- **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 _____

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.*

Name & Position of Elected Official	**Date Contribution Made**	**$ Amount**	**Contribution Made By**	**Explanation if In-kind**
Name, Councilperson District B	*3/24/2033*	*500.00*	*John Doe's Company*	*Donation of t-shirts*
Name, Parish President	*2/8/2033*	*125.00*	*John Doe*	

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:	

Old Metairie Commission (OMC) Certificate of Review and Approval

Docket No. _____

Public Hearing Date:_____

Res. No. _____

_____

Old Metairie Commission Chairman Date

_____

Planning Director Date

Minor Amendment to an Approved Plan

Docket No. _____

Amending Docket No._____

_____

Planning Director Date

Any change or alteration to this approved plan must be reviewed and approved by the Planning Director (for minor amendments) or the OMC (major amendments).