



# CITY OF NEW ORLEANS

## CITY PLANNING COMMISSION

### Application for Land-use Requests

*For Office Use Only*

Rec'd by \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_ ZBM \_\_\_\_\_ Existing Zoning \_\_\_\_\_ Zoning Docket # \_\_\_\_\_

**GENERAL INFORMATION**

It is the responsibility of the APPLICANT to submit a COMPLETE application to the City Planning Commission at its office, which is located at 1340 Poydras Street, Suite 900, New Orleans, Louisiana. Incomplete applications will not be accepted.

|   | Text Amendment           | Zoning Change            | Conditional Use          | Items Needed   | Additional Information                                    |
|---|--------------------------|--------------------------|--------------------------|--|---|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed application  | Pages 1 and 2   |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fee Payment  | Check or money order payable to the "City of New Orleans" |
| 3 |                          | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of the subject site  |   |
| 4 |                          | <input type="checkbox"/> | <input type="checkbox"/> | Names and addresses of adjacent property owners  | Assessor's Office: 4th floor of City Hall, Room 4E02      |
| 5 |                          |                          | <input type="checkbox"/> | Two (2) full-sized (24" X 36") copies and one (1) digital copy of the site, floor, landscaping and elevation plans |   |

**SPECIFIC ZONING REQUEST:** \_\_\_\_\_

\_\_\_\_\_

**PROPERTY LOCATION:** Lot(s) \_\_\_\_\_ Square(s) \_\_\_\_\_

Property Address: \_\_\_\_\_ Planning District: \_\_\_\_\_

Bounding Streets: \_\_\_\_\_

Tax Bill Number: \_\_\_\_\_ Municipal District: \_\_\_\_\_

**DESCRIPTION OF PROJECT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Owner(s) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Other #: \_\_\_\_\_ Email address: \_\_\_\_\_

**NOTE: If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on its behalf or if ownership is a LLC, Articles of Organization and a legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.**

Agent Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of **Article 16** of the Comprehensive Zoning Ordinance to submit this application. I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner or authorized agent of the area of land described above, hereby submit for your approval the above-stated request.

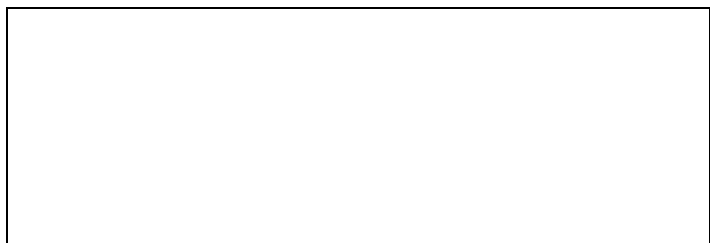
\_\_\_\_\_  
(signature) \_\_\_\_\_  
\_\_\_\_\_  
(print name) \_\_\_\_\_

**STATE OF LOUISIANA, PARISH OF ORLEANS**

Before me, the undersigned authority, personally appeared the person(s) whose signatures are affixed above, all of the full age of majority, who declared under oath to me, Notary, that they are the owners or authorized agents of the property described above, 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 \_\_\_\_\_

My Commission expires \_\_\_\_\_.



## Adjacent Property Owners

Please obtain the names and addresses of the property owners indicated on page 5. To ensure that adjacent property owners and interested parties are properly notified as prescribed by **Article 14, Section 14.9** of the Comprehensive Zoning Ordinance, this information must be obtained from the **Assessor's Office (City Hall Room 4W05)**.

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Municipal Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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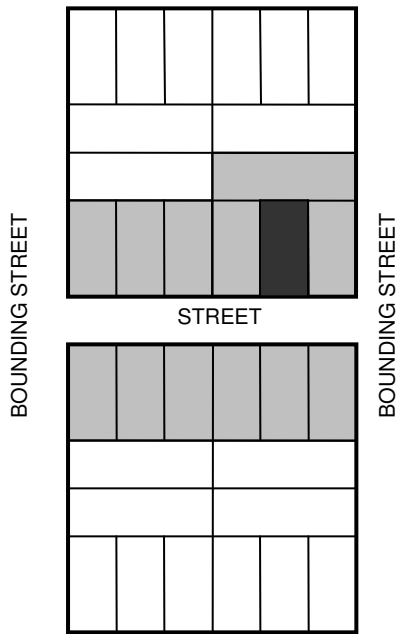
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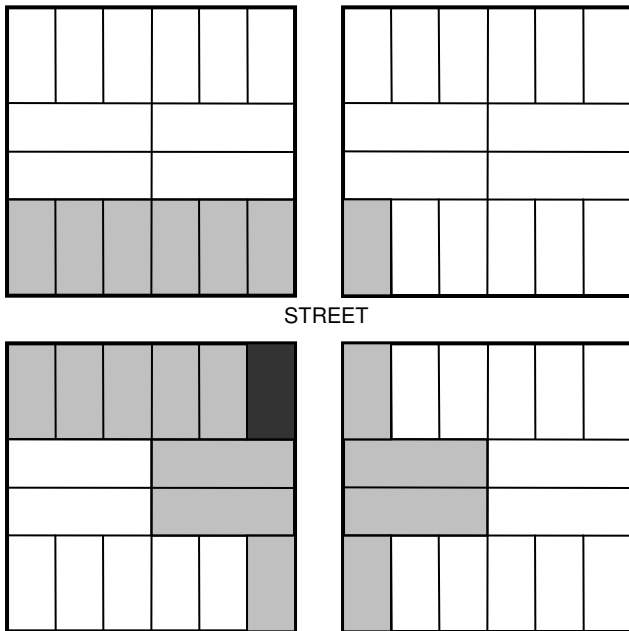
# Adjacent Property Owner Diagram

The diagrams below illustrate which property owners must be notified of your request(s). Select the category of your property from the two options below and provide the appropriate property owner contact information on the following sheets.



### **INTERIOR LOT**

If your property (indicated in black) is located in the interior of the block, provide addresses for owners of all properties abutting your property and on both sides of the street (indicated in grey).



### **CORNER LOT**

If your property (indicated in black) is located on a corner, provide addresses for owners of all property abutting your property and on both sides of both intersecting streets, as well as the property on the corner diagonal from your property (indicated in grey).



# CITY OF NEW ORLEANS CITY PLANNING COMMISSION FEE SCHEDULE

## Land Use:

**Text Amendment:** \$1,500

**Zoning Change:**

|                                      |         |
|--------------------------------------|---------|
| Lots 0-4,999 square feet             | \$1,000 |
| Lots 5,000-24,999 square feet        | \$2,000 |
| Lots 25,000-74,999 square feet       | \$3,000 |
| Lots greater than or equal to 75,000 | \$4,000 |

**Conditional Use:**

|  |         |
|--|---------|
| Structures between 0-4,999 square feet       | \$1,160 |
| Structures between 5,000-24,999 square feet  | \$2,320 |
| Structures between 25,000-74,999 square feet | \$3,480 |
| Structures of 75,000 square feet or more     | \$4,640 |

**Moratorium Appeal:** \$1,000

**Standard Site Plan Review:** \$225

**Urban Corridor Site Plan Review:**

|                            |       |
|----------------------------|-------|
| Compliant applications     | \$225 |
| Non-compliant applications | \$500 |

**Subdivisions:\***

|                                |                              |
|--------------------------------|------------------------------|
| Standard:                      | \$200 + \$25 per lot created |
| Street Dedication:             | \$500                        |
| Policy E:                      | \$350                        |
| Reapproval or Recertification: | \$100                        |
| Request for Reconsideration:   | \$200                        |

\*The applicant shall bear the cost of advertising and the cost of certified mailing for a subdivision requiring a public hearing.

**Board of Zoning Adjustments:**

|                                   |       |
|-----------------------------------|-------|
| Single and two-family residential | \$150 |
| Three or more residential units   | \$250 |
| Commercial                        | \$250 |

**Miscellaneous:**

|                         |  |
|-------------------------|--|
| Studies under 50 pages: | \$10   |
| Studies over 50 pages:  | \$20   |
| Documents:              | \$0.50 per page                                      |
| Maps:                   | \$0.40 per square foot, with a minimum fee of \$6.50 |



# CITY OF NEW ORLEANS CITY PLANNING COMMISSION 2012 MEETING SCHEDULE

A completed application and all related materials must be submitted to the staff of the City Planning Commission, Suite 900, Amoco Building, 1340 Poydras Street, no later than 4:00 p.m. on the filing deadline day. Applications will not be processed until they are in proper form with fees paid.

| <b>Filing Deadline:</b> | <b>CPC Hearing Date:</b> | <b>CPC Action Deadline:</b> | <b>City Council Action Deadline:</b> |
|-------------------------|--------------------------|-----------------------------|--------------------------------------|
| November 23, 2011       | January 10, 2012         | February 24, 2012           | March 22, 2012                       |
| December 9, 2011        | January 24, 2012         | March 9, 2012               | April 7, 2012                        |
| December 30, 2011       | February 14, 2012        | March 30, 2012              | April 28, 2012                       |
| January 13, 2012        | February 28, 2012        | April 13, 2012              | May 12, 2012                         |
| January 27, 2012        | March 13, 2012           | April 27, 2012              | May 26, 2012                         |
| February 10, 2012       | March 27, 2012           | May 11, 2012                | June 9, 2012                         |
| February 24, 2012       | April 10, 2012           | May 25, 2012                | June 23, 2012                        |
| March 9, 2012           | April 24, 2012           | June 8, 2012                | July 7, 2012                         |
| March 23, 2012          | May 8, 2012              | June 22, 2012               | July 21, 2012                        |
| April 9, 2012           | May 22, 2012             | July 6, 2012                | August 7, 2012                       |
| April 27, 2012          | June 12, 2012            | July 27, 2012               | August 25, 2012                      |
| May 11, 2012            | June 26, 2012            | August 10, 2012             | September 8, 2012                    |
| May 25, 2012            | July 10, 2012            | August 24, 2012             | September 22, 2012                   |
| June 8, 2012            | July 24, 2012            | September 7, 2012           | October 6, 2012                      |
| June 29, 2012           | August 14, 2012          | September 28, 2012          | October 27, 2012                     |
| July 13, 2012           | August 28, 2012          | October 12, 2012            | November 10, 2012                    |
| July 27, 2012           | September 11, 2012       | October 26, 2012            | November 24, 2012                    |
| August 10, 2012         | September 25, 2012       | November 9, 2012            | December 8, 2012                     |
| August 24, 2012         | October 9, 2012          | November 23, 2012           | December 22, 2012                    |
| September 7, 2012       | October 23, 2012         | December 7, 2012            | January 5, 2013                      |
| September 28, 2012      | November 13, 2012        | December 28, 2012           | January 26, 2013                     |
| October 26, 2012        | December 11, 2012        | January 25, 2013            | February 23, 2013                    |
| November 26, 2012       | January 8, 2013          | February 22, 2013           | March 26, 2013                       |
| December 7, 2012        | January 22, 2013         | March 8, 2013               | April 6, 2013                        |



CITY OF NEW ORLEANS  
CITY PLANNING COMMISSION  
Zoning / Conditional Use  
Application Process

| Applicant's Responsibilities                              | City's Actions  | Notes   |
|---|---|---|
| Schedule a pre-application conference with the CPC staff. |   | The applicant or your agent must meet with CPC staff to review the application.   |
| Submit Application to CPC Staff.                          | <b><u>Only complete applications will be given a zoning docket number.</u></b>                                | <b><u>All applications must be completed before being assigned a zoning docket number.</u></b>  |
|   | Required advertising begins.  | The request is advertised three (3) times in the newspaper and signs are posted in the vicinity of the site for which the request is made. These actions are required by law. |
| Review staff's report prior to the public hearing.        | CPC staff prepares a report of your request and forwards that to the City Planning Commission and petitioner. | The analysis of your request is forwarded to the Commission and to you for consideration prior to the Public Hearing.   |
| Attend City Planning Commission Public Hearing.           | Public Hearing is held approximately six (6) weeks after a complete application is received in correct form.  | Proponents and opponents are allowed to address concerns and issues at the public hearing.  |
|   | Recommendation of the CPC is forwarded to the City Council with a suggested hearing date.                     | The completed report is forwarded to the City Council. The City Council schedules the hearing date.   |
|   | The petitioner and those who spoke at the CPC Public Hearing are notified the Clerk of Council.               | Clerk of Council will notify proponents and opponents of the scheduled hearing date, usually ten (10) days in advance of the hearing.   |





CITY OF NEW ORLEANS  
 CITY PLANNING COMMISSION  
 Zoning / Conditional Use  
 Application Process

| Applicant's Responsibilities   | City's Actions   | Notes  |
|--|--|--|
| Attend City Council Public Hearing (City Hall-City Council Chambers).  |  | If the decision is for denial, the process ends here.<br>If the decision is for approval, the Council will instruct the City Attorney's Office to prepare an ordinance for introduction. <b><u>Once introduced, the ordinance must lay over for 21 days before it can be adopted.</u></b><br>Subsequent to adoption, the ordinance is signed by the Mayor. |
| If no site plan or title restrictions are required, you may submit your application for permitting<br><br>If site plans are required, you will need to submit revised plans to the CPC staff within one year of the date of the final ordinance.       |  | The final site plan containing all required information, including all <b><u>Waivers &amp; Provisos from the Final Ordinance must be listed on the title page.</u></b> Once staff verifies compliance, the staff will finalize the drawings.   |
| Subsequent to approval of the final site plan, <b><u>the applicant must make five (5) copies of the signed plans</u></b> for recordation in the Office of Conveyances.   | The staff will give the applicant one copy of the approved drawings and the transmittal letter authorizing the recordation to the applicant. | CPC staff will notify the applicant when the final plans have been signed.   |
| After recordation, the applicant must resubmit one (1) copy to CPC & Safety & Permits.   | CPC staff will collect one (1) copy of the recorded plans.   | Once plans have been recorded, the CPC staff is legally authorized to change the Zoning Base Maps.   |
| <b><u>If title restrictions are required:</u></b><br>Submit <u>recorded</u> title restrictions as required by ordinance to the CPC.<br>Submit <u>recorded</u> title restrictions to the Department of Safety & Permits when applying for permits, etc. |  |  |