

## ANNOUNCEMENT FROM THE CITY PLANNING COMMISSION

The City Planning Commission has revised its Rules, Policies and Procedures effective January 1, 2005. *The following rules were added regarding the submission of materials for consideration at Public Hearings and distribution of reports:*

All written reports, studies, analyses, comments, critiques, e-mail messages, statements, petitions, graphs, renderings, drawings, photographs, depictions, maps, charts, and other 2-dimensional and 3-dimensional matters related to docket items shall be submitted to the Commission by the close of business on the Wednesday that precedes the regular meeting. Each submission shall include a specific reference to the docket number.

No material (written matter, photographs, maps, etc.) submitted past the above deadline will be accepted by the Commission or its staff for inclusion in the record. Any such material submitted shall be disposed of and not returned to the submitting party. This provision will not preclude an oral presentation at the regular meeting, subject to temporal constraints otherwise set forth herein.

On the Thursday preceding a regular meeting, distribution of agenda, staff reports, and associated materials shall be tendered to all Commissioners.

There shall be no public distribution of any report (preliminary, final, or otherwise) prior to 9:00 A.M. on the Friday preceding a regular meeting.

Any member of the public may request and shall be given one (1) copy of any docket matter as of 9:00 A.M. on the Friday preceding a regular meeting. A copy shall be available at the City Planning office at 10:00 A.M. on the day of the regular meeting.

If the Commission defers a matter for consideration, the deadline for submission of materials shall be similarly deferred within the meaning of the above temporal constraints.

**CITY OF NEW ORLEANS  
CITY PLANNING COMMISSION**

**APPLICATION FOR ZONING 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** — a request **must** include the following:

- 1 original and 3 copies of the completed application
  - Fee payment (by check or money order payable to the City of New Orleans)

- **Zoning Change** — in addition to the above 2 items this request **must also** include:

- 3 copies of square map(s) from the Division of Real Estate and Records
  - Photographs of subject site
  - List of Adjoining Property Owners (see page 3)

- **Conditional Use** — a complete application must include the above 5 items and copies of the Preliminary Development Plan as follows (also refer to Development Plan Requirements Sheet):

- 4 full-sized copies with site plans, floor plans, landscaping plans and elevations
  - 27 reduced copies of the site plan (max. 11" by 17")

The applicant may freely include, or may be required to provide, additional written or graphic material that may be considered necessary or desirable to aid the decision of the City Planning Commission and the City Council. If additional space is needed to answer the following, please attach another page.

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

\_\_\_\_\_

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

Property Address: \_\_\_\_\_

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

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

**REASON FOR REQUEST or 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 must be included.

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Other #: \_\_\_\_\_ 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.

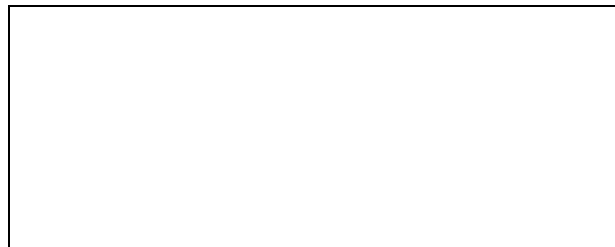
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_.



**ADJOINING PROPERTY OWNERS INFORMATION**

Names and addresses may be obtained from the **Assessor's Office** on the **Fourth Floor of City Hall**, List the names and addresses of the owners of all abutting properties and all properties on both sides of the street of the block on which the petitioned site is located. For corner properties, provide the names and addresses for the property owners for both streets, and the property located cater-corner to the subject. Attach Assessors print-out or copy the names below. Attach additional sheets if necessary.

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**ADJOINING PROPERTY OWNERS INFORMATION**

Names and addresses may be obtained from the **Assessor's Office** on the **Fourth Floor of City Hall**, List the names and addresses of the owners of all abutting properties and all properties on both sides of the street of the block on which the petitioned site is located. For corner properties, provide the names and addresses for the property owners for both streets, and the property located cater-corner to the subject. Attach Assessors print-out or copy the names below. Attach additional sheets if necessary.

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**ADJOINING PROPERTY OWNERS INFORMATION**

Names and addresses may be obtained from the **Assessor's Office** on the **Fourth Floor of City Hall**, List the names and addresses of the owners of all abutting properties and all properties on both sides of the street of the block on which the petitioned site is located. For corner properties, provide the names and addresses for the property owners for both streets, and the property located cater-corner to the subject. Attach Assessors print-out or copy the names below. Attach additional sheets if necessary.

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Lot \_\_\_\_\_ Square \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_