

City of Harahan

6437 Jefferson Highway - Harahan, Louisiana 70123

REGULATORY DEPARTMENT

Phone: 737-6765

OFFICE USE ONLY

Date of Application _____

Date Application Completed _____

Fees Paid \$ _____

Application Approved _____
(Regulatory Director Signature)

To: Harahan Planning & Zoning Board

Application for: ___ Rezoning ___ Resubdivision ___ Ordinance Wording Change

Name _____ Advertising Cut-Off Date: _____

Address _____ Meeting Date: 7:30 pm _____

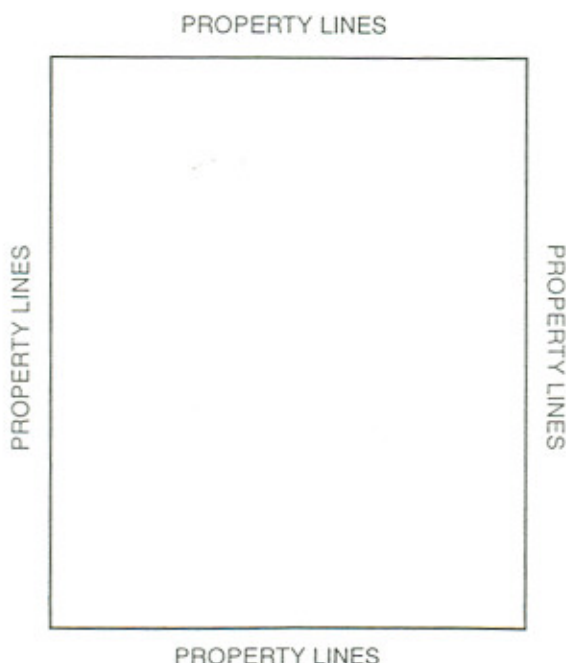
City, State, Zip _____ Meeting Place: Council Chambers, City Hall

Property Physical Address: _____

Property Legal Description: Lot _____ Square _____, Subdivision _____

Request: _____

Please use the diagram below to enter all existing structures (bldgs., fences, trees, etc.) & distances



Enter all existing structures, fences, trees, and distances.

I/We certify that I/We own said property or am/are the legal representatives of the owner and empowered to request such change and that this plot plan form and attached survey are correct.

COMPANY NAME (please print)

OWNER'S NAME OR REPRESENTATIVE (please print)

NAME (signature)

Day Phone No.

Night Phone No.

An Affidavit Granting Permission To Erect A Sign

To: The Regulatory Department, City of Harahan

I (We) hereby grant permission to the City of Harahan to erect a sign on my (our) property stating that said property is under consideration for a resubdivision/rezoning. I (We) understand that the sign will be placed on my (our) property ten (10) days prior to the Public Hearing and remain until after the Council Public Hearing on the request. The City of Harahan will be held harmless from any damages that may occur in connection with this sign.

Owner (s) of Property

Sworn to and subscribed before me

this _____ day of _____, _____

Notary Public

SUBDIVISION APPLICATION

The attached list contains the requirements and procedures for a resubdivision application. Please read carefully and ask questions if necessary.

Your ordinance requesting a resubdivision is scheduled for public hearing conducted by the Planning & Zoning Board on _____.

I have read, and I understand the requirements and procedures for a resubdivision application.

Case No.

Applicant

Regulatory Department

Signature

Date

Date

REZONING APPLICATION

The attached list contains the requirements and procedures for a rezoning application. Please read carefully and ask questions if necessary.

Your ordinance requesting a rezoning is scheduled for public hearing conducted by the Planning & Zoning Board on _____.

I have read, and I understand the requirements and procedures for a rezoning application.

Case No.

Applicant

Regulatory Department

Signature

Date

Date

LAND USE APPLICATION

Date _____

Case No. _____

Name (Applicant) _____

Address _____

Telephone: Home (_____) _____ Work (_____) _____

Property Description _____

Location _____

Bounding Streets _____

Current Use (indicate all uses on Class "C" survey) _____

Proposed Use _____

Current Zoning _____

Requested Change _____

Reason for Request _____

Number of Lots Proposed _____

Street: Concrete _____ Asphalt _____ Unimproved _____

Re-type

Sample

The following Ordinance was offered by Councilman _____ and seconded by Councilman _____

Ordinance No. _____

An Ordinance approving the resubdivision of Lots _____, Square _____, _____ Subdivision, City of Harahan, Parish of Jefferson, State of Louisiana, made by _____ dated _____, dated 200____.

Whereas, _____, the owner of lots _____, Square _____, _____ Subdivision, City of Harahan, Parish of Jefferson, State of Louisiana, having petitioned this governing body to resubdivide these lots, as shown on the plan of _____ dated _____, 200____.

Whereas, the Planning and Zoning Commission of the City of Harahan _____ recommend said plan of resubdivision as indicated thereon;

NOW THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Harahan that:

SECTION 1. The plan of resubdivision of Lots _____, Square _____, _____ Subdivision, made by _____ dated _____, 200____, resubdividing lots _____ into Lot _____, Square _____, _____ Subdivision, City of Harahan, Parish of Jefferson, State of Louisiana and the same is hereby approved.

SECTION 2. The Mayor of the City of Harahan is authorized and empowered to affix his signature to the said plan of re subdivision and to execute any and all documents necessary to fully implement this Ordinance.

This Ordinance having been considered by section and as a whole, a vote was taken and the vote was as follows:

YEAS:

NAYS:

ABSENT:

And this Ordinance was declared adopted on this _____ day of _____, 200____ to become on the _____ day of _____, 200____.

Paul D. Johnston
Mayor

Margaret G. Broussard
City Clerk

Instructions for Notification

To file for any change to the Comprehensive Zoning Ordinance or for any variance, the following **must be completed**:

1. **Complete** the attached affidavit with names and addresses of property owners as described in the example below. (300) Feet on both sides of the street and all adjoining property owners.
2. **Complete** all forms with description of requested change or variance with Plot Plan Drawing, survey and measurements.
3. Deposit with the Regulatory Department Clerk the **completed** affidavit and all applicable forms together with a **non-refundable** Fee of \$_____ plus the cost of certified mail to the below described adjoining property owners.

EXAMPLE (based on 50' front width)



X - INDICATES PROPERTY OWNERS TO BE NOTIFIED (SEE AFFIDAVIT)

In cases where streets or public property is with-in the described area, disregard that portion only.

SECTION XXII. AMENDMENTS TO THE ZONING ORDINANCE.

- A. INITIATION OF CHANGE. – The mayor and Council may, from time to time, amend, supplement, or change the regulations, restrictions, or boundaries herein or subsequently established in accordance with the provisions of R.S. 33:4725. Such amendment, supplement or change may be initiated:
1. By action of the Council itself by introduction of an ordinance, or,
 2. On petition by property owners, by filing with the Council through the Planning Commission an attested petition in writing which conforms to the standards and requirements of said Planning Commission for petitions to amend or change the comprehensive zoning law, provided that no petition for a change in the classification of property shall be considered or acted upon unless such petition is duly signed and acknowledged by the owners or authorized agents of not less than fifty (50) percent of the area of the land for which a change of classification is requested, provided however, that where any lot located in the aforesaid area is owned in indivision, all co-owners must sign for that lot to be included in the fifty (50) percent provision.
- B. PROCEDURE. – No amendment, supplement or change of the zoning ordinance or zoning map shall become effective unless and until:
1. There shall have been a public hearing in relation thereto before the Planning Commission, at which parties in interest and citizens shall have had an opportunity to be fully heard.
 2. The applicant shall provide an affidavit containing the names and addresses of all property owners within three hundred (300) feet on both sides of the street and all adjoining property owners.
 3. The applicant shall provide a "Class C" survey (plat plan) of the lot prepared by a civil engineer or land surveyor, licensed in the State of Louisiana, showing the actual dimensions of the lot; the size and location of any existing structure(s); all trees, shrubs, servitudes and restrictions, and any such other information as may be necessary to provide for the enforcement of these regulations.
 4. The applicant shall provide an ordinance in the approved form stating the desired change for approval by the Zoning Commission and the City Council.
 5. Notice of the proposed change and of the time and place of the hearing shall have been published once a week for three (3) consecutive weeks in the official journal of the City of Harahan. At least twenty (20) days shall elapse between the first publication and the date of the hearing. The applicant shall permit a double-faced sign to be posted on the property on which the zoning change is sought indicating that an application for a zoning change has been filed with the Planning and Zoning Commission. The sign will be in a form designated and furnished by the Regulatory Director. The sign will remain in place for at least two (2) weeks before the date of the hearing. (Ord. No. 922, 8 I, 6-5-86)
 6. After the public hearing as provided above, the Planning Commission shall submit its report and recommendation upon the proposed change and amendment to the City Clerk. The Council shall not take official action upon the change and amendment until the report of the Planning Commission has been received; however, if the report has not been filed within sixty (60) days after the date of the public hearing, the Council may take official action upon the change or amendment.
 7. A final ye or nay vote shall have been taken on the proposal by the Council within one hundred twenty (120) days dated from the introduction of an ordinance in correct form or the adoption of a motion

in correct form by the Council, as set forth in subsection one (1) of this section, or from the final filing of the petition of property owners or owner in correct form.

8. The provisions of this section do not apply in cases where there is a proposal to enact an entire new ordinance to change the text as a whole, or to change all of the official zoning map of the city, or both, in which event the procedure set out in the Revised Statutes of 1950, Title 33: Sections 4721 through 4730 shall be followed.

- C. FEE. – Before any action shall be taken as provided in this section, the private party or parties proposing or recommending a change in the classification of property or any change in the comprehensive zoning ordinance shall deposit with the Council through the Regulatory Director, a fee in the sum of two hundred dollars (\$200.00) for each text change not involving acreage; or two hundred dollars (\$200.00) for each acre of land or portion thereof, plus cost of the certified mailing, the maximum fee required for change or portion thereof shall not exceed five thousand dollars (\$5,000.00), for which a change of classification is proposed or recommended to cover the approximate cost of this procedure. The private party or parties proposing or recommending a change in the classification of property or change in the comprehensive zoning ordinance also must pay the cost of advertisement.
- D. ONE YEAR LIMITATION. – Whenever a petition is filed requesting or proposing a change in, or amendment to, this ordinance, and said petition has been finally acted upon by the Council in accordance with the above procedure, or when said petition has received no action on the part of the Council within one hundred twenty (120) days, or when said petition has been officially advertised for public hearing but has subsequently been withdrawn either before or after said public hearing has been held, then the Council shall not consider any further petition for the same change or amendment for the same property within a period of one (1) calendar year from the date of the Council's final legal action on said petition, or from the expiration of the aforesaid one hundred twenty (120) day period in case no action has been taken by the Council, or from the date of withdrawal of said petition, providing, however, that said petition has been officially advertised. The provisions of this section do not apply in cases where the Council wishes to initiate a change in the classification of property or an amendment to the comprehensive zoning ordinance.

State law reference-Amendments, R.S. 8 33:4724, 33:4725.

**AN AFFIDAVIT GRANTING PERMISSION TO INSPECT
PROPERTY**

TO: THE REGULATORY DEPARTMENT, CITY OF HARAHAH

I/we _____ hereby grant permission to the City of Harahan's Inspectors, members of the Planning and Zoning Commission and members of the Board of Adjustments and Appeals to make on-site inspections at the property listed in the attached application for a variance, a zoning change or a subdivision change.

On-site inspection may include but is not limited to obtaining physical observations, measurements, photographs and field sketches or a combination of the foregoing.

I/we _____ further agree to make entrance available to any secure area(s) upon request by the Mayor of the City of Harahan and/or Inspector(s) for the City of Harahan, members of the Planning and Zoning Commission, and members of the Board of Adjustments and Appeals.

Owner(s) of Property

Sworn to and subscribed before me

this _____ day of _____, 200_

Notary Public