

**CITY OF SLIDELL
ANNEXATION AND ZONING PROCEDURE**

**(WHEN SUBMITTING A PETITION FOR ANNEXATION, A ZONING PETITION MUST BE
SUBMITTED ALSO)**

1. Applicant inquires about annexation and zoning.
2. Planning staff explains uses allowed in various zoning districts and the procedure for annexation and zoning. Petitions are given to applicant.
3. Applicant returns petitions. **Planning director and/or assistant director will review petitions for required information.** Fee is collected by Planning Department and applicant receives receipt.
4. Planning staff puts request on Planning and Zoning Commission agendas for next regular meeting as new petitions for introduction. Annexation reviewed by Planning Commission; Rezoning reviewed by Zoning Commission.
5. Planning staff makes maps on case for Planning and Zoning Commission agendas.
6. Planning staff makes a preliminary review of the site.
7. Planning staff sends letter to applicant explaining annexation and zoning procedure and date, time, and location of preliminary hearing.
8. Planning and Zoning Commission calls for public hearing after discussing petitions with applicant at new petition stage.
9. Planning staff drafts legal notice and faxes it to the Slidell Sentry News to be published correctly for public hearing.
10. Planning staff posts the property to be annexed and/or rezoned.
11. Planning staff sends letter to applicant informing him/her of date, time, and location of Planning and Zoning Commission public hearing. Planning staff makes final site review; takes photographs if necessary.
12. Planning staff reviews all available information and prepares written comments on request for Planning and Zoning Commissions.
13. Planning staff assembles, copies, and collates agendas. Agendas are mailed or hand-delivered to Planning and Zoning Commissioners.
14. Planning and Zoning Commission makes recommendation to City Council after holding public hearing.
15. Planning staff sends letter to applicant informing him/her of Planning and Zoning Commission's recommendation.
16. Minutes are prepared by secretary so that the summaries of the public hearing may be sent to Council office.
17. Council Administrator converts the requested change into ordinance form.
18. Planning staff sends letter to Council Office containing recommendation of Planning and Zoning Commission along with summaries.
19. Request is put on consent calendar of Council agenda at next regular meeting.
20. Planning staff sends letter to applicant informing him/her of date, time, and location of City Council public hearing.
21. Planning staff attends City Council meeting and presents recommendation of Planning and Zoning Commission.
22. Council makes final decision. If annexation and zoning is approved, ordinance is adopted.
23. Planning staff sends letter to applicant informing him/her of Council decision and, if approved, encloses copy of ordinance.
24. Planning staff forwards letter from City Council Office to Planning and Zoning Commission informing the Commission of Council action.
25. Planning Staff makes changes on zoning map.
26. Any party that is aggrieved by decision made by Planning and Zoning Commission or City Council may appeal that decision within 30 days to District Court.

**CITY OF SLIDELL
PETITION FOR ANNEXATION**

Planning and Zoning Commissions
City of Slidell, Parish of St. Tammany
State of Louisiana

DATE: _____

1) According to the attached certificate of the Registrar of Voters for the Parish of St. Tammany, Louisiana, and according to our information and belief, there are _____ registered voters residing in the area to be annexed. To obtain this information call the Registrar of Voters office in Covington at (985) 809-5500.

2) The property owners of this area are: (please print clearly):

NAME	MAILING ADDRESS	TELEPHONE NO.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**There are: _____ Resident property owners
 _____ Non-Resident property owners**

- 3) I/we do hereby certify that the undersigned are the sole owners of the property to be annexed. **A copy of the Act of Sale/Deed must be attached.** Attach a plat of survey or a map drawn to scale of no smaller than 1" equals 100' showing the location, measurements, and ownership of all property proposed for annexation.
- 4) The legal description of the property to be annexed must be attached so that the new City boundaries can be defined with certainty and precision.
- 5) If the petitioner(s) is/are a corporation, partnership or other entity, the petitioner(s) must attach a copy of the resolution authorizing the petitioner to sign and authorizing the petition for annexation. If a couple, both husband and wife must sign the petition.
- 6) Petitioner(s) desire to have the property as described in paragraph 4 annexed to the City of Slidell, St. Tammany Parish, Louisiana.
- 7) A copy of the last paid tax statement must be submitted with this petition for annexation.
- 8) Original Certificate of Assessor certifying ownership and assessed valuation of property must be completed by the Assessor's office. A copy of last tax statement and survey of property should be attached when submitting form to the Assessor's office for completion. Assessor's telephone number is (985) 809-8180 if you have any questions.

The undersigned petitioner(s), after being duly sworn, did depose and say that all the allegations and statements of fact are true and correct.

PETITIONER(S) / OWNER(S) OF RECORD:

Signature	Date
Signature	Date
Signature	Date
Signature	Date

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20__.

NOTARY PUBLIC

**CITY OF SLIDELL
 PETITION TO CHANGE ZONING DISTRICT CLASSIFICATION**

Planning and Zoning Commission
 City of Slidell, Parish of St. Tammany
 State of Louisiana

DATE: _____

Petition is hereby made to the City of Slidell, Louisiana, to change the zoning classification of hereinafter described property.

(INSTRUCTIONS: Please print all information clearly.)

1) **LOCATION OF PROPERTY:** The property petitioned for zoning/rezoning is bounded by the following streets:

And identified by Lot, Square/Block, and Subdivision Name as follows:

NOTE: If the property does not have Lot, Square/Block, and Subdivision Name, attach a separate sheet giving description by Metes and Bounds.

2) **TOTAL NUMBER OF ACRES** or part thereof: _____

3) The reasons for requesting the zoning change are as follows:

4) A copy of the **ACT OF SALE/DEED** must be attached. Attach a **PLAT SURVEY** or a **MAP DRAWN TO SCALE** no smaller than 1" = 100' showing the location, measurements, and ownership of all property proposed for a change in zoning classification, so that the new zoning/rezoning can be defined with certainty and precision.

5) If the petitioner(s) is/are a corporation, partnership or other entity, the petitioner must attach a **COPY OF THE RESOLUTION AUTHORIZING THE PETITIONER TO SIGN** and **AUTHORIZING THE PETITION FOR ZONING**. If a couple, both husband and wife must sign the petition.

6) The following list of owners or authorized agents of 50% or more of the area of the land in which a change of classification is requested hereby petition the zoning classification of the afore described property be changed –

FROM: _____ **TO:** _____
 (Existing classification) (Proposed classification)

Signature	Printed Name	Mailing Address	Phone #	% Land Owned

BEFORE ME, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declare under oath to me, NOTARY, that they are the owners of all that certain lot, piece, or parcel of land located as set forth beside their respective signatures, and that they know of their own personal knowledge that the above petitioners are the owners of at least fifty percent of the area hereinabove described for which a zoning change is requested, 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____.

NOTARY PUBLIC

CERTIFICATE OF ASSESSOR

STATE OF LOUISIANA

PARISH OF ST. TAMMANY

I, the undersigned Assessor of St. Tammany Parish, Louisiana, hereby certify that the following property is assessed in the name of _____ as owner, and whose address is _____ and that the Following certification is applicable to the property described as follows which is proposed for annexation into the City of Slidell:

PROPERTY DESCRIPTION

- I. The total assessed value of all property within the above described area is \$_____.
- II. The total assessed value of the resident property owners within the above described area is \$_____, and the total assessed value of the property of non-resident property owners is \$_____.
- III. I do further certify that the assessed valuation of the above described tract is as follows:

VALUATION: Land - _____
 Improvements - _____

TOTAL ASSESSMENT - \$_____

In faith whereof, witness my official signature and the impress of my official seal, at Covington, Louisiana, this _____ day of _____, 20____.

ST. TAMMANY PARISH ASSESSOR
PATRICIA SCHWARZ CORE, Assessor

– NOTICE –

WHEN ANNEXED INTO THE CITY, PLEASE NOTIFY YOUR TELEPHONE COMPANY AND ALARM COMPANY THAT YOU ARE NOW IN THE CITY LIMITS OF SLIDELL.

FAILURE TO NOTIFY MAY AFFECT RESPONSE TIME BY THE SLIDELL POLICE DEPARTMENT.