

CITY OF SLIDELL

REZONING PROCEDURE

- 1) Applicant inquires about zoning change.
- 2) Planning staff determines current zoning, explains uses allowed in various zoning districts, and explains the procedure for rezoning. Petition is given to applicant.
- 3) Applicant returns petition. Planning staff reviews petition for required information. Fee is collected by Planning Department and applicant receives receipt.
- 4) Planning staff puts request on Zoning Commission agenda for next regular meeting as new petition for introduction.
- 5) Planning staff makes maps on case for Zoning Commission agendas.
- 6) Planning staff makes a preliminary review of the site.
- 7) Planning staff sends letter to applicant explaining rezoning procedure and date, time, and location of preliminary hearing.
- 8) Zoning Commission calls for public hearing after discussion 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 rezoned.
- 11) Planning staff sends letter to applicant informing him/her of date, time, and location of 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 Zoning Commissioners.
- 13) Planning staff assembles, copies, and collates agendas. Agendas are mailed or hand-delivered to Zoning Commissioners.
- 14) Zoning Commission makes recommendation to City Council after holding public hearing.
- 15) Planning staff sends letter to applicant informing him/her of Zoning Commission's recommendation.
- 16) Secretary prepares minutes 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 Zoning Commission.
- 22) Council makes final decision. If rezoning 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 Zoning Commission informing the Commission of Council action.
- 25) Planning Staff makes changes on zoning map.
- 26) Any party that is aggrieved by decisions made by the Zoning Commission or City Council may appeal that decision within 30 days to District Court.

**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

REZONING PETITION REQUIREMENTS

- 1) **Petition for rezoning should be properly completed and signed. If owned by more than one party, all signatures are required and what percent they own. If a couple, both husband and wife must sign the petition.**
- 2) **Petition for rezoning must be notarized.**
- 3) **Attach a copy of the Act of Sale/Deed to the petition.**
- 4) **Attach a plat of survey or a map drawn to scale of no smaller than 1" = 100' showing the location, measurements, and ownership of all property proposed for rezoning. An 8 1/2" x 14" copy of this survey and a vicinity map are also required for reproduction purposes.**
- 5) **A fee of \$25.00 per acre or part thereof, with a maximum fee of \$200 must be paid at the time petition is filed with the Planning Department.**
- 6) **It shall also be the responsibility of the petitioner to pay in full the cost of advertising at the time the petition is filed with the Planning Department as may be required by law in accordance with Ordinance No. 1846. Cost is based on the size of the legal description of the property. All petitions will be advertised at least three (3) times in the official journal of the municipality and at least ten (10) days shall elapse between the first publication and the date of the hearing. Minimum advertisement fee: \$55.00.**
- 7) **The Commission will further ensure that a printed notice in bold type shall be posted on the property in question for not less than ten (10) consecutive days prior to the public hearing for notification purposes.**

**Cut-Off Date of the next Zoning Commission Meeting
for introduction and acceptance purposes only:**

**Zoning Commission Meeting Date for introduction and
acceptance purposes:**

Zoning Commission Meeting Date for Public Hearing:

NOTE: The Slidell City Council will also introduce the petitions and hold a final public hearing. This usually takes place a week or two after the Zoning Commission's public hearing. The City Council will not take any action on the proposed change(s) until it receives the final report from the Zoning Commission.

This entire process usually takes approximately 70-90 days.

**Mail Petitions to: City of Slidell
Planning Department
Post Office Box 828
Slidell, Louisiana 70459**

**Municipal Address: 2056 Second Street
Slidell, Louisiana 70458**

**Physical Address: 1330 Bayou Lane, #107
Slidell, Louisiana 70458**

Telephone No.: (985) 646-4320