

St. Bernard Parish Government

Department of Community Development
8201 West Judge Perez Drive
Chalmette, LA, 70043
Office: 278-4310 Fax: 278-4298



ZONING CHANGE / CONDITIONAL USE PROCEDURES

1. Schedule a pre-application meeting:

- Prospective applicant must schedule a pre-application meeting with the Planning staff.
 - The staff Planner gives professional guidance and checks proposed use and location against the Comprehensive Plan.
 - The prospective applicant is given all necessary application forms, made aware of required fees and application deadlines.

2. Application:

- Intake application
 - Signed, completed application form, site plan (if applicable), recorded titles to property, **\$500 fee per request**.
- Review application
 - Look over application to be sure you have all required paperwork, documents and fees as stated above, return to applicant if incomplete.
- Assign application a zoning docket number

3. Initiate legally required advertising of request:

- The Planning Staff shall place a public hearing notice in the official parish journal (St. Bernard Voice). The notice shall be advertised for three (3) consecutive weeks.
 - The St. Bernard Voice is published every Friday; the deadline to place public notices in the Voice is the Monday prior to the publication date.
- At least fifteen (15) days prior to the public hearing date, the Planning staff shall mail out public hearing notices to all property owners/tenants within a 500 foot radius of requested site.
 - The notice shall be sent via certified mail to all adjacent properties owners. All other notices shall be sent via regular mail.
- At least fifteen (15) days prior to the public hearing date, the Planning staff shall post a public notice sign on the requested site. The sign shall state the address of the property, what type of request, date, time, and location of the hearing. The property owner/applicant shall not remove the sign until after the Parish Council takes final action.
 - The public notice sign is the big yellow sign and can be found in the staff planner's office.
 - The staff member placing the sign shall take a picture of the posted sign for the file.

4. Planning staff prepares a report:

- The Planning staff prepares a report, and forwards the report to the Planning Commission no later than one (1) week prior to the public hearing date. (see example attached)
 - A copy of the report shall also be sent also be sent to the applicant at this time.

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5. Planning Commission Public Hearing:

- A public hearing is held approximately five (5) weeks after a completed, correct application is received.
- Proponents and opponents are allowed to address concerns and issues at the public hearing
- The public hearing shall be ran in accordance with the Commission's adopted Rules, Procedures & Policy.
- The Commission will either table or make a recommendation to Council at this meeting.

6. Commission recommendation is forwarded to Council:

- Planning staff will prepare a memorandum to the Clerk of Council requesting the petition to be placed on the Council agenda for introduction. The staff report, the commission's recommendation and all other supporting documentation shall be attached to the memorandum. (see example attached)
 - Before being placed on the Council agenda, it has to be approved by the Parish President; the memorandum along with all supporting documentation shall be sent to Administration for approval. Once approved the memorandum and all attachments will be returned to the Planning staff. The Planning staff will then send the original to the Clerk of Council.

7. Parish Council Takes action:

- At the introduction phase, if the Council votes for denial/fails introduction, the process ends here. If the Council votes for approval, it will be placed on the next Council agenda for public hearing/adoption.
- At the public hearing/adoption phase, if the Council votes for denial, the process ends here. If the Council votes for approval, within three (3) days the Council staff will prepare the ordinance and send to the Parish President for signature. The Parish President has ten (10) days from receipt of the ordinance to sign or veto.

8. Application Finalization:

- The Planning staff shall send a decision letter to applicant, with the signed ordinance attached.
- If the request is approved, the Planning staff shall send a copy of the signed ordinance, site plan and/or survey to the GIS technician for him to update the zoning map.
- Once all is complete, the Planning staff will file the docket in the file cabinet, in the staff planner's office.

Footnotes:

Council shall not take official action upon any change or amendment until receiving a recommendation on the action item from the planning commission; provided, however, that a recommendation has been filed within forty-five (45) days after the date of the public hearing. If not, council may then take official action upon the change or amendment.

Council shall take action on petition no later than ninety (90) days from date of commission's public hearing. A final yea or nay vote shall have been taken on the proposal by the council within ninety (90) days from the public hearing as provided above. Failure of the St. Bernard Parish Council to take action results in an automatic denial.

Any application for a conditional use, zone change, or zoning text amendment that is denied by the council shall not be submitted again for consideration for a period of two (2) years, except that the council may grant a re-hearing before one (1) year if it finds, on facts presented in writing, that a material change in the situation justifies this action in the interest of the public as well as the petitioners following the date of the decision.