



# CITY OF KENNER

DEPARTMENT OF PLANNING  
1801 WILLIAMS BOULEVARD  
KENNER, LOUISIANA 70062  
PHONE (504) 468-7280

## SIMPLE RESUBDIVISION APPLICATION

The application shall include the following three (3) items:

1. Cover letter – to include:
  - a. A brief description of and reason for the proposed resubdivision.
  - b. Address and legal description of the site.
  - c. Contact information including telephone number.
2. Survey
  - a. One original 11” x 17” survey performed and stamped by a licensed surveyor or engineer.
  - b. Must be no more than five (5) years old and reflect existing site conditions
3. Statement of Ownership (form attached)

## FEES

1. Processing Fee

Payment of an application fee of **\$100.00** is required at the time of filing. This can be paid in cash or by check made payable to the City of Kenner. Fees are nonrefundable.

2. Research Fee (\$20.00 per lot)

The Planning Department will inform you of the total after the Department of Finance has determined that all taxes or liens have been satisfied.

3. Recordation Fee

All approved plans must be recorded with the Jefferson Parish Clerk of Court's office. The applicant is responsible for recording fees which are assessed at \$25.00 for the first page and \$10.00 for each additional page.

**All fees must be paid before any surveys are legally recorded.**



*City of Kenner Department of Planning*

**STATEMENT OF OWNERSHIP**

**Application Type** *PLEASE CHECK ONE*

- |                                                |                                                   |                                                              |                                                       |
|------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Alley Closing         | <input type="checkbox"/> Conditional Use          | <input type="checkbox"/> Mobile Home                         | <input type="checkbox"/> Revocation of Servitude      |
| <input type="checkbox"/> Amusement Center      | <input type="checkbox"/> Day Care                 | <input type="checkbox"/> Modular Home                        | <input type="checkbox"/> Simple Resubdivision         |
| <input type="checkbox"/> C-2 Use in Industrial | <input type="checkbox"/> General Advertising Sign | <input type="checkbox"/> Nonconforming Residential Structure | <input type="checkbox"/> Use on a Property Zoned AH-I |
| <input type="checkbox"/> Community/Group Home  | <input type="checkbox"/> Hazardous/Obnoxious Use  | <input type="checkbox"/> Resubdivision                       |                                                       |

**Owner Information** *PLEASE CHECK OFF THE POINT OF CONTACT*

☐ Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_

☐ Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_

☐ Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_

*(USE ADDITIONAL FORMS IF NECESSARY)*

**Applicant Information** *(IF DIFFERENT FROM OWNER)*

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_

**Property Information**

Legal Description:  
Subdivision \_\_\_\_\_ Square \_\_\_\_\_ Lot Number(s) \_\_\_\_\_  
Address (if known) \_\_\_\_\_

***I hereby certify that all of the information above is true and correct.***

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**