

**CITY OF SLIDELL
ANNEXATION AND ZONING PROCEDURE**

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 staff reviews 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.
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 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 annexed 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.