

**PLANNING DEPARTMENT**  
**LAND USE REVIEW TECHNICAL COMMITTEE**  
**SITE PLAN REVIEW**

DATE \_\_\_\_\_ DOCKET # \_\_\_\_\_

NAME (APPLICANT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PROPERTY DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_

BOUNDING STREETS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CURRENT USE \_\_\_\_\_  
(Indicate all uses on survey)

PROPOSED USE \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

VARIANCES  
REQUESTED \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Application for Site Plan Review Jefferson Parish, Louisiana

*Please provide the following information. All applicants must complete pages 1 and 2. Only applicants requesting a variance also must complete pages 3 and 4.*

A complete application for site plan review consists of the following items:

This form filled in with the information requested.

20 copies of your site plan, landscaping plan, sign elevations, building elevations, and floor plans. The planner will tell you which of these drawings you must submit. If what you submit is drawn on more than one sheet, the sheets must be bound into sets. Generally, the size of sheets must be 24 by 36 inches. If your project needs a variance, you also must submit one set of drawings that measure 11 by 17 inches.

20 copies of a current certified survey of your property.

An ordinance, if your project needs a variance.

The application fee, in a check made out to "Jefferson Parish Pooled Cash."

Return the complete application to:

**Jefferson Parish Planning Department**  
Suite 601, Yenni Building  
1221 Elmwood Park Boulevard  
Jefferson, LA 70121  
(504) 736-6320 Fax (504) 736-6343

*Check the appropriate box.*

	Yes	No
New Development	<input type="checkbox"/>	<input type="checkbox"/>
Existing Structure(s)	<input type="checkbox"/>	<input type="checkbox"/>
Change in Use	<input type="checkbox"/>	<input type="checkbox"/>
Addition	<input type="checkbox"/>	<input type="checkbox"/>
Renovation	<input type="checkbox"/>	<input type="checkbox"/>
New Sign(s)	<input type="checkbox"/>	<input type="checkbox"/>
Existing Sign(s)	<input type="checkbox"/>	<input type="checkbox"/>

*Name the existing or proposed use (e.g., gas station, drug store, attorney's office).*

\_\_\_\_\_

*If your property has multiple lots and you propose to build over lot lines, you must resubdivide into one lot of record.*

Does your project need a resubdivision?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

*Describe your project.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***For Your Information***

This application form is part of a packet that also contains the CPZ or MUCD regulations, a signature block, a landscape maintenance notation, site plan requirements, and an ordinance format, if necessary. Before you apply for site plan review, please review the regulations and schedule a pre-application conference with a planner. After you apply, your project will be reviewed by the Parish's Land Use Review Technical Committee. As a result of this review, you may need to make revisions to your drawings. When you make the final revisions, print the landscape maintenance notation on your landscaping plan and the appropriate signature block on each sheet of drawings. When the planner gives the O.K., have copies made on a reproducible material such as mylar or vellum. Return these copies to the Planning Department for signing. You can not receive your building permit until the Planning Department gives final clearance. Contact the Department of Inspection & Code Enforcement to obtain information about requirements for a building permit.

*For Planning Department Use. Do not write below this line.*

Docket # _____	Zoning _____
Date Application Filed _____	Underlying Zoning _____
Received By _____	Base Map Sheet # _____
Check Amount _____	Zoning Map Sheet # _____
Check # _____	Council District # _____

### Affidavit of Ownership

To the Members of the Council of Jefferson Parish:

We, the undersigned owners of 50 percent or more of all land described below and shown on the attached survey, request site plan review of the proposed development of our property.

**Owner(s) of Petitioned Property:\***

**Authorized Representative (if different from owner; e.g., architect, attorney):**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Name \_\_\_\_\_;  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

**Description of Petitioned Property:**

Address\*\* \_\_\_\_\_  
Lot Number(s) \_\_\_\_\_  
Square Number \_\_\_\_\_  
Subdivision \_\_\_\_\_

Signature \_\_\_\_\_

**Square Boundaries**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Please copy this sheet if there are more than two owners.

\*\* If the property does not have an address, check with the Department of Inspection & Code Enforcement.

STATE OF LOUISIANA  
JEFFERSON PARISH

BEFORE ME, the undersigned authority, Notary Public, personally appeared the persons whose signatures are affixed above, all of the full age of majority, who declared under oath to me, Notary, that they are the owners of all that certain lot, piece or parcel of land located as set forth next to their respective signatures, and that they know of their own personal knowledge that the above petitioners are the owners of the property herein above described for which site plan review of development is requested, and that they authorize the representative as set forth next to their respective signatures, and that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Sworn to and Subscribed Before Me

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Affidavit Identifying Abutting Property Owners**

*Print in ink or type the name, address, lot, and square number of each owner whose property abuts the petitioned property. Please copy this sheet if you need more space.*

STATE OF LOUISIANA  
JEFFERSON PARISH

BEFORE ME, the undersigned authority, Notary Public, personally appeared the person whose signature is affixed below, who declared under oath to me, Notary, that, according to the affiant's research of the records of the Jefferson Parish Assessor's Office, the above are the owners, addresses, and lot and square numbers of property abutting (address of petitioned property) \_\_\_\_\_, Lot(s) \_\_\_\_\_, Square \_\_\_\_\_, Subdivision \_\_\_\_\_.

Affiant Name \_\_\_\_\_

Affiant Signature \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Sworn to and Subscribed Before Me

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Sign Affidavit**

To the Jefferson Parish Planning Department:

We hereby grant permission to the Parish of Jefferson to erect a sign on our property stating that a zoning application has been filed and our property is under consideration for a variance. We understand that the sign will be placed on our property ten (10) days before the Public Hearing and will remain until after the Parish Council has acted on our petition or at the end of 105 days, whichever comes first. The Parish will be held harmless from any damages in connection with this sign.

Owner(s) of Petitioned Property:

Signature \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

**STATE OF LOUISIANA  
JEFFERSON PARISH**

BEFORE ME, the undersigned authority, Notary Public, personally appeared the persons whose signatures are affixed above, all of the full age of majority, who declared under oath to me, Notary, that they authorize the Parish of Jefferson to erect a sign on their property for which site plan review of development is requested, and that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Sworn to and Subscribed Before Me

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

## Site Plan Requirements A Checklist for Plan and Elevation Drawings

The Zoning Ordinance requires plan and elevation drawings of your project. Review this checklist to make sure your drawings contain the required information. Depending on the nature and extent of your development, you may need to include additional information on your drawings.

- Name and address of the development, name of person or company that made the drawing, scale of the drawing, date and revision dates of the drawing, north arrow
- Table that contains calculations including total area of the site in square feet, total area in square feet of vehicular use area and green or landscaped area, and the number of required and proposed parking spaces
- Location, dimensions, area, and elevations of structures including the setbacks of structures from property lines
- Location and dimensions of driveways, parking lots and spaces, service bays, loading areas, sidewalks, and barrier curbs/wheel stops; and indications of traffic circulation patterns, type of paving material, and handicapped parking spaces
- Location, height, and material of fences and lighting fixtures, and note that lighting shall be shaded or hooded and oriented inward
- Location of the trash disposal system or dumpster and details of screening including the height and material of fences
- Location and dimensions of fire lanes and the location of all fire hydrants within 300 feet of the site
- Location of utility servitudes and underground water, sewerage, drainage, and power lines
- Location, dimensions, area, type of materials, and elevations of all signs and support structures
- If applicable, floor plans of all structures
- Landscaping plan that includes the location of trees, shrubs, and groundcover, including the location and type of existing trees to be preserved; dimensions and area of landscaped beds and islands; the location of safety triangles; a legend of type, size, and number of plant materials; and the following maintenance notation:

} <   } <   } <   Cut and print on your landscaping plan   } <   } <   } <

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### Landscape and Buffer Maintenance Notation

1. The owner, tenant or their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping.
2. All plant materials shall be maintained in a healthy and growing condition as is appropriate for the season of the year.
3. Plant materials which die shall be replaced with similar healthy plant materials.
4. Landscape areas within site triangles shall be maintained in an appropriate manner to insure that no plant material obstructs cross-visibility above three (3) feet or below six (6) feet from the street or access way grade.
5. All landscaping shall be maintained in a neat and orderly manner at all times; this shall include mowing, edging, pruning, fertilizing, watering, weeding and other such activities common to the maintenance of landscaping.
6. Landscaped areas shall be kept free of trash, litter, weeds and other such material or plants not part of the landscaping.

## CPZ Signature Blocks

The Planner will tell you which one of these signature blocks to print on each of your drawings.

1.

<b>CPZ</b> Planning Department Certification	
DOCKET/NAME _____	
LOCATION _____	
Based on review comments from the Land Use Review Technical Committee, the Planning Department has determined that this site plan meets the requirements and intent of the Commercial Parkway Overlay Zone (CPZ).	
_____ EDWIN J. DURABB, DIRECTOR	_____ DATE

2.

<b>CPZ CERTIFICATION</b>	
DOCKET NO. _____	SUMMARY NO. _____
has been reviewed by the Department of Planning.	
_____ DIRECTOR	_____ DATE
ORDINANCE NO. _____	
DATE _____	
has been approved by the Jefferson Parish Council.	
_____ CHAIRMAN	_____ DATE

3.

<b>CPZ – MINOR CHANGE TO SITE PLAN</b> Planning Department Certification	
DOCKET NO. _____	
ORIGINALLY APPROVED UNDER DOCKET NO. _____	
Previously amended under Docket No(s): _____	
_____ EDWIN J. DURABB, DIRECTOR	_____ DATE