

DATE

7/31/2013

CITY OF NEW ORLEANS
 REAL ESTATE AND RECORDS
 ROOM 5W06 - CITY HALL
 1300 PERDIDO STREET
 NEW ORLEANS, LA 70112

I/We, Bruce Foast, the owner(s) of the property at ADDRESS
8338 OAK ST. NOLA 70118 do agree to enter into a long term
 lease for ground/air rights/access/utilities, for property described as (canopy, awning, balcony)
with columns, steps, ramp, other) with the City of New Orleans when the
 appropriate paperwork*** is completed by the City.

I/We also agree to bear the cost of removing and/or replacing the improvements should the
 improvements ever need to be removed for access to utilities or other public improvements
 within the public right of way.

Sincerely,



- ***
- 1) submission to the Planning Advisory Committee (PAC) for technical considerations
 - 2) receipt of letter, insurance, and deposit by the owner(s)
 - 3) passage of an appropriate ordinance by the City Council authorizing the long term lease
 - 4) preparation, signature of the parties, and recordation of the Long Term Lease by the City Notary.

MINIMUM SCALE

- + If no more than 5 items from the list above must be shown on the drawings, the applicant may choose the appropriate scale.
- + If more than 5 items from the list above must be shown on the drawings the scale of the drawing must be 1/8" equals a foot. 3 copies plus 3 copies reduced size on 11 x 8 1/2 sheet.

DRAWINGS MUST INCLUDE

- + Date, name of the person who prepared the drawing.
- + Square and lot number, municipal address bounding streets
- + Curbs and property lines as well as any paved sidewalks

UNDERGROUND UTILITIES

- + One purpose of P.A.C. is to alert applicants as to potential conflicts. If applicant has reason to believe there is a conflict, he/she could choose to contact the appropriate utility prior to going to the P.A.C. Alternatively, the applicant can wait to hear what is said at P.A.C.
- + For many applications, the drawing which includes dimensional improvements will be sufficient to determine if there are conflicts with the underground utilities. However, in some instances additional research will be necessary to determine if there is conflict- e.g. if an existing utility appears too close to a proposed encroachment. The applicant can ascertain the location of underground utilities from each utility provider or from a licensed surveyor or engineer.

ITEMS DRAWINGS MUST ALSO INCLUDE if balcony, canopy, awning, decorative features are proposed over City property (including sidewalks), the following:

- A. Front view of proposed balcony, canopy, awning, decorative features, etc.
- B. A cross sectional drawing (see example attached) showing.
 1. Elevation of balcony, etc., above the sidewalk.
 2. Distance from front edge of balcony, etc., to edge of street curb.
 3. Distance from front edge of balcony, etc., to property line.
 4. If balcony has columns, the following items must be shown.
 - a) Distance from property line to middle of columns.
 - b) Distance from middle of columns to edge of street curb.
 - c) Width of sidewalk between property line and street curb.
 - d) If column has footings going into sidewalks – show the following:
 - i. Depth of typical footing.
 - ii. Width of footing.
 - iii. A survey showing underground utilities at footings.
- C. All proposed structures located on/over City property shall be designed by a licensed civil/structural engineer. (LA-Rev. Statutes Title 37, Chapter 8 – 681) Plans with licensed engineer stamp and signature are required.

If there is an existing encroachment(s), the applicant must also supply at least four (4) photographs, preferable panoramic, showing all of the encroachment(s).

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City of New Orleans
 Department of Property Management
 Real Estate & Records Division
 Request for a Grant of Servitude

7/1/13 *Case*

	ITEMS NEEDED
<input checked="" type="checkbox"/>	1. A notarized letter from the owner(s) stating that he/she/they will enter into a grant of servitude with the City of New Orleans when the appropriate paperwork is finished by the City.
<input checked="" type="checkbox"/>	2. A check, made out to the City of New Orleans, in the amount of \$350.00.
<input checked="" type="checkbox"/>	3. A certificate of insurance, naming the City of New Orleans as an additional insured on the policy, showing comprehensive general liability coverage, property damage coverage, and/or builder's risk.
<input checked="" type="checkbox"/>	4. Residential site plans <i>Commercial site plans</i>
<input type="checkbox"/>	5. Recordation of the Grant of Servitude

- * All items must be submitted on 11" x 14" paper.
- * Incomplete applications WILL NOT be accepted.
- * All materials must be submitted at one time with the appropriate deposit fee.

PLANNING ADVISORY COMMITTEE

MINIMUM GRAPHIC REQUIREMENTS FOR SALES OF PUBLIC PROPERTY INCLUDING STREETS OR LONG TERM LEASES AND/OR FRANCHISES AND/OR AIR RIGHTS ON/OVER PUBLIC PROPERTY INCLUDING STREETS

Any item which is on the following list and which is visible (bird's eye view) must be shown on the drawing. Dimensions, (size and location), if any, must be included; every encroachment should be shown. The applicant must check off each item in the list below as either not being applicable (i.e., it is not visible at the site) or as being shown on the drawing. If there is an existing encroachment(s), the applicant must also supply at least 4 photographs, preferably panoramic, showing all of the encroachments.

NAME OF APPLICANT BRUCE FORDT PH# (504) 250-1352
 MAILING ADDRESS OF APPLICANT 6147 West End Blvd
NO LA 70124
 ADDRESS OR STREET NAME OF PROPERTY REQUESTED 8338 OAK ST NO LA 70118

VISIBLE ITEMS TO BE INCLUDED ON DRAWINGS

VISIBLE ITEM	N/A	APPEARS IN DRAWING
◆ Street lighting standards and utility poles.		
◆ Trees (drip line and approx. width measured 6" above grade); tree grates		
◆ Hydrants and fire department connections		
◆ Elevator shaft in the sidewalk		
◆ Fire escapes; normal and in-use positions		
◆ Water fountains		
◆ Hose bibbs		
◆ Kiosks		
◆ Traffic signs, bus zones, taxi stands, bus shelters, etc.		
◆ Bollards for sidewalk and window, including Mardi Gras Provisions		
◆ Doors, windows, handicapped ramps, etc.		
◆ Roof and gutter overhangs		
◆ Fences and gates		
◆ Hand holes, manholes, clean outs		
◆ Transformer vault, gratings, sidewalk elevators, etc.		
◆ Counter-service windows		
◆ Pedestrian paths (unobstructed width of sidewalks)		
◆ Sidewalk intersections		
◆ Coin telephones		
◆ Newspaper racks or stands		
◆ Property ingress and egress, including curb cuts		
◆ Queuing lines and spaces		
◆ Sidewalk merchants		
◆ Any and all physical items between curb and property lines		

Should you have any questions or concerns, please contact:

City of New Orleans
 Dept of Property Management
 Division of Real Estate & Records
 Maxtha J. Grisét ::
 Real Estate Administrator
 Rm. 5W06- City Hall
 1300 Perdido St.
 Phone: (504) 658-3615
 Fax: (504) 658-3652
 E-mail: mjgriset@no.ia.gov

Then please forward entire package to the above listed address.