



CITY OF NEW ORLEANS

CITY PLANNING COMMISSION

Zoning / Conditional Use Application Process

Applicant's Responsibilities	City's Actions	Notes
Schedule a pre-application conference with the CPC staff.		You (the applicant) and/or your agent must meet with CPC staff to discuss options and procedures. Depending on the request, this conference may be formal or informal.
Submit Application to CPC Staff.	When the complete application is submitted to City Planning, your request is assigned a Zoning Docket Number, a Public Hearing is scheduled and processing begins.	Applications can be found online at www.cityofno.com . A complete application consists of the appropriate forms, attachments and fee.
	Required advertising begins.	Your request is advertised in the newspaper and signs are posted in the vicinity of the property for which the change is requested. These actions are required by law.
	CPC staff prepares an evaluation of your request and forwards that to the CPC and petitioner.	The analysis of your request is forwarded to the Commission and to you for consideration prior to the Public Hearing.
Attend City Planning Commission Public Hearing.	Public Hearing is held approximately six (6) weeks after a complete application is received in correct form.	This is a forum for proponents and opponents. The staff evaluation will be available to aid discussion. The CPC may make a recommendation at this time.
	Recommendation of the CPC is forwarded to the City Council with a suggested hearing date.	The completed report is forwarded to the City Council with copies of the information submitted in support or opposition to the application. The Council schedules the hearing date.
	The petitioner and those who spoke at the CPC Public Hearing are notified of the Council's hearing date by the Clerk of Council.	The Clerk of Council will notify proponents and opponents of the scheduled hearing date and time, usually ten (10) days in advance of the hearing.



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Attend City Council Public Hearing.		<p>This hearing is similar to the earlier one. It takes place in the Council Chamber. A decision may be made at this time or continued until a subsequent meeting. If the decision is for denial, the process ends here.</p> <p>If the decision is for approval, the Council will instruct the City Attorney's Office to prepare an ordinance for introduction. Once introduced, the ordinance must lay over for 21 days before it can be adopted.</p> <p>Subsequent to adoption, the ordinance is submitted to the Mayor for signature.</p>
<p>If no site plan or title restrictions are required, you may submit your application for a permit (building, occupancy, etc.).</p> <p>If site plans are required, you will need to submit plans at this time.</p>		The final site plan indicating all required information and including all provisos for the final ordinance must be submitted for the review and approval of the CPC staff.
<p>Subsequent to approval of the final site plan, the applicant must make seven (7) copies of the plan(s) for recordation in the Office of Conveyances. The applicant must obtain the filing letter from the CPC staff and record the plans.</p> <p>Return the signed copies to CPC for mapping.</p>		CPC staff will notify the applicant when the final plans have been signed. The applicant will be required to have seven (7) copies of the plan(s) made for recordation in the Office of Conveyances.
<p>Subsequent to recordation, the applicant must apply for a permit, etc. by bringing two (2) copies of the recorded plans to the Department of Safety & Permits.</p>		
<p>If title restrictions are required: Submit <u>recorded</u> title restrictions as required by ordinance to the CPC. Submit <u>recorded</u> title restrictions to the Department of Safety & Permits when applying for permits, etc.</p>		