

Conditional Use & Planned Development Projects

Instructions for Final Approval by City Planning Commission

Following City Council action and the issuance of a Final Ordinance, the applicant must revise the previously submitted development plans and submit them to the City Planning Commission before any permits or licenses may be issued.

The final plans submitted for approval must be tailored to show compliance with the Ordinance and all applicable provisos. The following instructions are provided to help you complete this process:

Step One: Complete Final Plans

- Plans must include architectural site, floor, elevation, and landscape plans as well as any other applicable plans (i.e., signage plan, lighting plan, etc.).
- The text of the waivers and provisos contained in the Final Ordinance granting approval of the Conditional Use or Planned Development District must be printed verbatim on the title page of the drawings to be granted final approval.

Step Two: Show Compliance with Provisos

- Plans must clearly show compliance with all provisos contained in the ordinance.
- Any physical modifications to the property that are required by proviso must clearly be shown on the plans.
- Any approvals by City and/or State agencies that are required by provisos must be obtained and documented. Acceptable documentation can include stamps on drawings, approval memos, or other documentation acceptable to the Executive Director of the City Planning Commission.

Step Three: Submit Final Plans and Documentation

- Once final plans and all proviso compliance documentation is obtained, submit all documents to City Planning Commission staff for their review and signoff.
- Final plans and compliance documentation may be submitted digitally to your assigned planner
- To find out the email address of your assigned planner, contact the City Planning Commission by phone at 658-7033, or by email at cpcinfo@nola.gov.

Step Four: Recordation

- Upon notification from the staff of CPC that the final plans have been approved and signed by the Executive Director of the City Planning Commission, the applicant will pick-up two (2) copies of the signed development plans as well as a transmittal letter from the City Planning Commission to the Clerk of Civil District Court for recordation
- The applicant will record the two (2) copies of the signed development plans with the Orleans Parish Clerk of Civil District Court, Land Records Division (1340 Poydras St., Suite 400). A fee will be assessed by the Land Records Division. One (1) set will be retained by the Land Records Division, and one (1) set will be returned to the applicant to keep and from which to make a digital copy.
- The applicant shall submit a digital or hard copy of the recorded development plans to the CPC staff to keep on file within the City's permit database.

Approvals by Other City Agencies

Several standard provisos include obtaining the approval by other city agencies. Below are instructions for contacting these other agencies in reference to common provisos such as curb cuts, sidewalk repair, street trees, and waste collection:

Street Trees and/or Landscaping of the Right-of-Way

Contact: Parks and Parkways

Website: www.nola.gov/parks-and-parkways/

Location: 2829 Gentilly Blvd. New Orleans, LA 70122

Phone: (504) 658-3201

Email: parksandparkways@nola.gov

Instructions for Obtaining a Tree Planting Permit:

<https://www.nola.gov/onestop/residential/tree-planting-permit/>

Sidewalk Repairs or Installation

Contact: Department of Public Works – Traffic Engineering

Contact Person: Xavier Chavez-Reyes xachavezreyes@nola.gov

Website: <http://www.nola.gov/dpw/>

Location: City Hall, Room 6W03

Phone: (504) 658-8040

Instructions for Obtaining a Sidewalk Repair Permit:

<https://www.nola.gov/onestop/building/street/sidewalk-repair/>

Driveway/Curb Cut Installation

Contact: Department of Public Works – Traffic Engineering

Contact Person: Catherine Nguyen cnguyen@nola.gov

Website: <http://www.nola.gov/dpw/>

Location: City Hall, Room 6W03

Phone: (504) 658-8040

Instructions for Obtaining a Driveway/Curb Cut Permit:

<https://www.nola.gov/onestop/building/street/driveway-sidewalk-cut-permit/>

Encroachment into the Right-of-Way/Lease of City Property

Contact: Division of Real Estate and Records

Website: www.nola.gov/property-management/

Location: City Hall, Room 5W06

Phone: (504) 658-3615

** There is an upfront \$350 fee for leases/encroachments. Encroachments are charged annually based on a calculation of the square footage of all encroachments times 5% of fair market value of the land. If the annual fee is so small (say \$20) that the \$350 paid up front would cover so many years as to make active management of the file to be a problem, then the department treats the \$350 as a one-time fee.*

Litter Abatement Plan

Contact: Department of Sanitation

Contact Person: Matt Torri mrtorri@nola.gov

Website: <http://www.nola.gov/sanitation/>

Location: City Hall, Room 1W03

Phone: (504) 658-2299

Instructions for Submitting a Litter Abatement Plan:

** Mail or email your litter abatement program details to the Department of Sanitation. The Department will provide you with a letter of approval. You will submit this letter of approval to CPC staff as proof of compliance.*