

ANNEXATION CHECKLIST

- _____ Legal description and survey of property to be annexed showing all improvements.
- _____ Petition of all property owners (sample petition attached)
- _____ Certificate from the Registrar of Voters office certifying whether or not there are any registered voters. (Sample attached)
- _____ Certificate of property values by the Parish Assessor. (Sample attached)
- _____ Estimate of all sewer impact fees from the Mandeville Public Works Department. The can be reached at (985) 624-3169.
- _____ Completed Annexation Ordinance (sample ordinance attached) including legal description of the property.
- _____ Flood zone determination letter from Parish Planning Department.
- _____ Parish zoning determination.
- _____ Fees for amending the City Zoning Map (schedule attached).
- _____ A site plan containing the following information
 - ! A vicinity map drawn at a scale of 1" = 2,000'
 - ! north arrow, bar, scale, date, plat
 - ! Proposed/existing utility easement/servitudes
 - ! Location of existing drainage servitude (ponds, ditches, canals, etc.)
 - ! Existing zoning designation
 - ! Location of any known or suspected historical, cultural, archaeological or architectural sites of local, state or national importance
 - ! The general location of each live oak (6") inches dbh or greater, existing densely wooded areas plus any isolated hardwoods outside of densely wooded areas which measures ten (10") dbh and/or pines measuring thirty (30") inches dbh or greater
 - ! All existing structures, including signs, on the property
 - ! Proposed development or improvements to the property, including a conceptual drainage plan

SAMPLE

PETITION REQUESTING ANNEXATION

TO: The Mayor and City Council, City of Mandeville

DATE:

We, the undersigned, being all of the owners of the below described immovable property hereby request, pursuant to the Constitution and laws of the State of Louisiana, including, specifically, La. Revised Statues 33:171, et seq., that the following described immovable property be annexed by the City of Mandeville and become a part of the corporate limits of the City of Mandeville.

Legal Description

By: _____

STATE OF LOUISIANA

PARISH OF ST. TAMMANY

CERTIFICATE OF REGISTRAR OF VOTERS

I, the undersigned Registrar of Voters, the Parish of St. Tammany, State of Louisiana, do hereby certify that according to the assessment rolls maintained by the Assessor's office, the following are the current owners of the following described property, to-wit:

OWNERS:

Attached is an attached legal description of the property.

I do further certify that there are no registered voters located at the above described tract is as follows:

In faith whereof, witness my official signature and the impress of my official seal, at Covington, Louisiana, this the _____ day of _____, 20__.

Dwayne Wall
Registrar of Voters

STATE OF LOUISIANA

PARISH OF ST. TAMMANY

CERTIFICATE OF OWNERSHIP AND ASSESSED VALUATION

I, the undersigned assessor of the Parish of St. Tammany, State of Louisiana, do hereby certify that according to the assessment rolls maintained by the Assessor's office, the following are the current owners of the following described property, to-wit:

OWNERS:

Attached is an attached legal description of the property.

I do further certify that the assessed valuation of the above described tract is as follows:

Valuation:	Land -
	Improvements -
	Total Assessment -

In faith whereof, witness my official signature and the impress of my official seal, at Covington, Louisiana, this the _____ day of _____, 201__.

Louis Fitzmorris, CLA
Certified Louisiana Assessor

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER _____; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 16__ -

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EFFECT THE ANNEXATION OF A PORTION OF GROUND SITUATED

INTO THE CORPORATE LIMITS OF THE CITY OF MANDEVILLE DESIGNATING AND ASSIGNING THE PROPERTY FOR PURPOSES OF ZONING AS DISTRICT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Council has received a petition seeking the annexation into the corporate limits of the City of Mandeville; and

WHEREAS, the said petition is made and signed by all of the owners of the said property and there are _____ registered voters residing on the said property; and

WHEREAS, the property is contiguous to the present boundaries of the City of Mandeville; and

WHEREAS, the proposed annexation will serve the best interests of the City of Mandeville and of its citizens by providing enhanced development of a major commercial area of the City, promoting additional tax revenues for the City and employment opportunity for area citizens; and

WHEREAS, the City Council has received _____ recommendations from the Mandeville Planning Commission regarding the proposed annexation and _____ recommendations of the Mandeville Zoning Board regarding the zoning designation of the property; and

WHEREAS, the Mandeville Comprehensive Land Use Plan adopted August 1, 1989, states annexation of certain areas as an objective of the City's Growth Management Plan and this annexation does comply with that objective.

WHEREAS, applicant has submitted a plan to bring the site into conformance within five years of the effective date of annexation as provided in Section 4.2.3, Provisions for Legally Non-Conforming Development Sites of the CLURO.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the municipal limits of the City of Mandeville be and they are hereby enlarged to include the below described immovable property which is hereby annexed into the City of Mandeville.

ALL THAT CERTAIN PIECE OR PARCEL OF LAND, together with all the buildings and improvements thereon, and all the rights, way, privileges, servitudes,

prescriptions, appurtenances and advantages thereunto beginning or in any wise appertaining, situated in Section , Township , Range , St. Tammany Parish, Louisiana, and more fully described as follows:

Insertion of legal description

BE IT FURTHER ORDAINED, that upon annexation into the municipal limits of the City of Mandeville the above described property be designated for purposes of zoning as a _____, as defined and regulated by the provisions of The Comprehensive Land Use Regulations Ordinance of the City of Mandeville.

BE IT FURTHER ORDAINED, that following the annexation of the above described immovable property into the corporate limits of the City of Mandeville that the boundaries of the City of Mandeville shall thereafter be as set forth and described on the proces verbal attached hereto and made a part hereof.

BE IT FURTHER ORDAINED, that all generated Sales Tax Revenues shall be split 50%-50% between the City of Mandeville and St. Tammany Parish in accordance with Ordinance No. 90-10 and that certain Sales Tax Enhancement Plan entered into by and between the City of Mandeville and the Parish of St. Tammany on September 20, 1990, or as modified by written agreement between the Parish of St. Tammany and the City of Mandeville by subsequent Annexation Growth Plan(s).

BE IT FURTHER ORDAINED, that all sections and provisions of this ordinance be deemed separate and severable, and that in the event that any one or more of the provisions of this ordinance be deemed unenforceable or unconstitutional by any final judgement, order, or decree of any court of competent jurisdiction, that such finding shall have no effect on the remaining sections and provisions of this ordinance.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this _____ day of _____, 20__

Kristine Scherer
Clerk of Council

Clay Madden
Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was SUBMITTED by me to the Mayor of the City of Mandeville this _____ day of _____, 20__ at _____ o'clock a.m.

CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby APPROVED, this _____ day of _____, 20__ at _____ o'clock a.m.

DONALD J. VILLERE, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby VETOED, this _____ day of _____, 20__, at _____ o'clock ____m.

DONALD J. VILLERE, MAYOR

RECEIPT FROM MAYOR

The foregoing Ordinance was RECEIVED by me from the Mayor of the City of Mandeville this _____ day of _____, 20__ at _____ o'clock a.m.

CLERK OF COUNCIL

CERTIFICATE

I, THE UNDERSIGNED Clerk of the City Council of the City of Mandeville do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the City Council of the City of Mandeville at a duly noticed, called and convened meeting of said City Council held on the _____ day of _____, 20____, at which a quorum was present and voting. I do further certify that said Ordinance has not thereafter been altered, amended, rescinded, or repealed.

WITNESS MY HAND and the seal of the City of Mandeville this _____ day of _____, 20____.

CLERK OF COUNCIL

Fees for Requests to Amend the Official Zoning Map

Before any action shall be taken as provided in this Article, the party or parties (other than the City Council, CAC or Zoning Commission) proposing or recommending a change in the official zoning map shall deposit with the City of Mandeville the following fees:

Request	Amount
R-1, R-1X or R-2 Zoning	\$75.00 per acre or fraction thereof, up to a maximum of \$1,500.00
R-3, MH, O/R or B-3 Zoning	\$150.00 per acre or fraction thereof, up to a total maximum of \$2,100.00
I, O, B-1, B-2, B-4, PM-1, PM-2, Planned District, M-1, M-2, or Industrial Zoning	\$250.00 initial processing fee, plus \$150.00 per acre up to ten (10) acres. For each acre or fraction thereof over 10 acres, \$10.00 per acre shall be charged.

In addition to the fees, the party or parties must reimburse the City for the cost of the legal advertisements necessary for legal notice of the request. Under no condition shall the fee or advertising cost reimbursement be refunded for the failure of such request to be granted or for the withdrawal of the request.