

Application for Annexation



Leesville Planning and Zoning Commission

Planning and Zoning Department
City Hall Building
Leesville, LA 71446
Grant Bush, City Planner
(337) 404-4078



APPLICATION FOR ANNEXATION

Annexation Checklist.

- ✓ Pre-Annexation Consultation with the Planning and Zoning Department
- ✓ Completed Application
- ✓ Copies of Annexation Plat
- ✓ Pay Application fee of \$150.00 to the City of Leesville
- ✓ Attend Planning & Zoning Commission public hearing
- ✓ Attend City Council public hearing

Notes:

- The process of the Annexation is to provide a mechanism whereby land, which is subject to annexation by the City of Leesville, shall be evaluated and a zoning classification be decided upon to apply to said land upon the annexation becoming final.
- Petitioner(s) or their representative(s) shall hold a pre-annexation consultation with the Planning and Zoning Department staff to discuss requirements and procedures.
- Petition must be in writing and include the following:
 - Majority of registered voters, if any.
 - Majority of resident property owners, if more than one.
 - 25% in value of property of resident property owners.
 - A description of the general area proposed to be annexed.
 - A unique name of the addition (area proposed to be annexed).
- Annexation plat must contain the following:
 - Written legal description of the boundaries of the area proposed to be annexed.
 - Map showing the boundary of the area proposed to be annexed.
 - Within the annexation boundary map, the location of each ownership tract, if more than one.
 - Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the City of Leesville.
- The Vernon Parish Assessor is required, upon request by the City of Leesville, to provide a certified list of the property owner(s) within the area proposed to be annexed, and provide a certification as to whether a petition for annexation contains the written assent of twenty-five percent (25%) in value of the property of the resident property owners.
- The Vernon Parish Registrar of Voters shall provide a certification as to whether a petition for annexation contains a written assent of a majority of the registered voters within the area proposed to be annexed.
- If there are no registered voters residing in the area proposed for annexation, then the requirement for a majority of the registered voters on the petition shall not apply.
- The petitioner(s) shall also submit a map amendment application, and, if required, a subdivision application to the Planning and Zoning Department.
- The Planning and Zoning Department shall prepare an Annexation Impact Report (concerning the proposed impacts of the annexation).

Process:

- Upon receipt of completed application for annexation of property to the City of Leesville, such application shall be placed on an agenda for the Planning and Zoning Commission meeting for a public hearing.
- Application for Annexation shall be reviewed by the Planning and Zoning Commission which meets the first Thursday of every month.
- If a recommendation is made for annexation to the City of Leesville, a public notice of 15 days shall ensue prior to a City Council public hearing for consideration. City Council meetings are held on the second and fourth Mondays of every month.

- The City Council will hold a public hearing to consider the proposed annexation, and everything said during the meeting, including any follow-up meetings, will be recorded. Upon completion of the hearing, the City Council may conclude to annex the proposed area by ordinance.
- If the City Council approves the proposed annexation, the annexation ordinance must be published once in the newspaper.
- The effective date of the annexation is thirty (30) days after publication.
- Within ten (10) days after adoption of the ordinance, the annexation ordinance must be filed by the municipal clerk with the clerk of the district court where the municipality is located.

Applicant is required to attend the public hearing held by the Planning & Zoning Commission, or have a representative attend in his/her absence. If the annexation is approved by the Commission, the applicant, or his/her representative, must attend the City Council public hearing in which the recommendation will be considered.

Return to: Grant Bush, City Planner
Leesville Planning and Zoning Commission
508 S. 5th Street
Leesville, LA 71446
(337) 404-4078



APPLICATION FOR ANNEXATION

Application Fee \$150.00

Internal Use Only

Charge Code: 7950

Price: \$150.00

Date of Application: _____

APPLICANT INFORMATION	
Applicant Name:	
Address:	
Mailing Address:	
Phone:	Email:

REQUEST DETAILS
Location of Zoning Change:
Location of Annexation:
Legal Description of lot(s) to be annexed and/or rezoned:
Proposed Zoning:
Purpose of Annexation:
Existing Land Use:
Proposed Land Use:
Unique Name of Addition (Area proposed to be annexed):

Attach list of majority of registered voters (if any); list of majority of resident property owners, if more than one; list of 25% in value of resident property owners.

Attach copy of annexation plat.

Acknowledgement:

I, the undersigned applicant, hereby acknowledge and agree to the terms of this application for annexation in the City of Leesville. I understand that I am required to pay the applicable application fee and to provide accurate and complete information as part of the application process. I further acknowledge that it is my responsibility to ensure that all submission requirements are met, including the provision of necessary documents and plans. I understand the annexation approval process, including the review by city officials, notifications, and any public hearings that may be required. By signing below, I confirm my understanding and agreement to these terms.

Signature of Applicant

Date

Printed Name of Applicant

Application Accepted by: _____

Planning and Zoning Department Use Only

Application Recommended for Approval Denial

Chairman, Planning and Zoning Commission

Louisiana RS 33:172

§172. Petition to annex territory; valuation of property; notice of filing petition; hearing concerning proposed ordinance; alternative methods

SUMMARY:

1. Annexation Process: An ordinance to enlarge a municipality's boundaries requires a petition with written assent from a majority of registered voters, a majority of resident property owners, and 25% of the property value in the proposed area. The parish assessor and registrar of voters certifies the petition.
2. Special Conditions: If there are no voters or property owners in the annexation area, the assent of nonresident property owners is needed. For vacant land annexation, parish approval is required, and the proposed annexation can be contested by the parish within 30 days.
3. Parish Role in Disputes: The parish may challenge an annexation in court, and the court will evaluate the annexation's reasonableness, considering property owners' desires and fiscal impact. A trial will be expedited, with decisions made quickly, including the possibility of appeals.
4. Zoning Requirements: If the annexed property has existing parish zoning, municipal zoning cannot be less restrictive for two years unless the parish agrees.
5. Public Notification: Notices of annexation petitions must be published, and hearings allowed for public input before the ordinance is adopted.
6. Election for Annexation: If an area is contiguous to the municipality and meets other conditions, annexation may occur via election. If no voters are in the area, an election is not required.
7. Municipality and Parish Agreements: Municipalities and parishes can establish operating agreements governing annexation, and failure to do so by a set date makes certain provisions inapplicable.

Louisiana RS 33:173

§173. Effective date of ordinance enlarging boundaries

The ordinance enlarging the boundaries of the municipality shall not become operative until thirty days after it has been published once in a newspaper having general circulation therein. If there is no newspaper published in the municipality or having general circulation therein, written copies of the ordinance shall be posted in three public and conspicuous places in the municipality and same shall not become operative until thirty days after the posting.



APPLICATION FOR MAP AMENDMENT

Map Amendment Checklist.

- ✓ Map Amendment Consultation with the Planning and Zoning Department
- ✓ Completed Application
- ✓ Pay Application fee of \$150.00 to the City of Leesville (waived when supplementing Application for Annexation)
- ✓ Attend Planning & Zoning Commission public hearing
- ✓ Attend City Council public hearing

Notes:

- This document describes the procedure for map amendments within the City of Leesville. This process is necessary when new land is annexed into the city limits.
- Map amendments must be based on at least one of the following:
 - Error in original zoning
 - Significant changes in the area, or area has not developed as it is presently zoned.
 - Need for additional sites to be zoned residential, commercial, etc.
 - Land is being annexed to the City of Leesville.

Process:

- Applicant shall consult with Planning and Zoning Department to discuss procedure for map amendment.
- Complete an Application for Map Amendment and pay application fee to the City of Leesville at City Hall.
- The City Planner shall review the application with the applicant to verify completion.
- The Planning and Zoning Department will submit a Public Notice in a local publication to be published three (3) times no less than fifteen (15) days prior to the public hearing, and mail notices to all property owners within 300-feet of the proposed area to be amended.
- Planning and Zoning staff shall review the application and complete a Staff Report for the Planning and Zoning Commission.
- The Planning and Zoning Commission shall hold a public hearing and shall approve, conditionally approve, or deny the Application for Map Amendment.
- The Planning and Zoning Commission shall forward, in writing, a recommendation of approval, conditional approval, or denial to the City Council within seven (7) days from the public hearing date.
- If the Planning and Zoning Commission recommends approval or conditional approval of the Application for Map Amendment, the Planning and Zoning Department shall prepare a map amendment ordinance for the City Council.
- The map amendment ordinance will be introduced by City Council at the first available meeting after the Planning and Zoning Commission has acted on the application.
- The map amendment ordinance will be adopted at the second City Council hearing from the hearing the ordinance was introduced.
- The ordinance shall go into effect ten (10) days after the City Council adopts said ordinance.

Applicant is required to attend the public hearing held by the Planning & Zoning Commission, or have a representative attend in his/her absence. If the amendment is approved by the Commission, the applicant, or his/her representative, must attend the City Council public hearing in which the recommendation will be considered.

Return to: Grant Bush, City Planner
Leesville Planning and Zoning Commission
508 S. 5th Street
Leesville, LA 71446
(337) 404-4078



APPLICATION FOR MAP AMENDMENT

(no fee if supplementing Application for Annexation)

Date of Application: _____

APPLICANT INFORMATION	
Applicant Name:	
Address:	
Mailing Address:	
Phone:	Email:

REQUEST DETAILS
Location of Proposed Amendment:
Legal Description of lot(s):
Proposed Zoning:
Purpose of Amendment:
<input type="checkbox"/> Zoning Error <input type="checkbox"/> Significant Change in Area <input type="checkbox"/> Other: _____
Explain the nature of the project which requires a map amendment:
Existing Land Use:
Proposed Land Use:

Acknowledgement:

I, the undersigned applicant, hereby acknowledge and agree to the terms of this application for Map Amendment in the City of Leesville. I understand that I am required to pay the applicable application fee and to provide accurate and complete information as part of the application process. I further acknowledge that it is my responsibility to ensure that all submission requirements are met, including the provision of necessary documents and plans. I understand the map amendment approval process, including the review by city officials, notifications, and any public hearings that may be required. By signing below, I confirm my understanding and agreement to these terms.

Signature of Applicant

Date

Printed Name of Applicant

Application Accepted by: _____

Planning and Zoning Department Use Only

Application Recommended for Approval Denial

Chairman, Planning and Zoning Commission