

## **ANNEXATION PACKET**

### **Landowner Petitioned Annexation Procedure**

This document describes the procedure that needs to be followed by the petitioners, and more specifically staff, to meet state statute requirements for landowner petitioned annexations.

### **Sample Petition for Annexation**

This is a sample of an annexation petition that was prepared to illustrate the basic petition requirements.

**ANNEXATION BY PETITION & ORDINANCE (RS 33: 172, 173)**  
**ANNEXATION PROCEDURES**

1. Petitioner(s) or their representative(s) shall hold a pre-annexation conference with Planning and Zoning Division staff to discuss requirements and procedures.
2. The petitioner(s) shall file with the Planning and Zoning Division Office the completed annexation petition.
  - Petition must be in writing and include the following:
    - Majority of registered voters.
    - Majority of resident property owners.
    - 25% in value of property of resident property owners.
    - A description of the general area to be annexed.
    - A unique name of the addition (area proposed to be annexed).
3. The Ouachita Parish Assessor is *required*, upon request by the City of Monroe, to provide a certified list of the property owners 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 (25%) percent in value of the property of the resident property owners.
4. The Ouachita Parish Register 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.
5. 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.
6. The petitioner(s) shall also submit a map amendment application to the Planning and Zoning Division office.
7. The Planning and Zoning Division shall cause to be prepared an Annexation Impact Report (AIR) concerning the proposed impacts of the annexation.
8. The annexation petition shall be considered by the Planning Commission at their next regularly scheduled meeting. The Planning Commission shall then make their recommendation to City Council on the proposed annexation and zoning proceedings.
9. Only one newspaper publication required at least ten (10) days before adoption of annexation ordinance.
10. The City Council shall then hold the public hearing on the proposed annexation in which all proceedings at the hearing and any continuous thereof shall be recorded. Upon the completion of the hearing, the City Council, may thereupon annex the area proposed to be annexed by ordinance.
11. After the City Council approves the annexation, the annexation ordinance must be published once in the newspaper.
12. The effective date of the annexation is thirty (30) days after publication.

13. 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.



**PETITION FOR ANNEXATION**

The undersigned, in accordance with L.R.S. 171-180, as amended, hereby petition the City Council of the City of Monroe, Louisiana for annexation to the City of Monroe the unincorporated territory more particularly described below, to be known as \_\_\_\_\_ **Addition** to the City of Monroe, Louisiana and in support of said Petition, the petitioners allege that:

1. It is desirable and necessary that the following described territory be annexed to the City of Monroe;  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. A community of interest exists between the territory proposed to be annexed and the City of Monroe, Louisiana;
3. The territory proposed to be annexed is integrated or is capable of being integrated with the City of Monroe, Louisiana;
4. The signatures of this petition comprise a majority of the registered voters, resident property owners and twenty-five (25%) in value of property of resident property of the land to be included in the area proposed to be annexed;
5. The legal description of the land owned by each signer and the date of the signing of each signature are all shown on this partition;
6. The territory to be annexed is not presently a part of any incorporated city, city and parish or town.

**I am at this time requesting the following city operating utility services be provided now or in the future to this property under conditions set forth in the City of Monroe Code and, further acknowledge that final approval of any city services to this property will be at the discretion of the City.**

**Water tap**

**Sewer tap**

PROPERTY OWNERS (Print)

SIGNATURE OF PROPERTY OWNERS

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## **MAP AMENDMENT PACKET**

### **Map Amendment Procedure**

This document describes the procedure for rezoning or zoning property within the City of Monroe. This process is necessary when new land is annexed into the city limits.

### **Map Amendment Application**

This form needs to be completed by the applicant and submitted to the Planning and Zoning Division Office. The application fee shall be paid at the time the application is filed in order to be processed.

## MAP AMENDMENT PROCEDURE

1. The applicant shall consult with the Planning and Zoning Division to discuss the procedure for a map amendment or rezoning.
2. A Map Amendment Application may be filed with the Planning and Zoning Office from any of the following:
  - City Council
  - Planning Commission
  - Planning and Zoning Division
  - Citizen or group of citizens

A fee shall be paid at the time of application.
3. The map amendment or rezoning request must be based on at least one of the following:
  - The proposed map amendment is consistent with the pertinent elements of the City of Monroe Comprehensive Plan and any other adopted plans.
  - The proposed map amendment is consistent with the adjacent zoning classification and uses.
  - The proposed map amendment will reinforce the existing or planned character of the neighborhood and the city.
  - The site is appropriate for the development allowed in the proposed district.
  - There are substantial reasons why the property cannot be used according to existing zoning.
  - Public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply, storm water management, police and fire are adequate for the development allowed in the proposed district.
  - The map amendment will not substantially or permanently injure the appropriate use of adjacent conforming properties.
4. The Planning and Zoning Director or designee shall then check the application for completeness. If it is determined that the application is not complete, it shall be returned to the applicant.
5. The Planning and Zoning Office will submit a notice for publication in one (1) newspaper of general circulation to be published three times at least ten (10) days prior to the public hearing and mail notices to all property owners within 300' of the proposed area to be rezoned.
6. Planning and Zoning Staff shall review the map amendment request and complete a Staff Report for the Planning Commission.
7. The Planning Commission shall hold a public hearing and shall approve, conditionally approve, or disapprove the rezoning request.

8. The Planning Commission shall forward, in writing, a recommendation of approval, conditional approval, or denial to the City Council and to the applicant within seven (7) days from the public hearing date.
9. If the Planning Commission recommends approval, conditional approval or denial of the map amendment, the Planning and Zoning Staff shall prepare a map amendment ordinance for City Council.
10. The map amendment ordinance will be introduced by City Council at the first available meeting after the Planning Commission has acted on the request.
11. The map amendment ordinance will be finally adopted at the second City Council meeting from the meeting the ordinance was introduced.
12. The ordinance goes into affect ten (10) days after City Council adopts said ordinance.



# Planning Commission Application

City of Monroe  
Planning & Zoning Division  
3901 Jackson Street  
Monroe, Louisiana 71202  
318-329-2335/318-329-4185 FAX

<b>Please Print</b>		Date:
Owner's Name	Applicant's Name (if different from owner):	
Property Address:	Council District	E-mail address:
Mailing Address of Property Owner:	Mailing Address of Applicant (if different from owner)	
City, State, Zip:	City, State, Zip:	
Telephone: ()	Telephone: ()	
<b>PROPERTY INFORMATION:</b>		
Property Size (please give in acres or by dimension):		
Present Zoning Classification:		
Existing Land Use		
Property is bounded by what streets?		
North:	South	
East:	West	
<b>MEETING DATES, SIGNATURES, DEADLINES AND REQUIRED FEES</b>		
Application Deadline:	Required fee:	
Planning Commission Hearing Date:	<b>Time:</b> 5:30 p.m.	
City Council Preliminary Hearing Date:	<b>Time:</b> 6:00 p.m.	
City Council Public Hearing Date:	<b>Time:</b> 6:00 p.m.	

**Attachments:** A complete site plan of the property shall be submitted with the application. All measurements should be accurate. All setbacks need to be measured from the property line and not the paved edge of the street right-of-way. If possible, a survey in lieu of a site plan should be submitted.

**General Information:** **READ BEFORE EXECUTING.** Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf. **The applicant acknowledges that, in signing this application, all conditions and requirements regarding the application process have been fully explained and understood, including the timetable for processing of the application.** The completed application must be returned to the Planning and Zoning Office on the date listed above. Receipt of fee(s) does not constitute receipt of a completed application.

**Signature of Applicant:**

\_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Signature

**Signature of Owner (if different)**

\_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Signature

√	Requested Action by the Planning Commission (A separate supplement form is required for each)	
	Preliminary/Final Subdivision Review	<b>Requires a Development Review</b>
	Conditional Use <input type="checkbox"/> Major <input type="checkbox"/> Minor	
	Text Amendment	
	Map Amendment	
	Preliminary/Final Planned Unit Development or Mobile Home Park	<b>Requires a Development Review.</b>
	Revocation/Dedication	<b>Requires a Development Review.</b>
	Annexation	<b>Requires a Development Review.</b>
	Appeal	
	Gated Community <input type="checkbox"/> New <input type="checkbox"/> Conversion	





## Map Amendment Application

City of Monroe  
Planning & Zoning Division  
3901 Jackson Street  
Monroe, Louisiana 71201  
318-329-2430/318-329-4185 FAX

Applicant's Name:	Date:
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Location of zoning change request:

Legal Description of lot(s) to be rezoned:

Existing Zoning:

Proposed Zoning:

Purpose for rezoning:

Existing land use:

Proposed land use:

**Please Explain the Nature of the Project Which Requires a Change in the Zoning Classification.**

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**The Planning Commission and the City Council shall consider the following criteria in approving or denying a map amendment:**

- a. The proposed map amendment is consistent with the pertinent elements of the City of Monroe Comprehensive Plan and any other adopted plans.
- b. The proposed map amendment is consistent with the adjacent zoning classifications and uses.
- c. The proposed map amendment will reinforce the existing or planned character of the neighborhood and the City.
- d. The site is appropriate for the development allowed in the proposed district.
- e. There are substantial reasons why the property cannot be used according to existing zoning.
- f. Public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply, stormwater management, police and fire are adequate for the development allowed in the proposed district.
- g. The map amendment will not substantially or permanently injure the appropriate use of adjacent conforming properties.