



Conditional Use Permit Application

****Fee: 500.00 (Non-refundable)**

APPLICATION DATE: _____

PLEASE PRINT

Unified Development Code (UDC): Section 58-63 – Conditional Use Permit (CUP)

Conditional use means a use permitted in a particular zoning district only upon showing that such use in a specified location will comply with all the conditions and standards for the locations or operation of such use as specified in the UDC and authorized by the City Council.

UDC Submittal requirements Sec. 58-63(d) and Sec. 58-44:

Property's address requesting the Conditional Use Permit: _____ Gretna, LA 7005 _____
No. Street Name

Property's legal Description: _____
Lot(s) Square Name of Subdivision

Applicant's Name: _____ Contact Phone No. _____

Applicant's Address: _____
No. Street Name City State Zip Code

Owner's Name: _____ Contact Phone No. _____

Owner's Address: _____
No. Street Name City State Zip Code

E-Mail Address: _____

Reason for CUP request: _____

APPROVED FOR PRESENTATION

Director, Planning & City Development (Signature)

Date of Approval

Planning & Zoning Commission meeting: _____

Council District No. _____ Councilman _____

NOTES:

I AFFIRM THAT THE INFORMATION GIVEN IN THIS APPLICATION TO BE TRUE & CORRECT (APPLICANT TO SIGN & DATE BELOW)

Authorized Signature(s)

Print full name

Date

Parcel/Assessment No.: _____

City of Gretna Conditional Use Permit (CUP) Application Checklist

Updated February 24, 2025.

PLEASE BE AWARE: This is a minimum 30-day process depending on when *completed* application is received. The CUP request require Planning Commission and City Council approval, at a public hearing. No business license will be issued without CUP approval by the City Council. Operating without a license may be cause for denial of CUP.

Completion of the CUP application:

1. **Signed application form** – available here: www.gretnala.com/departments/planning-zoning/

2. Fees:

- a. \$500 application fee
- b. Certified Mail Notification fees of properties within 100 feet (TBD at a later date)

3. Property information

- a. Survey if available
- b. Plot/site plan including all off street parking (include layout and number of parking spaces on drawing)
- c. Square footage of building
- d. (Rough) Floor plan showing location of new business functions, and how space will be used.
- e. If no off-street parking available, include plans for shared parking or other justification for accommodating parking demand.

4. Proof of ownership

5. If applicant is not the owner (tenant):

- a. Purchase Agreement, current/ potential new lease or letter of intent from owner.
- b. If not included in the lease/letter above, letter of agreement from owner stating number of parking spaces available to tenant.

6. Letter of intent, which should include at a minimum:

- a. Brief description of business and intended operations.
- b. Hours of operation.
- c. Number of employees.
- d. Proposed changes to the building- please note that ANY changes other than painting walls will require a building permit with the City. This includes signage.

For zoning development code requirements, visit www.gretnala.com/UDC

For questions and application form, please contact (504) 363-1556 or e-mail at

qnoorulhaqq@gretnala.com