

Lionel Johnson, Jr.  
Mayor



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## CITY OF ST. GABRIEL

*“A City of Pride, Progress & Possibilities”*

# REZONING PROCESS

## GENERAL INFORMATION

All requests to change the existing zoning designation of a parcel of land require the submission of a rezoning application.

## STEP BY STEP REQUEST PROCESS

Step 1: Applicant schedules a Pre-Application meeting with city staff. The purpose of this meeting is to brief the applicant on rezoning process.

Step 2: Once a Pre-Application meeting has been held, the applicant submits the following: Rezoning request application, maps/plans showing parcels of land to be rezoned and a fee of \$150 - \$250 (depending on the size of the property).

Step 3: City conducts review and provides initial staff comments within 5 business days of receipt of application.

Step 4: Applicant submits revisions relating to initial staffing comments where applicable.

Step 5: Applicant contacted by staff about final staff comments within 5 business days of receipt of application.

Step 6: Revisions relating to the staffing comments are submitted to the city. All revisions must be submitted 15 days prior to Introduction of application to the Planning & Zoning Commission. City review revisions within 5 business days. Staff report is published based on information received by this date.

Step 7: Application is scheduled for introduction of application to Planning & Zoning Commission.

Step 8: Application is scheduled for introduction of application to City Council.

Step 9: Applicant schedules and holds a public meeting with interested parties- provide a minimum 5 days and maximum 30 days' notice to all parties that live within 300 feet of the property being rezoned. Please refer to Section 3:03 for all requirements needed for the public meeting – this includes but not limited to sign-in sheet, list of concerns, issues and problems raised, petitions received etc. Please refer to Section 3:03 for all requirements of the NPP.

Step 10: Applicant submits a Neighborhood Participation Program (NPP) package to the city after holding a public neighborhood meeting. Please refer to Section 3:03 for all requirements of the NPP.

Step 11: City prepares a final staff report based on review of NPP package.

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