



Town of Pearl River

39460 Willis Alley, Pearl River, LA 70452

**Town Clerk Annexation Application Checklist (Town Use Only)**

- 1. Town Clerk Office Presents to Applicant:
  - Annexation Application Form (1 page)
  - Street Zoning List (1 page)
  - District Zoning Sheets for R-1, R-1-A, R-3, B-2, M-1, and M-2 (6 pages)
  
- 2. Town Clerk Office Contacts St. Tammany Parish Planning and Zoning
  - Town Clerk Office requests resolution from Parish Council for annexation of property
  
- 3. Town Clerk Office Receives from the Applicant:
  - Completed Application Form (1 page)
  - Copy of "proof of ownership" of property document
  - Copy of legal survey of property, including map and description
  
- 4. Town Clerk's Office
  - Verify Street Zoning on Application
  - Stamp received date
  - Collect fees
  
- 5. Town Clerk Office contacts Pearl River Planning Commission
  - Notify Chairperson
  - Provide copies of completed packet
  
- 6. Public Hearing
  - When notified by Planning Chairperson of Public Hearing date and time, Town Clerk Office publishes in official journal 10 days in advance of hearing
  - Town Clerk Office posts Public Hearing agenda at least 24 hours in advance of hearing
  
- 7. Town Clerk Office contacts St. Tammany Parish Planning and Zoning after Town Council votes on annexation request

Name of Applicant: _____	Date Received from Applicant: _____
Date Notified Planning Chairperson: _____	Date of Public Hearing: _____
Date Presented to Town Council: _____	
Decision of Council: _____	
Date Permit Issued: _____	Permit #: _____ Fee Collected: \$ _____

Updated 01/21/2016



Town of Pearl River  
 39460 Willis Alley, Pearl River, LA 70452

Annexation Application

Application is hereby made to the Town of Pearl River, Louisiana  
 Planning and Zoning Commission for Annexation (requires public hearing).

Applicant Information

Name: \_\_\_\_\_

If Applicant is a business, list names of business owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property to be Annexed Information

Street address: \_\_\_\_\_

Current zoning (see street zoning list): \_\_\_\_\_ (example: R-1; R-1-A; B-2; etc.)

Property Owner (if different from Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Requested Zoning Designation after Annexation: \_\_\_\_\_

Reason that annexation is being requested: \_\_\_\_\_

Describe any planned development: \_\_\_\_\_

Attach the following documents to completed application:

- Copy of documents showing "proof of ownership" of property
- Copy of legal survey of property, including map and description

Turn in application package to: Town of Pearl River, 39460 Willis Alley, Pearl River, LA 70452

The applicant or legal representative must be present at the Planning Commission meeting and the Public Hearing, or the application will be tabled. The Planning Commission meets the first and third Tuesdays of the month at 7:00 pm, at the Pearl River Town Hall.

Return completed application and attachments to the Pearl River Town Clerk's Office. A fee of \$25.00 per acre, or per text change, not to exceed \$200.00 is due at the time the application is accepted by the Town Clerk.

The applicant must post a sign on the property stating the date and time of the Public Hearing.