

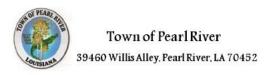
Town of Pearl River

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
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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:
Name of 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



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:
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.