



Development Process

We're thrilled that you want to be in Slidell! This guide provides an overview of the process for different types of development activity in Slidell.

We're here for you! Join us at a [Development Meeting](#).

Before opening a business, occupying a building or site, or starting any type of development, we encourage you to meet with us to discuss what will be required. A Development Meeting is your opportunity to meet with representatives from several City departments and receive guidance on the City's process and requirements. It is required for new commercial construction and encouraged for all development.

Fill out a [Request for a Development Meeting](#) and submit it to the Planning Department. The more information you provide in the request, the better we can assist you. If you have questions, please ask a Planner for assistance.

Is what I want to use the property for permitted?

To find out, ask a Planner. Each property in Slidell is located in a zoning district. Each zoning district permits certain uses, allows some uses under certain conditions and with legislative approval, and prohibits others.

What types of approvals might be required?

Depending on what you are doing, you may need one or more approvals from the City of Slidell (listed at right). Please note that in addition to City approvals, you may also need approvals from other agencies, such as the State. City staff can help find out what other approvals you need, but it is your responsibility to ensure that you have all required approvals.

Types of City of Slidell Approvals

- Businesses in the city must have an **Occupational License**.
- You must get a **Certificate of Occupancy** before moving into any existing commercial or industrial space, or any newly constructed residential space.
- A **Building Permit** is required for new construction, and may be for any change to an existing building, such as additions, alterations, or repairs.
- You may need a **Demolition Permit** to demolish an existing structure or a portion of the interior of a building.
- A **Fill Plan** is required if fill will be brought to the site.
- A **Tree Removal Permit** is required to remove trees or clear land.
- If the site is at least one acre, a **Stormwater Pollution Prevention Plan (SWPPP)** is required.
- A **Sign Permit** is required for a new sign or changes to an existing sign.
- A **Fence Permit** is required for a new fence and may be required for modifications to an existing fence.
- A **Paving Permit** is required for new or expanded paving.
- If you are installing subsurface drainage in the right-of-way, you will need a **Culvert Permit**.
- A **Certificate of Appropriateness** may be required if the property is in the Olde Towne Preservation District.
- If your project cannot meet all the requirements of the zoning code, you might request a **Variance**.
- If your desired use is not permitted, you may want to petition for a **Zoning Map Amendment**, also known as "rezoning."
- Some uses are only allowed with a **Conditional Use Permit**.
- You will need a **Subdivision** if you want to make any changes to property boundaries, such as combining lots, moving an internal property line, or creating new lots.
- If your property is not currently in Slidell's city limits, you may want to petition for **Annexation**.

How do I apply for a City approval?

Applications are handled by different City departments, shown in the table at right. Contact that department for an application.

Building Safety	(985) 646-4323	buildingsafety1@cityofslidell.org
Engineering	(985) 646-4270	engineeringdept@cityofslidell.org
Finance	(985) 646-4310	occupationallic@cityofslidell.org
Planning	(985) 646-4320	planningdept@cityofslidell.org

When completing an application, be sure that you have filled in all information and have attached all required documents. If you have questions about the application form or the required documents, please contact the department that handles the application.

Most applications have an application fee; some are collected at the time of application and others are collected when the permit is issued.

What is the review process? How long will this take?

There are two types of review processes – legislative and administrative.

Legislative reviews require public hearings. The public must be provided notice of these hearings, which adds time to the process. The quickest is the Certificate of Appropriateness, which takes at least two weeks. Subdivisions and variances take at least one month. All other legislative reviews take at least three months. The table at right shows when each legislative body meets. Contact the Planning Department for application deadlines.

Administrative reviews are entirely at the staff level. Staff review the application and approve it if it meets all applicable regulations. Staff may also suggest modifications to help meet code requirements. Administrative review can be done in as little as a day or may take a few weeks, depending on the complexity of the project, staff workload, and the applicant’s responsiveness to requests for information.

Type of Approval	Department	Review Process
Annexation	Planning	Legislative
Building Permit	Building Safety	Administrative
Certificate of Appropriateness	Planning	Legislative
Certificate of Occupancy	Building Safety	Administrative
Conditional Use Permit	Planning	Legislative
Culvert Permit	Engineering	Administrative
Demolition Permit	Building Safety	Administrative
Fence Permit	Building Safety	Administrative
Fill Plan	Engineering	Administrative
Occupational License	Finance	Administrative
Paving Permit	Building Safety	Administrative
Sign Permit	Building Safety	Administrative
Subdivision	Planning	A/L ¹
SWPPP	Engineering	Administrative
Tree Removal Permit	Building Safety	Administrative
Variance	Planning	A/L ²
Zoning Map Amendment	Planning	Legislative

1. A Subdivision is administrative if it meets specific criteria; otherwise, it is legislative.
2. There are specific zoning requirements that are administrative; all others are legislative.

Legislative Body	Meets	Time
City Council	Twice a month	6:30pm
Planning and Zoning Commissions	Once a month	7:00pm
Board of Zoning Adjustment	Once a month	7:00pm
Olde Towne Preservation District Commission	Once a month	5:00pm