

New Orleans Municipal Yacht Harbor Management Corporation

INSTRUCTION SHEET – BOATHOUSE ALTERATIONS

The New Orleans Municipal Yacht Harbor Management Corporation (“MYHMC”) must approve any boathouse alterations, pursuant to the terms of the boathouse leases. Additionally, after MYHMC certifies that the plans and specifications for such alterations are acceptable, the City of New Orleans must still issue a building permit. These Instructions and the documents identified in them will help the boathouse owner and his or her professionals through that process.

Rules to be Familiar With

1. Boathouse Design Criteria: MYHMC has adopted Design Criteria, which set forth the requirements of MYHMC in connection with approving alterations.
2. City Code Section 170-645: The City Code contains a section directly related to the boathouses at MYH.
3. Boathouse Work Compliance Procedures: MYHMC has promulgated specific procedures to be followed in connection with applications to alter boathouses. Your submittal of an application for such alterations commences that process.

Documents to Deliver

1. Boathouse Alteration Application (attached).
2. Five sets of the architectural plans (including graphic renderings displaying the proposed color(s) or color combinations for both the front and back of the boathouse) showing the proposed construction, alteration or additional (the “Work”), bearing live stamps of a registered architect who prepared the plans, or of a professional structural engineer who assisted in the preparation of the plans for the Work.

Such plans should include: (a) Elevation and/or section that shows that the boathouse maintains the existing second floor elevation and existing roof line or that shows the new construction complies with the City Code concerning height and roof lines. (b) The location and screening for mechanical equipment, mailbox or method of receiving mail, a combination of parking spaces, location and means of concealment for garbage container and notation of hardscape material at the bulkhead.

3. Five copies of letters of support from adjacent neighbors, if the Work requires the consent of the neighbor (see City Code provisions as to whether your Work triggers this requirement).

4. A letter, and three copies thereof, signed by the Lessee describing the exterior materials to be used in the Work, the colors of the exterior façade (with color chip approximating the proposed color) and types of doors, windows and other exterior visible elements the Boathouse Lessee proposes to use in conjunction with the Work.
5. Five sets of photographs showing the interior and exterior condition of the boathouse presently. This should include the overall condition of the boathouse, as seen from both the street and the water, and include a depiction of the current exterior finishes, existing roof, existing drainage and existing openings.
6. Existing plan, if you have one.
7. Demolition plan, if applicable.

Where to Deliver These Papers

Wayne Bloom
New Orleans Municipal Yacht Harbor
Management Corporation
401 N Roadway
New Orleans, LA 70124
Tel: (504) 283-9676
whbloom@nola.gov

The Process After That

MYHMC, as you will see from the Boathouse Work Compliance Procedures, has established a Rules and Standards Committee to evaluate plans and specifications for boathouses. That Committee has retained the services of an architect to assist in that process. Indeed, the architect conducts the initial review and alerts the Committee to any instances where additional information is necessary or where the plans and specifications do not appear to be in compliance with the Design Criteria or the City Code.

Accordingly, your plans and specifications will be delivered promptly to that architect for review. You will be contacted for any further information that is necessary. When all appears to be complete and in order, the Committee will conduct a public meeting (required by law), with you present and participating, in order to come to a decision.

Once your application and other papers are delivered, the Chairman of the Rules and Standards Committee will become your point of contact for all future communications, exchanges of information and scheduling.

Questions

- Before you submit the application: If you have questions about the process or these Instructions, prior to submitting your Application, please contact Wayne Bloom at (504) 283-9676 or at whbloom@nola.gov.
- After your application has been submitted: All of your contact after you submit the application will be with the Chairman of the Rules and Standards Committee. He or she will contact you shortly after your Application is submitted to give you his or her contact information.

New Orleans Municipal Yacht Harbor Management Corporation

Boathouse Alteration Application

<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> Boathouse number	Boathouse address:		
Lessee name:	Lessee mailing address:		
Lessee phone number:	Lessee cell number:	Lessee email address:	
Adjacent boathouse number (to the <u>LEFT</u> from the street side) <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	Adjacent Lessee Name:	Adjacent Lessee boathouse address:	
	Adjacent Lessee phone and email:	Adjacent Lessee mailing address:	
Adjacent boathouse number (to the <u>RIGHT</u> from the street side) <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	Adjacent Lessee Name:	Adjacent Lessee boathouse address:	
	Adjacent Lessee phone and email:	Adjacent Lessee mailing address:	
Brief description of work to be done:			
Percentage of existing work to remain:			
Percentage of new work to be done:			
TOTAL (should add up to 100%)	100		