

2000-0521

INTRODUCED BY: APRIL BLACK, COUNCILMAN DISTRICT V  
& ALBERT LAQUE, PARISH PRESIDENT  
(Department of Planning & Zoning)

ORDINANCE NO. 00-11-12

An ordinance to amend the St. Charles Parish Code of Ordinances, Appendix C Subdivision Regulations of 1981; Sections I.B., II.B.2., II.B.3., II.B.4.a., II.D.1., and IV.D. concerning Preliminary Plat Definitions, Preliminary Plat Mandatory Submission Requirements, Construction Plan Requirements, and submission of Drainage Impact Analysis.

**WHEREAS,** the term "Preliminary Plat" is not defined in the Subdivision Regulations; and,

**WHEREAS,** a preliminary plat of a proposed subdivision is a conceptual plan or proposal of the subdivision; and,

**WHEREAS,** the Subdivision Regulations require the developer to obtain information for a plat that is conceptual; and,

**WHEREAS,** Formal Construction Approval by the Planning & Zoning Commission is required before subdivision construction can begin; and,

**WHEREAS,** Mandatory submission items are required on the construction approval plat; and,

**WHEREAS,** it is the desire of the St. Charles Parish Council to require that a conceptual subdivision be given preliminary plat approval before developers are required to submit mandatory submission items; and,

**WHEREAS,** It is the desire of the St. Charles Parish Council that mandatory submission items be required on Construction Plans before formal construction approval is granted.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the St. Charles Parish Code of Ordinances, Appendix C, Section I.B. Definitions is hereby amended by adding the following definition;

***Preliminary Plat.*** a subdivision design that shows the conceptual plan for the proposed subdivision.

**SECTION II.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II.B.2. Mandatory Submission Requirements is hereby amended by adding the following:

v. Statement of Dedication. Submission of the Preliminary Plat shall be accompanied by a written "Statement of Dedication." Indicating the subdivider's intent to submit a final "Act of Dedication" prior to approval of the Final Plat.

**SECTION III.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II.B. 3.a., 3.b., 3.c., 3.d., Preliminary Plat/Additional Submission Requirements are hereby deleted and replaced with the following;

a. **Drainage Impact Analysis.** A Drainage Impact Analysis shall be completed by a Civil Engineer registered with the State of Louisiana for all subdivisions of property of one (1) acre or greater. The said Drainage Impact Analysis shall be prepared pursuant to the guidelines specified in these regulations.

**SECTION IV.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II.B.4.a. is hereby amended as follows:

a. **Submission Procedure.** An application for subdivision approval and the Preliminary Plat shall be submitted to the Director of Planning and Zoning from the record owner(s) of the property being subdivided. If the property is in the name of a corporation, a resolution authorizing the subdivision or authorizing an individual to request such approval shall be submitted. One (1) Mylar or film reproducible copy, five (5) original copies,

and one (1) 11"x 17" Mylar or film reproducible copy of the Preliminary Plat shall accompany the application. Upon submission, the Preliminary Plat shall be stamped with the date of filing, and with an acknowledgment that the required filing fees have been paid.

**SECTION V.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II.D.1. is hereby amended by adding the following ;

1. Approval Procedure—Planning Commission Approval Required. After receiving Commission approval of the Preliminary Plat, the Subdivider shall submit one (1) Mylar or film reproducible, and five (5) original copies of complete construction plans and specifications, and one (1) 11" X 17" Mylar or film reproducible copy of the site plan to the Department of Planning & Zoning for the area to be developed. The Department of Planning & Zoning shall keep the Mylar or film reproducible complete set, and 11" X 17" copy and shall distribute two (2) copies to the Department of Public Works and Wastewater and one (1) copy to the Department of Waterworks.

Upon acceptance of the complete construction plans and specifications, letters of no objection from the Directors of the Department of Public Works & Wastewater, the Department of Waterworks, the Contract Monitor (for street light plan), and Parks and Recreation (detailing the accepted recreation obligation), shall be forwarded to the Planning and Zoning Commission via the Department of Planning and Zoning. Upon receipt, the Planning and Zoning Commission shall, through the Department of Planning and Zoning, schedule a public hearing on the proposed construction approval for the subdivision. No construction work shall begin until formal construction approval by the Planning & Zoning Commission is granted.

Upon Construction Approval by the Planning and Zoning Commission, the Director of Planning and Zoning shall notify the Subdivider by registered letter that he may proceed with the construction of the proposed subdivision. This notification shall also include an itemized listing of all remaining subdivision development fees, which shall be due and payable to the parish at least fifteen (15) days prior to Final Plat consideration by the Council. The Subdivider is then obligated to inform the Director of Planning and Zoning in writing of his intention to proceed, so that arrangements may be made to monitor the installation of improvements.

**SECTION VI.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II.D.2. Construction Plan Requirements is hereby amended as follows:

**2. Construction Plan Mandatory Submission Requirements**

- a. Construction Plan. All improvements shall conform to Section II, Geometric Standards, and Section IV, Designs Standards, as contained in these regulations. The basic requirements of construction plans for street, drainage, water, and sewer improvements include, but are not limited to, the following:
  - (1) Title Sheet. The title sheet shall show the following:
    - a. Vicinity Map. The vicinity map shall show an area large enough to identify several surrounding landmarks or municipalities. The map shall be oriented so that the north arrow points upward.

- b. Layout Map. The layout map shall be drawn at a scale of one (1) inch equals two thousand (2,000) feet and shall show the general configuration of the subdivision and the immediate surrounding or connecting roadways or subdivisions. The scale shall be shown below the map.
  - c. Subdivision Name. The name of the subdivision as it appears on the approved preliminary plat shall be shown in bold letters. The name shall also be shown on the lower right hand corner of the title sheet.
  - d. Index. The index to sheets in the plans will be shown in the upper left hand corner of the title sheet. The index shall include a list of all sheets in order by number and description.
  - e. Signature. The signature and seal of a Professional Land Surveyor licensed to practice in the State of Louisiana.
- (2) Contour Map. The contour map shall be prepared covering the area of the subdivision and all additional areas of any watershed which drains into the property to be developed.
  - (3) Storm Drainage System Plan. A layout map shall be prepared showing the proposed and existing subsurface storm drainage system and/or ditch drainage system within the subdivision, all outfall drainage systems, and individual drainage areas.
  - (4) Sanitary Sewer System Plan. A layout map shall be prepared showing the proposed and existing sanitary sewerage systems.
  - (5) Water Distribution System Plan. A layout map shall be prepared showing the proposed and existing water distribution systems.
  - (6) Street Lighting System Plan. A layout map shall be prepared showing the proposed street lighting system.
  - (7) Typical Section Sheet. A section sheet shall be provided showing the finished section of streets with all utilities included.
  - (8) Plan Profile. A plan profile of all streets shall be provided including the following:
    - a. Profile along centerline and each property line.
    - b. Proposed finished centerline grade with station numbers and elevations.
    - c. Grade of storm sewer and/or ditch drainage system.
    - d. Size and grade of sanitary sewer lines.

- e. Design details of street, drainage, and sewerage improvements.
- (9) Base Flood Elevation Data. Base Flood Elevation (FEMA) data shall be provided for subdivision proposals and other proposed development which contain at least fifty (50) lots or five (5) acres, whichever is less.
- (10) Soils Analysis, soil borings, and geotechnical reports shall be performed by a Licensed Professional Engineer. This shall apply to proposed subdivisions, which abut an existing or proposed Major Drainage Canal. The Department of Public Works shall determine specification of the soil analysis, soil borings, and geotechnical reports. Should analysis indicate substandard soils, the Department of Public Works shall require bulkhead construction or acceptable alternatives for the purpose of stabilizing the canal banks. (Ord. No. 99-12-8, § III, 12-6-99)
- b. Recreation Impact Acknowledgement. After receiving Commission approval of the Preliminary Plat, the Director of Planning & Zoning shall submit a letter to the Director of Parks and Recreation detailing the land donation calculations and the fee calculations that the developer is to satisfy. A letter of reply from the Director of Parks and Recreation, detailing the accepted provisions, shall be submitted to the Director of Planning and Zoning before formal construction approval.
- c. Wetland Delineation and/or Wetland Permits. Wetland Delineations must be approved by the U.S. Army Corps of Engineers/New Orleans District; Surveillance and Enforcement Section. If any portion of the property to be developed is designated as jurisdictional wetlands, then all wetland permits must be received prior to construction plan approval. All wetland documentation shall be approved, in writing, by the St. Charles Parish Coastal Zone Management Section before formal construction approval. (Ord. No. 99-3-16, § I, 3-22-99)

**SECTION VII.** That the St. Charles Parish Code of Ordinances, Appendix C, Section IV.D.5. Drainage Impact Analysis is hereby amended by adding and deleting the following

- 5. Drainage Impact Analyses. Drainage studies shall be required pursuant to the following requirements.

Previous to Preliminary Plat approval, a comprehensive drainage impact analysis of all proposed subdivision and surrounding affected areas must shall be submitted to the Planning Commission through the Department of Planning & Zoning by a Licensed Professional Engineer registered with the State of Louisiana. The Department of Planning & Zoning shall forward said analysis to the Director of Public Works & Wastewater. Neither the subdivision Preliminary Plats nor subdivision construction prints Formal construction approval of the subdivision will shall not be approved until a favorable written certification letter of approval of the drainage impact analysis has been made by the office of the

~~Director of Public Works~~ Director of Public Works & Wastewater to the Director of Planning & Zoning.

~~If the Commission gives Preliminary approval to a plat contingent on later submission of the drainage impact analysis and if this drainage impact analysis is found to indicate improper drainage will result because of the subdivision, then the plat shall be returned to the Commission for reconsideration at its next scheduled meeting. Until the developer has developed a drainage plan that is acceptable to the Director of Public Works, the Preliminary Plat shall not be approved~~

The foregoing Ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: FAUCHEUX, HILAIRE, FABRE, AUTHEMENT, BLACK, MARINO, MINNICH  
NAYS: RAMCHANDRAN, ABADIE  
ABSENT: NONE

And the Ordinance was declared adopted this 20th day of November, 2000, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: 

Acting

SECRETARY: 

DLVD/PARISH PRESIDENT: 11-21-00

APPROVED: ✓ DISAPPROVED:       

PARISH PRESIDENT: 

Acting  
RETD/SECRETARY: 11-21-00

AT: 12:10 PM RECD BY: NB