

Michelle Impastato

From: Michelle Impastato
Sent: Monday, September 21, 2020 12:38 PM
To: ParishCouncilMembers
Subject: FW: Legislative Committee Notes
Attachments: LUR_2020-06_ORD-Infrastrucutre review.docx; Appendix C.PDF

Categories: To do

Councilmembers,

Please see below correspondence and attached regarding the Committee meeting on Wednesday at 6:00 pm.

Thank you,

Michelle Impastato
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Note: Please be aware that receipt of and/or response to this email may be considered a public record.

From: Michael Albert
Sent: Monday, September 21, 2020 8:41 AM
To: Michelle Impastato <mimpastato@stcharlesgov.net>
Cc: Michael Palamone <mpalamone@stcharlesgov.net>
Subject: Legislative Committee Notes

I've included the Land Use Report from when these changes were initially reviewed at the Commission. What is going forward adds to this general idea.

What we are looking at updating is the following:

- Timing of document submission in response to public interest;
 - i.e. A completed DIA at Preliminary...
- Subdivision Construction approval and public hearing process;
- How subdivision phasing occurs;
- What constitutes when successive minor subdivisions amount to a major subdivision;
- What and how do we approach instances of infrastructure rejection;
- Adjusting the 10 year storm requirement to the 25 year storm requirement;
- Geometry of servitudes for drainage and utilities;

- Mandates on compatibility with an approved Master Sewer Plan for developments;
- Reporting on downstream effects in review memos; and
- Implementation of a TIA process both in subdivisions and commercial development.

It is not easy or really helpful to give a specific code citation for all this. The changes run all through the subdivision regulations. Anyone who wants to familiarize themselves with Appendix C should read through Section II, Subdivision procedure and Section IV Design Standards as most of the substantive parts happen through there. There is ongoing discussion about where the TIA section should be set and that may be a question that the committee can weigh in on.

I hope this helps.

Michael J. Albert, AICP

Director

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[SCP P&Z Website](#)

APPENDIX C

ST. CHARLES PARISH SUBDIVISION REGULATIONS OF 1981*

***Editor's note**—This appendix contains the St. Charles Parish Subdivision Regulations of 1981, being Ord. No. 81-8-2, adopted August 3, 1981.

Cross references—Fee for copy of subdivision regulations, § 2-2; buildings and building regulations, Ch. 6; planning and development, Ch. 19; comprehensive land use plan adopted, § 19-3; basic zoning ordinance, App. A.

ORDINANCE No. 81-8-2

An Ordinance to adopt the "St. Charles Parish Subdivision Regulations of 1981" as prepared by Dawson Engineers, Inc., dated

The St. Charles Parish Council Hereby Ordains:

I. General.

A. Authority. The St. Charles Parish Governing Authority in order to promote the health, safety, convenience and general welfare and to provide for the orderly and coordinated development of the parish hereby adopts the following Subdivision Regulations. These Regulations are developed in accordance with the provisions of Louisiana Revised Statutes of 1950 Title 33:101—119.

B. Definitions:

Administrative resubdivision. Any resubdivision action resulting in five (5) or fewer lots wherein no net increase is proposed, and where no public improvements are required. (Ord. No. 06-1-23, § I, 1-23-06)

Alley. A right-of-way dedicated for public use to provide access to the back or side of properties abutting on a street.

Block. An area of land bounded by a street or by a combination of streets, parks, cemeteries, railroads, exterior boundaries of a subdivision, drainage servitude, or waterway. (Ord. No. 06-1-23, § I, 1-23-06)

Access driveway. A twenty-foot easement area, of which fifteen (15) feet shall be a paved or shelled roadway with an adequate turn-around at the end or if the access driveway is longer than seven hundred fifty (750) feet in length a turn-around area provided at seven hundred fifty (750) feet. Five (5) feet of the easement area is to be used for utility installation. (Ord. No. 82-1-9, § 1, 1-18-82)

Council. The St. Charles Parish Council—the governing authority of St. Charles Parish.

Commission. The Planning and Zoning Commission of St. Charles Parish, Louisiana.

Cul-de-sac. A local street having an opening at one end and closed on the other end, with facilities for vehicular turn around.

Dedication, act of. Notarial act (an example of which will be supplied by the parish upon request) granted by the owner of a subdivision development to the extent that the title to the streets is transferred to the parish and are dedicated for public use.

Dedication, statement of. Statement printed upon the final plat noting that no trees, shrubs, or other plants may be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any servitude or right-of-way so as to prevent or unreasonably interfere with any purpose for which the servitude or right-of-way is granted. Where a sewage treatment plant or oxidation pond is to be provided by the developer, the area to be used for this purpose shall be granted by the owner as a servitude for that purpose only, and shall be separate from any other lot or building site.

Developer. Any individual, firm, or association seeking to subdivide or develop a parcel of land under these regulations.

Easement. A parcel of land reserved by the subdivider for public utilities, drainage, and other public use, the title of which shall remain with the property owner, subject to the right of use designated in the reservation of the easement.

Family. The term "family" is described as those relationships that are encompassed with the first degree of consanguinity and are to include parents and children, grandparents, brothers and sisters, aunts and uncles and first cousins. (Ord. No. 82-1-9, § 1, 1-18-82)

Family plot. Property owned by a single family for a minimum of twenty (20) years. The development of this property shall be for the exclusive development and use of immediate members of that family and shall not exceed fifteen (15) parcels with a minimum size of ten thousand (10,000) square feet. The parcels can be developed without street frontage serviced by an access

driveway. No parish services will be provided to residences of a family plot in the way of streets or maintenance, water, lighting or sewerage. (Ord. No. 82-1-9, § 1, 1-18-82)

Industrial development. Properties designated with industrial area status. (Ord. No. 00-5-9, § I, 5-15-00)

Lot. A portion of a subdivision or other parcel of land intended as a single building site or unit for transfer of ownership or development.

Major drainage canal. Any canal with a depth greater than four (4) feet or width greater than twenty (20) feet. (Ord. No. 99-12-8, § I, 12-6-99)

Parcel. A tract of land, the boundaries of which have been defined and are shown on a recorded subdivision or development plat.

Planned industrial park. A development of land, used primarily for industrial and related uses, under unified control, that is planned and developed as a whole operation or programmed series of development stages. (Ord. No. 00-5-9, § I, 5-15-00; Ord. No. 15-6-9, § I, 6-1-15; Ord. No. 15-10-3, § I, 10-5-15)

Planning department. Planning and Zoning Department of St. Charles Parish, Louisiana.

Planning director. Director of the St. Charles Parish Planning and Zoning Department.

Plat. A plan or map of a subdivision or a parcel of land.

Preliminary plat. A subdivision design that shows the conceptual plan for the proposed subdivision. (Ord. No. 00-11-12, § I, 11-20-00)

Public improvement. Any street, roadway, parkway, streetlight, drainage feature, fire hydrant, pedestrian way, or other infrastructure for which the local government may ultimately assume the responsibility for maintenance and operation. (Ord. No. 06-1-23, § I, 1-23-06)

Resubdivision. Any change to an approved or recorded subdivision plat that affects any lot line, street layout, or area reserved for public use; or that affects any survey, map, plan, deed, or property transferred and legally recorded

prior to the adoption of the Subdivision Ordinance of 1981. (Ord. No. 06-1-23, § I, 1-23-06; Ord. No. 16-3-5, § I, 3-17-16)

Right-of-way. A parcel of land dedicated by the developer for public use, the title of which shall rest in the public for the purpose stated in the dedication.

Servitude. Same as easement.

Sidewalk. Paved pedestrian walk usually paralleling a street (See typical sections).

Street. A right-of-way, excluding alleys, dedicated to the public use which provides vehicular and pedestrian access to adjacent properties. Streets shall be classified as follows:

Freeway. A divided arterial highway for through traffic with full control of access.

Expressway. A divided arterial highway for through traffic with full or partial control of access and generally with grade separations at major intersections.

Arterial. A highway primarily for through traffic usually on a continuous route.

Collector. A street which provides for traffic movement between major arterials and local streets, and provides for direct access to abutting property.

Local street. A street primarily for access to residences, business, or other abutting property.

Subdivider. Same as developer.

Subdivision. The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale or of building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or area subdivided. (Ord. No. 06-1-23, § I, 1-23-06; Ord. No. 16-3-5, § I, 3-7-16)

Subdivision, major. Any subdivision or resubdivision resulting in six (6) or more lots, including any remainder of the original lot, plat, tract,

parcel, and/or any subdivision or resubdivision requiring dedication of public improvements. (Ord. No. 16-3-5, § I, 3-7-16)

Subdivision, minor. A subdivision or resubdivision creating a net increase of five (5) or fewer lots and which does not require dedication of public improvements due to the necessary improvements being in place. (Ord. No. 16-3-5, § I, 3-7-16)

Tract. Same as parcel.

C. Responsibilities:

Subdivider. Each subdivider should confer with the Planning Department staff prior to preparing the tentative geometric layout of a subdivision to become familiar with the Subdivision Regulations and with the proposals of the overall development plan affecting the area in which the subdivision lies. The plats shall be prepared in accordance with these Subdivision Regulations.

Commission. The Commission shall investigate each subdivision presented to determine if the design and improvements conform to the Subdivision Regulations, Zoning Ordinances, and overall development plan of the Parish. The Commission shall require such changes as necessary to insure conformance to the Regulations and Ordinances of St. Charles Parish.

D. Jurisdiction. These Regulations apply to every subdivision of land to be located within St. Charles Parish, Louisiana. Any final plat which has been approved by the Council shall be recorded in the Clerk of Court's office, and no lots shall be sold from such plat unless and until approved as required by these Regulations.

No street number or building permit shall be issued nor any public money expended for the maintenance of streets, sewers, or other improvements until those improvements have been accepted and the final plat of such land has been approved by the Council and recorded at the office of the Clerk of Court. These Regulations shall not apply to land in subdivisions previously legally recorded except in the case of resubdivision or land subdivided for agricultural purposes.

II. Subdivision procedure.

A. Pre-Application Orientation. Any subdivider, developer, or development group seeking to subdivide or develop land in St. Charles Parish should, prior to the preparation of an appropriate plan, contact the Department of Planning and Zoning to ascertain existing subdivision regulations, zoning regulations, as well as other parish, state, and federal guidelines regulating the use and development of land in the vicinity of the proposed subdivision.

B. Administrative Resubdivisions. In instances where no net increase of lots is proposed, and five (5) or fewer lots are proposed, and no public improvements are required, the Parish President and the Director of Planning and Zoning may certify and thereby approve or disapprove such applications for subdivisions without public notice, public hearing, Commission approval, or Council approval, provided that the proposal is in compliance with relevant land use regulations including the St. Charles Parish Zoning Ordinance and Subdivision Regulations, as amended. The resubdivision plan for such a resubdivision shall meet the criteria listed in Section II.C.3. of this section. This authority shall not exceed the limits herein.

C. Minor Resubdivisions.

1. In instances where a net increase of five (5) or fewer lots is proposed by subdivision or resubdivision and no new or additional public improvements are required, no formal preliminary plat shall be required. The plan of resubdivision shall comply with requirements outlined in section II.C.3 of this section, and with all relevant land use regulations, including the St. Charles Parish Zoning Ordinance and Subdivision Regulations. The Planning and Zoning Commission may approve or deny the application. The basis for denial shall be stated at the meeting and on the record of the Planning and Zoning Commission. (Ord. No. 14-8-3, § I, 8-4-14; Ord. No. 16-3-5, § II, 3-7-16)
2. *Reserved.* (Ord. No. 16-3-5, § III, 3-7-16)

3. Subdivisions and resubdivisions which meet the guidelines contained in Section II.C. of these regulations shall be presented to the Department of Planning and Zoning in the form of a plan which conforms to the laws of the State of Louisiana governing surveying, platting, and subdivision of land. The proposed subdivision shall contain the following information:

- a. Location of the property.
- b. Name(s) and address(es) of the owners.
- c. Name and address of the Land Surveyor preparing the plan as well as the date the survey was prepared. The survey shall be dated within one (1) year of the subdivision application date.
- d. Existing property lines and lot numbers, including names and width of adjoining streets.
- e. Proposed property lines and revised numbers of proposed lots.
- f. Location and dimensions of existing buildings.
- g. Layout and dimensions of all existing, proposed, and required servitudes and rights-of-way, including but not limited to servitudes for sidewalks, utilities, access, drainage ditches, and canals. (Ord. No. 12-10-7, § I, 10-15-12)
- h. Existing lakes and ponds.
- i. North arrow and scale.
- j. The following note shall be added to all resubdivision maps: All necessary sewer, water and/or other utility extensions, relocations or modifications shall be made solely at the lot owner's expense.

(Ord. No. 13-12-15, § I, 12-16-13)

- k. Stormwater Pollution Prevention Plan. For Minor Subdivisions that involve more than one (1) acre, the MS4 Administrator may require the

submittal of a Stormwater Pollution Prevention Plan and/or Post Construction Stormwater Permit, including all required documentation, in accordance with Chapter 25—Stormwater Management and Erosion and Sedimentation Control.

(Ord. No. 14-1-13, § I, 1-21-14)

D. *Major Resubdivisions.* For any subdivision or resubdivision resulting in six (6) or more lots, including any remainder of the original lot, plat, tract, parcel, and/or any subdivision or resubdivision requiring dedication of public improvements, approval shall consist of preliminary plat approval and construction approval by the Planning and Zoning Commission, and final approval by the Parish Council. (Ord. No. 16-3-5, § IV, 3-7-16)

1. *Reserved.* (Ord. No. 16-3-5, § V, 3-7-16)

- a. Stormwater Pollution Prevention Plan. For Major Subdivisions that involve more than one (1) acre and/or the required public improvements are deemed by the Planning Director to be insignificant, the MS4 Administrator may require the submittal of a Stormwater Pollution Prevention Plan and/or Post Construction Stormwater Permit, including all required documentation, in accordance with Chapter 25—Stormwater Management and Erosion and Sedimentation Control.

(Ord. No. 14-1-13, § II, 1-21-14)

E. *Preliminary Plat Requirements.*

1. When Required. A formal preliminary plat shall be required for all subdivisions except where no street, drainage, or sewer improvements are required. (See Section II.C.). (Ord. No. 94-12-4, § XVII, 12-5-94)

2. **Mandatory Submission Requirements.** The preliminary plat shall conform to the laws of the State of Louisiana governing surveying, platting, and subdivision of land. The preliminary plat shall contain the following mandatory information:
 - a. The name(s) and address(es) of the owner(s) and subdivider(s).
 - b. The seal of the land surveyor preparing the plat and the date of preparation. The plat shall be dated within one (1) year of the subdivision application date.
 - c. A title block containing the subdivision name, location of the property, a true north arrow, and scale, both written and graphic. The preliminary plat shall be drawn to a legible scale. (Ord. No. 19-4-12, § I, 4-22-19)
 - d. Existing property lines, including width and names of bounding streets.
 - e. Section and township lines.
 - f. Zoning district boundary lines, only when such boundary lines bisect the proposed subdivision.
 - g. Location and dimensions of existing improvements, including municipal numbering where applicable.
 - h. Qualifying statement, as follows: "St. Charles Parish land use regulations, including setback standards, supersede private subdivision covenants where parish regulations are more restrictive."
 - i. Existing drainage ditches and canals and their respective servitudes.
 - j. Existing lakes and ponds.
 - k. Name(s) and address(es) of adjoining property owner(s) as they appear on the tax assessor's roles.
 - l. Name(s) of adjoining subdivisions.
 - m. Layout and dimensions, including area, of all proposed lots which shall be numbered consecutively.
 - n. Layout and dimensions of servitudes and rights-of-way, including sidewalks.
 - o. Existing bridges, culverts, water-mains, sanitary and storm sewers, and other underground structures indicating pipe sizes, grades, and manholes.
 - p. Existing contours at one-foot intervals using mean sea level datum for ground slope within the subdivisions.
 - q. Proposed method and source of sewage disposal and/or treatment.
 - r. Proposed method and plan for drainage.
 - s. Location and size of any proposed school sites, park sites, playgrounds, or other special uses of land.
 - t. A composite road plan with graphic alignment, proposed street names, right-of-way widths, curve radii and tangent length, intended type of surfacing material, street lighting plan, and the location and type of any proposed railroad crossing(s) for subdivision access. (Ord. No. 00-8-1, § I, 8-7-00)
 - u. Vicinity map at a scale of one (1) inch equals two thousand (2,000) feet.
 - 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. (Ord. No. 00-11-12, § II, 11-20-00)
3. **Preliminary Plat/Additional Submission Requirements.**
 - 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. (Ord. No. 00-11-12, § III, 11-20-00)

- b. Preliminary Subdivision Stormwater Pollution Prevention Plan. A Stormwater Pollution Prevention Plan, including all required documentation, shall be submitted in accordance with Chapter 25—Stormwater Management and Erosion and Sedimentation Control, Section 25-14.

(Ord. No. 14-1-13, § III, 1-21-14)

4. Preliminary Plat Procedure.

- 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. A PDF file and five (5) original copies 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. (Ord. No. 00-11-12, § IV, 11-20-00; Ord. No. 17-7-18, § I, 7-31-17; Ord. No. 19-4-12, § II, 4-22-19)
- b. Departmental Review. The Director of the Department of Planning and Zoning shall then review the Preliminary Plat for conformance with the relevant land use regulations. The Director of Planning and Zoning shall inform the subdivider in writing within fifteen (15) calendar days of the date of receipt of the Preliminary Plat the data submitted does or does not meet the objectives of these subdivision regulations.

If the data submitted does not meet the objectives of these regulations, the reason(s) shall be so stated. When the Preliminary Plat is found to conform to these regulations, the Commission, through the Department of Planning and Zoning, shall schedule a public hearing on the proposed subdivision.

- c. Waiver or Modification of Specific Subdivision Regulations. Should the Director discover that specific aspects of the submitted Preliminary Plat fail to conform to the regulations contained in this ordinance, he may choose to forward the proposal for formal consideration by the Planning Commission and Parish Council if the literal enforcement of one or more provisions of the ordinance (i) is impracticable, or (ii) will exact undue hardship because of peculiar conditions pertaining to the land in question. Financial hardships shall not be considered as valid criteria for any such waiver or modification of existing regulations. Any application for Preliminary Plat approval which contains a request for a waiver or modification of any subdivision regulation shall contain a specific reference to the request and state the reasons that the request be granted. The Planning Commission, with a supporting resolution of the Council, may grant a waiver or modification of these regulations only when such requests meet the condi-

tions of this subsection (i, ii) and are not detrimental to the public interest.

- (1) Waivers to Preliminary Plats of specific Subdivision or Zoning requirements as approved under the Special Permit procedure for Garden Home Developments may be approved on the Preliminary Plat by the Planning Commission with a supporting resolution of Council.(Ord. No. 17-2-10, § V, 2-20-2017)

- d. **Public Hearing Notice.** The Department of Planning and Zoning shall post a sign on the affected property which calls attention to the public hearing at least ten (10) days prior to that hearing date. Similar notification shall also be posted at the principal office of the Department of Planning and Zoning and at the building in which the public hearing shall be held. The public hearing shall be advertised in the official journal of the Parish at least three (3) times on at least three (3) separate weeks, and at least fifteen (15) days shall elapse between the first publication and the date of the hearing. Notice of the time and place of the public hearing shall be sent by certified mail not less than ten (10) days in advance of the hearing to the following parties:

- (1) The subdivider and the owners (at the address(es) listed on the Preliminary Plat).
- (2) The owners of the land adjoining the platted land as their names appear on the tax assessor's records. If the subdivider owns the contiguous property, the next subsequent landowner shall be notified.
- (3) The St. Charles Parish Council through the Council Secretary.

- e. **Public Hearing/Decision Process.** The subdivider or his representative shall be present at the public hearing to explain the proposal and to answer questions. Following the public hearing, the Commission shall either:

- (1) Approve the Preliminary Plat as submitted.
- (2) Conditionally approve the Preliminary Plat with conditions stated in writing.
- (3) Disapprove the Preliminary Plat within sixty (60) calendar days of the date of the public hearing unless the time is extended by mutual agreement between the Commission and the subdivider.

The reason(s) for disapproval shall be stated in writing to the subdivider. Approval or conditional approval shall be evidenced by the Commission Chairman's signature on the Preliminary Plat. Any conditions or requirements shall be referenced and attached to the Preliminary Plat and application. The Commission, through the Department of Planning and Zoning, shall notify the Parish President and the Parish Council of the decision regarding the presented Preliminary Plat. Approval or conditional approval shall be valid for a period of six (6) months from the date of the Commission decision, unless extended by the Commission. Preliminary Plat approval of any successive phase of an approved subdivision expires when construction is interrupted on any such phase for a period of six (6) months or more.

F. Subdivision Construction.

1. **Approval Procedure—Planning Commission Approval Required.** After receiving Commission approval of the Preliminary Plat and approval by the railroad company for installation of a new railroad crossing (if any) to be dedicated for public subdivision access, the applicant shall submit a PDF file and five (5) original full size (24" x 36") copies of complete construction plans and specifications, and a PDF file of the site plan to the Department of Planning and Zoning for the area to be developed. The Department of Planning and Zoning shall distribute the PDF file and two (2) copies to the Department of Public Works and Wastewater, the PDF file and one (1) copy to the Department of Waterworks, and the PDF file to the members of the Parish Council for informational purposes only.

Upon the Department of Planning and Zoning receiving letters of no objection to the complete construction plans and specifications from the Directors of the

Department of Public Works and Wastewater, the Department of Waterworks, the Contract Monitor (for street light plan), and Parks and Recreation (detailing the accepted recreation obligation), the complete construction plans and specifications 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 and Zoning Commission is granted, the developer is notified of the approval by registered letter, and a Pre-Construction Review Meeting is held. (Ord. No. 00-11-12, § V, 11-20-00; Ord. No. 17-7-18, § I, 7-31-17)

- a. **Public Hearing Notice.** The Department of Planning and Zoning shall post a sign on the affected property which calls attention to the public hearing at least ten (10) days prior to that hearing date. Similar notification shall also be posted at the principal office of the Department of Planning and Zoning and at the building in which the public hearing shall be held. The public hearing shall be advertised in the official journal of the Parish at least three (3) times on at least three (3) separate weeks, and at least fifteen (15) days shall elapse between the first publication and the date of the hearing. Notice of the time and place of the public hearing shall be sent by certified mail not less than ten (10) days in advance of the hearing to the following parties:
 - (1) The subdivider and the owners (at the address(es) listed on the Preliminary Plat).
 - (2) The owners of the land adjoining the platted land as their

names appear on the tax assessor's records. If the subdivider owns the contiguous property, the next subsequent landowner shall be notified.

- (3) The St. Charles Parish Council through the Council Secretary.

- b. **Public Hearing/Decision Process.** The subdivider or his representative shall be present at the public hearing to explain the proposal and to answer questions.

Following the public hearing, the Commission shall either:

- (1) Approve the Preliminary Plat for Construction as submitted.
 (2) Conditionally approve the Preliminary Plat for Construction with conditions stated in writing.

- (3) Disapprove the Preliminary Plat for Construction within sixty (60) calendar days of the date of the public hearing unless the time is extended by mutual agreement between the Commission and the subdivider.

The reason(s) for disapproval shall be stated in writing to the subdivider. Any conditions or requirements shall be referenced and attached to the Preliminary Plat and application. The Commission, through the Department of Planning and Zoning, shall notify the Parish President and the Parish Council of the decision regarding the presented Preliminary Plat and its Construction Approval.

Construction approval of any phase of an approved subdivision expires when construction is interrupted on any such phase for a period of six (6) months or more.

(Ord. No. 99-12-9, §§ I, II, 12-6-99)

2. **Construction Plan Mandatory Submission Requirements**

- a. **Construction Plan.** All improvements shall conform to Section III, 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 and the words "Construction Approval Subdivision Plans" shall be shown in bold letters. The subdivision name shall also be shown on the lower right hand corner of the title sheet. (Ord. No. 02-9-22, § I, 9-23-02)

- 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)
 - (11) Railroad Crossing(s). If roadway requires a railroad crossing for subdivision access, the subdivider shall submit with the construction plans a copy of the proposed railroad crossing agreement required by the applicable railroad company. The Parish Attorney shall review and return the proposed

- agreement with comments to the developer within two (2) weeks of the submittal date. Upon submittal of an agreement satisfactory to the Parish Attorney, the Parish President is given authority to execute the agreement as needed for construction of the railroad crossing. (Ord. No. 00-8-1, § III, 8-7-00)
- b. Recreation Impact Acknowledgement. After receiving Commission approval of the Preliminary Plat, the Director of Planning and 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, § 1, 3-22-99)
 - d. Private Utilities. Concurrent with the submission of the Construction Plans, the Developer shall submit a letter to the Director of the Department of Planning and Zoning which shall:
 - (1) Identify the private utilities which are to serve the subdivision, and,
 - (2) Provide a statement that the Developer shall notify each of the private utility companies upon construction plan approval to indicate the need for the design and installation of their utilities.
3. Subsequent to approval of Construction Plans by the Planning Commission and at least fourteen (14) days in advance of the Applicant's intent to commence subdivision construction activities, the Department of Public Works, the Department of Waterworks, and the Department of Planning and Zoning shall be notified by the Applicant in writing of the intent to commence subdivision construction so that a Pre-Construction Review Meeting may be scheduled and so that arrangements can be made to monitor the installation of improvements.
 4. Pre-Construction Review Meeting: Upon receipt of the Applicant's written request to begin construction activities, the Department of Public Works shall notify the Applicant, the Department of Planning and Zoning, and the Department of Waterworks of the time and date of the mandatory Pre-Construction review meeting.

During the Pre-Construction Review meeting:

 - a. An itemized listing of all remaining subdivision development fees shall be provided to the Applicant. The Applicant shall be advised that all outstanding fees must be paid to the Parish at least fifteen (15) days prior to Final Plat consideration by the Council.
 - b. At the conclusion of the Pre-Construction Review meeting, the Director of the Department of Public Works may issue a formal Notice to Proceed in writing for construction activities. In no event shall construc-

tion activities commence until such time that a formal Notice to Proceed is issued in writing.

5. Construction Inspection. The Department of Public Works shall arrange for the inspection of construction activities and infrastructure. The inspection arrangements shall be in place prior to the commencement of any work noted in the approved construction plans. The inspection shall be conducted by a licensed professional engineer registered with the State of Louisiana or by competent individuals having inspection experience working under the PE's direct supervision and instructions, all being employees of the Parish.
 - a. The inspection direction and requirements shall be in accordance with an "Inspection Guidance" document for each subdivision that is to be constructed. The document is to be prepared by the Department of Public Works and approved for use by resolution of the Parish Council prior to the start of construction.
 - b. The fees for construction testing shall be the actual billed cost of testing performed by an accredited independent material testing firm contracted by the Parish which shall be paid to the Parish by the developer or subdivider prior to Council approval of the final plat.
 - c. The fee for construction inspection shall be the actual billed cost for any contracted inspection of a subdivision. The cost shall be borne by the Applicant and paid to the Parish prior to Council approval of the final plat.
 - d. The various Parish departments shall have the right to perform any necessary testing and/or inspections supplemental to and/or in addition to that associated with 5.a above and to address issues/conflicts which may arise during construction in

order to approve modifications to the approved construction plans or to provide direction as may be needed. (Ord. No. 17-7-18, § I, 7-31-17)

(Ord. No. 00-11-12, § VI, 11-20-00; Ord. No. 09-10-9, § 1, 10-19-09; Ord. No. 18-2-1, § 1, 2-5-18)

G. *Final Plat Requirements.*

1. When Required. A formal Final Plat shall be required for all subdivisions where a formal Preliminary Plat has been required.
2. Mandatory Submission Requirements. The Final Plat shall conform to the laws of the State of Louisiana governing surveying, platting, and subdivision of land. The Final Plat shall be drawn at a legible scale and in black, waterproof ink on #20 bond paper or equivalent. When required, the Final Plat may be on several sheets no larger than twenty-four (24) by thirty-six (36) inches. If multiple sheets are required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet; any such index sheet shall contain a north arrow, scale, and date. Five (5) such copies of the Final Plat shall be furnished with the submission. The Final Plat shall contain the following information:

(Ord. No. 19-1-7, § I, 1-7-19; Ord. No. 19-4-12, § III, 4-22-19)

- a. The seal of the land surveyor preparing the plat and the date of preparation. Certification statement and signature by a Professional Land Surveyor licensed to practice in the State of Louisiana. The statement shall certify that the final Plat is based upon an actual survey made by said individual, that the distances, courses, all angles and all survey information are shown correctly, that monuments have been set and the lot and block corners are staked correctly on the ground, and that the Professional Land Surveyor has

- fully complied with the provisions of Louisiana Revised Statutes 33:5051, et seq., and all parish ordinances governing the subdivision of land.
- b. A title block containing the subdivision name, name and signature of the subdivider, a true north arrow, and the required scale for the Final Plat, both written and graphic.
 - c. The boundary lines of the subdivision, with accurate distances, angles, and bearings.
 - d. The exact location and widths of all existing and recorded streets intersecting or paralleling within three hundred (300) feet of the boundaries of the subdivision.
 - e. Municipal, township, range, parish, and section lines shall be accurately tied to the lines of the subdivision by distances, angles, and bearings.
 - f. Street and alley rights-of-way, together with street names and widths.
 - g. All curve data including the length of all arcs, radii, internal angles, points of curvatures, lengths, and bearings of tangents.
 - h. All lots and tracts with dimensions, linear and angular, necessary to readily determine the exact boundary of all lots and tracts which are part of the subdivision. All lots shall be numbered in a consecutive manner with no tract or portion of the subdivision omitted. In addition, municipal numbering shall be provided where applicable.
 - i. Qualifying statement, as follows: "St. Charles Parish land use regulations, including setback standards, supersede private subdivision covenants where parish regulations are more restrictive."
 - j. All existing drainage ditches, canals, lakes, and ponds.
 - k. All easements, servitudes, or other rights-of-way together with the limitation of the easement(s).
 - l. All permanent monuments required by these regulations shall be shown. Monuments and their locations shall be shown on the Final Plat:
 - (1) At all corners, control points and angle points on the boundary of the subdivision, but spaced no more than five hundred (500) feet apart.
 - (2) At all points where the boundary of the subdivision intersects street right-of-way lines.
 - (3) At all corners formed by the intersection of street right-of-way lines.
 - (4) At the point of curvature and the point of tangency on all horizontal curves.
 - m. Inundation elevation shall be shown and all areas subject to inundation shall be delineated. The one hundred (100) year flood elevation shall be shown.
 - n. Boundaries of all property offered for dedication for public uses or other special use. Any property that may be designated by deed or covenants for the common use of the property owners in the subdivision shall contain in the deed or covenant a statement of responsibility for maintenance.
 - o. Statement of Dedication printed upon the Final Plat, signed by the owner(s), and stated as follows:

Dedication

"The right-of-way of streets shown hereon, if not previously dedicated, is hereby dedicated to the perpetual use of the public. All areas shown as servitudes are granted to the public for use of utilities, drainage, sewage removal, or other proper purpose for the general use of the

public. No building, structure, or fence shall be constructed, nor shrubbery planted within the limits of any servitude so as to prevent or unreasonably interfere with any purpose for which the servitude is granted.

Sewage Disposal—No person shall provide a method of sewage disposal, except connection to an approved sanitary system, until the method of treatment and disposal has been approved by the Louisiana Department of Health or modern equivalent."

/s/ _____

Signature of Owner(s)

- p. Reference to any recorded instrument which institutes private restrictions, restrictive covenants, or trusteeships.
 - q. Approval signature lines for the Chairman of the Planning Commission, the Chairman of Parish Council, and the Parish President.
 - r. Buildable area within individual lots considering all applicable setbacks including setbacks from major drainage servitudes and setbacks. (Ord. No. 99-12-8, § V, 12-6-99)
 - s. The location of any sewer lift stations. (Ord. No. 02-5-20, § I, 5-20-02)
 - t. Fire station lots for a fire station development shall be identified as such in large bold capitalized letters. (Ord. No. 08-5-6, § I, 5-19-08)
3. Final Plat/Additional Submission Requirements.
- a. Restrictions. A complete copy of any private restrictions, restrictive covenants, of trusteeships and their periods of existence to apply to lots in the subdivision which shall have been signed by the owner(s) or his agent and recorded in the Office of the Clerk of Court.
 - b. Certification Statement by the owner(s) or his agent that the Sewer Development Connection Fee has been paid in full.
 - c. Act of Dedication. Submission of the final Plat shall be accompanied by a written "Act of Dedication" (example supplied by the parish upon request) which shall be signed by the owner(s) dedicating the streets, rights-of-way, and railroad crossings (if any) to the perpetual use of the public for proper purposes. If railroad crossings required for subdivision access are to be dedicated, the Parish shall perform the required action for accepting ownership and maintenance of said railroad crossings within ten (10) working days of the Act of Dedication being accepted by the Parish, if not done so previously. (Ord. No. 00-8-1, § IV, 8-7-00)
 - d. Application for Final Plat Approval. The subdivider shall submit a written letter of application for Final Plat approval.
 - e. ACAD drawings (file extension dwg.) on disk, PDF files, and Five (5) full size drawings of the sanitary sewer system, the storm drainage system, the street lighting system, and the water system. (Ord. No. 17-7-18, § I, 7-31-17)
 - f. Reserved.
 - g. Reserved.
 - h. Reserved.
 - i. One (1) copy of the traverse calculations for the subdivision. The minimum traverse calculations required shall include a closed traverse of the subdivision boundaries and a closed traverse along the centerline of each street within the development. It is stipulated that the correctness and accuracy of survey data and computations rests with the Registered Professional

Civil Engineer or Registered Land Surveyor submitting the Final Plat of the subdivision. The field traverse shall be balanced by the following method:

- (1) Check angular closure. If closure is less than $(\sqrt{n}) \times (15 \text{ seconds})$, where n = number of angles turned, proceed with subsequent steps. If closure is greater than $(\sqrt{n}) \times (15 \text{ seconds})$, rerun field traverse until angular closure is less than $(\sqrt{n}) \times (15 \text{ seconds})$.
 - (2) Adjust all angles equally.
 - (3) Rerun traverse with adjusted angles.
 - (4) Check linear closure. If closure is within 1 in 10,000, proceed with subsequent step. If closure is not within 1 in 10,000, rerun field traverse until closure conforms to previous steps.
 - (5) Adjust dimensions by compass rule.
- j. All remaining subdivision development fees shall be submitted at least fifteen (15) days prior to Final Plat consideration by the Council.
- k. If the subdivider has requested and received a waiver to subsurface drainage requirements and built the subdivision in accordance with those provisions, he shall provide a retrofit manual, including a plat, for incremental migration to a subsurface drainage system. The manual and plat shall include, but not be limited to, all needed culvert sizing, slopes and material specifications needed to complete the project. This manual is to be used to size all culverts, including single driveway culverts, in the subdivision. (Ord. No. 01-4-5, § I, 4-2-01)
- l. Post Construction Stormwater Permit. In accordance with Chapter 25, Section 25-53, the Post Construc-

tion Stormwater Permit shall be filed for the operations and maintenance of all structural BMPs. The document shall include provisions/mechanisms for the transfer of the maintenance and operation of said structural BMPs to future property owners within the subdivision. Said permit shall be approved prior to final plat approval.

(Ord. No. 14-1-13, § IV, 1-21-14; Ord. No. 17-7-18, § I, 7-31-17)

4. Final Plat Approval/Procedure.

- a. Upon the completion of construction improvements and the receipt by the Director of Planning and Zoning of a written recommendation by the Parish Engineer that said improvements conform to these regulations, the subdivider shall submit the Final Plat, application for approval, remaining fees, and all other required information to the Council via the Department of Planning and Zoning. All specified documentation must be submitted a minimum of fourteen (14) days prior to the Council meeting at which it is to be considered. All outstanding subdivision development fees must be submitted to the Department of Planning and Zoning at least fourteen (14) days prior to the Council meeting at which it is to be considered.
- b. The Department of Planning and Zoning shall forward one (1) copy of the required information to the Parish Engineer. The Parish Engineer shall check the Final Plat and accompanying information to insure that it: (i) meets the requirements of these regulations; (ii) conforms to the approved construction plans and specifications; and (iii) conforms to the approved Preliminary Plat and any attached conditions or requirements imposed by the Commission.

- c. If the Final Plat and accompanying submissions are recommended for approval by the Parish Engineer, the Council may proceed to approve the Final Plat. Following concurring approval by the Parish President, the Council Chairman shall sign and date the film reproducible of the Final Plat along with five (5) copies of the Final Plat. The Planning Commission Chairman shall also sign and date the described documents so as to evidence prior Preliminary Plat approval of the subdivision in question.
- d. Should the Final Plat be disapproved, the Council shall notify the Subdivider in writing of such action and shall furnish the reason(s) for disapproval. The Final Plat may consist of only a portion of the approved Preliminary Plat provided that portion conforms to the Subdivision Regulations and the plat approved for the entire area.
- e. Any Final Plat which has been approved by the Council shall be recorded by the subdivider with the Clerk of Court within sixty (60) days of the date of approval, and the Council furnished a copy of the recordation. The subdivider shall also furnish the Planning Department with one (1) film reproducible and one (1) copy of the approved Final Plat. Both documents shall reveal the applicable recordation. Should the subdivider fail to record the subdivision as specified, the approval shall be invalidated.

H. *Acceptance of Improvements.*

- 1. Procedure. When construction is complete and in accordance with approved plans and specifications and after the railroad crossing(s), if any, has been accepted by the Parish, the subdivider, through his engineer, shall certify that all work has been completed and may request final

inspection so that he may obtain written approval and acceptance from the St. Charles Parish Council. For a period of twelve (12) months after acceptance of the work, the subdivider shall keep all filled trenches, pipes, manholes, structures, paved or unpaved surfaces, railroad crossings, etc., constructed and in good condition. The subdivider shall make repairs to such defects in material and workmanship as may develop and may be discovered. If sewage treatment plants and/or pumping stations are constructed, the subdivider shall guarantee materials and workmanship of these facilities for a period of twelve (12) months. The subdivider shall also be responsible for reimbursing the Parish for any repair or maintenance cost associated with railroad crossings and related mechanical devices submitted to the Parish by the railroad from the date of the crossing(s) acceptance by the Parish until the end of the twenty-four-month period following acceptance. Railroad crossings shall remain the property of the developer until dedicated to and accepted by the Parish. The Public Works Department shall develop a standard inspection checklist covering each possible warranted item constructed or installed within a new subdivision. The checklist shall be used by the Parish during the inspection of the subdivisions with the developer (or its authorized representative) within a two-week period prior to the end of the warranty period. Within five (5) days following the inspection, the Parish Council shall be forwarded a copy of the completed inspection checklist along with a copy of a Public Works letter formally informing the developer of items to be addressed. All items noted to be repaired and/or addressed shall be repaired and/or addressed to the satisfaction of the Public Works Department Within forty-five (45) days following the date of the letter. Upon all items being addressed and/or repaired, the Public Works Department

shall provide the Parish Council and the Developer with a letter indicating such. In the event that not all items are addressed and/or repaired within the forty-five-day period, the Parish shall immediately take the steps needed to have the items addressed and/or repaired under the provision of the Maintenance Agreement/Surety Bond. Prior to final plat approval, the applicant shall submit a fee of one thousand dollars (\$1,000.00) to pay for the Parish's final warranty inspection. Any unused fees will be reimbursed by the Parish. Upon Parish inspection of the satisfactorily completed warranty work by the developer, the Public Works Department shall notify the Developer and the Council in writing that the work has been accepted thereby ending the Developer's responsibility for the subdivision improve-

ments unless other stipulations relating to identified deficiencies are imposed on the developer by the Parish, which may extend certain warranty periods on certain items as agreed to by both parties. (Ord. No. 00-8-1, § V, 8-7-00; Ord. No. 08-11-2, § I, 11-3-08)

2. Maintenance Agreement/Surety Bond. The subdivider shall file with the parish a maintenance agreement and surety bond securing to the Parish Council the satisfactory performance of this work for a period of eighteen (18) months from the date of the bond. The amount of the bond shall be ten (10) percent of the cost of the improvements as determined by the Parish Engineer and the form of the bond shall be approved by the Parish Attorney. The bond shall only be subject to cancellation prior to its eighteen-month duration upon the Parish President receiving the letter from the Public Works Department indicating that all items have been addressed and/or repaired and the Parish President writing a letter indicating such and authorizing the cancellation of the bond.

(Ord. No. 14-8-5, § I, 3-10-14)

3. If any trees or shrubs exist upon any of the improvements, servitudes, easements, lands or portions of land proposed to be dedicated to the Parish, the subdivider shall remove them or shall file with the Director of the Department of Public Works a request to allow such trees and shrubs to remain at the time of dedication. The request shall include a detailed inventory of the trees or shrubs that the subdivider proposes to leave upon such improvements, servitudes, easements, lands or portions of land to be dedicated. The Director of the Department of Public Works, at his sole discretion, may approve or disapprove any such request in whole or in part.

Should the Director of the Department of Public Works approve any such request in whole or in part, the subdivider shall file with the parish a maintenance agreement

and surety bond securing to the Parish the satisfactory maintenance of and/or removal of any such trees or shrubs so approved for a period of five (5) years from the date of the bond. The amount of the bond shall be one hundred (100) percent of the cost of the maintenance of and/or removal of any such trees or shrubs as determined by the Parish Engineer and the form of the bond shall be approved by the Parish Attorney. The bond shall be subject to cancellation only upon the written approval of the Parish President.

4. To comply with the infrastructure requirements of the Governmental Accounting Standards Board (GASB) statement number 34, the subdivider shall provide the Department of Public Works with the following information, including the actual cost or fair market value of each item dedicated, on each street within the subdivision.

a. Drainage.

- (1) Length and composition of sub-surface drainage culverts.
- (2) Number and size of catch basins.
- (3) Length and volume of major drainage structures, i.e. canals.

b. Streets.

- (1) Length and composition of road surface and sub-base(s).
- (2) Length of sidewalks.
- (3) Number and type of all street signs and traffic control devices.
- (4) Limits of each street.

c. Wastewater.

- (1) Length, type, and size of wastewater lines (Force Mains and Gravity).
- (2) Number, type, and depth of all manholes.
- (3) Number of Lift Stations, depth of wet well(s), and number, type, and size of pumps installed.

- d. Water.
 - (1) Number of fire hydrants.
 - (2) Length, type, and size of water lines.
- e. General.
 - (1) Number and type of street lights. (Ord. No. 05-6-5, § I, 6-6-05)

(Ord. No. 82-8-13, 8-16-82; Ord. No. 83-8-11, § III, 8-15-83; Ord. No. 84-7-17, § II, 7-16-84; Ord. No. 84-12-1, 12-3-84; Ord. No. 85-8-4, § II, 8-5-85; Ord. No. 85-12-12, § II, 12-16-85; Ord. No. 90-6-12, § II, 6-18-90; Ord. No. 91-6-16, § I, 6-17-91; Ord. No. 92-2-12, § I, 2-3-92; Ord. No. 92-3-11, §§ II, III, 3-23-92; Ord. No. 92-10-8, § VI, 10-5-92; Ord. No. 93-7-4, § V, 7-6-93; Ord. No. 94-3-11, § I, 3-21-94; Ord. No. 96-2-6, 2-5-96; Ord. No. 02-12-3, § I, 12-2-02; Ord. No. 06-1-23, § II, 1-23-06; Ord. No. 06-1-23, § I, 1-23-06; Ord. No. 10-8-9, § I, 8-23-10)

III. Geometric standards.

A. *Streets.* Streets shall be arranged to conform to the St. Charles Parish Street Plan and shall provide for continuation of existing and recorded streets in the area.

1. Classification. Streets shall be classified as one of the following:
 - a. Arterial. Streets, including freeways and expressways, which are primarily for through traffic. Property which abuts arterial streets should not front onto the roadway unless separated by a service road.
 - b. Collector. Streets which provide a route between an arterial street and a local street and should be arranged to discourage through traffic.
 - c. Local. Streets which provide direct access to lots. Local streets shall be arranged to discourage through traffic.
2. Right-of-Way. Street right-of-way width shall conform to the following minimum requirements.
 - a. Arterial. In curb and gutter subsurface drainage subdivisions, the re-

quirement shall be eighty (80) feet for two-lane roadways and one hundred (100) feet for four-lane roadways. If a waiver to the required subsurface design is obtained, the requirement for open-swale designed subdivisions shall be seventy (70) feet for two-lane roadways and one hundred (100) feet for four-lane roadways. (Ord. No. 00-10-20, § I, 10-23-00)

- b. Collector and Local. In curb and gutter subsurface drainage subdivisions, the requirement shall be fifty (50) feet. If a waiver to the required subsurface design is obtained, the requirement for open-swale designed subdivisions shall be sixty (60) feet. (Ord. No. 00-10-20, § II, 10-23-00)
 - c. Alley. Twenty (20) feet.
 - d. Existing Streets. Subdivisions developed along one (1) side of existing streets shall dedicate one-half (1/2) of the minimum right-of-way for the street classification. Subdivisions developed along both sides of an existing street shall dedicate the minimum right-of-way for the street classification.
 - e. Dead End Street. Permanent dead end streets shall have a turning circle (cul-de-sac) at the street terminus with a minimum right-of-way radius of sixty (60) feet. The turning circle shall contain a minimum pavement radius of forty-five (45) feet. The entrance to a permanent dead end street shall be posted with a sign stating "No Through Street".
 - f. Boulevards. One hundred (100) feet. (Ord. No. 94-12-4, § I, 12-5-94)
3. Street Names:
 - a. All public or private thoroughfares dedicated or improved for general travel and used as means of primary access to the front of residential, business or other property shall be termed a "street," "avenue," "drive,"

"place," "parkway," "road," or "boulevard," with the following defined exceptions:

- (1) Boulevard/Parkway. Thoroughfares which utilize center islands to separate opposing traffic through their entire length which continues through to other street rights-of-way, including straight, meandering, curvilinear, and curving thoroughfares; thoroughfares with temporary cul-de-sacs with the ability to be extended in excess of five hundred (500) feet; thoroughfares over five hundred (500) feet in length ending with a temporary or permanent cul-de-sacs.
- (2) Circle. A public or private street which aligns in a partial circle configuration and that intersects another road at two locations.
- (3) Court/Place. A public or private street up to five hundred (500) feet in length with only one present or future means of entrance or exit.
- (4) Lane. Streets which are private, irrespective of their configuration.
- (5) Loop. A circular public or private street which begins and ends in the same street and at the same location (intersection).
- (6) Road, Street, Drive, or Avenue: Streets which continues through to other street rights-of-way, including straight, meandering, curvilinear, and curving streets; streets with temporary cul-de-sacs with the ability to be extended in excess of five hundred (500) feet; streets over five

hundred (500) feet in lengths ending with a temporary or permanent cul-de-sacs.

- b. All directional components of a street name shall precede the unique street name and shall be limited to the abbreviated form such as, N, S, NE or SW.
- c. Extension of Existing Street. A new street shall bear the same name of any street which it is an extension of or which it is in alignment with.
- d. Duplication. Proposed street names shall not duplicate existing street names nor approximate such names in spelling or phonetics.
- e. Street Name Designations. The Parish Council, by Ordinance, may name, rename, or create public or private streets.
- f. The Director of Planning and Zoning shall be responsible for the enforcement of this Ordinance.

(Ord. No. 09-10-10, § 3, 10-19-09)

4. Utilities. Space within the street right-of-way shall be designated for the construction of sub-surface or open-swale drainage, sanitary sewers and public facilities and shall be in accordance with the typical sections.
 - a. Water lines located in the street right-of-way shall be placed on the opposite side of the street from sanitary sewer lines unless a variation is approved by the Parish Engineer.
 - b. Street light standards may be located on either side of the street or in the center of the median on boulevards.

(Ord. No. 94-12-4, § II, 12-5-94)

5. Intersections. Street centerlines shall intersect as nearly as possible at a ninety (90) degree angle, but in no case shall the angle of intersection be less than seventy-five (75) degrees or greater than one hundred five (105) degrees.

6. **Railroad Crossings.** All railroad crossings shall conform to the standards and specifications set out in the Louisiana Manual of Uniform Traffic Control Devices, as well as all Parish, State, Federal, and railroad requirements. (Ord. No. 00-8-1, § VI, 8-7-00)

B. Blocks:

1. **Length.** No block shall be longer than one thousand five hundred (1,500) feet nor less than five hundred (500) feet between street centers. Block separation, including stub outs, shall be paved to provide a minimum of two (2) ingresses and egresses to the proposed subdivision or accommodation for future access may be approved. (Ord. No. 06-1-23, § IV, 1-23-06)
2. **Width.** The width of blocks should normally be sufficient to provide for two (2) tiers of lots except for lots abutting arterial streets, railroad rights-of-way, etc.
3. **Arrangement.** All lots shall possess frontage on a street or roadway that meets the specifications of these regulations. When the subdivision of a parcel of land does not permit a normal street arrangement due to size or location of the land, there may be established a street with a cul-de-sac or turning circle which provides proper access to all lots. A cul-de-sac or turning circle, as described in Section III.A.2.e., shall be required at the end of dead end streets when the length of the dead end street exceeds the width of two (2) lots. (Ord. No. 94-12-4, § III, 12-5-94)

C. Lots:

1. **Size.** The width, depth, area, and minimum building setback line shall conform to the St. Charles Parish Zoning Ordinance for the type of development.
 - a. **Corner Lot.** Corner lots shall have extra width to permit setback lines on the side of the lots adjacent to a side street. The extra width shall be sufficient to allow the lot to meet the minimum zoning requirements of the

St. Charles Parish Zoning Ordinance excluding the side street setback distance.

- b. **Width.** The lot width at the minimum building setback line shall not be less than that specified by the St. Charles Parish Zoning Ordinance.

2. **Lot Lines.** All lot side lines shall be at right angles to straight street lines or radial to curved street lines unless a variation is approved in writing by the Commission.
3. **Large Lots.** When a parcel of land is subdivided into large lots, the Commission may require the shape and dimensions of the lots arranged so that resubdivision of any lots will meet the requirements of these Regulations and the St. Charles Parish Zoning Ordinance.

D. Servitudes and Rights-of-Way:

1. **Utility Servitudes.** Public utility servitudes shall be provided where necessary for poles, wires, conduits, sanitary sewers, and other utilities. The minimum width of servitude[s] shall be fifteen (15) feet.
2. **Drainage Servitude.** Whenever a drainage channel, stream, or water course exists or is provided for in a subdivision, a servitude or right-of-way shall be dedicated on each side of such facilities to provide for maintenance and construction. The minimum width shall be the top bank width of the drainage ditch plus twenty (20) feet on one (1) side and ten (10) feet on the opposite side.

E. Building Lines. Building setback lines shall meet the minimum requirements of the St. Charles Parish Zoning Ordinance for the type of development.

F. Parks, Playgrounds, School Sites, Etc. In order that open space and sites for public use may be properly located and preserved as the parish develops, and in order that the cost of providing the public school, park and recreation sites necessary to serve the additional families brought

into the community by residential subdivision development may be more equitably proportioned on the basis of the additional need created by the individual residential subdivision developments, the following provisions are established.
(Ord. No. 94-12-4, § IV, 12-5-94)

1. All subdividers shall dedicate land or pay fees in lieu of dedication for the purpose of providing recreational facilities to residents of St. Charles Parish. Dedication of property or fees shall be based on the following:

- a. Dedication. The amount of land dedicated shall equal five (5) percent of the net area of the subdivision (the total acreage excluding land in existing and proposed streets and street rights-of-way) in commercially and industrially zoned areas and in residentially zoned areas with densities of less than six (6) dwelling units per net acre. Land dedication shall equal ten (10) percent of the net area of the subdivision densities of six (6) to ten (10) dwelling units per net acre and fifteen (15) percent of the net area of the subdivision with residential densities exceeding ten (10) dwelling units per net acre. The Parish reserves the right to select those lands it considers best suited to meet the recreational needs of the Parish. Lands to be dedicated shall be cleared (unless a waiver is granted by the Council to save certain trees), shall have hard-surface dedicated public access to the site, and shall be free of wetlands issues which would negatively impact development at the time of dedication. The developer shall provide supporting documentation evidencing that the site has no outstanding wetland issues prior to the dedication. In order for property with wetlands to be dedicated, the developer shall be responsible for obtaining the proper permits needed for the developer to clear the site and for the Parish to subsequently fill

the site to the same elevation as the hard-surface dedicated public access to the site. The permit documentation shall be transferred into the name of the Parish by the developer and shall be provided to the Parish prior to acceptance of the Act of Dedication. A deed shall be conveyed to the Parish concurrent with dedication of street improvements. Supervision and maintenance of the park shall become the responsibility of St. Charles Parish upon dedication. (Ord. No. 08-4-13, § 1, 4-21-08)

- b. Fees in Lieu of Dedication. If the proposed dedication is unsuitable because of the area, location, or other reasons, the Parish shall require the developer to pay a fee in lieu of such dedication. The amount of the fee shall be three hundred dollars (\$300.00) for each six thousand (6,000) square feet of residential area, up to a maximum fee of one thousand, five hundred dollars (\$1,500.00) per individual lot. Minor residential subdivisions containing only five (5) lots or less, and those subdivisions which require no infrastructure improvements (i.e., streets, sewerlines, etc.) shall be exempt from the provisions of Section [III] F. of these regulations.

(Ord. No. 92-7-7, § I, 7-6-92; Ord. No. 94-4-9, 4-14-94)

- c. Use of Revenue. The Department of Finance shall establish a separate account for revenues derived from fees in lieu of dedication requirements. Monies shall only be expended for 1) the purchase of recreation property in the vicinity of the subdivision from which the fees were collected should none currently exist, and/or 2) capital improvements and equipment for new or existing park and recreational facilities. For new residential subdivisions which donate monies to the parish, the

monies shall be expended on facilities which are reasonably accessible to residents of the area where the new residential subdivision is located. The Finance Department shall forward an annual report to the Planning Commission and Council on the amount of fees collected and the amount and use of monies expended. (Ord. No. 08-4-13, § I, 4-21-08)

- d. Credit for Private Open Space. Where private open space for park and recreational purposes is provided in a proposed subdivision and such space is to be privately owned and maintained by the future residents of the subdivision, such areas shall be credited against the dedication and fee requirements of this ordinance, provided the Planning Commission finds it is in the public interest to do so, and that the following standards are met:

- (1) That yards, court areas, setbacks and other open space areas required by the zoning ordinance shall not be included in the computation of such private open space.

- (2) That the private ownership and maintenance of the open space is adequately provided by covenants placed upon the subdivision.
- (3) That the use of the private open space is restricted for park and recreational purposes by recorded covenants. The covenants shall run with the land in favor of the future owners of the property within the subdivision, and said covenants shall not be deleted or eliminated.

2. **School Sites.** When a subdivider proposes to develop a site in excess of net forty (40) acres or four hundred (400) dwelling units, the Planning Commission may require the subdivider to dedicate to the school district such lands the Planning Commission shall deem necessary for the purpose of constructing schools necessary to assure residents of the development of adequate school services. Location and confirmation of the school site shall be mutually agreed upon by the School Board and Planning Commission.

(Ord. No. 83-12-13, 12-19-83)

G. Construction Access Route. Whenever subdivision of land and/or building construction relative to the subdivision of land will require construction equipment to use any public property maintained by the St. Charles Parish Department of Public Works, the subdivision shall submit to the parish his proposed "Route of Access" in map format to the Planning and Zoning Department and the Parish President for review and approval. Following approval, the Subdivider shall be required to maintain the access route during the subdivision construction period and shall be required to post a maintenance bond for repair of any damages to public property. The amount of the bond shall be set by the Planning and Zoning Department through the office of the Parish President.

IV. Design standards.

Improvements which are required to be installed by the subdivider shall be designed by a

Civil Engineer registered in the State of Louisiana and shall conform to the minimum design standards contained in these regulations as well as other regulations of the Parish and State. All subdivision proposals shall be consistent with the need to minimize flood damage. The developer is required to have a registered Civil Engineer to certify that all improvements are constructed to Parish specifications as shown by the developer's approved plans and specifications. This certification is required prior to final acceptance by St. Charles Parish.

(Ord. No. 82-8-13, 8-16-82; Ord. No. 94-12-4, § V, 12-5-94)

- A. **Streets.** Streets shall be classified as shown in Section III A(1), (i.e., arterial, collector, and local) and for the type of development—Residential or Commercial.

One soil boring five (5) feet in depth for every three hundred (300) linear feet of street shall be required. A minimum of two (2) borings shall be required for streets five hundred (500) feet and less in length. Classification shall be in accordance with the A.A.S.H.T.O. Soils Classification System. One (1) copy of the boring log and classification shall be submitted to the Parish Engineer with the construction plans and specifications.

In cases where the soils investigation report recommends a pavement design other than that specified in these Regulations, the Parish Engineer may allow the soils report recommended design to be used in lieu of the specified pavement design.

1. **Pavement Width.** Pavement width shall be measured from back to back of curbs for subdivisions designed with subsurface drainage, and from street edge to street edge for subdivisions designed with open-swale drainage. Pavement widths shall conform to the following minimum requirements:
 - a. Arterial streets shall be thirty (30) feet in width.
 - b. Collector and local streets shall be twenty-seven (27) feet in

width in subdivisions designed with subsurface drainage. Collector and local streets shall be twenty-two (22) feet in width in subdivisions designed with open-swale drainage.

- c. In subdivisions designed with subsurface drainage, boulevard streets shall be twenty-six (26) feet in width for each set of lanes with a median of not less than sixteen (16) feet in width. In subdivisions designed with open-swale drainage, boulevard streets shall be twenty-four (24) feet in width for each set of lanes with a median of not less than sixteen (16) feet in width.

(Ord. No. 94-12-4, § VI, 12-5-94)

2. **Pavement Surfacing.** The type of pavement surfacing shall be limited to Portland Cement Concrete Pavement or Asphaltic Concrete Pavement.
3. **Portland Cement Concrete Pavement:**
 - a. **Concrete Thickness.** The minimum concrete thickness shall be seven (7) inches for local streets and eight (8) inches for collector streets, except in commercial subdivisions where the minimum for all streets shall be eight (8) inches. The minimum concrete thickness of arterial streets shall be ten (10) inches.
 - b. **Concrete Mix Design.** Concrete shall be proportioned to produce a minimum compressive strength of four thousand (4,000) p.s.i. at twenty-eight (28) days. The minimum cement content shall be five and one-half (5½) bags ninety-four (94) lbs/bag of cement per cubic yard with a maximum water-cement ratio of six (6) gallons of water per bag. Slump of the concrete shall

range from two (2) inches to four (4) inches when using a vibrating screed and from one (1) inch to two and one-half (2½) inches when using a slip form paver.

- c. **Subbase Course.** The minimum subbase course for arterial streets shall be twelve (12) inches of A-3 material compacted to ninety-seven (97) percent standard proctor density with the top six (6) inches cement stabilized.

The minimum subbase course for collector streets shall be twelve (12) inches of A-3 material compacted to ninety-seven (97) percent standard proctor density.

The subbase course for local streets shall be six (6) inches of A-3 material compacted to ninety-seven (97) percent standard proctor density.

- d. **Subgrade.** All subgrade material which will not satisfactorily compact shall be removed and replaced with material that will compact satisfactorily. The subgrade shall be brought to line and grade and the top six (6) inches compacted to ninety-five (95) percent standard proctor density.

Where the subgrade is of non-uniform compacted nature, it shall be scarified to a depth of six (6) inches for its full width and the material spread and brought to line and grade and compacted as specified above.

- e. **Load Transfer Devices.** Load transfer devices shall be required for all commercial subdivisions and arterial streets. The type of devices used shall be either dowel bars or cantile-

- ver devices as approved by the Louisiana Office of Highways Standard Specifications.
- f. Joints. Joints shall be designed in accordance with the Portland Cement Association recommendations.
- g. Testing. One set of three (3) cylinders shall be made for each fifty (50) cubic yards of concrete placed. Concrete cylinder shall be moist cured in the laboratory after sufficient curing time has elapsed to transport the cylinders. One (1) cylinder shall be broken at seven (7) days and the other two (2) shall be broken at twenty-eight (28) days.
- One density test shall be taken for each two thousand (2,000) square yards of subbase or subgrade. The density tests shall be taken at random locations and a minimum of one (1) test shall be taken on all streets.
4. Asphaltic Concrete Pavement:
- a. Surface Course Thickness. Arterial streets shall have a minimum of three (3) inches compacted thickness of binder course and three (3) inches compacted thickness of wearing course.
- Collector streets shall have a minimum of two (2) inches compacted thickness of binder course and one and one-half (1½) inches compacted thickness of wearing course.
- Local streets shall have a minimum of one and one-half (1½) inches compacted thickness of binder course and one and one-half (1½) inches compacted thickness of wearing course.
- b. Base Course. The base course for an arterial street shall be eight (8) inches of type 5A asphaltic concrete base course.
- For collector streets, the base course shall be a minimum of an eight (8) inch thickness of a Louisiana Office of Highways Class I base course material.
- For local streets, the base course shall be a minimum of a six (6) inch thickness of a Louisiana Office of Highways Class I base course material.
- c. Subbase Course. The subbase course for an arterial street shall be eight (8) inches of cement stabilized select material conforming to Louisiana Office of Highways Standard Specifications.
- For collector streets, the subbase course shall be a minimum of eighteen (18) inches of A-3 material compacted to ninety-seven (97) percent of standard proctor density.
- For local streets, the subbase course shall be a minimum of twelve (12) inches of A-3 material compacted to ninety-seven (97) percent of standard proctor density.
- d. Subgrade. Shall conform to Section IV. A. 3d.
- e. Mix Design. Asphaltic concrete mixtures shall conform to the Louisiana Office of Highways Standard Specifications for Type 1, 2, 4, or 5A mixtures.
- The job mix formula shall be prepared by the testing laboratory and approved by the Parish Engineer prior to placing any asphaltic mixtures.
- f. Testing. A minimum of one (1) roadway density test shall be taken from each lift of com-

packed asphaltic concrete for every two thousand (2,000) square yards of material placed, but never less than one (1) density test for each day's operation. The minimum roadway densities shall be as specified by the Louisiana Office of Highway's Standard Specifications for the type of mixture furnished.

One (1) density test shall be taken for each two thousand (2,000) square yard of base, sub-base and subgrade as specified in [section] IV.A.3.(g).

5. **Grades.** The maximum longitudinal grade shall be five (5) percent and the minimum longitudinal grade shall be three-tenths of one percent.

The minimum transverse grade shall be twenty-five hundredths of one percent.

6. **Curves:**

- a. **Horizontal.** Where changes in street centerline alignment occur, the following minimum radii shall be used:

Arterial—four hundred (400) feet

Collector—two hundred fifty (250) feet

Local—one hundred (100) feet

For reverse curves, a minimum tangent of three hundred (300) feet for arterial streets, two hundred (200) feet for collector, and one hundred (100) feet for local streets shall be provided.

- b. **Vertical.** The minimum vertical curve length required shall be one hundred (100) feet for local streets, one hundred fifty (150) feet for collector streets and two hundred fifty (250) feet for arterial streets.

7. **Testing Laboratory.** The testing laboratory shall be selected by the Par-

ish through the Parish Engineer and all costs shall be borne by the subdivider.

8. **Railroad Crossings.** All railroad crossings shall conform to the standards and specifications set out in the Louisiana Manual of Uniform Traffic Control Devices, as well as all Parish, State, Federal, and railroad requirements. All roads entering railroad crossings shall consist of at least one (1) travel lane in each direction with a median strip between opposing lanes. Minimum curb height of median shall be eight (8) inches. At least one (1) flashing light signal with automatic gate shall protect each side of the railroad crossing. Upon activation of flashing light signal, automatic gate shall lower to extend within one (1) foot of median curb. Maximum length of automatic gate shall be thirty-two (32) feet. (Ord. No. 00-8-1, § VII, 8-7-00)

- B. **Sewage Systems.** The subdivider shall provide sanitary sewerage collection and treatment facilities constructed in the parish shall be approved in writing by the Louisiana State Board of Health [sic]. All sewer systems shall be installed in accordance with the Sanitary Code of the State of Louisiana. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters with the systems and discharge from the system into flood waters; and on-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding. (Ord. No. 82-8-13, 8-16-82)

1. **Design Criteria.**

- a. The design population shall be based upon four (4) persons per residential lot or apartment unit.
- b. Sewer collection lines shall be designed to carry a peak flow of three (3) times the average flow

of one hundred (100) gallons per capita, per day, with minimum collector size to be eight (8) inches.

- c. Sewer collection lines shall be designed to flow half full and have velocities of two (2) feet per second or have a minimum slope as approved by the Louisiana Department of Health and Human Resources.
 - d. Lift stations shall be designed with a minimum of two (2) pumps and each pump shall be capable of pumping three (3) times the average flow of one hundred (100) gallons per capita per day. All sewer lift stations shall be three (3) phase 230-volt design.
 - e. House connections shall be a minimum of six (6) inches in diameter and shall be installed by the developer from the collection line to the property line of each lot. Individual service lines sealed with a plug shall be provided for each lot located on the side of the street upon which the sewer main is located and a single line crossing the street with the use of a wye is permitted to service two lots. The minimum cover at the end of each sewer service line shall be thirty (30) inches with a maximum of forty-eight (48) inches above the edge of the roadway or top of curb where curbs are proposed (unless approved otherwise in writing on a case by case basis by the Director of Public Works/Wastewater to address special situations). "H/C" shall be stamped in curbs and sewer markers (which shall be submitted to the Parish for review and approval) shall be placed 12 inches off the edge of roadways without curbs, and shall be located perpendicular to the lots sewer house connection in straight roadways and radial to the lots sewer house connection in curved roadways. (Ord. No. 17-7-19, § I, 7-31-17)
 - f. Subdivider shall provide a magnetic identification disk placed directly above each house connection which can be located with Parish-owned equipment. A 4" minimum diameter schedule 40 white PVC pipe shall be installed immediately in front of the house connection plug and shall extend no less than twenty-four (24) inches and no more than forty-eight (48) inches above the nearest edge of the roadway when curbs are not to be utilized or the nearest top of curb when curbs are to be constructed. (Ord. No. 17-7-19, § I, 7-31-17)
 - g. The developer shall forward the applicable state health permits to the St. Charles Parish Sewerage Department as required.
 - h. As-built drawings shall be presented upon completion of appropriate testing (as per subsection IV.B.3.a). The location of all house connections shall be noted on the as-built drawings using stationing measured from the center of sewer manhole covers. (Ord. No. 17-7-19, § I, 7-31-17)
- (Ord. No. 94-12-4, § VII, 12-5-94)
- 2. Materials:
 - a. Sewer pipe shall be PVC pipe and shall conform to ASTM D-3034.

- b. Force mains shall be cast iron, ductile iron, or PVC. Cast iron shall conform to ASA A21.6 and AWWA C106 and shall be class 24. Fittings shall be class D.

Ductile iron shall conform to AWWA specification C-151 and shall be class 52.

PVC shall conform to ASTM D-1785.

- c. Lift stations shall be of the type specified by the Parish.

Lift stations shall be approved by the Parish Engineer prior to installation.

- d. Miscellaneous sewer materials shall be standard sewer materials and shall be approved by the Parish Engineer.

3. Acceptance Test:

- a. Unless previously approved by the Parish Engineer, all gravity and force main tests shall be pressure tested in accordance with all St. Charles Parish standards. In addition, all existing sanitary sewers shall be subject to infiltration, air pressure, and/or exfiltration tests, or a combination thereof in accordance with the requirements of the Parish Engineer.

- b. When the Engineer elects the use of the infiltration test, the infiltration rate shall not exceed two hundred fifty (250) gallons per inch of diameter per mile per twenty-four (24) hours.

(Ord. No. 94-12-4, § VIII, 12-5-94)

4. The subdivider shall be required to make payment to the Parish for sewer development connection fees, required for newly subdivided property. All fees shall be in accordance with Parish ordinances. (Ord. No. 91-6-16, § II, 6-17-91)

- C. *Water System.* The subdivider shall provide a complete water distribution system which will furnish an adequate supply of potable water to each lot within the subdivision.

1. Design/Installation. All installations shall be conducted in accordance with specifications and requirements of the Department of Waterworks.

- a. *Water Mains.* Water mains shall be a minimum of eight (8) inches in diameter. Larger diameter mains may be required by the Department of Waterworks to insure an adequate supply to the development. Water mains shall be valved at each intersection, as required at tees and crosses and at a minimum of every one thousand (1,000) feet. Valves shall be located as shown on approved plans and shall be set with stems vertical. The subdivider will indicate the location of each valve by means of a "V" shaped notch cut into the curbing at the valve site. Each valve must have a valve box centered over the valve stem to allow free access of a valve wrench. The top shall be set level with the finished grade surface. A precast concrete slab shall be set around each valve box and the top level with the finished grade surface. A tee shall be used for ninety (90) degree bends.

- b. *Cover.* Cover over water lines shall be maintained as follows:

- (1) Eight-inch main shall have thirty-six (36) inches to forty (40) inches of cover.
- (2) Mains larger than eight (8) inches shall have forty-two (42) inches to forty-six (46) inches of cover.

- (3) Main which cross under ditches shall be twenty-four (24) to twenty-eight (28) inches below the invert of the ditch.
- (4) All water mains crossing canals shall be installed under the canal. Mains which cross under a canal shall be twenty-six (26) inches to forty (40) inches below the invert of the canal. If the invert of the canal is more than twenty (20) feet in width, a casing must be installed.
- c. Water main looping. All six (6) inch water mains of one thousand and five hundred (1,500) feet or more, and eight (8) inch water mains of one thousand (1,000) feet or more, including existing mains, shall be looped where practical to two (2) separate sources of water.
- d. Fire Hydrants. Fire hydrants shall be installed not more than five hundred (500) feet apart on the property line extended and at ends of lines to allow for flushing. Install all hydrants in an exact vertical position. Pumper nozzles shall face toward the street. Hydrant shall have proper bury length so that the bottom of the safety flange is between five (5) inches and eight (8) inches above finished grade level. Each hydrant shall have a six-inch main lead of at least three (3) feet. Hydrants shall be attached with Romac grip ring pipe restraints. Hydrant valves shall be a minimum of three (3) feet from hydrants located along a highway or thoroughfare and shall be valved. Hydrants that require valves shall be connected to a mechanical joint x flanged tee. See Detailed Specifications Sec-

tion for hydrant installation details. Hydrant locations shall be indicated on all roadways by blue reflective hydrant markers and shall be the responsibility of the subdivider. (Ord. No. 99-12-7, § I, 12-6-99; Ord. No. 03-9-5, § I, 9-8-03)

- e. Pipe. Pipe shall be received, stored, handled and installed strictly in accordance with the manufacturer's instructions. Only lubricant specified by the pipe manufacturer shall be used. Ends of pipe and fitting shall be thoroughly cleaned before applying joint lubricant. During joint assembly, PVC pipe shall be pushed into the bell up to the circumferential reference mark. In no case will solvent cement be used for joining pipe. Tighten mechanical joint bolts alternately on opposite sides in order to compress the gasket uniformly. All underground ductile pipe and fittings shall be covered with eight (8) mil polyethylene film.

Pipe shall be installed according to applicable AWWA Standards.

Each section of pipe and each fitting shall be examined for defects before lowering into the trench. Any defective or damaged material shall be rejected and removed from the work site. All pipe and accessories shall be carefully lowered into the trench in such a manner as to prevent damage. Under no circumstances shall pipe or accessories be dumped or dropped into the trench. Holes for couplings or bells shall be cut for all pipe regardless of type of pipe used. The barrel of the pipe shall rest evenly on the

trench from end to end except for coupling or bell holes. If the trench bottom will not support the weight of the fitting, a foundation of select earth or shell shall be installed. Holes shall be sufficiently large to allow proper makeup of joint so that joints do not support the pipe weight.

All pipe and material shall be kept clean during and after laying. If necessary, a swab will be used. Trench water shall not be permitted to enter pipes. The Department of Waterworks reserves the right to suspend pipe laying operations when unsuitable trench conditions exist. When pipe laying is not in progress, the open ends of the pipe shall be closed by use of temporary pipe plugs or "night caps". Plywood or similar makeshift blocking which does not produce a water-tight seal will not be acceptable.

All pipe shall be laid true to alignment and grade. Required horizontal or vertical deflection shall not exceed seventy-five (75) percent of the maximum recommended by the pipe manufacturer. See Detailed Specifications Section for pipe deflection diagrams and charts.

Hot taps made by the subdivider on existing water mains shall be made with a Mueller CL 12 or CL-36 tapping machine or better quality as determined by the Director of Waterworks.

All plugs, tees, bends, and hydrants shall have calcure treated lumber rated for underground use for thrust blocks and fixture foundation of sufficient size to resist the force of water on or through the fitting.

Any underground facility installed on a highway right-of-way that is non-conductive to electric current must be installed with a non-corrosive tape placed directly over and on the center of the facility approximately twenty-four (24) inches above the pipe. The tape must be connected to all fixtures and appurtenances. A tracer wire shall also be attached directly to the pipe, all fixtures and appurtenances. The tracer wire will be run to the top of each valve box to allow direct connection to the wire.

Radial clearance between parallel water and sewer lines shall be not less than six (6) feet radial distance from water lines. In the event that sewer lines cross water mains, sewer lines must be at least eighteen (18) inches below water main at a 90-degree crossing. No utilities shall be installed directly above the water lines running parallel or closer than three (3) feet to the center of the water main.

- f. **Meter Service Lines.** Underground service line valves and fittings shall conform to AWWA C800. Corporation stops shall be Mueller H-15000, or approved equivalent. Curb stops shall be Mueller H-15166, or approved equivalent. Copper tubing conforming to AWWA C800 or polyethylene tubing of two hundred (200) pounds per square inch PE3408, or approved equal conforming to AWWA C901 and ASTM D2737, may be used for one (1) inch service lines.
- g. **Backflow Preventer.** Water service installations for meter sizes five-eighth ($\frac{5}{8}$) inch by three-

fourths ($\frac{3}{4}$) inch and one (1) inch shall be made by the Department of Waterworks at the current installation charge. Meter sizes of two (2) inches and larger, and all industrial customers must have a reduced pressure backflow preventer and must be installed by a qualified contractor according to Department of Waterworks material and installation specifications. See approved backflow preventer types in Detailed Specifications Section.

(Ord. No. 99-12-7, § I, 12-6-99)

2. **Subdivider Responsibility.** The subdivider shall conduct all work in such a manner that will not disturb existing water lines or contaminate drinking water in existing Department of Waterworks lines. The subdivider must take every precaution to keep water mains clean before and during installation to avoid unnecessary delays due to bacteriological contamination. The subdivider shall not expose, cut, tap into, or connect to existing Department of Waterworks lines, and shall not open or close any valves or any fire hydrants without securing permission of the Department of Waterworks. A department representative must be present during any such action. The subdivider must purchase water used for any purpose other than for pre-arranged flushing and testing of wa-

ter lines. Any breakage of existing water lines or other utilities is the responsibility of the subdivider.

3. Construction Inspection. The installation of water systems shall be inspected by the Department of Waterworks designated inspector for compliance with approved plans and specifications at the expense of the subdivider. The subdivider shall extend full cooperation to the inspector in the course of making inspections and shall comply with all reasonable requests to observe work in progress and to review work which has already been performed. The inspector will be allowed an opportunity to inspect all lines, valves and fittings before being covered. Required pressure and leakage tests shall be witnessed by the inspector and by Department of Waterworks' personnel. The Department of Waterworks shall be reimbursed for all fees and expenses incurred by the inspector, prior or concurrent with, requesting the Department of Waterworks to approve the installation.

(Ord. No. 99-12-7, § I, 12-6-99)

4. Testing and Disinfecting Water Lines. Flushing, pressure tests and leakage tests for ductile iron, polyethylene and PVC pipe shall be performed in accordance with applicable sections of AWWA C600 at the pressures, time and allowable leakage stated below.
 - a. Flushing. Before testing and disinfecting, the pipe shall be flushed clean with potable water. The subdivider shall notify the Department of Waterworks prior to filling and flushing new lines. The subdivider shall not operate any valves in the water system without securing permission from the Department of Waterworks. Flushing shall

be accomplished through a stand pipe of the same diameter of the newly installed water main. Department of Waterworks' personnel shall be present prior to any flushing. The contractor will be allowed four (4) times the volume of water in the pipe being laid for flushing purposes. Any additional water required for flushing shall be charged to the subdivider at the current water rates.

- b. Pressure Test. Department of Waterworks' personnel shall be present prior to the commencement of any pressure test. Each section of line between valves, or a longer section if permitted by the Department of Waterworks, shall be submitted to a hydrostatic pressure test of one hundred twenty (120) pounds per square inch for not less than two (2) hours. Water lines being pressure tested can only be connected to a Department of Waterworks line by the use of a reduced pressure backflow assembly. Each section of pipe to be tested shall be slowly filled with water, and all air shall be expelled from the pipe through taps at points of highest elevation in the section to be tested. If hydrants or "blow offs" are not available at high spots in the line for air removal, then taps shall be made to accommodate a standard three-fourths (¾) inch Mueller H-15000 corporation stop with Mueller threads, or equal, which shall be removed and the tap plugged with a brass plug upon completion of the test. After the test pressure of one hundred and twenty pounds per square inch (120 psi) has been obtained, the

subdivider shall verify that all valves in the section being tested are open completely and then they may commence the leakage test in accordance with AWWA C605-94 standards. If any loss in pressure is noted during the two (2) hour test period, the subdivider shall examine the pipe line and determine the source of leakage. If leaks are found in a joint, the joint shall be disassembled and necessary repairs made. Clamps shall not be used to repair leaks. Any cracked or defective pipes, fittings or specials discovered in consequence of this pressure test shall be removed and replaced with sound material at the subdivider's expense. After repairs, the section of line shall be retested until a hydrostatic pressure of one hundred twenty (120) pounds per square inch is maintained for not less than two (2) hours.

- c. Leakage Test. After the water line has passed a pressure test, a leakage test shall be performed. Leakage shall be defined as the quantity of water that must be supplied into the pipe section being tested to maintain a pressure within five pounds per square inch (5 psi) of the specified leakage test pressure after the pipe has been filled with water and the air in the pipeline has been expelled. No installation will be accepted if the leakage is greater than that determined by the formula:

$$L = \frac{ND \times \text{Square Root of } P}{7,400}$$

Where: L = allowable leakage, in gallons per hour

N = number of joints in the length of pipe-line tested

D = nominal diameter of pipe, in inches

P = average test pressure during the leakage test, in pounds per square inch (gauge)

$$\text{Leakage gallons per hour} = (\# \text{ of joints}) \times (\text{Pipe Diameter}) \times (.00148)$$

All pressure and leakage tests are performed at one hundred and twenty pounds per square inch (120 psi). Water lines being tested for leakage must not be connected to a Department of Waterworks line [unless] by the use of a reduced pressure backflow assembly. The pipeline as a whole, or in such sections as the Department of Waterworks may designate, shall be tested to a pressure of one hundred twenty pounds per square inch (120 psi). The stated pressure shall be held a sufficient time to allow a true evaluation of leakage and shall depend upon the length of time tested, except that in no event shall the pressure be maintained for less than two (2) hours. Suitable means shall be provided for determining the quantity of water lost by leakage during the final hydrostatic pressure test. No pipeline or portion thereof shall be accepted until or unless the leakage is within the limit of 0.00148 gallons per joint per inch of nominal pipe diameter per hour. Any section of line that fails to meet the leakage test shall be repaired by the subdivider and retested until the leakage is within the allowable limits. Fi-

nal pressure and leakage tests must be witnessed by the Department of Waterworks inspector.

- d. Disinfecting. After completion of leakage tests, all parts of the pipelines installed shall be disinfected by Department of Waterworks at the subdivider's expense. Disinfection shall conform to AWWA Standard C651. If the discharge of highly chlorinated water would be harmful to vegetation, wildlife, or the environment, measures must be taken to impound and neutralize the chlorinated water prior to discharge, or to remove and dispose of same in an approved manner, at no additional cost to the Department of Waterworks.
- e. Chlorine Application. All new mains and services, and any portion of existing mains repaired, shall be chlorinated by the application of sufficient chlorine to provide a chlorine residual of not less than ten (10) parts per million after the chlorine solution has been held in the pipeline for twenty-four (24) hours. Mains should be sufficiently clean after proper precautions during the laying and flushing of the line so that an initial application of fifty (50) parts per million of chlorine will produce the required residual. Additional chlorine may be necessary if the mains have not been kept clean. Calcium hypochlorite conforming to AWWA B300 is to be used for chlorination. Chlorine solution shall be applied at one end of the line being disinfected. Water shall be withdrawn from the opposite end, and from the

ends of all branches, until the chlorine solution completely fills all lines to be disinfected. Valves and hydrants in the lines being chlorinated shall be operated while the chlorine solution is in the line.

- f. Final Flushing. After the twenty-four (24) hour retention period, the chlorine solution shall be flushed out of the lines for appropriate disposal, and the lines filled with potable water. The lines shall then stand for twenty-four (24) hours before samples are taken for bacteriological tests. Sample points shall be installed as directed by the Department of Waterworks. Samples shall be taken by Department of Waterworks personnel and submitted to the State Department of Health for bacteriological examination. If any samples show a positive reaction, that portion of the line represented by the sample shall be disinfected again and the flushing and sampling repeated. This procedure shall be repeated until all portions of the system are completely disinfected.

(Ord. No. 99-12-7, § I, 12-6-99)

- 5. Material Specifications. Specification references to standard specifications of AWWA, ASTM, ANSI, AWWA, etc. shall apply to the latest edition, revised or addendum thereto.
 - a. Ductile iron pipe shall be mechanical joint type manufactured and factory tested in accordance with AWWA C150 and AWWA C151, Class 50, cement lined conforming to AWWA C104.
 - b. PolyVinyl Chloride (PVC) plastic pipe shall be Class 150 with

- integral bell that meets the requirements of AWWA C-900 and Underwriter's Laboratories (UL). The pipe shall meet requirements of wall thickness, of dimension ratio DR18 and shall be manufactured to ductile iron size outside dimensions. Only blue colored PVC pipe shall be used for underground installation. The standard length shall be twenty (20) feet. The bell shall consist of an integral wall section with reinforced rubber ring. Mechanical joint fittings will be used with PVC pipe.
- c. Ductile iron mechanical joint fittings shall be the compact type conforming to AWWA C153 and AWWA C110 rated for three hundred and fifty (350) pounds per square inch working pressure, cement lined in accordance with AWWA C104 with joints, ring type gaskets, lubricant and accessories conforming to applicable requirements of AWWA C111. Usaloy, or equal, corrosion resistant bolts shall be used.
- d. Gate valves shall be iron bodied, epoxy coated interior, fully supported modified wedge disc with a resilient rubber seat ring internally reinforced by a concentric steel ring, which are manufactured and tested in accordance with AWWA specification C509. They shall be two hundred (200) pounds per square inch working pressure and four hundred (400) pounds per square inch test pressure. Valves shall have a non-rising stem with a two (2) inch square wrench nut, shall open by turning counter-clockwise and shall be equipped with O-ring stem seals. Valves shall be Mueller series A2360-20 or approved equal.
- e. Tapping sleeve valves shall be similar to gate valves specified above and shall be Mueller A2360-16 or approved equal.
- f. Tapping sleeves shall be the stainless steel sleeve type. The body shall be full circle band that meets or exceeds the Waterworks specifications for repair clamps, stainless steel 18-8 type 304 with gridded overlapping virgin neoprene rubber gasket. The flange shall be 304(18-8) stainless steel or ductile iron AWWA C207 Class D ANSI one hundred fifty-pound drilling recessed to accept a standard tapping valve. Tapping sleeves shall be Smith-Blair 662 or 663, JCM 432 or Romac SST.
- g. Valve boxes shall be constructed of cast iron for roadway service, with a minimum inside diameter of five and one-quarter (5 $\frac{1}{4}$) inches. The box shall be the adjustable crew type consisting of two pieces (a base and a top section) and shall include a cover. The cover shall be of the deep (two inches) socket type with the word "water" cast on the top. The box shall be Tyler 461-S/562-S or approved equal.
- h. Valve box risers shall be made of cast iron for roadway service. The riser shall fit into the top section of Tyler 461-S/562-S valve boxes and shall accept the lid. The riser shall be a Trumbull 357 series or approved equal.
- i. Fire hydrants shall conform to AWWA specification C-502. Main valve shall be five and one-quarter-inch compression type

- which closes with pressure. Hydrant shall have two (2) nozzles at a measurement of two and one-half (2½) inches and one nozzle at a measurement of four and one-half-inch "pumper nozzle"; all nozzles shall have nozzle caps and chains. All nozzles shall have National Standard threads. Operating nut shall be pentagonal measuring one and one-half (1½) inches from point to flat. Hydrant shall open by turning counter-clockwise. Hydrant shoe shall have mechanical joint connection for six-inch pipe. Hydrant barrel shall be of suitable length to set breakaway flange between three (3) inches and six (6) inches above finished grade. Fire hydrants shall be red in color. Hydrants shall be Mueller A-423 Super Centurion 200 or equal.
- j. Romac grip ring pipe restrainers shall be used for the installation of fire hydrants, tees, valves, and any directional change of water main.
 - k. Concrete precast slabs around valve boxes shall be two thousand five hundred (2,500) pound compression strength at twenty-eight (28) days, two (2) feet square, and four (4) inches thick. The circular opening in the center of the slab shall be approximately three-quarters (¾) inch greater in diameter than the outer diameter of the valve box.
 - l. Repair clamp shall be a complete circle stainless steel clamp pre-assembled with a gasket, a bridge plate, lugs, nuts, and bolts. The band shall be stainless steel type 304 with ends contoured into and positively attached to ductile iron or stainless steel lugs. The gasket shall be a lap type with tapered ends, gridded, of virgin neoprene rubber for water service. The bridge plate shall be stainless steel type 304 recessed flush and bonded into the gasket. Bolts shall be high strength low alloy steel with heavy semi-finished hexagon nuts to AWWA C111 standards. Lugs shall be ultra high strength ductile iron to ASTM A536 or stainless steel. The clamp shall be a Smith-Blair 226 or 261, JCM 101 or 131, or Romac CL1 or SS1.
 - m. Lumber for thrust blocks or fixture foundation shall be cellulose pressure treated southern yellow pine either rough sawn or dressed with not less than three-fourths (0.75) lbs. retention and rated for underground use.
 - n. Concrete posts shall be not less than one and one-half (1½) inches square with a length of seven (7) feet for valve markers. Each post shall be reinforced with two (2) Number Three (No. 3) deformed reinforcing bars.
 - o. Canal crossing casing. Canal crossing casing shall be installed as per Department of Waterworks specifications. Casing shall be one-half (0.50) inch steel with one-half (0.50) mil asphalt coating on the inside and outside. Ductile iron water main shall be used in all casings. When determined appropriate by the Department of Waterworks, a valve shall be installed on each side of the canal.

- p. **Sprinkler Systems.** Sprinkler system installations must have a reduced pressure detector assembly Hersey Model 6 CM-RPDA or a Watts 909 RPDA, bronze or epoxy coated, installed in the main line. A Sensus SR $\frac{5}{8}$ inch \times $\frac{3}{4}$ inch meter must be installed across the check valve and routinely read to detect any unauthorized usage on the sprinkler line. This meter will be installed, read and billed the minimum rate only, at the customer's expense. A complete set of drawings of a proposed sprinkler system installation must be submitted to the Department of Waterworks for approval. All taps, tie-ins and installations will be made at the customer's expense. See Detailed Specifications Section for sprinkler system installation requirements. (Ord. No. 82-8-13, 8-16-82; Ord. No. 94-12-4, § IX, 12-5-94; Ord. No. 97-3-14, 3-24-97; Ord. No. 99-12-7, § I, 12-6-99)
- D. **Drainage.** The design criteria for storm drainage shall be based on the rational formula. The data contained in the State of Louisiana, Office of Highways Drainage Manual, Chapter II, shall be used. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage. (Ord. No. 82-8-13, 8-16-82)
1. **Design.** Roadside and off-road drainage shall be designed using the rational formula and the one hundred (100) year storm frequency curve for the New Orleans vicinity based on U.S. Weather Bureau data, but in no case shall the design quantity of storm water used be less than two (2) cubic feet per second per acre.
The design shall consider the subdivision as fully developed and the "C" factor for the rational formula shall be 0.45.
The design water surface shall be provided by the Parish Engineer.
One (1) set of drainage design calculation for the entire subdivision shall be submitted by the subdivider's engineer with plans and specifications.
 2. **Roadside Drainage.** All roadside drainage shall be of subsurface design. The roadside drainage system shall be designed to carry roadway, adjacent land, and structural storm water drainage.
Waiver of Subsurface Drainage Requirement. Waiver of the requirement for subsurface design shall be by formal letter written to the Director of Planning & Zoning. This letter shall contain a specific reference to the request and state the reasons that the request be granted and shall contain an acknowledgement that the proposed drainage system will be designed to accommodate incremental subsurfacing of the system. The Planning & Zoning Commission, with a supporting resolution of the Parish Council, may grant a waiver only when letters of acceptance from the Directors of Public Works and Wastewater, and Planning & Zoning are submitted to the Commission. (Ord. No. 00-10-20, § III, 10-23-00; Ord. No. 01-4-5, § II, 4-2-01)
 - a. **Subsurface Drainage.** Catch basins shall be spaced to limit the spread of water to four (4) feet into the roadway during the design storm and to limit the maximum flow entering

them to one point five (1.5) cubic feet per second in subsurface curb and gutter drainage systems. The maximum spacing of catch basins shall be 60 feet unless modified by the Director of Public Works based on drainage impact analysis. The standard catch basin shall be a curb inlet as manufactured by East Jordan Iron Works, Model V-4302, or approved equal. Other types of catch basins that conform to the Louisiana Standard Specifications for Roads and Bridges (latest edition) may also be reviewed and approved if found to be adequate for use by the Public Works Department during the review of a subdivision's plans and drainage impact analysis. (Ord. No. 19-4-11, § I, 4-22-19; Ord. No. 19-12-4, § I, 12-2-19)

- b. Open-Swale Drainage. If a waiver to the requirement for subsurface drainage is obtained, the following design standards shall be met:

(Ord. No. 00-10-20, § IV, 10-23-00)

1. The side slope of the swale shall be a minimum of two and one-half to one (2.5 to 1) and adjusted to meet the on-site conditions, with a minimum bottom width of one and one-half (1.5) feet.
2. The bank of the swale on the lot side shall be the same as the bank on the street side. The swale shoulder on the lot side shall not be pulled into the lot to provide fill for the lot.
3. The swale and swale shoulders shall have a clayey base. If the natural soil is granular, the material to be brought in and used shall have a consistency no less than pit bottom. No river sand shall be used.
4. A two-foot aggregate shoulder at an acceptable depth adjacent to the roadway shall be preserved.
5. The swale slopes shall be seeded by the developer. Sod may be placed on both sides of the swale, however, sod shall be prohibited on the shoulder of the road. Sod must not be placed in the required one and one-half-foot swale bottom. Allowance shall be made for the thickness of the sod so that the slope is not materially altered. No

plant materials, such as irises, cattails, or materials other than grass seed or sod, may be placed in the swales. Fill material should be tapered to meet servitude. Fill material shall not be permitted to enter swale.

6. Culvert sizes shall match those for the lot or parcel as shown on the approved subdivision plan. Culverts may be either corrugated steel, Bituminous Coated Corrugated Steel Pipe, concrete, or A-2000 PVC thermoplastic pipe, unless the Director of Public Works/Wastewater imposes stricter regulations. (see Code of Ordinances, section 21-1). (Ord. No. 00-11-14, § I, 11-20-00; Ord. No. 04-7-3, § I, 7-12-04)
7. All new subdivisions receiving the waivers to allow open swale drainage systems shall be designed to allow the incremental subsurfacing of that system. All open swale systems designed and installed under the strict prohibition of incremental subsurfacing of the open swale system shall continue to be prohibited from closing the system and their subdivision covenants shall continue to hold that restriction.

(Ord. No. 82-8-13, 8-16-82; Ord. No. 84-11-14, 11-19-84; Ord. No. 94-12-4, § X, 12-5-94; Ord. No. 96-5-4, §§ I, II, 5-6-96; Ord. No. 97-9-4, 9-8-97; Ord. No. 01-4-5, § III, 4-2-01)

3. Off-Road Drainage. The design of the off-road drainage system shall include the watershed affecting the

subdivision and shall extend to a stream or ditch adequate to receive the storm drainage.

Natural drainage canals or existing canals or ditches shall not be blocked or altered except by written permission of the Parish Engineer.

In subdivisions with subsurface drainage and other areas designated by the Department of Public Works, four-inch concrete liners meeting Public Works standards shall be installed in those portions of drainage channels which are located within the limits of the development when (a) new drainage channels are constructed by the subdivider, or (b) the subdivision includes existing drainage channels which originate within the limits of the subdivision. Concrete lined drainage channels over four (4) feet deep shall be fenced on both sides, with a five-foot-high chain link fence. (Ord. No. 86-7-5, § I, 7-7-86)

4. **Pump Station.** Subdivisions which require pump facilities to provide adequate drainage shall have the proposed pump station location shown on the preliminary plat. The Commission may require relocation of proposed pump facilities to maintain minimum Parish standards.

Pump facilities shall be designed to have adequate capacity to prevent storm water from overflowing the storm drainage system.

Pump materials and equipment shall be approved by the Parish Engineer.

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 shall be submitted to the Planning Commission through the Depart-

ment 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. If the subdivider has requested a waiver to subsurface drainage requirements, then the drainage impact analysis shall demonstrate that the propose design will accommodate the incremental migration to a subsurface system. Formal construction approval of the subdivision shall not be approved until a favorable written letter of approval of the drainage impact analysis has been made by the Director of Public Works & Wastewater to the Director of Planning & Zoning. (Ord. No. 00-11-12, § VII, 11-20-00; Ord. No. 01-4-5, § IV, 4-2-01)

Developers may request that the Director of Public Works recommend a waiver of the Drainage Impact Analysis. If such a request is recommended by the Director of Public Works, he shall forward a written recommendation of said request, along with the reasons for said request to the Parish Council. Approval of said waiver shall be granted only by Ordinance of the Parish Council, adopted by a majority vote. (Ord. No. 99-1-6, § I, 1-19-99)

Specifications for Drainage Impact Analyses and Subdivision Drainage Design. Required drainage impact analyses shall comply with the following specifications:

- a. An area drainage map shall be submitted that designates:
- (1) The various drainage areas involved.
 - (2) The acreage in each drainage area.
 - (3) The slope of each drainage area to the entry and/or exit point of the subdivision.

- (4) Peak run-off and cubic feet per second (cfs) for each drainage area including total run-off and total cfs.
- b. The drainage impact analysis shall indicate the cfs of water at each subdivision entry point that will result from a designated storm. This determination to be based on future land use of the upstream drainage areas.
- c. The drainage analysis shall indicate the cfs of storm water at each subdivision exit point that will result from a designated storm. The determination to be based on future land use of upstream drainage areas. This calculation shall take into account expected construction within the subdivision that will change the grades, direction of flow, run-off factors or other existing conditions.
- d. The drainage impact analysis shall indicate the maximum capacity, expressed in cfs, of all existing and proposed drainage structures within the subdivision.
- e. The drainage impact analysis shall indicate the capacity of all ditches, culverts, subsurface and surface drainage structures that will be utilized downstream of the subdivision in allowing passage of storm water to the first public outfall, coulee, canal or river.
- f. The drainage impact analysis shall consist of three (3) distinct and designated parts as follows:
- (1) Conclusions: The affect of the proposed construction on upstream and downstream areas.
- (2) Design Criteria: Description of methodology, data and assumptions used.
- (3) Calculations: Clear, concise, step-by-step calculations made.
- g. The subdivision drainage and impact analysis and the subdivision drainage design shall be based on the ten-year storm event.
- h. Subsurface drainage of drainage outfalls serving more than the subdivision will be based on the ten-[year] storm event.
- i. Open channel drainage of channels serving more than the subdivision shall be based on a ten-year storm event with one (1) foot of freeboard existing in the channel above the ten-year water surface elevation.
- j. The drainage impact analysis and subdivision drainage design is based on rainfall intensity data contained in the most recent edition of the Louisiana Department of Transportation and Development's "Drainage Design Standards Manual" shall be used.
- k. Ponding, retention or detention of stormwater shall not be used in the drainage impact analysis unless authorized in writing by the Director of Public Works.
- l. The hydraulic head above the crown of subsurface drainage conduits shall not be used in the drainage impact analysis unless authorized by the Director of Public Works.
- m. The subdivision drainage plans shall give the location, description, and elevation of all permanent and temporary bench-

- marks used for the drainage study and to be used for the subdivision construction.
- n. Hydraulic calculations, plan profile sheets and area drainage maps shall be approved by the Director of Public Works before any subdivision improvement work begins. Plan profile sheets must be provided that show actual ditch grades and which indicate the culvert size required for building on each lot. When the project is complete, the engineer will furnish to the Director of Public Works as-built cross sections every three hundred (300) feet, showing street and ditch grades.
- o. Subdivision subsurface storm sewers shall be designed for the ten-year storm. Outfall structures and outfall channels shall be designed for the ten-year storm. Collector street crossings shall be designed for the ten-year storm. Arterial street crossings shall be designed for the ten-year storm.
- p. The developer will provide what effect the 100-year storm, 24-hour rainfall will have on the proposed subdivision (i.e. how much water will be on the proposed lots to be developed with respect to the 100-year storm, 24-hour rainfall).
- q. Entire lots shall slope toward the front. Where this is not possible a rear lot line servitude shall be provided with adequate area for the necessary swale, culvert, etc. Subdivider must provide access to allow convenient maintenance by the Department of Public Works.
- r. Subdivider shall provide an equalizer culvert pipe across roadways at maximum five hun-

dred-foot intervals. Culvert to be a minimum size of eighteen (18) inches.

(Ord. No. 92-2-12, § I, 2-3-92; Ord. No. 94-12-4, §§ XI, XII, 12-5-94)

E. *Miscellaneous:*

1. Sidewalks. Sidewalks shall be required along each side of all residential subdivision streets within the five-foot sidewalk servitude within the street rights-of-way. However, in open-swale drainage subdivisions, no sidewalks shall be required.

Required sidewalks shall be installed concurrent with the initial development of each lot of record, and shall be the responsibility of the owner-of-record at the time of that initial construction of permanent residential improvements.

Construction shall be of Portland Cement Concrete four (4) inches thick and four (4) feet wide. Concrete shall be proportioned to produce a mix having a minimum compressive strength of three thousand (3,000) pounds per square inch, at twenty-eight (28) days.

Concrete shall be deposited on a shaped, compacted subgrade which has been thoroughly moistened immediately prior to placement of concrete. The concrete shall be placed between straight, clean forms, struck off to the required thickness and tamped sufficiently to bring the mortar to the surface. The surface shall be finished with a wood float or steel trowel and finally brushed to leave a slightly rough finish.

Expansion joints shall be formed every one hundred (100) feet with one-half (1/2) inch thick premolded filler. Contraction joints one (1) inch deep shall be spaced every four (4) feet.

Sidewalk joints shall be set at grades which will not impede overland storm

drainage and shall have a transverse slope of one (1) inch fall toward the street.

(Ord. No. 94-12-4, § XIII, 12-5-94)

2. Traffic Control Signs, Signals, and Devices. The subdivider shall provide all necessary traffic control signs, signals, and devices for all new streets within the subdivision. All signs, signals, devices, and their installations shall conform to the most recent edition of the Manual on Uniform Traffic Control devices and the most recent edition of the Louisiana Standard Specifications for Roads, and Bridges. Street signs shall be comprised of 8" tall aluminum panels with green background, shall have no border, shall have 6" tall white letters, and shall be mounted on standard round galvanized steel pipe sign posts. A barricade shall be provided by the subdivider at all dead end streets which do not have cul-de-sacs. The barricade shall consist of: 1) galvanized corrugated sheet steel guard-rail beams with flared end wings extending as near as possible from edge of travel way to edge of travel way, 2) a 30" x 30" Dead End sign set above a 30" x 30" Stop sign (W14-1 and R1-1 per Manual of Uniform Traffic Control Devices) mounted on galvanized U-channel (8 lbs per foot minimum) centered on the guard railing, and 3) 2 - 18" x 18" red reflective End of Road marker (OM4-3 per Manual of Uniform Traffic Control Devices) with each being mounted on a galvanized U-channel being set at 6' 3" to the left and to the right of the Dead End and Stop sign. All traffic control signs, signals, and devices shall be in place prior to dedication of the construction improvements to the Parish.

Railroad Crossings. Streets within the proposed subdivision which cross railroad rights-of-way shall, at rail-

road crossing, contain a median strip between opposing traffic lanes. Minimum length of median shall be thirty-five (35) feet from center of railroad crossing. Minimum curb height of median shall be eight (8) inches. Railroad crossing shall be protected with at least one (1) flashing light signal on each side of railroad crossing. Each sign shall include at least one (1) automatic gate that when activated to lower across roadway, extends to within one (1) foot of the median curb. All railroad crossing signs and devices shall conform to the most recent edition of the Manual on Uniform Traffic Control Devices and shall be in place before acceptance of construction improvements. (Ord. No. 00-8-1, § VIII, 8-7-00; Ord. No. 06-1-23, § V, 1-23-06)

(Ord. No. 86-7-5, § II, 7-7-86; Ord. No. 94-12-4, § XIV, 12-5-94; Ord. No. 08-11-3, § I, 11-3-08)

3. Electrical Service/Street Lights. The subdivider shall provide street lights on all new streets within the subdivision. The street lighting system shall be based on the "American Standard Practice for Roadway Lighting" prepared by the American Standards Association. The street lighting system and electrical service shall be installed in accordance with the requirements of the local power company regulations. All general electrical service and street lighting systems within the subdivision shall be provided via underground feeder lines. All new installations of buried wire shall be encased in 1-inch PVC conduit. The minimum size and type of copper wire to the light poles shall be #8 THHN. (Ord. No. 02-5-20, § II, 5-20-02)

- a. All street light fixtures, installed by developers within the Parish of St. Charles shall be the following:

1. LUMARK HPEL10 100W High Pressure Sodium fix-

tures RMA 10SR255LPV5 Photocell or approved equal. (Ord. No. 08-7-7, § I, 7-21-08)

2. If streetlight standards and fixtures are to be of custom, specialized, or otherwise atypical design, additional streetlight standards and fixtures of like style shall be provided to St. Charles Parish for replacement of streetlights in the event that installed streetlights become inoperable or damaged beyond practical use or repair. The total number of streetlight standards and fixtures to be provided shall equal ten (10) percent of the total number of streetlights installed within the subdivision. A minimum of two (2) and a maximum of ten (10) complete streetlight standard(s) and fixture(s) shall be provided. If the total number of streetlight installations fall within increments of ten (10), the total number of replacements provided shall be rounded up to the next highest whole number. The precise number of replacements per total number of installations is indicated as follows:

<i>Total Number of Installed Streetlights</i>	<i>Total Number of Replacements Required</i>
1-10	2
11-20	2
21-30	3
31-40	4
41-50	5
51-60	6

<i>Total Number of Installed Streetlights</i>	<i>Total Number of Replacements Required</i>
61-70	7
71-80	8
81-90	9
91-100	10
101-above	10

3. Any streetlight standard and fixture which is to be customized, specialized, otherwise a typical design is subject to prior approval by the Department of Public Works.

(Ord. No. 02-12-9, § 12-16-02)

- b. Prior to commencement of construction on street light facilities by private developers within the Parish of St. Charles, plans and specifications shall be submitted to Louisiana Power and Light and the Department of Public Works of the Parish of St. Charles for approval of said plans and specifications for construction.
- c. The Parish shall not be responsible for the maintenance of a street light unit (pole, arm(s), fixture(s), photo cell(s), foundation, conduit, fuses, and electrical wiring) until each of the following have occurred with regards to each unit: 1) the unit has been energized to serve a property upon which building related construction activity has commenced, and 2) twelve (12) months have elapsed following the energizing of the unit. Additional street light units may be energized when deemed necessary and in the public's best interest by the Parish President. (Ord. No. 12-11-17, § I, 11-19-12)

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- d. Before final acceptance of a subdivision's street light units, the following conditions must be met:
1. The developer must deposit the cash sum of three hundred dollars (\$300.00) per street light with the Parish of St. Charles.
 2. The cash deposit held in escrow will be utilized to pay for any damage to street light units, by construction, vandalism, or any other cause occurring prior to the time of occupancy as required in Section IV.E.3.c. above.
 3. When all of the street light units within a project have been energized in accordance with in Section IV.E.3.c. above, the cash deposit, less cost of repairs, if any, shall be refunded to the developer.
- (Ord. No. 94-12-4, § XV, 12-5-94; Ord. No. 12-11-17, § I, 11-19-12)
4. Reserved. (Ord. No. 92-12-10, § I, 12-7-92; Ord. No. 17-7-19, § I, 7-31-17)
 5. Monuments.
 - a. Permanent control monuments of materials specified in these regulations shall be required at all of the following locations and shall be shown on the Final Plat.
 1. At all corners, control points and angle points on the boundary of the subdivision, but spaced no more than five hundred (500) feet apart.
 2. At all points where the boundary of the subdivision intersects street right-of-way lines.
 3. At all corners formed by the intersection of street right-of-way lines.
 4. At the point of curvature and the point of tangency on all horizontal curves.
 - b. Specifications.
 1. Subdivision boundary corner markers shall be concrete monuments a minimum of four (4) inches in diameter extending three (3) feet below the ground line or a steel pipe a minimum of one-half ($\frac{1}{2}$) inch in diameter and a maximum of three-quarters ($\frac{3}{4}$) inch in diameter firmly embedded in concrete which extends three (3) feet below the ground.
 2. Lot corner markers shall be a steel pipe one-half ($\frac{1}{2}$) inch to three-quarters ($\frac{3}{4}$) inch in diameter extending two (2) feet below the ground line. If conditions prohibit placement of the monuments on line, off-set marking will be permitted provided that exact off-set distances and courses are shown on the Final Plat.
 3. Benchmarks shall be accessibly placed and shall be constructed of a brass disc set in four (4) inch diameter by three (3) foot long concrete post. The disc shall be set not more than six (6) inches above the ground line and shall have its elevation above mean sea level stamped thereon.
 - c. Servitudes. All servitudes in favor of St. Charles Parish shall

be clearly field marked with steel pipe one-half ($\frac{1}{2}$) inch to three-quarters ($\frac{3}{4}$) inch in diameter extending two (2) feet below the ground line.

- d. Computer Disk Record. The developer shall provide ACAD drawings (file extension dwg.) on disk that show lot layout and all details necessary for parish approval.

(Ord. No. 94-12-4, § XVI, 12-5-94)

- 6. The subdivider shall be liable for any damages incurred to public and/or private property in the conduction of his work.

V. Administrative.

A. Fees:

- 1. At the time of filing a Preliminary Plat for subdivision a, a fee of one hundred dollars (\$100.00) plus twenty dollars (\$20.00) for each lot included in the subdivision shall be charged. Minor Subdivisions shall be charged a fee of fifty dollars (\$50.00) plus ten dollars (\$10.00) per lot. For any administrative resubdivision, a fee of fifty dollars (\$50.00) plus ten dollars (\$10.00) for each lot included in the subdivision shall be charged. (Ord. No. 15-6-9, § I, 6-1-15)
- 2. At the time of filing a preliminary plat for a subdivision with industrial area status as defined by State Statute, or a planned industrial park, a fee of one hundred dollars (\$100.00) plus one hundred dollars (\$100.00) for each acre or fraction thereof included in the subdivision shall be charged up to a maximum fee of \$5,000.00. For any administrative resubdivision of lots created under this provision, a fee of one-hundred dollars (\$100.00) plus twenty dollars (\$20.00) for each lot included in the subdivision shall be charged. (Ord. No. 00-5-9, § II, 5-15-00; Ord. No. 15-6-9, § I, 6-1-15)

- 3. Prior to Council approval of the final plat, the following administrative costs shall be reimbursed to the Parish:
 - a. Advertising Cost: \$1.25 per inch of printed text.
 - b. Recordation Fee (Clerk of Courts): \$4.00 per page.
 - c. Cost of Notifying Nearby Property Owners: \$2.29 per letter.
- 4. Prior to Council approval of the final plat, the Parish shall be reimbursed by the developer for all contractual fees incurred in association with any preconstruction phrase [phase] technical reviews or inspections of any subdivision or any planned industrial park. Examples of such preconstruction technical reviews or inspections include, but are not limited to, Parish reviews of preliminary plats, drainage impact analyses, subdivision drainage designs, etc. The Director of the Department of Planning and Zoning shall establish, on an annual basis, a maximum fee schedule for preconstruction reviews

and inspections based on subdivision acreage and average lot size for subdivisions. (Ord. No. 15-6-9, § I, 6-1-15)

5. The St. Charles Parish President shall waive any and all subdivision fees required in the completion of a charitable donation of real property from a private entity to a governmental or an inter-governmental agency in St. Charles Parish. Notwithstanding any provisions of the law, this section shall not be construed to include donations made to St. Charles Parish as satisfaction of any requirement by the St. Charles Parish Subdivision Regulations nor any other requirements of federal, state or local law.

(Ord. No. 82-6-5, § IV, 6-7-82; Ord. No. 92-12-10, § II, 12-7-92; Ord. No. 01-4-4, § I, 4-2-01)

B. Variations and Exceptions.

1. The regulations contained herein may be varied or modified where the literal enforcement of one or more provisions of the ordinance (i) is impracticable, or (ii) will exact undue hardship because of peculiar conditions pertaining to the land in question. Financial hardships shall not be considered as valid criteria for any such waiver or modification of existing regulations. The Planning Commission, with a supporting resolution of the Council, may grant such a waiver or modification of these regulations only when such requests meet the conditions of this subsection and are not detrimental to the public interest.

(Ord. No. 94-3-11, § II, 3-21-94)

2. Planned Industrial Park/Industrial Development Resubdivision:

- (a) An application for resubdivision of previously approved planned industrial parks and industrial developments shall be submitted to the Director of Planning and Zoning from the record owner or owners of the land being resubdivided; and, if the property is in the name of a corporation, a resolution authoriz-

ing the subdivision or authorizing an individual to request such approval, should also be submitted.

- (b) A mylar original and five (5) prints of the subdivision plan bearing a date within sixty (60) days prior to the date of submission of the letter of request and showing existing and proposed property lines, existing and proposed lot dimensions, existing and proposed lot designations, servitudes and all existing improvements should be submitted to the Director of Planning and Zoning. Said plan should be made by a land surveyor or engineer registered in the State of Louisiana.
- (c) Upon submission of the required documentation and appropriate fee, the subdivision requested can be finally approved by the signatures of the Director of Planning and Zoning and the Parish President on the print of subdivision plan.
- (d) Upon approval of the resubdivision, as set forth above, the owner shall record the approved subdivision plan with the Clerk of Court for the Parish of St. Charles.
- (e) Resubdivision of Industrial Developments may be approved without street frontage provided it shall not be detrimental to the public interest.

(Ord. No. 82-1-4, 1-4-82; Ord. No. 00-5-9, § III, 5-15-00)

3. Family Plot Subdivision

- (a) Persons developing and residing in a family plot subdivision must tie-in to the Parishwide sewerage system when available at the expense of the owner.

(Ord. No. 82-1-9, § 1, 1-18-82)

4. Residential development on sub-standard streets.

- (a) The following items shall be required from an applicant prior to the issu-

ance of a building permit on lots that are part of a platted subdivision where substandard or no public improvements exist.

(Ord. No. 16-6-3, § I, 6-6-16)

1. Dedication of additional property to provide for a fifty (50) foot right-of-way where possible (should the existing right-of-way be less than fifty (50) feet) provided the remaining depth of the lot is not less than seventy (70) feet.
2. If property is less than one hundred and twenty (120) feet in depth, the dedication of any property for a right-of-way shall be determined by the Public Works Department. However, a minimum right-of-way of twenty (20) feet shall be provided which shall consist of a fifteen (15) wide road and a five (5) foot wide utility easement.
3. All utilities shall be installed by and at the expense of the property owner(s) in accordance with current parish specifications and shall be inspected and approved by the appropriate Parish department. Upon completion and acceptance, all improvements shall be dedicated to the parish.
4. The lot shall be provided access via an aggregate street. The street shall be constructed from the end of the nearest accessible existing paved street and shall extend across the entire lot frontage. The aggregate street shall be constructed by the Parish and paid for by the property owner(s) seeking the building permit. The Public Works Department shall determine the cost of the aggregate street. This pay-

ment shall be made prior to the issuance of a building permit.

5. The property owner(s) shall also pay a one-time fee of seventy-five (\$75.00) dollars per front foot of the lot toward a parish street maintenance program. The fees in this section shall be increased or decreased February first of each year by the change in CPI applicable to the U.S. Cities average group, all urban consumers, all items, published by the U.S. Department of Labor Statistics, for the preceding twelve-month period ending each November. The Department of Finance shall notify the Department of Planning and Zoning in writing annually of the revised fees.
6. The right-of-way for streets and utilities shall not exceed a length of seven hundred and fifty (750) feet per block. A sixty (60) foot long cross street shall be provided at the end of each block. An alternative turnaround may be approved by the Public Works Department.
7. Nothing in this section allows for the construction of roadways or utilities in subdivisions that are platted in wetland areas.
8. The use of this section shall be limited to single family development.

(Ord. No. 08-4-11, § I, 4-21-08)

C. Violation and Penalties. No owner or agent of owner of any land located in a subdivision shall sell, transfer, or agree to sell any lot or parcel located within a subdivision by reference to, or exhibition of, or by other use of a plat of a subdivision before such plat has received final approval as prescribed in these regulations and has been recorded in the office of the Clerk of Court of St. Charles Parish. The description of

such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the person attempting to transfer from penalties provided. Any such instrument of transfer or sale shall be void and shall not be recorded. No change, erasure, modification, or revision shall be made on any subdivision plat after final approval has been given by the Parish Council and endorsed by the Parish President or by the Parish President and Director of the Department of Planning and Zoning as prescribed by these regulations, unless the plat is resubmitted and the changes approved by the Commission and Council or by the Parish President and Director of the Department of Planning and Zoning as prescribed by these regulations.

Any person, owner, or agent who violates these regulations shall be prosecuted as prescribed by Louisiana Law.

(Ord. No. 84-7-17, § II, 7-16-84)

D. Conflicting Provisions. All ordinances, resolutions, Regulations, or parts of ordinances, resolutions, or Regulations in conflict with any of the provisions of these Regulations are hereby repealed on the effective date of these Regulations.

E. Effective Date. These Subdivision Regulations shall take effect immediately upon adoption as an Ordinance by the St. Charles Parish Council.

F. Separability. If any provision of these Regulations, or the application of such provision to any person or circumstances, shall be held invalid, the remainder of these regulations shall not be affected thereby.

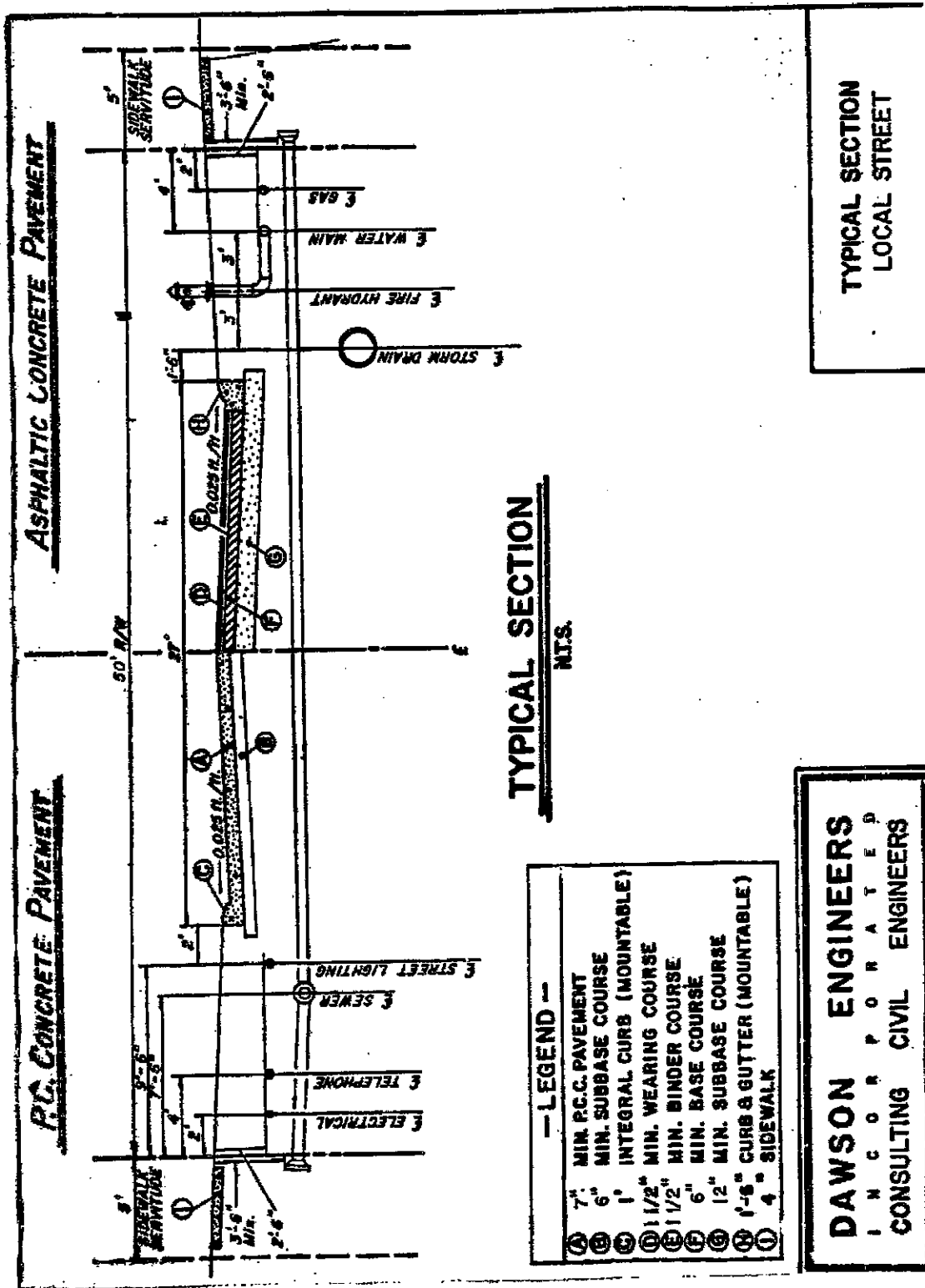
APPENDIX C—SUBDIVISIONS

ST. CHARLES PARISH PLANNING COMMISSION

Preliminary Plat Check List

File Number: _____ Checked By: _____
 Date Filed: _____ Dated Checked: _____

ITEM	YES	NO	N/A
1. Subdivision Name			
2. Description of Property			
3. Owner's or Subdivider's Name			
4. Engineer's Name			
5. Existing Property Lines			
6. Limits of Incorporated Areas			
7. Section and Township Lines			
8. Sewer District Designation			
9. Zoning District			
10. School and/or Other Districts			
11. Streets - Names and Width			
12. Existing Buildings			
13. Building Lines			
14. Existing Drainage Ditches and Canals			
15. Existing Lakes and Ponds			
16. Ownership of Adjoining Properties			
17. Names of Adjoining Subdivisions			
18. Lots - Numbers and Dimensions			
19. Servitudes and Rights-of-Way and Dimensions			
20. Existing Bridges and Culverts			
21. Contours			
22. Method of Sewage Disposal			
23. Type of Street Improvements			
24. North Arrow, Scale, and Date			
25. Vicinity Map at 1" = 2000'			



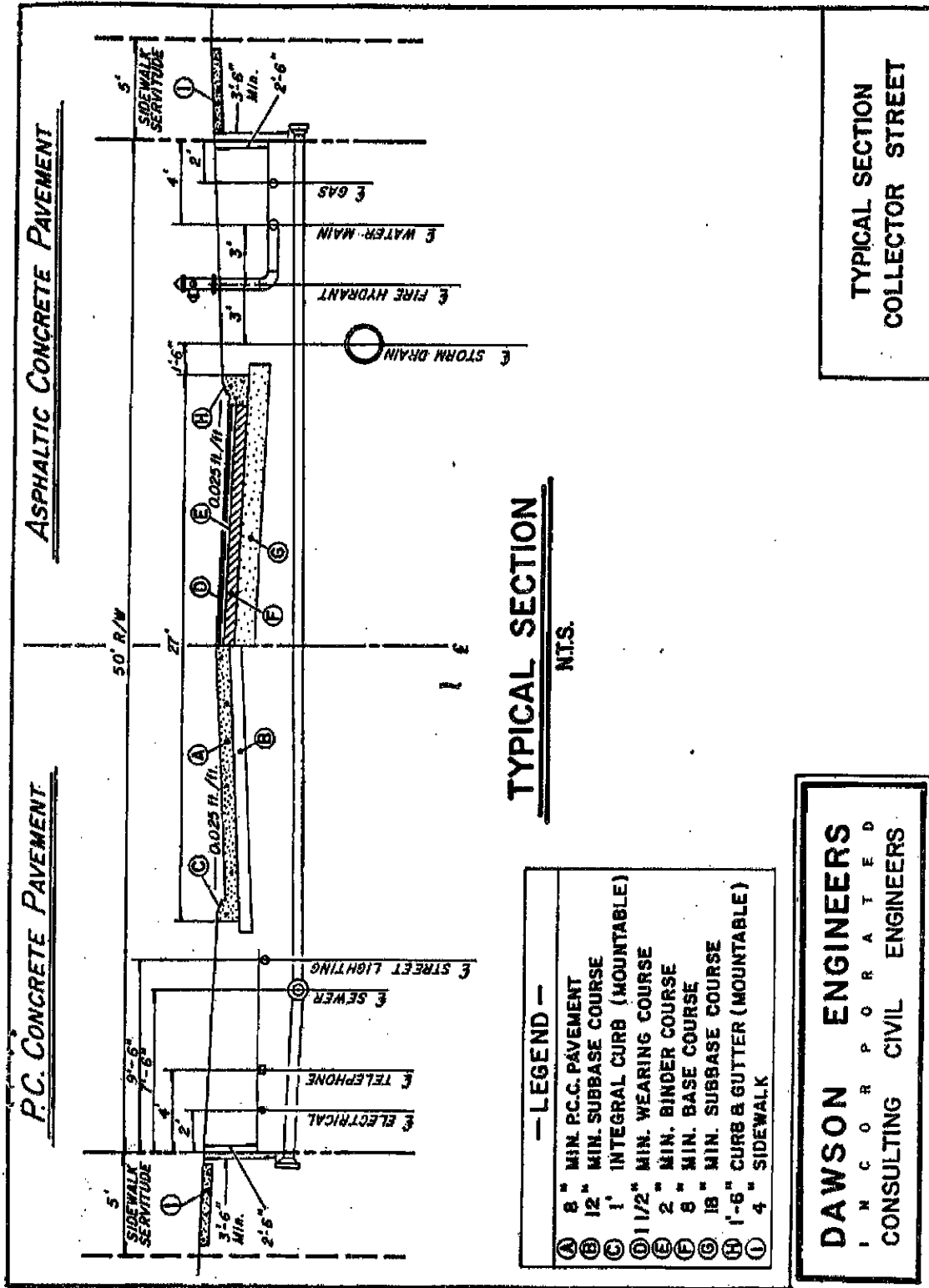
TYPICAL SECTION
N.T.S.

- LEGEND —
- ⑦ 7" MIN. R.C.C. PAVEMENT
 - ⑥ 6" MIN. SUBBASE COURSE
 - ⑤ 1" INTEGRAL CURB (MOUNTABLE)
 - ④ 1 1/2" MIN. WEARING COURSE
 - ③ 1 1/2" MIN. BINDER COURSE
 - ② 6" MIN. BASE COURSE
 - ① 12" MIN. SUBBASE COURSE
 - ⑧ 4'-6" CURB & GUTTER (MOUNTABLE)
 - ④ 4" SIDEWALK

DAWSON ENGINEERS
INCORPORATED
CONSULTING CIVIL ENGINEERS

TYPICAL SECTION
LOCAL STREET

55

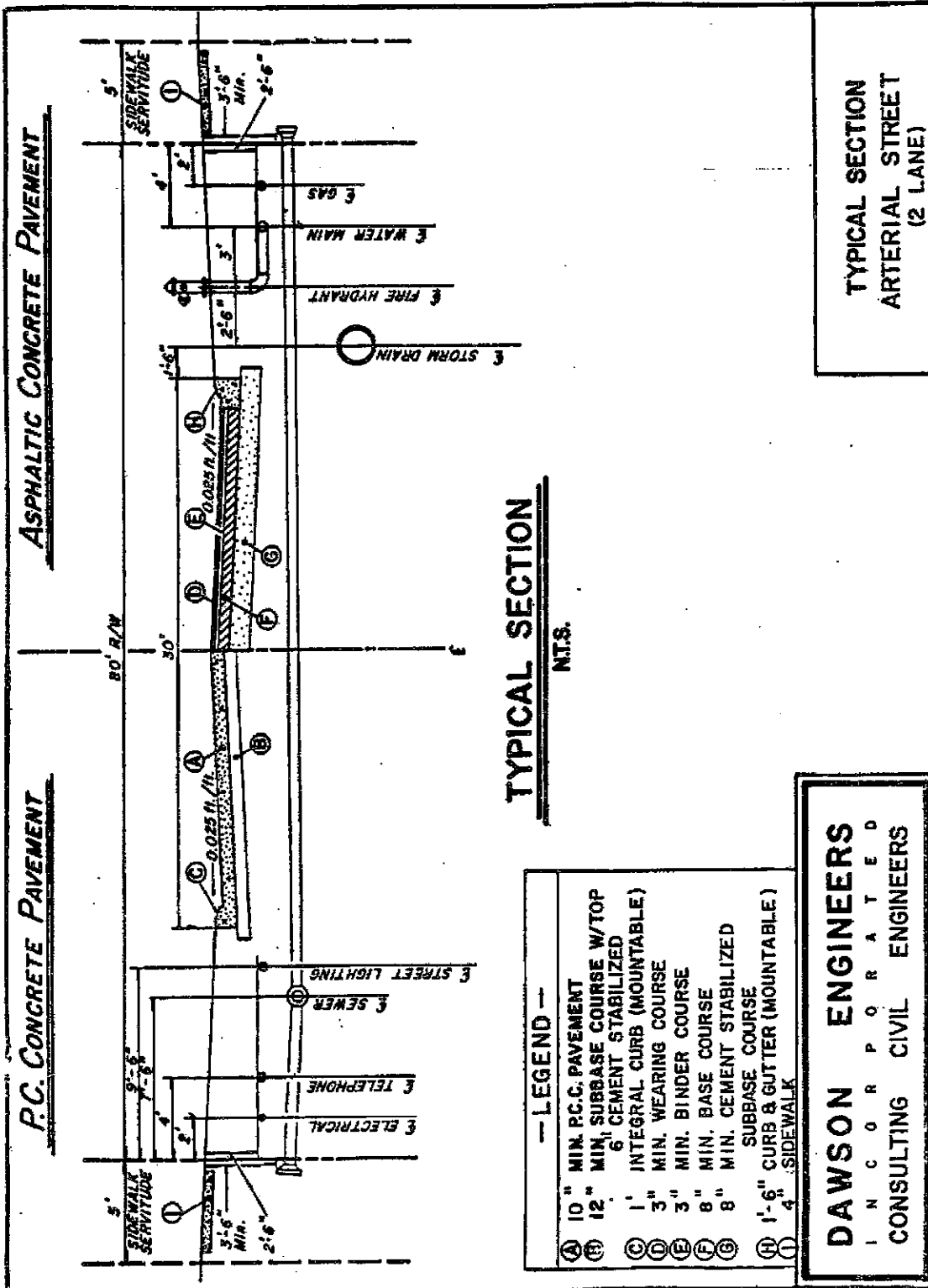


TYPICAL SECTION
N.T.S.

- LEGEND —
- (A) 8" MIN. P.C. PAVEMENT
 - (B) 12" MIN. SUBBASE COURSE
 - (C) 1' INTEGRAL CURB (MOUNTABLE)
 - (D) 1 1/2" MIN. WEARING COURSE
 - (E) 2" MIN. BINDER COURSE
 - (F) 8" MIN. BASE COURSE
 - (G) 18" MIN. SUBBASE COURSE
 - (H) 1'-6" CURB & GUTTER (MOUNTABLE)
 - (I) 4' SIDEWALK

DAWSON ENGINEERS
INCORPORATED
CONSULTING CIVIL ENGINEERS

TYPICAL SECTION
COLLECTOR STREET



TYPICAL SECTION
N.T.S.

- LEGEND —
- (A) 10" MIN. P.C. PAVEMENT
 - (B) 12" MIN. SUBBASE COURSE W/TOP 6" CEMENT STABILIZED
 - (C) 1" INTEGRAL CURB (MOUNTABLE)
 - (D) 3" MIN. WEARING COURSE
 - (E) 3" MIN. BINDER COURSE
 - (F) 8" MIN. BASE COURSE
 - (G) 8" MIN. CEMENT STABILIZED SUBBASE COURSE
 - (H) 1'-6" CURB & GUTTER (MOUNTABLE)
 - (I) 4" SIDEWALK

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TYPICAL SECTION
ARTERIAL STREET
(2 LANE)

[The next page is 2845]

57

St. Charles Parish Department of Planning & Zoning

Land Use Report

Case Number: 2020-06-ORD

Introduced by Matthew Jewell, Parish President/Dept. of Planning and Zoning

An ordinance to amend the St. Charles Parish Subdivision Regulations of 1981 to amend the major subdivision process to require partial infrastructure review as part of the Preliminary Plat phase, and amend the Construction Plan Approval process.

Background

Currently, the Subdivision regulations lack clarity about when approval of engineering studies must be completed for major subdivisions. The proposed ordinance would require more analysis to be completed at the Preliminary Plat phase.

The changes would require a Preliminary Plat as well as a Drainage Impact Analysis and a Transportation Impact Analysis to pass Departmental Reviews before the Planning and Zoning Commission is asked to consider a Preliminary Plat for a Major Subdivision.

The changes would also allow a major subdivision to go to construction with the Planning and Zoning Director's approval rather than the Planning and Zoning Commission's Approval, which requires a public hearing.

Potential outcomes

- Better analysis and mitigation of potential impacts of major subdivisions earlier in the Major Subdivision process.
- More informed decision making for the Planning Commission.
- Streamlined construction approval process.

Recommendation

Approval.

2020-0243

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(DEPARTMENT OF PLANNING & ZONING)**

ORDINANCE NO. _____

An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, as amended, Sections III. and VI.A.[I].1.a., to add Historic Home Site Bed and Breakfast to permitted uses in the Open Land zoning district.

WHEREAS, the St. Charles Parish Zoning Ordinance of 1981 restricts Historic home site bed and breakfasts to Historic (H) and General Commercial District-retail sales (C-2) zoning districts; and,

WHEREAS, many historic home sites exist in Open Land (O-L) zoning districts but cannot operate a bed and breakfast; and,

WHEREAS, expanding appropriate permitted uses in suitable zoning districts promotes economic development; and,

WHEREAS, the St. Charles Parish Council wishes to promote economic development by amending the definition of Historic Home Site Bed and Breakfast and the Zoning district criteria to allow this use in the O-L zoning district.

NOW, THEREFORE, THE ST. CHARLES PARISH COUNCIL ORDAINS:

SECTION I. That the St. Charles Parish Code of Ordinances, Appendix A Section III. is amended as follows, with additional text in underline and deleted text in ~~strikethrough~~:

Historic home site bed and breakfast: Accommodations for tourists and travelers which provide sleeping rooms within an historic home or on the historic home site in another historic structure. Historic home sites are identified as having a main structure that is over one hundred (100) years old ~~and is located in a commercial or historic zoning district.~~

SECTION II. That the Code of Ordinances Appendix A. Section VI.A.[I].1.a. is amended to add *Historic Home Site Bed and Breakfast* as follows, with additional text in underline and deleted text in ~~strikethrough~~:

a. A building or land shall be used only for the following purposes:

(14) Historic Home Site Bed and Breakfast

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

And the ordinance was declared adopted this _____ day of _____, 2020, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED : _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

RECOMMENDATIONS AT A GLANCE

2020-07-ORD Matthew Jewell, Parish President/Dept. of Planning and Zoning for an ordinance to amend the St. Charles Parish Zoning Ordinance of 1981 Section III and VI.A.[I].1.a to add Historic Home Site Bed and Breakfast to permitted uses in the Open Land zoning district.

Planning Department Recommendation:

Approval

Planning Commission Recommendation:

Approval

Commissioner Frangella: Next up 2020-07-ORD Matthew Jewell, Parish President/Dept. of Planning and Zoning for an ordinance to amend the St. Charles Parish Zoning Ordinance of 1981 Section III and VI.A.[I]. 1.a to add Historic Home Site Bed and Breakfast to permitted uses in the Open Land zoning district.

Ms. Stein: Thank you Mr. Chair. This is a pretty simple request. It's to expand the permitted uses within the Open Land zoning district for 1 very specific use which is using a historic home as a temporary accommodation, a bed and breakfast. We have a lot of historic houses in the Open Land zoning district and it would just help people maintain those properties and generate some revenue. So we recommend approval.

Commissioner Frangella: Alright, open public hearing for 2020-07-ORD, anyone here to speak for or against? Seeing none we'll close the public hearing for 2020-07-ORD, any questions from the Commissioners? Alright call for the vote.

YEAS: Ross, Petit, Keen, Dunn, Frangella, Galliano

NAYS: None

ABSENT: Granier

Commissioner Frangella: That motion passes unanimously.

St. Charles Parish Department of Planning & Zoning

Land Use Report**Case Number: 2020-07-ORD****Introduced by Matthew Jewell, Parish President/Dept. of Planning and Zoning****Background**

Property owners with historic homes have inquired about permitting low-impact use of the homes and sites to expand tourism opportunities.

Potential outcomes

Property owners who have homes over 100 years old within the Open Land, C-2, and Historic zoning districts will have the right to permit a bed and breakfast on the property.

Planning Staff have recently started working with the Louisiana Department of Culture, Recreation and Tourism data for Historic Standing Structures in the Parish, a resource which can help identify Historic Home Sites.

Recommendation

Approval.

2020-0244

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(DEPARTMENT OF PLANNING & ZONING)**

ORDINANCE NO. _____

An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, as amended, Section XV.D to rezoning requests to meet a minimum of two (2) rezoning guidelines and criteria in order to receive a recommendation for approval from Planning Staff.

WHEREAS, St. Charles Parish established zoning districts with certain boundaries "for the purpose of promoting the public health, safety, morals, and general welfare" which are depicted on the "Official Zoning Map of St. Charles Parish, Louisiana"; and,

WHEREAS, Zoning encourages neighborhoods to develop in an orderly way by grouping compatible uses and separating incompatible uses; and,

WHEREAS, Section XV.D establishes the procedure to amend the map or "rezone" property and identifies three *Rezoning guidelines and criteria* by which a request to rezone should be evaluated; and,

WHEREAS, the St. Charles Parish Council wishes to preserve the integrity of the "Official Zoning Map of St. Charles Parish, Louisiana," by requiring a rezone request to meet two or more of the *Rezoning guidelines and criteria* in order to receive a recommendation for approval from Planning Staff.

NOW, THEREFORE, THE ST. CHARLES PARISH COUNCIL ORDAINS:

That the St. Charles Parish Code of Ordinances, Appendix A.XV.D. is amended as follows, with additional text in underline and deleted text in ~~strikethrough~~:

Rezoning guidelines and criteria: Before the Commission makes a recommendation or the Council rezones property; there should be reasonable factual proof by the proponent of a change that one two or more of the following criteria standards are met:

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

And the ordinance was declared adopted this _____ day of _____, 2020, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED : _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

RECOMMENDATIONS AT A GLANCE

2020-8-ORD Matthew Jewell, Parish President/Dept. of Planning and Zoning for an ordinance to amend the St. Charles Parish Zoning Ordinance of 1981 Section XV to require rezoning requests meet a minimum of two rezoning guidelines and criteria for an approval recommendation from the Department of Planning and Zoning.

Planning Department Recommendation:

Approval

Planning Commission Recommendation:

Approval

2020-8-ORD Matthew Jewell, Parish President/Dept. of Planning and Zoning for an ordinance to amend the St. Charles Parish Zoning Ordinance of 1981 Section XV to require rezoning requests meet a minimum of two rezoning guidelines and criteria for an approval recommendation from the Department of Planning and Zoning.

Ms. Stein: Thank you Mr. Chair. Currently the zoning ordinance requires staff to answer 3 questions in order to determine if we're going to make a recommendation for approval or not make a recommendation for approval when somebody requests a rezoning. And those questions are:

1. Would the rezoning further the parishes long term goal, our vision in the comprehensive plan, does it line up with the comprehensive plan?
2. Would changing the zoning of a property the way an applicant has asked you to do it sticks a terrible, terrible problem that exists on the zoning map and the terrible problem that would be on the zoning map is that the zoning of that particular property is so incorrect that the person can't use their land and we would want to fix that for them.
3. Is the zoning that the person is asking for in line with the surrounding neighborhood and will it not make terrible, terrible problems with infrastructure. The uses that are permitted under the zoning that they are requesting, is it an ok idea to change the zoning or will those permitted uses that they are allowed to do the second the zoning is changed impact the neighbors dramatically and badly.

Right now when any rezone requests meets any one of those tests our guideline is to recommend approval but what we found is that when a rezone requests meets just one of those criteria we can compound a different problem with one of the other tests and we just say it's a great idea we recommend approval, rezone it. We might not be understanding some compounding problems of the other tests. So for example, if the zoning of somebody's property is single family residential and they are in the middle of a highway and they request a rezone to a different residential zone simply to use their property, they're requesting a different zone, you can say that the existing zoning on a highway for residential use is not a good idea but they shouldn't be asking for a different residential zoning district. That wouldn't further the parishes long term goals. So they've shown that the zoning is wrong but what they are requesting is not a good zoning district. When we require somebody to meet 2 of the 3 criteria, we're eliminating that problem. If the zoning of your property is wrong and you request a different zoning, it should be the zoning that is right. So you should meet test #2 and also test #3 at the same time and that goes for every rezoning, every test. When you meet 1 test you should always meet a second test so we would ask for your support so you can make better decisions, we can make better recommendations and the integrity of the zoning map continues.

Mr. Albert: This doesn't add any requirements about how you have to vote or how you have to look at it. This just makes sure that the staff reports are thoroughly vetting anything that comes to you. It doesn't change how the Council does their stuff, it just makes sure that our reports are given a strict adherence to the maps and to the requirements.

Commissioner Petit: Apologies, I'm full of questions tonight. So this also doesn't change anything that comes to us.

Mr. Albert: No.

Commissioner Petit: So even if they don't meet any of the criteria it still comes to the Commission?

Mr. Albert: Correct.

Commissioner Petit: Second question and last one I think, have you looked back to see how many recommendations were changed because it's kind of difficult understanding what this would impact so I would be curious if we could look over this last year or last 2 years, how many of the recommendations you've made to us would actually change due to this change.

Mr. Albert: Chris did you run the numbers?

Mr. Welker: We took a look at them going back to 2016 and there would be a substantial decrease in the amount of approval recommendations we would get. A lot of them, the majority just meets 1 criteria, often the 3rd criteria. So which one they meet varies quite a bit. With that being the case when we have a meeting it ties us up when we're having to make a recommendation but to answer your question it would be a decent decrease in the amount of approvals for recommendations.

Mr. Albert: Wasn't it a 30-40% reduction?

Ms. Stein: It was 37%

Mr. Albert: Reduction

Ms. Stein: Would change from approval recommendation to not approval.

Mr. Albert: but those should be based upon the land use map and the subsequent criteria. I mean that's really what the adopted land use plan puts forth.

Commissioner Frangella: I guess I have a question now, if it requires a waiver or an exception or whatever would that be more of a denial or would that be approval with?

Mr. Albert: Rezoning cannot be conditioned or waived or varied in any way.

Commissioner Frangella: I'm talking about sometimes the width of the property

Ms. Stein: For example tonight you had a request to rezone a lot that didn't meet the R-3 minimum standards and in our analysis we determined that that was an indication and that changing the zoning on that particular property would probably result in congestion of the streets, which is what the neighbors came out and said. We found that it certainly failed the third test because it would have been a non-conforming lot 10,000 sq. ft. would have been the minimum requirement.

Commissioner Frangella: Ok. Alright any other questions? Call for the vote. Instead open public hearing for 2020-8-ORD, anyone here to speak for or against? Seeing none we'll close the public hearing for 2020-8-ORD. Any final comments or questions? Let's call for the vote.

YEAS: Ross, Petit, Keen, Dunn, Frangella, Galliano

NAYS: None

ABSENT: Granier

Commissioner Frangella: That passes unanimously.

St. Charles Parish Department of Planning & Zoning

Land Use Report

Case Number: 2020-08-ORD

Introduced by Matthew Jewell, Parish President/Dept of Planning & Zoning

To require zoning petitions to meet a minimum of two (2) rezoning guidelines and criteria in order to receive a recommendation for approval from Planning Staff.

Background

St. Charles Parish has established zoning districts to encourage orderly development by grouping compatible uses and separating incompatible uses. These zoning districts are depicted on the "Official Zoning Map of St. Charles Parish, Louisiana".

Section XV.D of the St. Charles Parish Zoning Ordinance of 1981 establishes a procedure for property owners who want to change the zoning of their property. In this procedure are three guidelines which Planning and Zoning Department staff use to evaluate individual rezoning petitions and issue a recommendation.

Currently, a rezoning petition only needs to demonstrate that one of the three guidelines are met in order for staff to issue an approval recommendation. This ordinance would require a rezoning petition meet two of those three guidelines.

Potential outcomes

If this ordinance is approved, The Official Zoning Map of St. Charles Parish will be more likely to keep appropriate zoning districts and see fewer spot zones and fewer rezones that result in burden to infrastructure and negative impacts to surrounding neighborhoods.

Recommendation

Approval

Penny Duhe

From: Michelle Impastato
Sent: Tuesday, September 22, 2020 2:50 PM
To: Penny Duhe
Cc: Valarie Berthelot; Nicole Breaux
Subject: FW: Legislative Review Ordinances
Attachments: PZO 2020-XX_ORD_TIA Policy Construction LegReview.docx; Stormwater Detention LegReview.doc; Ord_2020-XX-Ord_Infrastructure Review at PPlat - LegReview.doc

Michelle Impastato
Council Secretary
St. Charles Parish Council
P.O. Box 302
15045 River Road
Hahnville, LA 70057
985-783-5000 (Office)
985-783-2067 (Fax)
mimpastato@stcharlesgov.net



Note: Please be aware that receipt of and/or response to this email may be considered a public record.

From: Michelle Impastato
Sent: Tuesday, September 22, 2020 2:50 PM
To: Bob Fisher <bfisher@stcharlesgov.net>; Bobby Donaldson <bdonaldson@stcharlesgov.net>; Dick Gibbs <dgbbs@stcharlesgov.net>; Holly Fonseca <hfonseca@stcharlesgov.net>; Julia Perrier <jperrier@stcharlesgov.net>; La Sandra Darensbourg Gordon <lgordon@stcharlesgov.net>; Marilyn Bellock <mbellock@stcharlesgov.net>; Mary Clulee <mclulee@stcharlesgov.net>; Michelle Impastato <mimpastato@stcharlesgov.net>; Nicky Dufrene <ndufrene@stcharlesgov.net>
Subject: FW: Legislative Review Ordinances

Councilmembers,

Please see email below from Michael as well as additional information provided by Administration for the meeting tomorrow night.

Thank you,

Michelle Impastato
Council Secretary
St. Charles Parish Council
P.O. Box 302
15045 River Road
Hahnville, LA 70057
985-783-5000 (Office)
985-783-2067 (Fax)

mimpastato@stcharlesgov.net



Note: Please be aware that receipt of and/or response to this email may be considered a public record.

From: Michael Albert
Sent: Tuesday, September 22, 2020 2:47 PM
To: Michelle Impastato <mimpastato@stcharlesgov.net>
Cc: Michael Palamone <mpalamone@stcharlesgov.net>; Parish President Matthew Jewell <mjl@stcharlesgov.net>
Subject: Legislative Review Ordinances

Good afternoon,

Please find copies of our working drafts of the potential code updates attached.

Please make them available to the committee for tomorrow and if possible, print them with line numbering to assist referencing in discussion.

The drafts in their format are for the purposes of discussing the ideas in whole. The presentation of the amendments may be adjusted to make sure they are located in the correct chapter etc. after getting input.

Thank you all. I will be available to answer questions tomorrow up until about 2pm prior to the meeting.

Best,

Michael J. Albert, AICP
Director
Department of Planning & Zoning
(985) 783-5060
malbert@stcharlesgov.net
[SCP P&Z Website](#)

1 **NOW, THEREFORE, THE ST PARISH COUNCIL ORDAINS:**

2 **SECTION I.** That the Code of Ordinances, Chapter 6 Buildings and Building
3 Regulations, Article II, Section 6-14 Permit Application, is amended as follows, with
4 additional text in underline and deleted text in ~~strikethrough~~:

5 Sec. 6-14. - Permit application.

6 (n) Traffic Impact Analysis. The Traffic Impact Analysis (TIA), including all
7 required documentation, shall be submitted in accordance with the following
8 TIA Policy.

9 (1) Purpose. This policy establishes requirements for studies that provide
10 information on traffic projected to be generated by all proposed
11 developments. The purpose and intent of these requirements is to protect
12 the health, safety, and welfare of the citizens and visitors of St. Charles
13 Parish (hereinafter "The PARISH") by ensuring the provision of safe and
14 adequate transportation facilities.

15 (2) Objective. The objective of this policy is to establish requirements for the
16 identification of potential traffic impacts, operational and/or safety, of
17 proposed developments and potential mitigation where required. Traffic
18 Impact Policies are a standard method utilized by all levels of government
19 to address the contribution to traffic congestion by new or expanded
20 development.

21 (3) Applicability.

22 i. A TIA is required for all subdivisions (new or expansions), all new
23 commercial/industrial developments requiring a building permit, and all
24 multi-family developments (townhomes, apartments, and multiplexes).

25 ii. Where expansion of an existing commercial/industrial facility will
26 increase an existing building or paved area by 50% or more, the
27 expansion shall also be subject to this policy.

28 iii. This policy does not apply to individual single family and two-family
29 residences.

30 iv. Developments seeking access to state roadways where a review of a
31 traffic impact study is performed by the Louisiana Department of
32 Transportation and Development (hereinafter "The LADOTD") are not
33 exempt from the requirements of this policy.

34 (4) Required. The landowner, developer, and/or engineering representative
35 (hereinafter "The APPLICANT") must provide an engineering study to
36 document the anticipated impact of the proposed development on the
37 existing transportation network. All information and analysis submitted by
38 the APPLICANT must follow the requirements and methods outlined in
39 this policy.

40 (5) Procedure

41 i. Pre-Application Meeting. The PARISH Department of Planning and
42 Zoning (hereinafter "the DPZ") should be contacted prior to all new
43 development applications, Plat Plan and Building Permit Applications,
44 to arrange for a Pre-Application Meeting. If required, the APPLICANT
45 shall submit a Traffic Scoping Information Form and the required
46 supporting documentation to the Department of Public Works
47 (hereinafter "the DPW") two weeks (14 days) prior to the Pre-
48 Application Meeting. At this meeting, the DPW, or their designee, will
49 determine the level of traffic impact analysis required, and shall
50 discuss and develop the following Traffic Impact Analysis requirements
51 based on project specific conditions:

52 a. TIA Threshold

53 b. Study area

54 c. Data Collection Requirements which could include, but not be
55 limited to:

- 56 • Traffic Signal Inventory /phasing/timing
- 57 • Seven-day, 24-hour volume counts
- 58 • Turning movement counts
- 59 • Daily volume counts
- 60 • Classification counts
- 61 • Field observations
- 62 • Crash history

- Travel times
 - Speed data
- d. Trip generation and distribution which could include, but not be limited to:
- Land Use Category
 - Daily trips
 - Peak hour trips
 - Internal Capture percentages
 - Pass by percentages
- e. Analysis requirements which could include, but not be limited to:
- Capacity Analysis
 - Turn Lane Warrant Analysis
 - Signal Warrant Analysis
 - Safety Analysis
 - Roundabout Study
 - AutoTurn Analysis
 - Simulation Modeling
- f. Incorporation of trips for other proposed developments within the study area and/or growth rate usage and methodology

A subsequent Traffic Scoping Meeting may be scheduled with the DPW Representative if more specific information or analysis are required.

ii. State Roads. In instances where the APPLICANT is requesting access to a state roadway and/or where a traffic impact study is required by the LADOTD Traffic Impact Policy, the PARISH process should be initiated first. LADOTD should not be contacted until after the PARISH Pre-Application/Traffic Scoping Meeting unless the PARISH requests LADOTD attend. When the LADOTD process is initiated separately, the APPLICANT shall inform and invite the designated PARISH representative to LADOTD traffic impact meetings and copy him/her on subsequent correspondence. If the designated PARISH representative is not available or elects not to attend any meetings with LADOTD regarding traffic impacts/access connections, the APPLICANT shall provide him/her minutes of the meeting(s).

iii. Review and Approval. The APPLICANT should provide the required stamped and signed TIA and supporting data to the DPW, or their designee, for review and approval. The DPW, or their designee, shall provide a TIA Approval Letter to the APPLICANT that clearly outlines any required mitigation.

iv. Post-Approval. The TIA Approval Letter shall be included in the packet provided to the commissioners for projects requiring approval by the Planning Commission. The TIA Approval Letter shall be submitted with the Permit Application for projects requiring a building permit. A building permit will not be issued unless the APPLICANT receives a TIA Approval Letter. Required mitigation measures, if any, shall be in place prior to issuance of a Certificate of Occupancy.

v. Fees. The APPLICANT shall be solely responsible for the cost of preparation of any required Traffic Impact Studies. Review fees will be assessed in accordance with the St. Charles Parish Fee schedule.

(6) TIA Threshold Levels. Generally, three (3) threshold levels of Traffic Impact Studies (Thresholds 1, 2, and 3) are defined to include, but not be limited to, the following requirements. The exact requirements based on site-specific and project specific elements will be defined at the Pre-Application Meeting. Threshold 2 and 3 Traffic Impact Analysis studies shall be stamped and signed by an approved registered Louisiana Professional Engineer who is a certified PTOE.

i. Threshold 1 (Traffic Impact Analysis Statement Required) – If the proposed development results in less than forty (<40) peak hour trips, either AM or PM (whichever is greater) the APPLICANT will be required to submit the following items:

- a. The proposed trip generation and distribution with source information;
- b. Traffic Scoping Information Form with Required Additional Information (may include revisions per the Pre-Application Meeting);
- c. Sight distance evaluation at proposed driveway locations.
- ii. Threshold 2 (Traffic Impact Analysis Study Required) – If the proposed development results in greater than forty (>40) and less than four hundred (<400) peak hour trips, either AM or PM (whichever is greater) the APPLICANT will be required to submit the items for Threshold 1 plus the following additional items:
 - a. Capacity analysis for existing and proposed conditions at intersections within the study area established during the Pre-Application Meeting;
 - b. Capacity analysis for proposed condition at the development driveways;
 - c. Left turn lane, right turn lane and signal warrants at the development driveways;
 - d. Recommendations for mitigating improvements to maintain or improve the existing Level-of-Service, as well as recommendations for driveway locations and configurations.
- iii. Threshold 3 (Limited Traffic Impact Analysis Study Required) – If the proposed development results in greater than four hundred (>400) peak hour trips, either AM or PM, the APPLICANT will be required to submit the items for Thresholds 1 and 2 plus the following items:
 - a. Obtain summary of the crash history within the study area;
 - b. Review crash reports and provide recommendations to improve safety.

(7) Determination of TIA Threshold Levels. In general, applicants shall use the trip rates (use fitted equation if available) contained in the most recent edition of the Institute of Transportation Engineers' (ITE) Trip Generation Manual or count data from an equivalent site.

The peak hour trips are not the only threshold factor in deciding the analysis that will be required. At the discretion of the DPW, or their designee, other items which significantly influence the traffic movements or safety may require a higher level of study. These include but are not limited to the following:

- i. High volumes on surrounding roads affecting access to a proposed development
- ii. Proximity of proposed access points to existing drives or intersections
- iii. Areas currently experiencing excessive traffic congestion
- iv. Developments that include drive-thru operations
- v. Lack of existing left turn lanes on adjacent roadways
- vi. Areas currently undergoing substantial growth
- vii. Inadequate sight distance at access points
- viii. High-accident areas

(8) TIA Content and Format. The contents of the TIA, as well as the TIA study area limits shall vary depending on the site and prevailing conditions. Content requirements shall be established by the DPW, or their designee during the Pre-Application Meeting.

Each TIA must take into account other proposed developments in the study area for which a TIA has been submitted or approved. This information shall be obtained and provided by the DPW, or their designee, and/or the LADOTD. A growth rate may be applied to existing traffic data in lieu of estimated trips for specific development if approved by the DPW in the Pre-Application Meeting.

The TIA study should be prepared in the following format:

- i. Description of Study Area. A vicinity map and description of the study area shall be provided. The map shall include roadways that allow

- 186 access to the site and are included in the study area. Documentation of
187 the study area development established during the Pre-Application
188 Meeting shall be included in the appendix.
- 189 ii. Description of the Project. This description shall include the size of the
190 parcel, access to the site, onsite circulation, and the existing and
191 proposed uses of the site. In addition, the square footage of each use
192 or number and size of units proposed shall be specified. A proposed
193 site plan shall be included.
- 194 iii. Existing Conditions. The existing conditions, in the vicinity of the
195 project, shall be described including field observations. Existing traffic
196 controls and geometrics (number of lanes, intersection configurations,
197 etc.) on roadways or at intersections within the study area shall be
198 described in detail.
- 199 iv. Existing Traffic Volumes. Traffic data shall be collected/conducted at
200 study area intersections during peak hours and dates approved by the
201 DPW, or their designee. The TIA shall include a description of traffic
202 count type, location of count and date of collection. A figure that
203 presents AM and PM peak hour counts with turning movements and
204 average daily traffic shall be included when applicable. Raw count data
205 shall be included in the appendix.
- 206
207 Unless approved by the DPW at the Pre-Application Meeting, the
208 counts shall be conducted during the school year (September through
209 May) and during weeks that have no major school holidays (These
210 holidays shall include, but are not limited to, Thanksgiving, Christmas
211 Break, Spring Break, Mardi Gras, Labor Day, and Exam weeks).
212 Counts shall not be conducted during special events in the area unless
213 for a specific purpose.
- 214 v. Trip Generation Estimates. Traffic volumes expected to be generated
215 by the proposed development shall be estimated. Trip generation
216 calculations shall be included in the appendix.
- 217 vi. Trip Distribution. Trips generated by the site must be distributed and
218 assigned to the roadway network to determine the project's impacts.
219 The methodology and assumptions which are used in the
220 determination of trip distribution shall be described. For projects with
221 several phases to be developed over several years, the trip distribution
222 shall be estimated for the completion of each phase of the
223 development as well as the final build-out of the development. A figure
224 that presents the new trips distributed and assigned to the roadway
225 network shall be included.
- 226 vii. Projected Traffic Volumes within the TIA Study Area. Project
227 generated, and distributed trips shall be estimated for intersections in
228 the study area, including proposed driveways. A figure that presents
229 AM and PM peak hour projected volumes with turning movements
230 shall be included. A detailed description shall be included of how the
231 trips generated from other proposed developments are incorporated in
232 the model or how the use of the growth rates approved by the DPW, or
233 their designee, at the Pre-Application Meeting are being applied in the
234 model.
- 235 viii. Capacity Analysis. Capacity analyses provide an indication of how well
236 the study area intersections serve existing and future traffic demands.
237 A description of the methodology and Level of Service (LOS)
238 definitions shall be included within the TIA. For existing and future
239 conditions, LOS at all study intersections, inclusive of the site access
240 locations, shall be calculated for signalized and unsignalized
241 intersections using procedures contained in the *Highway Capacity*
242 *Manual*. The LOS and delay shall be reported for each turning
243 movement at each approach, each overall approach and the overall
244 intersection as applicable in tabular format. Capacity analysis
245 documentation shall be included in the appendix.
- 246

247 The objective of the APPLICANT shall be to maintain or improve the
248 existing LOS. An overall LOS "D" shall be considered acceptable.
249 Where LOS "D" is not existing or the existing LOS cannot be achieved
250 with improvements/mitigation, a description of impacts, constraints,
251 mitigation measures analyzed, and results shall be provided.

252 ix. Warrant Analysis. Traffic signal and/or left/right turn lane warrants may
253 be conducted and storage lengths recommended where applicable.
254 Meeting warrants is not the only consideration for signalization and/or
255 left/right turn lanes, engineering judgement must also be applied.
256 Warrant analysis documentation shall be included in the appendix.

257 x. Crash Data. When required, three years of the most current crash data
258 shall be obtained for intersections within the study area. The details of
259 the safety analysis shall be determined on a project specific basis by
260 the DPW, or their designee.

261 xi. Traffic Improvements. Improvements to the network should be
262 developed to address deficiencies. Improvements shall be analyzed to
263 determine the expected impact.

264 xii. Conclusions and Recommendations. The equivalent of an executive
265 summary should be provided to describe the proposed project, the
266 data collected, the analysis conducted, improvements considered and
267 resulting recommendations.

268 (9) Actions Based on TIA.

269 i. A proposed development which is subject to the TIA requirements of
270 this policy may be disapproved when the results of the required TIA
271 demonstrate that the proposed project will overburden the existing
272 roadway system by causing a reduction in service of affected
273 roadways, negatively impacts the safety of the roadway, or is below
274 the adopted Level of Service (LOS) "D".

275 ii. In the case where the existing Level of Service (LOS) is below "D", the
276 required mitigating improvements shall improve the LOS to "D" or
277 better.

278 iii. An APPLICANT, in coordination with the DPW, or their designee, may
279 modify the development proposal to reduce traffic-related impacts.
280 Modifications to applications for projects may include, but shall not be
281 limited to:

282 a. Dedication of additional right of way

283 b. Re-routing of traffic and proposed access points serving the
284 proposed project

285 c. Traffic signal timing and/or phasing adjustments (with coordination
286 and approval from the owner of the signal)

287 d. Restriping or reconfiguration of intersections

288 e. Construction of additional lanes

289 f. Installation of a roundabout

290 g. Installation of a signal

291 h. Providing funding for infrastructure improvements

292 i. Any other recommendations by the DPW upon review

293 (10) Mitigation

294 i. APPLICANTS will be responsible for the cost and implementation of
295 identified improvement(s) to mitigate the traffic impact of their
296 proposed development unless funding can be provided through a grant
297 mechanism.

298 ii. If traffic mitigation is part of an approved Traffic Impact Analysis, all
299 approved traffic improvements must be implemented prior to issuance
300 of an occupancy permit that it is to be completed within construction of
301 a subsequent phase.

302 iii. The APPLICANT shall meet all applicable requirements found in the
303 Parish Zoning and Subdivision Ordinance Code.

304 iv. Mitigation shall comply with the St Charles Parish Master Plan in place
305 at the time of application, if any. The APPLICANT shall verify with the
306 DPW whether a Master Plan proposed route or improvement will affect
307 the subject property. If so, access through the property and/or require

308 Right-of-Way, may be required to be dedicated to the Parish as part of
309 the APPLICANTS's mitigation efforts.
310 v. The Parish has the right to place moratoriums in areas where
311 reasonable operational conditions, as determined by the DPW, or their
312 designee, are not able to be achieved with mitigation.
313 (11) Waiver/Exception from TIA Requirements. The Planning Commission
314 may not waive the traffic impact analysis submittal requirements of this
315 policy without the consent of both the Department of Planning and Zoning
316 and the Department of Public Works.
317

DRAFT

1 The Public Works Department recommends that the Code of Ordinances, Section
2 25-52, Paragraph (b)(2), be amended as follows:

3
4 DELETE: "(2) *Overbank flooding protection of bayous and*
5 *waterways. Downstream overbank flood and property protection*
6 *shall be provided by controlling the post-development peak*
7 *discharge rate to the pre-development rate for the ten-year, twenty-*
8 *four-hour return frequency storm event."*

9
10 REPLACE WITH: ""(2) *Overbank flooding protection of bayous*
11 *and waterways. Downstream overbank flood and property*
12 *protection shall be provided by controlling the post-development*
13 *peak discharge rate to the pre-development rate for the 25-year,*
14 *24-hour return frequency storm event."*

15
16
17 **THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

18
19 **SECTION I.** The recommended amendments as described above are hereby
20 approved.
21

1
2 **THE ST PARISH COUNCIL HEREBY ORDAINS:**
3

4 **SECTION I.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II. C.
5 regarding minor subdivisions is amended to add item 2 as follows in **bold underline**:
6

7 **2. Consecutive Minor Subdivisions. The Minor Resubdivision process is not intended**
8 **to create major subdivisions from multiple minor subdivisions. Whenever a minor**
9 **subdivision results in a net increase of lots, parcels, or tracts, no application for a**
10 **further increase of lots shall be considered by the Planning Commission for a period**
11 **of two years from the date of recordation unless a majority of the Planning**
12 **Commission votes to consider the consecutive request to resubdivide into additional**
13 **lots. This restriction shall not prohibit a property owner from changing boundary lines**
14 **by administrative resubdivision.**
15

16 **SECTION II.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II. C. 3.
17 regarding minimum requirements for minor subdivision plats is amended to add item I as follows
18 in **bold underline**:
19

20 **I. The following note shall be added to resubdivision maps that result in a net increase**
21 **of lots: No lot created by this act of subdivision shall be divided in such a way that**
22 **another net increase in the number of lots occurs for a period of two years.**

23 **SECTION III.** That the St. Charles Parish Code of Ordinances, Appendix C, Section II. D *Major*
24 *Resubdivisions*, is amended as follows, with additional text in **bold underline** and deleted text
25 in ~~strikethrough~~:
26

27 *D. Major Resubdivisions.* For any **major subdivision**, ~~subdivision or resubdivision~~ resulting
28 in six (6) or more lots, including any remainder of the original lot, plat, tract, parcel, and/or
29 any subdivision or resubdivision requiring dedication of public improvements, approval shall
30 consist of preliminary plat approval **by the Planning and Zoning Commission**, and
31 construction approval by the **Director of Planning and Zoning Commission**, and final
32 approval by the Parish Council.

33 **1. Reserved. A pre-application meeting with the Department of Planning and Zoning,**
34 **Department of Waterworks, and Department of Public Works and Wastewater is**
35 **required prior to application acceptance.**

36 ~~a. Stormwater Pollution Prevention Plan. For Major Subdivisions that involve more than one~~
37 ~~(1) acre and/or the required public improvements are deemed by the Planning Director to~~
38 ~~be insignificant, the MS4 Administrator may require the submittal of a Stormwater~~
39 ~~Pollution Prevention Plan and/or Post Construction Stormwater Permit, including all~~
40 ~~required documentation, in accordance with Chapter 25 Stormwater Management and~~
41 ~~Erosion and Sedimentation Control.~~

42 *E. Preliminary Plat Requirements.*

- 43 1. When Required: A formal preliminary plat shall be required for **major** subdivisions except
44 where no street, drainage, or sewer improvements are required. (See Section II.C.).
- 45 2. Mandatory Submission Requirements. The preliminary plat shall conform to the laws of
46 the State of Louisiana governing surveying, platting, and subdivision of land. The
47 preliminary plat shall contain the following mandatory information:
- 48 a. The name(s) and address(es) of the owner(s) and subdivider(s).
 - 49 b. The seal of the land surveyor preparing the plat and the date of preparation. The
50 plat shall be dated within one (1) year of the subdivision application date.
 - 51 c. A title block containing the subdivision name, location of the property, a true north
52 arrow, and scale, both written and graphic. The preliminary plat shall be drawn to a
53 legible scale.
 - 54 d. Existing property lines, including width and names of bounding streets.
 - 55 e. Section and township lines.
 - 56 f. Zoning district boundary lines, only when such boundary lines bisect the proposed
57 subdivision.
 - 58 g. Location and dimensions of existing improvements, including municipal numbering
59 where applicable.

- 60 h. Qualifying statement, as follows: "St. Charles Parish land use regulations, including
61 setback standards, supersede private subdivision covenants where parish
62 regulations are more restrictive."
- 63 i. Existing drainage ditches and canals and their respective servitudes.
- 64 j. Existing lakes and ponds.
- 65 k. Name(s) ~~and address(es)~~ of adjoining property owner(s) as they appear on the tax
66 assessor's roles.
- 67 l. Name(s) of adjoining subdivisions.
- 68 m. Layout and dimensions, including area, of all proposed lots which shall be numbered
69 consecutively.
- 70 n. Layout and dimensions of **existing and proposed** servitudes and rights-of-way,
71 including sidewalks.
- 72 o. Existing bridges, culverts, watermains, sanitary and storm sewers, and other
73 underground structures indicating pipe sizes, grades, and manholes.
- 74 p. Existing contours at one-foot intervals using mean sea level datum for ground slope
75 within the subdivisions.
- 76 q. **Statement regarding P** proposed method and source of sewage disposal and/or
77 treatment.
- 78 r. **Statement regarding P** proposed method and plan for drainage.
- 79 s. Location and size of any proposed school sites, park sites, playgrounds, or other
80 special uses of land.
- 81 t. A composite road plan with graphic alignment, proposed street names, right-of-way
82 widths, curve radii and tangent length, intended type of surfacing material, street
83 lighting plan, and the location and type of any proposed railroad crossing(s) for
84 subdivision access.
- 85 u. Vicinity map at a scale of one (1) inch equals two thousand (2,000) feet.
- 86 v. Statement of Dedication. Submission of the Preliminary Plat shall be accompanied
87 by a written "Statement of Dedication," indicating the subdivider's intent to submit a
88 final "Act of Dedication" prior to approval of the Final Plat.
- 89 **w. Statement regarding proposed phases (if any).**
- 90 3. Preliminary Plat/Additional Submission Requirements.
- 91 a. ~~Drainage Impact Analysis. A Drainage Impact Analysis shall be completed by a~~
92 ~~Civil Engineer registered with the State of Louisiana for all subdivisions of property~~
93 ~~of one (1) acre or greater. The said Drainage Impact Analysis shall be prepared~~
94 ~~pursuant to the guidelines specified in these regulations.~~
- 95 **b. Traffic Impact Analysis. A Traffic Impact Analysis by a Civil Engineer**
96 **registered with the State of Louisiana, prepared pursuant to Chapter 6 of this**
97 **Code of Ordinances**
- 98 c. ~~Preliminary Subdivision Storm Water Pollution Prevention Plan. A Stormwater~~
99 ~~Pollution Prevention Plan, including all required documentation, shall be submitted~~
100 ~~in accordance with Chapter 25—Stormwater Management and Erosion and~~
101 ~~Sedimentation Control, Section 25-14.~~
- 102 **d. Drainage Impact Report. A technical report by a Civil Engineer registered**
103 **with the State of Louisiana delineating how the proposed development will**
104 **impact downstream drainage**
- 105 **e. Sewer Impact Report. A technical report by a Civil Engineer registered with**
106 **the State of Louisiana detailing how the proposed sewer plan will integrate**
107 **with the St. Charles Parish Master Sewage Plan**
- 108 **f. Phasing document. When a preliminary plat shows a subdivision being**
109 **completed in phases, the subdivider shall submit a document that outlines**
110 **the proposed schedule for development.**
- 111 4. Preliminary Plat Procedure.
- 112 a. Submission Procedure. An application for subdivision approval, and the
113 Preliminary Plat, **and additional submission requirements** shall be submitted to
114 the Director of Planning and Zoning from the record owner(s) of the property being
115 subdivided. If the property is in the name of a corporation, a resolution authorizing

116 the subdivision or authorizing an individual to request such approval shall be
117 submitted. A PDF file and five (5) original copies of the Preliminary Plat shall
118 accompany the application. ~~Upon submission, the Preliminary Plat shall be~~
119 ~~stamped with the date of filing, and with an acknowledgment that the required filing~~
120 ~~fees have been paid.~~ **The Department of Planning and Zoning shall forward a**
121 **copy of the plat and additional submission requirements to the appropriate**
122 **Departments.**

123 b. **Departmental Reviews.** The Director of the Department of Planning and Zoning
124 shall then review the Preliminary Plat for conformance with the relevant ~~land use~~
125 ~~regulations.~~ **The Director of the Department of Public Works and Wastewater**
126 **shall review the Drainage Impact Analysis and the Traffic Impact Analysis.**
127 The Director of Planning and Zoning shall inform the subdivider in writing within
128 fifteen (15) calendar days of the date of receipt of the Preliminary Plat **and**
129 **additional submissions, whether** the **application** data submitted does or does
130 not meet the **standards and** objectives of these subdivision regulations. If the
131 **application** data submitted does not meet the **standards and** objectives of these
132 regulations, the reason(s) shall be so stated. When the Preliminary Plat is found to
133 conform to these regulations, **and the Drainage Impact Analysis and Traffic**
134 **Impact Analysis are approved by the Director of Public Works and**
135 **Wastewater;** the Commission, through the Department of Planning and Zoning,
136 shall schedule a public hearing on the proposed subdivision.

137 c. **Waiver or Modification of Specific Subdivision Regulations.** Should the Director
138 discover that specific aspects of the submitted Preliminary Plat fail to conform to
139 the regulations contained in this ordinance, he may choose to forward the proposal
140 for formal consideration by the Planning Commission and Parish Council if the
141 literal enforcement of one or more provisions of the ordinance (i) is impracticable,
142 or (ii) will exact undue hardship because of peculiar conditions pertaining to the
143 land in question. Financial hardships shall not be considered as valid criteria for
144 any such waiver or modification of existing regulations. Any application for
145 Preliminary Plat approval which contains a request for a waiver or modification of
146 any subdivision regulation shall contain a specific reference to the request and
147 state the reasons that the request be granted. The Planning Commission, with a
148 supporting resolution of the Council, may grant a waiver or modification of these
149 regulations only when such requests meet the conditions of this subsection (i, ii)
150 and are not detrimental to the public interest.

151 (1) **Waivers to Preliminary Plats of specific Subdivision or Zoning requirements as**
152 **approved under the Special Permit procedure for Garden Home**
153 **Developments may be approved on the Preliminary Plat by the Planning**
154 **Commission with a supporting resolution of Council.**

155 d. **Public Hearing Notice.** The Department of Planning and Zoning shall post a sign on
156 the affected property which calls attention to the public hearing at least ten (10)
157 days prior to that hearing date. Similar notification shall also be posted at the
158 principal office of the Department of Planning and Zoning and at the building in
159 which the public hearing shall be held. The public hearing shall be advertised in
160 the official journal of the Parish at least three (3) times on at least three (3)
161 separate weeks, and at least fifteen (15) days shall elapse between the first
162 publication and the date of the hearing. Notice of the time and place of the public
163 hearing shall be sent by certified mail not less than ten (10) days in advance of the
164 hearing to the following parties:

165 (1) The subdivider and/or the owners (at the address(es) listed on the Preliminary
166 Plat).

167 (2) The owners of the land adjoining the platted land as their names appear on
168 the tax assessor's records. If the subdivider owns the contiguous property, the
169 next subsequent landowner shall be notified.

170 (3) The St. Charles Parish Council through the Council Secretary.

171 e. **Phased Subdivisions: A preliminary plat may show construction and/or**
172 **dedication of a major subdivision in phases. The Planning Commission may**
173 **consider all phases of a subdivision on one preliminary plat. Should**
174 **construction of any phase be interrupted for a period of six (6) months, the**
175 **Preliminary Plat shall expire. The expiration shall not affect phases of the**
176 **subdivision that have been constructed and dedicated.**

177 e- f. **Public Hearing/Decision Process.** The subdivider or his representative shall be
178 present at the public hearing to explain the proposal and to answer questions. **The**
179 **Department of Planning and Zoning may make recommendations to the**

180 **Planning Commission regarding the layout of lots, blocks, streets and**
181 **general orientation of the design.**

182 Following the public hearing, the Commission shall either:

- 183 (1) Approve the Preliminary Plat as submitted.
- 184 (2) Conditionally approve the Preliminary Plat with conditions stated in writing.
185 **Conditional approvals may include any or none or the Planning**
186 **Department's recommendations. Conditional approvals may be granted**
187 **to ensure that the proposed subdivision conforms to the general safety**
188 **and welfare of surrounding developments. Conditional approvals may be**
189 **granted for all, some, or only one proposed phase(s) of a phased**
190 **subdivision.**
- 191 (3) Disapprove the Preliminary Plat within sixty (60) calendar days of the date of
192 the public hearing unless the time is extended by mutual agreement between
193 the Commission and the subdivider. **The reason(s) for disapproval shall be**
194 **stated in writing to the subdivider.**

195 The reason(s) for disapproval shall be stated in writing to the subdivider. Approval
196 or conditional approval shall be evidenced by the Commission Chairman's
197 signature on the Preliminary Plat. Any conditions or requirements shall be
198 referenced and attached to the Preliminary Plat and application. The Commission,
199 through the Department of Planning and Zoning, shall notify the Parish President
200 and the Parish Council of the decision regarding the presented Preliminary Plat.
201 Approval or conditional approval **of a preliminary plat** shall be valid for a period of
202 six (6) months from the date of the Commission decision, unless **specifically**
203 extended by the Commission. Preliminary Plat approval **for phased subdivisions**
204 **of any successive phase of an approved subdivision shall also expire when if**
205 **construction within the subdivision, according to the phasing document is**
206 **interrupted on any such phase for a period of six (6) months or more.**

207 F. *Subdivision Construction.*

- 208 1. Approval Procedure—~~Planning Commission Approval~~ **of the Planning and Zoning**
209 **Department** Required. After receiving Commission approval of the Preliminary Plat
210 and approval by the railroad company for installation of a new railroad crossing (if any)
211 to be dedicated for public subdivision access, the applicant shall submit a PDF file and
212 five (5) original full-size (24" x 36") copies of complete construction plans and
213 specifications, and a PDF file of the site plan to the Department of Planning and Zoning
214 for the area to be developed. The Department of Planning and Zoning shall distribute
215 the PDF file and two (2) copies to the Department of Public Works and Wastewater,
216 the PDF file and one (1) copy to the Department of Waterworks, and the PDF file to the
217 members of the Parish Council for informational purposes only.

218 Upon the Department of Planning and Zoning receiving letters of **approval** ~~no~~
219 ~~objection~~ to the complete construction plans and specifications from the Directors of
220 the Department of Public Works and Wastewater, the Department of Waterworks, the
221 Contract Monitor (for street light plan), and Parks and Recreation (detailing the
222 accepted recreation obligation), the complete construction plans and specifications
223 **may be considered for approval by the Department of Planning and Zoning.** shall
224 be forwarded to the Planning and Zoning Commission via the Department of Planning
225 and Zoning. Upon receipt, the Planning and Zoning Commission shall, through the
226 Department of Planning and Zoning, schedule a public hearing on the proposed
227 construction approval for the subdivision. No construction work shall begin until formal
228 construction approval by the **Director of Planning and Zoning Commission** is granted,
229 the developer is notified of the approval by registered letter, and a Pre-Construction
230 Review Meeting is held.

- 231 a. ~~Public Hearing Notice.~~ The Department of Planning and Zoning shall post a sign
232 on the affected property which calls attention to the public hearing at least ten (10)
233 days prior to that hearing date. Similar notification shall also be posted at the
234 principal office of the Department of Planning and Zoning and at the building in
235 which the public hearing shall be held. The public hearing shall be advertised in
236 the official journal of the Parish at least three (3) times on at least three (3)
237 separate weeks, and at least fifteen (15) days shall elapse between the first
238 publication and the date of the hearing. Notice of the time and place of the public
239 hearing shall be sent by certified mail not less than ten (10) days in advance of the
240 hearing to the following parties:

241 ~~(1) The subdivider and the owners (at the address(es) listed on the Preliminary~~
242 ~~Plat).~~

243 ~~(2) The owners of the land adjoining the platted land as their names appear on~~
244 ~~the tax assessor's records. If the subdivider owns the contiguous property, the~~
245 ~~next subsequent landowner shall be notified.~~

246 ~~(3) The St. Charles Parish Council through the Council Secretary.~~

247 a. ~~Public Hearing/Decision Process. **When considering approval of the**~~
248 ~~**construction plans, the Director of Planning and Zoning shall either:**~~
249 ~~subdivider or his representative shall be present at the public hearing to explain~~
250 ~~the proposal and to answer questions.~~

251 ~~Following the public hearing, the Commission shall either:~~

252 ~~(1) Approve the Preliminary Plat for Construction **Plans** as submitted.~~

253 ~~(2) Conditionally approve the Preliminary Plat for Construction **Plans** with~~
254 ~~conditions stated in writing.~~

255 ~~(3) Disapprove the Preliminary Plat for Construction **Plans** within sixty (60)~~
256 ~~calendar days of the date of **submittal** the public hearing unless the time is~~
257 ~~extended by mutual agreement between the Commission **Director** and the~~
258 ~~subdivider.~~

259 ~~The reason(s) for disapproval shall be stated in writing to the subdivider. Any~~
260 ~~conditions or requirements shall be referenced and attached to the Preliminary~~
261 ~~Plat and application. The Commission, through the Department of Planning~~
262 ~~and Zoning, shall notify the Parish President and the Parish Council of the~~
263 ~~decision regarding the presented Preliminary Plat and its Construction~~
264 ~~Approval. Construction approval of any phase of an approved subdivision~~
265 ~~expires when construction is interrupted on any such phase for a period of six~~
266 ~~(6) months or more.~~

267 2. Construction Plan Mandatory Submission Requirements

268 a. Construction Plan. All improvements shall conform to Section III, Geometric
269 Standards, and Section IV, Designs Standards, as contained in these regulations.
270 The basic requirements of construction plans for street, drainage, water, and
271 sewer improvements include, but are not limited to, the following:

272 (1) Title Sheet. The title sheet shall show the following:

273 a. Vicinity Map. The vicinity map shall show an area large enough to identify
274 several surrounding landmarks or municipalities. The map shall be
275 oriented so that the north arrow points upward.

276 b. Layout Map. The layout map shall be drawn at a scale of one (1) inch
277 equals two thousand (2,000) feet and shall show the general
278 configuration of the subdivision and the immediate surrounding or
279 connecting roadways or subdivisions. The scale shall be shown below the
280 map.

281 c. Subdivision Name. The name of the subdivision as it appears on the
282 approved preliminary plat and the words "Construction Approval
283 Subdivision Plans" shall be shown in bold letters. The subdivision name
284 shall also be shown on the lower right hand corner of the title sheet. (Ord.
285 No. 02-9-22, § 1, 9-23-02)

286 d. Index. The index to sheets in the plans will be shown in the upper left
287 hand corner of the title sheet. The index shall include a list of all sheets in
288 order by number and description.

289 e. Signature. The signature and seal of a Professional Land Surveyor
290 licensed to practice in the State of Louisiana.

291 (2) Contour Map. The contour map shall be prepared covering the area of the
292 subdivision and all additional areas of any watershed which drains into the
293 property to be developed.

294 (3) Storm Drainage System Plan. A layout map shall be prepared showing the
295 proposed and existing subsurface storm drainage system and/or ditch
296 drainage system within the subdivision, all outfall drainage systems, and
297 individual drainage areas.

- 298 (4) Sanitary Sewer System Plan. A layout map shall be prepared showing the
299 proposed and existing sanitary sewerage systems.
- 300 (5) Water Distribution System Plan. A layout map shall be prepared showing the
301 proposed and existing water distribution systems.
- 302 (6) Street Lighting System Plan. A layout map shall be prepared showing the
303 proposed street lighting system.
- 304 (7) Typical Section Sheet. A section sheet shall be provided showing the finished
305 section of streets with all utilities included.
- 306 (8) Plan Profile. A plan profile of all streets shall be provided including the
307 following:
- 308 a. Profile along centerline and each property line.
- 309 b. Proposed finished centerline grade with station numbers and elevations.
- 310 c. Grade of storm sewer and/or ditch drainage system.
- 311 d. Size and grade of sanitary sewer lines.
- 312 e. Design details of street, drainage, and sewerage improvements.
- 313 (9) Base Flood Elevation Data. Base Flood Elevation (FEMA) data shall be
314 provided for subdivision proposals and other proposed development which
315 contain at least fifty (50) lots or five (5) acres, whichever is less.
- 316 (10) Soils Analysis, soil borings, and geotechnical reports shall be performed by
317 a Licensed Professional Engineer. This shall apply to proposed subdivisions,
318 which abut an existing or proposed Major Drainage Canal. The Department of
319 Public Works shall determine specification of the soil analysis, soil borings,
320 and geotechnical reports. Should analysis indicate substandard soils, the
321 Department of Public Works shall require bulkhead construction or acceptable
322 alternatives for the purpose of stabilizing the canal banks. (Ord. No. 99-12-8, §
323 III, 12-6-99)
- 324 (11) Railroad Crossing(s). If roadway requires a railroad crossing for subdivision
325 access, the subdivider shall submit with the construction plans a copy of the
326 proposed railroad crossing agreement required by the applicable railroad
327 company. The Parish Attorney shall review and return the proposed
328 agreement with comments to the developer within two (2) weeks of the
329 submittal date. Upon submittal of an agreement satisfactory to the Parish
330 Attorney, the Parish President is given authority to execute the agreement as
331 needed for construction of the railroad crossing. (Ord. No. 00-8-1, § III, 8-7-00)
- 332 b. Recreation Impact Acknowledgement. After receiving Commission approval of the
333 Preliminary Plat, the Director of Planning and Zoning shall submit a letter to the
334 Director of Parks and Recreation detailing the land donation calculations and the
335 fee calculations that the developer is to satisfy. A letter of reply from the Director of
336 Parks and Recreation, detailing the accepted provisions, shall be submitted to the
337 Director of Planning and Zoning before formal construction approval.
- 338 c. Wetland Delineation and/or Wetland Permits. Wetland Delineations must be
339 approved by the U.S. Army Corps of Engineers/New Orleans District; Surveillance
340 and Enforcement Section. If any portion of the property to be developed is
341 designated as jurisdictional wetlands, then all wetland permits must be received
342 prior to construction plan approval. All wetland documentation shall be approved,
343 in writing, by the St. Charles Parish Coastal Zone Management Section before
344 formal construction approval. (Ord. No. 99-3-16, § 1, 3-22-99)
- 345 d. Private Utilities. Concurrent with the submission of the Construction Plans, the
346 Developer shall submit a letter to the Director of the Department of Planning and
347 Zoning which shall:
- 348 (1) Identify the private utilities which are to serve the subdivision, and,
- 349 (2) Provide a statement that the Developer shall notify each of the private utility
350 companies upon construction plan approval to indicate the need for the design
351 and installation of their utilities.
- 352 3. Subsequent to approval of Construction Plans by the ~~Planning Commission~~ **Director of**
353 **Planning and Zoning** and at least fourteen (14) days in advance of the Applicant's
354 intent to commence subdivision construction activities, the Department of Public
355 Works, the Department of Waterworks, and the Department of Planning and Zoning
356 shall be notified by the Applicant in writing of the intent to commence subdivision

357 construction so that a Pre-Construction Review Meeting may be scheduled and so that
358 arrangements can be made to monitor the installation of improvements.

359 4. Pre-Construction Review Meeting: Upon receipt of the Applicant's written request to
360 begin construction activities, the Department of Public Works shall notify the Applicant,
361 the Department of Planning and Zoning, and the Department of Waterworks of the time
362 and date of the mandatory Pre-Construction review meeting.

363 During the Pre-Construction Review meeting:

364 a. An itemized listing of all remaining subdivision development fees shall be provided
365 to the Applicant. The Applicant shall be advised that all outstanding fees must be
366 paid to the Parish at least fifteen (15) days prior to Final Plat consideration by the
367 Council.

368 b. At the conclusion of the Pre-Construction Review meeting, the Director of the
369 Department of Public Works may issue a formal Notice to Proceed in writing for
370 construction activities. In no event shall construction activities commence until
371 such time that a formal Notice to Proceed is issued in writing.

372 5. Construction Inspection. The Department of Public Works shall arrange for the
373 inspection of construction activities and infrastructure. The inspection arrangements
374 shall be in place prior to the commencement of any work noted in the approved
375 construction plans. The inspection shall be conducted by a licensed professional
376 engineer registered with the State of Louisiana or by competent individuals having
377 inspection experience working under the PE's direct supervision and instructions, all
378 being employees of the Parish.

379 a. The inspection direction and requirements shall be in accordance with an
380 "Inspection Guidance" document for each subdivision that is to be constructed.
381 The document is to be prepared by the Department of Public Works and approved
382 for use by resolution of the Parish Council prior to the start of construction.

383 b. The fees for construction testing shall be the actual billed cost of testing performed
384 by an accredited independent material testing firm contracted by the Parish which
385 shall be paid to the Parish by the developer or subdivider prior to Council approval
386 of the final plat.

387 c. The fee for construction inspection shall be the actual billed cost for any contracted
388 inspection of a subdivision. The cost shall be borne by the Applicant and paid to
389 the Parish prior to Council approval of the final plat.

390 d. The various Parish departments shall have the right to perform any necessary
391 testing and/or inspections supplemental to and/or in addition to that associated
392 with 5.a above and to address issues/conflicts which may arise during construction
393 in order to approve modifications to the approved construction plans or to provide
394 direction as may be needed.

395

396 **SECTION IV.** That the St. Charles Parish Code of Ordinances, Appendix C, Section III.
397 Geometric Standards, D. Servitudes and Rights-of-Way, 2. Drainage Servitude is amended as
398 follows, with additional text in **bold underline** and deleted text in ~~strikethrough~~:
399

400 2. Drainage Servitude. ~~Whenever a drainage channel, stream, or water course exists or is~~
401 ~~provided for in a subdivision, a servitude or right of way shall be dedicated on each side of~~
402 ~~such facilities to provide for maintenance and construction. The minimum width shall be the~~
403 ~~top bank width of the drainage ditch plus twenty (20) feet on one (1) side and ten (10) feet~~
404 ~~on the opposite side. **A drainage servitude shall be provided for all existing and**~~
405 ~~**proposed watercourses including swales, ditches, canals, and ponds. The minimum**~~
406 ~~**width of a drainage servitude shall be 20 feet. For larger watercourses, the minimum**~~
407 ~~**width shall be the top of the bank width of the watercourse plus 10 feet on each side**~~
408 ~~**of the watercourse.**~~
409

410 **SECTION V.** That the St. Charles Parish Code of Ordinances, Appendix C, Section IV. Design
411 Standards, D. Drainage, 5. Drainage Impact Analyses, g, h, i, k, and o are amended as follows,
412 with additional text in **bold underline** and deleted text in ~~strikethrough~~.
413

414 g. The subdivision drainage and impact analysis and the subdivision drainage design shall be
415 based on the ~~ten-year~~ **25-year, 24-hour return frequency** storm event.

416 h. Subsurface drainage of drainage outfalls serving more than the subdivision will be based on
417 the ~~ten-year~~ **25-year, 24-hour return frequency** storm event.

418 i. Open channel drainage of channels serving more than the subdivision shall be based on a
419 ten-year storm event with one (1) foot of freeboard existing in the channel above the ten-
420 year water surface elevation.

421 k. Ponding, retention or detention of stormwater shall ~~not~~ be used in the drainage impact
422 analysis unless authorized in writing by the Director of Public Works. **The peak post-**
423 **development slow rate from storm water runoff shall be equal to or less than the pre-**
424 **development flow rate for 25-year, 24-hour return frequency storm event. A**
425 **professional engineer shall design storm water detention**

426 o. Subdivision subsurface storm sewers shall be designed for the ten-year storm. Outfall
427 structures and outfall channels shall be designed for the ten-year storm. Collector
428 street crossings shall be designed for the ~~ten-year~~ **25-year, 24-hour return frequency**
429 storm. Arterial street crossings shall be designed for the ten-year storm.

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