



ST. CHARLES PARISH

PAUL J. HOGAN, PE

COUNCILMAN, DISTRICT IV

MEMORANDUM

DATE: FEBRUARY 16, 2009
TO: MS. KIMBERLY MAROUSEK
PLANNING & ZONING
FROM: PAUL J. HOGAN, PE
COUNCILMAN, DISTRICT IV

The attached proposed ordinance is being forwarded for review and comments from your Department. This is not to be placed on the Planning & Zoning Commission agenda until I formally request to do so. That will hold true for all proposed ordinances you receive from me. It will either be for comments or it will be to place on the agenda as will be stated in my correspondence to you.

Please provide comments or call me to schedule a meeting should you feel it is necessary.

Thanks.

PJH/BJT201:ag

attachment

cc: Parish Council
Mr. V.J. St. Pierre, Jr., Parish President

Office

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2009-

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN, DISTRICT IV
ORDINANCE NO. _____**

An ordinance to amend the St. Charles Parish Code of Ordinances Appendix C, St. Charles Parish Subdivision Regulations of 1981, Section II. Subdivision procedure, F. Subdivision Construction, 1. Approval Procedure.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Appendix C, Subdivision Regulations, Section II. Subdivision procedure, F. Subdivision Construction, 1. Approval Procedure is hereby amended as follows:

AS WRITTEN:

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 Subdivider shall submit one (1) Mylar or film reproducible, and five (5) original copies of complete construction plans and specifications, and one (1) 11" x 17" Mylar or film reproducible copy of the site plan to the Department of Planning and Zoning for the area to be developed. The Department of Planning and Zoning shall keep the Mylar or film reproducible complete set, and 11" x 17" copy and shall distribute two (2) copies to the Department of Public Works and Wastewater and one (1) copy to the Department of Waterworks.

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

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

REVISED

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 Subdivider shall submit one (1) Mylar or film reproducible, and five (5) original copies of complete construction plans and specifications, and one (1) 11" x 17" Mylar or film reproducible copy of the site plan to the Department of Planning and Zoning for the area to be developed. The Department of Planning and Zoning shall keep the Mylar or film reproducible complete set, and 11" x 17" copy and shall distribute two (2) copies to the Department of Public Works and Wastewater and one (1) copy to the Department of Waterworks. **In addition to and along with submission of the construction plans for approval, the Subdivider is required to submit a letter to the Director of Planning and Zoning identifying all utilities that are to be installed within the Subdivision such as electrical service, phone service, cable TV service, natural gas service, and any other such service.**

Upon acceptance of the complete construction plans and specifications, letters of no objection 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), 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.

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Within forty-five (45) days of the mailing date of the registered letter from the Director of Planning and Zoning notifying the Subdivider that he may proceed with the construction of the proposed subdivision, the Subdivider is required to submit the following to the Director of Planning and Zoning: 1) Copies of notification letters sent registered mail and copies of the registered mail receipts evidencing the mailing of these letters to each utility service provider notifying them of the subdivision construction approval, the need for their service, an estimated day for completion of the subdivision, and notification that their utility must be installed as soon as possible after the construction improvements are in place, and in no case later than twelve (12) months after Act of Dedication of the subdivision improvements to St. Charles Parish, and 2) Letters from each utility service provider acknowledging receipt of the notification letter from the Subdivider. Should each of these letters not be received within forty-five (45) days of construction approval, a cease and desist order will be issued to halt construction until such time that the required letters are received. Should the installation of any utilities damage any items dedicated in this subdivision to St. Charles Parish at a point in time beyond twelve (12) months after dedication, the Subdivider shall remain responsible for any required repairs that results from the utility installation.

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

And the ordinance was declared adopted this ____ day of _____, 2009, to become effective five (5) days after publication in the Official Journal.

Amend Code App. C Sub Construction-Paul

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____