



# ST. CHARLES PARISH

*PAUL J. HOGAN, PE*  
COUNCILMAN, DISTRICT IV

## MEMORANDUM

DATE: JANUARY 17, 2013

TO: MR. SAM SCHOLLE  
PUBLIC WORKS/WASTEWATER DIRECTOR

FROM: PAUL J. HOGAN, PE  
COUNCILMAN, DISTRICT IV *Paul J. Hogan*

RE: HIDDEN OAKS PRE-WARRANTY EXPIRATION INSPECTION

I am concerned that your department and the Planning & Zoning Department may not be completely aware of all of the following requirements of attached Ordinance No. 08-11-2 relating to the pre-warranty expiration inspection found in the subdivision regulations:

**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 2 week period prior to the end of the warranty period. The checklist shall have a signature line provided for a required developer's signature, which is to be signed the day of the inspection acknowledging any deficiencies which were found and which are to be addressed by the developer. 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. 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 improvements 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.**

### **Office**

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JANUARY 17, 2013  
PAGE 2

Please provide the Council Secretary with a copy of the blank standard inspection checklist that was to be developed by your department. This is the checklist that is to be used during the walk through inspection with the developer within the 2-weeks prior to the warranty expiration date. Once the walk through inspection is complete and the developer has signed the checklist, a copy is to be forwarded to the council within 5 days of the inspection. The cost for the inspection was to come out of the \$1,000.00 inspection fee that was to be paid by the developer prior to final plat approval. Any left-over fees, following the inspection, is to be refunded to the developer. Once any required repair work is complete, the council is to be notified in writing. Please check and see if the \$1,000.00 fee was collected and let the Council Secretary know your findings.

In closing, please review all of the provisions of the ordinance and provide the council with all information or documentation as required by the ordinance within the time frames specified.

PJH/TKC386:ag

Attachment

cc: Parish Council  
Mr. V.J. St. Pierre, Jr., Parish President w/attachment  
Mr. Leon C. Vial, III, Legal Services Director w/attachment  
Ms. Kimberly Marousek, Planning & Zoning Director w/attachment  
Mr. Buddy Boe, Chief Administrative Office w/attachment  
Mr. John "Rusty" Walker, Chief Operations Officer  
Mr. Lee Zeringue, Senior Parish Engineer w/attachment

2008-0432

INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN, DISTRICT IV

ORDINANCE NO. 08-11-2

An ordinance of the Parish of St Charles providing that the Code of Ordinances Parish of St. Charles be amended by revising APPENDIX C, Section II Subdivision procedure, H. Acceptance of Improvements, 1. Procedure.

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

**SECTION I.** That Appendix C, Section II. Subdivision procedure, H. Acceptance of Improvements, 1. Procedure, to be amended as follows:

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. 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 2 week period prior to the end of the warranty period. The checklist shall have a signature line provided for a required Developer's signature, which is to be signed the day of the inspection acknowledging any deficiencies which were found and which are to be addressed by the Developer. Within 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. Prior to final plat approval, the applicant shall submit a fee of \$1,000 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 improvements 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.

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

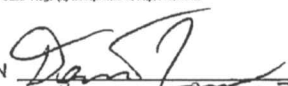
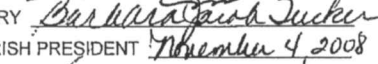
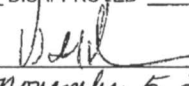
YEAS: SCHEXNAYDRE, AUTHEMENT, RAYMOND, TASTET, BENEDETTO, COCHRAN

NAYS: HOGAN, LAMBERT, NUSS

ABSENT: NONE

And the ordinance was declared adopted this 3<sup>rd</sup> day of November, 2008, to become effective five (5) days after publication in the Official Journal.

2008-0432 Revised Subd. Regs. (H) acceptance of improvements

CHAIRMAN   
 SECRETARY   
 DLVD/PARISH PRESIDENT November 4, 2008  
 APPROVED  DISAPPROVED   
 PARISH PRESIDENT   
 RETD/SECRETARY November 5, 2008  
 AT 9:05 AM RECD BY: 