



# ST. CHARLES PARISH

PAUL J. HOGAN, PE  
COUNCILMAN, DISTRICT IV

## MEMORANDUM

DATE: OCTOBER 18, 2010  
TO: MS. KIMBERLY MAROUSEK  
PLANNING & ZONING DIRECTOR  
FROM: PAUL J. HOGAN, PE  
COUNCILMAN, DISTRICT IV

**3rd Request**  
**11-15-10**

I have received the attached memo from you dated October 15, 2010, regarding the two attached proposed ordinances pertaining to Chapter 6 and Chapter 22 of the Parish Code.

Please review the two attached proposed ordinances and confirm that they account for the current Parish process for obtaining permits and inspections. If changes are needed in order for them to accurately meet the current procedures, please provide me with the required changes so that I can have them incorporated.

If they are in line with the current procedures, please advise.

Please provide your response no later than Tuesday, November 2, 2010.

Thank you.

PJH/BJT171:ag

attachments

cc: Parish Council  
Mr. V.J. St. Pierre, Jr., Parish President  
Mr. Leon C. Vial, III, Legal Services Director  
Mr. Timothy J. Vial, Chief Administrative Officer  
Mr. Sammy Accardo, Assistant Wastewater Director

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# ST. CHARLES PARISH

## DEPARTMENT OF PLANNING & ZONING

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V.J. ST. PIERRE, JR.  
PARISH PRESIDENT


KIM MAROUSEK, AICP  
PLANNING DIRECTOR

OCT 15 2010

### MEMORANDUM

DATE: October 15, 2010

TO: Paul Hogan, PE, Councilman District IV

FROM: Kim Marousek, AICP, Planning Director 

RE: Proposed Sewer and Building Permit Ordinances (memo dated 10/1/10)

Mr. Sammy Accardo, Assistant Director, Wastewater and I reviewed your proposed ordinances that would modify Chapters 6 and 22 of the Parish Code as it relates to the sewer permitting process. Both Sammy and I agree that it is not necessary to codify the current review and issuance procedure for sewer permitting; and, do not support the proposed ordinances. We both feel that the current process for obtaining permits and inspections is working well and both departments are closely coordinating efforts.

cc: Mr. V.J. St. Pierre, Jr., Parish President  
Parish Council  
Mr. Leon C. Vial, III, Parish Attorney  
Mr. Tim Vial, CAO  
Mr. Sammy Accardo, Asst. Director, Wastewater

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

An ordinance to amend the Code of Ordinances  
Chapter 6. Buildings and Building Regulations, Article II.  
Building and Related Construction Codes, Section 6-14.  
Permit Application.

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

**SECTION I.** That the Code of Ordinances, Chapter 6. Buildings and Building Regulations, Article II. Building and Related Construction Codes, Section 6-14. Permit Application be amended by adding the following after Item (I):

Prior to the issuance of the building permit, the applicant shall furnish the Department of Planning and Zoning with a Sewer Permit issued by the Department of Wastewater. Should the applicant be unable to obtain the Sewer Permit due to 1) non-availability of an adjacent public sewer line, or 2) the inability to install an onsite method for processing the sewage due to installation requirement constraints, the applicant shall be refunded the building permit application fee.

No permit shall be issued by the Planning and Zoning Department without having first received all required permit application checklist items listed on the permit application. The Parish Council shall be provided a copy of any revised standard building permit application document within 1 week of any revision. The revised application document shall be attached to a letter from the Planning and Zoning Department detailing the revision or revision on the document form.

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

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010  
to become effective five (5) days after publication in the Official Journal.

Amend Code - Ch.6 Building Permit-Sewer Permit.doc

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_

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

An ordinance to amend the Code of Ordinances Chapter 22. Sewers and Sewage Disposal, Article IV. General Sewer Use Regulations, Section 22-74. Building sewers and connections by adding after (1), (a) and (b).

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

**SECTION I.** That the Code of Ordinances, Chapter 22. Sewers and Sewage Disposal, Article IV. General Sewer Use Regulations, Section 22-74. Building sewers and connections be amended by adding after (1), (a) and (b) as follows:

- (a) The sewer permit shall contain a section identified as "Sewer Availability" for checking off with "YES" or "NO" indicating that public sewer exists or does not exist adjacent to the property. Immediately following this section, the permit shall have space provided to allow the Sewer Department to indicate the options available for the applicant to implement at their expense in order to obtain the sewer permit. If "Sewer Availability" is checked YES, the permit shall be completed. If "Sewer Availability" is checked NO, applicant's options shall be listed and the incomplete permit shall be provided to the applicant and to the Planning and Zoning Department. The Planning and Zoning Department shall not issue the building permit until a completed sewer permit is provided by the Sewer Department. The completed sewer permit shall be provided to the applicant and the Planning and Zoning Department upon the applicant implementing the option(s) available to the satisfaction of the Sewer Department. The permit shall be the same form initially checked with "NO" which listed the applicant's option(s). "NO" shall be marked through with the date indicated next to the mark.
- (b) The sewer permit form shall be modified as needed to accommodate the requirements in (a). The Parish Council shall be provided a copy of any revised standard sewer permit application document (including the revision to incorporate the requirements of this ordinance) within 1 week of this and any future revisions. The document shall be forwarded to the Parish Council by a letter from the Sewer Department detailing the revision(s).

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

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010 to become effective five (5) days after publication in the Official Journal.

Amend Code - Ch 22. Sewer Use Regs-Section 22-74.doc

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_