



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

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MEMORANDUM

DATE: MAY 11, 2017

TO: MR. MICHAEL ALBERT
PLANNING & ZONING DIRECTOR

FROM: TIFFANY K. CLARK 
COUNCIL SECRETARY

RE: PROPOSED ORDINANCE
II. SUBDIVISION PROCEDURE,
SECTION E. 4. A. F. 1., G. 3. e.

This is to formally request that you initiate the process to have the referenced placed on the Agenda for consideration by the Planning Commission at their Meeting of June 1, 2017.

Thank you.

TKC542/ag

Enclosure

cc: Mr. Billy Raymond, Chief Administrative Officer w/enclosure
Ms. Wendy Watkins w/enclosure

2017-

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN-AT-LARGE, DIVISION B
ORDINANCE NO.**

An ordinance to amend the Code of Ordinances for St. Charles Parish, Appendix C. – St. Charles Parish Subdivision Regulations of 1981, II. Subdivision procedure. to revise Section E. Preliminary Plat Requirements., 4. Preliminary Plat Procedure, a.; to revise Section F. Subdivision Construction., 1. and to add 3., 4. a. and b., 5. a., b., c., and d.; and to revise Section G. Final Plat Requirements., 3. Final Plat/Additional Submission Requirements., e., and to remove f., g., and h.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Appendix C. – St. Charles Parish Subdivision Regulations of 1981, II. Subdivision procedure. is hereby amended by revising Section E. Preliminary Plat Requirements., 4. Preliminary Plat Procedure, a.; to revise Section F. Subdivision Construction., 1. and to add 3., 4. a. and b., 5. a., b., c., and d.; and to revise Section G. Final Plat Requirements., 3. Final Plat/Additional Submission Requirements., e., and to remove f., g., and h. as follows:

AS WRITTEN:

II. Subdivision Procedure.

Section E. Preliminary Plat Requirements.

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. One (1) Mylar or film reproducible copy, five (5) original copies, and one (1) 11" × 17" Mylar or film reproducible copy of the Preliminary Plat shall accompany the application. Upon submission, the Preliminary Plat shall be stamped with the date of filing, and with an acknowledgment that the required filing fees have been paid.

Section 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 Subdivider shall submit one (1) Mylar or film reproducible, and five (5) original copies of complete construction plans and specifications, and one (1) 11" × 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" × 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.

Section G. Final Plat Requirements.

3. Final Plat/Additional Submission Requirements.

- e. One (1) film reproducible of the sanitary sewer system.
- f. One (1) film reproducible of the storm drainage system.
- g. One (1) film reproducible of the street lighting system.
- h. One (1) film reproducible of the water system.

AS REVISED:

II. Subdivision Procedure.

Section E. Preliminary Plat Requirements.

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 full size (24" x 36") 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.

Section 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.

~~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.~~

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 construction 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.
 - a. The inspection shall be conducted by a licensed professional engineer registered with the State of Louisiana contracted through the Parish procurement process.
 - b. The inspection direction/requirements shall be in accordance with an "Inspection Guidance" document that is to be prepared by the Department of Public Works and approved for use by resolution of the Parish Council.
 - 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 have the right to perform inspections 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.

Section G. Final Plat Requirements.

3. Final Plat/Additional Submission Requirements.

- 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.

SECTION II. That the foregoing provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the Parish of St. Charles as an addition or amendment thereto, and the provisions shall be appropriately renumbered to conform to the uniform numbering system of the Code.

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

And the ordinance was declared adopted this _____ day of _____, 2017, to become effective five (5) days after publication in the Official Journal.

2017- Amend Code Appendix C-Subdivision Regs-E., F. and G. (5-11-17) (L) PH

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____