



# ST. CHARLES PARISH

*PAUL J. HOGAN, PE*

COUNCILMAN, DISTRICT IV

## MEMORANDUM

DATE: OCTOBER 1, 2010

TO: MS. KIMBERLY MAROUSEK  
PLANNING & ZONING DIRECTOR

FROM: PAUL J. HOGAN, PE  
COUNCILMAN, DISTRICT IV

Please review the two attached proposed ordinances relating to the issuance of sewer and building permits. The proposed ordinances have been drafted using the current policy as a guide.

Please advise with any comments, concerns, or suggestions to improve the proposed ordinances no later than Tuesday, October 12, 2010.

Thank you.

PJH/BJT171:ag

attachments

cc: Parish Council w/attachments  
Mr. V.J. St. Pierre, Jr., Parish President w/attachments  
Mr. Leon C. Vial, III, Legal Services Director w/attachments  
Mr. Timothy J. Vial, Chief Administrative Officer w/attachments

### **Office**

St. Charles Parish  
P.O. Box 302  
Hahnville, LA 70057  
(985) 783-5000  
Fax: (985) 783-2067  
<http://www.stcharlesparish-la.gov>

### **Residence**

222 Down The Bayou Road  
P.O. Box 250  
Des Allemands, LA 70030  
Phone: (985) 306-0085  
Fax: (985) 306-0285  
Cell: (504) 615-4862  
Email: [phogan@st-charles.la.us](mailto:phogan@st-charles.la.us)

**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: \_\_\_\_\_