



# ST. CHARLES PARISH


*PAUL J. HOGAN, PE*

COUNCILMAN, DISTRICT IV

## MEMORANDUM

DATE: JULY 21, 2009

TO: MS. KIMBERLY MAROUSEK  
PLANNING & ZONING DIRECTOR

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

RE: SEC. 7-2. OPEN-SWALE DRAINAGE SYSTEMS; CONSTRUCTION  
SPECIFICATIONS AND ADMINISTRATIVE PROCEDURES

Please review the proposed changes to the Code to eliminate the Swale Deposit requirement. Please review and comment by August 5, 2009.

Thanks.

PJH/BJT10:ag

attachment

cc: Mr. Timothy J. Vial, Chief Administrative Officer

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**Sec. 7-2. Open-swale drainage systems; construction specifications and administrative procedures.**

(a) *Construction Specifications.*

(1) The side slope of the swale shall be a minimum of two and one-half (2 1/2) to one (1) and adjusted to meet on-site conditions, with a minimum bottom width of one and one-half (1 1/2) feet.

(2) The bank of the swale on the lot side shall be the same as the bank on the street side. The swale shoulder on the lot side shall not be pulled into the lot to provide fill for the lot.

(3) The swale and the swale shoulder shall have a clayey base. If the natural soil is granular, the material to be brought in and used shall have a consistency not less than pit bottom. No river sand shall be used.

(4) A two-foot aggregate shoulder at an acceptable depth adjacent to the roadway shall be provided.

(5) The swale slopes shall be seeded by the developer. Sod may be placed on both sides of the swale, however, sod shall be prohibited on the shoulder of the road. Sod must not be placed in the required one and one-half-foot swale bottom. Allowance should be made for the thickness of the sod so that the slope is not materially altered. No plant materials, such as irises, cattails, or materials other than grass seed or sod, may be placed in the swales.

(6) Culvert sizes shall match those for the lot or parcel as shown on the approved subdivision plan. Culverts may be either corrugated steel, bituminous coated corrugated steel pipe, or concrete. All corrugated steel pipe utilized within both the state's and parish's right of ways shall be bituminous coated corrugated steel pipe. (see section 21-1 for further details).

(b) *Administrative Procedures; ~~Permitting~~ Inspection.*

~~(1) Application for related improvements or development must be submitted to the department of public works. Applicants shall submit a non-refundable application fee of one hundred dollars (\$100.00). In addition, a swale deposit shall be submitted: three hundred dollars (\$300.00) for lots up to ninety (90) feet in width and four hundred dollars (\$400.00) for lots over ninety (90) feet and up to two hundred (200) feet in width. For lots over two hundred (200) feet in width, fees will be determined on a case-by-case basis. The deposit for normal corner lots shall include an additional one hundred dollars (\$100.00).~~

~~(2) The swale deposit shall only be returned if the swale meets all of the above standards. The applicant must submit a written request to the department of public works to inspect the swale. The department shall arrange for the~~

~~inspection of the swale by a licensed professional engineer registered in the State of Louisiana, either employed by the parish or contracted by the parish for the said purpose. If the swale fails to pass inspection, the department of public works shall inform the applicant in writing of the deficiencies noted in the inspection. If the deficiencies are not corrected within thirty (30) days of the date of the notice, then the department of public works may use all or a portion of the swale deposit to correct the deficiencies and to defray the cost of additional inspections; any remaining funds shall be returned to the applicant.~~

(3) (1) Upon request by the applicant for final inspection of permitted improvement on property which has open swale roadside drainage, the Planning and Zoning Department shall forward a written request to the Public Works Department requesting a formal inspection of the swale to confirm that the no foreign material and/or debris exist within the swale. The Public Works Department shall provide in writing a letter and/or e-mail to the Planning and Zoning Department stating that the swale is approved and that it is free of material and/or debris. Upon receipt of the swale approval letter, the Planning and Zoning shall not prohibit the installation of the permanent electric meter due to issues with the swale. Should the swale be not approved, the Public Works Department report shall state the reason for disapproval and the remedial action needed for approval. The applicant shall be provided a copy of the report and shall coordinate the remedial action to be performed by the applicant. The applicant shall notify the Planning and Zoning Department in writing when the remedial work is complete and ready for re-inspection by the Public Works Department. Should the swale fail the second inspection, the applicant shall be charged a swale re-inspection fee in the amount of \$100 for each inspection thereafter which fee shall be paid prior to the subsequent inspection(s). ~~Upon final approval of the swale by the engineer, the department of public works shall furnish written certification of the completed swale to the department of planning and zoning. No permanent electric meter shall be installed until the swale passes inspection.~~ Written notice by the planning department must be given to the electric utility company before the meter is installed at the site.

(Ord. No. 95-2-6, 2-20-95; Ord. No. 04-7-3, § II, 7-12-04)