

ORGANIZATION CHART

LIVINGSTON PARISH PLANNING DEPARTMENT

20399 Government Blvd, Livingston, La. 70754
Mailing Address: P.O. Box 998 Livingston, La. 70754
Office Phone # 225-686-3062
Fax # 225-686-3061

- ❑ Josh Taylor Planning Director
- ❑ Diane Delatte Planning Coordinator & Recording Secretary
- ❑ Natalie Allen Planning Secretary

LIVINGSTON PARISH PLANNING COMMISSION BOARD

- ❑ Gerald Burns Chairman
- ❑ Barry Duplessis Co-Chairman
- ❑ Kathy Long Board Member
- ❑ Cy Manley Board Member
- ❑ Kenny Morrison Board Member
- ❑ Joe Koczrowski Board Member
- ❑ Mark Kinchen Board Member
- ❑ David Hoover Board Member

LIVINGSTON PARISH ENGINEERING FIRM

Forte & Tablada, Inc.
1234 Del Este ◦ Suite 602 ◦ Denham Springs, Louisiana 70726

Baton Rouge, La. Office 225-927-9321
Denham Springs, La. Office 225-665-1021

- ❑ Bobby Badeaux Vice President
- ❑ Chad Bacas Civil Project Engineer

Commercial Development Procedures

1. Obtain a commercial packet from the Planning Department.
2. Contact the Planning Office at 225-686-3062 to schedule the preliminary meeting with the Planning Director, Josh Taylor and Bobby Badeaux of Forte and Tablada, Inc.
 - a. If possible, have your engineer attend the meeting with you.
 - b. Bring approved plat and preliminary plans of the property.
 - c. An approved plat is needed to establish an address for the commercial property.
3. A site plan must be submitted to the Planning Department and Forte and Tablada, Inc. Following the Preliminary Meeting, you may be advised to submit a Drainage Impact Study.
4. You will be advised at the Preliminary Meeting if the development needs to go before the Planning Commission Board.
5. The Planning Commission Board will approve, deny, or defer a recommendation. If approved or denied, the development will be sent to the Parish Council for approval. If the development is deferred, the Planning Commission Board will review the development at the Planning Commission Meeting the following month.
6. If approved administratively:
 - a. Your plans will be reviewed by the Planning Department and Forte and Tablada, Inc.
 - b. An application & planning review fee of \$300.00 will be collected at that time.
 - c. You must send a copy of the Site Plan to the appropriate Fire District. The Fire District must sign the acknowledgement form (located in commercial packet) and it must be brought to the Planning Department.
 - d. Once approved by the Planning Department, a copy of the “Approval Sheet for Permitting & Addressing” will then be issued. A copy of the approval sheet will need to be taken to the Permitting Department before any construction can begin.
 - e. **THE PLANNING DEPARTMENT DOES NOT ISSUE PERMITS. PLEASE CONTACT THE PERMITTING DEPARTMENT FOR PERMITS AND FURTHER REVIEWING.**

7. If approved through the Parish Council:
 - a. Submit site plan for review and signature to Forte & Tablada. Upon completion of review, an engineering review fee is due before plans are released.
 - b. Once released from Forte & Tablada, the site plan must be reviewed and signed by the Planning Director. An application will need to be completed and a planning review fee of \$300.00 is paid.
 - c. You must send a copy of the Site Plan to the appropriate Fire District. The Fire District must return the acknowledgement form (located in commercial packet) completed, to the Planning Department.
 - d. Once approved by the Planning Department, a copy of the “Approval Sheet for Permitting & Addressing” will then be issued. A copy of the approval sheet will need to be taken to the Permitting Department before any construction can begin.
 - e. **THE PLANNING DEPARTMENT DOES NOT ISSUE PERMITS. PLEASE CONTACT THE PERMITTING DEPARTMENT FOR PERMITS AND FURTHER REVIEWING.**

8. **ALL LARGE DEVELOPMENTS WILL REQUIRE A FINAL INSPECTION FROM THE PLANNING DEPARTMENT BEFORE OPERATIONS CAN BEGIN. CONTACT OUR OFFICE TO SCHEDULE A FINAL INSPECTION.**

PLEASE NOTE: YOU MAY NOT START ANY WORK ON THE SITE, OTHER THAN CLEARING THE LAND; UNTIL APPROVAL HAS BEEN ISSUED.

DIVISION 3

COMMERCIAL DEVELOPMENTS

SEC. 13-67. All developers of institutional, hotel, motel, R.V., rental property (residential and business), religious, commercial and industrial developments (schools, hospitals, manufacturing plants, shopping centers, etc.), are required to prepare a preliminary site plan, drainage impact study, construction plans (when applicable), and a site plan detailed for construction (asphalt or concrete pavement section, grading, drainage, sewerage facilities, utilities, etc.) (LPO 08-29) of proposed improvements to submit to the Planning Department for consideration. A waiver of the drainage impact study and/or traffic impact study may be considered upon request. Upon receipt of the preliminary site plan, and traffic study, the development will be placed on the Planning Commission agenda for a public hearing. After the Planning Commission has held a public hearing they will make a recommendation to the Parish Council and forward the development to the Parish Council for approval. Upon Parish Council approval, the drainage impact study shall be submitted and approved by the Review Engineer. Once the drainage impact study is approved, the construction plans (if applicable) may be submitted to the Review Engineer and the Planning Department for review and approval. When the drainage impact study and construction plans and/or a final site plan are approved, the site construction may begin. Certificate of Occupancy may not be given unless an on-site inspection of the site has been made by

representatives of the Parish and approved by the Planning Department. Approval to construct the project shall expire after twelve (12) months unless extended by the Parish Council. (LPO 10-03)

R.V. Parks shall have a minimum of 20' x 40' lot sizes. Permanent residence shall not be allowed in R.V. Parks. (LPO 06-05)

PRIOR to the filing of an application for approval by the parish, a representative(s) for the developer is REQUIRED to have an informal discussion with the Planning Director, Parish Review Engineer and Parish Staff and Officials deemed appropriate in an effort to resolve technical matters regarding the proposed development prior to consideration by the Planning Commission. LPO-04-16, 06-05)

Additions or modifications to existing commercial developments which qualify for an exemption from the requirement of preparing a drainage impact study under Sec. 13-57, may also have the required traffic impact study waived administratively upon recommendation of the Parish Review Engineer (LPO 05-19) administratively upon recommendation of the Parish Review Engineer. (LPO 06-05)

SEC. 13-67.1. COMMERCIAL DEVELOPMENT BUFFER ZONES.

- A. A minimum of twenty-five (25) foot buffer zone shall be established and maintained between conflicting uses caused by the location of a new institutional, commercial, industrial developments or public project adjacent to the property being used for residential purposes unless approved by the Parish Council. No building or permanent structure shall be located within this buffer zone. The buffer zone may be used for parking, underground utilities, drainage, green area (landscaping and planting) and access.
- B. The buffer zone shall be established and maintained by the owner of the property on which the new institutional, commercial, industrial developments or public project is established.
- C. The buffer zone shall also have an eight (LPO 02-02) (8) foot high solid fence between the residential and institutional, commercial and industrial developments or public project. This fence shall be located within one foot of the property line unless approved by the Planning Director. (LPO 06-05)
- D. The twenty-five (25) foot buffer zone and eight (8) foot fence requirements shall be waived if all adjacent landowners to the required buffer zone submit a notarized letter of no objection.

SEC. 13-67.2. COMMERCIAL DEVELOPMENT NOTIFICATIONS

At least ten (10) days prior to the Planning Commission meeting at which approval is being sought, the developer shall erect a four (4) foot by eight (8) foot black and white sign with a minimum of four (4) inch high letters located with no obstructions within twenty-five (25) feet of each public right of way on which the tract of the proposed development fronts. The bottom of the sign shall be at least four (4) feet from the ground. Twenty-five percent (25%) of the sign may be dedicated for advertising purposes and graphics, provided such area is contiguous. The sign shall be erected at least ten (10) days prior to the planning commission meeting at which the development is to be considered. The sign shall be titled "A Commercial Development Is Proposed For This Site" and shall contain the following information:

1. Name, address and phone number of developer
2. Name of development or complex
3. Number of proposed commercial units

4. Number of acres in the development

SEC. 13-67.3. COMMERCIAL DEVELOPMENT SUBMITTALS

The following plans and impact studies must be received by the Livingston Parish Planning Department and the review engineer's office by the 18th day of the month for plans prior to the Planning Commission meeting in order for the development to be placed on the Planning Commission Agenda for consideration. (LPO 10-03)

- (1) Preliminary site plan.
- (2) Traffic Impact Study – (May be waived by Planning Director and Review Engineer)
- (3) School Impact Study – In lieu of school impact studies, O/D/S shall submit one (1) page description and preliminary plat/site plan to the Livingston Parish School Board.

If proposed construction is located in a parish fire district, a copy of the site plan and construction plans showing detailed drawings for the proposed commercial development shall be submitted to the fire district at the same time as other required submittals. (LPO 02-02, 04-16)

SEC. 13-67.4. COMMERCIAL DEVELOPMENT EXEMPTIONS

Any new commercial developments that are relatively small in size (approximately 1 acre or less) may have the above requirements (Sec. 13-67 to 13-67.3) reviewed administratively at the discretion of the Review Engineer and the Parish President. (LPO 03-09)

SEC. 13-62. SUBDIVISION PROCESSING FEES SCHEDULE

Preliminary Subdivision Plat Approval	\$200, plus \$10 per lot
* Final Subdivision Plat Approval	\$100, plus \$5 per lot
Re-subdivision of lots	\$100, plus \$5 per lot
Mobile Home Park, Preliminary or Final Plan	\$200, plus \$10 per lot
**Servitude or Street Revocation	\$250
Street Name Change	\$250
Construction Plans (Streets & Drainage)	\$200, plus \$15 per lot
Culvert Permit in subdivision	\$25/permit
Culvert Permit – other areas	\$25
Posting of Bonds	\$250 / Occurrence
All Requested or Mandated Inspections	\$300
All Re-inspections	\$250
Commercial Developments	\$300
Multi-Family Developments	\$500, plus \$20 per unit
Additions and Expansion	\$300, plus \$20 per unit

* Provided preliminary plat approved by Livingston Parish Council; if not, same fee as preliminary plat.

** Does “NOT” include cost of newspaper advertisement. (06-27)

The aforementioned fee schedule does not include fee(s) for engineering or any other professional service fee(s) which may be incurred on the part of the Parish of Livingston in review and/or certification of plans, plats or specifications, inspection(s) and/or analysis of materials, sites or any other services rendered. These services shall be performed to assure adherence to the subdivision and/or development ordinances of the parish, and proper planning on behalf of the parish and its residents.

These charges shall be invoiced by the parish directly to the O/D/S. **Invoices shall be due and payable upon receipt and failure to remit such payment(s) invoiced shall be cause for denial of any and all submission(s) for development and for the revocation of any and all permits issued for the construction of any such development and/or subdivision.**

The parish hereby reserves the right to select and direct the individuals and/or firms needed for professional services described herein.

The aforementioned fee schedule does not include charges for media advertising as mandated by federal, state or local law(s) or ordinance(s). Such charges will be invoiced by the parish directly to the O/D/S. Invoices shall be due and payable upon receipt and failure to remit such payment(s) invoiced shall be cause for denial of any and all submission(s) for development and for the revocation of any and all permits issued for the construction of any such development and/or subdivision.

VIOLATION AND PENALTY

SEC. 13-69. Whenever in this Code or in any ordinance of the parish, any act or omission is prohibited or is made or declared to be unlawful or a misdemeanor, or whenever in said Code or ordinance the doing of any act or the failure to do any act is declared to be unlawful or a misdemeanor or is prohibited, and no specific penalty is provided therefore, and state law does not provide otherwise, or for a greater penalty, the violation of any such provision of this Code or any ordinance shall be a misdemeanor punishable by a fine of not more than five hundred dollars (\$500.00) or a term of imprisonment of not more than thirty (30) days in the parish jail, or both. Unless specifically provided otherwise or the context thereof so dictates, each day any violation of any provision of this Code or any ordinance shall continue shall constitute a separate offense. In addition, the violator shall pay all costs and expenses involved in the case. Nothing in this section shall prevent the Parish Council from taking other lawful action as is necessary to prevent or remedy any violation. Other penalty provisions of this Code do not affect this section, amended by such other provisions. (LPO 10-03)

CONFLICTING PROVISIONS REPEALED

SEC. 13-70. All ordinances or regulations or parts of ordinances or regulations in conflict with any of the provisions of these regulations are hereby repealed.

SEVERABILITY

SEC. 13-71. If any provisions of these regulations, or the applications of such provisions to any person or circumstances, shall be held invalid, the remainder of the regulations shall not be affected thereby.

EFFECTIVE DATE

SEC. 13-72. This ordinance shall take effect immediately upon its adoption.

FORM 20-E

CHECKLIST FOR COMMERCIAL DEVELOPMENT
PARISH OF LIVINGSTON

DATE: _____

COMMERCIAL DEVELOPMENT NAME: _____

LOCATION: SECTION(S): _____ TOWNSHIP _____ SOUTH, RANGE _____ EAST

OWNER/DEVELOPER (NAME, ADDRESS & PHONE NUMBERS): _____

<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Following items submitted to the Planning Commission Office and the Review Engineer	_____	_____	_____

SITE PLAN:
(Submitted 18th day of month prior to Planning Commission Meeting)

- | | | | |
|---|-------|-------|-------|
| 1. Commercial development name | _____ | _____ | _____ |
| 2. Description of property | _____ | _____ | _____ |
| 3. Owner/Developer (O/D) name, address and phone number | _____ | _____ | _____ |
| 4. Surveyor/Engineer's name | _____ | _____ | _____ |
| 5. Existing property line | _____ | _____ | _____ |
| 6. Section and township lines | _____ | _____ | _____ |
| 7. Proposed buildings and location dimension of building on the property (25' buffer zone & 8' fence if next to residential area) | _____ | _____ | _____ |
| 8. Typical pavement section | _____ | _____ | _____ |
| 9. Grading details | _____ | _____ | _____ |
| 10. Drainage (drainage patterns, subsurface drainage structures, ditches, etc.) | _____ | _____ | _____ |
| 11. Sewerage facilities (sewer lines, manholes, Lift stations, treatment plant, etc.) | _____ | _____ | _____ |
| 12. Utilities (water lines, gas lines, etc.) | _____ | _____ | _____ |

<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
13. Existing buildings with dimensions	_____	_____	_____
14. Existing drainage ditches and canals	_____	_____	_____
15. Existing lakes and ponds	_____	_____	_____
16. Servitudes, R/W and dimensions (existing and proposed - 15' minimum width)	_____	_____	_____
17. Method of sewage disposal	_____	_____	_____
18. Source of water supply	_____	_____	_____
19. Vicinity map at one (1) inch to two thousand (2,000) feet or larger.	_____	_____	_____
20. The site plan shall be drawn at a scale of one (1) inch equals fifty (50) feet or larger	_____	_____	_____
21. Date	_____	_____	_____
22. North arrow	_____	_____	_____
23. Scale in feet (graphic)	_____	_____	_____
24. LEGEND: Number of acres, name of utility companies, districts (Sewer, water, gas, drainage, fire, recreation), CORRECT COUNCIL DISTRICT	_____	_____	_____
25. Plot and shade all flood zones (as reflected on FIRM Maps)	_____	_____	_____
26. Signature Block for Planning Director	_____	_____	_____
27. Signature Block for Parish Review Engineer	_____	_____	_____
DRAINAGE IMPACT STUDY (Submit the 8 th day of month prior to Planning Commission Meeting)	_____	_____	_____
TRAFFIC IMPACT STUDY (Submit 8 th day of month prior to Planning Commission Meeting)	_____	_____	_____
APPLICATION completed (Submit 8 th day of month prior to Planning Commission Meeting)	_____	_____	_____
Commercial development sign (10 days prior to Planning Commission Meeting)	_____	_____	_____

**Livingston Parish Planning & Development
P.O. Box 998
Livingston, LA 70754
Phone 225-686-3062 Fax 225-686-3061**

**APPLICATION FOR COMMERCIAL DEVELOPMENT
SUBMIT WITH COMMERCIAL APPLICATION FEE: \$300.00**

Date: _____

Application is hereby made for Approval of a Commercial Development

Title of Development: _____

Approximate Number of Acres: _____

Approximate Square Feet of Structures to be added: _____

Owner of Land: _____

Address: _____

Telephone Number: _____

Address of Development: _____

Located in: Section: _____ Township: _____ Range: _____

Name of Developer: _____

Address: _____

Telephone Number: _____

Name of Contractor (if applicable): _____

I have been given a copy of the regulations for Commercial Development. I understand that I must submit a Preliminary Site Plan and Construction Plans to the Livingston Parish Planning Commission Office and to the Parish Review Engineer's Office by the 18th of the month to be placed on Agenda for consideration. I further understand I may be required to provide a Drainage Impact Study, a Preliminary Site Plan to the Livingston Parish School Board and to the appropriate Parish Fire District.

Sign: _____ Date: _____