

## **ORGANIZATION CHART**

### **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

### **PLANNING COMMISSION**

- 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

### **PARISH REVIEW 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

## Mobile Home Park Procedures

1. Obtain a Mobile Home Park Development 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 representatives from the Parish Engineering Firm, Forte & Tablada, Livingston Parish Utilities Department and State Environmental Department.
  - a. If possible, have your engineer attend the meeting with you.
  - b. Bring plat and preliminary plans of the property.
  - c. An approved plat is needed to establish an address for the 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 the Parish Engineering Firm.
  - b. An application & planning review fee of \$200.00 plus \$10/lot will be collected at that time.
  - c. You must send a copy of the Site Plan to the School Board office and appropriate Fire District. The School Board office and Fire District must sign the acknowledgement forms (located in the Mobile Home Park 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 PERMIT 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 \$200.00 plus \$10/lot is paid.

- c. You must send a copy of the Site Plan to the School Board office and appropriate Fire District. The School Board office and Fire District must return the acknowledgement forms (located in Mobile Home Park 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. The Permit Department must receive the Approval sheet prior to any construction beginning.
- e. **THE PLANNING DEPARTMENT DOES NOT ISSUE PERMITS. PLEASE CONTACT THE PERMIT 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: IF APPLICABLE, A SITE PLAN WILL NEED TO BE SUBMITTED FOR A SWPP PERMIT PRIOR TO BEGINNING ANY SITE WORK SUCH AS CLEARING, DEMOLITION AND/OR FILLING IN PONDS.**

## **DIVISION 2 MOBILE HOME PARKS**

### **SEC. 13-66. DEFINITIONS.**

*Mobile home park:* Two (2) or more mobile homes located on the same tract of land, occupying such space as required by this ordinance: unless a waiver is specifically granted by the Livingston Parish Council. (LPO 02-02)

*Trailer or mobile home:* For the purpose of this ordinance, a trailer or mobile home is defined as a vehicle equipped for use as a dwelling that may be hauled or transported along a highway. As such, the mobile home will be duly titled by the appropriate regulatory agency. A mobile home which has been rendered unsuitable for transportation, and which has had its title rescinded, shall not be considered a mobile home. Vacation trailers, travel trailers, pick-up campers, tent trailers and bus campers are included in this definition if they are located in a trailer or mobile home park as defined below and are intended for occupancy, but no occupancy permits may be issued for any use including leasing, occupancy, renting or offering for sale of such trailers and no utility or sewer tie-ins will be permitted unless they are located in a trailer or mobile home park as defined below and are intended for occupancy.

### **SEC. 13-66.1. MOBILE HOME PARKS; PUBLIC NOTICE**

At least ten (10) days prior to the planning commission meeting at which any approval of the mobile home park development is sought, the O/D/S 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 the nearest public right-of-way leading to the entrance of the mobile home park. The bottom of the sign shall be at least four (4) feet from the ground. Twenty-five percent (25%) of sign may be dedicated for advertising purposes and graphics, provided such area is contiguous. The sign shall be erected at least 10 days prior to the planning commission meeting at which the subdivision is to be considered. The sign shall be titled "A Mobile Home Park Is Proposed For This Site" and shall contain the following information:

- A. Name, address and phone number of O/D/S
- B. Name of mobile home park
- C. Number of mobile home sites
- D. Number of acres in development.

**SEC. 13-66.2. MOBILE HOME PARKS.**

All developers of mobile home or trailer parks shall submit a preliminary site plan to the Planning Commission and Parish Council for approval. The Planning Commission or Council may request a traffic impact study. The drainage impact study and construction plans will be submitted to the Review Engineer for review and approval. A waiver of the drainage impact study may be considered upon request. Upon receipt of the preliminary site plan, the development will be placed on the Planning Commission agenda for a public hearing. After the Planning Commission has held a public hearing it will make a recommendation to the Parish Council and forward the development to the Parish Council for approval. Upon approval of the preliminary site plan, the drainage impact study and construction plans may be submitted to the Planning Department and Review Engineer for review and approval. When the drainage impact study, construction plans and 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 approval by the Planning Department. Approval to construct the project shall expire after twelve (12) months unless extended by the Parish Council. (LPO 10-03)

PRIOR to the filing of an application for approval of the preliminary plat, a representative is REQUIRED to have an informal discussion with the Planning Commission's Review Engineer and other parish staff and officials deemed appropriate in an effort to resolve technical matters regarding the proposed subdivision prior to consideration by the Planning Commission. (LPO 04-16)

A. No mobile home parks shall be developed until owners or developers secure approval from the Livingston Parish Health Unit or the Louisiana Department of Health and Hospitals of the method of sewage treatment and disposal and of the public water supply. Each shall be constructed in accordance with the following minimum standards:

1. Individual mobile home or trailer sites may be leased or rented, but not subdivided or sold.
  - (a) No mobile home shall be moved into a mobile home park until all construction and related road, drainage and utility work is complete and the final site plan is approved by the Planning Commission and Parish Council.
2. A minimum of three (3) acres is required for each trailer or mobile home park, with a minimum frontage of two hundred (200) feet, located on a publicly maintained street or road.
3. Maximum density would be seven and one-half (7.5) (LPO 06-19) mobile home sites per acre.
4. Access to each mobile home site shall be provided by twenty-four (24) foot wide private drives located within private servitudes of access having a minimum width of 50 feet. Minimum improvement requirements for private drives within the mobile home park shall be thirty (30) feet roadway with an eight and one-half (8.5) inch base as specified by the Livingston Parish Council and a twenty four (24) foot wide, two (2) inch thick hot asphaltic concrete surface. (LPO 06-19)
5. Where only one (1) drive is to be provided, each mobile home park shall include an adequate circular turnaround at the rear of the property with a minimum inside pavement radius of thirty-five (35) feet for garbage trucks and other vehicles.

6. Minimum lot size would be forty (40) foot front by one hundred forty five (145) foot depth. (LPO 06-19)
7. Each trailer or mobile home shall be set on concrete footings of a minimum of four (4) inches thick and have a four (4) inch thick, eighteen (18) foot by twenty-four (24) foot concrete parking pad, to be measured from the back of the curb or edge of surface at the front of the site. (LPO 06-19)
8. Garbage hoppers with a minimum capacity of .5 cu. yards per family per week, must be provided and must be enclosed with a 6-foot solid fence. (LPO 06-19)
9. Each mobile home site shall be provided with a sanitary sewer connection and each mobile home park shall be provided with a collection and treatment system and public water supply in compliance with the standards of the state Health Department.
10. Any mobile home park developed under these standards shall provide a solid wood or metal fence at least eight (8) feet high along all side and rear property lines of said mobile home park. (LPO 06-19)
11. Side and Rear Yards: Any mobile home park developed under these standards shall provide a twenty five (25)-foot side and rear yard buffer.
12. All mobile homes shall be required to have on all sides at the base of the unit, a skirting or a rigid type material specific to trailers. (LPO 06-19).
13. Each mobile home park shall be landscaped in accordance with a landscape plan approved by the planning commission staff. Trees are required to be planted along the interior access drives and within the recreational area. Landscaping is required across the front of the mobile home park. All plant material shall be labeled with the name and size of each plant indicated on the plan which has been drawn to scale (LPO 06-19).
14. Utilities – Refer to Section 13-58(B).
15. Street lights shall be provided along the private drives within the mobile home park, as dictated by the illumination design.
16. Before the site plan is submitted to the planning commission for review and approval, the developer and his consulting engineer must meet with the parish engineer, a representative of the department of public works and the Planning Director and staff for a pre-application meeting. Prior to the issuance of a permit for a mobile home park, the site plan shall be subject to a public hearing held by the planning commission with the planning commission staff mailing notices by certified mail to the adjacent property owners. The site plan shall be reviewed by the department of public works, the chief of the fire department responsible for providing fire protection services and the parish engineer prior to the planning commission public hearing. After approval of the site plan by the planning commission, the construction plans shall be reviewed and approved by the department of public works and the parish engineer. With the submittal of the construction plans, the wetlands determination, delineation and permit shall also be submitted. Construction of the improvements shall be reviewed and inspected by the parish engineer and the department of public works (LPO 06-19).
17. Prior to issuance of a permit for a mobile home park, the plan of the proposed development shall be placed on the Planning Commission's agenda. After consideration by the Planning Commission, the Planning Commission's recommendation will be submitted to the Parish Council for approval. Plans shall be reviewed by the Review Engineer prior to said hearing.

18. FEMA elevation requirements for trailer on each rental site shall be of a permanent material and attached to service pole or concrete monument.
19. Form 20-D. This form shall only be used as a checklist. For further details on the items addressed in the checklist, refer to the requirements of the subdivision regulations. This form must accompany the preliminary site plan submittal.
20. Sewer treatment plant has been completed, and written approval from the Department of Health and Human Resources of the State of Louisiana. (LPO 02-02 deleted previous provision numbered "13" of Sec. 13-66.2.A as defined in LPO 01-16).

**SEC. 13-66.3. MOBILE HOME PARK SUBMITTALS**

A. *Preliminary Site Plan*

The preliminary site plan shall be submitted in accordance with Section 13-49.3C-(preliminary plat) of these regulations.

B. *Drainage Impact Study*

The drainage impact study shall be submitted in accordance with Section 13-49.3C-(drainage impact study) of these regulations.

C. *Construction Plans*

One (1) set of the construction plans must be submitted to the Planning Commission, Review Engineer, applicable Sewer District, and applicable Drainage District at least 8<sup>th</sup> day of the month prior to the Planning Commission meeting.

D. Seven (7) copies and 1 11" x 17" copy of the final site plan must be submitted to the Planning Commission and one (1) copy must be sent to the Review Engineer at least on the 18<sup>th</sup> day of the month prior to the Planning Commission meeting. (LPO 04-16)

E. 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. (LPO 06-31)

**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
<b>All Requested or Mandated Inspections</b>	<b>\$300</b>
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-D**  
**CHECKLIST FOR MOBILE HOME PARK**  
**PARISH OF LIVINGSTON**

DATE: \_\_\_\_\_

MOBILE HOME PARK NAME: \_\_\_\_\_

**LOCATION: SECTION(S): \_\_\_\_\_, TOWNSHIP \_\_\_\_\_ SOUTH, RANGE \_\_\_\_\_ EAST**

OWNER/DEVELOPER/SUBDIVIDER (NAME, ADDRESS & PHONE NUMBERS): \_\_\_\_\_

<b><u>ITEM</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
1. Park name	_____	_____	_____
2. Park location (access road, section, township & range)	_____	_____	_____
3. Owner's name, address and phone number	_____	_____	_____
4. Surveyor/Engineer's name	_____	_____	_____
5. Street names (letter of approval from building official)	_____	_____	_____
6. Ownership of adjoining properties	_____	_____	_____
7. Names of adjoining subdivisions	_____	_____	_____
8. Lot numbers (consecutive)	_____	_____	_____
9. Lot dimensions	_____	_____	_____
10. Drainage impact study	_____	_____	_____
11. Contours compiled from quadrangle map or other sources	_____	_____	_____
12. Vicinity map at one (1) inch to two thousand (2,000) feet or larger. Project tied to section or 1/4 section corner by measured or scaled distance	_____	_____	_____
13. Bench marks. Provide description, location and elevation (MSL)	_____	_____	_____
14. Date	_____	_____	_____

<b><u>ITEM</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
15. North arrow	_____	_____	_____
16. Scale in feet (graphic)	_____	_____	_____
17. Place for Parish President or Planning Director's approval (signature and date)	_____	_____	_____
18. Place for recommendation of approval by Parish Review Engineer (signature and date)	_____	_____	_____
19. Method of sewage collection, treatment and disposal approved by Livingston Parish Health Unit and State Board of Health	_____	_____	_____
20. Method of water supply approved by Livingston Parish Health Unit and State Board of Health	_____	_____	_____
21. Note stating that individual mobile home or trailer spaces CANNOT be subdivided or sold - can only be leased or rented	_____	_____	_____
22. Park is at least three (3) acres	_____	_____	_____
23. Park has a minimum of 200 feet of frontage on a publicly maintained street or road	_____	_____	_____
24. Maximum density – Seven and one half (7.5) mobile home sites per acre	_____	_____	_____
25. PRIVATE DRIVES WITHIN PARK			
a. Twenty-four (24) foot wide private drive	_____	_____	_____
b. Thirty (30) foot roadway with eight & one half (8.5) inch base.	_____	_____	_____
c. Adequate drainage	_____	_____	_____
d. Twenty-four (24) foot wide, two (2) inch thick hot asphaltic concrete surface	_____	_____	_____
e. Cul-de-sac – Thirty five (35) foot minimum inside pavement radius	_____	_____	_____
26. All lots at least forty (40) foot front and one hundred forty five (145) foot deep	_____	_____	_____

<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
27. MOBILE HOME SITE/TRAILER SPACE			
a. Concrete footings of minimum four (4) inch thick	_____	_____	_____
b. Concrete parking pad – four (4) inch thick, eighteen (18) foot by twenty four (24) foot	_____	_____	_____
c. Sanitary sewer connection	_____	_____	_____
d. Water connection	_____	_____	_____
28. Garbage hoppers - minimum capacity of .5 cu. yards per family per week & enclosed with six (6) foot solid fence.	_____	_____	_____
29. Over-night camper’s area with central public facilities (optional)	_____	_____	_____
30. Solid wood or metal fence eight (8) feet high on all sides and rear property lines of said mobile home park	_____	_____	_____
a. Twenty-five (25) foot side and rear yard buffer	_____	_____	_____
31. Park plans			
a. Reviewed and approved by Parish Engineer prior to public hearing	_____	_____	_____
b. Reviewed by Parish Planning Commission prior to public hearing	_____	_____	_____
c. One set of plans and specs submitted directly to Parish Engineer’s office	_____	_____	_____
d. Two sets of plans and specs submitted directly to Planning Director’s office	_____	_____	_____
32. UNDER CONSTRUCTION			
a. Road - survey work okay	_____	_____	_____
b. Sewer lines laid	_____	_____	_____
c. Water lines laid	_____	_____	_____
d. Service poles installed with FEMA elevation requirement on pole or on other permanent monument	_____	_____	_____
e. Parking pads constructed	_____	_____	_____
33. Seven (7) prints of preliminary/final plat submitted directly to Planning Director’s office	_____	_____	_____
34. One (1) print of preliminary/final plat submitted directly to Parish Engineer’s office	_____	_____	_____

