

## **ORGANIZATION CHART**

### **PLANNING DEPARTMENT**

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- 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

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## ARTICLE IV. SUBDIVISION REGULATIONS\*

### DIVISION 1. GENERALLY

#### SEC. 13-45. DEFINITIONS

The following definitions shall apply in this article:

*Commercial Development:* Any proposed development that has a proposed use as institutional, religious, commercial, and industrial (schools, hospitals, manufacturing plants, shopping centers, churches, R.V. Parks, motels, hotels, and rental property (LPO 06-05) etc.)

*Major street plan:* A plan delineating a system of streets adopted by the Parish Council, and includes all subsequent revisions or extensions and applicable rights-of-way and/or servitudes required herein.

*Manufactured Home:* A structure transportable in one or more sections, which is built on a permanent chassis, is designed for use with or without a permanent foundation and is to be used as a dwelling. Such use thereof shall be governed by the same restrictions as for a mobile home (LPO 03-12).

*Minor Subdivision:* The division or re-subdivision of a lot, tract or parcel of land or a portion thereof into nine (9) lots or less (LPO 08-25) shall be deemed and referred to as a “**MINOR SUBDIVISION**” (LPO 06-14). The Parish President or Planning Director (LPO 04-16) may approve minor subdivisions. Such minor subdivisions shall be submitted as per section 13-49.3 and, upon approval, recorded as per this ordinance.

*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).

*Multi-family Development:* Any proposed development that has a proposed use of two or more living units and shall include duplexes, apartment houses, townhouses and condominiums.

*O/D/S:* Owner/Developer/Sub-divider

*Review Engineer:* A licensed civil engineering firm appointed to review technical documents and advise the Planning Commission.

*Right-of-way:* A parcel of ground dedicated by the Owner/Developer/Sub-divider (O/D/S) for public use, title to which shall rest in the public for the purposes stated in the dedication.

*Servitude:* A parcel of ground reserved by the O/D/S for public utilities, drainage and other public purposes, the title to which shall remain in the property owner, subject to the right of use designated in the reservation of the servitude; or a strip of ground designated to be used for access to a building or other sites.

*Street:* A way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, throughway, freeway, road, avenue, boulevard, place, lane or however otherwise designated.

*Subdivision:*

- A. The division of a lot, a tract, or parcel of land or a portion thereof into two (2) or more lots, sites, or other divisions, anyone or more of which is to be platted as a lot of record for the purpose whether immediate or future, of sale or building development. Lot size shall be as per SEC 13-58 (LPO 02-02)
- B. The re-subdivision of a lot, a tract, or parcel of land or a portion thereof, into two (2) or more lots, sites, or other divisions, any one or more of which is to be platted as a lot of record for the purpose whether immediate or future, of sale or building development.
- C. The dedication, granting or constructing of a road, highway, street, alley or servitude of passage through a tract of land regardless of size, unless expropriated by a public entity.

*Subdivision Without Improvements:* The division of a lot, tract or parcel of land into five (5) lots or more when the O/D/S does not intend to construct a road, highway, street, alley, drainage or any utilities that include but not limited to sewer, water, or gas (LPO 03-10).

*Subdivision With Improvements:* The division of a lot, tract or parcel of land into two (2) or more lots when the O/D/S intends to construct a road, highway, street, alley, drainage or any utilities that include but not limited to sewer, water or gas (LPO 04-06).

*Trailer or Mobile Home:* For the purpose of this division, 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. (LPO 10-06)

*Under Construction:* For the purpose of these regulations, "UNDER CONSTRUCTION" shall be defined as **ANY** activity on property with exception of clearing and minor ditching to drain property (LPO 02-02).

#### **SEC. 13-46. AUTHORITY; PURPOSE.**

In accordance with the provisions of Louisiana R.S. 33:101, et. seq., and particularly Louisiana R.S. 33:112 thereof, and in order to promote the health, safety, convenience, morale and general welfare of the community, to provide for the proper arrangement and width of streets in relation to other existing or planned streets and to the master plan, and to provide for adequate and convenient open spaces for traffic, vehicular parking, utilities, access of fire-fighting apparatus, recreation, light and air for avoidance of congestion of population, the following regulations are adopted by the Livingston Parish Council.

The Parish may reject any permit application based upon the health, safety and welfare based on the factors enumerated in the foregoing paragraph (LPO 02-02).

No sale of land shall occur when such sale meets the descriptions contained herein, including but not limited to Sec. 13-45, until such approval is granted as required by these regulations or by other local and state law.

Administration of these regulations shall be by the Livingston Parish Council Planning Commission under the direction of the Parish President. These regulations shall apply to any developments that are not under construction as defined in Sec. 13-45 DEFINITIONS as of the date of the adoption of this ordinance, February 14, 2002 (LPO 04-16). However, Sections 13-49.3, 13-50, 13-50.1, 13-50.2, 13-52, 13-54.3, 13-60 and 13-62 shall apply upon adoption of this ordinance.

#### **Sec. 13-47. EXCLUSIONS.**

These regulations shall NOT apply to:

- A. Land in subdivisions previously legally recorded, except in the case of re-subdivisions which plat shall evidence the Parish President or Planning Director's (LPO 04-16) signature and approval prior to filing with the Livingston Parish Clerk of Court.
- B. Subdivisions in which a building exists on each proposed lot, provided that the owner certifies on the plat that all such existing buildings were constructed prior to April 27, 1982.
- C. The division of land to be used for orchards, forestry or farming, provided that the owner certifies upon the final plat to the Parish President that such land is to be used only for orchards, forestry or farming and provided that such final plat evidences the Parish President or Planning Director's (LPO 04-16) signature and approval prior to filing with the Livingston Parish Clerk of Court.

- D. Parcels of land sold to or exchanged between adjoining property owners, where such sale or exchange does not create additional lots and where the sale or transfer results in one contiguous tract, provided that the property owner certifies upon the revised plat that the sale or exchange does not create additional lots and provided that such final plat evidences the Parish President or Planning Director's (LPO 04-16) signature and approval prior to filing with the Livingston Parish Clerk of Court.
- E. The provisions of these regulations shall not apply in the case of bona fide partitions of property by the legal heirs of a landowner after his death, nor in the case of the distribution by a landowner to his direct descending heirs, either by testamentary disposition or through transfer and distribution during the lifetime of the landowner; however, such final plat shall evidence the Parish President or Planning Director's (LPO 04-16) signature and approval prior to filing with the Livingston Parish Clerk of Court and such transfer or sale shall not be in violation of Section 13-45 of these regulations. This section shall not be interpreted to restrict the owners of property gained through this form of acquisition from constructing their personal residence and residing in same. Tracts or lots created under this exclusion may not be used for placement of more than one mobile home for rental or lease purposes unless provisions of Section 13-66 are followed by the O/D/S.

The O/D/S or donor or donee shall be responsible for filing the approved plat in the office of the Clerk of Court and providing the parish with the number of certified copies as required for minor subdivisions.

**SEC. 13-48. PARISH COUNCIL PLANNING COMMISSION.**

- A. There is hereby established the Livingston Parish Council Planning Commission pursuant to section 7-06 of the Home Rule Charter.
- B. The Parish Council Planning Commission shall be appointed by majority vote of the Council and shall consist of nine members, one from each Council district, to be nominated by each of the Parish Council members of the Parish of Livingston, Louisiana. Parish Council Planning Commission members shall serve terms coinciding with the term of the sitting Council approving same.
- C. Members of the Planning Commission shall serve undefined terms at the pleasure of the Parish President.
- D. The members of the Planning Commission shall elect a Chairman and a Vice-Chairman. The ranking officer shall preside over the proceedings. The Planning Director (LPO 04-16) shall serve as the non-recording secretary of the Commission. In the absence of the Planning Director (LPO 04-16), the Parish President may appoint an acting non-recording secretary.
- E. Not less than a majority of the authorized membership of the Parish Council Planning Commission shall constitute a quorum to transact business. Rulings shall be by simple majority vote.
- F. Roberts Rules of Order shall govern proceedings of the Planning Commission. Open meetings rules will apply.
- G. In performing its duties, the Planning Commission will be assisted by a recording secretary, a legal consultant and an engineering consultant, none of whom will have a vote on matters before the Planning Commission.

**SEC. 13-49. SALE, ETC., PRIOR TO APPROVAL OF PLAT.**

No sale of land either by lot description or metes and bounds shall be made prior to the approval of a plat thereof as established by these regulations. Whoever, being the owner or agent of the owner of any land located in a subdivision, transfers or sells land by reference to, or exhibition of, or by other use of a plat of a subdivision, before such plat has been approved in accordance with these regulations and recorded or filed in the office of the clerk of court of the Parish of Livingston, shall forfeit and pay a penalty of one hundred

dollars (\$100.00) for each lot or parcel so transferred or sold, and the description of such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties.

**SEC. 13-49.1. BENCH MARKS.**

O/D/S must furnish benchmarks in all subdivisions, with improvements, filed with the Livingston Parish Council Planning Commission, at locations established by O/D/S engineer and approved by the Review Engineer. Benchmarks are to be identified as to location and elevation and shall be noted on the construction plans and final plat.

**SEC. 13-49.2. CONSTRUCTION PLANS.**

Construction plans for all subdivisions, with improvements, shall be prepared by a civil engineer currently licensed to practice in the State of Louisiana. Said construction plans must be submitted and approved in accordance with these regulations. Construction plans must be made in accordance with the approved preliminary plat, drainage impact study (if applicable), and in accordance with the design and construction criteria set forth in these regulations.

**SEC. 13-49.3. SUBMITTALS. (LPO 04-16)**

A. Minor subdivisions

The original of the final plat must be submitted to the Planning Commission office for approval by the Parish President or Planning Director. After all fees are paid the plat is approved and signed, the O/D/S shall record a copy of the plat in the official records of the Clerk of Court and provide four (4) certified copies to the Planning Commission office (LPO 04-16).

1. The Planning Director shall check the site and refer any drainage concerns to the Livingston Parish Council who shall have the right of approval or rejection. (LPO 08 25)

B. Subdivisions without Improvements

The O/D/S must submit the final plat to the Planning Commission Office and placed on the Planning Commission Agenda and Parish Council Agenda for consideration. A drainage impact study may be required if the Review Engineer determines that the subdivision meets the requirements set forth in Section 13-57. The Final plat must be submitted as follows:

1. Review Engineer - 1 copy, including supplementary material and completed Form(s) 20 and 20-B, on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered Include drainage inverts and pipe diameters per Sec. 13.59.A.2.
2. Planning Department – 12 copies and 1-11”x17” or smaller copy complete and corrected, including supplementary material including transmittals showing that submittals to all parties and completed Form(s) 20 and 20B, on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered. (LPO 08-31)
3. Drainage District (if applicable) - 1 copy, of the final plat and drainage impact study (if required), on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered.
4. Parish Health Unit – 1 copy, on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered.
5. Sewer District (if applicable) – 1 copy, on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered.
6. Fire District – 1 copy, on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered.

7. The drainage impact study if required must be submitted to the Review Engineer, Planning Director and Drainage District (if applicable) and approved prior to the final plat being considered at the Planning Commission meeting. Within ten (10) working days of submittal of the drainage impact study the Review Engineer and Drainage District (if applicable) must provide the O/D/S's Project Engineer with comments from his review. (LPO 10-03)

The drainage impact study if required must be submitted on the 8<sup>th</sup> day of the month to the Planning Commission meeting to be considered.

Following the approval by the Parish Council, the original of the final plat must be submitted to the Planning commission office for signature by the Parish President or Planning Director. After all fees are paid the plat is approved and signed, the O/D/S shall record a copy of the plat in the official records of the Clerk of Court and provide four (4) certified copies to the Planning Commission office (LPO 04-16).

### C. Subdivisions With Improvements

#### Preliminary Plat

1. Review Engineer – 1 copy, including supplementary material and completed Form(s) 20 and 20-A, at least on the 18<sup>th</sup> day of the month prior to planning commission meeting at which it is to be considered.
2. Planning Department – 12 copies and 1-11"x17" or smaller copy complete and corrected, including supplementary material including transmittals showing that submittals to all parties and completed Form(s) 20 and 20B, on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered. (LPO 08-31)
3. Parish health unit – on the 18<sup>th</sup> day of the month prior to the planning commission meeting at which it is to be considered.
4. All affected utility companies – 2 copies, on the 18<sup>th</sup> day of the month prior to planning commission meeting at which it is to be considered. (Copies of transmittal letters to utility companies should be attached to Form 20 when submitting same to planning commission secretary and review engineer.)
5. Applicable fire district – on the 18<sup>th</sup> day of the month prior to planning commission meeting at which it is to be considered (LPO-02-02, 04-16).

#### Drainage Impact Study (if required)

1. Review Engineer – 1 copy, at least 8<sup>th</sup> day of the month prior to planning commission meeting at which it is to be considered.
2. a. Review Engineer: One (1) copy of the drainage impact study.  
b. Planning department office: One (1) copy of the drainage impact study.  
c. Drainage district: One (1) copy of the drainage impact study. (LPO 10-03)
3. Drainage District (if applicable) – 1 copy, 8<sup>th</sup> day of the month prior to planning commission meeting at which it is to be considered (LPO 04-16).

#### Construction Plans (LPO 03-12, 04-16).

1. Review Engineer – 1 set of plans, specifications and required drainage calculations.
2. Parish Planning Department – 1 set of plans, specifications and required drainage calculations. After approved 2 sets of approved plans, specifications and required drainage calculations. Once complete 2 copies of as-builts.

3. Applicable sewer district – 1 set of approved plans, specifications and required sewer demands.
4. Applicable drainage district – 2 sets of plans, specifications and required drainage calculations.
5. Applicable water district – 2 sets of plans, specifications and required drainage calculations.
6. Parish Permit Office – 1 copy of an approved drainage map.

#### Final Plat (LPO 04-16)

1. Review Engineer – 1 copy, including supplementary material and completed Form 20-B.
2. Planning Department – 4 copies and one copy of supplementary materials and completed Form 20-B.
3. Health unit office – 1 copy
4. Applicable sewer district – 1 copy
5. Applicable drainage district – 1 copy

#### Surety Instruments (Performance and maintenance bonds)

1. Parish Attorney – The original bond must be submitted to the Parish Attorney for review and approval (LPO 04-16).

#### School Impact Study

1. 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)
- D. At the time of all submittals, the O/D/S's, Name, Address, Phone Numbers and Fax Number shall be submitted to Review Engineer and Planning Director. Review Engineer shall forward copies of all reviews to O/D/S (LPO 06-05)

### **SEC. 13-49.4. BUILDING PERMIT OFFICE REQUIREMENTS.**

- A. The building permit office shall NOT issue a building permit on any lot or parcel of land that has been subdivided or created since April 27, 1982 unless said lot or parcel of land was created in accordance with these regulations.
- B. The building permit office shall not issue a certificate of occupancy on any habitable structure unless and until sanitary sewer disposal facilities servicing such structure has been constructed and approved by the State of Louisiana, Department of Health and Hospitals.
- C. 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 on all commercial, multi-family, and mobile home parks (LPO 06-05).

### **SEC. 13-49.5 REQUIREMENTS FOR SUBDIVISIONS WITHOUT IMPROVEMENTS (LPO 03-10, 04-16)**

- A. *Informal discussion.* PRIOR to the filing of an application for approval of the final 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 excluding minor subdivisions as defined in Sect. 13-45.

- B. The following sign will be required for subdivisions without improvements that have five (5) lots or more. 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 subdivision. 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 Subdivision Is Proposed For This Site" and shall contain the following information:
1. Name, address and phone number of O/D/S
  2. Name of subdivision or development
  3. Number of lots
  4. Number of acres in the development

### **SEC. 13-49.6 REQUIREMENTS FOR MINOR SUBDIVISIONS (08 25)**

- A. All divisions of property shall be cumulative and shall not be re-subdivided within a two-year period pursuant to this article; however, it may be re-subdivided as a subdivision with improvements within said two-year period provided that it complies with the requirements of said ordinance. (LPO 10-06)
- B. All lots divided shall be at a minimum of sixteen thousand (16,000) square feet with a minimum of eighty (80) feet at building line.
- C. Any division over four (4) lots must front an existing public road; however, when four (4) lots or more are divided, the developer may have a maximum of nine (9) lots on an existing public road, but no more than four (4) lots may be on a minimum thirty (30) foot servitude access as described below.
- When four (4) lots or less are divided, the developer may choose any type thirty (30) foot servitude access with a mandatory "buyer beware" affidavit and must note on the plat that the Livingston Parish Council has no agreement or obligation to take in or maintain this access. Any division of property that utilizes the minimum thirty (30) foot servitude access shall not be re-subdivided at any time in the future pursuant to this ordinance.
- D. The Parish President or Planning Director shall approve minor subdivisions.
- E. Once the Planning Department has received a plat for a minor subdivision, the Livingston Parish Council clerk and any appropriate drainage district are to be notified in writing. The Planning Department will have ten (10) working days to approve or produce a written letter of objection to the developer or the developer's authorized representative, and the Councilman of the area. This excludes family partition and is not subject to section 13-54.1.

### **SEC. 13-50. PROCEDURE FOR SUBDIVISIONS WITH IMPROVEMENTS**

- A. *Informal discussion.* 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).
- B. *Preliminary plat.*

The preliminary plat is a conceptual plan of a proposed development and does not represent a fully engineered, dimensioned or designed project. The preliminary plat must be submitted in accordance with Section 13-49.3.C, and placed on the Planning Commission Agenda for a public hearing. After the planning commission has held a public hearing, and made its recommendation to the Parish Council, the preliminary plat proceeds to the council for consideration.

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 subdivision. 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 Subdivision Is Proposed For This Site" and shall contain the following information:

1. Name, address and phone number of O/D/S
2. Name of subdivision or development
3. Number of lots
4. Number of acres in the development

*Time in which the Council acts.* Following the submission of the preliminary plat and other material submitted in conformity to these regulations, the Livingston Parish Council shall, within sixty (60) days, approve, disapprove, or defer thereon as submitted or modified, and if approved, the Parish Council shall express its approval on the preliminary plat or give its reasons for disapproval. The applicant may waive this requirement and consent to an extension of such period. Any cancellation or deferral request by O/D/S shall be deemed as consent to an extension of the time period contained herein. All such requests for deferrals or agenda cancellation shall be in written form.

*Action noted on plat.* The action of the Livingston Parish Council shall be noted on five (5) copies of the preliminary plat. One (1) copy shall be returned to the O/D/S, one (1) copy provided to Review Engineer's office, one copy to Parish Health Office and the remainder retained by the Livingston Parish Council.

*Approval of preliminary plat.* Approval of the preliminary plat authorizes the O/D/S to proceed with the Drainage Impact Study (if required); however, the O/D/S may choose to submit the Drainage Impact Study along with the Preliminary Plat. Following approval of the Preliminary Plat and the Drainage Impact Study, the O/D/S may proceed with Construction Plans and Final plat in accordance with these regulations. Approval of the preliminary plat shall be effective for twenty-four (24) months.

C. *Drainage Impact Study (if required)*

Upon receipt of the Preliminary plat, the Review Engineer must determine, in accordance with Section 13-57 of these regulations, if a drainage impact study is required. If a drainage impact study is required, the O/D/S shall have a drainage impact study prepared and sealed by a civil engineer currently licensed to practice in the State of Louisiana. The drainage impact study must be submitted to the Review Engineer and Drainage District (if applicable) for review and approval. The drainage impact study must be submitted in accordance with Section 13-49.3C. Within ten (10) working days of submittal of the drainage impact study the Review Engineer and Drainage District (if applicable) must provide the O/D/S's Project Engineer with comments from his review. Following approval of the drainage impact study, the O/D/S may proceed with construction plans and final plat in accordance with these regulations. (LPO 10-03)

D. *Construction plans*

1. Within seven (7) days of submittal of the construction plans, specifications, and drainage calculations, the Review Engineer must provide the O/D/S's Project Engineer with comments from his review. After all comments have been addressed by the Project Engineer, the Review Engineer must provide, to the Parish President, a letter of recommendation of conformity to these regulations. Following the review by the Review Engineer, two sets of construction plans must be submitted to the Parish President's office for approval. Within seven (7) days of receipt of the letter of recommendation from the Review Engineer, the Parish President or the Planning Director (LPO 04-16) must issue a letter of approval to the O/D/S's Project Engineer.
2. Flood zones as reflected on the FIRM maps shall be indicated on the construction plans.
3. Any changes or re-design of construction plans shall require a re-submittal for review by Review Engineer and approval by all parties that are required to approve the original construction plans.

E. *Final Plat and bonding*

The O/D/S may request approval of the final plat by constructing all improvements shown on the construction plans and posting a maintenance bond to start the 18 (eighteen) month maintenance period. The procedures are defined in Section 13-50.2 of these regulations and only apply after completion and final inspection. The O/D/S may choose to substantially complete construction and post a performance bond for punch list items shown on the final inspection report to receive approval of the final plat (LPO 04-02).

F. *Acceptable surety instruments: (LPO 04-02)*

ALL bonds, when submitted, SHALL provide the name of the developer of the subdivision acting as the principal obligator; be for the correct amount; and be in the correct form. (See "Submittals" for submission of all bonds to parish attorney.)

1. *Performance and Payment Bonds*

(a) Commercial bonds for one hundred (100%) percent of the value of the punch list items.

OR

(b) Letter of credit from a bank in the amount of one hundred (100%) percent of the value of the punch list items.

(c) All punch list items shown on the final inspection report shall be completed within 60 days of the date of final inspection report.

(d) The term of the performance and payment bond shall be for a period of 6 (six) months from the date of the final inspection report.

All construction approved under the previous ordinance and bonded by a performance bond shall be completed August 1, 2004 and the O/D/S shall post a maintenance bond by August 1, 2004 or the Livingston Parish Council shall execute on the performance bond.

2. *Maintenance Bond*

(a) Maintenance bond amounts shall be equal to fifteen (15%) percent of the final cost of improvements (streets, drainage, and other publicly maintained utilities), with said costs to be certified correct by the O/D/S's Project Engineer. The maintenance bond shall be for a period of twenty-four (24) months, although the maintenance period shall only be for eighteen (18) months.

(b) A maintenance bond shall be either a commercial surety bond or a bank letter of credit.

- (c) Sixty days prior to the expiration of the eighteen (18) month maintenance period, the O/D/S shall notify the Parish, in writing, to request an inspection to determine if the improvements (streets, drainage and other publicly maintained utilities) are in accordance with the approved construction plans. All items not in accordance with the approved construction plans shall be corrected and re-inspected at least ten (10) days prior to the Parish Council meeting at which the improvements are requested to be accepted into the parish maintenance system.
- (d) If an O/D/S uses access to his development through an existing subdivision then the O/D/S shall post a separate and additional maintenance bond in an amount equal to fifty (50%) percent of the value of the roads in the existing subdivision.
- (e) No maintenance bond shall be posted until after final inspection and completion of punch list items.

### 3. *Surety Instruments*

- (a) All commercial surety bonds shall be written by a surety or insurance company currently listed on the United States Department of Treasury financial management service list of approved bonding companies or a bonding company approved by the State of Louisiana Commissioner of Insurance.
- (b) All surety instruments shall be subject to review and approval by the Parish attorney "PRIOR" to final approval.
- (c) All surety bonds shall have attached the certificate of the O/D/S's engineer attesting to the costs of the improvements (streets, drainage, and other publicly maintained utilities).
- (d) All surety instruments shall be subject to cancellation only upon resolution of the Livingston Parish Council.

#### **SEC. 13-50.1. (LPO 04-02)**

#### **SEC. 13-50.2. CONSTRUCTION PROCEDURE (LPO 04-02)**

- A. Construction plans, specifications, drainage calculations, etc., must be reviewed by review engineer and approved by the Parish President or Planning Director (LPO 04-16).
- B. O/D/S to retain and pay for the services of an independent testing laboratory acceptable to the Livingston Parish Council.
- C. Acceptance of construction and improvements by the Parish President or Planning Director (LPO 04-16).
- D. The O/D/S shall file with the Livingston Parish Council a surety Instrument (maintenance bond) securing to the parish government the maintenance of this work for an eighteen (18) month period however, the bond shall not expire prior to twenty-four (24) months (LPO 04-02).
- E. The O/D/S must record in the official records of the Clerk of Court, the approved final plat and maintenance bond and immediately provide four (4) certified copies of the final plat and one (1) certified copy of the maintenance bond to the Livingston Parish Council Office.
- F. Lots may be sold upon completion of steps (A) thru (E).
- G. Building permits for individual lots will "NOT" be issued until a certified copy of the final plat is provided to the Building Permit Office.
- H. PRIOR to the Building Permit Office issuing an individual lot building permit the builder shall retain the services of a licensed land surveyor/engineer to set the finished floor elevation in flood zone areas and to set driveway culvert elevations.

- I. PRIOR to permitted structure being approved for permanent power, builder shall provide following to Building Permit Office:
  1. Flood certificate that certifies finished floor is equal to or above the latest 100 year flood elevation.
  2. Completed driveway culvert Form 20-C.

#### **SEC. 13-52. FINAL PLATS.**

Within seven (7) days of submittal, the review engineer shall review the final plat to ensure that it is made in accordance with the approved preliminary plat, construction plans, and other requirements of the ordinance. Legal matters must be referred to the parish attorney. Once the review engineer has completed his review and the plat meets the ordinance, then he shall provide a letter of recommendation to the Parish President. Upon receipt of the letter of recommendation and receipt of the original bond from the Parish Attorney, the Parish President or the Planning Director (LPO 04-16) shall sign the plat. The plat must be recorded by the O/D/S in the official records of Clerk of Court. The following items must be completed prior to approval of the final:

- A. All requirements of completed Form 20-A (preliminary plat checklist) have been complied with. (for subdivisions with improvements)
- B. All requirements of completed Form 20-B (final plat checklist) have been complied with.
- C. Payment in full of all permit and inspection fees.
- D. Upon final approval of a subdivision, the Project engineer, if capable, shall furnish to the Planning Commission office said subdivision drawing on a disk in CAD (Computer Aided Drawing) format. Drawing shall include lot lines, street names, lot numbers and servitudes.

#### **SEC. 13-54. STREETS**

- A. The O/D/S's Project Engineer shall design all roads/streets utilizing sound engineering practices, principles and the criteria specified in these regulations.
- B. The arrangement, character, extent, width, grade and location of all streets shall conform to the MAJOR STREET PLAN and shall be considered in their relation to existing streets; to topographical conditions; to public convenience and safety; and in their appropriate relation to the proposed uses of land to be served by such streets. Prior to acceptance by the Parish Council of any roads/streets in a subdivision, the O/D/S shall furnish proof and certification that the roads/streets join an existing publicly maintained road/street. The subdivider shall furnish proof and certification that the owner of the private road or street has executed and recorded a written instrument allowing use by the public of such private road or street. If the streets in the proposed subdivision do not join a publicly maintained road or street, the recorded subdivision plat shall contain the following statement:

**“Streets, servitudes and rights-of-way in the subdivision which do not join or connect with publicly maintained streets, roads, servitudes or rights-of-way shall “NOT” be maintained by the Livingston Parish Council or any other public body.”**

- C. Where such is not shown in the MAJOR STREET PLAN, the arrangement of streets in a subdivision shall conform to a plan for the neighborhood approved or adopted by the Livingston Parish Council to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impracticable.
- D. No street name or subdivision name shall be used which will duplicate or be confused with the names of existing streets or subdivisions. All street names and subdivision names must be approved by the Parish Building Permit Office. Streets that are obviously in alignment with other already existing streets shall bear the names of the existing streets.

- E. Street jogs with centerline offsets of less than one hundred twenty-five (125) feet shall be prohibited.
- F. Streets shall be laid out so as to intersect as nearly as possible at right angles and no street shall intersect any other street at less than seventy-five (75°) degrees.
- G. All dead-end streets, roads, etc., must have a cul-de-sac or a T-turnaround (as per Sec. 13-54.1.b.8).
- H. No O/D/S shall use an existing dead-end street, cul de sac or T-turnaround as access to a new development if the existing road was not specifically designated as future access to any development, unless approved by the Council (LPO 02-22).

**SEC. 13-54.1. STREET STANDARDS**

- A. All new roads/streets (private or public) shall be paved and constructed in accordance with these regulations. The O/D/S that constructs a private road shall be required to obtain a signed affidavit from all buyers located on the private road acknowledging it is a private road and not maintained by the parish. A copy of the signed affidavit must be sent to the parish council office. A large note shall be placed on the final plat stating the following: **BUYER BEWARE --- THE STREETS, ROADS, SERVIDUES AND RIGHTS OF WAY IN THIS SUBDIVISION WILL NOT BE MAINTAINED BY THE LIVINGSTON PARISH COUNCIL OR ANY OTHER PUBLIC BODY.**

A variance for private all purpose servitudes may be obtained when a subdivision of four (4) lots or less (minor subdivision) is created as a subdivision that may be legally re-subdivided. A minimum thirty (30) foot, all purpose private servitude is required. This type of minor subdivision must be approved by the Parish Council or the Planning Director (LPO 04-16) and cannot undergo future re-subdividing (LPO 03-12, 03-24, 04-02).

- B. Design and construction criteria.
  - 1. The riding surface of all public streets/roads where open ditches are used for drainage shall be a MINIMUM of twenty (20) feet wide:
    - (a) With 3 inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) (LPO 09-28) on 10 inch soil cement base at least twenty-one (21) feet wide; or
    - (b) With 3 inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) (LPO 09-28) on compacted eight inch crushed limestone base at least twenty-one (21) feet wide; or
    - (c) With six (6) inches of 4,000 psi concrete on eight (8) inch compacted base; or
    - (d) Same standards as (c) above, but with five (5) inches of 4,000 psi concrete base and one and one-half (1-1/2) inches of hot asphaltic concrete wearing surface.
    - (e) Crown of roadbed shall be a MINIMUM of thirty (30) feet wide.
    - (f) Road shoulders shall be a MINIMUM of five (5) feet wide and be fertilized and seeded to prevent erosion of shoulders and to prevent depositing of soil in road ditches.
    - (g) Roadside ditches shall be constructed with a roadside slope of 3 to 1 and a back slope of 3 to 1. (LPO 08-29)
  - 2. The area between the backside of the road ditch and the road right-of-way shall be graded to drain, fertilized and seeded and erosion hay blankets installed per manufacturer and as approved by review engineer and Planning Director. (LPO 08-29)
  - 3. All streets with curb, gutter and/or enclosed drainage systems shall be a least twenty-seven (27) feet wide from back of curb to back of curb or twenty (20) feet with subsurface drainage and no curbs.

- (a) With 3 inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) LPO 09-28) on 10" inch soil cement base; or
  - (b) With 3 inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) LPO 09-28) on compacted eight inch crushed limestone base; or
  - (c) With six (6) inches of 4,000 psi concrete on eight (8) inch compacted base; or
  - (d) With five (5) inches of 4,000 psi concrete and one and one-half (1-1/2) inches of hot asphaltic concrete wearing surface on eight (8) inch compacted base.
4. The area between the backside of the curb and the road right-of-way shall be graded to drain, fertilized and seeded and erosion hay blankets installed per manufacturer and as approved by review engineer and Planning Director. (LPO 08-29)
  5. Based upon the soil classification and strength test results, the licensed engineer shall design the typical street sections. If the licensed engineer recommends a soil-cement treated base or sub-base, or a lime modified base or sub-base, the minimum amount of lime and/or cement required shall also be shown on the typical section(s). The amount of lime and/or cement shall be indicated in pounds per square yards (lbs./s.y.) for the base or sub-base thickness specified. For lime treated bases or sub-bases the type of lime shall also be specified (hydrated or quicklime).
  6. All costs for the sampling and all required laboratory tests shall be borne by the O/D/S. The O/D/S may select any approved materials testing laboratory acceptable to the Department of Public Works.
  7. Where boulevards are constructed, this is, two lanes of traffic separated by a neutral ground, the paving on each lane shall be not less than twenty (20) feet in width with a center neutral ground of not less than fifteen (15) feet in width.
  8. Cul-de-sacs (turnarounds) at the end of dead-end streets shall have a minimum outside turning radius of fifty-five (55) feet, with a minimum inside turning radius of thirty-five (35) feet. O/D/S/ shall provide street right-of-way sufficient to accommodate the cul-de-sac described in the ordinance herein. Pavement width in the turnarounds shall have a minimum width of twenty (20) feet. The center of the cul-de-sac shall be graded in order to provide positive drainage. Once graded, this area is to be immediately fertilized and seeded to stabilize the soil and prevent erosion. Permanent T-turnarounds may be used for streets no greater than five hundred (500) feet in length. The T-turnaround shall have a minimum paved width of twenty (20) feet and a minimum paved length of eighty (80) feet. Sufficient right of way shall be dedicated to accommodate necessary drainage.
  9. Profiles of all streets and ditches shall be submitted with the construction plans. Minimum gutter slope shall be 0.40%. (LPO 08-29) Where open ditches are used for drainage, a drainage map showing size and grade of all pipe to be used under driveways and inverts of all ditches at property corners shall also be furnished.
  10. All roads/streets shall have a MINIMUM of the following signs: street name, speed limit 25 MPH, stop, dead-end (if applicable).
  11. When sidewalks are constructed in an approved subdivision, such sidewalks shall be at least four (4) inches thick and four (4) feet wide. All sidewalks shall be located in a five (5) foot servitude on each lot abutting all road/street rights-of-way.
  12. A MINIMUM of the following independent testing laboratory reports: within five (5) days of the test results, a copy of said results is to be submitted DIRECTLY to the following: Parish Council office, office of the Review Engineer, O/D/S's Project Engineer's office and Contractor's office.

- Soil test to determine percent of lime required in road base
- Soil test to determine percent of cement required for soil cement base
- Tested limestone base material
- Asphaltic concrete batch mixture and certify thickness
- Inspection of soil-cement installation
- Ample number of field density tests to confirm limestone or soil cement base is properly compacted
- Inspection of hot asphaltic concrete wearing surface or concrete roadway during installation
- Test sub-base and base prior to concrete street being poured
- Pull and test standard concrete cylinders for concrete strength (4,000 psi or as required by Review Engineer)
- Certify concrete street depth– thickness measurement required every 100 feet
- Certify that construction and expansion joints on concrete streets are adequate
- Any and all road failures shall be repaired and proof rolled afterwards with twelve (12) yard dump truck fully loaded. All work to be performed in presence of testing lab employee and lab to certify repairs to the Livingston Parish Council.
- Reports to provide, at a minimum, the following:
  1. Full name of subdivision
  2. Name and address of O/D/S
  3. Location of subdivision - section, township and range, parish or state road.

13. Minimum longitudinal slope for street design shall be 0.40%. (LPO 06-05)

14. Minimum of 50' length vertical curve shall be required for all longitudinal slope breaks of 1.00% or greater. (LPO 06-05)

15. Temporary T-Turnarounds as approved by the Review Engineer and Planning Director shall be 20' x 80' and constructed of aggregate or crushed limestone 6" thick. (LPO 06-05)

16. Streets with sub-surface drainage and curb shall have maximum of 8' of lane flooding on 10-year storm. (LPO 06-05)

17. Gutter inlets shall be used on all curb and gutter sections (detail attached). Curb inlets shall not be allowed unless approved by the review engineer and Planning Director. (LPO 08-29)

C. Criteria for accepting existing roads into the Parish Maintenance System.

1. Must have five (5) residential structures in place fronting said road.
2. Gravel or asphalt roads with open ditches are to have sixty foot (60') right-of-way, gravel roads with closed drainage are to have fifty foot (50') right-of-way and asphalt roads with curb and gutter and subsurface drainage are to have fifty foot (50') right-of-way.
3. Gravel roads must have twenty foot (20') surface with three inches (3") washed gravel or crushed limestone. Asphalt roads must meet parish standards as described in Sec. 13-54.1., Paragraph B.
4. Dead-end streets shall have a cul-de-sac or T-turnaround that meets the parish standards as described in Sec. 13-54.1., Paragraph B. Subsection 8.
5. Pictures of the road and residential structures must be presented to the full Livingston Parish Council.
6. Complete ownership of land and mineral rights within the Right-of-Way shall be deeded to Livingston Parish. If the mineral rights have been transferred or alienated such as to prevent

ownership from vesting in the Livingston Parish, the Council may, in its discretion, refuse to accept such streets into the Parish system.

7. Acceptance into the Parish System must be approved by the Parish Council.
8. Minimum of 1,056' road length required.
9. Property owners must provide to parish a complete survey of road right-of-way to be dedicated to parish.

### **SEC. 13-54.2. ROAD BASE TESTING REQUIRED; CULVERT REQUIREMENT.**

- A. The developer shall retain and pay for the services of an independent testing laboratory acceptable to the Parish Council and such testing lab will provide a minimum of the following services along with certified testing and inspection reports to the Parish Council, Review Engineer, the O/D/S and the O/D/S's Project Engineer.
  1. If the Review Engineer or testing lab deems it necessary, test the soil to determine the percent of lime.
  2. If the Review Engineer or testing lab deems it necessary, test the soil to determine the percent of cement.
  3. Verify asphaltic concrete batch mixture for wearing course per La DOTD specifications.
  4. Inspect soil-cement installation for soil-cement base roads.
  5. Provide ample field density tests to determine that limestone base is compacted.
  6. Inspect installation of hot asphaltic concrete wearing surface of concrete roadway.
- B. Developers shall be required to install bituminous coated or reinforced concrete (Class III) culverts in all cross drains under streets and roads.

### **SEC.13-54.3. FINAL ACCEPTANCE OF STREETS AND IMPROVEMENTS**

The O/D/S must maintain all streets and improvements for a period of eighteen (18) months from acceptance for maintenance period. Before the end of the eighteen (18) month period, a final inspection must be made by the Department of Public Works and the Review Engineer who recommend to the Parish Council whether or not to accept the streets and improvements into the parish maintenance system.

### **SEC. 13-55. SERVITUDES; rights-of-way**

- A. The Livingston Parish Council may require the dedication of additional right-of-way when the existing major or secondary street has a width less than the minimum established herein.
- B. Where a subdivision or development is traversed by a water course, drainage way, channel, or stream, there shall be provided a storm water servitude or drainage right-of-way conforming substantially with the lines of such water course, plus be adequate in size (as per sec. 13-57.1, G) for future drainage purposes.
- C. The MINIMUM servitude width shall be fifteen (15) feet.
- D. All street and road rights-of-way shall conform to the widths designated on the MAJOR STREET PLAN as adopted by the Livingston Parish Council and on all subsequent amendments and additions thereto. The minimum street/road right-of-way width acceptable shall be as follows: Fifty (50) foot right-of-way for curb and gutter streets/roads and/or enclosed drainage systems and sixty (60) foot right-of-way for open ditch streets/roads. Private streets shall have sufficient right of way or servitude to accommodate the necessary drainage facilities and utilities. For minor subdivisions see section 13-54.1 STREET STANDARDS (LPO 03-12, 03-24).

- E. No subdivider shall alienate the oil, gas and mineral rights to that land lying beneath the street and road rights-of-way, publicly maintained, with the intention of depriving the Livingston Parish Council of the ownership of the oil, gas or minerals beneath such road or street. In the event any subdivider should do so, the Parish Council is not obligated to accept such road or street for inclusion in the Parish road system for future maintenance or upkeep.
- F. The full width and length of all rights-of-way and servitudes are to be completely cleared and grubbed of all trees, brush, debris, etc.

### **SEC. 13-56. BUILDING LINES**

- A. The building lines shall be appropriate for the location of the subdivision and for the type of development and use contemplated: Required minimum building line setbacks -front yard -twenty-five (25) feet; rear yard - twenty (20) feet; side yard - five (5) feet or as set forth in the deed restrictions and shown on the final plat. Developments such as garden homes may have zero (0) foot building lines on one side of the property or as requested on the preliminary plat. (LPO 03-12)
- B. Corner lots shall have extra width to permit appropriate building setback from and orientation to both streets.
- C. Minor variance of servitudes and lot line set back may be granted with the approval of the review engineer and planning director or by resolution of the Parish Council. (LPO 10-10)

### **SEC. 13-57. DRAINAGE/DRAINAGE IMPACT STUDY**

- A. The O/D/S's engineer shall plan all drainage for the project in accordance with the Master Drainage Plan. Until such time that a Master Drainage Plan is adopted by the Parish Council, O/D/S's engineer shall utilize sound engineering practice and the criteria specified in these regulations. Subdivisions shall be designed for either open ditches or enclosed conduit systems. Installation of subsurface drainage is prohibited in any subdivision designed for open ditches without a required culvert permit and written approval of Parish President's office.
- B. Whenever any stream or improved surface drainage course is located in an area that is being subdivided, the O/D/S shall dedicate an adequate right-of-way along each side of the stream sufficient for maintenance thereof.
- C. A contour map based on U.S.G.S. datum shall be prepared for the area comprising the subdivision and such additional areas as may be required to include all watersheds which drain into the property to be developed. In the design of the drainage for the subdivision, provision must be made to adequately take care of adjacent watershed areas. The O/D/S shall be required to construct to the ultimate finished width but only to a depth sufficient for his subdivision unless the offsite improvements are in or near the construction stage. Sufficient right-of-way, however, must be dedicated for future enlargement.
- D. Storm drainage shall be located within the street right-of-way except where it is located in servitudes to facilitate outfall needs or for subdivision interconnections.
- E. In all areas to be developed, the O/D/S's engineer shall prepare and submit a Drainage Impact Study of the area prior to approval of construction plans. The following exceptions from the requirement of preparing a drainage impact study can be allowed:
  - 1. Development in which the area of impervious surface does not exceed twenty (20) percent of the development area at the point of discharge from the site. The total impervious area shall include all buildings, driveways, sidewalks, streets, parking lots, lakes, ponds, etc. All undeveloped open space, common area, etc., must be clearly identified.

2. Additions or modifications to existing developments which result in no more than a ten (10) percent increase in existing impervious area and which have existing public storm drainage facilities designed to accommodate runoff from the existing site.
3. The proposed development results in no more than a ten (10) percent increase in the ten (10) year pre-development peak discharge at the point of discharge from the development site.
4. The site is located within existing developed areas which are served by a network of public storm drainage facilities which were designed to accommodate runoff from the development site.

## **SEC. 13-57.1. DRAINAGE IMPACT STUDY/DRAINAGE DESIGN REQUIREMENTS**

### **A. Site Location and Description:**

The Drainage Impact Study shall comply with the following minimum requirements:

1. Location: Describe location of subject property; located by township and range; identify adjacent developments, major drainage outfalls, streets, highways, lot and block page number; and provide a vicinity map.
2. Description: Describe the predominate existing land use and future land use in project watershed using the latest data available. Describe the proposed development, soil types, vegetative cover, watershed slopes and provide an estimate of percent of impervious area for pre and post development conditions.

### **B. Watershed Map:**

The watershed map should show the location of the project, drainage boundaries and acreage, existing channels, ditches, natural drains, proposed major drainage structures, channel realignment cross section locations and contours.

Contours may be taken from the latest U.S.G.S. 7.5 minute quadrangle map or better.

The watershed map must be at least 1" = 500' scale or less.

The pre-development and post-development ten (10) year and one-hundred (100) year run-off rate and water surface must be shown at all entrance and exit points of the development. Twenty-five (25) year run-off rate and water surface may be required by Review Engineer.

### **C. Hydrologic Design:**

1. The drainage impact analysis shall indicate existing condition peak ten (10) year and one hundred (100) year flow rates at the development entry and exit points. Twenty-five (25) year run-off flow rates may be required by Review Engineer.

The drainage impact analysis shall indicate future condition peak ten (10) year and one hundred (100) year flow rates at the development entry and exit points. Twenty-five (25) year flow rates may be required by Review Engineer.

### **D. Hydraulic Capacities**

1. On site capacity: Indicate capacity of any existing drainage outfall facility (ditch, canal, culvert, bridge, etc.) within the proposed development site and required type size, and capacity of any proposed outfall facilities as defined above.
2. Off-site capacity: Determine capacity of existing downstream outfall facilities (ditches, canals, culverts, bridges, etc.) that will be utilized to convey flow from the downstream limits of the proposed development. An inventory of downstream structures including size, type, invert elevation, and cover topping elevation should be made. Channel cross sections at upstream and

downstream limits of the proposed development at structure locations and at intermediate canal locations shall be required to adequately define existing channel capacities.

E. Special Site Conditions:

Special conditions which may exist at the proposed development site should be clearly identified including but not limited to such items as:

1. Special Flood Hazard Areas (Firm Zones A and AE)
2. Regulatory Floodway (if applicable)
3. Churches
4. Schools
5. Cemeteries
6. Landfills and Hazardous Waste Sites
7. Parks.

F. Study Conclusions and Recommendations:

Study should clearly identify the results and conclusions of the analysis and provide recommendations of any required action(s) so that no adverse impact is experienced by surrounding properties.

G. Design and Construction Criteria

1. Design shall be in accordance with La DOTD hydraulics manual. The run-off used shall be computed using the Soil Conservation Service (S.C.S.) or Rational Method ( $Q=ACI$ ) as described in the manual for all drainage areas (off-site and on-site) and any drainage channels affected by the development.
2. Complete hydraulic calculations shall be prepared and sealed by a Professional Civil Engineer and submitted along with the construction plans.
3. Open canals shall have side slopes of three (3) to one (1) if not lined with concrete. (LPO 08-29) Slope grades of one and one-half (1-1/2) to one (1) may be used if concrete lining is utilized.
4. Erosive Soils—Many subdivisions are developed in areas of the parish where erosive soils exists. All ditch side slopes shall be stabilized by fertilizing and seeding and erosion hay blankets installed per manufacturer and as approved by review engineer and Planning Director. (LPO 08-29)
5. The following servitude criteria shall be required for each ditch, canal, and storm sewer; however, where applicable, local drainage districts reserve the right to review and request modifications as necessary to facilitate future maintenance of proposed ditches, canals and storm sewer systems, in addition, (with the approval from local drainage districts if applicable) the review engineer may allow variations based on sound engineering practices:
  - (a) Storm sewers and swale ditches — fifteen (15) foot minimum servitude.
  - (b) Ditches with a bottom width of zero (0) to two (2) feet — Width of ditch plus a minimum of fifteen (15) feet from the top of bank on one side.
  - (c) Canals with tip widths greater than fifteen (15) feet: Width of canal plus a minimum of fifteen (15) feet on each side.
  - (d) Canals with bottom widths greater than fifteen (15) feet and a top width of less than forty (40) feet: Width of canal plus a minimum of fifteen (15) feet from the top of bank on one (1) side and twenty-five (25) feet on other.

- (e) Canals with a top width greater than forty (40) feet: twenty-five (25) feet from the top of bank on both sides. When a proposed ditch must discharge into a major unlined canal, the O/D/S shall be required to enclose the ditch, under the necessary strip of the major canal in an adequate size bituminous-coated metal pipe. The pipe shall be appropriate length to provide a fifteen (15) foot wide level surface to traverse ditch and extend four (4) feet into the canal beyond the side slope, and shall discharge into rip rap that extends a minimum of five (5) feet into the bottom of the canal. Rip rap shall be constructed immediately after conduit is installed.
- (f) All drainage servitudes shall be labeled as drainage servitudes and shall be restricted to drainage uses only. No other structures shall be allowed within the drainage servitude (i.e. telephone junction boxes, cable junction boxes, power poles and/or junction boxes, owners' structures). The purpose of this is to insure proper access for maintenance of the servitude by the Drainage District.
- (g) No utilities shall place their services within the drainage servitude (i.e. above ground or buried cables, pipes, valves etc.)
- (h) Where servitude lies between any two lots or parcels of ground, a 15' 45° chamfer will be placed on both sides of the servitude at its intersection with the back-of-lot servitude. This allows ease of access for Drainage District equipment to turn the corner without going outside the servitude.

When a proposed ditch must discharge into a major unlined canal, the O/D/S shall be required to enclose the ditch, under the necessary strip of the major canal in an adequate size bituminous-coated metal pipe. The pipe shall be a minimum of twenty (20) feet long and shall extend four (4) feet into the canal beyond the side slope, and shall discharge into rip rap that extends a minimum of five (5) feet into the bottom of the canal. Rip rap shall be constructed immediately after conduit is installed.

- H. Subdivision drainage shall be designed in accordance with one of the following three (3) options: (LPO 03-09)
  - a. Open Ditch Subdivision - A Subdivision that will be designed and built with open ditches. Installation of **any** subsurface drainage (**other than a driveway culvert**) is prohibited in any subdivision designed for open ditches. Driveway culvert pipe shall be designed and shown on the drainage layout map. Enclosure of open ditches in previously developed subdivisions shall follow the ordinance in place at the time of approval unless altered by ordinance. **All sellers of any lot/parcel within an open ditch subdivision shall make the buyer beware that any subsurface drainage will not be allowed to be added (other than one driveway culvert per lot or parcel). The following statement must be placed on the bill of sale: BUYER BEWARE: Installation of any subsurface drainage (other than a driveway culvert) is prohibited in this subdivision designed for open ditches.**
  - b. Open Ditch Subdivision with design for Subsurface - A Subdivision designed for subsurface drainage and built as an Open Ditch Subdivision. Should the subdivision be initially built as an open ditch subdivision, then any future installation of subsurface drainage shall be in accordance to the drainage plans provided in the construction plans.
  - c. Subsurface Drainage Subdivision - A Subdivision that will be designed and built for subsurface drainage.
  - d. Outlet ditches (minor and major) located between lots shall be piped its entire length. (LPO 06-05)

All design criteria of drainage whether open or closed system shall meet sound engineering practices and principles. The Review Engineer will have the option to ask for any outfall ditch (outfall ditch is defined as a ditch that connects to the roadside ditch and outfalls at another location) to be enclosed for the entire length of the outfall.

#### I. Detention basin.

Whenever a "Detention Basin" is utilized by O/D/S's engineer to minimize downstream flooding, the design shall address, at a MINIMUM, the following:

1. Detention basin shall be designed to detain flows so as not to increase in downstream runoff more than ten (10) percent for a ten (10) year pre-development storm.
2. Detention basin shall be checked for the twenty-five (25) and one hundred (100) year frequency to assure that adequate capacity is provided in the basin and at the outlet to prevent flooding of upstream and downstream developments.
3. Adequate land must be reserved for maintenance of detention pond.
4. Detention Basins may be wet (lakes or ponds) or dry.
  - (a) Wet detention basins shorelines and control structures shall be privately owned and maintained. The basin must have minimum side slopes of three (3) to one (1) and must have a minimum fifteen (15) feet wide access along the entire perimeter for maintenance. (LPO 08-29) Both the construction plans and final plat for development shall include a note which states that the proposed detention basin, shoreline and control structure shall be "privately owned and maintained". Storm drainage pipe inverts must be designed to be above the normal water surface elevation of the basin, unless the review engineer approves variations.
  - (b) Dry detention basins shall be privately owned and maintained as part of the development drainage system. The basin must have minimum side slopes of three (3) to one (1) and must have a minimum fifteen (15) feet wide access along the entire perimeter for maintenance. Storm drainage pipe inverts must be designed to be above the normal water surface elevation of the basin, unless the Review Engineer approves variations. The basin bottom shall be designed and compacted to allow for proper maintenance with mowing machines and other equipment.
5. The O/D/S may propose off-site improvements to downstream facilities to minimize the impact of the development, subject to approval of the review engineer.

### **SEC. 13-58. UTILITIES**

#### A. Sewerage and Water Supply

Proposed sewerage and water systems must be shown on the construction plans and submitted in accordance with these regulations. The O/D/S must obtain approval from the State of Louisiana Department of Health and Hospitals and/or any other required approval.

1. Sanitary sewer accessible.

The subdivider shall connect with the public sanitary sewer and provide adequate sewer lines to the property line of each lot, and for site or tract developments provide additional treatment where existing trunk lines are inadequate.
2. Sanitary sewer not accessible.

Sewage treatment and disposal shall be as follows according to the number and sizes of lots in the subdivision or resubdivision: (the number of lots to be determined by all filings and/or connecting filings of the subdivision.

- a. Subdivisions having twenty (20) or less lots, each containing sixteen thousand (16,000) square feet or more and with a width of at least eighty (80) feet at building line, (LPO 02-02) may have effluent from an approved individual mechanical system and absorption bed draining to open effluent ditches.
  - b. Subdivisions having twenty-one (21) through (LPO 02-02) thirty (30) lots, each containing thirty thousand (30,000) square feet or more and with a width of at least eighty (80) feet at building line, (LPO 02-02) may have effluent from an approved individual mechanical system and absorption bed draining to open effluent ditches.
  - c. Subdivisions having thirty-one (31) or more lots shall have an approved community sewage treatment system.
  - d. Subdivisions having thirty-one (31) through one hundred twenty-five (125) lots, each containing forty-three thousand five hundred sixty (43,560) square feet (1 acre) or more with a width of at least one hundred (100) feet at building line, may have effluent from an approved individual mechanical system and absorption bed draining to open effluent ditches.
  - e. Subdivisions having one hundred twenty-five (125) or more lots shall have an approved community sewage treatment system.
3. In no event shall O/D/S fail to meet minimum standards prescribed by the State of Louisiana.
  4. Sanitary Sewer wet wells shall be coated with a minimum of coal tar epoxy (2 Coats at 10-12 mils per coat).
  5. O/D/S shall not place sewer treatment facility for development to existing residential property . Approval shall be at the discretion of the Parish Council. (LPO 06-18)

B. New water lines:

1. All newly constructed water distribution lines for either new water systems or extensions to existing systems, will be designed and constructed in accordance in conjunction with the utility company providing water service to subdivisions to provide adequate flow capacity and pressure, together with an adequate number of fire hydrants required for fire protection in that area. The minimum pipe size will be six (6) inches.
2. Materials and methods used to construct the systems will be of such quality and standards as approved for fire defense by Underwriters' Laboratories, Inc., and/or the American Water Works Association.

C. Utilities shall not be situated or located under any Parish road/street ditch or road/street bed except if the utility is located perpendicular to the road/street bed.

D. The O/D/S must submit a plan for the water supply and distribution system and sewerage treatment and collection system to the Review Engineer along with a copy of transmittal letter to utility companies and State/Parish Board of Health.

E. All inhabited premises and buildings located within 300 feet of an approved public water supply or wastewater system shall be connected to such supply, provided that the property owner is legally entitled to make such a connection. The Parish President and/or Parish Council may grant permission to use water and wastewater from some other source. This shall apply to new or existing water supply's and wastewater systems and shall include all new or existing inhabited premises,

residence and buildings. (Public system means a system owned and/or operated by the Parish of Livingston or an entity of the Parish such as a water district or sewer district). (LPO 05-19)

### **SEC. 13-59. DRIVEWAY CULVERTS AND/OR SUBSURFACE DRAINAGE**

- A. All culverts in subdivisions legally platted and accepted by the Livingston Parish Council shall be installed to the size and grade shown on the construction plans or as determined by a licensed engineer and submitted in writing to the Parish Building Permit Office. In the division or re-subdivision with improvements, a licensed engineer shall provide in the construction plans stated above a separate drainage map that will include ditch inverts at property corners and a culvert size list.
1. Culverts installed in other areas of the Parish shall be installed pursuant to the procedure mandated by the Livingston Parish Department of Public Works.
  2. In the division or re-subdivision without improvements on an existing roadway, culverts shall be allowed by either requesting the Livingston Parish Department of Public Works to designate the size of the needed culvert and shoot elevations or have a Louisiana Licensed Civil/Registered Land Surveyor perform the work and submit the information to Livingston Parish Permit Office for the issuance of a culvert permit. (LPO 04-37)
- B. No person, including but not limited to contractor, house-builder, homeowner, or lot owner, shall install subsurface drainage culverts, other than an approved driveway culvert, in road/street ditches for subdivisions designed for open ditches. Only subdivisions designed for subsurface drainage may install subsurface drainage during or after the maintenance period in accordance to the drainage plans provided in the construction plans. Enclosure of open ditches in a previously developed subdivision shall be allowed by either requesting the Livingston Parish Department of Public Works to designate the size of needed culvert and shoot elevations or have a Louisiana Licensed Civil Engineer design a subsurface drainage plan to enclose the roadside ditch and have it approved by the Livingston Parish Director of the Department of Public Works and the Parish Review Engineer. Approved plan shall include, at a minimum, catch basins (2' x 2' minimum) with removable grate located a maximum of every forty (40) feet. (LPO 03-09, 04-37)
- C. An impervious substance (asphalt, tar, concrete, etc...) shall have expansion joints placed three (3) feet from center of culvert on either side. This shall apply to all driveway, path or sidewalk culverts. In the event there is less than three (3) feet distance, joint shall be placed at the furthest point.
- D. Parish Building Permit Office
1. Anyone installing culverts in any parish road/street ditch shall obtain a permit to install culverts from the Parish Building Permit Office. Improper, inadequate or un-permitted installations shall be corrected by the Livingston Parish Council and all expenses incurred shall be borne by the property owner.
  2. In subdivisions legally platted and approved by the Livingston Parish Council, the building contractor or homeowner shall hire a licensed engineer or licensed surveyor to stake in the field the required grade and driveway culvert size. Culvert size to be determined by licensed engineer as per the recorded plans. After culvert is installed but PRIOR to concrete or asphalt being installed over culvert, building contractor or homeowner shall have a licensed engineer or licensed surveyor return to site to certify size and grade and report same in writing to the Permit Office, on Form 20-C provided. The Permit Office will not authorize the utility company to provide permanent power to the building until driveway culvert grade and size is certified correct.

E. No person shall intentionally obstruct the flow or alter the design of any open ditch or subsurface drainage. The discharge or placing of any foreign material in open ditches or subsurface drainage is hereby prohibited.

F. **Driveway culverts and culverts not located under pavement shall be one of the following:**

- a) Reinforced concrete pipe (ASTM C-76, Class III)
- b) Bituminous coated corrugated steel pipe (Minimum 16 gage)
- c) Plastic pipe (as approved by LA DOTD QPL List)

**Pipes located under pavement shall be one of the following:**

- a) Reinforced concrete pipe (ASTM C-76, Class III)
- b) Bituminous coated corrugated steel pipe (Minimum 14 gage)

**Pipes not located under pavement for subsurface drainage shall be one of the following:**

- a) Reinforced concrete pipe (ASTM C-76, Class III)
- b) Bituminous coated corrugated steel pipe (Minimum 14 gage)
- c) Plastic pipe (as approved by LA DOTD QPL List)

All pipes/culverts shall be laid in accordance with the manufacturer's recommendations and having watertight joints. Backfill for reinforced concrete pipe and bituminous coated corrugated steel pipe shall be selected soils or granular materials. Backfill for plastic pipe shall be granular material. A minimum of nine (9) inch cover shall be required over plastic pipe. Any pipes found to be damaged or out of alignment or grade shall be removed and reinstalled, or replaced at the expense of the O/D/S.(LPO 02-02 amended paragraph F in entirety)

#### **SEC. 13-60. CONSTRUCTION.**

- A. The O/D/S may construct the required improvements after filing two (2) sets of the APPROVED construction plans with the Parish President's office. PRIOR to construction written notification is to be given to the Parish President of the O/D/S's intention to proceed with construction; and that an independent testing laboratory, acceptable to the Livingston Parish Department of Public Works, has been employed by O/D/S for this project.
- E. The Livingston Parish Council has established detailed inspection and testing requirements for each project, the cost of which will be borne by the O/D/S. The Parish inspector shall attach to all approved construction plans a list of required inspections. It is the responsibility of the contractor to notify the Parish inspector to schedule these inspections forty-eight (48) hours prior to proceeding with the work.
- F. Upon completion, O/D/S shall notify the Parish President's office, in writing, of the completion of construction and request an inspection to begin the eighteen (18) month maintenance period. Upon a satisfactory inspection, the Parish President shall in turn submit to the O/D/S, in writing, that the construction meets the specifications of the construction plan. Also, to begin the eighteen (18) month maintenance period an "as built" set of plans must be provided to the Parish and the Review Engineer to include but not limited to the following: roadway and ditch elevations, sewer, water and other utilities (LPO 03-09).
- G. For a minimum period of eighteen (18) months after acceptance of the work by the Department of Public Works, the O/D/S shall keep all filled trenches, outfall ditches, pipes, manholes, structures, road ditches, paving, etc., constructed by him in a good condition, making repairs to such defects in materials or workmanship as may develop or be discovered by the Parish inspector. In no event shall the bond be released until all repairs to defects in materials or workmanship are made.

H. The O/D/S shall file with the Parish Council an approved surety instrument, maintenance bond, securing to the government the satisfactory performance of this work.

### **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.**

### **SEC. 13-64. DRAINAGE DISTRICTS**

- A. In all areas of development which lie all or in part within a recognized drainage district complete drainage impact studies, when required, shall be submitted to the applicable drainage district in accordance with Section 13.49.3 of these regulations. Any comments must be directed to the O/D/S's Project Engineer and the Review Engineer for consideration; however, the Review Engineer will make the final recommendation to the Planning Director. (LPO 10-03)
- B. All costs incurred by the drainage district in the course of their review of any construction/development shall be borne by the drainage district.

**SEC. 13-65. VARIANCES.**

- A. Adherence to the provisions of this ordinance is required except for special cases which arise because of the configuration of a particular parcel or to be consistent with adjoining property or adjoining developments. In no case shall the granting of a variance impair the health, safety, comfort or general welfare of the public.

**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**  
**APPLICATION FOR APPROVAL OF PRELIMINARY**  
**SUBDIVISION PLAN**

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

Application is hereby made for approval of the preliminary plan for subdivision of land described below:

TITLE OF SUBDIVISION: \_\_\_\_\_

APPROXIMATE NUMBER OF ACRES: \_\_\_\_\_

NUMBER OF LOTS: \_\_\_\_\_

OWNER OF LAND: \_\_\_\_\_  
(Name)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

COPIES SUBMITTED TO AFFECTED UTILITY COMPANIES: \_\_\_\_\_  
YES NO

SUBDIVIDER OR DEVELOPER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Name)

CONTACT PERSON: \_\_\_\_\_

LOCATION OF SUBDIVISION: \_\_\_\_\_  
\_\_\_\_\_

NAME OF CONTRACTOR (if applicable): \_\_\_\_\_

Attached to this application are Twelve (12) copies of the preliminary plan for the subdivision in accordance with the subdivision regulations.

SIGNED: \_\_\_\_\_  
Owner/Developer/Subdivider

FORM 20-A

**CHECKLIST FOR PRELIMINARY PLATS**  
**PARISH OF LIVINGSTON**

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

SUBDIVISION 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. Subdivision name	_____	_____	_____
2. Description of property	_____	_____	_____
3. Owner/Developer/Subdivider (O/D/S) name, address and phone number	_____	_____	_____
4. Surveyor/Engineer's name	_____	_____	_____
5. Existing property line	_____	_____	_____
6. Limits of incorporated areas	_____	_____	_____
7. Section and township lines	_____	_____	_____
8. Street names/subdivision name (Letter of approval from Building Permit Office)	_____	_____	_____
9. Street R/W width (existing and proposed)	_____	_____	_____
10. Plat shall bear a note stating whether streets will be private or public	_____	_____	_____
11. Private streets and drainage dedicated for public use	_____	_____	_____

**(LARGE NOTE)** BUYER BEWARE - STREETS, ROADS, SERVITUDES  
AND RIGHTS OF WAY IN THIS SUBDIVISION WILL **NOT** BE MAINTAINED  
BY THE LIVINGSTON PARISH COUNCIL OR ANY OTHER PUBLIC BODY.

<b><u>ITEM</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
12. Existing buildings	_____	_____	_____

- 13. Building lines \_\_\_\_\_
- 14. Existing drainage ditches and canals \_\_\_\_\_
- 15. Existing lakes and ponds \_\_\_\_\_
- 16. Adjacent property owner's names (if surrounding land has not been previously subdivided) \_\_\_\_\_
- 17. Names of adjoining subdivisions \_\_\_\_\_
- 18. Lot numbers (consecutive) \_\_\_\_\_
- 19. Lot dimensions \_\_\_\_\_
- 20. Servitudes, R/W and dimensions (Existing and proposed - 15' minimum width) \_\_\_\_\_
- 21. Existing bridges and culverts \_\_\_\_\_
- 22. Contours compiled from quadrangle map or other sources \_\_\_\_\_
- 23. Method of sewage disposal \_\_\_\_\_
- 24. Indicate the subdivision drainage (open ditch, open ditch with design for subsurface, or subsurface) \_\_\_\_\_
- 25. Source of water supply \_\_\_\_\_
- 26. Proposed school and park sites \_\_\_\_\_
- 27. Vicinity map at one (1) inch to two thousand (2,000) feet or larger \_\_\_\_\_
- 28. The preliminary plat shall be drawn at a scale of one (1) inch equals two hundred (200) feet or larger \_\_\_\_\_
- 29. Date \_\_\_\_\_
- 30. North arrow \_\_\_\_\_
- 31. Scale in feet (graphic) \_\_\_\_\_
- 32. LEGEND: Number of acres, number of lots, names of utility companies, type of street improvements, districts (Sewer, water, gas, drainage, fire, recreation), etc. \_\_\_\_\_

- | <u>ITEM</u>  | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| 33. Plot and shade all flood zones (as reflected on FIRM | _____      | _____     | _____      |
| 34. Place for Parish President or Planning Director's    | _____      | _____     | _____      |

Maps).

approval (Signature and date)

- 35. Place for Review Engineer to recommend approval (Signature and date)
- 36. Form 20-Application for Approval of Preliminary Plat completed with copy of letters to utility companies attached (Submit 18<sup>th</sup> day of month prior to Planning Commission Meeting) \_\_\_\_\_
- 37. **Subdivision Sign (10 days prior to Planning Commission Meeting)** \_\_\_\_\_
- 38. **Correct Council District**

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FORM 20-B

**CHECKLIST FOR FINAL PLATS**  
**PARISH OF LIVINGSTON**

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

SUBDIVISION 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. All information required on the preliminary plat (Contours not required)	_____	_____	_____
2. Owner's signature certifying ownership of property and dedicating servitudes and rights of way	_____	_____	_____
3. All linear and angular dimensions in feet and decimals of a foot	_____	_____	_____
4. Curve data for all curvilinear streets and rounded corners	_____	_____	_____
5. Permanent markers and bench marks	_____	_____	_____
6. Lot numbers (consecutive)	_____	_____	_____
7. Date	_____	_____	_____
8. Surveyor's certification note, signature, seal	_____	_____	_____
9. Statement of water supply acceptable to Livingston Parish Health Unit	_____	_____	_____
10. Statement for method of sewage disposal, source of water supply and O/D/S's signature	_____	_____	_____
11. Reference to deed restrictions, if any	_____	_____	_____

<b><u>ITEM</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
12. Show note stating inundation elevation (plot, shade, and label all flood zones as determined by FIRM Maps) Statement if subdivision lies outside all flood zones	_____	_____	_____
<b>13. Place for Livingston Parish President or Planning Director's approval or "No Exception Taken"- (Signature and date)</b>	_____	_____	_____
14. Plot plotted to scale of 1" equals 100' on vellum or bond paper on 24" x 36" sheet for subdivisions with improvements	_____	_____	_____
15. Plot size can be 8-1/2" x 14" or multiples thereof for subdivisions <u>without</u> improvements	_____	_____	_____
16. Street right of way alignment (75' minimum)	_____	_____	_____
17. Signs (street name, speed limit - 25 MPH, stop, dead-end)	_____	_____	_____
18. <u>Independent Testing Laboratory "Report"</u>			
a. Copy of letter employing independent testing laboratory	_____	_____	_____
b. Soil test to determine percent of lime required in road base	_____	_____	_____
c. Soil test to determine percent of cement required for soil cement base	_____	_____	_____
d. Tested limestone base material	_____	_____	_____
e. Asphaltic concrete batch mixture	_____	_____	_____
f. Inspection of soil-cement installation	_____	_____	_____
g. Ample number of field density tests to confirm limestone, or soil cement is properly compacted and no less than ten (10) inches in depth	_____	_____	_____
h. Inspection of hot asphaltic concrete wearing surface or concrete roadway during installation	_____	_____	_____
i. Test sub-base and base prior to concrete street being poured	_____	_____	_____
j. Pull and test standard concrete cylinders for concrete strength	_____	_____	_____

**ITEM**

**YES**

**NO**

**N/A**

- k. Certify concrete street depth  
-Thickness measurement required every  
100 feet \_\_\_\_\_
  
- l. Any and all road failures shall be repaired  
and proof rolled afterwards with  
twelve (12) yard dump truck fully loaded. All work to  
be performed in presence of testing lab employee and  
lab to certify repairs to Parish Council \_\_\_\_\_

**NOTE:** Copies of “ALL” laboratory reports under item 18 (a thru l) to be furnished within five days of test results to the Livingston Parish President’s office; Review Engineer’s office; Project Engineer’s office; and to the contractor’s office.

- 19. Approval of construction plans received from following:
  - State Board of Health \_\_\_\_\_
  - Parish Health Unit \_\_\_\_\_
  - Sewer District No. 1 \_\_\_\_\_
  - Sewer District No. 2 \_\_\_\_\_
  - Ward 2 Water \_\_\_\_\_
  - Gravity Drainage District No. 1 \_\_\_\_\_
  - Gravity Drainage District No. 2 \_\_\_\_\_
  - Gravity Drainage District No. 5 \_\_\_\_\_
  - Livingston Parish President \_\_\_\_\_
  
- 20. Drainage impact study approved by Livingston  
Parish Council \_\_\_\_\_
  
- 21. Street/road
  - 60’ R/W - open ditch \_\_\_\_\_
  - 50’ R/W - curb and gutter/subsurface drainage \_\_\_\_\_
  
- 22. Cul-de-sac
  - R/W radius - \_\_\_\_\_
  
  - Center filled, sloped to drain, and seeded \_\_\_\_\_
  
- 23. Road/street ditch subsurface drainage culvert note \_\_\_\_\_
  
- 24. Copy of receipt for payment in full for all permit and  
inspection fees \_\_\_\_\_
  
- 25. Note: Detention basin privately owned and maintained \_\_\_\_\_
  
- 26. Copy of construction bond \_\_\_\_\_

<b><u>ITEM</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
27. Copy of maintenance bond	_____	_____	_____
28. Copy of bond amount estimate (Value reduced for incomplete utilities - water and sewerage).	_____	_____	_____
29. Name, address and telephone number of O/D/S	_____	_____	_____
30. Note signed by O/D/S that no one shall install subsurface drainage culverts, other than a twenty (20) foot long driveway culvert, (according to culvert permit, Form 20-C) in road/street ditches until after the eighteen (18) month maintenance bond has been released by the Parish Council on the street and drainage improvements	_____	_____	_____
31. Approval as evidenced by signature of Parish President or Planning Director (signature and date)	_____	_____	_____
32. Recommended for approval as evidenced by signature of Parish Review Engineer (signature and date)	_____	_____	_____
33. Provide proof that wetlands do not exist within the ROW & Servitudes	_____	_____	_____

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_