

**PUBLIC NOTICE** - Notice Is Hereby Given That the Tangipahoa Parish Council Will Meet in **Regular Session** on Monday, June 08, 2020 Immediately Following the Public Hearing Held At 5:30 PM At Tangipahoa Parish Government Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985) 748-3211

**PUBLIC HEARING** - Notice Is Hereby Given That a Public Hearing Will Be Held by The Tangipahoa Parish Council on Monday, June 08, 2020 at 5:30 PM At Tangipahoa Parish Government Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211, on the following: NONE

**Tangipahoa Parish Council  
Tangipahoa Parish Government Building  
206 East Mulberry Street, Amite, LA 70422  
Regular Meeting Immediately Following Public Hearing  
June 08, 2020**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE** *(All Veterans and active military, please render the proper salute)*

**ROLL CALL**

**CELL PHONES** - *Please Mute or Turn Off*

**ADOPTION OF MINUTES**- Regular meeting dated May 26, 2020

**PUBLIC INPUT** - *Anyone Wishing to Address Agenda Items Which Were Not on Public Hearing*

**PARISH PRESIDENT'S REPORT**

- [1.](#) Approval to Accept into the Parish Maintenance System- Village of Bocage Subdivision (Maison Lafitte Boulevard, Venette Court, Bornel Court)
- [2.](#) Approval of Change Order No. 2- Phase 21 Overlay Program FY 2020
- [3.](#) Approval to Dispose of Assets
4. Ratify Flood Victim Waiver of Permit Fees

**REGULAR BUSINESS**

- [5.](#) Introduction of T.P. Ordinance No. 20-13- An ordinance to grant a variance to ordinances 97-25- adoption of state sanitary code and 19-13- mobile home placement standards for Derwin James at 11423 James Road, in Amite, Louisiana 70422 in District No. 3
- [6.](#) Introduction of T.P. Ordinance No. 20-14- An ordinance placing no parking on shoulder signs on Spinks Lane in District No. 6 in Tangipahoa Parish in accordance with Chapter 22- Traffic and Motor Vehicles- Article IV, Section 22
- [7.](#) Introduction of T.P. Ordinance No. 20-15- An ordinance placing 20 MPH speed limit signs in Hoffman Court Subdivision in District No. 10 in Tangipahoa Parish in accordance with Chapter 20 streets, roads, sidewalks and drainage- Article I, in General- Section 20
- [8.](#) Introduction of T.P. Ordinance No. 20-16- An ordinance to abandon the dedication of 1722' feet of R & M Hunting Club Road beginning on the West end from LA 1063, Tangipahoa Parish, State of Louisiana
- [9.](#) Introduction of T.P. Ordinance No. 20-17- An ordinance placing 15 MPH speed limit signs on Pecan Grove Drive in District No. 2 in Tangipahoa Parish in accordance with Chapter 20 streets, roads, sidewalks and drainage- Article I, in General- Section 20
- [10.](#) Introduction of T.P. Ordinance No. 20-18- An ordinance adjusting the salary of the Clerk of the Tangipahoa Parish Council
- [11.](#) Introduction of T.P. Ordinance No. 20-19- An ordinance repealing Articles I and II of Chapter 17 and Chapter 20.5 of the Tangipahoa Parish Code of Ordinances and adopting the following regulations under Chapter 17- Planning and Development
- [12.](#) Approve proposals and name official journal for TPC for period beginning July 1, 2020 and ending June 30, 2021

**BEER, WINE, AND LIQUOR PERMITS**

- [13.](#) State Line Sports Bar & Grill  
76180 Harton Road  
Kentwood, LA 70444  
Class A/Class A/B

**LEGAL MATTERS**

**COUNCILMEN'S PRIVILEGES**

**ADJOURN**

Kristen Pecararo  
Clerk of Council

Daily Star  
Please Publish June 4, 2020

Posted @ T.P. Gordon A. Burgess Governmental Building June 4, 2020

In Accordance with the Americans with Disabilities Act, If You Need Special Assistance, please contact Kristen Pecararo at 985-748-2290 describing the Assistance that is necessary.



POST OFFICE BOX 215  
AMITE, LOUISIANA 70422

OFFICE (985) 748-3211  
FAX (985) 748-7576

**ROBBY MILLER**  
PARISH PRESIDENT

To: Parish Council

From: Wesley Danna

Re: Request for acceptance of Streets within  
"The Village at Bocage" Subdivision "District 2"

Council members,


Mason Lafitte Blvd., Venette Ct., and Bornel Ct. is located in The Village at Bocage Subdivision located on the north side of La.22 at the St. Tammany Parish line in district 2. The subdivision is separated by parish boundaries. Portions of the three aforementioned streets are located within Tangipahoa Parish.

A memorandum was written by the previous parish engineer on May 29, 2016 indicating that Mason Lafitte Blvd was recommended for acceptance into our parish maintenance system but was never placed on the agenda for council approval. Further research also shows that Venette Ct. as well as Bornel Ct. was not taken in as well.

An inspection was conducted on May 21, 2020 on these three streets and found to be in good condition.

Therefore it is recommended that Maison Lafitte Blvd., Venette Ct., and Bornel Ct. be accepted into the parish maintenance system.

Wesley Danna

  
Project Manager/Parish Inspector  
Tangipahoa Parish Government

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**COUNCIL**

**TRENT FORREST**  
DISTRICT 1  
**EMILE "JOEY" MAYEAUX**  
DISTRICT 6

**JOHN INGRAFFIA**  
DISTRICT 2  
**LIONELL WELLS**  
DISTRICT 7

**LOUIS "NICK" JOSEPH**  
DISTRICT 3  
**DAVID P. VIAL**  
DISTRICT 8

**CARLO S. BRUNO**  
DISTRICT 4  
**BRIGETTE HYDE**  
DISTRICT 9

**H. G. "BUDDY" RIDGEL**  
DISTRICT 5  
**KIM LANDRY COATES**  
DISTRICT 10

# MEMORANDUM

03/29/16

To: Tangipahoa Parish Council

From: Maurice Jordan, Parish Engineer

Subject: Maison Lafitte Blvd.

The above subject Boulevard serves as the entrance to the Villages of Bocage subdivision. Part of this subdivision lies in St. Tammany parish and because of this an extended warranty was issued to insure that maintenance of this street would be kept up until most of the heavy construction was completed. Construction has greatly diminished and the roadway is in good condition. Therefore it is recommended that Maison Lafitte boulevard be accepted into the parish road system.

Location: Located on the north side of La. 22 approximately 0.11 mile west of the St. Tammany parish line. Ends at the St. Tammany parish line.

Length: 0.46 mile

VALUE			
Right-of -way	Base	Surface	Total value
\$73,000	\$102,000	\$115,000	\$290,000

Subdivision	Name	ROW	Base	Surface	Total	To	From	Length(ft)	Length(mi)	Width(ft)
Villages at Bocage	Maison Lafitte Blvd.	\$73,000.00	\$102,000.00	\$115,000.00	\$290,000.00	LA 22	St. Tammany Line	2632.00	0.50	41
Villages at Bocage	Venette Ct.	\$2,430.00	\$3,645.00	\$4,050.00	\$10,125.00	Maison Lafitte Blvd.	End	225.00	0.04	20
Villages at Bocage	Bornel Ct.	\$6,318.00	\$9,477.00	\$10,530.00	\$26,325.00	Maison Lafitte Blvd.	End	585.00	0.11	20
				Total	\$326,450.00			3442	0.65	

**Tangipahoa Parish Overlay Program**

**Quantity Summary**

	Dist.	ROAD NAME	To	From	Length(ft)	Length(mi)	Width(ft)	SQ Yards	Additional Square yards for turnouts, cul de sacs, and/or turnarounds	Item No	Item No	Item No	Item No	Item No	Totals
										203 - 05	501-01	501-01 P	509- 01	732- 03	
										Shoulder Material	Asphaltic Concrete	Asphaltic Concrete Patching	Cold Planing Asphaltic Concrete 2"	Plastic Pavement Striping (Broken)	
										Lin. Ft.	Tons	Tons	"+ or • SQ Yard"	Miles	
Quantities	10	Barringer Rd.	Hwy 51	N. Seventh St.	3000.00	0.57	20	6666.67		6000.00	766.67	54.50	6666.67	0.57	
	10	N. Seventh St.	Barringer Rd.	LA 22	3072.00	0.58	20	6826.67		6144.00	785.07		6826.67	0.58	
Cost	10	Barringer Rd.	Hwy 51	N. Seventh St.	3000.00	0.57	20	6666.67		<b>\$60.00</b>	<b>\$66,700.00</b>	<b>\$8,174.40</b>	<b>\$9,333.33</b>	<b>\$684.00</b>	<b>\$84,951.73</b>
	10	N. Seventh St.	Barringer Rd.	LA 22	3072.00	0.58	20	6826.67		<b>\$61.44</b>	<b>\$68,300.80</b>		<b>\$9,557.33</b>	<b>\$696.00</b>	<b>\$78,615.57</b>
															<b>\$163,567.31</b>

Tangipahoa Parish Government  
 FY 2020  
 Disposal of Assets - June 8, 2020 Meeting

<b>Asset No.</b>	<b>Description</b>	<b>Department</b>	<b>Serial Number</b>	<b>Acquired</b>
21946	Food Warmer	201 PARISH JAIL	144235202	11/30/2011
21983	Food Warming	201 PARISH JAIL		11/12/2014
21984	Food Warmer	201 PARISH JAIL		11/12/2014
21997	Food Cart	201 PARISH JAIL	133903602	12/03/2013
21999	Food Carts	201 PARISH JAIL	133903641	12/03/2013
23514	Food Cart	201 PARISH JAIL	43998 S0217763	12/01/2009
23515	Food Cart (90 Tray)	201 PARISH JAIL	123289101	04/03/2012
23553	Food Hot Box	201 PARISH JAIL		04/07/2015
23700	12.9 Ipad Pro	200 ADMINISTRATION	DLZZQ0J0KC51	12/17/2018
20543	2007 Dodge Durango	202 ROAD AND BRIDGE	1D8HD38P77F549892	5/15/2007
22141	2010 Crew Cab Silverado	202 ROAD AND BRIDGE	3GCRCSE06AG151327	11/3/2010
20077	Sports Timer/Arena Clock	230 FLORIDA PARISHES ARENA		9/1/2004
23558	Packer - Ingersoll Rand	230 FLORIDA PARISHES ARENA	151448	4/28/2000

**13 ITEMS FOR DISPOSAL**

**T.P. Ordinance No. 20-13**

AN ORDINANCE TO GRANT A VARIANCE TO ORDINANCES 97-25-ADOPTION OF STATE SANITARY CODE AND 19-13- MOBILE HOME PLACEMENT STANDARDS FOR DERWIN JAMES AT 11423 JAMES ROAD, IN AMITE, LOUISIANA 70422 IN DISTRICT NO. 3

WHEREAS, has an existing structure on this .75 acre of property;

WHEREAS, ordinance 97-25 requires one acre for two residences and ordinance 19-13, section 17.7.2 (1)- *Standards for Mobile Home Placement, Lot Size* requires an individual parcel of record shall be a minimum of 1/2 acres for placement of a manufactured home;

WHEREAS, the James property is .25 short of requirement and will not be in violation of the State Sanitary Code;

THEREFORE BE IT ORDAINED by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to Derwin James to obtain approval to place a second residence on this property;

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
Tangipahoa Parish Council

INTRODUCED: June 8, 2020

PUBLISHED: June 18, 2020 The Daily Star- OFFICIAL JOURNAL

ADOPTED BY TPC: June 22, 200

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_

**T.P. Ordinance No. 20-14**

AN ORDINANCE PLACING NO PARKING ON SHOULDER SIGNS ON SPINKS LANE IN DISTRICT NO. 6 IN TANGIPAOA PARISH IN ACCORDANCE WITH CHAPTER 22, TRAFFIC AND MOTOR VEHICLES - ARTICLE IV, SECTION 22

**BE IT ORDAINED** by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) No Parking on Shoulder signs on Ken Drive in District No. 6

in Accordance with Chapter 22, Traffic and Motor Vehicles - Article IV, Section 22.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
Tangipahoa Parish Council

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APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM



**T.P. Ordinance No. 20-15**

AN ORDINANCE PLACING 20 MPH SPEED LIMIT SIGNS IN HOFFMAN COURT SUBDIVISION IN DISTRICT NO. 10 IN TANGIPAHOA PARISH IN ACCORDANCE WITH CHAPTER 20, STREETS, ROADS, SIDEWALKS AND DRAINAGE - ARTICLE I, IN GENERAL - SECTION 20-16

**BE IT ORDAINED** by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) 20 MPH Speed Limit signs in Hoffman Court Subdivision in District No. 10

in Accordance with Chapter 20, Streets, Roads, Sidewalks and Drainage - Article I, in General - Section 20-16.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by Mrs. Coates and seconded by \_\_\_\_\_, the foregoing resolution was hereby declared adopted on this the 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
Tangipahoa Parish Council

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APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM



POST OFFICE BOX 215  
AMITE, LOUISIANA 70422

OFFICE (985) 748-3211  
FAX (985) 748-7576

**ROBBY MILLER**  
PARISH PRESIDENT

Un-dedication of R&M Hunting Club Road

From: Wesley Danna

To: Tangipahoa Parish Council

Request for Un-dedication of R&M Hunting Club Road

This is a request by the property owner, Mr. John Henry Jacobsen to un-dedicate a portion of R&M Hunting Club Road located off La. 1063 in Tickfaw. The roadway is a gravel road with a clay base and averages 17 feet in width.

Mr. Jacobsen resides at 50516 R&M Hunting Club Rd. and is only resident living on said road. Recently Mr. Jacobsen purchased land adjoining his property that includes both north side and south side of R&M Hunting Club Rd. from La 1063 to his driveway. The total length of this roadway is 2776 feet beginning at La. 1063 east and ending at Richardson Road.

Based on security issues, Mr. Jacobsen is requesting that the parish un-dedicate 1722 feet which is the portion of roadway starting on the west end from La. 1063 and ending at the east end at his driveway. 1054 feet of the roadway starting at his driveway eastbound to Richardson Road will remain in the parish maintenance system. A copy of the plat map of Mr. Jacobsen's property along with a signed and notarized affidavit has been obtained by this office.

Wesley Danna

  
Project Manager/Parish Inspector  
Tangipahoa Parish Government

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COUNCIL

TRENT FORREST  
DISTRICT 1

JOHN INGRAFFIA  
DISTRICT 2

LOUIS "NICK" JOSEPH  
DISTRICT 3

CARLO S. BRUNO  
DISTRICT 4

H. G. "BUDDY" RIDGEL  
DISTRICT 5

EMILE "JOEY" MAYEAUX  
DISTRICT 6

LIONELL WELLS  
DISTRICT 7

DAVID P. VIAL  
DISTRICT 8

BRIGETTE HYDE  
DISTRICT 9

KIM LANDRY COATES  
DISTRICT 10



# AFFIDAVIT

## For Parish Road Dedication/Undedication

PARISH OF TANGIPAHOA

My current legal name is John Henry Jacobsen, and my current address of residence is

50516 Band M,  
Hunting Club Rd  
70443 Independence La

I hereby state that the information above is true, to the best of my knowledge. I also confirm that the information herein is both accurate and complete, and relevant information has not been omitted.

I hereby state that I request that (Road/Street/Avenue) Band M Hunting Club on which I reside and/or have ownership, be (Accepted \_\_\_ Undedicated X) (into \_\_\_/from X) the Tangipahoa Parish maintenance system. I understand that upon council approval and signed by the Parish President this request will become final and official and filed as public documents.

Signature of Individual

John Henry Jacobsen

Printed Name

John Henry Jacobsen

Date

5/6/2020



SUBSCRIBED AND SWORN TO  
BEFORE ME ON 5/6/2020 (date)

Notary Public Signature

Leslie N. Bankston

Date of Commission

Expiration

LSBA 35433

at death

**T. P. ORDINANCE NO. 20-17**

**AN ORDINANCE TO ABANDON THE DEDICATION OF 1722' FEET OF R & M HUNTING CLUB ROAD BEGINNING ON THE WEST END FROM LA 1063, TANGIPAHOA PARISH, STATE OF LOUISIANA**

**WHEREAS**, a request has been made to the Tangipahoa Parish Council requesting that the dedication of said property, not needed for public use, be hereby abandoned:

1722' WEST END OF R & M HUNTING ROAD AT LA 1063, TANGIPAHOA PARISH, STATE OF LOUISIANA

**WHEREAS**, the Tangipahoa Parish Council is of the opinion that the servitude and easement for said 1722' of R & M Hunting Road starting on the west end of LA 1063 is not needed for public purposes.

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, acting in accordance with LA R.S. 33:4718, the that the dedication of the 1722' of R & M Hunting Road starting on the west end of LA 1063, is hereby abandoned and will no longer be maintained by the Tangipahoa Parish Council-President Government.

**BE IT FURTHER ORDAINED** that all the property encompassing the 1722' of R & M Hunting Road starting on the west end of LA 1063 shall revert to said party owning said property.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
Tangipahoa Parish Council

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APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM

**T.P. Ordinance No. 20-17**

AN ORDINANCE PLACING 15 MPH SPEED LIMIT SIGNS ON PECAN GROVE DRIVE IN DISTRICT NO. 2 IN TANGIPAHOA PARISH IN ACCORDANCE WITH CHAPTER 20, STREETS, ROADS, SIDEWALKS AND DRAINAGE - ARTICLE I, IN GENERAL - SECTION 20-16

**BE IT ORDAINED** by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) 15 MPH Speed Limit signs on Pecan Grove Drive in District No. 2

in Accordance with Chapter 20, Streets, Roads, Sidewalks and Drainage - Article I, in General - Section 20-16.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by Mr. Ingraffia and seconded by \_\_\_\_\_, the foregoing resolution was hereby declared adopted on this the 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
Tangipahoa Parish Council

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Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM

**T. P. ORDINANCE NO. 20-18**

**AN ORDINANCE ADJUSTING THE SALARY OF THE CLERK OF THE TANGIPAOHA PARISH COUNCIL**

**BE IT ORDAINED** by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana that the salary of the Clerk of the Tangipahoa Parish Council is hereby increased by three percent (3%).

**BE IT FURTHER ORDAINED** that this Ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

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\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
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Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM

T. P. ORDINANCE NO. 20-19

AN ORDINANCE REPEALING ARTICLES I AND II OF CHAPTER 17 AND CHAPTER 20.5 REGULATIONS AND ADOPTING THE FOLLOWING REGULATIONS UNDER CHAPTER 17 PLANNING AND DEVELOPMENT

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana that the Tangipahoa Parish Code of Ordinance be hereby amended to abolish Articles I and II of Chapter 17 Planning and development and Chapter 20.5 Subdivision Regulations and adopting the following Codified Land Development Standards under Chapter 17 Planning and Development as follows:

**CHAPTER 17 – PLANNING AND DEVELOPMENT**

**Article I – General Provisions**

**Sec. 17-1.1 - Authority**

A. The authority for these development regulations is set out in Article 6, Section 5, Louisiana, Constitution and Sections 1-04 and 2-1 I, Home Rule Charter of the Parish of Tangipahoa. Additional authority may be provided by Section 33:101, et seq., Louisiana Revised Statutes. (Ord. No. 16-18)

**Sec. 17-1.2 - Purpose**

A. These regulations are aimed at guiding/visualizing development in accordance with the future needs of the parish in order to protect, promote and improve the public health, safety, morals, convenience, order, appearance, prosperity and general welfare. (Ord. No. 16-18)

B. The regulations hereby enacted are designed to exercise the full range of authority available to the parish under Louisiana law to:

- (1.) Promote the public health, safety and general welfare, while recognizing the rights of real property owners, by adopting a development ordinance.
- (2.) Lessen congestion in streets and to secure safety from natural disaster, fire, panic and other dangers.
- (3.) Facilitate the adequate provisions of streets, water, sewerage, drainage and other public requirements by establishing minimum standards.
- (4.) Carry out such other purposes in the public interest as may be specifically cited in these regulations. (Ord. No. 16-18)

**Sec. 17-1.3 - Intent**

A. These regulations are intended to provide a mechanism for implementing the following goals:

- (1.) Create appropriate functional street layout,
- (2.) Ensure structural integrity of the infrastructure,
- (3.) Protect natural resources,
- (4.) Ensure adequate stormwater management,
- (5.) Ensure adequate potable water service,
- (6.) Ensure adequate wastewater treatment,
- (7.) Protecting life and property by avoiding or lessening the hazards of flooding, storm water accumulation, runoff, or destabilization of soils, and
- (8.) Ensuring that those who occupy the areas of special flood hazard assume responsibility for their actions. (Ord. No. 16-18)

B. A sound interpretation of any standard cannot be assured without a careful analysis of the intent to which the regulation is directed. As such, it is the further intent of the Parish Council that the Administrator, Planning Commission and other persons shall interpret these regulations based on an understanding of the intended purpose through research of discussions and minutes of planning sessions regarding the adoption of these regulations. (Ord. No. 16-18)

**Sec. 17-1.4 - Appeal of a Public Official Decision**



A. Upon unfavorable ruling upon any development proposal by the Planning Commission, the developer/owner may appeal directly to the Tangipahoa Parish Council. As part of his/her appeal he/she must, however, present the written decisions of the Planning Commission. It will be brought before the Parish Council at a regular meeting and the decision of the Parish Council will be rendered in writing. (Ord. No. 01-20)

#### **Sec. 17-1.5 - Appeal Review Criteria**

A. No variance shall be granted unless the council finds that all of the following conditions exist:

- (1.) That owing to exceptional and extraordinary circumstances, literal enforcement of the provisions of these regulations will result in practical difficulties or unnecessary hardship;
- (2.) That the practical difficulties or unnecessary hardship were not created by the owner of the property or the applicant;
- (3.) That the practical difficulties or unnecessary hardship are not solely financial;
- (4.) That the variance will not substantially or permanently injure the adjacent property
- (5.) That the variance will not adversely affect the public health, safety, or welfare;
- (6.) That the applicant has adequately addressed any concerns raised by the Planning Commission and/or Administrator; and
- (7.) That the Parish Council has received a letter of opinion form the Planning Commission and/or Administrator. (Ord. No. 16-18)

#### **Sec. 17-1.6 - Variance**

A. A variance request shall be made for a waiver of any development standard to the parish council.

- (1.) The council shall have the authority to authorize variances from the terms of these regulations, subject to recommendations and review criteria established in Section 17-1.4.
- (2.) The variance shall be requested to the councilman of the district that the development will be located.
- (3.) Following notice and a public hearing, as required, the council shall approve, approve with conditions or deny the variance request based on the recommendation of the Planning Commission, administrator and the review criteria Section 17-4.1.
- (4.) The council may attach any conditions to the approval necessary to protect the health, safety, and welfare of Tangipahoa parish and minimize adverse impacts on adjacent properties.
- (5.) The Administrator will assist the Parish Council in drafting the verbiage for variance based on discussions with the developer, commission, council, or other entity that this variance may affect.
- (6.) The final decision from the Council will be upheld by the Planning Commission and/or Administrator. (Ord. No. 16-18)

B. The Commissioners of the Tangipahoa Parish Planning Commission are allowed to grant approval of a variance up to ten percent (10%) on road frontage requirements on an existing property with a livable dwelling prior to December of 1998. (Ord. No. 02-28)

C. The Tangipahoa Parish Council hereby grants authority to the Tangipahoa Parish Planning Commission to allow minor modifications to the minimum subdivision lot standards so as to reduce lot dimensions and area of no more than two (2) lots per subdivision. Each lot so modified shall be within ten percent (10%) of the standard minimum lot dimension and area. Small partition subdivisions and Mini-Partition subdivision are excluded from these considerations. (Ord. No. 07-53)

#### **Sec. 17-1.7 - Violations**

A. It shall be the duty of the Planning Commission and its representatives to enforce these regulations and to bring to the attention of the District Attorney and violations or lack of compliance herewith.

B. No owner or agent of the owner of any parcel of land located in a proposed subdivision shall transfer or sell any such parcel before a plat and plans of such subdivision has been

approved by the Planning Commission, in accordance with the provisions of these regulations, and filed with the Clerk of Court.

C. The subdivision of any lot or any parcel of land by the use of metes and bounds description for the purpose of sale transfer, or lease with the intent of evading these regulations shall not be permitted. All such described subdivisions shall be subject to all of the requirements contained in these regulations.

D. No building permit shall be issued for the construction of any building or structure located on a lot or plat subdivided or sold in violation of the provisions of these regulations. (Ord. No. 01-20)

E. Failure to post "Private Roadway" signage notice is grounds for the building official to refuse to issue any building permits in the Private or Gated Subdivision. (Ord No. 94-20)

#### **Sec. 17-1.8 - Enforcement, Fines, and Penalties**

A. Appropriate actions and proceedings may be taken by law or in equity to prevent any violation of these regulations, to prevent any unlawful construction, to recover damages, to restrain, correct, or abate violation, and to prevent illegal occupancy of a building structure or premises. These remedies shall be in addition to the fines and penalties described herein. (Ord. No. 01-20)

B. Any person, firm, or corporation who fails to comply with or violates any of these regulations shall be subject to a fine determined by the current fee schedule. Such a fine pursuant to the provisions of Section 33: 101-119 as amended of the Revised Statutes of the State of Louisiana. (Ord. No. 01-20)

#### **Sec. 17-1.9 – (Reserved)**

### **ARTICLE II – ADMINISTRATION**

#### **Sec. 17-2.1 - Code of Ethics (Reserved)**

#### **Sec. 17-2.2 - Parish Council (Reserved)**

#### **Sec. 17-2.3 - Planning Commission**

##### **A. Establishment**

(1.) A Planning Commission is established, which shall consist of nine members to be appointed by the Tangipahoa Parish Council. Members must be qualified voters of Tangipahoa Parish, but not employees or elected officials. Parish council shall consider appointing members from each geographic area of the Parish. All members serve without compensation. (Ord. No. 18-08, 3-26-18)

##### **B. Terms**

(1.) The members of the Planning Commission shall be appointed for terms of five years each. (Ord.16-02)

##### **C. Removal and Vacancy**

(1.) The appointment of any member who misses four meetings within any twelve month period may be terminated by the Tangipahoa Parish Council.

(2.) The Tangipahoa Parish Council may remove any member of the Planning Commission for inefficiency, neglect of duty, or malfeasance in office.

(3.) The Tangipahoa Parish Council may fill any vacancy for an unexpired term on the Planning Commission. (Ord.16-02)

##### **D. Chair and Secretary**

(1.) The Planning Commission shall elect its own chair who shall serve for one year. Tangipahoa Parish Government shall provide a secretary for the Planning Commission. (Ord.16-02)

(2.) The Secretary shall not be considered a voting member. It shall be the duty of the Secretary to keep a true and correct record of all proceedings of the Planning Commission. (Ord.16-02)

**E. Rules**

(1.) The Planning Commission shall adopt Robert's Rule of Order and other rules necessary to the conduct of its affairs and in keeping with the provisions of this chapter. (Ord.16-02)

**F. Meetings**

(1.) Meetings shall be held on the First Tuesday of each month and at the call of the chair. A simple majority of the total membership must be present to hold a meeting. (Ord. No. 09-65, 9-28-09) (Ord.16-02)(Ord. No. 20-02)

**G. Voting**

(1.) The concurring vote of a majority of members present at said meeting shall be required for any decision. (Ord.16-02)

**H. Training**

(1.) All appointed members of the Planning Commission shall receive training as required by Louisiana Revised Statute 103.1(Ord.16-02)

**I. Finances**

(1.) After approval from Parish Council, and if the Parish Government budget allows, the Planning Commission may contract with planning experts, engineers, architects, and other consultants for such services as it may require.

(2.) Members of the Commission, when duly authorized by the Commission, shall attend planning conferences or training as required by Louisiana Revised Statute 33:103.1 and shall be reimbursed for expenditures within the amounts appropriated and under the guidelines set for reimbursement by Tangipahoa Parish Government.

(3.) Members of the Commission shall be reimbursed for mileage incurred for attending meetings, training, and assessment of proposed project sites at a rate appropriated and under the guidelines set for reimbursement by Tangipahoa Parish Government. Reimbursements shall be made at the end of each quarter.

(4.) Members of the Commission shall be reimbursed for books and other material needed to perform the duties of Commissioner. Members shall provide proof of expenditure. (Ord. No. 16-02)

**J. Jurisdiction of Authority**

(1.) The planning area under the jurisdiction of the Commission shall be the unincorporated area of the parish. (Ord. No. 09-65, 9-28-09) (Ord.16-02)

**K. General Power and Duties**

(1.) The powers and duties of the Commission shall be as provided by Louisiana Revised Statute 33:106. (Ord.08-30 16-02)

(2.) The Commission shall approve or disapprove development in accordance with Chapter 17 Tangipahoa Parish Code of Ordinance, Planning and Development (Ord. No. 09-65, 9-28-09) (Ord.16-02)

(3.) In accordance with the provisions of Louisiana Revised Statutes 33:101, et seq. and Chapter 17 of the Tangipahoa Parish Code of Ordinances, wherein subdivision regulations were adopted by Ordinances 36 of 1938; 16 of 1999; and 02 of 2001, the Tangipahoa Parish Planning Commission shall approve or disapprove subdivisions and developments, and this shall act as a final acceptance of the said subdivision or development or rejection of the said subdivision or development. (Ord. No. 29 of 2003)

(4.) All amendments, additions, deletions, or changes in the Tangipahoa Parish Planning and Development regulations shall be adopted by ordinance of the Tangipahoa Parish Council. (Ord. No. 29 of 2003)

(5.) Preparation of Subdivision and Development Checklist

(a) That the Tangipahoa Parish Planning Commission shall prepare and approve a checklist for each type of subdivision and development. (Ord. No. 08 OF 2002)

(b) That the checklist approved by the Tangipahoa Parish Planning Commission shall be made a part of Chapter 17 – Planning and Development, Appendix A. (Ord. No. 08 OF 2002)

(c) That each engineer and/or surveyor preparing a plat for submission to the Tangipahoa Parish Planning Commission in connection with a subdivision or development approval shall prepare and submit, along with said plat, the checklist provided by the Tangipahoa Parish Planning Commission and therein indicate that each and every requirement of this said type of subdivision or development has been met and that the subdivision or development is now ready for approval. (Ord. No. 08 OF 2002)

#### **Sec. 17-2.4 - Technical Review Committee (Reserved)**

### **ARTICLE III – RULES AND RESPONSIBILITIES OF OFFICIALS**

**Sec. 17-3.1 - General Roles and Responsibilities of Officials (Reserved)**

**Sec. 17-3.2 - Building Official (Reserved)**

**Sec. 17-3.3 - Community Development Director (Reserved)**

**Sec. 17-3.4 - Director of Public Works**

**A. Inspection of Drainage in Subdivisions and Developments outside Drainage District.**

(1.) The Director of Public Works of the parish is required to inspect the drainage in developments not located within a drainage district, including private property drainage areas maintained by private property owners. (Ord. No. 3-87, 1-26-87)

**Sec. 17-3.5 Parish Road & Bridge Superintendent (Reserved)**

**Sec. 17-3.6 Parish Engineer (Reserved)**

**Sec. 17-3.7 Parish Floodplain Administrator (Reserved)**

**Sec. 17-3.8 State Sanitarian/Parish Manager (Reserved)**

### **ARTICLE IV – STANDARDS FOR SUBDIVISION OF PROPERTY**

**Sec. 17- 4.1 – General Design & Improvement Standards:**

**A. The Design and Improvement Standards** in this section shall apply to all new subdivision of land unless specifically noted in other sections of this Article.

(1.) All lots will be provided with an address from the Tangipahoa Parish “911” Office. (Ord. No. 01-20)

(2.) All lots will be identified with lot numbers until the time that a structure is constructed. (Ord. No. 01-20)

**B. Sewerage and Water Systems -**

(1.) A sewerage discharge approval letter shall be obtained for the creation of all proposed new lots.

**C. Setbacks –**

(1.) Side Setbacks shall be 10 feet for all lots not otherwise specified in these standards or identified on original plats for existing lots of record.

**D. Private Roads and Infrastructure**

(1.) Property divisions shall be allowed on private roads in Tangipahoa Parish. All new private roads to be created must have a minimum sixty (60) foot right-of-way. The new sixty (60) foot

right-of-way will include provisions for ditches along the roadside that will serve as a permanent servitude for utilities such as phone, cable, water, electricity, gas, sewer, etc. This new right of way shall be identified on the plat as separate from any lot to be created and may not be include in any lot's property description. The approved plat shall be recorded in the Office of the T. P. Clerk of Court. (Ord. No. 01-52)

(2.) Each lot's plat must state the private road will not be accepted into Parish Maintenance System unless brought up to current parish construction specifications. It shall be noted on each lot's plat that it shall be the responsibility to maintain said road of the property owner/owners residing along the private roadway. (Ord. No. 01-43)

(3.) Posting of Signs on Private Roads: Each and every subdivision developer shall post a sign at the beginning of each and every subdivision entrance notifying the public that the said street is not a public road or street but is a privately owned and maintained road or street. This notification shall be conspicuously displayed on a permanent sign that is at least two (2) foot wide by one (1) foot in height and is lettered in three (3) inches or larger letters: "Private Roadway" or any similar notice that adequately notifies the public that this is a private not a public road. The failure to post this notice is grounds for the building official to refuse to issue any building permits in the subdivision. The failure to post this notice shall also be a violation of the criminal law and subject the subdivision developer to the general criminal penalties of Section 1:13 of this code. (94-20)

## **Sec. 17-4.2 - Minor Subdivision Standards**

**A. General Standards for Minor Subdivisions** pertaining to the division and partition of property –

(1.) Minor Subdivisions are considered the following:

(a) Residential Minor Partitions known as Mini Partitions, Heir Partitions, and Small Partitions.

(b) Minor Commercial Partitions

(c) These types of divisions can be administratively approved and must be submitted on 11" X 17" sheets for review. These subdivisions shall follow the following requirements unless otherwise specified in this sub-section.

(2.) Frontage – Lots shall have a minimum frontage of one hundred twenty-five (125) feet on either a public road, existing private road as recorded with the parish's 911 office or new private road as approved for certain uses in these standards.

(3.) Total Square Footage –

(a) Residential Minor Partitions - Lots shall have a minimum total square footage of twenty-one thousand seven hundred eighty (21,780) square foot or one half (½) acre.

(b) Minor Commercial Partitions - Lots shall have a minimum total square footage of forty-three thousand five hundred sixty (43,560) square foot or one (1) acre.

(4.) Residential Minor Partitions: A sixty (60) foot ROW identified as a Private Road dedicated for road access, utilities and sewage leading to a Parish maintained road is allowed to be created if the original parcels to be divided is a minimum of three (3) acres or more. The newly created Private Road must be labeled by name on plat as approved by the parish's 911 Office.

(a) A minimum sixty (60) foot right-of-way for road access, drainage, utilities and sewage must be provided for any new Private Road.

(5.) Residential Minor Partition Setbacks: Side and rear setbacks shall be ten (10) foot from property line. Front setback shall be a minimum setback of twenty-five (25) foot from public right-of-way lines. In cases when the right of way lines cannot be determined, setback line will begin 18 inches behind the backslope of the drainage ditches.

(6.) Minor Commercial Partition Setbacks - shall follow all prescribed setbacks and buffer area requirements as set forth in Sec. 17-5.1 B in this chapter.

(7.) Residential Minor Partitions – Lots created from these partitions are for the intended purpose of single-family residential home developments. This statement must be on plats submitted for approval to be given.

(8.) Exceptions -

(a) Divisions for Utility Placement do not have specific size requirements.  
(b) Residential Minor Partition lots that obtain access at the dead-end of a road shall have no minimum frontage required.

(c) Residential Minor Partition with no more than two (2) lots being created, the frontage may be waived for one (1) lot if such lot is no greater than one-half acre in total size. This is recognized as a Flag Lot and must have no less than 15 feet of frontage access for the intended use as a private driveway.

(9.) Any provision not meeting the standards of this subsection may be required to seek Planning Commission approval.

**B. Mini Partitions-** (Ord No. 01-20; 02-48; 08-36)

(1.) Creates a minimum of two (2) but no more than four (4) new lots of record.

(2.) A property owner shall be allowed to create only one (1) mini partition of property, in which he/she retains an ownership, after such partition is created.

(3.) A sixty (60) foot Private Road dedicated for road access, utilities and sewage leading to a Parish maintained road is allowed to be created if the original parcels to be divided is a minimum of three (3) acres or more. The newly created Private Road must be labeled by name on plat as approved by the parish's 911 Office.

(a) A minimum sixty (60) foot right-of-way for road access, drainage, utilities and sewage must be provided for any new Private Road.

(4.) The following statements shall be added to the property deed and Plats of Mini Partitions, as applicable and recorded.

(a) Any newly created Private Road dedicated for a Mini Partition, that does not meet parish specifications for road construction, will not be accepted into the Parish Maintenance System.

**C. Heir Partitions-** (Ord No. 01-20; 02-48; 02-50; 05-35; 07-23)

(1.) A notarized affidavit shall be required for Heir Partitions, stating relationship of recipient to donor. (05-34)

(2.) A sixty (60) foot Private Road dedicated for road access, utilities and sewage leading to a Parish maintained road is allowed to be created if the original parcels to be divided is a minimum of three (3) acres or more. The newly created Private Road must be labeled by name on plat as approved by the parish's 911 Office.

(a) A minimum sixty (60) foot right-of-way for road access, drainage, utilities and sewage must be provided for any new Private Road.

(3.) The following statements shall be added to the property deed and Plats of Heir Partitions, as applicable and recorded

(a) Any newly created Private Road dedicated for an Heir Partition, that does not meet parish specifications for road construction, will not be accepted into the Parish Maintenance System.

(b) No parcel of this Heir Partition may be sold for two (2) years after the date of partition approval.

**D. Small Partitions-** (Ord No. 02-48; 08-10)

(1.) Creates a minimum of five (5) lots, but no more than eight (8) new lots of record.

(2.) Lots may be allowed on existing publicly maintained roadways or on existing private roadways recorded with the 911 office prior to the date of the adoption of this standard, provided each type meet the minimum infrastructure requirements and provide all the following:

(a) A wetlands jurisdictional determination, in writing from the Corps of Engineers, is obtained; and

(b) A comprehensive drainage plan is presented, detailing where sewer effluent will be received by a public, maintained waterway.

(c) Such small partitions may be approved by the Parish Engineer and a representative of the Office of Community Development, without having to be presented to the Planning Commission.

(d) All such small partitions must be filed with the Tangipahoa Parish Clerk of Court; before any permits will be issued. The appropriate checklist shall be completed and submitted with four (4) copies of plat, drawn on a sheet measuring 24" x 36".

(e) The same regulations apply to a private small partition except the lots may front on an existing private road with each lot consisting of four (4) acres or more. Lots fronting on a cul-de-sac must have no less than 60' of frontage. Roads in a private small partition may be paved or gravel surfaced. Prospective owners must be advised of public service restrictions as stated in the Gated and Private Communities Regulations. (Ord. No. 08-01)

**E. Minor Commercial Partitions –**

(1.) General Minor Commercial Partitions - The creation of two (2) lots, but not exceeding ten (10) lots fronting on an existing road for access with the intended purpose of Commercial Developments being constructed on these lots.

(a) Lots sizes meet the minimum 125 feet road frontage;

(b) Each lot must be a minimum of one (1) acre each;

(c) These subdivisions are considered Minor Subdivisions and may be approved administratively upon signature by the Parish Engineer, Community Development Director and Drainage District Admin, if applicable.

(d) All such partitions must be filed with the Tangipahoa Parish Clerk of Court; before any Commercial Development permits will be issued.

(e) A wetlands jurisdictional determination, in writing from the Corps of Engineers is obtained.

(f) Sewerage discharge verification is not required for the approval of these subdivisions. Details concerning where sewer effluent will be received by a public, maintained waterway will be required at time of Commercial Development Plan.

(g) Survey plat shall state that the lots are for the intended purpose of Commercial Development. No single-family residential houses or multifamily residential developments shall be allowed on parcels.

**Sec. 17-4.3 - Major Subdivision Standards (17.9.1.2) (18-61)**

**A. General Design Standards:** The Design Standards in this section shall apply to subdivisions, as defined in this section.

(1.) All proposed subdivisions as defined in this section shall meet the standards of its subsection and all other local, state, and federal agencies requirements. All such requirements found herein are to be labeled on plats as identified to receive approval from the Planning Commission.

(2.) Streets Standards

(a) The arrangement, character, extent, width, grade, and location of all streets will conform to the specifications of the Louisiana Department of Transportation and Development (LA DOTD). (Ord. No. 01-20)

(b) Street jogs with centerline offsets of less than one hundred and twenty-five foot will be avoided. See Appendix C. (Ord. No. 01-20)

(c) A tangent at least one-hundred foot long shall be used between reverse curves. See Appendix C (Ord. No. 01-20)

(d) Streets will be laid out so as to intersect at right angles. (Ord. No. 01-20)

(e) Property lines at intersections will be rounded with a radius of thirty foot or greater. (Ord. No. 01-20)

(f) All hard surfaced, dead-end streets will end with a Cul-de-sac or "T" turn around. Cul-de-sac shall have a minimum right-of-way diameter of one hundred and twenty foot and a minimum roadway surface diameter of one hundred foot. See Appendix C. (Ord. No. 01-20) (Ord. No. 08-38)

(g) Streets that have a left or right turn with a central angle of 80-100 degrees may incorporate a semi cul-de-sac. See Appendix C. Ord. No. 09-51)

(h) No street names will be used which will duplicate or be confused with the names of existing streets filed with the 911 Office. (Ord. No. 01-20)

- (i) All streets and road rights-of-way will be 60 foot or greater for open ditch subdivisions, 50 ft or greater for curb and gutter. (Ord. No. 01-20)
  - (j) Typical street detail will be followed with all streets. See Appendix C. (Ord. No. 01-20)
  - (k) All entrances to a subdivision shall be approved by the Planning Commission. (Ord. No. 01-20)
  - (l) Street name and safety enforcement signs shall be posted in the subdivision by the developer and shall conform to M.U.T.C.D. published by Fed. Hwy. Admin.). (Ord. No. 01-20)
  - (m) In the case of existing Parish maintained streets, the developer will dedicate right-of-way for this street. If the developer decides to upgrade the road, the Parish is only responsible for the maintenance of said road in the condition existing at the time of completion of the subdivision. Property owners may petition the Parish Council for upgrading and will pay for the upgrading on a front foot basis. (Ord. No. 01-20)
  - (n) The design engineer must certify that any improvement tests meet requirements of the LA Standard Specifications for Roads and Bridges and of the Planning Commission. (Ord. No. 01-20)
  - (o) Gravel Roads are allowed in subdivisions, however see Chapter 20 for restrictions on acceptance of Gravel Roads into the Parish maintenance system. (Ord. 18-42)
- (3.) Wetlands Area Location and Designation:
- (a) Plats shall depict the Wetlands as submitted to the Corps of Engineers on Preliminary Plat plans and as identified on an United States Army Corps of Engineers (USACE) Jurisdictional Determination letter and map on Final Plat plans submitted for approval.
  - (b) All FEMA designated **floodways** are to be plotted on the preliminary subdivision proposal map, and shall, to the maximum extent possible, remain protected and non-developed, unless a release and waiver is provided by the parish government with a no-rise certificate approved.
- (4.) All FEMA identified Flood Zones (X, A, AE, V, VE Zones) are to be labeled on all subdivision plats and indicate the source of this information.
- (5.) Phased Construction-
- (a) No additional phases of subdivisions may be started until infrastructure (drainage, roads, ditches, water & sewer) of phases approved by the Tangipahoa Parish Planning Commission are completed as determined by Parish Engineer and/or Drainage District Administrator. (Ord. No. 06-23)
  - (b) As Built Plans shall depict the Wetlands as determined by the Corps of Engineers. (Ord. No. 16-18)
- (6.) Sewerage and Water Systems - A community sewerage treatment plant and community water system shall be provided for any proposed subdivision containing more than eight (8) lots, unless:
- (a) Each lot created is one (1) acre or greater and;
  - (b) Has 125' of frontage.
    - i. If both above standards apply, then individual sewer systems may be installed.
- (7.) Minimum Lot size on a Cul-de-sac and Semi Cul-de-sac. - Lots fronting on a Semi Cul-de-sac shall not have less than 60' frontage. (Ord. No. 09-51; 18-82; 19-46) See layout Appendix C.
- B. Commercial Subdivisions** are identified as proposed partitions containing more than ten (10) lots or a proposed partition containing two (2) or more lots where new road access infrastructure is required to be constructed for the intended purpose of Commercial Developments.
- (1.) Lots sizes meet the minimum one hundred twenty-five (125) foot road frontage.
  - (2.) Each lot must be a minimum of one (1) acre each.
  - (3.) A wetlands jurisdictional determination in writing from the Corps of Engineers is obtained.
  - (4.) Survey plat shall state that the lots are for the intended purpose of Commercial Development. No single-family residential houses or multifamily residential developments shall be allowed on parcels.



(5.) A comprehensive drainage plan is required if new road construction is proposed for access.  
(6.) These subdivisions are considered Major Subdivisions and must be approved by the Parish Planning Commission.

(7.) All such partitions must be filed with the Tangipahoa Parish Clerk of Court; before any Commercial Development Plans can be reviewed and permits issued.

(8.) Sewerage discharge verification is required for the approval of these subdivisions. Details concerning where sewer effluent will be received by a public, maintained waterway will be required at time of Commercial Development Plan.

**C. Town Homes** - A townhouse is a residential structure consisting of family dwelling units constructed in a series or group including more than two (2) units with some common walls and shall be subject to the following requirements:

(1.) Minimum Lot Size – twenty four hundred (2400) square foot.

(2.) Minimum Lot Width – twenty four (24) foot

(3.) Setbacks from property lines: Front – twenty (20) foot, Rear – fifteen (15) foot, Sides – ten (10) foot.(Ord. No. 01-20)

(4.) Lot Arrangement:

(a) No more than four (4) townhouse units shall be grouped in one (1) structure.

(b) No portion of a townhouse/condo accessory structure in or related to one group of continuous townhouses or condo's shall be closer than twenty (20) foot to any portion of a townhouse/condo or accessory structure related to another group or to any building outside of the townhouse/condo area.

(5.) Front Yard:

(a) Each townhouse/condo shall have, on its own lot, a minimum of one hundred twenty (120) square foot of front yard and a minimum of three hundred sixty (360) square foot back yard. Such yard shall not be used for off-street parking or for any accessory building.

(6.) Side yard/ back yard:

(a) Ten (10) foot side setback per buildings and fifteen (15) foot rear setback.

(7.) Off-Street Parking:

(a) Two (2) parking spaces per unit shall be supplied with at least a minimum of one (1) car space behind setback line. (Ord. No. 01-20)

**D. Major Residential Subdivisions** - are identified as proposed partitions containing more than eight (8) lots for the development of single-family residential homes. These proposed subdivisions as defined in this sub-section shall meet the standards of Sec 17-4.3 A and the following standards:

(1.) Proposed minimum dwelling unit size shall be stated on plats for all lots of record.

(2.) Open Space Area Requirement:

(a) There shall be a minimum community open space requirement of fifteen percent (15%) of the subject property being subdivided.

(b) Any preserved wetlands, 100-year floodway or Special Flood Hazard Area (SFHA) may be counted towards meeting the 15% standard. The preliminary and final plat shall indicate those areas included in the minimum fifteen percent (15%) open space.

(3.) Lots Sizes and Dimensions within the Metropolitan Planning Areas (MPA) - The following set of development standards are for lots within the Parish's designated Metropolitan Planning Area (see map in Appendix B).

(a) eighty (80) foot road frontage

(b) one hundred twenty (120) foot in depth and;

(c) nine thousand six hundred (9,600) square foot minimum,

(d) ten (10)-foot-wide side setback for yards

(4.) Lots Sizes and Dimensions outside the Metropolitan Planning Areas (MPA) - The following set of development standards are for lots outside the Parish's designated Metropolitan Planning Area (see map in Appendix B).

(a) One hundred (100) foot road frontage

(b) One hundred twenty (120) foot in depth and;

(c) Twelve thousand (12,000) square foot minimum,

(d) Ten (10) foot-wide side setback for yards

(e) There will be no developable, building lots allowed in any designated wetlands or floodway outside of the MPA unless such development has received a variance from Council, Corps of Engineer's exemptions or jurisdictional compensation. These subdivisions shall provide for a minimum public open space requirement of fifteen percent (15%) of the total acreage for which wetlands can be included.

(f) Exceptions - Lots fronting onto approved cul-de-sacs, roundabouts, and/or a minimum of two lots facing onto a ninety (90)-degree road intersections within the new proposed subdivision, may have lots with frontage widths of less one hundred (100) feet. In such cases, lot widths may be sixty (60) foot wide at the building setback line but will still contain the minimum twelve thousand (12,000) square foot allowed in this subdivision. A minimum of eight (8)-foot side yard setback per side will be permitted on such approved lots. (Ord. No. 19-46)

**E. Major Residential Subdivisions Exceeding 20 acres or 50 Lots - Incentivization of Wetlands and Floodplain Preservation (18-82) (19-46)**

(1.) For subdivision developments exceeding 20 acres in size or exceeding 50 lots for all phases of development, the Parish hereby incentivizes the preservation of wetlands and official FEMA designated Special Flood Hazard Areas as natural open areas for increased stormwater retention, groundwater recharge areas, and outdoor recreational uses. All Corps of Engineers "jurisdictional wetlands" shall be identified on all subdivision plats, and are generally to be preserved as undeveloped open space, with no draining or filling of such, subject to the exceptions provided through Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act and those exceptions recognized by the Corps' Regional and Nationwide Permits and by the standards adopted herein by the Parish. The applicant or subdivision developer is also to indicate all FEMA identified Special Flood Hazard Areas (A, AE, V, VE zones) on the all subdivision plat and indicate the source of this information.

(a) Use of jurisdictionally defined and "permitted," compensated wetlands (subject to the Army Corps of Engineers and/or State DNR requirements) may be used for primarily road and utility crossings with proper road and cross drains provided and for other Parish-approved uses in an amount not to exceed fifteen percent (15%) of the designated wetlands acreage shown in the wetlands determination. If the maximum fifteen percent (15%) of wetlands acreage must be exceeded because of unavoidable adverse impacts or unusual property topography in which practicable avoidance and minimization has been analyzed, then the applicant or developer may bring this issue to the Parish's Subdivision Technical Review Committee for consideration of a waiver.

(b) If no wetlands are available on the subdivision site in order to incentivize the use of smaller lot sizes, then an officially-identified FEMA SFHA (A and AE zones only) can be used for similar trading in place of wetlands, as 2<sup>nd</sup> option. The use of wetlands for bonus density sites is the priority for the Parish.

(c) Wetlands and SFHA Areas Identification and Designation: Any property including identified wetlands being utilized as a trade for lot density incentives as stated above must be contiguous with the developed property and identified on any plat submitted for review by the Parish Planning Commission. Furthermore, the identified wetlands must be designated as undevelopable through one of the following methods:

- i. The identified wetlands are deed restricted in clear and unambiguous language on both the deed and the recorded plat as being undevelopable and the designated areas shall remain undisturbed in their natural state in perpetuity; or
- ii. The identified wetlands are donated to the Parish of Tangipahoa, State of Louisiana, or an agency thereof, for the purpose of creating a conservation area, or other deed restricted parcel ensuring the identified wetlands remain undisturbed and in their natural state.
- iii. Any act of donation or other act transferring the property to the Parish, state, or subdivision of either, which includes the identified wetlands

shall include provisions ensuring the identified wetlands remain undisturbed and in their natural state in perpetuity. (Ord. No. 19-46)

(2.) Lot Sizes for Density Bonus for wetland and floodplain preservation within MPA Areas (MPA) - Allows for use of minimum and mixed lot sizes or “clustered” developments in approved lot density bonus areas in which wetlands or SFHA have been preserved and traded for smaller lot sizes. The following set of development standards are allowed for each acre preserved in an acre for acre trade off.

- (a) seventy (70) foot wide road frontage,
- (b) one hundred twenty (120) foot in depth,
- (c) minimum eight thousand four hundred (8,400) square foot per lot
- (d) ten (10) foot side setbacks for yards,
- (e) For areas that are considered “density bonus sites”, the parish must verify an acre for acre trade for preserved wetlands for the density bonus site and it indicated on the official preliminary and final plat.
- (f) Exception: Lots fronting onto approved cul-de-sacs, roundabouts, and a minimum of two lots facing onto ninety (90)-degree road intersections within the new proposed subdivision may have lots with widths of less than seventy (70) foot. In such cases, lot widths may be sixty (60) foot wide at the building setback line but will still contain the minimum eight thousand four hundred (8,400) square foot allowed in this subdivision. A minimum of eight (8)-foot side yard setback per side will be permitted on such approved lots.

(3.) Lot Sizes for Density Bonus for wetland and floodplain preservation outside MPA Areas (MPA) - Allows for use of minimum and mixed lot sizes or “clustered” developments in approved lot density bonus areas in which wetlands or SFHA have been preserved and traded for smaller lot sizes. The following set of development standards are allowed for each acre preserved in an acre for acre trade off.

- (a) Eighty (80) foot wide road frontage,
- (b) one hundred twenty (120) foot in depth,
- (c) minimum nine thousand six hundred (9600) square foot per lot
- (d) ten (10) foot side setbacks for yards,
- (e) For areas that are considered “density bonus sites”, the parish must verify an acre for acre trade for preserved wetlands for the density bonus site and it indicated on the official preliminary and final plat.
- (f) Exception: Lots fronting onto approved cul-de-sacs, roundabouts, and a minimum of two lots facing onto ninety (90)-degree road intersections within the new proposed subdivision may have lots with widths of less than eighty (80) foot. In such cases, lot widths may be sixty (60) foot wide at the building setback line but will still contain the minimum nine thousand six hundred (9,600) square foot allowed in this subdivision. A minimum of eight (8)-foot side yard setback per side will be permitted on such approved lots.

**F. Private and/or Gated Communities** - All proposed subdivisions as defined in this subsection shall meet the standards of Sec 17-4.1 D; Sec 17-4.3 A; and Sec 17-4.3 D for dimensions as well as all of the following:

(1.) Each subdivision developer shall post a sign at the beginning of each and every subdivision entrance notifying the public that the said street is not a public road or street but is a privately owned and maintained road or street. This notification shall be conspicuously displayed on a permanent sign that is at least two (2) foot wide by one (1) foot in height and is lettered in three (3) inches or larger letters: “Private Roadway” or any similar notice that adequately notifies the public that this is a private not public road. (Ord. No. 94-20)

(2.) The Commission may approve private subdivisions with gated or guard house entrances or entrance signs notifying the public of the private nature of the subdivisions and their improvements. Said subdivisions must meet all of the requirements of Tangipahoa Parish Regulations, Chapter 17- Planning and Development’ except the streets may be paved, or gravel

surfaced. Improvements in a private subdivision shall remain private improvements rather than public improvements. (Ord. No. 08-02)

(3.) The responsibility for maintenance and upkeep of the improvements shall be vested in the developer and/or subdivision residents as spelled out in detail in the recorded subdivision restrictions and shall address the following issues:

- (a) school buses and emergency vehicle access;
- (b) garbage and trash collection and disposal;
- (c) public utilities access;
- (d) maintenance of streets, drainage, and other improvements; and
- (e) policing of parking restrictions.

(4.) These subdivision restrictions shall be approved and filed prior to acceptance of the final plat. (Ord. No. 08-02)

(5.) Subdivisions with streets which have been retained in private ownership subject to a servitude in favor of the public which must be shown on the recorded plat, may be excluded from those provisions of the Chapter 20 specifying surface materials, provided the following requirements are met:

(a) A program of continued maintenance of all streets shall be submitted to the Tangipahoa Parish Planning Commission. The submission shall include agreements, contracts, corporation documents, deed restrictions, sureties or other legal instruments to guarantee the construction and continued maintenance, with adequate funding provisions of such streets.

(b) Such program providing for continued maintenance shall become part of the deed restrictions.

(c) A written declaration in authentic form is placed of record in the conveyance records of Tangipahoa Parish and a certified copy filed with the Tangipahoa Parish Planning Commission stating that said street be maintained as set forth in the program submitted to the Tangipahoa Parish Planning Commission, the Tangipahoa Parish Council, or other governing body shall not be required to maintain or resurface said streets.

(d) Minimum surface material standards for such roads shall be as follows:

- i. 6" sand clay gravel, Class B; or
- ii. 2" road gravel applied on dirt surface or incorporated herein;
- iii. 3" clam or reef shell or a combination thereof;
- iv. 2" limestone
- v. Other materials to depths as provided and approved by La. State

Department of Transportation and Development's standard specifications for roads and bridges. (85-5B)

(e) All materials must meet or exceed minimum standards of State of Louisiana, Department of Transportation and Development, as they may be revised from time to time. (85-5B)

**G. Property Division Fronting on a Private Road** – (Existing private roadways as recorded with the 911 office, prior to the date of the adoption of this standard). A 35 foot wide easement dedicated for sewer leading to a public maintained waterway may be required to be identified on existing private road. These proposed subdivisions as defined in this sub-section shall meet the standards of Sec 17-4.1 D; Sec 17-4.3 A and the following standards:

(1.) A tract of land consisting of 4-10 acres and fronting on an existing private road may be subdivided into parcels of 80,000 square foot with 200' frontage on the private road.

(2.) A tract of land consisting of 10-20 acres and fronting on an existing private road may be subdivided into no more than 5 parcels of at least 4 acres with each parcel having a minimum of 200' frontage on the private road. A 35' easement dedicated for sewer leading to a public maintained waterway may be required.

(3.) A tract of land consisting of 20-35 acres and fronting on an existing private road may be subdivided into no more than 7 parcels of at least 5 acres with each parcel having a minimum of 250' frontage on the private road. A 35' wide easement dedicated for sewer leading to a public maintained waterway may be required.

(4.) A tract of land consisting of 35-60 acres and fronting on an existing private road may be subdivided into no more than 10 parcels of at least 6 acres with each parcel having a minimum of 300' frontage on the private road. A 35' wide easement dedicated for sewer leading to a public maintained waterway may be required.

(5.) A tract of land consisting of 60-up acres and fronting on an existing private road may be subdivided into no more than 10 parcels of at least 10 acres with each parcel having a minimum of 400' frontage on the private road. A 35' wide easement dedicated for sewer leading to a public maintained waterway may be required.

(6.) Survey must include a note saying, "After this property division, no further division is allowed until the private road is upgraded to Parish construction standards". (Ord. No. 07-66)

(7.) Roads in this type of partition may be paved or gravel surfaced. Prospective owners must be advised of public service restrictions as stated in Sec 17-4.1 D.

## **ARTICLE V – STANDARDS FOR DEVELOPMENT OF PROPERTY**

### **Sec. 17-5.1 – General Provisions**

#### **A. General Improvement Standards:**

(1.) Setbacks for Residential Lots -All undeveloped residential lots of record shall follow these setback requirement, unless otherwise specified in another section of these standards or as noted on recorded plat of existing approved subdivisions.

(a) Setbacks Front setback lines shall be a minimum 25' from the property line. (Ord. No. 01-20)

(b) A setback of 35' is required for any residential Subdivision fronting on a Parish or State Road. (Ord. No. 07-56)

(c) Side setback shall be 10' from side property lines. (Ord. No. 19-46)

(d) Corner lots will have 15' to permit appropriate building setback from and orientation to both streets. (Ord. No. 01-20)

(2.) Gravel Roads – As identified for Minor Residential Subdivisions as Private Roads must meet the following:

(a) Allowed in developments with eight (8) lots or less and;

(b) No more than 1,000 feet of roadway; (Ord 01-37)

(c) Restricted from being accepted into the Parish maintenance system, until constructed as per parish standards with hard surface. (Ord. 18-42)

(3.) Sewerage and Water Systems

(a) All new development of land shall meet the requirements of the parish or utility district and all state and federal regulations as applicable for each type of utility.

### **Sec. 17 - 5.2 – Special Classification Property Development Standards**

#### **A. Mobile/Manufactured Homes Placement Standards for placement on a single lot. (19-13)**

(1.) Lot size: An individual parcel of record shall be a minimum of one half (½) acre for placement of a manufactured home. (Ord. No. 19-13)

(2.) Density: No more than three (3) single-family dwelling units shall be placed on any one parcel of record. This includes any and all combinations of manufactured homes and any other single-family residential dwellings. More than three (3) homes on one parcel of record will constitute a Mobile Home Park and be required to meet all Mobile Home Park development standards. (Ord. No. 19-13)

(3.) Setbacks: Side and rear setbacks shall be ten (10) foot from property line. Front setback shall be a minimum setback of twenty-five (25) foot from public right-of-way lines. In cases when the right- of-way lines cannot be determined, setback line will begin 18 inches behind the backslope of the drainage ditches. (Ord. No. 19-13)

(4.) Spacing of manufactured homes: All new manufactured homes being placed must be a minimum of fifty (50) foot from another habitable structure. (Ord. No. 19-13)

(5.) Non-conforming lots of record: (Grandfather Clause) Parcels less than one half (½) acre with a current manufactured home on it are allowed to maintain residence and/or replace older

mobile homes with a new manufactured home if utilities are currently in place at the time of permit request or were in place within twelve (12) months of request. (Ord. No. 19-13)

(6.) Removal of older mobile home or manufactured homes: When replacing one home for another, the original home must be removed from the parcel within sixty (60) days of the new home being placed. If home is not removed within sixty (60) days, a power disconnection order will be issued and remain in effect until it is removed. (Ord. No. 19-13)

(7.) Mandatory Requirements: Manufactured Homes must have all of the following:

(a) Be placed on a permanent conventional foundation and set up in accordance with building code requirements as prescribed by HUD;

(b) Be comprised of at least twelve (12) foot wide by forty (40) foot long or two fully enclosed parallel sections each not less than twelve (12) foot wide by thirty six (36) foot long;

(c) Be located on parcel owned by applicant. Applicant must provide proof of parcel ownership for moving permit approval. (Ord. No. 19-13)

(8.) Other Consideration for Placement: In cases of declared emergencies, the required standards may be waived. (Ord. No. 19-13)

(9.) Heir Property must be opened in succession with property listed in the applicant's name for Mobile Home placement to be allowed (Ord. No. 18-61) (19-13)

**B. Camps** – Lot frontage for camps shall be a minimum of fifty (50) foot with a minimum square footage of lot being four thousand (4,000) square foot. Frontage shall be on a nature stream or manmade waterway with no roads to property. (Ord. No. 02-03)

**C. Hunting Club Camps Sites -**

(1.) A site on leased, private property where the sportsmen may park camper trailers to access a tract of land for the purpose of hunting or fishing on seasonal occasions.

(2.) Any sanitary or water facilities located on said property for the use of campers must meet state requirements.

(3.) No approvals by parish government offices are required for these developments.

**Sec. 17-5.3 – General Standards for Major Subdivisions and Commercial Property Developments -** this section shall apply to Major Subdivisions defined as per Sec. 17-4.3 and all proposed commercial developments, unless specifically noted in other sections of this chapter.

A. The developments identified herein require Planning Commission Approval and must provide the following documents identified below, unless otherwise specified in this chapter.

(1.) Wetlands Area Location and Designation - Plats shall depict the Wetlands as identified on a United State Army Corps of Engineers (USACE) Jurisdictional Determination letter and map for permits to be issued.

(2.) Streets, Roads, Sidewalks, and Culvert Drainage -

Transportation Study and/or Daily Traffic Analysis: Information and projections resulting from the full proposed subdivision development shall be provided by the property owner or developer for roadway/traffic planning purposes in order to determine connecting streets, the need for turning lanes, or right-of-way donations for future road enhancements. Increased use of roadways and traffic projections for developments will be uses for planning of the Parish's 5-year road plans. The Parish's 5-year road plans should include projected roadway turning lanes, safety needs, and widening needed, in addition to the traditional road overlay projections. (Ord. No. 19-46)

(a) The developer/engineer shall notify the Parish Engineer, Director of Public Works or Parish Road Superintendent when road tests are to be made so a parish representative can be present to observe the testing procedures. It is the developer/engineer's responsibility to send the a copy of the certified road tests to the Parish Engineer or the Director of Public Works and Drainage Administrator when the improvements are complete. (Ord. No. 01-20)

(3.) Phased Construction - For those developments identified on plats as having phases, the following standards apply:

(a) Only one phase of an approved development may be constructed at a time.

(b) No additional phases of subdivisions may be started until infrastructure (drainage, roads, ditches, water & sewer) of phases approved by the Tangipahoa Parish Planning Commission are

completed as determined by Parish Engineer and/or Drainage District Administrator. (Ord. No. 06-23)

(c) As Built Plans shall depict the Wetlands as determined by the Corps of Engineers. (Ord. No. 16-18)

(d) A maintenance guarantee shall be required on all infrastructure of all phases within an ongoing development that will be utilized for "Construction Access" per Chapter 20. (20-2.6d) (19-09)

(4.) Creations of a Homeowner's or Property-Owner's Association: New Residential Subdivision developments consisting of 50 or more lots and all Private and/or Gated Communities must create a legal, not-profit entity, and a working structure, for a Property-Owner's/Homeowner's Association (HOA) organization. This legal instrument will be filed with the Parish Planning Office and the Clerk of Court by the developer, at the same time infrastructure bonds are provided. Heir Partitions and Mini-Partitions are not required to create these entities, or for those developments in which the Parish has provided a variance to such requirement for the creation of an Association. (Ord. No. 19-46)

**Sec. 17-5.4 –Major Subdivision Developments and Special Use Residential Commercial Development Plan Submission Requirements** - must submit Preliminary Plats and Final Plats detailing all required standards in this sub-section for approval request from Planning Commission, unless otherwise specified in this chapter.

A. Major Subdivisions and Special Use Residential Commercial Developments Preliminary Plat Plans must include the following details, unless otherwise specified in this chapter:

(1.) Scale plans to two hundred (200) feet to the inch or larger. (Ord. No. 01-20)

(2.) The title under which the proposed subdivision/development is to be recorded. (Ord. No. 01-20)

(3.) The name and address of owner/developer(Ord. No. 01-20)

(4.) The name, address of the engineer preparing the plat. (Ord. No. 01-20) (Ord. No. 15-06)

(5.) The name, address of the surveyor who surveyed the tract. (Ord. No. 01-20) (Ord. No. 15-06)

(6.) Total number of acres. (Ord. No. 01-20)

(7.) Number, letter, or combination of to identify each lot or site. (Ord. No. 01-20)

(8.) A layout of the proposed sanitary sewerage system showing:

(a) community sewerage - location of sewers and pump stations, disposal or treatment facilities and tentative size and type. (Ord. No. 01-20)

(b) individual sewerage systems - location of the discharge line, discharging into an approved public servitude.) (Ord. No. 01-20)

(9.) For community water, a layout of proposed location of mains, wells, treatment facilities, tanks and tentative size and type. (Ord. No. 01-20)

(10.) A vicinity or location map of area showing proposed development site, highways, railroads, major creeks or rivers, nearest incorporated areas. Map will be at scale of 1" = 1 mile and will cover a minimum of 48 square miles. (Ord. No. 01-20)

(11.) Lot dimensions and total square footage. (Ord. No. 01-20)

(12.) Legal description including section, township and range; boundaries of property, boundaries of incorporated areas or other established districts, ditches, water courses and any other features or physical conditions upon the property. (Ord. No. 01-20)

(13.) Names and addresses of all adjacent owners, as their names appear on the Parish Assessment Records, subdivisions, and/or commercial property businesses. (Ord. No. 01-20)

(14.) Proposed location, names and widths of street right-of-ways, easements and servitude. (Ord. No. 01-20)

(15.) North arrow point, scale and date(Ord. No. 01-20)

(16.) Subdivisions shall dedicate 15% of the total acreage for Green Space that will be maintained by the developer or the Home Owners Association. (Ord. No. 01-20)

(17.) Subdivision plans shall state if new construction or existing structures to be placed in subdivision. (Ord. No. 04-17)

- (18.) Flood Zones, as per FIRM with Community, Panel and Date.
- (19.) Property Assessment number(s) as appears on Parish Assessment Records at time of proposed development.
- B. Major Subdivisions and Special Use Residential Commercial Developments Final Plat Plans - Final plans may consist of several sheets accompanied by an index sheet showing the entire subdivision. The plat for recordation must include the following items:
  - (1.) Scale plans to two hundred (200) feet to the inch or larger. (Ord. No. 01-20)
  - (2.) The title under which the proposed subdivision/development is to be recorded. (Ord. No. 01-20)
  - (3.) The name and address of owner/developer(Ord. No. 01-20)
  - (4.) The name, address and seal of the engineer preparing the plat. (Ord. No. 01-20) (Ord. No. 15-06)
  - (5.) The name, address and seal of the surveyor who surveyed the tract. (Ord. No. 01-20) (Ord. No. 15-06)
  - (6.) Total number of acres. (Ord. No. 01-20)
  - (7.) Number/letter to identify each lot or site. (Ord. No. 01-20)
  - (8.) Complete, final name of subdivision and all streets as approved by 911 office. (Ord. No. 01-20)
  - (9.) A vicinity or location map of area showing proposed development site, highways, railroads, major creeks or rivers, nearest incorporated areas. Map will be at scale of 1" = 1 mile and will cover a minimum of 48 square miles. (Ord. No. 01-20)
  - (10.) Lot dimensions and total square footage. (Ord. No. 01-20)
  - (11.) Legal description including section, township and range; boundaries of property, boundaries of incorporated areas or other established districts, ditches, water courses and any other features or physical conditions upon the property. (Ord. No. 01-20)
  - (12.) Names and addresses of all adjacent owners, as their names appear on the Parish Assessment Records, subdivisions, and/or commercial property businesses. (Ord. No. 01-20)
  - (13.) Proposed location, names and widths of street right-of-ways, easements and servitude. (Ord. No. 01-20)
  - (14.) North arrow point, scale and date(Ord. No. 01-20)
  - (15.) Subdivisions shall dedicate 15% of the total acreage for Green Space that will be maintained by the developer or the Home Owners Association. (Ord. No. 01-20)
  - (16.) Subdivision plans shall state if new construction or existing structures to be placed in subdivision. (Ord. No. 04-17)
  - (17.) Property Assessment number(s) as appears on Parish Assessment Records at time of proposed development.
  - (18.) Street names and address to be verified by the 911 office. (985-747-0911) (Ord. No. 01-20)
  - (19.) Flood Zones, as per FIRM with Community, Panel and Date.
  - (20.) Base Flood Elevations for each lot identified in a Special Flood Hazard Area.
  - (21.) A layout of typical section diagram of streets, entrance, and Cul-de-sac that includes right-of-way; location and type of drainage; width, depth and type of base; width, thickness and type of pavement (Streets must meet minimum standards per Chapter 20.) (Ord. No. 01-20)
  - (22.) Place for signature of the following:
    - (a) Planning Commission Chairman
    - (b) Parish Engineer
    - (c) Building Official
    - (d) Public Works Director
    - (e) Community Development Representative (Ord. No. 18-61)
    - (f) Subdivision Developer
    - (g) Parish President
    - (h) If applicable, Drainage District Administrator
    - (i) If applicable, Sewerage District No. 1 (Ord. No. 06-31)
    - (j) If applicable, Tangipahoa Water District of Tangipahoa Parish (Ord. No. 06-31)



(23.) Wetlands as identified by Army Corp of Engineers "Jurisdictional Determination" letter, if not mitigated.

(24.) A schedule of all cross-drain and driveway culverts – with culvert size and designed flowline elevation.

(a) Cross-drain and driveway culverts must be either asphalt coated corrugated metal or reinforced concrete culverts.

(b) All culverts must be eighteen inches (18") diameter or greater unless approved by the Parish Engineer or the Director of Public Works. (Ord. No. 07-12)

(25.) Drainage notes to be placed on final plat and drainage design plan sheet.

(a) No fences, sheds, movable or immovable appurtenances shall be placed in designated drainage servitudes. Relocation of said obstructions shall be the sole responsibility of the property owner and the property owner shall bear all costs associated with the relocation.

(b) All detention basins, ponds, shorelines and outfall structures shall be maintained by the Home Owner's Association (HOA). In the event no HOA exists, the aforementioned shall be privately maintained.

(c) If ditches are utilized as retention, include the following note: The development utilizes open ditches as retention. Covering, sub-surfacing, piping, or any form of ditch manipulation is strictly prohibited. Reconstruction of the open ditch shall be the sole responsibility of the property owner and the property owner shall bear all costs associated with the reconstruction.

(26.) Green Space calculations and any wetlands/floodplain trade off acreage calculations, with wetlands preservation referenced as required in prior sub-section of this chapter.

C. Additional required information for plans – The following information is required for Final Plan approval, but can be on supplemental pages:

(1.) If street lights are included, a layout showing location of proposed lighting. (Ord. No. 01-20)

(2.) Topography (Contour lines),

(3.) Existing and proposed sanitary and storm sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent thereto and shown taken to the nearest Parish maintained drainage lateral. The location and size of the nearest water main and sewer outlet are to be indicated in a general way upon the plan. (Ord. No. 01-20)

(4.) A layout of the proposed sanitary sewerage system showing:

(a) community sewerage - location of sewers and pump stations, disposal or treatment facilities and tentative size and type. (Ord. No. 01-20)

(b) individual sewerage systems - location of the discharge line, discharging into an approved public servitude.) (Ord. No. 01-20)

(5.) For community water, a layout of proposed location of mains, wells, treatment facilities, tanks and tentative size and type. (Ord. No. 01-20)

(6.) A layout of location of all other utilities.

D. Other required approvals needed for Final Plans of Major Subdivisions and Special Use Residential Commercial Developments –

(1.) Drainage Plan or Approval Letter from Drainage District

(2.) Fire District Administrator Approval Letter

(3.) 911 Office Approval letter for lot/site addresses

(4.) Wetland Jurisdictional Determination (JD) Letter or Wetlands Permit and Endangered Species Determination as per Drainage Standards

(5.) LDH-Health Letter

(6.) DEQ SWPPP

(7.) Traffic Study for Parish Roads and/or DOTD Approved Permit

**Sec. 17-5.5 –Special Use Residential Commercial Developments –**

**A. RV Parks / Recreational Camping Grounds Requirements (05-50 & 01-20)**

(1.) Maximum number of lots per acre will be (8) eight spaces. (Ord. No. 05-50)

(2.) Clear space for auto, trailer and/or tent. (Ord. No. 01-20)

(3.) Potable water supply at each campsite. (Ord. No. 01-20)

- (4.) Toilet and lavatory facilities in central areas, with minimum of one toilet and lavatory per 10 sites. (Ord. No. 01-20)
- (5.) Electrical services will be provided to each site and all areas must be adequately lighted at night. (Ord. No. 05-50)
- (6.) Adequate commercial dumpsters for solid waste disposal shall be provided by park owner and located no closer than 50' of public servitude. (Ord. No. 05-50 )
- (7.) A six foot (6') wood, privacy fence is required on each side and rear property line of park and shall be maintained. If fence is not erected, permits for said park will not be issued and if fence is not maintained, further permits for said park will not be issued. There shall be a fifty foot (50') front setback from right of way. (Ord. No. 05-50)

**B. Manufactured and Mobile Home Park Requirements**

- (1.) For the purpose of these Mobile Home Park standards the development shall be called "Park", and each manufactured or mobile home shall be called a "home" and area designated for a home shall be considered a lot.
- (2.) Fences and Buffers;
  - (a) A six-foot privacy fence of wood, metal or other compatible material approved by the Planning Commission shall be installed on all boundaries except the front
  - (b) The Planning Commission may waive the fence requirement for the following situations:
    - i. Any boundary that borders adjacent land owned by the developer at the time of construction.
    - ii. Any boundary that borders rivers, canals or other unique natural feature that will separate the park from adjacent parcels.
    - iii. A permanent buffer is maintained according to these regulations.
  - (c) Fence shall be maintained in structurally safe and attractive condition in order for permits to be issued.
  - (d) Fences shall be 6" from the property line for sides and rear and 50' from the front property line.(16-18)
  - (e) Additional Plat Requirements
    - i. A statement shall be added on the plat; "Lots created on this plat are for design layout and are not intended to become a legally recorded lots of record." (17.6.2.1 to 17-6.2.6) (16-18)
- (3.) Base Flood Elevation mark provided by a licensed Engineer or Registered Surveyor, if property is in a flood zone "A" or "AE".
- (4.) Electrical services will be provided to each site and all areas must be adequately lighted at night.
- (5.) Restrictions must be adopted and must require Manufacture Home owner to have approved manufactured skirting that will enclose the entire opening under the manufactured home.
- (6.) Minimum lot site will be sixty (60) foot by one hundred (100) foot. (Ord. No. 07-47)
- (7.) Maximum number of lots per acre will be seven (7) spaces.
- (8.) Shall have compacted Clay Material shaped to drain as a pad. (Ord. No. 07-47)
- (9.) There shall be a fifty (50') foot set back from right-of-way on the front of the park. No structures shall be built in the set back. Landscaping, park name signs, and mail receptacles will be permitted in set back space. If owner builds a fence across the front of the park, it must be behind the fifty (50) foot set back. (Ord. No. 01-33)
- (10.) Adequate commercial dumpsters for solid waste disposal shall be provided by park owner and located no closer than fifty (50) foot of public servitude. (Ord. No. 01-37)
- (11.) Manufactured Home Park shall be no less than three (3) acres and one tenth (1/10) of area shall be green space and/or playground area. (Ord. No. 06-86)
- (12.) Shall have hard surfaced roadways with thirty five foot (35') right-of-way with eighteen foot (18') riding surface inside park. (Ord. No. 06-86)
- (13.) Streets exceeding five hundred (500) foot in length must end in a cul-de-sac with a sixty (60) foot radius within a seventy (70) foot radius right-of-way or a 'T' turn-around- twenty (20) foot wide by eighty (80) foot long within a thirty (30) foot by ninety (90) foot right-of-way.
- (14.) Name of Mobile Home Park shall be constructed of block masonry or brick and be within twenty five foot (25') of entrance to park. (Ord. No. 06-86)

(15.) Security lighting shall be installed on every other utility company pole in park. (Ord. No. 06-86)

(16.) No electrical permits shall be issued until approval of Parish Engineer. (Ord. No. 06-86)

(17.) Exceptions for Manufactured Home Parks (17-7.6) (16-18) (01-33)(05-85)(07-25)

(a) No existing Manufactured Home Park may be expanded or extended beyond the capacity of the existing Sewage Treatment System. An existing Manufactured Home Park may be expanded or extended up to the capacity of the existing Sewage Treatment System using the same requirements as the existing Manufactured Home Park as long as no additional property is being purchased or added to the original parcel. (Ord. No. 07-25)

(b) Manufactured Home Parks and Recreational Camping Grounds are defined in Article XI and shall include that a Manufactured Home Park shall only be used for the placement of Manufactured Homes and shall not be used for the placement of recreational vehicles or travel/camping trailers. (Ord. No. 05-85)

(c) A six (6') foot wood, privacy fence is required on each side and rear property of park and shall be maintained. If maintenance is required and not done, permits for said park will not be issued.

### **C. Multi-Family**

(1.) Minor Apartment Standards

(a) The following Minor Apartment developments can be administratively approved without Planning Commission review.

(b) Amount Approvable will be no more than two (2) dwelling units on one (1) recorded parcel (lot) of record or a total of two (2) dwelling units on two (2) adjacent lots of record under same ownership, including partnerships in a LLC. Minimum lot size shall be one half (½) acre per non-moveable dwelling unit or two (2) dwelling units on one (1) acre. This allows one (1) duplex building or two (2) single family non-moveable structures or one structure with an accessory apartment on one lot of record (Ord. No. 11-56)

(c) Legal survey of property must be submitted showing where the structures will be placed. There can be no other Unit structures on this parcel, including Manufactured Homes. (Any other dwelling unit structures will be included in the total allowable count)

(d) Proof of Ownership Legal recorded proof will be required. (Mortgage/Cash Deed, Donation, etc.)

(e) Minimum frontage is 125' on an existing public maintained road.

(2.) Apartments Complexes and Condominiums

(a) Adequate mini-dumps for solid waste disposal. (Ord. No. 01-20)

(b) Approval from the State Fire Marshal's office if required. (Ord. No. 01-20)

(c) Fences and/or green spaces may be required by the Planning Commission. (Ord. No. 01-20)

(d) Maximum density of 12 units per acre. (Ord. No. 06-99)

(e) Regulations Controlling Apartment, Duplex and Condo Developments consisting of 12 or more units (Ord. No. 06-99)

i. Must have a 35' minimum wide right-of-way with a 16' minimum wide hard surfaced street. (Ord. No. 06-99)

ii. At least 10% of the total development acreage must be in green space or recreational area.

iii. Privacy fences, 6 foot in height, may be required if necessary, to separate incompatible land uses. (Ord. No. 06-99)

iv. Security lighting must be provided on every other utility pole or at equivalent spacing. (Ord. No. 06-99)

v. Streets exceeding 500' in length must end in a cul-de-sac with a 60' radius within a 70' radius right-of-way or a t-turnaround 20' wide X 80' in length within a 30' X 90' right-of-way. (Ord. No. 06-99)

(f) The same regulations that apply to apartments will be applied to condos for sale. (Ord. No. 07-08)

### **D. Residential Intermediate Care/Placement (RICP) Facilities Standards**

(a) These facilities provide services and supports in a 24-hour residential setting that may include but not be limited to the following: ongoing evaluation, planning, and coordination/integration of health and rehabilitative services and supports. The facility services are provided in a range of residential settings. These facilities are considered commercial if the development has a minimum of two structures on the property and requires supervising staff to be present 24 hours a day:

- i. Community group homes (3 to 15 people with designated sleeping quarters),
- ii. Small facilities (16 to 32 people with designated sleeping quarters),
- iii. Public or privately-operated large institutions (33 or more people with designated sleeping quarters).

(b) These facilities must follow all required commercial development regulations as defined herein and receive Parish Council approval to proceed to the permitting process.

(c) Exception – Existing private homes that operate as a community home with up to no more than six residents are not considered commercial.

### **Sec. 17-5.6 - General Commercial Property Development Standards.**

A. **General Commercial Property Developments** include but are not limited to all of the following: hotel, motel, rental property (non-residential businesses), religious, non-profit, public projects, institutional, and industrial developments (schools, hospitals, manufacturing plants, shopping centers, etc.) and shall be referred to herein as Commercial Developments. General Commercial Property Developments are required to meet the provisions of this section, unless otherwise specified in this chapter. This excludes Special Use Residential Commercial Developments as identified in Sec 17-5.4.

B. **Commercial Property Site Plans** must include the following details, unless otherwise specified in this chapter:

- (1.) A vicinity map.
- (2.) Total number of acres.
- (3.) North point, scale and date
- (4.) Must show ingress and egress for driveways
- (5.) A typical design section for roads and parking to include all asphalt or concrete pavement sections, culvert inverts, and grading
- (6.) Sewerage facilities, water facilities, fire hydrants, and any other utilities
- (7.) Wetlands designated areas as applicable
- (8.) Flood Zones, as per FIRM with Community, Panel and Date, Base Flood Elevation, if applicable
- (9.) Privacy fence or natural barrier as necessary to separate incompatible land uses, if required
- (10.) Legal description including section, township and range; boundaries of property, boundaries of incorporated areas or other established districts, ditches, water course and any other features or physical conditions of the property.
- (11.) Place for signature of the following:
  - (a) Community Development Director
  - (b) Parish Engineer
  - (c) Planning Commission Chairman, if applicable

C. **Other Local, State or Federal Commercial Property** required approvals needed –

- (1.) Drainage Plan or Approval Letter from Drainage District
- (2.) Wetland Jurisdictional Determination (JD) Letter or Wetlands Permit and Endangered Species Determination as per Drainage Standards
- (3.) LDH-Health Letter
- (4.) DEQ SWPPP

D. **Traffic Study for Parish Roads and/or DOTD Approved Permit** - A minimum of twenty-five-foot buffer area shall be established and maintained between conflicting uses caused by the location of a new commercial development being constructed or expanded adjacent to property being used for residential purposes unless approved by the parish planning commission. No

building or permanent structure shall be located within this buffer area. The buffer area may be used for parking, underground utilities, drainage, green area (landscaping and planting) and access.

#### **Sec. 17 - 5.7 – General Commercial Property Development Setbacks and Buffer Areas**

- A. A minimum of twenty-five-foot buffer area shall be established and maintained between conflicting uses caused by the location of a new commercial development being constructed or expanded adjacent to property being used for residential purposes unless approved by the Parish Planning Commission. No building or permanent structure shall be located within this buffer area. The buffer area may be used for parking, underground utilities, drainage, green area (landscaping and planting), and access. (Ord. No. 19-15)
- B. The buffer area shall be established and maintained by the owner of the property on which the new developments are established.
- C. The buffer area shall also have an eight-foot high solid fence or other approved barrier between residential areas and these developments. This fence shall be located within one (1) foot of the property line unless approved by the community development director.
- D. The twenty-five-foot buffer area and eight-foot fence or other approved barrier requirements shall be waived if all adjacent landowners to the required buffer area submit a notarized letter of no objection.
- E. Property frontage shall have a minimum setback of 50 foot from public right-of-way lines. In cases when the right-of-way lines cannot be determined setback line will begin 18 inches behind the backslope of the drainage ditches. (Ord 19-15)

#### **Sec. 17-5.8 – Other Improvement Standards for Commercial Property Developments**

- A. Any proposed development to be located on a corner lot where one side fronts onto a parish road and another side fronts onto a state highway, the entrance and exits must be located onto the state highway. A waiver for this requirement may be requested by the developer. To be considered for this waiver, the Office of Community Development must receive a written request from the developer. Once request is received, an approval signature of the district councilman where the proposed development is to be located must be obtained before a waiver may be granted.
- B. Any change in usage of commercial property shall be submitted to show proposed usage to the parish engineer/drainage district director, the parish building official and community development director for approval. Any of these parish representatives may require and enforce eight-foot high solid fencing for commercial developments.
- C. Additions or modifications to existing commercial developments may qualify for an exemption from the requirement for preparing a drainage and/or floodplain impact study, depending upon the projected flood hazards and approval by the parish engineer/drainage district director, the parish floodplain administrator and community development director. Additions or modifications may also have the required traffic impact study waived administratively upon approval of the parish engineer, the parish building official and community development. All waiver requests must have the signature approval of the district councilman where the development is located. (Ord No. 19-15)

#### **Sec. 17-5.9 - General Commercial Property Development Exemptions**

- A. Remodeling or renovation of existing developments for the interior of a structure and does not expand the footprint of the structure, nor change any impact on the layout of the development may have the above requirements (sections 17-5.5 to 17-5.7) reviewed administratively by the Parish Building Official only.
- B. Any new commercial developments that are relatively small in size may have the requirements of sections 17-5.5 to 17-5.7 reviewed administratively at the discretion of the parish engineer/drainage district director, parish building official and the community development director. For developments to be considered for administrative approval, the Office of Community Development must receive a written request from the developer and the signature of the district councilman where the proposed development is to be located.

- C. The drainage and/or floodplain impact study and/or traffic impact study may be waived by the planning department upon written request by developer and signature approval of the district councilman where the proposed development is located. However, these studies may still be required by the Planning Commission before approval is granted.
- D. Other Provisions for Commercial Property Development
- (1.) Any proposed development to be located on a corner lot where one side fronts onto a parish road and another side fronts onto a state highway, the entrance and exits must be located onto the state highway. A waiver for this requirement may be requested by the developer. To be considered for this waiver, the Office of Community Development must receive a written request from the developer. Once request is received, an approval signature of the district councilman where the proposed development is to be located must be obtained before a waiver may be granted.
  - (2.) Any change in usage of commercial property shall be submitted to show proposed usage to the parish engineer/drainage district director, the parish building official and community development director for approval. Any of these parish representatives may require and enforce eight-foot high solid fencing for commercial developments.
  - (3.) Additions or modifications to existing commercial developments may qualify for an exemption from the requirement for preparing a drainage and/or floodplain impact study, depending upon the projected flood hazards and approval by the parish engineer/drainage district director, the parish floodplain administrator and community development director.
  - (4.) Additions or modifications may also have the required traffic impact study waived administratively upon approval of the parish engineer. All waiver requests must have the signature approval of the district councilman where the development is located. (Ord No. 19-15)
  - (5.) The drainage and/or floodplain impact study and/or traffic impact study may be waived by the Office of Community Development upon written request by developer and signature approval of the district councilman where the proposed commercial development is located. However, these studies may still be required by the Planning Commission before approval is granted. (Rev 5.13.19 T.P. Ord 19-15)

**Sec. 17-5.10 - General Commercial Property Development Submittals.**

- A. Commercial Property Developments to be heard by the Planning Commission must receive approval of proposed plans by staff through a Technical Review of plans before being placed on the Planning Commission agenda. All requested plans and/or impact studies or any revisions required by the Technical Review must be received by the Office of Community Development - Planning Department office no less than fourteen (14) days prior to the planning commission meeting in order for the development to be placed on the planning commission agenda for consideration.
- B. All developments seeking Planning Commission approval are required to provide a proposed site plan detailed for construction as per Sec 17-5.5 B, along with all other documents listed therein at time of application for review.
- C. All applications placed on the agenda for consideration by the parish planning commission, must have a representative(s) for the development in attendance at the public hearing planning commission meeting.
- D. Upon receipt of the proposed site plan, and any required studies, the development may be placed on the planning commission agenda for a public hearing. After the planning commission has held a public hearing they will approve, approve with stipulations, defer or deny the proposed plans. Once proposed plans are approved, the plans may be submitted to the Community Development office for review and approval signatures as required.
- E. No work is to be started on development site, including dirt or foundation work, until approval is obtained.
- F. Once all requested infrastructure studies, construction plans along with a stormwater management plan and a detailed site plan are approved by the planning commission or

planning department can the site construction begin. Approval for site construction shall expire after twelve (12) months unless extended by the planning commission.

- G. Once commercial development plan approval has been obtained, a building plan review must be conducted, and fire marshal life safety letter must be provided to the parish building official. Certificate of occupancy may not be given unless all phases of on-site inspections of the structure has been made by representatives of the parish and approved by the parish building official.

**Sec. 17-5.11 - General Commercial Property Development Notifications.**

- A. At least fourteen (14) days prior to the planning commission meeting at which approval is being sought, the developer shall erect a four-foot by eight-foot black and white sign with a minimum of four-inch high letters located with no obstructions within twenty-five (25) feet of each public right-of-way on which the tract of the proposed development fronts.
- B. The bottom of the sign shall be at least four (4) feet from the ground. Twenty-five (25) percent of the sign may be dedicated for advertising purposes and graphics, provided such area is contiguous.
- C. The sign shall be erected at least fourteen (14) days prior to the planning commission meeting at which the development is to be considered. The sign shall be titled "A Commercial Development Is Proposed for This Site" and shall contain the following information:
  - (1) State Type of Commercial Property Development
  - (2) Developer/owner's name, address and phone number.
  - (3) Number of proposed commercial units.
  - (4) Number of acres in the development.
  - (5) Date, time, and location of Public Hearing by Planning Commission

**Sec. 17 - 5.12 (Reserved)**

**Article VI – ADDITIONAL AGENCIES REQUIREMENTS**

**Sec. 17-6.1 – General Infrastructure Reviews and Approvals** – The following local, state, and federal standards are required to be met and approval letters are to be provided to the Planning Commission. The owner/developer is responsible for providing the approval letters from the prospective agencies identified herein.

**A. Fire Marshal/Fire District Review**

**(1.) Review of Fire District Administrator**

- (a) Major subdivisions and major developments (apartments, mobile home parks) shall receive a review from the Parish Fire District Administrator before final approval, and all required fire department approvals for developments shall be managed by the Parish Fire District Administrator. (Ord. No. 19 -23)
- (b) Major apartment complexes shall submit plans to the Office of the State Fire Marshall and submit a Fire Marshall's stamped plan to the Planning Commission before final approval. (Ord. No. 19-23)

**(2.) Fire Hydrants**

- (a) Major Subdivisions with streets over 500' shall have fire hydrants, and are serviced with community water shall install Fire hydrants as follows:
- (b) There shall be a fire hydrant not more than 1,000 foot apart, as measured along the roadway. All fire hydrants shall be located within a right of way. Fire hydrants must not be more than 500 foot away from structures so fire hose can be laid. (Ord. No. 19-23)
- (c) Fire hydrants shall have at least 6" PRI 60 (Pressure rated) and be 3way hydrants with NST threads and gate valve with box. All fire hydrants shall conform to the provisions of the American Water Works Association Standards for Hydrants (A WW A C-502 or C-503).
  - i. Classification: Fire hydrants, when tested in accordance with the said A WW A standard, are classified as follows:

- a. Class A: Fire hydrants that on individual test usually have a flow capacity of 1000 GPM or greater.
- b. Class B: Fire hydrants that on individual test usually have a flow capacity of 500 to 1000 GPM.
- c. Class C: Fire hydrants that on individual test usually have a flow capacity of less than 500 GPM.
- ii. The barrel of a fire hydrant shall be painted chrome yellow and the top and nozzle caps of a fire hydrant as classified above are to be painted as follows:
  - a. Class A: Green
  - b. Class B: Orange
  - c. Class C: Red
  - d. To facilitate the location of a fire hydrant by emergency personnel, a blue colored, raised reflective marker shall be securely affixed on the roadway in proximity to the fire hydrant (17-5.8.2.1)(Ord. No. 19-23

**B. Stormwater (T.P. Ord. No. 19-06)**

**(1.) Development Drainage Requirements-**

- (a) The developer will plan all drainage for his project in accordance with the requirements of the appropriate Parish Drainage Authority. (For Drainage Districts see Appendix B) (Ord. No. 01-20)
- (b) The need for an impact study will be determined by the Drainage Board and/or the Parish Engineer in consultation with Planning Commission. (Ord. No. 01-20)
- (c) No individual, partnership or corporation will deepen, widen, fill, reroute, or in any manner change or alter the course or location of existing ditch, or drainage canal without first obtaining written permission from the appropriate Parish Drainage Authority. (Ord. No. 01-20)
- (d) Whenever any stream or improved surface drainage course is located in an area that is being subdivided, the sub divider will dedicate an adequate servitude along the stream as determined by the appropriate Parish Drainage Authority. (Ord. No. 01-20)
- (e) Adequate provision will be made for the disposal of stormwater subject to the approval of the appropriate Parish drainage authority. Necessary storm drainage will be located within the street right-of-way except where it is located in a servitude to facilitate outfall needs or for subdivision interconnection. (Ord. No. 01-20)
- (f) All subdivision restrictive covenants will include a restriction against any construction; fill matter or fences in the Parish right-of-way, without approval from the appropriate Parish Drainage Authority. (Ord. No. 01-20)
- (g) There will be no construction of any drainage facilities prior to the submittal and approval of plans by the appropriate Parish Drainage Authority. (Ord. No. 01-20)

**(2.) Gravity Drainage Districts standards are required to be met as per the prospective regulations as adopted – See Appendix B for map of Gravity Drainage**

**(3.) Procedure and minimum requirements for the non-districted areas of the parish.**

- (a) **AREAS OF POOR DRAINAGE.** Whenever a plat is submitted for an area that is subject to flooding or the development results in a drainage situation that adversely impacts the property of others, the developer shall demonstrate to the Parish Engineer how any potential adverse impact will be mitigated. In the case of an official designated Floodway, a plat proposing unauthorized types of development shall be rejected.
- (b) **DEDICATION OF DRAINAGE EASEMENTS.** When a subdivision is traversed by a watercourse, channel or stream, there shall be provided a drainage easement or right-of- way conforming substantially to the lines of said watercourse, channel or stream, and of a width sufficient (as determined by the Parish Engineer) to maintain said watercourse, channel, or stream.
- (c) **DESIGNATED DRAINAGE WAYS THRU WETLANDS.** In the event a proposed development utilizes existing wetlands as a drainage way, the developer may be required to permit and mitigate said wetlands for the entire wetlands length on the proposed development property and for a width of not less than twenty-five foot (25') and construct any improvements.



- (d) DESIGN REQUIREMENTS. Design and construction of all drainage shall be in accordance with specifications and standards of the State of Louisiana Department of Transportation and Development (DOTD) unless otherwise directed.
- i. All drainage shall be predicated on a one hundred (100) year storm frequency of twenty-four (24) hour duration.
  - ii. The minimum grade along the bottom of a drainage course shall ensure a design velocity of at least three (3) foot per second (fps).
  - iii. Rear lot line drainage ditch and servitudes should be avoided where practicable. In the event a rear lot line drainage ditch is required, it shall conform to the typical section as shown below. In the cases where there is a large drainage ditch, the servitude may need to be widened to accommodate future maintenance. The Parish Engineer reserves the right to widen the required servitude based on maintenance needs.
  - iv. Side slope of all surface drainage courses shall have at least a 3H:IV design.
- (e) PLAN REVIEW AND BOARD ACTION. Plans will be reviewed by the Parish Engineer and the developer or the developer's engineer shall be notified if there are any corrections needed on the Final Plans. The developer or the developer's engineer shall make corrections, if needed, and submit ten (10) sets of the plans to be reviewed by the Planning Commission's Board at time of Final Plan approval request. If the plans are approved, a letter granting approval of Final Plans shall be issued by the Planning Commission authorizing the developer to begin construction. No work toward the construction of the drainage infrastructure may begin until said letter has been issued. If the plans are rejected the developer has the option to revise the plans and re-submit.
- (f) COMPLETION OF CONSTRUCTION/MAINTENANCE PERIOD. Upon completion of construction, the developer will request an inspection of the drainage improvements by the Parish Engineer. This request will be by letter and be accompanied by a set of as-built drawings. The as-builts shall profile all drainage facilities at 100 ft. intervals. The developer shall rework any drainage facilities that do not meet Planning Commission standards.
- (g) PHOTO EVIDENCE OF SIGN PLACEMENT. Included with the submittal of the preliminary drainage plan and hydraulic study, the engineer/developer shall include a photo of the notification sign indicating the date, location and time of the Planning Commission Board meeting at which the development will be discussed. Omission of this required submittal shall result in the delayed placement of the proposed development on the Planning Commission Board's agenda.
- (4) Provisions for Flood Hazard Reduction shall be performed in accordance with Chapter 10.
- (5) BMP's and LID's Requirements:
- (a) Use of Best Management Practices (BMPs) and/or Low Impact Developments (LIDs) are required for use of sediment and erosion control and stormwater retention and mitigation, both during and after construction but not including development defined as Heir Partition, Mini-Partition and Small Partitions. The developer's use and description of at least 2 of the approved BMPs shall be included with their BMP Plan and included in approved construction plans within subdivision plan construction drawings, and on each building lot plan (where applicable) as provided by the Parish. Installation of these BMPs will be inspected by the Parish for proper maintenance during and after the project construction phase, unless the State inspects such activity as part of an approved SWPPP, which can be counted as one BMP used by the developer. This will include recommendations for use of BMPs from the Parish's Stormwater Mitigation Committee. Recommended BMPs to be utilized are both construction related and long-term BMPs, and include:
    - i. Increased use of approved pervious pavements in subdivision parking areas, common areas, and cul-de-sacs (not including paved public streets). Permeable pavement designs may include pervious concrete,

pervious asphalt, pervious interlocking concrete pavers, plastic reinforced grass pavement, and in some cases, stone or gravel parking that is approved by the Parish;

- ii. Bioswales to collect and filter stormwater;
- iii. Pier foundations for home/building within a designated floodplain;
- iv. Erosion and sediment run-off control and filtering before the water enters a stream or ditch (SWPPP BMP Plan). Provide SWPPP to Parish Permit office from State DEQ approval, if applicable;
- v. Use of temporary swales or retention basins during construction;
- vi. Rain gardens in common areas or along roadways;
- vii. Other BMPs or Low Impact Development designs approved by the Parish Planning and Permit Departments.

**C. Streets, Roads and Roadside Ditches** - new commercial property developments and subdivisions shall meet the standards in Chapter 20 of the Tangipahoa Parish Code of Ordinances.

(1.) A maintenance guarantee shall be required on all infrastructure of all phases within an ongoing development that will be utilized for "Construction Access" per Chapter 20. (20-2.6d) (19-09)

(2.) Gravel Roads See Chapter 20 for restrictions on acceptance of Gravel Roads into the Parish maintenance system. (Ord. 18-42)

**D. Water**

(1.) A community sewerage treatment plant and community water system shall be provided for any proposed subdivision containing more than eight (8) lots with areas less than two (2) acres. (Ord. NO. 07-23)

(a) Where the public water supply is already reasonably accessible, the sub divider will enter into an agreement with the Utilities Department or Water District of the respective city or Parish for the extension of the said public water system, including the installation of standard valves, fire hydrants, etc., so that public water service will be available for each lot within the subdivided area. (Ord. No. 01-20)

(b) Pending availability of a public water supply, the sub divider may construct a private water supply system in such a manner that an adequate supply of potable water will be available to every lot within the subdivision. The source of water supply and the distribution system will comply with the requirements of the Sanitary Code of the State of Louisiana for a public water system; however, there will be no obligation on the part of the Utilities Department to incorporate the said private system of water supply, or any part thereof: into any public system of water supply that may be built in the future. (Ord. No. 01-20)

**E. Solid Waste**

(1.) Manufactured home parks, apartment complexes and condominiums, recreational camping ground requirements shall meet the requirements for solid waste as established in chapter 18, section 18-107. (Ord. No. 07-103 & 07-104)

**F. Underground Utilities and Facilities**

(1.) All underground utilities and facilities shall meet the requirements as set forth in Chapter 20, Article V. Permit Regulations for installation of Underground Utilities and Facilities.

**G. Sewerage**

(1.) The Tangipahoa Parish Council-President Government does hereby adopt for implementation and enforcement Chapter 13 of the Louisiana Sanitary Code, as it may be amended, particularly but not limited to the provisions not requiring connections to community type sewer systems, as provided therein, with the following exceptions and more stringent requirements to wit: (Ord. No. 25 of 1997)

(2.) All new subdivision and commercial sewerage systems must meet the standards of the Sewerage District in which the project is located, comply with the requirements of Chapter 23-Utilities, Article II. Sewers, and give a letter of

compliance to the Tangipahoa Parish Planning Commission before final acceptance of new subdivision or commercial development.

**(3.) Design & Improvement Standards**

- (a) The installation of all sewer connections, subdivision sewer systems, sewage disposal systems and devices will be constructed under the supervision of and in compliance with the rules and regulations of the State Department of Health. (Ord. No. 01-20)
- (b) If the subdivision is so located that it can reasonably be served by the extension of an existing public sanitary sewer, the sub divider will enter into an agreement with the Utilities Department of the respective city or Parish for the extension of a said sewer so that sanitary sewer service will be available for each lot within the subdivided area. (Ord. No. 01-20)
- (c) Where no sewers are accessible the sub divider shall, after securing a written permit from the State Department of Health, install septic tanks or other mechanical means of sewerage disposal for the entire subdivision provided that the means of sewerage disposal be installed in accordance with the Sanitary Code of the State of Louisiana. (Ord. No. 01-20)
- (d) Small partitions with 8 lots or less can use individual septic systems. These lots must be a minimum of 22,500 square foot total with a minimum 125 foot of road frontage (Ord. No. 01-20)
- (e) Developments with each lot containing 2 acres or more and a minimum of 200' of road frontage can have individual septic systems. The frontage requirement may be waived for lots fronting a Cul-de-sac if the frontage is not less than 60 foot with the average width of 125'. (Ord. No. 01-20)
- (f) No utilities will be connected until sewage and waste disposal plans have been approved by the State department of Health- (Ord. No. 01-20)

**H. Wetlands Review (USACE)**

- (1.) A United State Army Corps of Engineers (USACE) Jurisdictional Determination letter and map designating any wetlands are required before an application for final approval is accepted for all Major Subdivisions and Special Use Residential Commercial Developments.
- (2.) Preliminary plats for all Major Subdivisions and Special Use Residential Commercial Developments shall depict the Wetlands as submitted to the Corps of Engineers, along with copies of all documents submitted to USACE.
- (3.) A Department of the Army permit under Section 404 of the Clean Water Act shall be required and submitted to the Administrator prior to deposition or redistribution of dredged or fill material into any areas designated as wetlands in the Jurisdiction Determination letter along with including permits if any acquired.

**I. Permits**

- (1.) General (Reserved)
- (2.) Construction Permits (Reserved)
- (3.) Driveways - All driveways and drainage culverts to be constructed in the public right of way shall be done in accordance with requirements of Chapter 20- Streets, Roads, Sidewalks and Drainage and shall obtain all the necessary permits.

**Sec. 17- 6.2 – (Reserved)**

**ARTICLE VII – APPROVAL PROCESS AND PROCEDURES**

**Sec. 17-7.1 - In General**

**Sec. 17- 7.2 - Procedural Process for Subdivision of Property**

**A. Subdivision of Land exempt from Review and Approval**

- (1.) Agricultural Land use without a Residence. A subdivision of agricultural land does not need approval from the Planning Commission or Office of Community Development. (Ord. No. 02-01)
- (2.) Special Use Subdivisions prior to October 9, 2001 -To allow certain Special Use Subdivisions, as defined in the Article XI to include Apartments, Condo, Manufactured

and Mobile Home Parks and Recreational Camping Grounds that have presented plans and have been granted a newer permit letter from the Department of Health and Hospitals before October 9, 2001, will not be required to have approval from the Planning Commission to increase the number of lots that were not developed at the initial time of approval from the DH. This approval does not include parks that are upgrading or installing a new sewage not previously approved. This also does not include any changes to the original plans. If the developer decides to make changes or upgrade / install sewage, he / she shall obtain approval from the Planning Commission and follow the Development Regulations in effect at the time. (Ord. No. 05-85)

**B. Optional Administrative Review Procedure**

(a) Conceptual Plan Review

(a) The Department of Community Development will provide an informal review of any proposed subdivision of property. The developer should call and make an appointment for a conceptual review. There is no required application for a conceptual review. There are no submittal requirements for a conceptual plan review. There is no written review summary provided by the Department of Community Development. The review will focus on the conceptual plan, requirements and procedures needed for formal submittal and approval.

**C. Administrative Review Approvals**

**(1.) Minor Subdivisions**

a. Minor Subdivisions that follow may be approved by the Community Development Office without submittal to the Planning Commission for review. The following are considered Minor Subdivisions. (Ord. No. 18-61)

- i. Mini-Partitions
- ii. Small Partitions
- iii. Heir Partitions
- iv. Minor Commercial Partitions

b. New Minor Subdivisions shall meet the Minor Subdivision Standards in Article IV for Mini Partitions, Small Partitions, Heir Partitions, and Minor Commercial Partitions.

c. Minor Subdivision Applications

- i. Submit the completed Minor Subdivision application with appropriate fees.
- ii. Submit the listed documents on the instructions for type of the Minor Subdivision requesting review.

**(2.) Amendments to Lots of Record**

a. The realignment of shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior lot boundary lines, or the redesignation of lot numbers, provided the application meets the flowing requirements:

- i. Does not involve the creation of any new public street or other public improvement except as otherwise provided in this Section;
- ii. Does not involve more than two acres of land or three lots of record;
- iii. Does not reduce a lot size below the minimum area or frontage requirements established by this code; and
- iv. Otherwise meets all the requirements of this chapter.[R1]

b. Modifications of Approved Subdivision - The Planning Department is authorized to approve minor modifications to an approved subdivision. All modifications not listed as minor below shall be considered by the body that approved the original subdivision. The following modifications shall be considered minor:

- i. Additional or change in the easements sizes that do not affect the general placement of buildings or general location of roadways;
- ii. Reduction in the number of lots;
- iii. Reduction of length of Streets: or
- iv. Modification of public utility service.[R2]

c. Any resubdivision of land that consolidates a number of lots into a smaller number of lots and does not involve any new development only requires Administrative Approval only. Any Amendment to a Lot of Record that involves changes only to

the metes and bounds, changes to easements or right-of-ways, either private or public, only requires Administrative Approval.

- d. All Amendments to Lots of Records shall complete an application and submit the required documents as stated in Appendix A.

**D. Planning Commission Approvals**

**(1.) General Design and Improvement Standards**

- (a) Minor modifications to the minimum subdivision lot standards so as to reduce lot dimensions and area of no more than two (2) lots per subdivision. Each lot so modified shall be within 10% of the standard minimum lot dimension and area. Small partition subdivision and mini partitions are excluded from these considerations. (Ord. No. 01-20)

**(2.) Planning Commission Approval is required for the following types of subdivisions of land and must follow the Procedures for Preliminary Approval, Final approval, and As-built of Infrastructure Approval.**

- (a) Major Subdivisions consist of creating nine (9) lots or more
- (b) Major Commercial Subdivisions,
- (c) Townhouses - recognizes as Major Subdivisions herein.
- (d) Amendments to Existing Major Subdivisions. These are recognized as existing developments and shall follow all standards as such.

**(3.) Preliminary Approval Request**

- (a) The above listed Subdivisions shall meet the standards in Article V.
- (b) Complete Application for Preliminary Approval and pay fees at time of notification to Planning Commission.
- (c) Submit Preliminary Plans meeting the requirements listed in Appendix A for Technical Review Committee Preliminary Approval at time of notification to Planning Commission

**(4.) Special Written Notification Requirements for Development of Land-**

- (a) The developer/owner or his agent shall give 30 day advance written notice by certified mail to all adjacent property owners of any new proposed development requiring a public hearing as per these regulations. The letter must include the date, time and place of the Planning Commission public hearing and a narrative description of the proposed development with contact information for developer/owner and planning department.
- (b) Proposed development containing more than fifty (50) multi-family dwellings units or mobile home parks containing more than fifty (50) living units or mobile homes, the following additional public notifications shall be required when the Parish Engineer or Community Development Director determines that cooperation between the Parish and any incorporated area within the Parish is necessary to address adequate infrastructure needs of the proposed development.
- (c) The developer/owner or his agent shall be required to give 30 day advance written notice by certified mail of the proposed development, including the date, time and place of the Planning Commission public hearing and a narrative description of the proposed development and provide contact information to:
  - i. The Mayor or Chief Executive Officer of any incorporated area of Tangipahoa Parish within one thousand foot (1,000') of the proposed subdivision providing that the incorporated area agrees to notify Parish Government of any such development that is within one thousand foot (1,000') inside the corporation limit;
  - ii. The Parish Council Representative whose council district includes such proposed subdivision;
  - iii. The Fire District Administrator, whose fire district or primary coverage area includes the proposed subdivisions;
  - iv. The School Board Superintendent and District Representative whose school district includes the proposed subdivision;

- v. Tangipahoa Parish Water District or other Community water provider unless the developer plans to install a private community water system;
  - vi. Tangipahoa Parish Sewer District;
- (d) Any comments resulting from this notification must be presented to the Parish Engineer and Community Development Director within 10 days of the Notifications;
- (e) Copies of Certified mail receipts shall be provided to the Planning Department for the record.
- (5.) New Subdivision Notification Signage Requirements
- (a) Developer shall place a four by eight foot (4' X 8') sign at site of proposed subdivision with the following information on sign:
  - (b) State Name and Type of Development
  - (c) Number of Lots
  - (d) Developer's Name & Phone Number
  - (e) Date of Drainage District Board Meeting, if applicable
  - (f) Date of Preliminary Hearing
  - (g) Sign must be posted sixty (60) days prior to preliminary hearing with date, & location.
  - (h) Sign information must be verified by the Planning Department prior to posting.
  - (i) Sign shall be posted behind public right-of-way at the site of proposed development at a visible location. Multiple signs may be required at corner sites. (Ord. No. 06-78)
- (6.) Upon Technical Review Committee approval submit the complete Preliminary Plan with any revisions required for approval for Planning Commission Review the Planning Department. The Planning Department shall schedule a Public Hearing and put the development on the next available Planning Commission agenda.
- (7.) Digital Copies shall be provided to the planning department seven (7) days prior to the Planning Commission Meeting.
- (8.) Ten (10) complete sets of subdivision plans shall be provided at the Planning Commission at the regular scheduled commission meeting. (Ord. No. 07-54)
- (9.) Development plans are to be presented at the meeting by the developer or developer's respective engineer, owner/developer must be present at this time. (Ord. No. 06-78)
- (10.) A total overall conceptual design layout is to be submitted for the entire proposed development that includes all phases for development. If subdivision is to be divided into phases, all potential phases must be shown. No construction activities may begin until Final Approval is received. (Ord. No. 19-55)
- (11.) Discussion of plans by the Commission will be noted in the minutes. (Ord. No. 06-78)
- (12.) Approval of a preliminary plan will not constitute or imply final approval. (Ord. No. 06-78)
- (13.) Preliminary Approval shall expire if Final Approval is not given by the Planning Commission within twelve (12) months of receiving Preliminary Approval. The entire development or specific phases may be brought forward for Final Approval. If individual phase approval is requested and given, then any remaining phases are required to be approved by Planning Commission before construction may begin.
- (14.) All documents required in a Final Approval Application as per regulations at time of submission must be provided to the Planning Commission for the development or phase(s) being requested for Final Approval. (Ord. No. 19-55)
- (15.) Final Approval Request
- (a) There shall be thirty (30) days between Preliminary Approval & Final Approval requests. (Ord. No. 04-02)
  - (b) Complete Final Approval Application and pay fees at time of submission
  - (c) Submit Final Plans meeting the requirements listed in Appendix A for Technical Review Committee Final Approval
  - (d) A Subdivision's Final Plans approved by the Technical Review Committee shall be placed on the Agenda for the next available Planning Commission Meeting.

- (e) Digital Copies the approved plans by TRC shall be provided to the planning department seven (7) days prior to the Planning Commission Meeting.
  - (f) Ten (10) complete sets of subdivision plans shall be provided at the Planning Commission at the regular scheduled commission meeting. (Ord. No. 07-54)
  - (g) Notify secretary at least 10 working days prior to meeting. (Wetlands Jurisdictional Letter, Department of Health Letter, (Ord. No. 01-20)
  - (h) Discussion of plans by the commission will be noted in the minutes. (Ord. No. 01-20)
  - (i) Final Approval may be requested for the entire development or submitted by phases. Once Approval is granted, construction of infrastructure may begin for what was submitted and approved.
  - (j) All phases are required to have been given Final Approval and have infrastructure completed within the 5 years of Final Approval of first phase.
  - (k) Any phases proposed on Preliminary Plat or subdivision infrastructure improvements not completed within five (5) years of receiving Final Approval must be resubmitted for new approval and shall meet all current infrastructure standards at the time of new request. (Ord. No. 19-55)
- (16.) Construction of Infrastructure**
- (a) Complete construction of all improvements (all utilities, streets, drainage as per final approval plans. If construction differs from plans, as-built set of plans must be submitted.
- (17.) As-Built Infrastructure Approval**
- (a) Obtain inspection and approval letter from Parish Engineer or Department of Public Works and Drainage District requesting the two-year maintenance period to begin.
  - (b) Provide laboratory testing results and cover letters (cover letter will summarize the testing results into a pass/fail/explanation format and be prepared and certified by the testing facility) to Parish Engineer and Department of Public Works.
  - (c) Prepare "AS-BUILT DOCUMENTS" in accordance with requirements in Appendix A (entitled "AS-BUILT DOCUMENTS – FOLLOWING FINAL APPROVAL AND CONSTRUCTION OF INFRASTRUCTURE").
  - (d) Secure Improvement (all utilities, streets, drainage) Maintenance Guarantee in the amount as determined by current fee schedule. \*All documents listed in "AS-BUILT DOCUMENTS" in Appendix A shall be provided to the Planning Department for Parish Engineer to review.
  - (e) After site inspections are made by Parish Engineer and all other required personnel then approval may be given. Once approval is given, the Developer will then have plans stamped and certified by an engineer and the Final Plat with all required signatures shall be recorded at the Parish Clerk of Court.
  - (f) Developer is required to provide Planning Department a copy of recording page, then lots can then be sold.
  - (g) The developer shall submit a copy of the recorded plat to the Permit Office to obtain the necessary building permits.
- E. As-built (07-73)**
- (1.)**An as-built drainage plan must be presented and approved before the maintenance/construction guarantee is released. (Ord. No. 07-73)
  - (2.)**Effective December 1, 2008 the Planning Department will require "As Built" plans BEFORE the Planning Department will do any of the following:
    - 1. Inspect and recommend placement on the 2-year waiting list
    - 2. Sign plats
    - 3. Issue permits
  - (3.)**The developer/engineer will bring the "As Built" plans to the Planning Department and schedule an inspection of infrastructure.
  - (4.)**The Planning Department will send the Parish Engineer and Drainage District Administrator (if applicable) out for inspection.
  - (5.)**If infrastructure is approved, the Public Works Department will notify developer of the security bond/Letter of Credit dollar amount required.

- (6.) Developer/Engineer will provide bond/letter of credit and seven original plats to Planning Department. Development will then be placed on the Parish Council agenda requesting the 2-year waiting period to begin.
- (7.) Once the Planning Department obtains signatures, we will be notified the developer/engineer.
- (8.) Signed copies can then be filed.
- (9.) Once filed copies are returned to the Planning Department, the Planning Department will release plats to begin permit process. (Ord. No. 01-20)
- (10.) As-Built Infrastructure Approval
  - (a) Obtain inspection and approval letter from Parish Engineer or Department of Public Works and Drainage District requesting the two-year maintenance period to begin.
  - (b) Provide laboratory testing results and cover letters (cover letter will summarize the testing results into a pass/fail/explanation format and be prepared and certified by the testing facility) to Parish Engineer and Department of Public Works.
  - (c) Prepare "AS-BUILT DOCUMENTS" in accordance with requirements in Appendix A (entitled "AS-BUILT DOCUMENTS – FOLLOWING FINAL APPROVAL AND CONSTRUCTION OF INFRASTRUCTURE").
  - (d) Secure Improvement (all utilities, streets, drainage) Maintenance Guarantee in the amount as determined by current fee schedule. \*All documents listed in "AS-BUILT DOCUMENTS" in Appendix A shall be provided to the Planning Department for Parish Engineer to review.
  - (e) After site inspections are made by Parish Engineer and all other required personnel then approval may be given. Once approval is given, the Developer will then have plans stamped and certified by an engineer and the Final Plat with all required signatures shall be recorded at the Parish Clerk of Court.
  - (f) Developer is required to provide Planning Department a copy of recording page, then lots can then be sold.
- (11.) The developer shall submit a copy of the recorded plat to the Permit Office to obtain the necessary building permits.

F. **Amendments[R4] to Existing Subdivision.**

- (1.) Amendments to be made in a previously approved subdivision, the owner, homeowners association, or new buyer must present the existing plat along with the amendments with requested revisions to the Planning Commission for approval. The following are types of Amendments requiring approval.
  - a. Change in Name to existing subdivision.
  - b. Creating any new infrastructure, including but not limited to roads, ditches, drainage and/or sewerage and water services.
  - c. Increase in the number of lots.
  - d. Any change in Dwelling Units minimum sizes to an previously approved subdivision by the Planning Commission.
- (2.) A public hearing will be held. A revised copy of the final plat and documents shall be submitted to the planning department prior to the public hearing. At the public hearing the Amendments shall be reviewed by the Planning Commission and voted on. Following Planning Commission approval the Amendment changes noted on the plat and other documents shall signed by the Planning Commission Chairman and Director of Community Development, then recorded with the Clerk of Court.

**Sec. 17- 7.3 - Procedural Process for Development of Property**

A. **Developments exempt from Review and Approval.**

- (1.) Community Group Homes - Private homes/residences that operate as a community home with up to no more than six residents are not considered commercial if there are no other structures on the property. A Community Group Home of seven (7) to fifteen (15) residences is considered a personal service commercial development and must follow the review process for Commercial Developments. (Rev 7.23.18 T.P. Ord 18-37) [R5]



(2.)Hunting Club Camp sites - A site on leased, private property where sportsmen may park camper trailers to access a tract of land for the purpose of hunting or fishing on seasonal occasions. (07-95)

- a) Any sanitary or water facility must meet state requirements.
- b) Parish Government approval will not be required. (07-95)

(3.)New Single Family Residence on an unimproved parcel. Any existing unimproved parcel of land is allowed to have one *new* single-family dwelling and does not require Planning Commission or Office of Community Development approval but shall obtain all necessary permits. [REDACTED] (Ord. No. 02-01)[R6]

(4.)Accessory Apartments to a single dwelling unit do not require Parish approval.

**B. Optional Administrative Review Procedure**

(1.)Conceptual Plan Review

- (a) The Department of Community Development will provide an informal review of any proposed subdivision of property. The developer should call and make an appointment for a conceptual review. There is no required application for a conceptual review. There are no submittal requirements for a conceptual plan review. There is no written review summary provided by the Department of Community Development. The review will focus on the conceptual plan, requirements and procedures needed for formal submittal and approval.

**C. Administrative Review and Approval**

(1.)Only administrative approval by the Office of Community Development is required for the following types of projects.

- (a) Minor Apartment approval from the Office of Community Development is required for the construction or expansion of no more than two residential [R7] dwelling unit, addition of an apartment or a duplex on one platted lot of record or on multiple adjacent lots of record under same ownership, including partnership in a LLC. Contact the appropriate Sewerage and Drainage District for any special requirements. (ORD. NO. 11-56)
- (b) Remodeling or renovation of existing commercial developments for the interior of a structure and does not expand the footprint of the structure, nor change any impact on the layout of the development may be reviewed administratively by the Office of Community Development. (Ord. No. 18-37)
- (c) Any new commercial developments that are relatively small in size may have an administrative review at the discretion of the Parish Engineer/drainage district director, Parish building official and the community development director. For developments to be considered for administrative approval, the Office of Community Development must receive a written request from the developer and the signature of the district councilman where the proposed development is to be located. (Ord. No. 18-26 & 18-37)
- (d) Any change in usage of commercial property shall be submitted to show proposed usage to the Parish Engineer/drainage district director, the Parish building official and community development director for approval. Any of these Parish representatives may require and enforce eight-foot high solid fencing for commercial developments. (Ord. No. 19-07)
- (e) Manufactured / Mobile Homes placed on a non-conforming lot of record may be approved by the Office of Community Development if said lot is within ten (10) percent of the standards stated herein.
- (f) Land Clearing (18-82)
  - i. Approval of a Land Clearing Permit from the Parish is required for parcels of twenty (20) acres or more. All applications shall include a Jurisdictional Determination (JD) performed by a qualified professional. Evidence of submittal of the JD to the U.S. Army Corps of Engineers (USACoE) shall also accompany the permit application. If the site does not contain wetlands, any further site development shall follow the applicable development regulations as set forth by the Parish. If the site does contain wetlands, those wetlands areas shall be field marked, and no clearing operations shall be performed in those wetlands areas. Any further site development shall not disturb the

identified wetlands areas until the site development plan is approved by the Parish. Prior to any construction activities on the site, USACoE concurrence of the JD shall be submitted to the Parish. Any wetlands modification shall meet the requirements set forth by the Parish and shall be properly permitted by the USACoE and Louisiana Department of Natural Resources (if applicable).

- ii. This pertains to all developments, but specifically excludes the following: Single residential structures (homes) with a construction permit, commercial forestry or timber operations with a logging permit, farming operations as defined by a La Dept of Ag, and normal maintenance or pruning. (Ord. No. 19-46[R8])

D. **General Commercial Property Development Improvements Approval** -will be referred to herein as "Commercial Developments".

(1.) Commercial Developments Applications

- (a) All Commercial Developments shall meet the standards for setbacks and buffers found in Article V, as per type of development.
- (b) All Commercial Improvements Developments shall meet the standards for its particular development type for Commercial Improvements found in Article V.
- (c) Complete the Commercial Development Application, pay the fee stated in Article VIII, and submit the required documents as specified in the application instructions found in Appendix A for Technical Review Committee Approval.

(2.) Technical Review Committee Approval

- (a) Commercial Developments to be heard by the Planning Commission must receive approval of proposed plans by staff through a Technical Review of plans before being placed on the Planning Commission agenda. All requested plans and/or impact studies or any revisions required by the Technical Review must be received by the Office of Community Development no less than fourteen (14) days, with the exception of special use developments, prior to the Planning Commission meeting in order for the development to be placed on the Planning Commission agenda for consideration. (19-15)
- (b) All developments are required to provide a proposed site plan to include a drainage plan and/or floodplain impact study, a traffic analysis (when applicable), and a site plan detailed for construction. (Ord. No. 19-15)
- (c) Any commercial development of a parcel of land which fronts a public road shall be assessed through the public road frontage of the parent tract. (Ord. No. 05-34)
- (d) If a proposed development is to be located on a corner lot where one side fronts onto a Parish road and another side fronts onto a state highway, the entrance and exits must be located onto the state highway. A waiver for this requirement may be requested by the developer. To be considered for this waiver, the Office of Community Development must receive a written request from the developer. Once request is received, an approval signature of the district councilman where the proposed development is to be located must be obtained before a waiver may be granted. (Ord. No. 19-07)
- (e) Once all requested impact studies, infrastructure construction plans along with a stormwater management plan and a final site plan are approved can the site construction begin. Approval for site construction shall expire after twelve (12) months unless extended by the Planning Commission. (Ord. No. 19-07)
- (f) Once site plan approval has been obtained, a building plan review must be conducted and fire marshal life safety letter must be provided to the Parish building official. Certificate of occupancy may not be given unless all phases of on-site inspections of the structure has been made by representatives of the Parish and approved by the Parish building official. (Ord. No. 19-07)
- (g) Additions or modifications to existing commercial developments may qualify for an exemption from the requirement for preparing a drainage and/or floodplain impact study, depending upon the projected flood hazards and approval by the Parish Engineer/drainage district director, the Parish floodplain administrator and community development director. Additions or modifications may also have the required traffic impact study waived administratively upon approval of the Parish Engineer, the Parish building official and community development director. All

waiver requests must have the signature approval of the district councilman where the development is located. (Ord. No. 19-07)

(Rev 5.13.19 AS PER New T.P. Ord # 19-15)

(h) Commercial development name and streets address must be verified with the 911 office (985-747-0911), before the posting of sign [R9]

(i) After Plans are approved by Technical Review Committee the developer shall give Public Notification of proposed development.

i. At least fourteen (14) days prior to the Planning Commission meeting at which approval is being sought, the developer shall erect a four-foot by eight-foot black and white sign with a minimum of four-inch high letters located with no obstructions within twenty-five (25) foot of each public right-of-way on which the tract of the proposed development fronts. The bottom of the sign shall be at least four (4) foot from the ground. Twenty-five (25) percent of the sign may be dedicated for advertising purposes and graphics, provided such area is contiguous. The sign shall be erected at least fourteen (14) days prior to the Planning Commission meeting at which the development is to be considered.

ii. The sign shall be titled "A Commercial Development Is Proposed for this Site" and shall contain the following information:

a. Name, address and phone number of developer.

b. Name of development or complex.

c. Number of proposed commercial units.

d. Number of acres in the development. (Rev 3.11.19 T.P. Ord 19-07)

(j) All Sign information must be verified by a representative of the Community Development Office prior to posting. [R10](985-340-9028)

(3.) Public Hearing and Planning Commission Meeting

(a) All applications placed on the agenda for consideration by the Parish Planning Commission, must have a representative(s) for the development in attendance at the public hearing Planning Commission meeting. (Ord. No. 19-15)

(b) Upon receipt of the proposed site plan, and any required studies, the development may be placed on the Planning Commission agenda for a public hearing. After the Planning Commission has held a public hearing they will approve, approve with stipulations, defer or deny the proposed plans. Once proposed plans are approved, the plans may be submitted to the Community Development office for review and approval signatures as required. No work is to be started on development site, including dirt or foundation work, until Planning Commission approval is obtained. (Ord. No. 19-15)

(4.) As-Built documents shall be submitted to the Parish Engineer for all infrastructure requiring Parish Maintenance installed in a Right of Way and/or easement.

#### **E. Special Use Residential Commercial Developments and Amendments to Existing Subdivisions or Developments**

(1.) Planning Commission Approval is required for these types of Developments and must follow the Procedures for Preliminary Approval, Final Approval, and As-built of Infrastructure, unless otherwise specified in this Chapter.

(a) Residential Intermediate Care Placement Facilities.:

(b) Manufactured Home Parks

(c) Apartment Complexes / Condominiums

(d) Recreational Camping Grounds

(2.) Developer shall give Public Notification of new proposed development sixty (60) days prior to public hearing by Planning Commission.

(3.) Amendments to Existing Subdivisions and Developments:

(a) Developer shall give Public Notification of Amendment to Existing Developments thirty (30) days prior to public hearing by Planning Commission.

(b) Proposed amendment to be made in a previously Subdivision or Development, the owner, or new buyer must present the existing plat along with the name to the Planning Commission for approval.

(c) A public hearing will be held and a revised copy of the final plat with proposed amendments are to be reviewed and approved by Planning Commission.

- (d) If approved, the following statement should be filed with the Clerk of Court: "This is an existing approved development that is filing for an amendment only". Approved by the Planning Commission on (DATE)." (Planning Commission Chairman Signature) (Ord. No. 01-20)
- (4.) Signage requirements must be posted with the following Notification Information:
- (a) Must be four by eight foot (4' X 8') in size;
  - (b) Sign shall be placed at site of proposed development;
  - (c) State Name and Type of Development
  - (d) Number of Units or Amendment Information
  - (e) Developer's Name & Phone Number
  - (f) Date and time of Public Hearing by Planning Commission
  - (g) Meeting location of public hearing.
- (5.) Sign to be verified by designee of Tangipahoa Parish Planning Department prior to posting.
- (6.) Sign shall be posted behind public right-of-way at the site of proposed development at a visible location. Multiple signs may be required at corner sites. (Ord. No. 06-78)
- (7.) Special Written Notification Requirements for Development of Land-
- (a) Proposed development containing more than fifty (50) multi-family dwellings units or mobile home parks containing more than fifty (50) living units or mobile homes, the following additional public notifications shall be required when the Parish Engineer or Community Development Director determines that cooperation between the Parish and any incorporated area within the Parish is necessary to address adequate infrastructure needs of the proposed development.
    - (b) The developer/owner or his agent shall be required to give 30 day advance written notice by certified mail of the proposed development, including the date, time and place of the Planning Commission public hearing and a narrative description of the proposed development and provide contact information to:
      - i. The Mayor or Chief Executive Officer of any incorporated area of Tangipahoa Parish within one thousand foot (1,000') of the proposed subdivision providing that the incorporated area agrees to notify Parish Government of any such development that is within one thousand foot (1,000') inside the corporation limit;
      - ii. The Parish Council Representative whose council district includes such proposed development;
      - iii. The Fire District Administrator, whose fire district or primary coverage area includes the proposed development;
      - iv. The School Board Superintendent and District Representative whose school district includes the proposed development;
      - v. Tangipahoa Parish Water District or other Community water provider unless the developer plans to install a private community water system;
      - vi. Tangipahoa Parish Sewer District;
    - (c) Any comments resulting from this notification must be presented to the Parish Engineer and Community Development Director within 10 days of the Notifications;
    - (d) Copies of Certified mail receipts shall be provided to the Planning Department for the record.
- (8.) Upon submitting the completed application with all required documents for Preliminary Plan for Planning Commission Review, the Planning Department shall add the development on the Planning Commission agenda in accordance with the required 60 days public notice.
- (9.) Developers must be present at Public Hearing if no attendance, no approval
- (10.) Preliminary Approval

- (a) Commercial Special Use Residential Developments shall follow the procedures in Sub-section 17-7.2 D (1) – (5).
- (b) Complete Commercial Special Use Residential Development Application for Preliminary Approval and pay fees at time of submission
  - i. Submit Preliminary Plans meeting the requirements listed in Appendix A for Technical Review Committee Preliminary Approval.
  - ii. Commercial development name and streets must be verified with the parish 911 office before the posting of sign.
- (d) After plans are approved by Technical Review Committee the developer shall give Special Public Notification of proposed development.
  - i. Development Notification Signage Requirements
    - a. Developer shall place a four by eight foot (4' X 8') sign at site of proposed subdivision with the following information on sign:
    - b. State Name and Type of Development
    - c. Number of Units
    - d. Developer's Name & Phone Number
    - e. Date of Drainage Board Meeting
    - f. Date of Preliminary Hearing
    - g. Sign must be posted sixty (60) days prior to preliminary hearing with date, & location.
    - h. Sign to be verified by designee of Tangipahoa Parish Planning Commission prior to posting.
    - i. Sign shall be posted behind public right-of-way at the site of proposed development at a visible location. Multiple signs may be required at corner sites. (Ord. No. 06-78)
- (e) Upon submitting the complete Preliminary Plan for Planning Commission Review the Planning Department shall schedule a Public Hearing and put development on the Planning Commission agenda.
  - (f) Public Hearing
    - i. Developers must be present at Public Hearing if no attendance, no approval
- (11.) Final Approval
  - (a) There shall be thirty (30) days between Preliminary Approval & application for Final Approval. (Ord. No. 04-02)
  - (b) Complete Application and pay fees at time of submission.
  - (c) Submit Final Plans meeting the requirements listed in Appendix A for Technical Review Committee Final Approval
- F. Commercial Developments
  - (1) Commercial [R11] Developments to be heard by the Planning Commission must receive approval of proposed plans by staff through a Technical Review of plans before being placed on the Planning Commission agenda.
  - (2) All requested plans and/or impact studies or any revisions required by the Technical Review must be received by the Office of Community Development no less than fourteen (14) days prior to the Planning Commission meeting in order for the development to be placed on the Planning Commission agenda for consideration.
- G. Construction of Infrastructure - Complete construction of all improvements (all utilities, streets, drainage as per final approval plans. If construction differs from plans, as-built set of plans must be submitted.
- H. As-Built Infrastructure Approval
  - (1) All proposed new subdivisions [R12] must follow this procedure before any permit is issued or lots sold. (Ord. No. 07-
  - (2) As-Built Infrastructure Application for Approval
  - (3) Obtain inspection and approval letter from Parish Engineer or Department of public works and Drainage District requesting the two-year maintenance period to begin.
  - (4) Provide laboratory testing results and cover letters (cover letter will summarize the testing results into a pass/fail/explanation format and be prepared and certified by the testing facility) to Planning Commission secretary.

- (5) Prepare "AS-BUILT DOCUMENTS" in accordance with requirements in Appendix A (entitled "AS-BUILT DOCUMENTS – FOLLOWING FINAL APPROVAL AND CONSTRUCTION OF INFRASTRUCTURE") .
- (6) Secure Improvement (all utilities, streets, drainage) Maintenance Guarantee in the amount as determined by current fee schedule. \*All documents listed in “AS-BUILT DOCUMENTS” in Appendix A shall be provided to the Planning Commission Secretary for Technical Review Committee approval
- (7) After Approval of As-Built Documents by required personnel then the Final Plats with signatures as approved by the Planning Commission can be recorded at the Parish Clerk of Court.[R13]

**Sec. 17- 7.4 - Acceptance of Facilities (Infrastructure) by Governing Bodies**

A. Acceptance of Improvements

- (1) The Tangipahoa Parish Council will not accept improvements until they have been completed in accordance with approved plans. An improvement maintenance guarantee based on current fee schedule for the total amount of road footage made payable to Tangipahoa Parish Government will be required at the time of completion of construction. At that time, the developer will request an inspection of the improvements by the Parish Engineer or Director of Public Works. If the roads meet the requirements of Chapter 20 of the Tangipahoa Parish Code of Ordinances, the road will place on a two (2) year maintenance period. The road must have been in use for at least 2 years. After 23 months the developer shall notify the Parish Engineer or Public Works Director and Drainage Administrator to make another-inspection· and recommend in writing to the Parish Council to accept the improvements into the Parish Road Maintenance Program. If the improvements need repair, the developer shall make the necessary repair himself or if the developer fails to do so the Parish Council may use the guarantee money to bring the improvements to required standards. Any guarantee money that remains after the improvements are made will be returned to the developer. If no improvements are needed on the road the entire guarantee money will be returned to the developer. (Ord. No. 01-20) (Ord. No. 08-20)
- (2) The Tangipahoa Parish Council will not accept canals, rights-of-ways, ditches or other facilities until they have been completed according to the approved plans and specifications. Upon acceptance of any dedication, the Parish of Tangipahoa or its sub agencies will undertake the maintenance of such facilities so dedicated. (Ord. No. 01-20)
- (3) In order for the developer and/or owners to sell lots prior to the subdivision completion, an improvement completion guarantee shall be post in the amount of the contracted cost to build the road. This guarantee must endure the full term of construction. (Ord. No. 01-20)
- (4) After the improvements are complete or a completion bond is placed the developer may file a copy of the plans with the Clerk of Court. (Ord. No.01-20)

B. Acceptance of New Streets/Roads into Parish Maintenance System

- (1.) Acceptance of new streets into Parish road system must meet all the requirements and standards and have a waiting period in accordance is Chapter 20.

C. Acceptance of Existing Sewerage System

- (1.) Acceptance of a Sewerage system into the Tangipahoa Parish Sewerage District No. 1 shall meet all the current requirement set forth by Sewerage District No. 1 including the warranty period.

**Sec. 17- 7.5 (Reserved)**

**ARTICLE VIII FEES**

**Sec. 17- 8.1 General Review Fees** - All fees are non-refundable.

**Sec. 17- 8.2 Major Subdivisions and Special Use Residential Commercial Developments** – fees are as follows:

- A. Preliminary Review Fees: \$200.00 and \$10.00 per lot/unit.
- B. Final Review Fees: \$250.00 and \$10.00 per lot/unit.

**Sec. 17- 8.3 Minor Partitions and General Commercial Property Developments** – fees are as follows:

- A. Mini Partitions, Small Partitions, Minor Commercial Partitions, [R14] and Minor Apartments application fees are due at time of approval-
  - (1.) Review Fees: \$200.00 and \$50.00 per lot/unit.
- B. Heir Partition, General Commercial Property Developments, and Parcel Amendments (Lot-Line Revisions) –
  - (1.) No fees required.

**Sec. 17- 8.4 Fines** – A \$500.00 per lot or parcel transferred, sold, agreed or negotiated to be sold without appropriate approvals as specified in this chapter.

**Sec. 17- 8.5 Improvement Maintenance Guarantee** - See Appendix C as per Chapter 20 - Streets, Roads, Sidewalks and Drainage.

**Sec. 17- 8.6 – (Reserved)**

**ARTICLE VIII (RESERVED)**

**ARTICLE IX (RESERVED)**

**ARTICLE X (RESERVED)**

## **ARTICLE XI - DEFINITIONS**

*ABUTTING* - sharing a common property line.

*ACCESSORY APARTMENT* - A secondary, independent living dwelling unit located on the same lot or under one roof with a separate entrance of an existing single-family residence.

*ACCESSORY STRUCTURE* - A separate building, typically located on the same lot as a principal structure that is devoted to a use typically considered subordinate, or accessory, to the primary use of the property.

*ADJACENT* - property that touches or is directly across a right-of-way or servitude that is no more than 60 feet in width.

*ADULT ENTERTAINMENT* - any bookstore, motion picture theater, mini-motion picture theater, or live entertainment business that has as a substantial or significant amount (no more than 20%) of its stock in trade or floor area dedicated to materials that emphasize matter depicting, describing, or relating to the depiction of the human genitals in a state of arousal or stimulation (even if completely or opaquely covered) , acts of human masturbation, sexual intercourse or sodomy, or fondling or other erotic touching of human genitals, pubic areas, buttocks, of female breasts, or less than completely covered human genitals, pubic areas, buttocks, or the female breast below a point immediately above the top of the areola, as well as any massage business (other than those massage businesses licensed by the State of Louisiana).

*AGRICULTURAL* - The cultivating of soil, producing crops, and raising livestock; farming.

*AGRICULTURAL LAND* - For the purposes of this Chapter, Land designated by the Tangipahoa Parish Tax Assessor as agricultural in use.

*ALLEY* - A public or private road which affords only a secondary means of access to the rear of abutting property fronting on another Road and not intended for general traffic circulation. A public servitude that generally runs to the rear of lots for the provision of service or secondary access to homes and businesses.

*ALLUVIAL FAN FLOODING* – Flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex, or point on the landform below which the flow path of a major stream becomes unpredictable and flooding can occur, and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

*ALTERATION, STRUCTURAL* - Any change other than incidental repairs which would prolong the life of the supporting members of a building such as the addition, removal, or alteration of bearing walls, columns, beams, girders, or foundations.

*APARTMENT*- Housing type in which multiple dwelling units are located on one common parcel owned by one owner to generate reoccurring income.

*APPLICANT* – Person, group or corporation acting as a unit, or any agency thereof, making application pertaining to these regulations on behalf of the land owner and/or developer.

*ATTACHED GARAGE* - A garage that is connected to the principal structure on a property that, for floodplain management purposes, is treated as an enclosure if below the Base Flood Elevation.

*BUFFER* - Buffers provide distance between the development and another land use. Landscaping, open space, fences or walls located parallel to and within the outer perimeter of a lot and extending to the lot-line. A buffer is used to physically separate or screen one use or property from another so as to visually shield or block noise, lights, or other nuisances.

*BEST MANAGEMENT PRACTICES (BMPS)* - methods, measures, practices, schedules of activities, maintenance procedures, and other management practices to prevent or reduce pollution of waters or conservation of natural resources. Among other things, BMPs include treatment requirements, operating procedures, and practices to control runoff. With regard to construction, these may include structural devices or nonstructural practices designed to control runoff and direct the flow of water.

*BUILDING* - Any permanent structure affixed to the land having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

*BUILDABLE AREA* - The area within a parcel that is allowable for permanent built structures and is defined by setbacks, easements, servitudes, rights-of-ways, and/or buffer areas.

*CAMP*- Frontage shall be on a natural stream or manmade waterway with no roadway to property. (Ord. No. 02-03)

*CAMPGROUND* – Sometimes referred to as a recreational vehicle park or resort. A parcel of land, under single ownership or LLC, which has been planned and improved for the temporary placement of recreational vehicles, camping trailers, tents or cabins.

*COMMERCIAL* - Any business, trade, industry, or other activity, on any size lot or parcel of land to generate income.

*COMMERCIAL PROPERTY* - Any existing or proposed development including but are not limited to all of the following: hotel, motel, Campground/R.V. Park, rental property (retail or residential), religious, non-profit, public projects, institutional, and industrial developments (schools, hospitals, manufacturing plants, shopping centers, etc.)

*COMMON OPEN SPACE* - A category of open space that includes land within or related to a development, not individually owned, identified as not sellable, that is designed, intended, and reserved primarily for the use or enjoyment of residents, occupants, owners of the development, or the public.

*COMPREHENSIVE PLAN* - The plan titled “Tangipahoa Parish Comprehensive Plan” adopted by the Commission on June 9, 2008 and amended July 8, 2008.

*COUNCIL* - The Tangipahoa Parish Council.



*CRITICAL FACILITY* - a facility necessary to protect the public health, safety and welfare during a natural disaster. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency operations installations, water and wastewater treatment plants, electric power stations, and installations which produce, use, or store hazardous materials or hazardous waste (other than consumer products containing hazardous substances or hazardous waste intended for household use).

*CUL-DE-SAC* - A short street having one end open to traffic and being terminated at the other end by a vehicular turn-around.

*DEDICATION* - The intentional appropriation of land by the owner for a specific public use such as a right-of-way, servitude, or easement.

*DENSITY* - The number of dwelling units divided by the total land area subject to an application, stated as dwelling units per gross acre.

*DEPTH (OF LOT)* - The average distance from street right-of-way of servitude to the rear lot line, which is the lot line opposite and most distant from said right-of-way or servitude line.

*DEVELOP OR DEVELOPMENT* - Any man-made change to improved or unimproved real estate, including, but not limited to, the construction of buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

*DIRECTOR OF PUBLIC WORKS* - The person so designated by Parish Government and appointed by the Parish President who is responsible for numerous activities as detailed in the Tangipahoa Parish Charter.

*DITCH* - means any natural or dedicated area which provides the containment or flow of water from rain or adjacent drainage areas of waterways such as streams, creeks, ponds, lakes or rivers.

*DWELLING UNIT* - A dwelling unit consists of one or more rooms, including a bathroom and complete kitchen facilities, which are arranged, designed, or used as living quarters for one family.

*EASEMENT*: A grant by the owner for the use of a strip of land by private bodies for specific purposes.

*FAMILY*- One or more persons, related by blood, marriage, or legal adoption, living together and occupying a single dwelling unit with single culinary facilities; or a group of not more than four (4) unrelated persons living together by mutual agreement and occupying a single dwelling unit with a single culinary facilities.

*FINAL SUBDIVISION PLAT* - The final plan of the plat, subdivision or dedication prepared for filing and recording in conformance with this Chapter, identifying new lots or lot of record.

*HEIR PARTITION*- The division or subdivision of any lot, tract, or parcel of land by act(s) of partition among co-heirs or from a parent to a child or a child to a parent or a sibling to a sibling by donation, consideration and/or other approved means. This is considered a special subdivision (For purposes of this definition, a child includes grandchildren and step-children.)

*HUD CODE* - The regulations promulgated by the United States Department of Housing and Urban Development pursuant to the 42 U.S.C. Sec.5401, the National Manufactured Home Construction and Safety Standards Act.

*IMPERVIOUS SURFACE* - A man-made structure or surface which prevents the infiltration of storm water into the ground below a structure or surface.

*INFRASTRUCTURE*- Street pavement or resurfacing, curbs, gutters, sidewalks, culverts, bridges, street lights, tree plantings, open space, parking, water lines, sewer lines, sanitary and storm sewers, flood control and drainage facilities, utility lines, landscaping, and other related matters normally associated with the development of raw land into building sites.

*IMPROVEMENTS AGREEMENT GUARANTEE* - Any security which is acceptable to the City-Parish in lieu of a requirement that certain improvements be made by the subdivider before the plat is approved, including performance bonds, letters of credit, escrow agreements, and other similar collateral of surety agreements.

*LETTER OF CREDIT* - An agreement by a subdivider or developer with the Tangipahoa Parish Government guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the agreement.

*LOT* - A parcel of land that fronts on a public street or approved servitude of access that is intended as a building site and sufficient in size to meet development minimum requirements

*LOT FRONTAGE* - The horizontal distance between the side lot lines measured at a point where the side lot lines intersect a street right-of-way or private servitude of access. All sides of a lot that abuts a street or servitude of access are considered frontage, as is the arc between the side lot of curvilinear streets or servitudes of access.

*LOT LINE* - Any of the property lines bounding a lot.

*LOT OF RECORD* - A lot of record is a lot which is part of a subdivision, the map of which has been recorded in the office of the Parish Clerk of Court; or a parcel of land which became legally established and defined by deed or act of sale on or before September further provided, in order to be considered a lot of record, a lot shall have a direct frontage on a public or private street or permanent access easement or servitude approved by Tangipahoa Parish Planning Commission.

*MAJOR MULTIFAMILY DEVELOPMENT*- Developments on one parcel that contain building types with more than two dwelling units.

*MAJOR SUBDIVISION* - A division of land into 9 lots or more.

*MANUFACTURED HOME* - Means a structure built to the standards of U.S. Department of Housing and Urban Development that is transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities for year around living. The term "manufactured home" does not include a "recreational vehicle".

*MANUFACTURED HOME PARK*- Community developed for subletting lots to manufactured (mobile) homes. Not for sale. Three (3) or more manufactured homes shall constitute a manufactured home park.

*MINI PARTITION*- Any subdivision of a parcel 3 acres or more, created for purposes of sale or mortgage, containing 4 lots or less and fronting on an existing publicly dedicated street or state highway, not involving any new street, or the extension of public facilities, or the creation of any public improvement, not adversely affecting the remainder of the parcel or adjoining property, not changing existing public drainage course and not in conflict with any provision or portion of these regulations. A property owner shall be allowed to create only one (1) mini partition of property in which he or she retains ownership, after such mini-partition is created.

*MINOR SUBDIVISIONS* - Defined as heir Partitions, Mini Partitions, Small Subdivisions developments with eight (8) lots or less on either existing public or private road or right-of-way approved for certain uses, or Subdivisions with four (4) lots or less.

*MOBILE HOME/TRAILER* – Factory-built single family structure(s) constructed on a permanent chassis before June 15, 1976 and does not meet the HUD Manufactured Home Construction and Safety Standards.

*MOBILE HOME SITE* – Designated area within a mobile home park for the location of each manufactured/mobile home to be placed.

*MOBILE HOME PARK* -A parcel of land which has been planned and improved for the placement of more than (3) three manufactured/mobile home on sites available for rent or lease.

*MODULAR HOME* – A structure designed for residential occupancy, built to the standards of the

Louisiana State Uniform construction code, which is manufactured in one or more sections in a factory for installation on a permanent foundation at its final location. For the purposes of these regulations, a modular home is a single-family home.

*MOTOR VEHICLE DEALER* - Any business that is licensed by the State to sell motor vehicles.

*NEW CONSTRUCTION* - Structures for which a building permit was issued on or before the effective date of an adopted regulation, provided the actual start of construction or any subsequent improvements to such structures commenced within 180 days of the permit date.

*NONCONFORMING LOT* - Any legally established parcel that does not conform to the current area or dimensional requirements of the development standards of the adoption date of these standards.

*NONCONFORMING STRUCTURE* – Any legally established building or structure that fails to meet current ordinance standards for setback, height, of similar factors.

*NONCONFORMING STRUCTURE* - any legally established building or structure that fails to meet current ordinance standards for setback, height, or similar factors.

*NONCONFORMING USE* – Any legally established use of property that does not conform with the requirements of the land development regulations.

*OPEN COMMON SPACE (GREEN SPACE)* – A category of open space that includes land within or related to a development, not identified as a lot not for sell, that is designated, intended, and reserved primarily for the use or enjoyment of residents, occupants, owners of the development or the public.

*OWNER* The person who owns a lot, parcel, building or facility, or their duly authorized agent as identified at the clerk of court as the property owner.

*PARISH ENGINEER*- A Civil Engineer properly licensed by the State of Louisiana to practice engineering and employed by the Parish Government to review subdivision plans submitted for approval by the Planning Commission.

*PHASE*- A portion of a subdivision that may not be developed until future use. All proposed phases should be on the initial plans.

*PLAN, AS-BUILT* – Actual ground data transferred on a plat, performed by surveyor or engineer after construction is complete.

*PLAN, CONSTRUCTION CONCEPT DESIGN* – An overall plan for the development consisting of maps and engineering documentation in sufficient detail to verify that the proposed improvements will be built to meet these regulations.

*PLANNING COMMISSION* - means an official planning commission appointed in accordance with the provisions of this Subpart. It shall denote either a parish planning commission, or a municipal planning commission, as the case may be. The term "parish or municipality as the case may be", when appropriate to the context, relates to the respective jurisdictions or functions of a parish planning commission with regard to the parish for which it is established and of a municipal planning commission with regard to the municipality for which it is established; or, when appropriate to the context, relates to the rights and remedies which the respective parish or municipality may exercise to enforce the provisions of this Subpart. Established in 1978 by Tangipahoa Parish Police Jury May 9, 1978.

*PLAT, PRELIMINARY* - The map or maps of a proposed subdivision and specified supporting materials, drawn and submitted in accordance with the requirements, to permit the evaluation of

the proposal prior to detailed engineering and design.

*PLAT, FINAL* – A survey quality plat showing the planned construction drawings of roads, utilities, site development and public improvement of a subdivision or development.

*PARCEL* -A division of land such as an area of land defined by a recorded legal description, that is not divided into separate lots, or A subdivision that contains multiple lots.

*PRIVATE DEVELOPMENT*- Any development that contains infrastructure that are to be privately maintained including, but not limited to apartments, manufactured/mobile home parks, RV parks and subdivisions which are gated or posted as “Private”.

*PRIVATE STREET OR PRIVATE ROAD* - A parcel or strip of land, identified as a right-of-way, dedicated to vehicular use for ingress or egress to and from a public street or for traffic circulation on the site and maintained by the private entity to which it is dedicated. This definition applies whether the private street is improved or unimproved. If a parcel is subdivided, a private street is designated on the preliminary and final subdivision plat as named by the parish’s 911 Office. Private streets are not maintained by Tangipahoa Parish Government.

*PUBLIC ROAD (OR PUBLIC STREET)* - A road that is owned and maintained by at least one public entity, such as TPG, the State of Louisiana, or the Federal government.

*PUBLIC WAY* - An alley, avenue, boulevard, bridge, easement, expressway, freeway, highway, parkway, right-of-way, servitude, sidewalk, street, tunnel, walk or other ways which are dedicated (whether or not improved) in which the general public, a utility, or a public entity have a right of use.

*PUBLIC WORKS DIRECTOR* - The person appointed by the City-Parish President to the position of Public Works Director, or their designee.

*PUBLIC UTILITY* - Any business providing any utility service, including but not limited to, water, sewerage, gas, electricity, telecommunications, or cable television to the residents of the unincorporated areas of the parish.

*RECREATIONAL CAMPING GROUNDS and RV PARKS* - The placement of three (3) or more Recreational Vehicles or Travel Trailers on property to be occupied temporarily, primarily for recreational purposes.

*REGISTERED LAND SURVEYOR* -Any person registered by the State of Louisiana to practice land surveying.

*RECREATIONAL VEHICLE* - means a vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

*RESIDENTIAL INTERMEDIATE CARE / PLACEMENT (RICP) FACILITY* – These facilities provide services and supports in a 24-hour residential setting that may include but not be limited to the following: ongoing evaluation, planning, and coordination/integration of health and rehabilitative services and supports. The facility services are provided in a range of residential settings. These facilities are considered commercial if the development has a minimum of two structures on the property and requires supervising staff to be present 24 hours a day.

*RESUBDIVISION* – In addition to being synonymous with "subdivision", means and shall also include the consolidation of two or more lots, plats, tracts, parcels, or other divisions of land into one or more lots, plats, tracts, parcels, or other divisions of land. -The changing of any existing lot or lots of a subdivision plat previously recorded with the Tangipahoa Parish Clerk of Court.

*RIGHT-OF-WAY* – A strip of ground dedicated by the subdivider for public use, title to which shall rest in a public or private entity for the purposes stated in the dedication.

*SERVITUDE* – A strip reserved for public utilities, drainage, and other public purposes, the title of which shall remain with the property owner subject to the right of use designated in the reservation of the servitude.

*SETBACK* – Restricted areas of a lot that defines allowable location of principle structure or other structures.

*SEWAGE* - means a combination of the liquid or water-carried waste from residences, business buildings and institutions.

*SMALL RICP FACILITIES* – A Residential Intermediate Care/Placement Facility (RICP) of 16 to 32 people with designated sleeping quarters.

*SITE* - The land or water area where any development, facility or activity is physically located or conducted, including adjacent land used in connection with the development, facility or activity. This includes any lot or group of contiguous lots owned or controlled by the same person or entity, assembled for the purpose of development.

*SPECIAL FLOOD HAZARD AREA* - The land in the floodplain subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the flood hazard boundary map. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AE, AH, AO, A1-30, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, VI-30, VE, or V.

*STREETS*: - The term “street” shall apply to any public route intended for use primarily be vehicular traffic whether designated as an expressway, arterial street, collector street, minor street, marginal access street, or however otherwise designated.

*STREET, ARTERIA* - A street used primarily for fast or heavy through traffic such as a highway or parkway. Arterial streets connect major points of traffic generation. (Ord. No. 78-05)

*STREET, COLLECTOR* - A street which carries traffic from minor streets to arterial streets including the principal entrance streets of a residential development and streets for circulation within such a development.

*STRUCTURE* - A structure is that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner, including among other things buildings, houses, stadiums, storage bins, display signs, fences, and radio towers.

*SUBDIVIDER*- Any person, group or corporation acting as a unit, or any agency thereof, dividing or proposing to divide land so as to constitute a subdivision as defined in these regulations.

*SUBDIVISION* - means the division of a lot, tract, or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale or of building development, and, with regard to parishes, for the purpose of sale or of building development for purposes other than agricultural. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.

*SURVEYOR*- A land surveyor licensed or registered in the state of Louisiana

*TOWN HOMES*- Two or more attached dwelling units with common or party sidewalls between units, designated so that each unit may be sold independently as a lot with its own yards and parking spaces.

*TRACT* – A portion or parcel of land of any size.

*UNITS* -The area within the building designated for a single-family to reside in.

*UTILITY* - A publicly, privately, or cooperatively owned line, facility or system for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil products, water, sewage, storm water drainage, transportation, communications, or similar services or commodities.

*VARIANCE* - A grant of relief to a person from the requirements of this code when specific enforcement would result in unnecessary hardship as determined by the Parish Council. A variance from the provisions would permit construction or development in a manner otherwise prohibited.

*VICINITY MAP* - A drawing located on a plat which sets forth by dimensions or other means, the relationship of the proposed subdivision, development or use to other nearby developments, landmarks and community facilities and services within Tangipahoa Parish in order to better locate and orient the area in question.

*VIOLATION* - the failure of a structure or other development to be fully compliant with this code.

*WETLAND* - An area that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, bottomland hardwood forest, and similar areas,

*YARD* - An open space on the same lot or tract as a building that is unobstructed by encroachments and projections except as may be specifically allowed.

IT IS FURTHER ORDAINED by the Tangipahoa Parish Council that this ordinance, having been duly introduced, having been the subject of a public hearing and having been passed into law thereafter be promulgated by publication of notice of its passage along with a complete copy of the ordinance in the official journal of the Tangipahoa Parish Council-President Government and after thirty (30) days from this publication, it shall take effect and be in full force and effect.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at a duly scheduled and noticed public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 22<sup>nd</sup> day of June, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Kristen Pecararo, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Carlo S. Bruno, Chairman  
Tangipahoa Parish Council

INTRODUCED: June 8, 2020

PUBLISHED: June 18, 2020 The Daily Star- OFFICIAL JOURNAL

ADOPTED BY TPC: June 22, 2020

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of June, 2020 at \_\_\_\_\_ PM

**NOTICE TO PUBLIC**

**Notice is hereby given that proposals will be received by the Tangipahoa Parish Council until Friday, June 5, 2020 at 9:00 A.M. in the Office of the TPC, Tangipahoa Parish Gordon A. Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana (P.O. Box 215, Amite, LA 70422) on the following:**

**OFFICIAL JOURNAL OF THE  
TANGIPAHOA PARISH GOVERNMENT  
FOR THE PERIOD OF  
JULY 1, 2020 TO JUNE 30, 2021**

**Proposals received after the specified time and date will not be opened or recognized.**

**The Tangipahoa Parish Council reserves the right to reject any and/or all proposals and to waive any informality in any and/or all proposals.**

**S/Kristen Pecararo  
Clerk of Council**

**Hammond –The Daily Star  
Please Publish May 14, 2020, May 21, 2020, and May 28, 2020**





**Daniel Edwards**  
SHERIFF & EX-OFFICIO TAX COLLECTOR

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Dennis Pevey  
Chief Criminal Deputy

May 27, 2020

Tangipahoa Parish Council  
P.O. Box 215  
Amite, LA 70422

Dear Tangipahoa Parish Council Members:

The following has applied for a liquor license through the Tangipahoa Parish Sheriff's Office:

**Business Name and Physical Location:**

State Line Sports Bar & Grill

76180 Harton Road

Kentwood, LA 70444

**License Type:**

Class A Beer (On Premise)

Class B Beer (Package Only)

Class A/B Liquor

The applicant has **completed** all paperwork requirements set forth under the Tangipahoa Parish Council Code of Ordinances governing Occupational Licenses in the Parish of Tangipahoa. Attached is the applicant's paperwork for your review.

Sincerely,

  
Carlos Notariano  
TPSO Compliance Officer

/abj  
Enclosures