

CHAPTER 17 – PLANNING AND DEVELOPMENT

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 on half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) 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

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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

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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 used 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 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)

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- (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)

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- (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)

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- (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.

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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.

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- (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)

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(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)

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(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.

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(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

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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.

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- (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.

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- 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)