

## **ORGANIZATION CHART**

### **LIVINGSTON PARISH PLANNING DEPARTMENT**

20399 Government Blvd, La. 70754

Mailing Address: P.O. Box 998 Livingston, La. 70754

Office Phone # 225-686-3062

Fax # 225-686-3061

- ❑ Sam Digirolamo      Planning Director
- ❑ Natalie Allen      Office Manager
- ❑ Diane Delatte      Planning Secretary & Recording Secretary
- ❑ Irene Owens      Planning Secretary

### **LIVINGSTON PARISH ENGINEERING FIRM**

Forte & Tablada, Inc.

1234 Del Este ◦ Suite 602 ◦ Denham Springs, Louisiana 70726

Baton Rouge, La. Office      225-927-9321

Denham Springs, La. Office      225-665-1021

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

## Commercial Development Procedures

1. Obtain a commercial packet from the Planning Department.
2. Contact the Planning Office at 225-686-3062 to schedule the preliminary meeting with the Planning Director, Sam Digirolamo and Bobby Badeaux of Forte and Tablada, Inc.
  - a. If possible, have your engineer attend the meeting with you.
  - b. Bring approved plat and preliminary plans of the property.
  - c. An approved plat is needed to establish an address for the commercial property.
3. A site plan must be submitted to the Planning Department and Forte and Tablada, Inc. Following the Preliminary Meeting, you may be advised to submit a Drainage Impact Study.
4. You will be advised at the Preliminary Meeting if the development needs to go before the Planning Commission Board.
5. The Planning Commission Board will approve, deny, or defer a recommendation. If approved or denied, the development will be sent to the Parish Council for approval. If the development is deferred, the Planning Commission Board will review the development at the Planning Commission Meeting the following month.
6. If approved administratively:
  - a. Your plans will be reviewed by the Planning Department and Forte and Tablada, Inc.
  - b. An application & planning review fee of \$300.00 will be collected at that time.
  - c. You must send a copy of the Site Plan to the appropriate Fire District. The Fire District must sign the acknowledgement form (located in commercial packet) and it must be brought to the Planning Department.
  - d. Once approved by the Planning Department, a copy of the "Approval Sheet for Permitting & Addressing" will then be issued. A copy of the approval sheet will need to be taken to the Permitting Department before any construction can begin.

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

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

Commercial Development  
Process

1. Preliminary Meeting
2. Project will be done one of two ways:
  - a. Administratively (in the Planning Office; does not go before the Planning Commission and Parish Council)
    - i. Site Plan needs to be submitted for Approval
    - ii. All requirements for a commercial development must be met
      1. Signed Application must be received
      2. Commercial Checklist (Form 20-E)
      3. Commercial Application Fee (\$300)
      4. Utility Notification Letters
      5. Letter signed by the Fire District, Drainage District & Sewer District
      6. Sign needs to be put up for no less than 10 days (requirements of the sign can be found under the Commercial Ordinance)
    - iii. Once Plans are signed off by the Planning Director an approval sheet will be sent over to the Permit Office giving the Planning Department's approval for Permits and Addressing.
  - b. Go to the Planning Commission & Parish Council for Approval
    - i. Site Plan needs to be submitted to the Planning Office and the Parish Engineering Office by the 18<sup>th</sup> of the Month before the following monthly meeting. (refer to ordinance for amount of copies to submit)
    - ii. All requirements for a commercial development must be met
      1. Signed Application must be received
      2. Commercial Checklist (Form 20-E)
      3. Commercial Application Fee (\$300)
      4. Utility Notification Letters
      5. Letter signed by the Fire District, Drainage District & Sewer District
      6. Sign needs to be put up for no less than 10 days before the Planning Commission Meeting (requirements of the sign can be found under the Commercial Ordinance)
    - iii. The Planning Commission Meeting will be held the first Wednesday of the Month.
      1. Your development will get one of three recommendations:
        - a. Approve
        - b. Deny
        - c. Defer
      2. The developments with the recommendations to Approve or Deny will go to the Parish Council Meeting for vote.

(Parish Council Meetings are held the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month)

3. The developments with the recommendation to Defer will automatically come back to the Planning Commission the following month.
  - iv. Once voted on at the Parish Council Meeting
    1. If voted to accept the recommendation of the Planning Commission to approve, then all comments need to be addressed with the Parish Engineer and 4 sets of site plans/construction plans must be brought to the Parish Engineer to be signed.
    2. Once all bills are paid with them and plans are signed, the engineering office will bring plans to the Planning Department to be signed.
    3. When all fees are paid in the Planning Department the Plans will be signed.
    4. The Planning Department will then send a letter (not plans) to the Permit office giving their approval for Permits and addressing.
3. The Permit Office
- a. 2 sets of architectural plans need to be submitted for review. (do not submit the stamped fire marshal set)
    - i. This process can take 2 or more weeks
    - ii. Once Plans are approved in the Permit office the Planning Departments approval is needed (if not already given) before plans can be issued back and permits given.
    - iii. State Fire Marshal Letter
  - b. After Permits are given, inspections will be done in 3 stages
    - i. First Stage
      1. Plumbing Rough in
      2. Foundation Inspection
    - ii. Second Stage
      1. Electrical Rough in
      2. Plumbing Top out
      3. Mechanical Rough in
      4. Framing
    - iii. Third Stage
      1. Electrical Final
      2. Plumbing Final
      3. Mechanical Final
      4. Certificate of Occupancy
  - c. Before the Third Stage is completed there are some approvals that are needed:
    - i. State Fire Marshal

- ii. Planning Department Approval for Certificate of Occupancy
- iii. Sewer Approval
- iv. Elevation Certificate (if in a Flood Zone)

4. Planning Department Approval for the Certificate of Occupancy

- a. A Final Inspection must be scheduled in order to get this approval
  - i. The Planning Director and a representative from the Parish Engineer attend the inspection
  - ii. There are fees for the Inspection
    - 1. \$300 in the Planning Department
    - 2. \$300 for the Parish Engineer
    - 3. In the event an additional inspection must be made there will be additional fees.

Once the Inspection is passed and all fees are paid, the Planning

### ***DIVISION 3***

#### **COMMERCIAL DEVELOPMENTS**

**SEC. 13-67.** All developers of institutional, hotel, motel, R.V., rental property (residential and business), religious, commercial and industrial developments (schools, hospitals, manufacturing plants, shopping centers, etc.), are required to prepare a preliminary site plan, drainage impact study, construction plans (when applicable), and a site plan detailed for construction (asphalt or concrete pavement section, grading, drainage, sewerage facilities, utilities, etc. of proposed improvements to submit to the Planning Department for consideration. Paved surfaces shall be required for, but not limited to, all publicly accessible areas, for example, parking, driveways, etc. The only exception to this shall be for commercial or industrial “lay down” areas, solely for the purpose of manufacturing lay down and storage, at the discretion of the planning commission and/or review engineer. A waiver of the drainage impact study and/or traffic impact study may be considered upon request. Upon receipt of the preliminary site plan, and traffic study, the development will be placed on the Planning Commission agenda for a public hearing. After the Planning Commission has held a public hearing they will make a recommendation to the Parish Council and forward the development to the Parish Council for approval. Upon Parish Council approval, the drainage impact study shall be submitted and approved by the Review Engineer. Once the drainage impact study is approved, the construction plans (if applicable) may be submitted to the Review Engineer and the Planning Department for review and approval. When the drainage impact study and construction plans and/or a final site plan are approved, the site construction may begin. Certificate of Occupancy may not be given unless an on-site inspection of the site has been made by representatives of the Parish and approved by the Planning Department. Approval to construct the project shall expire after twelve (12) months unless extended by the Parish Council. (LPO 08-29, LPO 10-03, LPO 15-10)

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

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

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

#### **SEC. 13-67.1. COMMERCIAL DEVELOPMENT BUFFER ZONES.**

- A. A minimum of twenty-five (25) foot buffer zone shall be established and maintained between conflicting uses caused by the location of a new institutional, commercial, industrial developments or public project adjacent to the property being used for residential purposes unless approved by the Parish Council. No

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

- B. The buffer zone shall be established and maintained by the owner of the property on which the new institutional, commercial, industrial developments or public project is established.
- C. The buffer zone shall also have an eight (LPO 02-02) (8) foot high solid fence between the residential and institutional, commercial and industrial developments or public project. This fence shall be located within one foot of the property line unless approved by the Planning Director. (LPO 06-05)
- D. The twenty-five (25) foot buffer zone and eight (8) foot fence requirements shall be waived if all adjacent landowners to the required buffer zone submit a notarized letter of no objection.

### ***SEC. 13-67.2. COMMERCIAL DEVELOPMENT NOTIFICATIONS (LPO 14-25)***

At least ten (10) days prior to the Planning Commission meeting at which approval is being sought, the developer shall erect a four (4) foot by eight (8) foot black and white sign with a minimum of four (4) inch high letters located with no obstructions within five (5) feet of each public right of way on which the tract of the proposed development fronts. The bottom of the sign shall be at least four (4) feet from the ground. Twenty-five percent (25%) of the sign may be dedicated for advertising purposes and graphics, provided such area is contiguous. The sign shall be erected at least ten (10) days prior to the planning commission meeting at which the development is to be considered. The sign must remain visible and upright throughout the construction phase. Failure to keep the sign visible and upright is cause for project work to be stopped by the parish until the sign is corrected. The developer is responsible for any and all associated costs including attorney(s) fees. The sign shall be titled “A Commercial Development Is Proposed For This Site” and shall contain the following information:

- 1. Name, address and phone number of developer
- 2. Name of development or complex
- 3. Number of proposed commercial units
- 4. Number of acres in the development

### ***SEC. 13-67.3. COMMERCIAL DEVELOPMENT SUBMITTALS***

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

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

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

#### **SEC. 13-67.4. COMMERCIAL DEVELOPMENT EXEMPTIONS**

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

## SEC. 13-62. SUBDIVISION PROCESSING FEES SCHEDULE

Preliminary Subdivision Plat Approval	\$200, plus \$10 per lot
* Final Subdivision Plat Approval	\$100, plus \$5 per lot
Re-subdivision of lots	\$100, plus \$5 per lot
Mobile Home Park, Preliminary or Final Plan	\$200, plus \$10 per lot
**Servitude or Street Revocation	\$250
Street Name Change	\$250
Construction Plans (Streets & Drainage)	\$200, plus \$15 per lot
Culvert Permit in subdivision	\$25/permit
Culvert Permit – other areas	\$25
Posting of Bonds	\$250 / Occurrence
<b>All Requested or Mandated Inspections</b>	<b>\$300</b>
All Re-inspections	\$250
Commercial Developments	\$300
Multi-Family Developments	\$500, plus \$20 per unit
Additions and Expansion	\$300, plus \$20 per unit
* Provided preliminary plat approved by Livingston Parish Council; if not, same fee as preliminary plat.	
** Does “ <u>NOT</u> ” include cost of newspaper advertisement. (06-27)	

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

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

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

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

## **VIOLATION AND PENALTY**

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

## **CONFLICTING PROVISIONS REPEALED**

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

## **SEVERABILITY**

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

## **EFFECTIVE DATE**

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