

JACLYN HOTARD  
Parish President



**ST. JOHN**  
PLANNING & ZONING

**COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION**

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MGOCONNECT.ORG/CP/PORTAL](http://WWW.MGOCONNECT.ORG/CP/PORTAL)

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Parcel #: \_\_\_\_\_ Council District / At Large: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Historic District: Y / N Design Rev. Corridor: Y / N  
Lot, Sq., Subdivision: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, do you have a Letter of Authorization or signed Contract? **YES / NO**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Business: \_\_\_\_\_ Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ License #: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Parcel # (required): \_\_\_\_\_ Property Size (square feet): \_\_\_\_\_  
Zoning District: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**ST. JOHN**  
PLANNING & ZONING

**COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION**

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY**

Accessory Building       Addition       New Construction

**PROJECT DETAILS**

1. Are there any structures currently on the property? (circle) **YES / NO**  
If **YES**, are they to be demolished prior to construction? \_\_\_\_\_
2. Potable line water meter size requested: \_\_\_\_\_
3. Irrigation line water meter size requested: \_\_\_\_\_
4. Contract Value: \$ \_\_\_\_\_ Square Footage of Structure: \_\_\_\_\_
5. Proposed Use: \_\_\_\_\_
5. Will construction require fill? (circle) **YES / NO**  
If **YES**, what is the quantity (cubic yards)? \_\_\_\_\_
6. Structure Dimensions (Height, Length, Width): \_\_\_\_\_
7. Structure Setbacks (Front, Rear, Right/Left Side): \_\_\_\_\_
8. Are there any servitudes on the property? (circle) **YES / NO** If **YES**, is it shown on the plans? \_\_\_\_\_
9. Is the property a corner lot? (circle) **YES / NO** If **YES**, are required setbacks met? \_\_\_\_\_
10. Is a variance required? (circle) **YES / NO** If **YES**, what type of variance? \_\_\_\_\_
11. Is a buffer required? **YES / NO** If **YES**, is it shown on the plans? \_\_\_\_\_
11. Does the property abut a school, church, or residential district? **YES / NO** If **YES**, what side? \_\_\_\_\_
12. Is the property located in the Major Corridor Overlay District? **YES / NO** If **YES**, are all requirements met? \_\_\_\_\_  
(If yes, see page 7 for more information)

*NOTE: Master permit: primary permit fees shall include the fees for sub-permits, provided that all applicable subcontractor qualifier signatures are on the application and plans include the details of all subcontractor work. Failure to include the required information at the time of application shall require that a separate permit be issued with the appropriate fees being charged to the applicant. Current registration / license, when applicable, is required at the time of submittal.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### OFFICE USE ONLY

Permit No: \_\_\_\_\_

### CONSTRUCTION SITE REQUIREMENTS

During construction the owner or contractor shall have the following on site:

- 1) A port-o-let for use by workers on the project.
- 2) A dumpster of suitable size to contain trash and waste material from the construction site in order to eliminate jobsite trash and materials from spilling or blowing over into surrounding properties. If the owner or contractor has two or more job sites adjacent to each other, one dumpster and port-o-let may be shared by said jobsites at the discretion of the parish building inspector.
- 3) The contractor or owner may, in lieu of a dumpster, erect a screened-in area or other trash retaining structure on-site so as to contain trash until proper disposal is possible.
- 4) The building permit placard shall be posted and shall remain visible from the roadway.
- 5) The approved set of plans must be on-site during the entirety of the construction project.

### MUNICIPAL ADDRESS

St. John the Baptist Parish Code of Ordinances, Section 36-6. *Uniform Numbering System*

- a) The residents and commercial establishments must place their municipal numbers as close as possible to the front entrance of their house, apartment, or business.
- b) The numbers must be four inches or larger and a color that is easy to distinguish from the street.
- c) The placing of numbers on a U.S. mail receptacle located some distance from the house or business will not meet the purpose or intent of these requirements.

*NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

*NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.*

### FEES

PERMIT TYPE	BASE FEE	INSPECTION	TECH FEE	TOTAL
Accessory	\$0.50 per sq. ft. (\$500 min)	\$50	\$10	TBD
Addition	\$0.50 per sq. ft. (\$500 min)	\$50	\$10	TBD
New Construction	\$0.50 per sq. ft. (\$500 min)	\$50	\$10	TBD
Parking Lot	\$1 per 500 sq. ft.	\$50	\$10	TBD

*NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



**ST. JOHN**  
PLANNING & ZONING

**COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION**

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_

**COMMERCIAL ADDITION/ ACCESSORY/ NEW CONSTRUCTION INFORMATION FOR**  
**ASSESSOR'S OFFICE**

**By order of the Regular Session of the Louisiana Legislature, R.S. 47:1957(B) was amended by Act 829, St. John the Baptist Parish Assessor's Office is now required to have the following information on all commercial construction located in the parish:**

Name of property owner: \_\_\_\_\_

Address: \_\_\_\_\_

Square footage: \_\_\_\_\_

# of Rooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Heating and Cooling (circle one) : Central      Window      Space      Wall

Construction Type (circle one): Slab   Pier   Combination

Type of Building (circle one): Brick   Brick/Siding   Brick/Stucco   Siding   Wood   Stucco   Asbestos

Type of Roof (circle one): Composite   Galvanize   Painted Metal   Aluminum   Shingle   Slate

Year Building was built: \_\_\_\_\_ Cost of Building: \_\_\_\_\_ Cost of Land: \_\_\_\_\_

*NOTE: All New Construction projects will be reassessed by the Assessor's office and will result in an increase of taxes. For additional information please contact or visit the Assessor's Office.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# ST. JOHN

PLANNING & ZONING

## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### OFFICE USE ONLY

Permit No: \_\_\_\_\_

#### **SUBMITTAL REQUIREMENTS**

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease *(if applicable)*.
- Signed contract.
- Land survey.
- Completed Information For Assessor’s Office Form.
- Detailed set of complete plans – one hard copy and digital copy, if available. Please contact South Central Planning for any building code review questions at 985-655-1070. Plans must include entire scope of work and detail including utility connections, site plan showing setbacks, landscaping, parking, etc. to verify compliance with Parish regulations.
- Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at [sfm.dps.louisiana.gov](http://sfm.dps.louisiana.gov).
- Signed and completed Wastewater User Application.
- Signed and completed Public Works Inspection Form.
- Construction Drawing Elevation Certificate *(prior to permitting)*.
- Under Construction Elevation Certificate and Form Survey *(prior to pouring foundation)*.
- Final Elevation Certificate and Final “As Built” Survey *(after completion)*.
- Payment of Fees, payable by credit card, check or money order to: “St. John Parish Council”.

#### **AS NEEDED SUBMITTAL REQUIREMENTS**

- SWPPP *(see pages 15; 17-19 for information)*.
- Stormwater Management Plan *(see pages 15; 19-21 for additional information)*.
- Pre-Developed Site/Stormwater Drainage Plan and Proposed Site/Stormwater Drainage Plan *(see pages 15; 21-22 for information)*.
- Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRarequests@la.gov) if work is within 1500’ of the mainline Mississippi River levee, or if otherwise applicable.  
**Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.**
- Review and approval by the Floodplain Manager to determine compliance with the National Flood Insurance Program and SJBP Code of Ordinances.
- Copy of Contractor’s License.
- Health Department approval, (985) 444-5639 *(if applicable)*.
- Utilities Inspection/Estimation Form *(water/sewer taps)*.
- DOTD approval, if project is located on a state highway. Please contact (985) 375-0100 to determine applicability and submit plans.

*NOTE: Additional permits and/or approvals may be required, such as sign permit, sewer/water taps, road crossing permit, demolition permit, DEQ permit, etc.*

*NOTE: Additional Stormwater requirements may be required if the development results in an increase and pervial surface greater than 5,000 sq. ft. (see page 10 for additional information).*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### FLOOD ELEVATION ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that I have been advised that the proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I have been advised of the minimum elevation of this/these structure (s) as determined on the Flood Insurance Rate Map (FIRM). I further understand that ALL structures MUST be constructed at or above the required Design Flood Elevation. This includes attached and detached structures, air conditioning units, water heaters, washing machines, and dryers.

In order to insure that all Floodplain Regulations are met I understand that I MUST submit to the Department of Planning & Zoning a Building Under Construction Elevation Certificate (Forms Elevation) **PRIOR** to pouring concrete foundation (slab on grade foundation) or **PRIOR** to vertical construction after placement of piers or columns (elevated pier foundation). FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN A STOP WORK ORDER BEING PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL REQUIRED INFORMATION IS SUBMITTED TO THE DEPARTMENT OF PLANNING & ZONING AND APPROVED.

I also understand and acknowledge that a Finished Construction Elevation Certificate MUST be submitted to the Department of Planning & Zoning once the construction is complete, all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, elevators and their associated equipment have been installed and the grading around the building is complete. A Certificate of Occupancy will not be issued until ALL required documentation is received and approved by the Department of Planning & Zoning.

---

Applicant's Signature

---

Date



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### DIVISION 18 — MAJOR CORRIDOR OVERLAY DISTRICT

#### **Sec. 113-441. - Purpose.**

The purpose of the major corridor overlay district shall be to preserve and enhance the character of the urbanized areas of the parish in the major transportation corridors. The overlay district regulations are intended to supplement the regulations of the underlying base zoning districts, to provide for the harmony and compatibility of development in the overlay district, and to establish a positive design image along the corridors.

#### **Sec. 113-442. - Regulations of the underlying base zoning district.**

Unless otherwise noted in these overlay district regulations, the regulations of the underlying zoning district shall apply.

#### **Sec. 113-443. - Permitted uses.**

The permitted uses, prohibited uses and conditional uses in the major corridor overlay district shall be in accordance with the uses permitted in the base zoning districts as listed in the individual district regulations of this chapter, with the following exceptions or stipulations: In the overlay district, nightclubs, bars, lounges, taverns and any other use that generates more than 50 percent of its revenue through the sale of alcohol may not locate within 250 feet of any school, church, recreation area or playground, or any residentially zoned district, as measured from the front property line of the business along the highway corridor in any direction.

#### **Sec. 113-444. - Boundaries.**

(a) *Property within Major Corridor Overlay District.* Any lot, lot of record, or parcel of land made up of lots, lots of record or combination of lots and portions of lots in single ownership, which are considered to be a single parcel under the provisions of these regulations and which abut any of the designated corridors in section 113-444(b) shall be considered to be a parcel within the major corridor overlay district and shall be subject to the regulations of this overlay district, subject to the conditions below:

(1) If a development site or undesignated parcel in single ownership has a depth of over 600 feet as measured from the property line or boundary directly abutting one of the designated corridors in section 113-444(b), only the property that lies within 600 feet of the designated corridor shall be subject to the regulations of this overlay district.

Clarification: The 600 feet depth referenced in section 113-444(a)(1) above shall be measured from the property line abutting the corridor or, in the absence of a designated parcel, measured from the curb or edge of pavement.

(2) If a portion of a building lies within the overlay district, the entire building shall be required to comply with the applicable regulations of this overlay district.

(3) If a portion of property within this overlay district is resubdivided in a manner that creates a lot without frontage on a corridor designated in section 113-444(b), such lot shall not be subject to the regulations of this overlay district.

(b) *Designated corridors.* The corridors that make up the major corridor overlay district shall be as designated on the official parish zoning map and as listed below:

(1) U.S. Hwy. 61 between St. James Parish line and the St. Charles Parish line;

(2) U.S. Hwy. 51 from Interstate 10 to U.S. Highway 61;

(3) LA Hwy. 3188 (Belle Terre Boulevard); and



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### DIVISION 18. - MAJOR CORRIDOR OVERLAY DISTRICT

(4) Woodland Drive.

(c) Residential dwellings containing two or fewer units are exempt from the requirements of the Major Corridor Overlay District.

#### **Sec. 113-445. - Major corridor site development regulations.**

(a) *Setbacks.* The following landscaping and setback regulations supersede and take precedence over any landscaping and setback regulations in the underlying zoning districts, unless otherwise stipulated:

(1) *Building setbacks.* Front yard, side yard and rear yard building setbacks shall be those set forth in the underlying zoning district regulations. (2) *Parking area setbacks.* Parking must be set back a minimum of ten feet from the property line abutting a street right-of-way. A minimum parking area setback of five feet must be maintained on any interior side or rear property line up to the front building setback. These parking area setbacks that abut a public right-of-way or street shall act as a landscape buffer area.

(b) *Landscaping.* A landscaping plan must be submitted to the parish department of planning and zoning for review at the time a building permit is applied for.

(1) *Landscape buffer requirements.* The landscape buffer area, identified as the required ten-foot vegetative green area within the property line abutting all public rights-of-way, shall contain trees, shrubs and other landscape elements.

a. Trees shall be planted at the rate of one per 25 feet of street frontage. These trees may be spaced evenly or planted in groups or clusters.

b. Due to their compatibility with conditions in the southeast area of the state, acceptable tree species are bald cypress, southern magnolia, swamp red maple, red oak, water oak, live oak, green ash, sweet gum, Bradford pear, Shumard oak, sycamore, slash pine, longleaf pine, river birch, sweet gum, cherry bark oak, pin oak, willow oak, wax myrtle, crepe myrtle and Chinese elm. Trees shall be a minimum of 12 feet in height with a minimum two-inch caliper trunk size at the time of planting. Multitrunk wax myrtles and crepe myrtles must be a minimum two-inch caliper trunk size and eight feet in height at the time of planting and cannot make up more than 50 percent of the total required trees.

c. Other species may be included, but may not be counted toward, fulfilling the requirements of this section.

d. Landscape areas with shrubs shall be installed in a mulched bed with a minimum of three square feet of bed per linear feet of street frontage. Shrubs shall be a minimum height of two feet when planted.

(2) *Interior landscaping.* When a vehicular use area is over 5,000 square feet, landscaped areas within the interior of the vehicular use area shall be provided. Vehicular use areas can be considered all required paved parking areas including the aisles and driveways.

a. The total of all interior landscaped areas shall occupy at least eight percent of the vehicular use area.

b. Each interior landscape area shall be at least 100 square feet in area with a minimum width of five feet.

c. The interior landscaped area shall be raised and curbed with permanent concrete curbing using a six-inch



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### DIVISION 18. - MAJOR CORRIDOR OVERLAY DISTRICT

vertical section in order to protect the area from vehicular traffic.

d. Each interior landscaped area shall have at least one approved tree, as provided in subsection (c)(1)b of this section, and planted at a minimum ratio of one tree per 100 square feet of interior landscaped area.

e. Each interior landscaped area shall have shrubbery and be sodded.

f. The required five-foot interior side parking area setback will be counted as part of the minimum eight percent interior landscape area requirements. Plantings in these strips shall be one tree per 100 square feet of interior landscaped area.

(c) *Height of structures.* The following height regulations supersede and take precedence over any height regulations in the underlying zoning districts, unless otherwise stipulated:

(1) *Buildings.* The maximum height of any building in the overlay district is 65 feet. In the case of telecommunications towers the height must not exceed 150 feet.

(2) *Outdoor lighting.*

a. *Height.* Lighting height shall be in accordance with the underlying zoning district regulations.

b. *Illumination.* Outdoor illumination (including attached and detached lighting) of any building, seating area, plaza, courtyard, landscaping, or similar purpose shall not be aimed, directed, or reflected, focused, or mounted to cause direct light from the luminaire to be directed toward residential uses, or to create up light, spill light, or glare perceptible to persons operating motor vehicles on public ways. The maximum permitted illumination at any property line abutting a residential district or use is 0.5 foot-candles.

c. *Prohibited light sources.* The installation of any mercury-vapor fixture or lamp for use as outdoor lighting is prohibited.

d. *Enforcement.* If any luminaire is aimed, directed, reflected, focused, or mounted to cause direct light from the luminaire to be directed toward residential uses, or to create up light, spill light, or glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or relocated, its height remounted, or its light output and illumination levels controlled as necessary and determined by the planning and zoning department to eliminate such conditions.

(d) *Signs.* Signage must be provided in accordance with article VI of this chapter.

(e) *Building materials.* The front elevation of all buildings in the overlay district must have an exterior surface of brick, stone, architectural block, stucco, glass, wood or vinyl siding. Architectural metal panel systems must be approved by the department of planning and zoning. Standard metal building panels are not acceptable. The architectural surface material must also be included on the front 20 feet or the front 20 percent of the side elevations, whichever is greater. In the case of telecommunications towers, only monopoles or specialized stealth facilities will be allowed.

(f) *Compliance with overlay district regulations.*



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### DIVISION 18. - MAJOR CORRIDOR OVERLAY DISTRICT

(1) *Change of permitted use.* Whenever there is a change of use or tenant of an existing building or site in the overlay district, the new owner or tenant must comply with all applicable regulations of the parish. Any change of permitted use in the overlay district that would require an increase in the number of parking and loading spaces shall comply with the requirements of this chapter. No certificate of occupancy or occupational license will be issued pending a site plan review of the new use, for compliance to parking, signs, and other regulations, by the parish department of planning and zoning.

(2) *Additions.* Any additions to developments or structures, including the development of parking lots, that adds 50 percent or more to the size of the original development, shall comply with the overlay district requirements.

(3) *Renovations.* Developments and structures existing at the time of the overlay district designation shall comply with the overlay district regulations when renovation expenses in any 12-month period exceed 50 percent of the fair market value of the existing improvements in the development as shown in the most recent tax assessment. The applicant shall provide tax assessment information in affidavit form.

(4) *Abandonment or relocation.* When an existing site or building in the overlay district containing 25,000 square feet or more and the existing business abandons a site or relocates to a new site, such actions may affect the economic viability, appearance and vitality of the corridor district and the community. When such actions occur, the owner or tenant must make every effort to minimize the detrimental effect of such actions on the community. These efforts shall include searching for an appropriate replacement tenant and securing the vacant site in a way that will minimize any detrimental or negative aesthetic appearances. If a replacement cannot be found for the existing vacant structure within 180 days, the owner shall be required to demolish the building so that the available property can be marketed for future development.

**Secs. 113-446—113-449. - Reserved.**



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### NEW COMMERCIAL CONSTRUCTION INSPECTION GUIDELINES

SERVICE	AGENCY	PHONE
Temporary Power Pole	South Central	985-655-1070
In-ground plumbing/site de-grassing	South Central	985-655-1070
Foundation (pre-pour)	South Central	985-655-1070
Submit Under Construction Elevation Certificate and Form Survey, signed & stamped by a licensed land surveyor	Planning & Zoning	Submit Online
Preliminary Zoning / <b>1st Inspection</b> : setbacks met , port-o-let on-site, dumpster/trash retention on-site	Planning & Zoning	985-651-5565
<b>ALL ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH PLANNING &amp; ZONING DEPARTMENT PRIOR TO POURING THE FOUNDATION.</b>		

SERVICE	AGENCY	PHONE
Electrical rough-in	South Central	985-655-1070
Plumbing top out	South Central	985-655-1070
Mechanical rough-in	South Central	985-655-1070
Framing	South Central	985-655-1070
Roof	South Central	985-655-1070
Insulation	South Central	985-655-1070
Final Electrical / Final Gas / Final Plumbing	South Central	985-655-1070
Attic Insulation	South Central	985-655-1070
Final Building (Certificate of Compliance)	South Central	985-655-1070
First sewer inspection: inspection of <b>uncovered</b> lines after connection to the public sewer system	South Central	985-655-1070
Second sewer inspection	South Central	985-655-1070
Finished Construction Elevation Certificate and Final As-Built Survey, signed & stamped by a licensed land surveyor	Planning & Zoning	Submit Online
Final Zoning / <b>2nd Inspection</b> : port-o-let removed, debris removed, no damage to street/curb/ public area, driveway & sidewalk installed & approved	Planning & Zoning	985-651-5565

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

JACLYN HOTARD  
Parish President



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### COASTAL ZONE MANAGEMENT ACKNOWLEDGEMENT

In accordance with Louisiana Revised Statute 49:214.21 et seq., the State of Louisiana administers a Coastal Zone Management Program in order to protect, develop, and restore the resources of the state’s coastal zone. Because the entirety of St. John the Baptist Parish lies within the state-defined coastal zone, any work that involves the placement of fill/slab, site clearance, dredging, or other related activity must be approved by issuance of or exemption from a Coastal Use Permit. Other activities regulated through a Coastal Use Permit include subdivisions, drainage facilities, and energy infrastructure.

In order to streamline the Coastal Use Permit determination process, applicants may submit a Joint Permit Application to determine if a proposed project requires a Coastal Use Permit or a United States Army Corps of Engineers 404 Permit. If you need any assistance filling out your Joint Permit Application, please contact the Louisiana Department of Natural Resources Office of Coastal Management at 225-342-0884. You can find the Joint Permit Application online at the following websites:

[http://workflow.dnr.state.la.us/sundown/cart\\_prod/pkg\\_dnr\\_wf.initiate](http://workflow.dnr.state.la.us/sundown/cart_prod/pkg_dnr_wf.initiate)

<http://dnr.louisiana.gov>

### ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have been advised of the State of Louisiana’s Coastal Zone Management program and understand that a Coastal Use Permit and/or United States Army Corps of Engineers 404 Permit may be required for work within the state-defined Coastal Zone. Further, I understand and acknowledge that I am solely responsible for fines and penalties if my proposed project is found to be in violation of the State of Louisiana’s Coastal Zone Management Program and Section 404 of the Federal Clean Water Act.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### SEWER INSPECTION PROCESS & SPECIFICATIONS

#### PROCESS

**FIRST INSPECTION** is required once connected to the public sewer system, but *before* covering the sewer lines. After the sewer line is inspected and backfilled, contact South Central for the Second Inspection.

**SECOND INSPECTION** is to verify the installation of the sewer box is level to the ground at final grade over the 4-inch check valve (box optional), 4-inch cleanout (box optional), and 6-inch cleanout (box required). The property must be to final grade when installed.

**PLEASE CALL SOUTH CENTRAL AT 985-655-1070 TO SCHEDULE SEWER INSPECTIONS.**

#### SPECIFICATIONS

The following specifications shall govern the materials and methods to be employed in the installation of residential or commercial sewers and their tie-in to the sewer system.

##### **1. Intent:**

It is the intent of these specifications to insure tight workable sewers that will minimize infiltration and involve a minimum of maintenance on the part of both the property owner and the Utilities Department.

##### **2. Excavations:**

All excavations shall be carried to a depth and grade for bedding the bottom of the pipe barrel on undisturbed soil. If the trench is inadvertently cut too deep or to improper grade at any point the bottom shall be brought to proper grade for bedding the pipe with clam shells or a mixture of equal parts of river sand and clam shells. No excavated material or any material other than specified above shall be placed in the trench below the pipe. The width of the excavation should in no case exceed 18" at an elevation 6" above the top of the pipe.

##### **3. Pipe and fittings:**

Must be in accordance with the Louisiana State Plumbing Code, 2013 edition. No building sewer shall be less than 4 inches in size.

##### **4. Installation of Pipe:**

###### **4.1 Bedding:**

The pipe shall be bedded either on the undisturbed soil of the trench bottom or a bedding composed of river sand or a mixture of equal parts of river sand and clam shells. The trench bottom or bedding shall be relieved in way of each ball or coupling so that all weight is uniformly supported by the full length of the pipe barrel. As the laying of the pipe progresses select material from the excavation shall be worked around the pipe up to the centerline taking care to maintain the pipe alignment and grade.

###### **4.2 Laying and Jointing:**

**4.2-1** All pipe shall be laid true to line and grade in accordance with the La State Plumbing Code, 2013 edition.

**4.2-2** All water shall be excluded from the trench during laying and jointing.

**4.2-3** All changes in direction shall be made with "wye" and bend fittings providing a cleanout at each change of direction.

**4.2-4** The use of cement mortar joints or joints using any rigid material is expressly prohibited. All joints shall be carefully made in strict accordance with the pipe manufacturer's instructions, taking special care to exclude all foreign material from the sealing surfaces and to fully seat each joint. If it is necessary to cut a length of pipe, the cut end shall be joined by a special adapter furnished by the pipe manufacturer for this express purpose. In connecting to pipe or joint of a different manufacturer, the connection shall be made by using an adapter supplied by that pipe manufacturer or as supplied by Fernco Joint Sealer Company or an approved equal and in all cases expressly designed by the manufacturer for the two



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### SEWER INSPECTION PROCESS & SPECIFICATIONS

**4.2-5** The actual connection to the sewer will be made through an increaser where required and a 6-inch “wye”. From the outlet of the “wye” a 6-inch cleanout will be extended to within 6” of the ground surface. The cleanout and extension will not be installed until after the line has passed the **FIRST INSPECTION** from South Central.

**4.2-6** A 4 x 4 x 6 check valve must be installed within 3’ from the house.

**4.2-7** A plastic or metal box must be placed over the 6-inch cleanout. The box must be plainly marked “sewer”.

#### **5. Traps and Vents:**

To eliminate a potential hazard, the property owner shall insure and certify as a condition to receiving permission to tie into the sewer that all fixtures and particularly those with concealed piping such as tubs, showers, and washing machines are properly trapped and vented prior to connection to the sewer system.

#### **6. Roof and Area Drains:**

The property owner shall insure and certify as a condition to receiving permission to tie into the sewer system that no roof drains, swimming pools or other non-sanitary features are or will be connected in the sewer system.

#### **7. Septic Tanks:**

To eliminate a potential hazard, the property owner will insure and certify as a condition to receiving permission to connect to the sewer system that all septic tanks within ninety days will be pumped out and filled with river sand.

#### **8. Inspection and Test:**

Prior to backfill, the property owner shall call South Central to schedule the **FIRST INSPECTION**. The inspector shall walk the pipe to ensure that each length is firmly bedded and undisturbed by his weight on any portion of the pipe. The inspector may, admit a 3” diameter wooden ball through the cleanout at the house to check for adequate slope and freedom from obstructions. Evidence of any significant infiltration, failure to freely pass the ball, cracked pipe or fitting, improper bedding, improper joints and/or any deviation from these specifications will be grounds for rejection and refusal of connection to the sewer system until all deficiencies are corrected.

#### **9. Backfill:**

After the FIRST INSPECTION has been approved, the property owner shall backfill with selected material from the excavation and install the boxes at final grade. Once this is complete, the property owner shall call South Central Utilities for the **SECOND INSPECTION**.

#### **PLEASE NOTE THE FOLLOWING:**

- Before backfilling, contact South Central to schedule the First Inspection.
- 6-inch clean out—45 degrees. (*must be able to open box and access cleanout*).
- No 90 degree from building connection to check valve—must be two 45 degrees.
- 6-inch clean out—plastic or metal box (box is required).
- 4-inch check valve—plastic or metal box (box is optional).
- Additional 4-inch clean outs—plastic or metal box (box is optional).
- Boxes must be plainly marker “sewer” or nothing marked on it.
- Boxes marked “water” will be rejected.
- Metal ring is required if in the driveway.
- Parish maintains 6-inch cleanout. Customer maintains 4-inch check valve and 4-inch cleanout.



## **STORMWATER PROCESS & SPECIFICATIONS**

Any proposed development, except single-family residential, that will result in a net increase of impervious surface greater than 5,000 square feet or a disturbance greater than 0.5 acres must submit the following documentation:

- **Stormwater Management Plan (SWMP), which shall include:**
  - Drainage study completed by a civil engineer licensed in the State of Louisiana containing analyses of both pre- and post-development runoff (including water surface profiles and peak flows for the 100-year, 25-year, and ten-year, 24-hour storm events).
  - Proposed Site Stormwater Management Plan with proposed Best Management Practices (BMPs) limiting the post-developed peak flow rate to the pre-developed peak flow rate for the 25-year and ten-year, 24-hour storm events.
  - Unless otherwise not feasible, the SWMP shall work to mimic natural hydrologic runoff characteristics and minimize impacts of land development on water resources through *nonstructural means* that promote water quality and the retention and infiltration of stormwater runoff on-site.
- **Stormwater Pollution Prevention Plan (SWPPP), which shall include:**
  - BMPs to reduce pollution to the Parish Municipal Stormwater Sewer System (MS4) and State Waters to the maximum extent practical.
  - Erosion and Sediment Control (ESC) Plan detailing compliance with Sec. 115-8(d).
- **Copy of LPDES Construction Permit**, if applicable.
- **Pre-Developed Site/Stormwater Drainage Plan and Proposed Site/Stormwater Drainage Plan**, which shall include all elements listed in Sec. 115-21(2) and Sec. 115-21(3) of SJB Parish Code of Ordinances.
- **Calculations** for pre- and post-development runoff rates, required detention volume, and capacity of BMPs should utilize the Louisiana Department of Transportation and Development's (LADOTD's) Hydraulics Manual.
- **Landscape Plan** if trees, plants, or shrubs are utilized in BMP design.

The following submittals are required prior to issuing a Certificate of Occupancy for the development:

- **Digital As-Built Stormwater Plans** detailing final design specifications for all stormwater management facilities and practices.
- **Post-Construction Stormwater Certification Affidavit** (signed and stamped by a licensed professional engineer in the State of Louisiana – see template on p. 11).

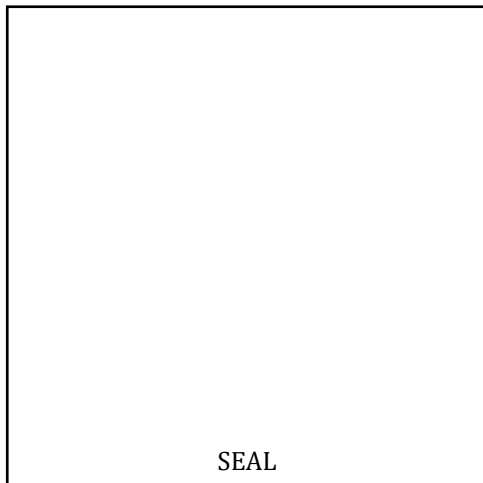
Refer to St. John the Baptist Parish Code of Ordinances Chapter 115 for more information.

JACLYN HOTARD  
Parish President



## POST-CONSTRUCTION STORMWATER CERTIFICATION

I, \_\_\_\_\_, a registered Professional Engineer duly licensed in the State of Louisiana do hereby certify that the stormwater management measures approved under permit number \_\_\_\_\_ located at the municipal address \_\_\_\_\_ were installed in accordance with all approved plans and specifications on file with the St. John the Baptist Parish Planning and Zoning Department, and in compliance with all other applicable standards.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, Zip

\_\_\_\_\_  
Email Address & Phone No.



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

#### ARTICLE III. CONSTRUCTION SITE REQUIREMENTS

##### Sec. 115-10. Stormwater pollution prevention plan (SWPPP) required.

- (a) Any submission of an application for a development permit from the planning and zoning department for a project that meets one, or multiple criteria in section 115-10(b) shall certify that:
- (1) A site specific stormwater pollution prevention plan (SWPPP) has been developed for the site in accordance with this section and that any land clearing, grading, excavation, or other land disturbance activities at the site shall be in accordance with such SWPPP; and
  - (2) All state LPDES permit requirements related to stormwater discharges associated with construction activities will be met. Refer to current specific LPDES permit for site applicability and other requirements.
- (b) The following activities shall submit a site specific SWPPP and all state LPDES permit requirements, if applicable:
- (1) Development involving disturbance of more than one half (0.5) acre;
  - (2) Development involving commercial, industrial, institutional, utility, or subdivisions uses; or
  - (3) Development that will result in an increase of impervious surface on the lot or parcel greater than 5,000 square feet.
- (c) The following activities shall be exempt from these requirements:
- (1) Development of a single-family residential and/or residential accessory structure;
  - (2) Development or improvement resulting in a net increase of 5,000 square feet or less of impervious surface;
  - (3) Interior renovations;
  - (4) Resurfacing of existing impervious surface; or
  - (5) Addition of minimal topsoil for landscaping purposes.

(Ord. No. 24-66, 11-26-2024)

##### Sec. 115-11. Best management practices for discharge reduction.

- (a) When a SWPPP is required, operators of construction sites shall use best management practices (BMPs) to control and reduce the discharge of sediment, silt, earth, soil, and other material associated with the clearing, grading, excavation, land disturbance, and other construction activities to the parish municipal stormwater sewer system (MS4) and to waters of the state to the maximum extent practicable. Such best management practices may include, but are not limited to, the following measures:
- (1) *Stabilization.* Ensure that existing vegetation is preserved where feasible and that soil is stabilized in disturbed portions of the site, where construction activities have temporarily or permanently ceased. Stabilization measures may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures;



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

- (2) *Water flow management.* Limit runoff and the discharge of sediments and pollutants from the site by diverting or storing water flows through structural practices;
- (3) *Sediment control.* Minimize the transference of soil and mud from the construction site onto public roads by vehicles, generation of dust, and escape of sediments and other windblown waste through on-site sediment control practices;
- (4) *Materials control.* Prevent the discharge of building materials, including, but not limited to, cement, lime, concrete, and mortar, to the MS4 or waters of the state;
- (5) *Housekeeping.* Provide general good housekeeping measures to:
  - a. Prevent litter, construction debris, and construction chemicals exposed to stormwater from becoming pollutant sources for stormwater discharges;
  - b. Prevent and contain spills of paints, solvents, fuels, septic waste, and other hazardous chemicals and pollutants associated with construction; and
  - c. Assure proper cleanup and disposal of any such spills in compliance with state, federal, and local requirements.
- (6) *Waste management.* Implement proper waste disposal and waste management techniques, including the provision of waste containers and covers for waste materials, minimization of ground contact with hazardous chemicals and trash, and the provision of appropriate sanitary facilities for site workers and visitors;
- (7) *Maintenance.* Properly maintain best management practices utilized in the SWPPP and ensure they remain in good and effective operating condition; and
- (8) *Stormwater management installation.* Install structural measures during the construction process to control pollutants in stormwater discharges that will occur after construction operations have been completed. Structural measures should be placed on upland soils to the best degree attainable. Such installed structural measures may include, but are not limited to, stormwater detention structures (including wet ponds); flow attenuation by use of open vegetative swales and natural depressions; other velocity dissipation devices; infiltration of runoff on site; and sequential systems that combine several such practices. Operators of construction sites are only responsible for the installation and maintenance of stormwater management measures prior to final stabilization of the site, and are not responsible for maintenance after stormwater discharges associated with construction activity have terminated.

(Ord. No. 24-66, 11-26-2024)

#### Sec. 115-12. Submittal requirements.

- (a) A copy of the SWPPP shall be provided to the planning and zoning department prior to issuance of a development permit, and shall be available for review by the planning and zoning department on the construction site at all times during construction. The SWPPP shall include:
  - (1) A description of the nature of the construction activity;
  - (2) A description of the intended sequence of major activities which disturb soils for major portions of the site (e.g., grubbing, clearing, grading, excavation, utilities, and infrastructure installation, etc.);



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

- (3) Estimates of the total area of the site and the total area of the site that is expected to be disturbed by clearing, grading, excavation, and/or other activities;
- (4) A description of appropriate control measures (i.e., BMPs) and design specifications that will be implemented as part of the construction activity to control pollutants in stormwater discharges, as more fully described in section 115-9;
- (5) A description of interim and permanent stabilization practices for the site;
- (6) A copy of the LPDES construction permit (LAR100000 or LAR200000) for the site;
- (7) A site plan;
- (8) Identification of potential pollutant sources;
- (9) Procedures for maintenance and inspections, in addition to inspection records; and
- (10) Certification page to be signed by individual having operational control of the site.

(Ord. No. 24-66, 11-26-2024)

### ARTICLE IV. POST-DEVELOPMENT REQUIREMENTS

#### Sec. 115-18. Stormwater management plan (SWMP) required.

- (a) A stormwater management plan is required to be submitted in conjunction with an application for a development under the following types of development and land disturbance:
  - (1) New construction of buildings and/or parking areas totaling more than one half (0.5) acre of impervious surface, or replacement of buildings and/or parking areas which results in more than one half (0.5) acre of impervious surface;
  - (2) Any development permit application (including a land disturbance permit application) involving the disturbance of more than one half (0.5) acre of land;
  - (3) Development involving commercial, industrial, institutional, utility, or subdivisions uses; or
  - (4) Development that will result in an increase of impervious surface on the lot or parcel greater than 5,000 square feet. (b)  
The following types of development are exempt from requirements of this article:
    - (1) Single-family dwellings and residential accessory structures;
    - (2) Development or improvement resulting in a net increase of 5,000 square feet or less of impervious surface;
    - (3) Interior renovations;
    - (4) Maintenance activities, such as top-layer grinding (grind and overlay), repaving when aggregates or gravels are not exposed.

(Ord. No. 24-66, 11-26-2024)



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

#### Sec. 115-19 Stormwater management plan requirements.

Stormwater management plans shall include the following components:

- (1) *Drainage study.* A drainage study shall be completed and stamped by a civil engineer licensed in the State of Louisiana and shall be submitted for all developments that require stormwater management plans. The drainage study will include an analysis both pre-development and post-development runoff. The applicant shall also provide a peak flow and water surface profile for the 100-year, 25-year and ten-year 24-hour storm events. The hydrological analysis shall meet all applicable parish ordinances and the following requirements:
  - a. The engineer shall also study the effect of any proposed development on existing downstream drainage facilities outside the area of the development. Local drainage studies, together with any other appropriate study, shall serve as a guide to needed improvements as determined by the parish.
  - b. No development may be constructed or maintained so that surface waters from such development are collected and channeled downstream at such locations or at such volumes or velocities as to cause degradation, alteration or damage to lower adjacent properties.
  - c. No development may be constructed or maintained where such development would impede the flow of water from upstream properties across the property proposed to be developed. All drainage rights-of-way and culverts or other drainage facilities shall be large enough to accommodate runoff from the proposed development as well as upstream flow originating outside of the proposed development site.
- (2) *Proposed site stormwater management plan.* The proposed site stormwater management plan shall include post-development stormwater best management practices (BMPs) that limit the post-developed peak flow rate to the pre-developed peak flow rate for the ten-year, 24-hour and the 25-year, 24-hour storm event.

(Ord. No. 24-66, 11-26-2024)

#### Sec. 115-20. Design requirements.

- (a) Stormwater management plans shall be designed to reduce stormwater pollutants wherever feasible, and must be supported by a combination of stormwater BMPs, in the following order of priority:
  - (1) Unless otherwise not feasible, create conditions that mimic natural hydrologic runoff characteristics and minimize impacts of land development on water resources through non structural means that allow retention and infiltration of stormwater runoff on-site by using pervious paving materials, bioretention areas, green roofs, and other methods that allow pollutants to settle and water to evapo-transpire or infiltrate into soil. For additional guidance on BMPs to protect water quality, refer to BMP manuals such as the Louisiana Department of Energy and Natural Resources' publication: *Urban Stormwater Runoff: Roads, Highways, Bridges - Best Management Practices (BMPs) for Coastal Louisiana Non-Point Source Pollution* (2008) for BMP definitions, purpose, applicability, planning considerations, recommended specifications, and maintenance.
  - (2) Additional stormwater runoff that cannot be infiltrated should be detained, stored, and filtered through the use of BMPs.
  - (3) Runoff in excess of the holding capacity of the BMPs shall exit the site through surface or subsurface drainage.



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

- (b) All stormwater management facilities shall be designed to provide an emergency overflow system and incorporate measures to provide a non-erosive velocity of flow along its length and at any outfall.
- (c) All BMPs designed to drain and/or infiltrate must be designed to drain from a full condition within a maximum of 24 hours to prevent breeding of mosquitos and other waterborne pests.

(Ord. No. 24-66, 11-26-2024)

#### Sec. 115-21. Submittal documents.

Submittal documents shall be prepared by or under the direct supervision of a Louisiana Registered Civil Engineer within the purview of the State of Louisiana licensing law provisions. Said documents shall be imprinted with their seal designating them as the professional of record. Submittal documents shall be submitted with each permit application and shall include the following:

- (1) *Project description.* Brief summary of existing conditions and proposed stormwater management design.
- (2) *Pre-developed site and stormwater drainage plan.* A site assessment detailing the current drainage conditions on the property. This shall include:
  - a. Location and boundaries of all existing property lines, lot names, easements or servitudes, or other land divisions for the development site;
  - b. Location and boundaries of all adjacent rights-of-way, streets, private roads, drainage rights-of-way, or other features;
  - c. Existing drainage areas delineated with flow lines indicating direction of flow;
  - d. All above ground and subsurface infrastructure and invert elevations, including, but not limited to, existing drain lines, culverts, catch basins, headwalls, manholes, and existing BMPs;
  - e. Location of all existing roof and yard drains, downspouts, or other features and their connections to BMPs;
  - f. Existing topographic and any significant topographic features at a maximum of one-foot elevation intervals. If the site is less than two percent slope, NAVD88 point elevations are required at a minimum of every 25 feet and at the property line;
  - g. Soil conditions;
  - h. All existing buildings, structures, land covers and site features, including, but not limited to, curb cuts, interior streets, driveways, parking and loading areas, landscaped areas, lawns, wetlands, and special flood hazard areas.



## COMMERCIAL ADDITION/ACCESSORY/NEW CONSTRUCTION PERMIT APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

- (3) *Proposed site and stormwater drainage plan.* A detailed representation of the proposed drainage site design. This shall include:
- Location and boundaries of all property lines, lot names, easements or servitudes, or other land divisions for the development site;
  - Location and boundaries of all adjacent rights-of-way, streets, private roads, drainage rights-of-way, or other features;
  - Proposed drainage areas delineated with flow lines indicating direction of flow;
  - All proposed above ground and subsurface infrastructure and invert elevations, including, but not limited to, drain lines, culverts, catch basins, headwalls, manholes, and BMPs;
  - Location of all proposed roof and yard drains, downspouts, or other features and their connections to BMPs;
  - Proposed topographic and any significant topographic features at a maximum of one-foot elevation intervals. If the site is less than two percent slope, NAVD88 point elevations are required at a minimum of every 25 feet and at the property line;
  - All proposed buildings, structures, land covers and site features, including, but not limited to, curb cuts, interior streets, driveways, parking and loading areas, landscaped areas, and lawns;
  - Sections and details of all proposed BMPs showing depth, dimensions, compositional layers, drainage media, overflows, connections into and out of all drainage related features.
- (4) *Calculations.* Calculations for pre- and post-development runoff rate, required detention volume, and capacity of BMPs. Calculations for runoff rates should use the methods called for in the latest version of the Louisiana Department of Design and Development's (LA DOTD's) Hydraulics Manual.
- (5) *Landscape plan.* When plants, trees, or shrubs are utilized in BMP design.

(Ord. No. 24-66, 11-26-2024)

#### **Sec. 115-23. Post-construction certification.**

- (a) Post construction certification. Prior to the issuance of a certificate of occupancy, the following shall occur to ensure compliance with the stormwater regulations:
- Submission of digital as-built plans showing the final design specifications for all stormwater management facilities and practices, the field location, size, depth of all measures, controls, and planted vegetation, and devices, as installed.
  - A professional engineer licensed in Louisiana shall provide an affidavit, under seal, attesting the stormwater management measures have been installed in accordance with all approved plans and specifications, and in compliance with all other applicable standards.

(Ord. No. 24-66, 11-26-2024)