

JACLYN HOTARD  
Parish President



# ST. JOHN

PLANNING & ZONING

## LAND DISTURBANCE APPLICATION

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

### OFFICE USE ONLY

Permit No: _____	Parcel #: _____
Date Requested: _____	Zoning District: _____
Flood Zone: _____	
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**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized affidavit? Complete page 4.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY INFORMATION

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

Subdivision: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Property Size (square feet): \_\_\_\_\_

*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.*

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

\_\_\_\_\_  
Date



### LAND DISTURBANCE APPLICATION

<b>OFFICE USE ONLY</b>
Permit No: _____

<b>PLEASE CHECK ALL THAT APPLY</b>		
<input type="checkbox"/> Excavation	<input type="checkbox"/> Filling	<input type="checkbox"/> Grading
<input type="checkbox"/> Clearing	<input type="checkbox"/> Paving	<input type="checkbox"/> Draining

**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. Contract Value: \$ \_\_\_\_\_ Square Footage of Proposed Disturbance: \_\_\_\_\_
3. Proposed Use: \_\_\_\_\_
4. Will construction require fill? (circle) **YES / NO**  
     If **YES**, what is the quantity (cubic yards)? \_\_\_\_\_
5. Are there any servitudes on the property? (circle) **YES / NO** If **YES**, is it shown on the plans? \_\_\_\_\_

*(see page 7 for more information)*

**FEE SUMMARY**

1. Base	\$150.00
2. Technology Fee	\$ 10.00
3. Zoning Inspection Fee	\$ 50.00

*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



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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.
- Detailed set of complete plans – one hard copy and digital copy, if available. This includes a complete site plan, sequence of the development of the site, erosion sediment measures and provisions for maintenance of control facilities, etc. to verify compliance with Parish regulations *(see pages 6; 8-16 or additional information)*.
- SWPPP *(see pages 6; 10-12 for additional information)*.
- Stormwater Management Plan *(see pages 6; 12-14 for additional information)*.
- Pre-Developed Site/Stormwater Drainage Plan and Proposed Site/Stormwater Drainage Plan *(see pages 6; 14-15 for additional information)*.
- Payment of Fees, payable by credit card, check or money order to: "St. John Parish Council".

### AS NEEDED SUBMITTAL REQUIREMENTS

- 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.
- Drainage plan and Post Construction Survey if fill quantity exceeds four (4) cubic yards or if area of disturbance exceeds 5,000 sq. ft.
- Copy of Contractor's License.

*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 5000 sq. ft. (see page 10 for additional information.)*

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

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



## LAND DISTURBANCE 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.

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Applicant's Signature

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Date



## LAND DISTURBANCE 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



## LAND DISTURBANCE APPLICATION

### 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.

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Applicant's Signature

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Date





## LAND DISTURBANCE APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

#### ARTICLE II: LAND DISTURBANCE AND PRE-CONSTRUCTION ACTIVITIES

##### Sec. 115-8. Land disturbance.

The following standards govern land disturbance activities that involve clearing, cutting, filling, grading, excavating, and other earth work:

- (a) A land disturbance permit shall be required to perform clearing, excavation, or related earth work for the following activities:
  - (1) Excavating, clearing, cutting, filling, grading, draining, or paving of lots, parcels, or other areas greater than one half (0.5) acre;
  - (2) Altering, rerouting, deepening, widening, obstructing, or changing in any way an existing drainage system or feature;
  - (3) Development for residential, commercial, institutional, industrial, utility or other activities greater than one half (0.5) acre;
  - (4) Development for commercial, institutional, industrial, residential subdivision, or utility activities on lots, parcels, or other areas of any size; or
  - (5) Commencing any other development, excavation, or filling which may significantly increase or decrease the rate and/or quantity of surface water runoff, degrade the quality of water, adversely affect any sinkhole, water course, or water body.
- (b) The following activities are exempt from a land disturbance permit:
  - (1) Development of a parcel less than or equal to one-half (0.5) acre in size;
  - (2) Development or improvement resulting in a net increase of less than 5,000 square feet of impervious surface;
  - (3) Interior renovations;
  - (4) Resurfacing existing areas of impervious surface; or
  - (5) Addition of minimal top soil for landscaping purposes.
- (c) Land disturbance permit submittal requirements:
  - (1) Site plan. The site plan shall contain the property owner's name, address, date, survey, legal description, and parcel or lot number, and the following:
    - a. Shape, location, and dimensions of the lot to be developed as shown on a survey stamped by a state licensed professional;
    - b. Shape, size, and location of all existing and proposed buildings or other structures;
    - c. Locations of all existing and proposed streets, alleys, utilities, stormwater conveyances, drainage features, sanitary sewers, and drainage, utility, or access easements/servitudes;



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### CHAPTER 15—STORMWATER MANAGEMENT

- d. Location and approximate dimension of driveways, entrances, and all points of access to a public street or road;
  - e. Location of areas subject to flooding or limits of the special flood hazard area, if applicable;
  - f. All existing and proposed impervious area;
  - g. Natural or manmade watercourses with direction of flow indicators, and;
  - h. All existing and proposed slopes, terraces, bulkheads, or retaining walls.
- (2) A sequence of the development of the site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and building; and final grading and landscaping;
- (3) All erosion sediment control measures necessary to meet the objectives of this article throughout all phases of construction and after completion of development of the site; and
- (4) Provisions for maintenance of control facilities.
- (5) Fees. Payment of fees in the amount listed in section 14-115.
- (d) Erosion and sedimentation control requirements:
- (1) When a land disturbance permit is required, developers, operators, and/or property owners shall use appropriate erosion and sedimentation control (ESC) measures to ensure that adverse conditions caused by erosion or sedimentation are eliminated or held to an acceptable minimum, and do not cause adverse impacts to adjoining properties, rights-of-way, or waterways;
  - (2) Clearing, excavating, filling, or grading of natural resources, such as forests and wetlands, shall not be permitted except when in compliance with other applicable laws and regulations;
  - (3) Clearing, excavating, filling, or grading, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and stabilized;
  - (4) Erosion control requirements shall include the following:
    - a. Soil stabilization shall be completed within five (5) days of clearing or inactivity in construction;
    - b. Seeding or other vegetative erosion control methods shall become established within two (2) weeks or the parish may require the site to be reseeded or a nonvegetative option employed;
    - c. Use of techniques designed to deal with steep slopes and/or drainage ways shall be used to ensure stabilization;
    - d. Soil stockpiles must be stabilized or covered at the end of each workday;
    - e. The entire site must be stabilized at the close of development activities;
    - f. A stabilized construction exit shall be utilized to minimize the tracking of mud, clay, sediment, and other construction materials onto roadways and streets; and
    - g. Techniques that divert upland runoff past disturbed slopes shall be employed.



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### CHAPTER 15—STORMWATER MANAGEMENT

- (e) Inspections: Work which requires a land disturbance permit shall be subject to inspection by the planning and zoning department during and after construction. Based upon inspection results, the site plans and specifications, BMPs, and the SWPPP (if applicable) shall be revised as appropriate, but in no case later than one calendar day following the inspection. Deficiencies which are not addressed within one calendar day will constitute a violation of this Code and will result in a stop-work order on the construction site.
- (f) Activities that disturb land such as clearing, filling, grading, and excavating shall not begin until all sediment control devices have been installed and stabilized. Final stabilization measures shall be initiated as soon as practical upon the completion of construction activities.

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

### 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)



## LAND DISTURBANCE APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

#### 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;
  - (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)



## LAND DISTURBANCE APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

#### 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.);
  - (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.



## LAND DISTURBANCE APPLICATION

### CHAPTER 15—STORMWATER MANAGEMENT

(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)

#### 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)



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#### 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.
- (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;



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- 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.
- (3) *Proposed site and stormwater drainage plan.* A detailed representation of the proposed drainage site design. This shall include:
- a. Location and boundaries of all 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. Proposed drainage areas delineated with flow lines indicating direction of flow;
  - d. All proposed above ground and subsurface infrastructure and invert elevations, including, but not limited to, drain lines, culverts, catch basins, headwalls, manholes, and BMPs;
  - e. Location of all proposed roof and yard drains, downspouts, or other features and their connections to BMPs;
  - f. 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;
  - g. 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;
  - h. 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)



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### CHAPTER 15—STORMWATER MANAGEMENT

#### 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:
- (1) 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.
  - (2) 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)