

CODE OF ORDINANCES
ST. TAMMANY PARISH, LOUISIANA
SUBDIVISION REGULATIONS
CHAPTER 125
(SUPPLEMENTAL SECTION)

TENTATIVE SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit to the Department of Planning & Development a minimum of ten (10) 24" x 36" folded copies of the proposed subdivision plat. If the proposed subdivision is to be developed in stages/phases, two (2) copies of the master plan must be furnished depicting all of the proposed phases to the subdivision. The subdivision plat must be drawn to scale inclusive of providing all relevant information as described below.

Subdivision Name: _____ Section-Township-Range _____

Developer's Name: _____

Developer's Address: _____
Street City State Zip Code

Developer's Phone No. _____
(Business) (Cell) (Fax)

Developer's E-mail: _____

Engineer's Name/Firm: _____

Engineer's Address: _____
Street City State Zip Code

Engineer's Phone No. _____
(Business) (Cell) (Fax)

Engineer's E-mail: _____

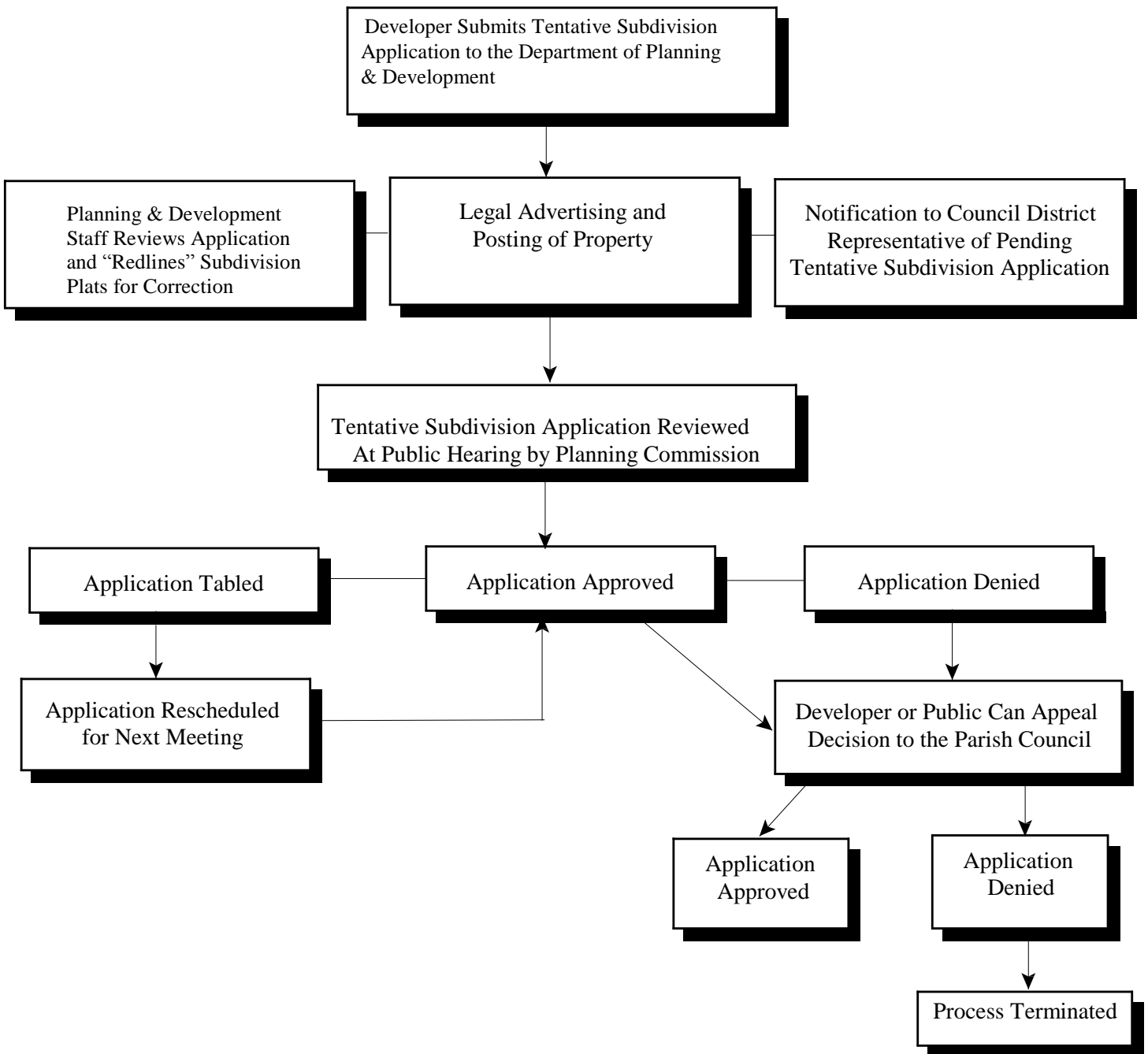
TENTATIVE SUBDIVISION CHECKLIST

Please check the appropriate boxes below to insure that the proper information and documentation for the tentative subdivision approval process, as well as items to be depicted on the tentative subdivision plat, have been included with your application.

- | | |
|--|--|
| <input type="checkbox"/> Tentative subdivision fees (\$15.00 per lot, plus \$100.00) | etc...) |
| <input type="checkbox"/> (10) folded copies of the tentative subdivision plat | <input type="checkbox"/> Proposed form of detention (note or illustrate on plat) |
| <input type="checkbox"/> Traffic Impact Analysis Study (if applicable) | <input type="checkbox"/> Flood zone A (lines of demarcation) |
| <input type="checkbox"/> Typed legal description (on 8 1/2" x 11" paper) | <input type="checkbox"/> North direction arrow |
| <input type="checkbox"/> Environmental Assessment Data Form (attached) | <input type="checkbox"/> Scale of drawings |
| <input type="checkbox"/> Illustration showing the ultimate disposal of drainage | <input type="checkbox"/> Phases within subdivision (proposed and future) |
| <input type="checkbox"/> Utility Disclosure Letter (notarized) | <input type="checkbox"/> Proposed front and corner yard setback lines |
| <input type="checkbox"/> Subdivision name (top center of plat) | <input type="checkbox"/> Typical lot sizes and dimensions |
| <input type="checkbox"/> Section, Township and Range (under subdivision name) | <input type="checkbox"/> Location of proposed or existing servitudes |
| <input type="checkbox"/> Wetland determination (depict lines of demarcation) | <input type="checkbox"/> Proposed street and road names |
| <input type="checkbox"/> Vicinity map inset detail (upper left-hand corner of plat) | <input type="checkbox"/> Adjoining land uses |
| <input type="checkbox"/> Location of sewerage and water facilities | <input type="checkbox"/> Existing structures |
| <input type="checkbox"/> Parish restrictive covenants (upper right-hand corner) | <input type="checkbox"/> Proposed parks and playgrounds |
| <input type="checkbox"/> Typical street cross-section detail (lower left-hand corner) | <input type="checkbox"/> Any land fills on property (notation on plat) |
| <input type="checkbox"/> Information block (zoning, streets, number of lots acreage, maximum block length, average lot size, | <input type="checkbox"/> Enhanced subdivision entrance (inset detail) |
| | <input type="checkbox"/> Declaration of street ownership (private or public) |
| | <input type="checkbox"/> Street and road right-of-way widths |
| | <input type="checkbox"/> Flood Zone (A, B, C or V to be depicted on plat) |
| | <input type="checkbox"/> PUD zoning plan compliance letter (if applicable) |

Please refer to Section 125-190 Tentative Subdivision Review, of the Subdivision Regulations Chapter 125 for additional criteria and requirements.

**PROCEDURAL FLOW DIAGRAM FOR
THE TENTATIVE SUBDIVISION REVIEW PROCESS**



PRELIMINARY SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit to the Department of Planning & Development a minimum of fifteen (15) 24" x 36" folded copies of the proposed preliminary subdivision plat. The subdivision plat constitutes the detailed plan of the subdivision by which the construction of the streets, drainage, structure and channels will be executed by the developer. It is therefore necessary that the plat be an actual ground survey to insure that the plan will be feasible and practical. The subdivision plats must be drawn to scale inclusive of providing all relevant information as described below.

Subdivision Name: _____

Section-Township-Range _____

Developer's Name: _____

Developer's Address: _____
Street City State Zip Code

Developer's Email: _____

Developer's Phone No. _____
(Business) (Cell) (Fax)

Engineer's Name/Firm: _____

Engineer's Address: _____
Street City State Zip Code

Engineer's Email: _____

Engineer's Phone No. _____
(Business) (Cell) (Fax)

PRELIMINARY SUBDIVISION CHECKLIST

Please check the appropriate boxes below to insure that the proper information and documentation for the preliminary subdivision approval process, as well as items to be depicted on the preliminary subdivision plat, have been included with your application.

- | | |
|---|--|
| <input type="checkbox"/> Preliminary subdivision fees (\$40.00 per lot, S & W fees) | <input type="checkbox"/> Total number of lots |
| <input type="checkbox"/> 15) folded copies of the preliminary subdivision plat | <input type="checkbox"/> Coastal Zone review (if applicable) |
| <input type="checkbox"/> Total length of streets to be constructed | <input type="checkbox"/> Ditch/canal profile bottoms not in street ROW |
| <input type="checkbox"/> Environmental Assessment Data Form (completed) | <input type="checkbox"/> Total acres of easements to be dedicated |
| <input type="checkbox"/> Vicinity map | <input type="checkbox"/> Existing easements |
| <input type="checkbox"/> Legal description (on 8 1/2" x 11" paper) | <input type="checkbox"/> Proposed easements |
| <input type="checkbox"/> Section corner tie | <input type="checkbox"/> Building setback lines |
| <input type="checkbox"/> Engineering certification | <input type="checkbox"/> Interstate land sales compliance letter |
| <input type="checkbox"/> Signature lines for parish officials and clerk of court | <input type="checkbox"/> Street lighting plan (if applicable) |
| <input type="checkbox"/> Signature lines for developer/owner (if applicable) | <input type="checkbox"/> Right-of-way grants (if any) |
| <input type="checkbox"/> Culvert size for each lot | <input type="checkbox"/> Areas subject to inundation (100 year flood) |
| <input type="checkbox"/> Board of Health letter | <input type="checkbox"/> Detention pond maintenance: whom (note on plat) |
| <input type="checkbox"/> Restrictive covenants (top right-hand corner of plat) | <input type="checkbox"/> Cross-section of detention pond(s) |
| <input type="checkbox"/> Cross-section of road (to scale) | <input type="checkbox"/> Sedimentation barriers |
| <input type="checkbox"/> Plat corrections per tentative subdivision approval | <input type="checkbox"/> Signage plan and blue reflectors |
| <input type="checkbox"/> Total acres in development | |

Please refer to Section 125-195 Preliminary Subdivision Review, and Section 125-196 Additional Requirements to Preliminary, article 1, of Subdivision Regulatory Ordinance Chapter 125 Subdivision Regulations for additional criteria and requirements.

I hereby certify that all information provided relative to the preliminary subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR ASSIGN
(SIGNATURE)**

DATE

PRELIMINARY APPROVAL PAVING & DRAINAGE CHECK SHEET

After review, in addition to submitting the fifteen (15) preliminary subdivision plats to the Department of Planning & Development, a separate set of fifteen (15) plats (24" x 36") must be submitted providing the following items, information or data. Please check the appropriate boxes below to insure compliance:

- Vicinity map
- Topographical map of subdivision depiction one (1') foot contours
- Flood Zone A and V areas using lines of demarcation to depict said areas
- Datum used for elevation control
- Ultimate surface disposal (U.S.G.S. Quad Map) or vicinity map
- Direction of flow of surface water in street ditches, canals and on lots
- Location, size and type of drainage structures
- Sections and profiles of canals to be constructed
- Proposed drainage easements for parish maintenance (must conform to Parish standards)
- Any right-of-ways required
- Minimum floor elevations for residential structures
- Certificates by a registered professional engineer
- Copy of restrictive covenants for the subdivision
- Proposed street cross-sections (to scale) and surfacing criteria

Preliminary Subdivision Fees to be Paid:

(Subdivision Fees)

_____ lots @ \$30.00 per lot \$ _____

(Sewerage & Water Fees)

_____ lots @ \$10.00 per lot, plus a \$20.00 one-time inspection fee \$ _____

_____ Linear feet of water distribution pipe @ \$0.06 \$ _____

_____ Linear feet of sewerage collection pipe @ \$0.11 \$ _____

_____ Water supply facilities @ \$30.00 per facility \$ _____

_____ Sewerage collection treatment facilities @ \$30.00 per facility \$ _____

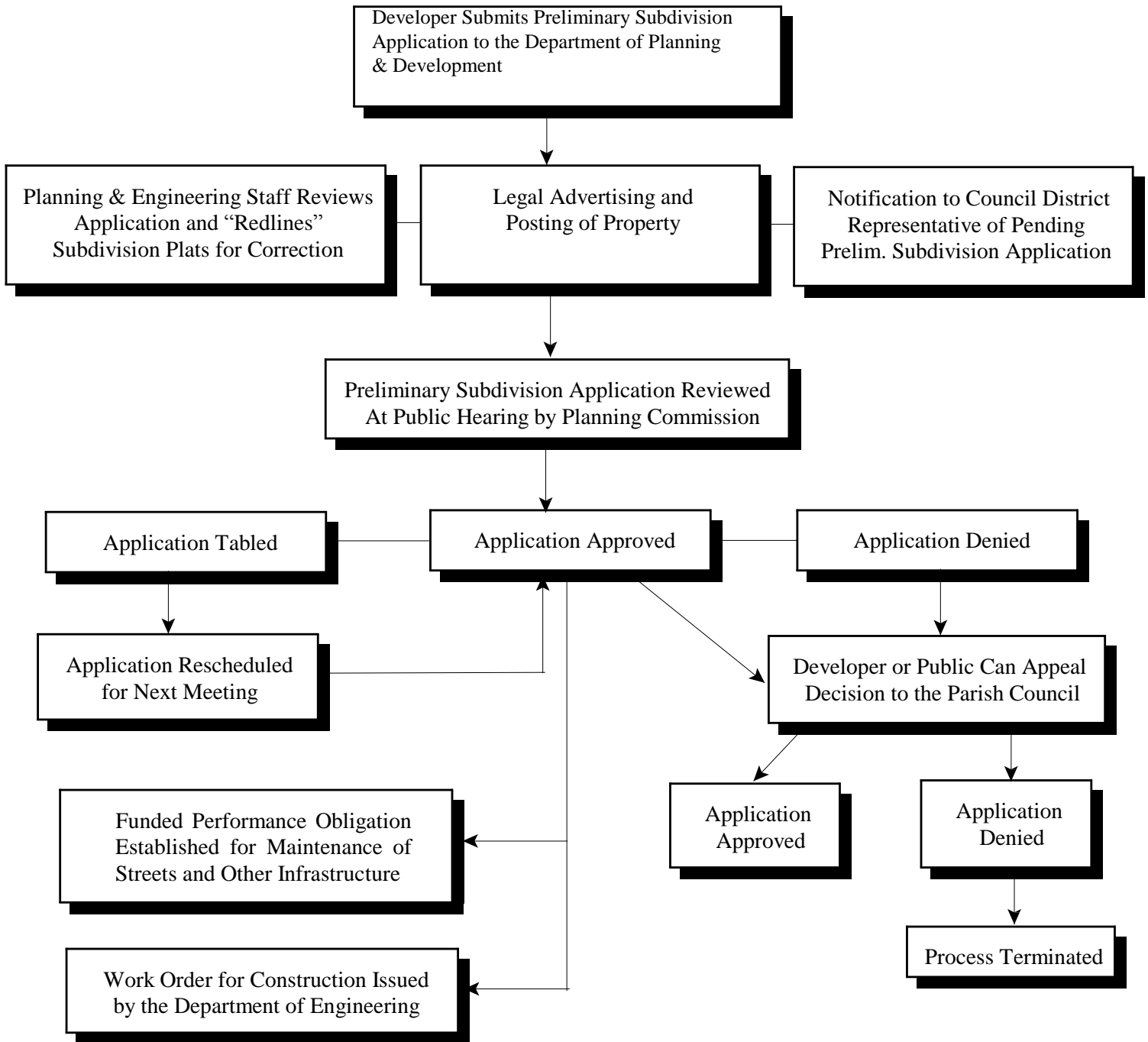
Total Amount Paid \$ _____

I hereby certify that all information provided relative to the preliminary subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR ASSIGN
 (SIGNATURE)**

DATE

**PROCEDURAL FLOW DIAGRAM FOR
THE PRELIMINARY SUBDIVISION REVIEW PROCESS**



FINAL SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit to the Department of Planning & Development a minimum of fifteen (15) 24" x 36" folded copies of the proposed final subdivision plat. To obtain final subdivision approval, all work must be completed, or an acceptable funded performance obligation posted to insure completion of the work. The subdivision plats must be drawn to scale inclusive of providing all relevant information as described below.

Subdivision Name: _____

Section-Township-Range _____

Developer's Name: _____

Developer's Address: _____
Street City State Zip Code

Developer's Phone No. _____
(Business) (Cell) (Fax)

Developer's E-mail: _____

Engineer's Name/Firm: _____

Engineer's Address: _____
Street City State Zip Code

Engineer's Email: _____

Developer's Phone No. _____
(Business) (Cell) (Fax)

FINAL SUBDIVISION CHECKLIST

Please check the appropriate boxes below to insure that the proper information and documentation for the final subdivision approval process, as well as items to be depicted on the final subdivision plat, have been included with your application.

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Final subdivision fees (\$75.00 per lot, plus a \$20.00 per lot, plus one-time inspection fee) <input type="checkbox"/> (15) folded copies of the final subdivision plat and paving and drainage plans <input type="checkbox"/> Scale of plan <input type="checkbox"/> North direction arrow <input type="checkbox"/> Vicinity map inset detail <input type="checkbox"/> Boundary Survey <input type="checkbox"/> Section corner tie <input type="checkbox"/> Location of permanent markers at each lot corner <input type="checkbox"/> As-built drawing for community sewerage and water facilities (3 sets minimum) <input type="checkbox"/> Legal instrument for recordation stating responsibility for maintenance and upkeep of green space/park areas <input type="checkbox"/> Restrictive covenants <input type="checkbox"/> Statement prohibiting mobile homes (if applicable) <input type="checkbox"/> Act of dedication (roads and drainage) <input type="checkbox"/> Intersection safety Street names <input type="checkbox"/> Elevations of streets <input type="checkbox"/> Depict bench marks (if applicable) <input type="checkbox"/> Proposed flood protection (if applicable) <input type="checkbox"/> Recordation check (\$45.00) made out to Clerk of | <ul style="list-style-type: none"> Court <input type="checkbox"/> Signature of dedication (roads and drainage) <input type="checkbox"/> Approval and recordation signatures <input type="checkbox"/> Engineer's certificate and stamp <input type="checkbox"/> Blue reflectors relative to fire hydrants <input type="checkbox"/> Surveyor's certificate and stamp <input type="checkbox"/> Board of Health letter <input type="checkbox"/> Compliance with Interstate Land Sales Act <input type="checkbox"/> Required easements <input type="checkbox"/> FEMA Flood Delineation per last panel <input type="checkbox"/> Total acres (information block on plat) <input type="checkbox"/> Number of lots (information block on plat) <input type="checkbox"/> Lot dimensions (information block on plat) <input type="checkbox"/> Depict building setback lines for lots <input type="checkbox"/> Depict existing street connections <input type="checkbox"/> Dead-end streets (not permitted) <input type="checkbox"/> Length of streets (information block on plat) <input type="checkbox"/> Street names <input type="checkbox"/> Indicate adjacent land uses (on plat) <input type="checkbox"/> Street name signs <input type="checkbox"/> Traffic signs and blue reflectors <input type="checkbox"/> Municipal street addresses for all lots <input type="checkbox"/> Existing easements |
|--|---|

Please refer to Section 125-202 Final Subdivision Review, of Subdivision Regulations Chapter 125 for additional criteria and requirements.

I hereby certify that all information provided relative to the final subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR ASSIGN
(SIGNATURE)**

DATE

FINAL APPROVAL PAVING & DRAINAGE CHECK SHEET

After review, in addition to submitting the fifteen (15) final subdivision plats to the Department of Planning & Development, a separate set of fifteen (15) plats (24" x 36") folded copies must be submitted providing the following items, information or data. Please check the appropriate boxes below to insure compliance:

- All checks as per the preliminary drainage check sheet
- Elevation of streets and roads

The subdivision plat shall depict the paving and drainage as actually constructed and whether or not there are any deviations from the preliminary plans that were approved by this office.

Final Subdivision Fees to be Paid:

(Subdivision Fees)

_____ lots @ \$60.00 per lot \$ _____

(Sewerage & Water Fees)

_____ lots @ \$15.00 per lot, plus a \$20.00 one-time inspection fee \$ _____

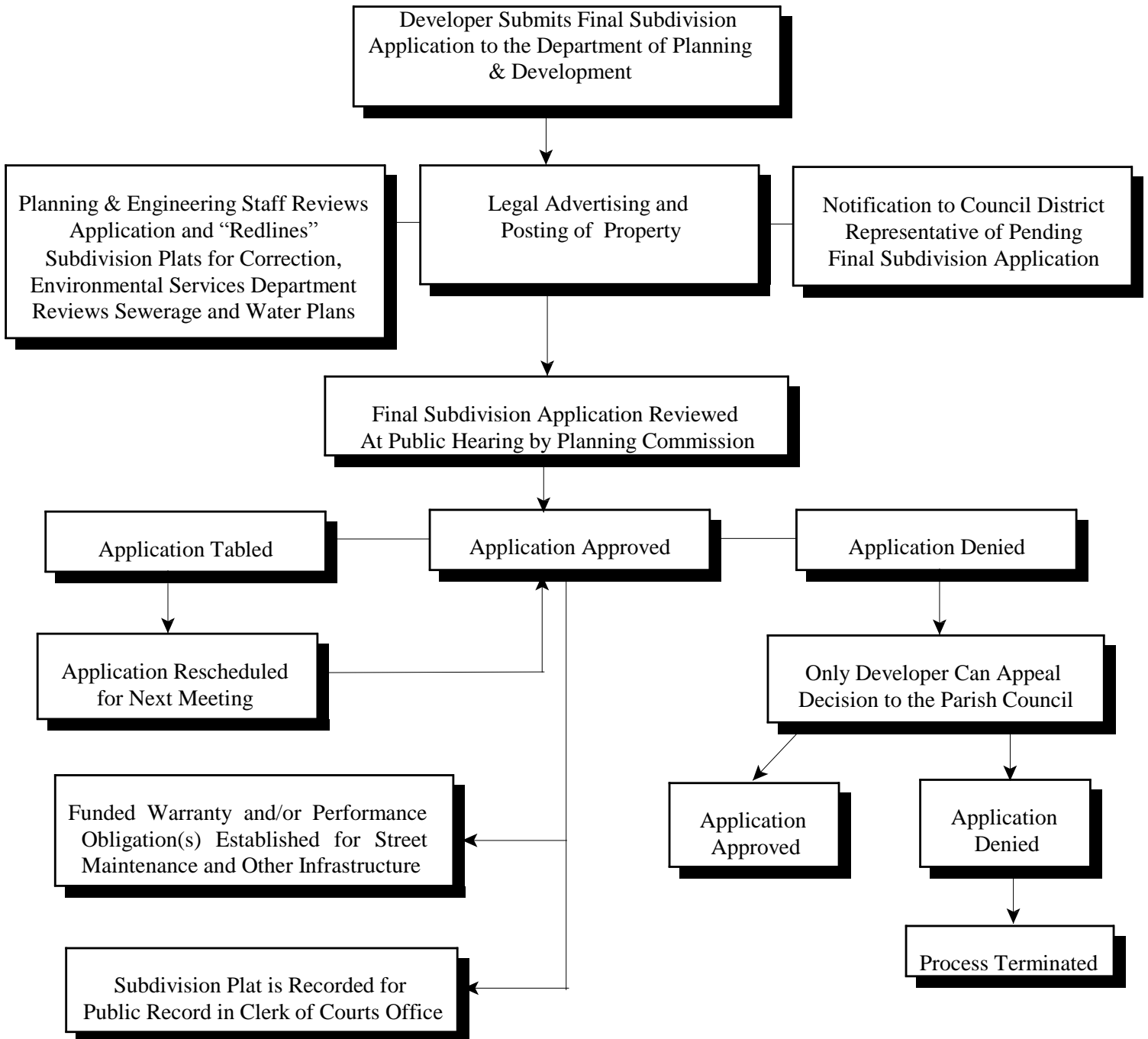
Total Amount Paid \$ _____

I hereby certify that all information provided relative to the final subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR ASSIGN
(SIGNATURE)**

DATE

**PROCEDURAL FLOW DIAGRAM FOR
THE FINAL SUBDIVISION REVIEW PROCESS**



ENVIRONMENTAL ASSESSMENT DATA FORM

Applicant's Name: _____

Developer's Address: _____
Street City State Zip Code

Developer's Phone No. _____
(Business) (Cell)

Subdivision Name: _____

Number of Acres in Development: _____ Number of Lots/Parcels in Development: _____

Ultimate Disposal of Surface Drainage: _____

Water Surface Runoff Mitigation Proposed: _____

(Please check the following boxes below, where applicable:)

- Type of Sewerage System Proposed: Community Individual
- Type of Water System Proposed: Community Individual
- Type of Streets and/or Roads Proposed: Concrete Asphalt Aggregate Other
- Land Formation: Flat Rolling Hills Marsh Swamp Inundated Tidal Flow
- Existing Land Use: Undeveloped Residential Commercial Industrial Other
- Proposed Land Use: Undeveloped Residential Commercial Industrial Other
- Surrounding Land Use: Undeveloped Residential Commercial Industrial Other
- Does the subdivision conform to the major street plan? Yes No
- What will the noise level of the working development be? Very Noisy Average Very Little
- Will any hazardous materials have to be removed or brought on-site for the development? Yes No
If yes, what are the hazardous materials? _____
- Does the subdivision front on any waterways? Yes No
If yes, what major streams or waterways? _____

- Does the subdivision front on any major arterial streets? Yes No

If yes, which major arterial streets? _____

- Will any smoke, dust or fumes be emitted as a result of operational construction? Yes No

If yes, please explain? _____

- Is the subdivision subject to inundation? Frequently Infrequently None at all

- Will canals or waterways be constructed in conjunction with this subdivision? Yes No

(Does the proposed subdivision development...)

- a.) have or had any landfill(s) located on the property? Yes No
- b.) disrupt, alter or destroy any historical or archeological sites or district? Yes No
- c.) have a substantial impact on natural, ecological recreation, or scenic resources? Yes No
- d.) displace a substantial number of people? Yes No
- e.) conform with the environmental plans and goals that have been adopted by the parish? Yes No
- f.) cause an unwarranted increase in traffic congestion within or near the subdivision? Yes No
- g.) have substantial esthetic or adverse visual impact within or near the subdivision? Yes No

h.) breach any Federal, State or Local standards relative to:

- air Quality Yes No
- noise Yes No
- water Quality Yes No
- contamination of any public or private water supply Yes No
- ground water levels Yes No
- flooding/inundation Yes No
- erosion Yes No
- sedimentation Yes No
- rare and/or endangered species of animal or plant habitat Yes No
- interfering with any movement of resident or migratory fish or wildlife species . Yes No
- inducing substantial concentration of population Yes No
- dredging and spoil placement Yes No

I hereby certify to the best of knowledge and ability, that this subdivision development will not adversely impact the surrounding environment, inclusive of all the information contained herein; and further, said information provided and answered above is accurate, true and correct.

**ENGINEER/SURVEYOR/OR DEVELOPER
(SIGNATURE)**

DATE

STREET IDENTIFICATION AND TRAFFIC CONTROL SIGNS

All owners of property who wish to develop new subdivisions within St. Tammany Parish shall install street identification signs, stop signs, and any other regulatory signage deemed necessary by the parish, in accordance with the following specifications:

(A.) Stop Signs:

The stop sign shall be an octagon with a white message and border on a red background. The standard size of the sign shall be thirty (30") inches. Where greater emphasis or visibility is required, a larger size sign is recommended. On low volume local streets and secondary roads with low approach, a twenty-four (24") inch size sign may be used.

At a multiple way stop intersection, a supplementary plate should be mounted below each stop sign. The supplementary plate shall have white letters on a red background and shall have a standard size of twelve (12") inches by six (6") inches. Secondary messages shall not be used on stop sign faces.

Specifications for Stop Signs:

Size: standard - 30" x 30"	Material: Steel - 16 gauge
minimum - 24" x 24"	Aluminum - .080 inches

High intensity reflective sheeting shall be used on blanks. The legend shall be commensurate with size and be reflective. The border shall be one (1") inch and also reflective.

(B.) Street Identification Signs:

Street name signs should be erected in urban areas at all street intersections regardless of other route markings that may be present, and should be erected in rural areas to identify roads not otherwise marked.

Lettering on street name signs should be at least four (4") inches in height. Supplementary lettering to indicate the type of street or section of the parish/city may be in smaller letters, but in any case, should be no less than two (2") inches in height.

The legend and background of the signs shall be contrasting colors and should have white lettering and border on a green background. In residential areas, at least one (1) sign should be mounted at every intersection.

Specifications for Street Identification Signs:

Plates: Anodized aluminum, .080 in thickness, six (6") inches in height by (24", 30" or 36") in width, as necessary, with a 3/4" radius corner. The sign must also have thermosetting acrylic backed enamel, or reflective shooting finishes.

Lettering: (standard alphabet) - four (4") inches
 (prefix or suffix abbreviations) - two (2") inches
 (block numbering) - two (2") inch copy on top of suffix, when applicable

Hardware: Smooth surface die case aluminum, maintenance free, with cadmium plated set screws.

(C.) Yield Signs:

The yield sign shall be a downward pointing equilateral triangle having a red border band and a white interior and the word yield in red inside the border band. The border band must be five (5") inches for the thirty-six (36") inch sign and six (6") inches for the forty-eight (48") sign.

Yield signs may be used on a minor road at the entrance to an intersection where it is necessary to assign right-of-way to the major road, but where a stop sign is not necessary at all times, and where the safe approach speed on the minor road exceeds ten (10) mile per hour.

Yield signs shall be located in the same manner as a stop sign.

Specifications for Yield Signs:

Size: standard - 36" x 36" (size to be increased by 12" inch increments only)

Material: Steel - 16 gauge
Aluminum - .080 inch

Reflective sheeting on 16" gauge steel and high intensity reflective on .080 aluminum.

(D.) Speed Limit Signs:

The speed limit sign shall display the limit established by law or by regulation. The speed limits shown shall be in multiples of five (5) miles per hour.

Specifications for Speed Limit Signs:

Size: standard - 24" x 36" (increase in size by 12" increments only)
Steel - 16 gauge (Reflective sheeting on 16" gauge steel)

Size of Subordinate Sign of Speed Regulation:

Night Speed Signs - 24" x 24"
Minimum Speed Signs - 24" x 30"
Minimum-Maximum Speed Sign - 24" x 48"
Sign for Reduced Speed Ahead - 24" x 30"

Design specifications shall be the same as for speed limit signs.

(E.) U-Turn Prohibitive Signs:

The "no turn" sign is intended for use at or between intersections to indicate where U-turns are prohibited.

Specifications for U-Turn Prohibitive Signs:

Size: standard - Upper Signs: 24" x 24" Lower Signs: 24" x 18"

Alternative Sign Standard - 24" x 30"

Reflective sheeting required.

(F.) Do Not Enter Signs:

To prohibit traffic from entering a restricted road section, "Do Not Enter" signs should be conspicuously placed in the most appropriate position at the end of a "One Way Roadway" or "Ramp". The signs shall be a thirty (30") inch white square on which is inscribed a twenty-nine (29") inch diameter red circle with a white band five (5") inches in width placed horizontally across the center of the circle.

Specifications for Do Not Enter Signs:

Size: standard - 30" x 24" (larger in increments of 6")
Steel - 16 gauge (reflective sheeting)

(G.) Wrong Way Signs:

Wrong way signs may be used as a supplement to the "Do Not Enter" sign.

Specifications for Wrong Way Signs:

Size: standard - 36" x 24"
Steel - 16 gauge (reflective sheeting)

(H.) One Way Signs:

One way signs shall be used when required to indicate streets or roadways upon which vehicular traffic is allowed to travel in a one way direction. The sign shall be either:

- (a.) A white arrow right or left, on a black horizontal rectangle of a standard, with a minimum size of thirty-six (36") inches by twelve (12") inches with the words "one way only" centered within the arrow; or
- (b.) A vertical rectangle of a standard, with a minimum size of eighteen (18") inches by twenty-four (24") inches with black lettering and a right or left arrow on a white background.

(I.) Dead End Signs:

Dead end signs are intended for use to warn of a street or road which has no outlet and which terminates in a dead end or cul-de-sac. Standard size signs shall be a minimum of thirty (30") inches by thirty (30") inches. The color must be a black legend and border on a yellow background.

(J.) Dead End Warning Devices:

Where barriers are required, they shall be built according to specifications set forth by the

Department of Public Works. The signs shall be marked with reflectorized sheet metal. Further, the signs shall be posted a sufficient advance distance to permit the vehicle operator to avoid the dead end by turning off, if possible, at the nearest intersecting street. In addition, standard

hazard object markers shall be placed alongside of the street or road, to provide adequate warning that a dead end is being approached.

Specifications for Hazard Markers:

20 gauge steel back with a baked enamel finish. With stripes are to be bead reflectorized, with three (3") inch holes, one (1") inch from top to bottom.

Size: minimum - 4" x 24"

Markers used on the right side of the road toward the dead end must be "right markers". Markers used on left side of roads towards the dead end will be "left markers".

Markers shall be compatible for mounting on standard posts specified herein.

Standards:

- (a.) U-Channel Standard: Hot rolled from high tensile steel and finished with green baked enamel or galvanizing pre-punched holes three-eighths (3/8") of an inch on one (1") inch centers for a minimum of three (3') feet of installation non driven channel standards.
- (b.) Galvanized Tubular Standards: (2) 3/8" steel tubing .080 wall with approximately two (2) one pound per foot. Standard shall be embedded in fair ground to a minimum depth of three (3') feet.

Responsibility: The owner, developer, contractor, etc..., of a subdivision, shall be responsible for the maintenance of the signs installed by them until all improvements have been completed and the streets have been accepted for perpetual maintenance by St. Tammany Parish Government.