

ORDINANCE NO. 328.1-2014

**AN ORDINANCE PRESCRIBING THE REQUIREMENTS AND FEES FOR
CULVERT INSTALLATION PERMITS AND INSPECTIONS
PERFORMED WITHIN THE CITY OF YOUNGSVILLE**

BE IT ORDAINED by the Mayor and City Council of the City of Youngsville that in order to promote, maintain and facilitate the issuance of culvert permits and consistency of engineering, installations, and inspections in a manner that is conducive to a higher standard of living for the benefit of the people of Youngsville:

ARTICLE I: VIOLATIONS

It shall be a violation of this ordinance for any property owner, contractor, developer, builder, or any individual having control over any property of any description within the corporate limits of the City of Youngsville to allow the installation of any driveway, walkway, or ditch culvert system for any home, structure, or building to proceed without first having obtained a permit from the City of Youngsville. Furthermore, it shall be a violation of this ordinance for anyone to backfill an open ditch without first having obtained an inspection approval from the City of Youngsville.

For the purposes of this ordinance, "Contractor" shall mean the primary supervisor and coordinator of all activities associated with the construction or modifications to any home, commercial building, or property of any description within the corporate limits of the City of Youngsville. In those cases when a primary supervisor and coordinator are not specifically identifiable, the property owner shall be defined to be the "Contractor".

If the City of Youngsville discovers a culvert system that has been installed without the obligatory permit and inspections, the City Manager or his representative shall be authorized to remove said culvert system using whatever means available and at the expense of the individual who had installed the culvert system. The property owner or contractor responsible shall be issued an invoice for the cost associated with the culvert system removal. If the invoice is unpaid within thirty days, a lien shall be levied on that property to offset the costs associated with the culvert system removal and all legal fees encountered to file said lien.

ARTICLE II: DESIGN SPECIFICATIONS

The depth of all culverts shall be established by the City of Youngsville engineer. All culvert specifications as to size, material, and geometry shall be determined by the City of Youngsville engineer. Requirements for and specifications of all catch basins and drain inlets shall be determined by the City of Youngsville engineer.

ARTICLE III: PROCEDURES

The act of submitting a permit application shall be interpreted as the contractor's understanding and agreement to adhere to the requirements of this ordinance. The procedure for obtaining a permit to install or modify a culvert system and the progression of engineering and inspections shall be as follows:

1. The contractor shall complete a Culvert Permit Application at Youngsville City Hall and pay the appropriate fees for the work to be done, and receive a copy of this ordinance. The contractor shall include a sketch of the proposed installation on the Culvert Permit Application,
2. When the Culvert Permit Application is for a driveway culvert, the contractor shall install yellow colored stakes alongside the ditch and on each side of the area for the proposed culvert.
3. The City of Youngsville will forward a copy of the Culvert Permit Application to the city engineer for processing.
 - a. The City of Youngsville engineer shall determine the specifications of all culvert elevations, culvert materials and geometry, catch basin design and materials, and inlet design and materials. The city engineer shall be note the culvert installation specifications on the Culvert Permit Application.
 - b. The City of Youngsville engineer shall place base level stubs and elevation stakes at the culvert installation site, and transmit the completed Culvert Permit Application with engineering specifications to the City of Youngsville City Hall.
 - c. The City of Youngsville City Hall personnel shall notify the contractor that the culvert site has been staked and that a copy of the engineering specifications can be picked up at City Hall.
 - d. The contractor shall excavate the ditch to the level specified by the City of Youngsville engineer. The contractor shall not remove or modify the engineer placed stakes until told to do so by the City of Youngsville.
 - e. The contractor shall place the culvert prescribed by the City of Youngsville engineer into the ditch. The contractor shall not cover the culvert until installation has been inspected and approved by City of Youngsville Public Works Department personnel.
 - f. The contractor shall notify the City of Youngsville City Hall at 337-856-4181 that the culvert installation is ready for inspection. The City of Youngsville will dispatch an inspector to the site for verification of elevation, grade and materials.
 - g. The City of Youngsville inspector shall use the engineer stakes and verify that the culvert is properly installed and is of the correct materials and geometry.
 - If the engineer stakes are missing or have been modified, the contractor must request a new permit and must pay another permit fee to have the engineer rework the project and provide replacement stakes.
 - If the culvert installation matches the engineer prescribed parameters, the City of Youngsville will notify the contractor that he may proceed with backfilling over the culvert and that he can remove the engineer stakes, and the following paragraphs h. and i. are not germane.
 - If the culvert installation does not match the engineer prescribed parameters, the City of Youngsville shall notify the contractor of the errors which must be

corrected. The contractor shall then follow the procedures outlined in paragraph h. below.

- h. If the culvert installation requires additional inspections, the contractor shall repair all errors and then pay \$25.00 at City Hall for each additional inspection requested.
- i. The contractor shall follow the requirements shown in paragraph f. above.

ARTICLE IV: DESIGN PARAMETERS

Although the site specific design criteria for culverts, catch basins and inlets shall be determined by the City of Youngsville engineer, the following guidelines will be incorporated at each location.

- 1. Culverts shall be installed with the female end pointing toward the shallow part of the ditch, and the male end pointing toward the deep end of the ditch.
- 2. No culvert smaller than 15" diameter shall be installed within the City of Youngsville.
- 3. No plastic culvert shall be installed unless there is a minimum of twelve (12) inches of soil backfilled on top, and there is a specific statement allowing plastic pipe included in the engineering specifications (see III.3.a. above)
- 4. No curved culverts shall be installed in the City of Youngsville.

ARTICLE V: FEES

The following fees shall be charged for all culvert associated installations and inspections.

Standard Driveway	20 -25 feet	\$ 300.00
Sidewalk		\$ 300.00
Full Middle of the Block Lot		\$ 400.00
Full Corner Lot		\$ 600.00
Inspections:		First Inspection Free
		Additional Inspections \$25.00 each

This ordinance having been introduced on October 16, 2014 was submitted for a vote and the vote therein was as follows:

YEAS: Ken Ritter, Brenda Burley, A.J. Bernard, Tim Barbier, Dianne McClelland
NAYS: None
ABSENT: None
ABSTAIN: None

The ordinance was adopted on this the 13th day of November, 2014.

/s/ Wilson B. Viator, Jr.
Wilson B. Viator, Jr., Mayor

/s/ Rebecca L. Gondron
Rebecca L. Gondron, City Clerk