

# Residential Development Design & Resource Guide

CITY OF YOUNGSVILLE

*Where Life is Sweeter*

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**Contents**

1. Residential Development on a Parcel of Land that needs to be Subdivided..... 3

    1.1 Step 1: Preliminary Plat Submission ..... 4

        1.1.1 Preliminary Plat Checklist ..... 5

    1.2 Step 2: Public Hearing..... 7

    1.3 Step 3: Permit Pre-application Meeting ..... 8

    1.4 Step 4: Data Collection ..... 8

    1.5 Step 5: Design..... 9

        1.5.1 Site/Civil Plans..... 10

        1.5.2 100 Year Flood Analysis (if in a flood zone) ..... 16

        1.5.3 Specifications..... 17

        1.5.4 Geotechnical Report..... 17

        1.5.5 Residential Development Design Phase Checklist ..... 18

    1.6 Step 6: Submit for Permits..... 19

        1.6.1 Permit Submittal Checklist..... 19

    1.7 Step 7: Permit Review Resolution..... 20

    1.8 Step 8: Construction ..... 20

    1.9 Step 9: Final Walk-thru and Submittal of Documents..... 21

    1.10 Step 10: Final Plat Approval..... 22

        1.10.1 Final Plat Checklist ..... 23

2. Residential Development on a Single Parcel of Land..... 25

3. Fee Schedules and Fines..... 26

4. Forms..... 28

5. Resources ..... 36

6.0 Frequently Asked Questions ..... 38



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All,

Thank you for your interest in building and developing within our beautiful city. We are excited that you have decided to invest in the growth of the City of Youngsville. While we are currently the fastest growing city in the state, we are driven to provide smart growth and planning for the continued development of our great city. In keeping with the trend of many of our neighboring municipalities, we have compiled this guidance to provide information regarding the residential development design regulations and requirements, construction process, inspection requests and process, as well as final approval process. We have also provided answers to frequently asked questions and a list of resources and contact information.

Throughout the document, we have provided checklists in a manner that can be copied and used to assist you with the process.

We hope this guidance provides information that is helpful to you. Thanks again for your interest.

Ken Ritter

Mayor, City of Youngsville

# 1. Residential Development on a Parcel of Land that needs to be Subdivided

The flowchart below identifies the process for a residential development that is on a parcel of land that needs to be subdivided. The paragraphs that follow explain in detail each step and the submittals required.



### 1.1 Step 1: Preliminary Plat Submission

In order to subdivide a parcel of property, the property owner must develop a preliminary plat of the property signed and sealed by a registered professional land surveyor in the state of Louisiana. This preliminary plat shall be based upon a minimum Class C property boundary survey. **The partition of the property for developments needs to refer to the City's ordinances for regulations and requirements, in particular, Design Requirements for Residential Developments and Performance Land Use Regulations.** A checklist of the items that should be included and/or considered when developing the preliminary plat is provided in at the end of this section. Once the preliminary plat is developed, the property owner must submit an "Application for Plat Approval" and the preliminary plat to:

Planning, Zoning & Development Department  
Lafayette Consolidated Government  
220 West Willow Street, Bldg. B / Lafayette, LA 70501  
PO Box 4017-C / Lafayette, LA 70502

The description below identifies the Preliminary Plat Submission and Review Process:

- The Developer submits preliminary plat to the Lafayette Consolidated Government (LCG) Planning, Zoning & Development Department for compliance review and comments. Please note the deadlines for submitting for Public Hearing dates on the LCG website.
- LCG reviews plat and sends comments to the Youngsville City Clerk and Youngsville City Engineer *(Time for complete review and Youngsville Public Hearing schedule is dependent upon the submittal time to LCG and the time comments are received by Youngsville with sufficient time to complete review prior to 10 days before the next scheduled City of Youngsville Council Meeting. For planning purposes please allow 45-60 days to complete the process due to prior scheduled submittal and meeting dates.)*

A checklist is provided on the next page to be used when developing preliminary plats for submittal.

### 1.1.1 Preliminary Plat Checklist

- Title block to be placed on lower right corner of plat. Include the subdivision or development name, type of subdivision or development (residential, commercial), lot area, scale, and date on which the plat was drawn.
- Name and address of owner(s) of the property and/or subdivision. If the owner is a company or corporation, the name of the principle officer(s) of the company or corporation responsible for the subdivision must be provided
- Names and addresses of all adjacent property owners (within required notification distance)
- Name and address of the person or firm who prepared the plat, including Engineers or Land Surveyors official stamp and signature
- Property owner/affidavit of ownership
- Significant topographical features on the land being platted must be fully shown and accurately identified on the plat
- General location and street address of property
- Area of subject property (acres or square feet), and legal description of the subject property
- Township, Range, Section and boundaries, together with a survey reference to the nearest survey corner or street right-of-way intersection in the same general area. Show lines.
- Lines of incorporated areas. If within 3,000 feet or less of the nearest corporate limits of the City of Youngsville, give exact distance
- Property ID#s for each lot
- Boundaries of subdivision
- Proposed number of lots or tract numbers and all dimensions
- Proposed number of dwelling units, by type
- Proposed gross square footage by use category
- Any request for modifications, including reasons
- North Arrow. The drawing of the subdivision must be oriented with the north arrow pointing to the top or right of the drawing
- A scale vicinity map must be provided and made a part of the plat indicating the general location of the subdivision and its relationship with well-known streets, railroads, water courses and similar features in all directions from the subdivision to a distance not less than one (1) mile. The minimum scale of the vicinity map shall be one inch (1") equals three thousand feet (3,000') and should be oriented with North to the top or right of the drawing and in the same direction as the detailed subdivision drawing
- Plat boundaries must be drawn with heavy lines to indicate the subdivided area with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines
- Names of abutting subdivisions and in the case of abutting unplatted property, the notation "Unplatted"
- Show lot number or tract name on all abutting properties or unsubdivided land
- Adjacent areas outside the plat boundaries must be identified indicating the name of adjacent subdivisions, churches, schools, parks, bayous, and drainage ways, acreage, and all existing streets, easements, pipelines or other restricted areas.
- Identify Setbacks. Setbacks should be at least 20' front, 10' rear and 5' side.
- Show existing buildings on the property and any additions to structure (include location and address)
- Include the location and identification of all tracts not to be designated as lots within the boundaries of the plat

- Block numbers or letters continuing consecutively without omission or duplication throughout the development
- Lot numbers beginning with the number "1" and numbered consecutively in each block
- Lot frontage and area
- Dimensions and bearings of lot lines as well as line and curve tables containing the length and radii of all curved street and lot lines, bearings, length of all straight streets and lot lines, and the area in square feet of each lot
- Provide any additional easements showing width and purpose
- Certification for Subdivision Plat with applicant's and surveyor's signature
- Indicate public and private streets
- A copy of any applicable covenants or deed restrictions applicable to the property. The restrictions may appear on the face of the plat or site plan, or may be submitted separately
- Methods and assurances for the ownership and maintenance of any required common open space
- Utility legend indicating source of water, sewer, electrical, etc.
- Distance from the nearest intersection for accurate addressing
- Provide any approved waiver(s)
- Identify the datum and geoids on all plats, and FEMA Floodplain information
- Show the location, width and names of all existing public or private streets and sidewalks within or adjacent to the tract, together with easements, railroad rights-of-way, and other important features such as section lines and corners, municipal boundary lines, property lines and monuments
- Show all existing streams, drainage channels, watercourses, ravines, other bodies of water, servitudes, and the location of the one hundred (100) year flood zone with boundaries and elevations. Drainage easements should be included
- Identify any dedicated green spaces, common areas and detention ponds
- Proposed overall development including dimensions
- Sufficient dimensions and information to indicate existing and proposed rights-of-way, pavement width and type, number of lanes, medians and median breaks, sidewalks, existing and proposed driveways, and easements
- Where any part of the proposed development is located within a Designated/Identified Flood Hazard area, the following additional information shall be provided at a scale sufficient to determine compliance with FEMA requirements
  - o The Plats must clearly delineate areas of the development which are in the 100-year frequency flood hazard area as identified by the FEMA F.I.R.M. in effect at the time of submittal or any preliminary maps as identified by the City Floodplain administrator.
  - o Base flood elevation data shall be included on plats having any portion of proposed property within an Identified Flood Hazard Zone. The plat submittal shall delineate limits of Flood Hazard Zone identified in the FEMA F.I.R.M.
  - o The Preliminary and Final Plats shall delineate all streams and channels and water courses in the designated flood hazard zone.
  - o The Final Plat submittal shall include a declaration that "Development is not allowed in floodway areas unless technical data is submitted to and approved by the City Engineer (or his/her designee), local Flood Plain Administrator and other applicable regulatory agencies."
  - o The plat shall state the following:
    - "Any structure, enclosed on three or more sides, built on property in the one hundred (100) year Flood Zone as depicted on this plat shall be elevated so as

to insure the lowest floor of such structure is located at a minimum of one (1') foot above the base flood elevation height for that area at that time."

- Encroachments are prohibited, including fill, new construction, substantial improvement and other developments; unless certification by a Professional Registered Engineer or Architect is provided demonstrating that encroachments shall not result in any increase in flood levels within the community during occurrence of the base flood discharge.
- "Any utility and sanitary facilities shall be installed so as to minimize the effect on same by Flood Waters." The plat may state that, "In lieu of elevating the structure on a site that falls within the one hundred (100) year flood zone to an elevation equal to or above the base flood elevation, the building may be flood-proofed as certified by a Louisiana Licensed Engineer or Land Surveyor and approved by the Flood Plain Administrator."

- ❑ Revision Block with dates and descriptions of revisions

#### **NOTES AND CONDITIONS:**

- Review of the Preliminary Plat is for general conformance with overall development requirements. Plat layout must account for the City of Youngsville Ordinance and the sections of the Lafayette Unified Development Code that apply.
- Approval of the Preliminary Plat does not imply that utility services necessary to serve the development currently exist, or if they do exist have the capacity to serve the planned development. Any such evaluation and determination would take place by the respective utility during the detailed review of the engineering plans.
- Any changes to the Preliminary Plat made after the initial review may require a resubmittal of the Preliminary Plat.
- The approval of a development is good for one year. The developer can apply for one year extension due to extenuating circumstances. After these periods, the approval will be cancelled, and the developer will be required to re-apply. [Ord. 373-2014(5)(E)]
- No subdivision shall bear the same name as another subdivision in the city or parish unless located on adjoining property.

### **1.2 Step 2: Public Hearing**

Once the Youngsville City Clerk receives comments from LCG the following takes place for the Public hearing process:

- The Youngsville City Clerk sends out letters to adjacent property owners and schedules the Public Hearing.
- The Youngsville City Engineer reviews the LCG comments and the preliminary plat and provides a letter to the Mayor and City Council with comments regarding the preliminary plat review a minimum of 10 days prior to the Public Hearing date
- The City Engineer reviews the comments of the preliminary plat with the Mayor and City Council during the Public Hearing for concurrence, waivers, comments and conditions for the preliminary plat approval.
- After the Public Hearing, the preliminary plat is listed on the next Youngsville City Council meeting for approval or denial with comments from the Public Hearing.

- The Youngsville City Clerk sends a letter to the property owner with the comments and conditions from the public hearing and the decision of the City Council on approval or denial.
- If plat approval is denied at the Youngsville City Council meeting, the letter to the property owner will list the deficiencies needing correction before plat approval.
- If a preliminary plat is denied, once the property owner resolves the deficient items, the property owner needs to resubmit the preliminary plat to the City of Youngsville for review by the City Engineer.
- Once the preliminary plat is approved by the Youngsville City Council, a letter is sent to the property owner with any adjustments to be made before recording. Once the preliminary plat is ready to be recorded the property owner needs to submit seventeen (17) copies, any servitude dedications and a **\$100 check** for recording fees to the City of Youngsville.
- Once the copies of the preliminary plat are received at the City of Youngsville, they will be recorded by the City Clerk and three (3) copies will be sent to the surveyor listed on the plat.
- The property owner may then proceed to the next steps. The property owner should address comments and conditions of preliminary plat approval in the design of the property as the Youngsville City Engineer will refer to the comments and conditions during the design review process.
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For residential development, once a parcel of property has received Preliminary Plat Approval by the Youngsville City Council, the developer may proceed to the Permit Pre-Application meeting, Data Collection and Design Steps.

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### **1.3 Step 3: Permit Pre-application Meeting**

A pre-application meeting with the City CAO may be requested before proceeding further in the design process. While this step is not mandatory, it is strongly encouraged in order for the owner/developer to ask questions, request utility infrastructure information, and understand all items that are needed to be submitted and approved to obtain a permit for construction. A thorough understanding of the City's requirements along with the submittal of the correct and complete documents decreases review time and potential for resubmittals resulting in increased permitting time. To request and schedule a meeting, the owner/developer shall contact City Hall at **337-856-4181** and request a "Permit Pre-application meeting". *Please allow up to 10 business days for a meeting to be scheduled.*

### **1.4 Step 4: Data Collection**

Once the owner/developer is ready to progress towards the design of the project, it is important to collect the property's existing conditions information. This will assist with compliant design by providing sufficient detail and supporting information needed for permit submittal. The following is a list of information the owner/developer should obtain during this step:

- Topographic survey of the site that includes:
  - Any structures and/or dwellings

- Existing water, sewer, phone, gas, cable, electrical and drainage infrastructure
- Elevation information sufficient for proper grading and drainage of the site
- Large trees
- ❑ Geotechnical investigation of the site sufficient enough to design structural footings, driveways, parking lots and detention ponds
- ❑ Jurisdictional wetlands
- ❑ Utility infrastructure as-built information *to supplement topographic survey of the infrastructure, not to replace or substitute for topographic survey.*
- ❑ Preliminary and Effective Flood Zone determination and Base Flood Elevation (BFE) for structures *(This may be obtained by request from City Hall by providing the address of the property)*
- ❑ Applicable ordinances and design requirements

### 1.5 Step 5: Design

In order to obtain a permit, the Owner/Developer will be required to provide the City with site/civil engineering construction plans with specifications, a Drainage Impact Analysis and a geotechnical investigation at the time of permit submittal. A checklist of the items that must be considered in the development of the design and design plans is included at the end of this section for your use.

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In order to provide the proper design and documentation to the City of Youngsville, the Owner/Developer will need the services of a professional engineer licensed in the State of Louisiana. Incomplete plans or plans with notes stating engineering design elements that are “to be determined by contractor” are not acceptable and do not meet minimal standard of care or Louisiana’s laws and rules for engineering. All elements of the construction shall be designed and documented on the plans by the applicable Louisiana Licensed professional, no exceptions. *Plans submitted shall be signed and sealed by the appropriate Louisiana licensed professional. Plans not properly signed and sealed will not be accepted.*

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The paragraphs below provide references to the list of design regulations and requirements that shall be used during the design of a residential development. Refer to the City of Youngsville Ordinances online as well as the Lafayette Consolidated Government Unified Development Code (UDC) when applicable for the requirements and specifications for development in the City of Youngsville.

*A complete submittal package shall include the following:*

- Site/Civil Plans (3 hard copies and 1 electronic set)*
- Drainage Impact Analysis (1 hard copy and 1 electronic copy with executable drainage model)*
- 100 Year Flood Analysis (if in a flood zone)*
- Specifications*
- Geotechnical Report*

### 1.5.1 Site/Civil Plans

Site/civil engineering plans shall be signed by a licensed civil engineer in the State of Louisiana. Site/Civil Engineering plans may be included as separate sheets within the overall plans or may be submitted under separate cover along with architectural plans. Either way is acceptable, provided they are signed and sealed by a licensed civil engineer in the state of Louisiana. Site/Civil design and plans should reflect and/or include but are not limited to the following:

- Existing site topographic survey
- Existing and proposed drainage area maps
- Identify existing water and sewer infrastructure with sizes that are present in the area and the connections/details of the development's connection to the City's sewer system (include typical section, elevation and coordinates of tie-ins based upon survey)
- Other proposed underground utilities (telephone, cable, gas) on site plans to evaluate conflicts. *Only underground utilities are allowed. The development shall tie into municipal utilities if they are available within 1500 feet of any part of the development. Developer is responsible for the cost of extending utilities*
- Existing and proposed subsurface drainage collection system with pipe sizes, inverts and structure top elevations labeled which are based upon design and consistent with the Drainage Impact Analysis
- Existing and proposed drainage ditches/canals/streams with existing drainage easements identified
- Existing wetlands
- Proposed mitigation for wetlands (with associated permits)
- Proposed detention system identifying elevation of top bank, side slopes, typical section, permanent erosion control measures, outfall structure for backflow and backwater prevention to meet the City's requirements as well as FEMA requirements (see ordinances for 25-year 24 hour storm event detention requirements)
- Account for drainage easement
- Existing and proposed site grading plans. *(Note: Must verify that future grade over the water line to be installed now will not change to the point that the water line does not have sufficient cover or is too deep. Same with hydrants.)*
- Site/Civil sheet(s) that identify proposed sidewalks and parking lot layout with ADA compliance parking, ramps, crossings, etc. *(Note: all parking and drives including drive-*

*thru shall be hard surfaced paving. No surface limestone or aggregate allowed for parking or drives).*

- Plan/profile sheets that include proposed road, drainage, water, sewer and any other utilities in plan and profile views (*Water and sewer lines should be placed within the utility easements to avoid being under the sidewalk*)
- Provide utility niches
- Show other proposed underground utilities on site plans to evaluate conflicts
- Confirm number of fire hydrants and location of fire hydrants with fire department
- 36' wide driveway entrance from the road to the right of way (minimum) not including radii
- Details and typical sections for road, driveways, sidewalks, striping, and ADA features (Note: Sidewalks are required on all City streets (both sides in subdivisions and along streets that border subdivision) and must be a minimum of 4' wide. Sidewalks must be constructed in either public streets rights of ways or in a sidewalk easement on the development property)
- Details and plan for temporary erosion and sediment control
- Identify Setbacks. Setbacks should be at least 20' front, 10' rear and 5' side unless otherwise noted on plat.
- Special use areas: show proposed location of parks, playgrounds, church, school sites, etc.
- Show every lot, street, adjacent streets, stop signs, street name signs, speed limit signs, and amenities
- Geologic hazards: show any known geologic hazards, including fault lines
- Show existing buildings on the property and any additions to structure (include location and address)
- Show proposed servitudes and dimensions
- Show proposed right-of-way, dimensions of streets and radii of turning circles
- Common Open Space: a minimum of ten percent (10%) is required for all residential developments, if no incentives are provided. If incentives are provided, then an absolute minimum of five percent (5%) is required and negative points apply. See residential development requirements in City Ordinances. [*formerly Ord. 373-2014 (4)(B)(d)*]
- Lot size is a minimum of six thousand (6,000) square feet for front loaded lots, and five thousand (5,000) square feet for back loaded lots of single family residential developments
- Lot widths property line adjacent to the street is a minimum of fifty-five (55) feet for front loaded lots and forty-five (45) feet for back-loaded lots of single family residential developments
- Lot property line adjacent to wedge shaped lots or lots fronting a cul-de-sac is a minimum size of twenty five (25) feet for single residential developments
- Label all streets, alleys, ways, right-of-ways, and private streets, together with their widths and names. Show typical sample cross section of Private Street
- Major street plan area required for a proposed major street
- Public street system pattern should be based on the following design concepts:
  - Provide for adequate vehicular access to all properties within the subdivision plat boundaries
  - Provide adequate street connections to adjacent properties to insure adequate traffic circulation within the general area

- Provide a local street system serving properties to be developed for residential purposes which discourages through traffic while maintaining sufficient access and traffic movement for convenient circulation within the subdivision and access by Firemen, Police and other emergency services. \*This provision will usually require two (2) or more accesses to the subdivision depending on its size and other considerations such as topography
- Provide a sufficient number of continuous streets and major thoroughfares, particularly in those areas designed for the development of high-density multi-family residential, commercial and industrial land uses, to accommodate the increased traffic demands generated by these land uses
- show any additional easements (if required)
- All residential developments are to be governed by a legally recorded Home Owners Association. In addition, appropriate restrictive covenants shall be incorporated into the Subdivision Covenants to prohibit individual lot owners from placing objects or structures, including but not limited to pipes and culverts, within the drainage system without prior written approval from the City of Youngsville.
- Multi-phase developments that have some but not all phases built out are required to comply with the City of Youngsville Ordinance for the un-built phases, but can appeal to the Council for grand-fathering
- In order to be considered as “positive points” for design incentives, the enhancements must be shown on the Preliminary Plat, and must be completed before the first lot is sold.
- All amenities are to be maintained by the Home Owners Association
  - Sign and landscaping are required at the main entrance of the development
  - Recreation amenities count as part of the required Common Open Space
- Streets requirements
  - At least one (1) guest parking space when lots are back loaded
  - Street parking should not reduce the width of the two (2) lanes of travel
  - Streets that exceed 1500 feet in length must be interrupted by a Traffic Calming Device or an Urban Event
  - Developments of fifty (50) or more lots that have its main entry from a major thoroughfare road (as defined by the Lafayette Consolidated Government’s Thoroughfare Map), shall provide turning lanes on the major thoroughfare
    - In lieu of providing the turning lanes, the developer can pay an impact fee to the City of Youngsville, which in turn will be used to build the turning lanes
- Alleys are to be constructed of concrete. All alleys require sub-surface drainage, and will have a minimum of 27’ right-of-passage with a minimum 10’ paving width (Parking not allowed)
- Parking: a minimum of two (2) parking spaces are required for front and back loaded lots
- Retention ponds shall not exceed the design depth as determined by the Lafayette Parish Subdivision Regulations by more than 50%.
  - Pond side slopes shall not be greater than 3:1 (horizontal:vertical)
  - Retention ponds shall not be more than 50% of common area
  - Retention ponds shall be aerated to account for percentage of common area

- Sidewalks requirements
  - Sidewalks are required on both sides of all streets
  - Must be a minimum of four feet (4') wide
  - Meet ADA requirements
  - Must be constructed either in public street right-of-ways or in a sidewalk easement on the development property
  - Sidewalk requirements are not retroactive, and are not required in subdivisions that received approval prior to the effective date of ordinance
  - Sidewalks are not required in alleys where the purpose of the alley is to serve as driveways for the lots
- Perimeter Fences are required where a development faces a public street, park, or other public property and be approved prior to installation
- Identify existing easements and any additional required easements
- Show proposed right-of-way, dimensions of streets and radii of turning circles
- LaDOTD approval/non-objection: Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development (LaDOTD) confirming that access to said highway or connecting street will be allowed
- Location and dimensions of all required landscaping per the Land Use Ordinance noting common and botanical names and planting size
- Location, height, candle power and type of outside lighting fixtures within public right of way
- Location, size, and type of all proposed freestanding signs
- Identify the datum and geoid on all submittals as well as FEMA Floodplain information
- Plans shall include a Revision Block that identifies the revision number, the date of the revision and a note describing any proposed changes
- Each existing or new structure is required to implement and maintain an adequate cross-connection control device or method for backflow prevention as mandated under state law and state regulations. *[Ord. 320(1)]*
- The City of Youngsville has a Sign Ordinance that regulates the construction, installation, maintenance, alterations, and placement of all signs. *[Ord. 280.5]*
- All work to be performed within public right-of-way must be permitted by the City of Youngsville. For state highway information or for LaDOTD permit, call (337) 262-6100
- In compliance with the Louisiana Pollution Discharge Elimination System (LPDES) permit, a site specific Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI) must be provided for review and approval by the City of Youngsville. Violation of this provision can result in a cease and desist order being issued with respect to such development
- Complete plans and specifications of the Water Distribution and Sewage Collection Systems shall be submitted to the Department of Health and Hospitals Office of Public Health (DHH-OHP) Engineering Section by the Owner/Developer or designee for approval before construction begins. Submit plans to: Office of Public Health Acadian Regional Office, 825 Kaliste Saloom Road, Building 3, Suite 100, Lafayette, LA 70508. (Lafayette Parish Health Unit)***

Site/Civil engineering plans shall include the following sheets as a minimum:

- Title Sheet

- General notes sheet
- Existing topographic survey
- Existing drainage map
- Preliminary plat
- Plan/profile sheets with connections to existing water, sewer and drainage infrastructure
- Proposed grading plan
- Proposed drainage map
- Striping and signing plans and details
- Proposed drainage plan
- Proposed water and sewer plan
- Driveway and sidewalk details and specifications
- Coulee crossing details (if applicable)
- Pump station plan and details (if applicable)
- Water and sewer details and specifications
- Erosion and sediment control plan and details

### 1.5.2 Drainage Impact Analysis

For all proposed development, a Drainage Impact Analysis shall be performed and a comprehensive report that reflects the study/analysis shall be submitted at the time of permit application and development construction plans submittal. The development construction plans shall not be approved until a favorable written certification of the Drainage Impact Analysis has been made by the City Engineer. No construction of any development components shall be commenced until a favorable written approval of the Drainage Impact Analysis has been made by the City Engineer. Violation of this provision can result in a cease and desist order being issued with respect to such development.

The Drainage Impact Analysis shall be signed by a licensed civil engineer in the state of Louisiana and shall be consistent with the submitted design and information contained within the construction plans. One hard copy and one electronic copy as well as an executable model shall be submitted with permit package.

The Drainage Impact Analysis shall consist of three (3) distinct and designated parts as follows:

- Summary:** The effect of the proposed construction on upstream and downstream areas.
- Design Criteria:** Description of methodology, data and assumptions used.
- Calculations:** Clear, concise, step-by-step calculations performed to support the drainage system design.

A complete drainage impact analysis shall be based upon and/or include but is not limited to the following:

- Development collection systems shall be based upon a **5-year** storm
- Detention requirements are based upon a **25-year 24-hour** storm event
- Drainage area map for existing and proposed conditions shall be included with the study and identifies the following:
  - o The various drainage areas involved/affected.

- The acreage in each drainage area.
  - The slope of each drainage area to the entry point and/or exit point of the development.
- ❑ Summary of methodology and calculations
- ❑ Lot grading plan
- ❑ Pre and post development discharge calculations
  - The cubic feet per second (cfs) of storm water resulting at each development entry point from a designated storm. This determination shall be based on the existing land use of the upstream drainage areas.
  - The cubic feet per second (cfs) of storm water at each development exit point resulting from a design storm. This determination shall be based on the existing land use of the upstream drainage areas whether inside or outside the development. This calculation shall take into account expected construction within the development that will change the grades, direction of flow, run-off factors or other existing conditions.
- ❑ Capacity of swales and pipe sizing chart (if applicable)
  - The maximum capacity, expressed in cubic feet per second, of existing and proposed drainage structures within the development based on the design storm event.
  - The capacity of all ditches, culverts, sub-surface and surface drainage structures that will be utilized by new or relocated outfall points downstream of development in allowing passage of storm water to the first outfall, coulee, canal or river. In no case shall a developer be required to evaluate the capacity of first outfall, coulee, canal or river in excess of 1,000 feet down stream of the development.
  - All open ditch and subsurface drainage systems shall be designed in accordance with the most recent edition of the Louisiana Department of Transportation and Development's Hydraulics Manual unless otherwise approved by the City Engineer (or his/her designee).
- ❑ Input and output summaries that show the hydraulic grade line of the 5-year storm event. Output shall show 6" or less of ponding in the roadway for the 5-year storm event.
- ❑ Provide executable drainage model files
- ❑ The development drainage plans shall give the location, description and elevation of all permanent and temporary benchmarks used for the Drainage Impact Analysis and to be used for the development construction.
- ❑ Plan/ profile sheets and area drainage maps shall be included for approval before any development improvement work begins.
- ❑ Subsurface drainage of drainage outfalls serving more than a single development shall be based on a ten (10) year storm event.
- ❑ Open channel drainage serving more than a single development shall be based on a ten (10) year storm event with one (1) foot of freeboard existing in the channel above the ten (10) year water surface elevation.
- ❑ Subsurface storm sewers shall be designed for a five (5) year storm event (minimum). Outfall structures and outfall channels shall be designed for a ten (10) year storm event (minimum). Collector street crossings shall be designed for a ten (10) year storm event (minimum). Arterial street crossings shall be designed for a twenty five (25) year storm event (minimum) unless otherwise approved by the City Engineer or his/her designee.

- ❑ Only drainage pipe constructed of reinforced concrete (RCP) may be used in storm sewer construction in the public rights-of-way or servitudes unless specific approval in writing has been given by the City Engineer.

### 1.5.2 100 Year Flood Analysis (if in a flood zone)

The following requirements shall apply to all commercial, industrial and other nonresidential developments with the exception of land proposed for agricultural use.

- ❑ Lots within developments proposed for commercial, industrial or other nonresidential development shall be designated as being in or out of the one hundred (100) year Flood Zone or Floodway as per the latest FEMA F.I.R.M.
- ❑ No development, fill, or obstruction of any type on or over any portion of a Designated Floodway shall be permitted which alone or cumulatively with other such development, fill or obstructions would cause or result in an obstruction or other situation which would adversely affect the efficiency of or restrict the flow or capacity of a Designated Floodway so as to cause foreseeable damage to others, wherever located.
- ❑ Development shall have public utilities and facilities such as water, sewer, gas, and electrical systems located and constructed to minimize flood damage.
- ❑ New and replacement sanitary sewage systems shall be designed to minimize infiltration of flood waters into the system and discharges from the system into flood waters.
- ❑ New and replacement water distribution systems shall be designed to eliminate infiltration of flood waters into the system and discharge 50' from the system into flood waters.
- ❑ Fill or other materials placed within a known Flood Hazard Area or Flood Plain area shall be protected against erosion. Acceptable means of protection include but are not limited to: Rip-rap, vegetation covers, hydro-mulch, erosion control matting or bulk heading.
- ❑ All developments shall comply with the provisions of the Flood Damage Prevention Ordinance.
- ❑ The City of Youngsville shall not permit the development of any land in a Flood Hazard, Flood Plain or Floodway areas where such land is found to be incompatible with its proposed use due to poor drainage, flooding or other factors which would make the area vulnerable to flood damages that could pose a potential hazard to public health and safety.
- ❑ A development proposed within a Flood Plain, Flood Hazard or Floodway being identified as such by the latest edition F.I.R.M. maps shall be in accordance with the applicable regulatory agencies.
- ❑ A Flood Plain Analysis shall be required for all developments with a portion or completely located within a Designated Flood Hazard. The complete analysis must be conducted after Preliminary Plat approval by the City.
- ❑ The engineer shall provide "No Rise Certification" associated with the development
- ❑ Any Flood Plain Impact Analysis conducted for a development located in Designated Flood Hazard Area Zone "A" shall include, as an integral part of the Flood Plain Impact Analysis a Base Flood Elevation Determination in accordance with FEMA document, "Managing Floodplain Development in Approximate Zone A Areas."
- ❑ Any such development application shall include hydrologic and hydraulic HEC-RAS data, or other models acceptable to the applicable regulatory agency, confirming that no

adverse flood effects will result from a proposed development in the Designated Floodway. This certification is subject to review and approval by the City Engineer and FEMA.

### 1.5.3 Specifications

Construction documents include plans and specifications for the construction of the project elements. Specifications which reflect the requirements of the City, Lafayette Parish as well as the State of Louisiana for structural, ADA and utility infrastructure construction need to be provided in the permit submittal package. Plans that do not include the detailed specifications within the plan sheets for compliant construction must be accompanied by separate specification documents. Construction plans can refer to approved specifications but the reference must be included in the plans. Failure to provide specifications within the plans or as a separate document will result in permit rejection. Examples of reference specifications include but are not limited to:

- Lafayette Consolidated Government (LCG)
- Lafayette Utilities System (LUS)
- Louisiana Department of Transportation and Development Specifications for Roads and Bridges (LaDOTD)

Technical specifications shall include but are not limited to those for:

- Portable water systems
- Wastewater systems
- Subsurface drainage systems
- Excavation and embankment
- Aggregate
- Portland Cement for sidewalks, driveways and parking lots
- Asphalt pavement
- Striping
- ADA compliance
- Lighting
- Fencing
- Foundations
- Compaction

### 1.5.4 Geotechnical Report

A geotechnical investigation is required for all construction within the City limits of Youngsville and shall be performed during the design process. Plans that indicate that a geotechnical investigation should be performed by the contractor and/or the owner during construction in lieu of performing the geotechnical investigation during the design will be rejected. The geotechnical investigation is critical for the design of all building foundations, building slabs, parking lots and drainage systems. The construction plans submitted must be consistent with the results of the geotechnical investigation. The geotechnical report summarizing the geotechnical investigation must be signed and sealed by a licensed professional engineer in the State of Louisiana.

The geotechnical report shall consist of the following at a **minimum**:

- Project Description
- Any project assumptions
- Description of geotechnical investigation including number and types of borings and samples, testing performed along with methods of testing
- Project vicinity map
- Boring location map/exhibit
- Boring and testing results
- Recommendations for design and construction

### 1.5.5 Residential Development Design Phase Checklist

Below is a summary of all of the above to check before proceeding to Permit Submittal. Many of the items identified below are the common items that are not addressed or missing in a permit submittal and result in incomplete submittals and permit approval delay.

- Performed topographic survey
- Obtained existing utility data
- Performed geotechnical investigation and received signed and sealed report
- Performed Drainage Impact Analysis
- Drainage report includes summary, criteria, results, drainage area maps and drainage design information consistent with plans
- Site/Civil plans, Drainage Impact Analysis and geotechnical investigations are signed and sealed by a licensed engineer in the state of Louisiana
- Civil plans do not contain information or statements “to be determined by contractor”
- Proposed utility tie-ins for water and sewer show existing lines obtained from a survey connecting to the designed system for the development
- Site/Civil proposed elevations are consistent with Drainage Impact Analysis
- Proposed grading plan is provided
- Details and specifications are provided for all roadways, foundations, pump stations, hard surfaced parking, drainage features, as well as lighting, water and sewer utilities
- Foundation design and stormwater detention facilities consistent with recommendations from geotechnical report
- Drainage collection system including inlet locations, top elevations and pipe inverts are included in site/civil plans
- Design consistent with City of Youngsville Ordinances including but not limited to green belt, fencing and buffer requirements
- Sidewalks have been included in plans
- FEMA requirements have been addressed
- Plans have been submitted to DHH for permit for water and sewer facilities
- NOI has been submitted for SWPPP for the site
- Any waivers that were received
- All documents are complete and copies are ready for submittal
  - Site/civil plans
  - Drainage impact study
  - FEMA 100-year Analysis

- Geotechnical Report
- Specifications

### 1.6 Step 6: Submit for Permits

Once an Owner/Developer has completed the design step of a residential development, he/she can now submit a complete permit package to the City of Youngsville for review and approval for a construction permit. The following paragraphs identify the process in the Submit for Permit step. A checklist is provided for your use at the end of the section.

***Please note that submittal of documents does not constitute approval or serve as a permit for construction. Site and/or building construction cannot commence without a permit which will not be issued until review is complete and all comments are addressed.***

The Owner/Developer must apply for a permit at the Youngsville City Hall by filling out a permit form and submitting all required documents and fees. The description below identifies the Permit Review Process:

- The Owner/Developer or designee requests a permit from the City and submits all required documents.
- Once all of the documents are received by the City, the review will commence.
- The City distributes submittal documents to the City inspection company and the site/civil plans, geotechnical report, specifications and drainage impact analysis to the City Engineer. ***(3 hard copies and one electronic copy of all documents shall be submitted. The drainage model must be submitted in executable format for review).***
- The Inspectors and the Engineers review the plans, specifications, reports and drainage impact analysis and submit comments to the City. ***(Please allow a minimum of 2 weeks calendar time for the review and receipt of comments regarding the documents.)***
- Once the review is complete, comments will be submitted to the Mayor, CAO and Permit Coordinator.
- The City reviews the comments received from the inspection company and the City Engineer.
- The City submits review comments to the Developer and/or their designee.
- The Owner/Developer may request a review conference with the City CAO to go over the comments for clarification.

#### 1.6.1 Permit Submittal Checklist

- Complete Site/Civil Construction Plans signed and sealed by a Louisiana Licensed Engineer ***(Submit three (3) hard copies and one (1) electronic copy of plans)***
- Complete Drainage impact analysis ***(Submit one (1) hard copy with one (1) executable drainage model)***
- Complete geotechnical investigation report signed and sealed by a Louisiana Licensed Engineer ***(Submit one (1) hard copy)***
- Specifications signed and sealed by a Louisiana Licensed Engineer ***(Submit one (1) hard copy)***
- Check for permit fees

### 1.7 Step 7: Permit Review Resolution

- Once the Owner/Developer has addressed all of the comments, revised documents shall be submitted to the City for resolution review by the City Engineer.
- Once all comments are addressed and the documents are in compliance with the City's requirements, the City Engineer sends a permit approval form to the Mayor, CAO and Permit Coordinator.
- The City Staff will contact the Owner/Developer to obtain their permit and then they may proceed to the construction phase.

### 1.8 Step 8: Construction

Once a permit is obtained, the Owner/Developer is required to construct the residential development per the approved plans with addressing any comments as noted on the permit as well as implementing the following:

- Owner/Developer shall hire 3<sup>rd</sup> party inspection company per City ordinances and the Unified Development Code.
- Throughout building construction, scheduled inspections at the identified milestones on the permit will be performed.
- **Any large water needs for construction and/or testing need to be coordinated with the City Public Works Director in advance.**
- Unscheduled inspection of the site will be performed for enforcement of approved plans, legally mandated Stormwater Pollution and Prevention Plans that include erosion control measures, best practices as well as the cleanliness of site.
- Maintenance of the erosion and sediment control during the development construction as well as during ongoing residential building construction. This includes protecting inlets from sediment as well as perimeter erosion and sediment control.
- Empty lots that have no grass cover and no ongoing construction are required to have complete perimeter erosion and sediment control as well, no exceptions.
- Streets are required to be cleaned of sediment at all times.
- Dumpsters are required to be maintained so that all trash and debris is placed in the dumpster.
- Boxes for concrete disposal and concrete washing must be maintained for adequate capacity and disposal at all times.
- **Once the water and sewer infrastructure is installed and ready for testing the developer/owner or his or her designee must contact the City Engineer or City Public Works Director to schedule so that the City may have a representative present during testing.**

*Please note that when the permit is issued to the builder, a copy of Ordinance 191.1 An Ordinance Prohibiting Interference with Drainage; Prohibiting Obstruction of Drainage; Prohibiting Dumping of Concrete and Other Objects which may obstruct drainage; and penalties for violations thereof is attached to the permit. Developers, builders, contractors and suppliers need to be familiar with this ordinance when doing business with the City of Youngsville. This ordinance is strictly enforced. Failure to maintain any of the above will result in enforcement action per the ordinance. In addition, the City reserves the right to stop the issuance of additional permits to those violating the ordinance until the individual complies and resolves previous violations.*

### 1.9 Step 9: Final Walk-thru and Submittal of Documents

Once a residential developer is complete with construction, they may request a final inspection of the development. The description below identifies the Final Inspection Process and the documents needed before acceptance of the development. A checklist is provided for your use at the end of this section:

- The developer contacts the City Engineer and requests to schedule a final inspection. *(Please allow up to 10 working days for potential scheduling conflicts).*
- Prior to the scheduled final inspection walk-thru, the developer shall submit the following to the City Chief Administrative Officer (CAO):
  - Testing results for (One hard copy and one electronic copy in pdf format):
    - Compaction Testing
    - Water Pressure Test
    - Asphalt Thickness
    - Density Testing
    - Water Quality/Samples
    - Sewer
  - Daily inspection reports (See UDC requirements)
  - Sewer infrastructure videos and reports
  - Storm sewer infrastructure videos and reports.
  - Letter of Certification of Completion from the Engineer of Record that the project has been constructed per the plans and City requirements. (One hard copy and one electronic copy in pdf format)
  - A Draft Copy of the Final Plat. (One hard copy and one electronic copy in pdf format)
  - Construction Records. (Three hard copies and one electronic copy in pdf format)
  - Water, sewer and drainage as built. (Three hard copies and one electronic copy in CADD format for addition to City GIS maps)
  - HOA Documents
  - Act of Dedication of Servitude(s)
  - Letter of Credit (if requesting early plat approval)
  - Additional warranties (if needed)
- The City CAO forwards the submittals to the City Engineer for review. *(Please allow 7-10 days for review of all material.)*
- The City Engineer and/or Consultant Representatives, City Manager, Public Works Director, the Developer, and Contractor conduct a final walk thru and document any items that need to be addressed. During the final walk thru the engineer will be checking the construction against the approved plans. Please note the following:
  - Open all sewer manholes just before the walk thru
  - Be prepared to open drainage inlets and manholes as requested during walk thru
  - Arrange for pump testing on pump station (if applicable)
  - Arrange for pumps to be removed from pump station (if applicable)
  - All street signs are installed
  - Valve pads installed
  - Fire hydrant pavement markers installed
  - Temporary erosion and settlement controls in areas where grass has not been established
  - Permanent erosion control measurements installed around outfall to detention pond
- The City Engineer compiles comments from the review and inspection, and sends to the Contractor for resolution and completion. *(Please allow up to one week for comments.)*

- The Contractor resolves any comments.
- If needed a second inspection is conducted to confirm the completion of items documented previously.
- Once all items are satisfactorily addressed, the City Engineer sends a letter to the Mayor recommending approval of the submitted final plat.

### Early Plat Approval

For those developments that have not completed construction and are requesting early recordation, approval may be obtained provided the following:

- The subdivision is eighty (80%) percent or more complete as determined in the sole discretion of the City Engineer with the concurrence of the Mayor, and that the estimated costs of completion of the residential development does not exceed \$250,000.00;
- The Developer and the Engineer for the residential development, along with the City Engineer and the Mayor, have executed the Residential Improvements Agreement in conformity with the form approved by the administration of the City of Youngsville. In addition to the Residential Subdivision Improvements Agreement, the developer must also:
  - a. Provide an Irrevocable Letter Of Credit from a "Local Bank" defined as a banking institution doing business in the Parish of Lafayette, State of Louisiana, and operating branch locations within the Parish of Lafayette, State of Louisiana, in conformity with the form approved by the administration of the City of Youngsville;
  - b. The Irrevocable Letter Of Credit must be valid for one year from its date of issuance, and must equal One Hundred Twenty-Five (125%) percent of the estimated construction costs for the completion of the residential development as outlined in the Residential Improvements Agreement.
    - The Irrevocable Letter Of Credit shall be terminated upon receipt by the issuing bank of a letter from the City of Youngsville certifying that the construction outlined in the Residential Improvements Agreement has been satisfactorily completed.
    - The Developer will be responsible for paying all costs incurred by the City of Youngsville with the review of the plans and the oversight of the completion of the development performed by the City Engineer.

### **1.10 Step 10: Final Plat Approval**

Once the City Engineer has recommended final plat approval to the Mayor, the Developer shall submit required documentation to the City Clerk for signature and recordation. Required documentation includes:

- 17 copies of the final plat stamped by a Licensed Professional Land Surveyor in the State of Louisiana
- Act of Dedication of Streets and/or Servitudes
- \$100 Check for recordation

Once all documentation is received:

- The Mayor signs the final plat
- The City Clerk records and files the final plat at the Lafayette Parish Courthouse. The 17 copies of the final plat are distributed as follows:
  - Lafayette Parish Clerk of Court (1)

- City of Youngsville (3)
- Pamela Gonzales Granger, PE, McBade Engineers & Consultants/City Engineer (1)
- City of Youngsville Fire Chief (1)
- Surveyor/Owner combined (5)
- Sharon Wagner, LCG Planning, Zoning & Codes (1)
- U.S. Postmaster (1)
- Conrad Comeaux, Lafayette Parish Tax Assessor (1)
- Bell South (1)
- Cox Communication (1)
- Lafayette Communication District (1)

Note: The final plat may represent all or part of a subdivision, in the case of phase development, which has received preliminary approval. Before approving the final plat for that portion of the development, the developer shall follow the process as directed above and in the Final Inspection Section.

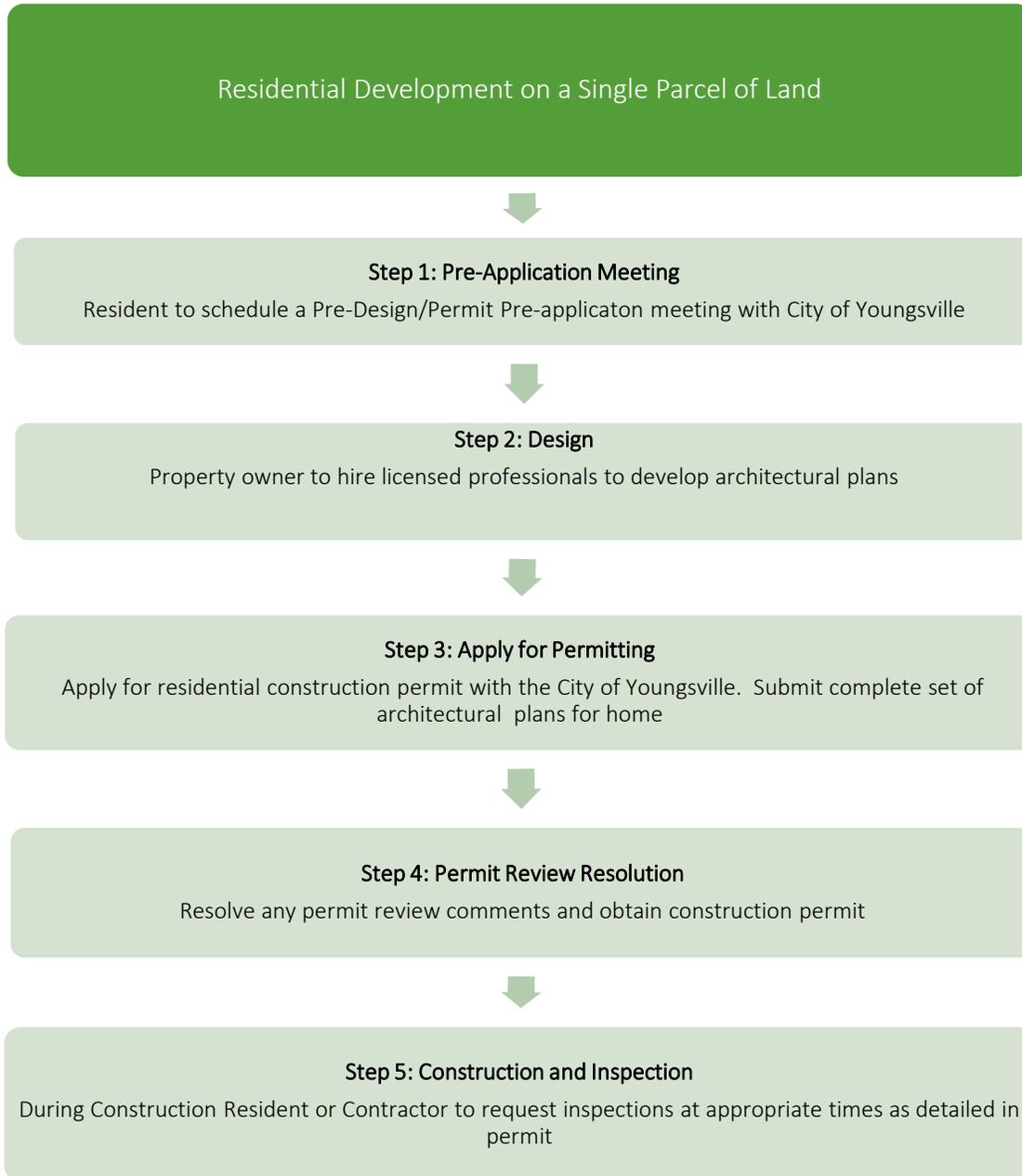
### 1.10.1 Final Plat Checklist

- All outstanding items from final inspection must be completed and verified
- Show proof of completed improvements or that a Bond or Letter of Credit has been furnished assuring their satisfactory completion
- Provide the information listed on the Preliminary Plat in addition to the following:
  - All engineering and surveying data must be shown on the Final Plat sufficient to locate all of the features of the plat on the ground. This data must include, but not be limited to:
    - Full dimensions along all boundaries of the plat, and alley rights-of-way, easements and drainage ways, gullies, creeks, coulees, and bayous together with the location of the high bank of such drainage ways and water courses, lots, blocks, reserves, out tracts or any other tracts designed separately within the plat boundaries, fee strips, pipelines, or other physical or topographical features necessary to be accurately located by surveying methods. Such information must include line dimensions, bearings or deflecting angles, radii, central angles and degree of curvature, length of curves and tangent distances, all of which are to be shown in feet and decimal fractions thereof.
  - Provide and show any additional utility easements needed for the required utility facilities.
  - Put assigned address on final plat (Development)
  - Include surveyor's stamp on final plat
  - Note that sidewalks shall be provided along all public streets
  - Special use areas: show proposed location of parks, playgrounds, church, school sites, etc.
  - Show every lot, street, adjacent streets, stop signs, street name signs, speed limit signs, and amenities
  - Geologic hazards: show any known geologic hazards, including fault lines
  - Any approved building setback waivers shall be noted on the final plat
  - Shaded area of the plat to match the same line type on the legend
  - Upon reviewing the drainage impact analysis, private and/or public drainage servitudes may be required to achieve proper storm water management
  - Reminder: identify the datum and geoid on all plats, and design submittals, and FEMA Floodplain information
  - Provide any approved waivers

- Include any warranties requested by the City of Youngsville resulting from final inspection
- Provide and show any additional utilities easements needed for required utilities facilities
- Act of Dedication of any dedicated streets, alleys, utility improvements or other public lands shall contain the following:
  - Names, locations, dimensions, boundaries, courses and other geographic data for each street, alley, easement, right-of-way, square, park or other right or property granted or dedicated to the public
  - Name and number of each lot, square, park or other parcel dedicated to public use
  - Purpose or use for which the dedication is made (e.g., drainage servitude)
  - Formal Act of Dedication executed by the owner or owners of the property or their duly authorized agent of the streets, alleys, easements, servitudes, parks, squares or other items or areas to be dedicated to public use
    - Dedication statements and certificates and various notations are as follows:
      - Dedication of right-of-way and easements;
      - Execution of owners acknowledgment;
      - Notary Public acknowledgment for all signatures;
      - Vacation of subdivision plat instrument;
      - Certificate for correction plats;
      - Letter of Credit
- If plat has been amended, submit letter indicating the changes and submit an amended print for approval and 17 copies to file
- Provide a \$100 check to the City of Youngsville for recordation fee

## 2. Residential Development on a Single Parcel of Land

The flowchart below identifies the process for a residential development that is on a single parcel of land.



### 3. Fee Schedules and Fines

Permit/Review	Fee	Comments
Preliminary Plat Review	\$75 per lot	for the City of Youngsville in addition to fees for Lafayette Planning and Zoning due at Preliminary Plat Submittal
Construction Plan Review (Residential Development)	\$50 per lot	Due at the time of construction plan submittal for review
Construction Plan Review Resubmit (Residential Development)	\$10 per lot	Due at the time of construction plan submittal for review
Final Plat Approval	\$25 per lot	Due at time of final plat submittal for review
Final Construction Inspection (Residential Development)	\$25 per lot	Due at the time of request for final inspection
Final Construction Inspection – additional (Residential Development)	\$10 per lot	Due at the time of request for additional inspection
Drainage Impact Analysis Review (Residential Development)	\$25 per lot	Due at the time of drainage impact analysis submittal for review
Drainage Impact Analysis Resubmit (Residential Development)	\$5 per lot	Due at the time of resubmittal
Annexations (small parcels < 25 acres)	\$500	Per plat/per request; due at the time of submittal
Annexations (parcels >25 acres)	\$1000	Per plat/per request; due at the time of submittal
Property Boundary Line Adjustments	\$350	Per Plat/per request; due at the time of submittal
Water Connection Fee	\$1,400	Due at the time of request
Sewer Connection Fee	\$600	Due at the time of request
Residential Construction Permit	\$2,250	Due at the time of application
Commercial Construction Permit	\$2,000	Due at the time of application
Recording Fees	\$100 minimum	**Required at time of Final Plat Submittal
Drainage System Alteration	\$400	Engineering Fee to verify that proper drainage is maintained – [Ord. 308]
Standard Driveway Culvert Permit 20 -25 feet	\$300	fees shall be charged for all culvert associated installations and inspections. [Ord. 328]
Sidewalk (Walkway) Culvert	\$300	fees shall be charged for all culvert associated installations and inspections. [Ord. 328]

Permit/Review	Fee	Comments
Full Lot Culvert Permit	\$400	fees shall be charged for all culvert associated installations and inspections. [Ord. 328]
Inspections	First Inspection Free, Additional Inspections \$25 each	

**\*\*All fees shall be made payable to: The City of Youngsville and shall be paid before any work is commenced.**

**Fines**

- Violation of Ordinance both \$500 or imprisonment for not more than 60 days or per offense [Ord. 373-2014]
- Violation of Property Identification Ordinance \$100 per day [Ord. 182.1]

## 4. Forms

- Design Phase Transmittal
- Flood Insurance Rate Map Determination Request
- Act of Dedication of Servitude(s)
- Application for Plat Approval – Lafayette Consolidated Government (LCG) Planning, Zoning & Development Department (PZD), and Fees Schedules
- Affidavit of Ownership

# DOCUMENT TRANSMITTAL

Project Name and Location:

(Owner/Developer or Engineer)

Address

Address

City, Louisiana Zip

Telephone Number:

\_\_\_\_\_

\_\_\_\_\_

Project No. \_\_\_\_\_

Project Manager: \_\_\_\_\_

## PHASE SUBMITTAL

Note: Check only one (1) box (if applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> Preliminary Plat Approval    | <input type="checkbox"/> Development Design     |
| <input type="checkbox"/> Development Final Inspection | <input type="checkbox"/> Final Plat Approval    |
| <input type="checkbox"/> Permit Review                | <input type="checkbox"/> Construction Documents |
| <input type="checkbox"/> Permits                      | <input type="checkbox"/> Asbuilts               |
| <input type="checkbox"/> Bid Documents                | <input type="checkbox"/> Specifications         |
| <input type="checkbox"/> Floodplain Analysis          | <input type="checkbox"/> LOMR                   |

## Materials Transmitted

Note: Check ALL that apply

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Preliminary Plat         | <input type="checkbox"/> Development Design Plans            | <input type="checkbox"/> Drainage analysis |
| <input type="checkbox"/> Drainage Models          | <input type="checkbox"/> Water and Sewer Demand Calculations | <input type="checkbox"/> Final Plat        |
| <input type="checkbox"/> Storm Sewer Videos       | <input type="checkbox"/> Sewer Videos                        | <input type="checkbox"/> Drainage Videos   |
| <input type="checkbox"/> Final Inspection Request | <input type="checkbox"/> Design Calculations                 | <input type="checkbox"/> Specifications    |
| <input type="checkbox"/> Geotechnical Report      | <input type="checkbox"/> Inspection Reports                  | <input type="checkbox"/> Certifications    |
| <input type="checkbox"/> Reference Documents      | <input type="checkbox"/> Completion Certificate              | <input type="checkbox"/> Testing Results   |
| <input type="checkbox"/> Warranty Letter          | <input type="checkbox"/> State Fire Marshal Letter           | <input type="checkbox"/> DHH Letter        |
| <input type="checkbox"/> Other _____              |  |  |

**Note: All documents are to be submitted in hardcopy and electronic copy in pdf format with the exception of drainage models which shall be in executable format for review.**

Comments or Special Instructions:

\_\_\_\_\_

Signature & Date

\_\_\_\_\_

Copies provided to:

\_\_\_\_\_

FLOOD INSURANCE RATE MAP DETERMINATION REQUEST

DATE: \_\_\_\_\_

To Whom it may concern:

The Property located at: \_\_\_\_\_

Also known as lot \_\_\_\_\_ of \_\_\_\_\_ (subdivision)

has been located on the City/Parish Flood Insurance Rate Map by the Homeowner/Customer and this letter **is not** to be used as a guarantee of determination to comply with the National Flood Insurance Reform Act of 1994.

The following information is provided based upon the City’s best available data as of the date on this form.

**Effective:**

\_\_\_\_\_ COMMUNITY NUMBER: \_\_\_\_\_

The property is located on Map and Panel# \_\_\_\_\_, Suffix: \_\_\_\_\_

The date of the FIRM is: \_\_\_\_\_

The property is located in FIRM Zone: \_\_\_\_\_ which:

\_\_\_\_\_ is not located in a Special Flood Hazard Area.

\_\_\_\_\_ is located in a Special Flood Hazard Area

The Base Flood Elevation for this property is: \_\_\_\_\_

**Preliminary:**

CITY OF YOUNGSVILLE COMMUNITY NUMBER: 220358

The property is located on Map and Panel# \_\_\_\_\_, Suffix: \_\_\_\_\_

The date of the FIRM is: \_\_\_\_\_

The property is located in FIRM Zone: \_\_\_\_\_ which:

\_\_\_\_\_ is not located in a Special Flood Hazard Area.

\_\_\_\_\_ is located in a Special Flood Hazard Area

The Base Flood Elevation for this property is: \_\_\_\_\_

Federal law requires that a flood insurance policy be obtained as a condition of a federally-backed mortgage or loan that is secured by the building when it is in the 100 Year Flood Zone A, A1-30, AH, AE. Flood Insurance is not federally mandated, but is available in Zones X, C, or B. Flood Insurance is available in Lafayette.

\_\_\_\_\_ A determination of the buildings exact location cannot be made on the FIRM. A copy of the FIRM is attached for your information.

**NOTE:** This determination is based on the Flood Insurance Rate Map for the City of Youngsville. This letter does not imply the referenced property will or will not be free from flooding or damage. A property not in a Special Flood Hazard Area may be damaged by a flood greater than that predicted on the FIRM or from a local drainage problem not shown on the map. This letter does not create liability on the part of the City/Parish or the local Codes Division or any officer or employee therefore, for any damage that results from reliance on this determination.

This flood zone classification is based on the latest FIRM available and is subject to reclassification if, and when, a new FIRM or new data becomes available.

---

Youngsville Floodplain Administrator

---

Customer

**REMARKS:** The revised preliminary FIRM panel 22055C250 J, dated December 19, 2014, is not in effect for flood insurance rating. However, the City of Youngsville uses the preliminary map as best available data for planning and floodplain management.

STATE OF LOUISIANA  
PARISH OF LAFAYETTE  
CITY OF YOUNGSVILLE

**ACT OF DEDICATION OF SERVITUDE(S)**

BE IT KNOWN, that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned Notary Public, duly commissioned and qualified as such in and for the aforesaid Parish and State, and in the presence of the undersigned competent witnesses, personally came and appeared:

\_\_\_\_\_

who, after being first duly sworn, did depose and declare that:

Appearer is the owner of certain property more fully described as follows, to wit: That certain parcel of ground, together with all improvements thereon, and all rights, ways, privileges, servitudes, advantages and appurtenances thereon and thereunto appertaining to be known and declared as \_\_\_\_\_ Subdivision, Phase \_\_\_\_\_, located in the City of Youngsville, Parish of Lafayette as shown and set forth in that certain plat of survey prepared by \_\_\_\_\_, Registered Land Surveyor, dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, a copy of which is attached hereto and made a part hereof.

Appearer has submitted the herein above referenced plat of survey to the City of Youngsville in order to have plat approval issued by said Department. In connection therewith and in order to obtain such approval, Appearer does by these presents dedicate, create and establish exclusively in favor of the City of Youngsville, for the ultimate benefit of the public and any other persons, entities or estates who are given authority by the City of Youngsville to use same or who as a result of this dedication may derive any benefit there from, any and all rights of way, rights of passage, utility servitudes, drainage servitudes, and all other items shown on the plat of survey referenced herein.

Appearer declares that in connection herewith, Appearer grants a perpetual predial servitude(s) in favor of the City of Youngsville and such other persons, entities or estates who are given authority by said Government to use the servitudes, rights of passage, rights of way and other items shown on the attached plat of survey, or who may as a result of this grant of servitude derive any benefit therefrom, and in connection therewith agrees that the City of Youngsville and any such individuals, entities and estates as are authorized by the City of Youngsville shall have access to said servitudes for the purpose of constructing, repairing, maintaining, upgrading, improving or otherwise operating any and all utility, drainage and other improvements, and in connection therewith, may, within the confines of said servitudes as shown on the plat, clear brush, trees and other items or obstacles as may interfere with the free use of said servitudes; construct drainage, electric, sewer, and water and other utility facilities; remove all obstacles which would hamper or preclude the exercise of the servitude; and otherwise have full access for the purpose of utilizing and maintaining the servitudes and any improvements hereafter or heretofore constructed therein, or thereon. Appearer agrees to provide for the perpetual maintenance of any and all drainage ditches, including roadside ditches and other sewage receptors of effluent and other discharges from any and all sewer systems, to the extent they have not been accepted for maintenance by the City of Youngsville, on the property within the subdivision and to perform and have performed all actions necessary to maintain, clean, clear or improve said waste water discharge as necessary and/or required by law.

In connection with the exercise of the use of the servitudes created hereby, the City of Youngsville, for the ultimate benefit of the public and any other persons, entities or estates, shall have such access as is appropriate or reasonably necessary, both within and without the actual confines of the servitudes, as same are

shown on said plat, to access said servitudes in order to maintain same, improve same, construct appropriate improvements, structures and appurtenances with regard thereto, in accordance with the relevant provisions of the Louisiana Civil Code, and in particular Article 745 thereof.

The purpose of this Act is to dedicate to the City of Youngsville, for the ultimate benefit of the public, all utility servitudes, rights of way and other matters as reflected on the plat of survey and to provide for the use and enjoyment of same by the public. In that regard, however, this dedication is made in favor of the City of Youngsville, which will have full authority to regulate the use of said servitudes, rights of way, rights of passage and other items shown on said plat. The servitudes shall be subject to full use by the City of Youngsville and those authorized by it for the purposes for which they are intended by those having the need or responsibility of providing utilities, drainage or other services to the properties or estates to be serviced or benefited by said servitudes, whether contiguous or not.

THUS DONE AND PASSED on the date first hereinabove written, before me, Notary, and in the presence of the undersigned competent witnesses, after due reading of the whole.

WITNESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

Application for Plat Approval
Lafayette Consolidated Government (LCG)
Planning, Zoning & Development Department

Check One:

Preliminary Plat ( ) Revised ( )

Final Plat ( ) Revised ( )

Replat (Resubdivision) ( )

PZD USE ONLY
Date of Application:
Proposed ADRC Meeting:
Proposed PZC Meeting:
Received by:

Filing Fee \$

Name of Plat:

Location:

Owner:

Address: Telephone # Fax #

Request Variances or Waivers of the Subdivision Regulation \_\_\_ No \_\_\_ Yes

(If yes, specify)

Reason for requesting this waiver:

Proposed Use:

Proposed Number of Lots: Total Acreage (sq. ft. or acres)

Proposed Water Source:

Proposed Method of Sewage Collection/Treatment:

Located in Flood Hazard area: ( ) Yes ( ) No

New Streets: If so, list three names for each one:

Indicate if streets are public or private:

AFFIDAVIT OF OWNERSHIP

To be completed by owner:

I, \_\_\_\_\_, HEREBY DECLARE THAT I AM THE SOLE OWNER, (Please Print)

OR HAVE LEGAL POWER OF ATTORNEY, IN WHICH CASE SAID POWER OF ATTORNEY OR A CERTIFIED COPY OF THEREOF IS ATTACHED HERETO, TO REQUEST THE SUBDIVISION APPROVAL ON THE SUBJECT PROPERTY, AND I UNDERSTAND THAT THE MISREPRESENTATION OF SUCH OWNERSHIP AND/OR AUTHORITY, EITHER BEFORE OR AFTER FINAL PLAT APPROVAL, MAY CAUSE THE DENIAL OR VACATION OF SAID SUBDIVISION.

I HEREBY AUTHORIZE \_\_\_\_\_ TO ACT IN MY CAPACITY AS MY AGENT FOR THE (Please Print)

REPRESENTATION AND/OR PRESENTATION OF THIS REQUEST AND I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AUTHORIZED AGENT TO BE PRESENT AT THE HEARING EXAMINER MEETING AND/OR THE PLANNING COMMISSION MEETING.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_



To be completed by Applicant/Developer:

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I UNDERSTAND MY RIGHTS UNDER THE APPEAL PROCESS.

Applicant's Name: \_\_\_\_\_ (Please Print)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



APPEALS OF A PLANNING COMMISSION ACTION MUST BE MADE TO THE APPLICABLE GOVERNING BODY IN ACCORDANCE WITH THAT BODY'S ADOPTED POLICY. PLEASE CONTACT THE PLANNING COMMISSION STAFF FOR COPIES OF THE APPEAL PROCEDURES.

## 5. Resources

- ❖ **City of Youngsville**  
305 Iberia Street  
Youngsville, LA 70592  
337-856-4181  
337-856-8863 Fax  
<http://www.youngsvillela.gov>
- ❖ Simone Champagne, Chief Administrative Officer (CAO)  
[SimoneChampagne@youngsvillela.gov](mailto:SimoneChampagne@youngsvillela.gov)
- ❖ Sally Angers, City Clerk  
[SallyAngers@youngsvillela.gov](mailto:SallyAngers@youngsvillela.gov)
- ❖ **City of Youngsville Code of Ordinances**  
<http://www.youngsvillela.gov/ordinances>
- ❖ **Lafayette Consolidated Government (LCG) Planning, Zoning and Development Division**  
705 W. University Avenue  
Lafayette, LA 70506  
337-291-8000  
<http://www.lafayettela.gov>
- ❖ **LCG Unified Development Code**  
<http://www.lafayettela.gov/ComprehensivePlan/Pages/Unified-Development-Code.aspx>
- ❖ **Louisiana Department of Transportation and Development (LaDOTD) – District 03**  
P. O. Box 3648  
428 Hugh Wallis Road  
Lafayette, LA 70508  
337-262-6100  
[www.dotd.state.la.us](http://www.dotd.state.la.us)
- ❖ **Federal Emergency Management Agency (FEMA)**  
National Flood Insurance Program (NFIP)  
<https://www.fema.gov/national-flood-insurance-program>
- ❖ **U.S. Environmental Protection Agency (EPA) – Region 06**  
1445 Ross Avenue, Suite 1200  
Dallas, Texas 75202  
800-887-6063  
[www.epa.gov](http://www.epa.gov)
- ❖ **EPA. Managing Your Environmental Responsibilities – A Planning Guide for Construction and Development**  
<http://www.epa.gov/compliance/resources/publications/assistance/sectors/constructmyer/myerguide.pdf>

- ❖ **EPA. Federal Environmental Requirements for Construction**  
<http://www.epa.gov/compliance/resources/publications/assistance/sectors/fedenvconstruction.pdf>
  
- ❖ **EPA. Stormwater Discharges from Construction Activities**  
<http://water.epa.gov/polwaste/npdes/stormwater/Stormwater-Discharges-From-Construction-Activities.cfm>
  
- ❖ **EPA. Developing Your Stormwater Pollution Prevention Plan (SWPPP) – A Guide for Construction Sites**  
[http://water.epa.gov/polwaste/npdes/stormwater/upload/sw\\_swppp\\_guide.pdf](http://water.epa.gov/polwaste/npdes/stormwater/upload/sw_swppp_guide.pdf)

## 6.0 Frequently Asked Questions

### ➤ What is a Subdivision?

Subdivision means the division of a lot, tract, or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale or of building development, and with regard to parishes, for the purpose of sale or of building development for purposes other than agricultural. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.

### ➤ What is a plat?

A map of a subdivision that represents a tract of land showing the boundaries and location of individual properties, streets, easements and other pertinent information. After the construction design (the Plat) is approved by the Mayor and the City Engineer, it is filed with the City Clerk and becomes a legal lot of record for which a building permit can be issued.

### ➤ What is the purpose of preliminary plat?

The purpose of preliminary plat is to review and check the proposed subdivision of property against the specific design standards and improvements required. Preliminary plats are required when a tract of land is being subdivided into five (5) or more lots or for the subdivision of land into two (2) lots, which contain a total of forty acres. The preliminary plat is detailed and shows the entire area proposed to be subdivided.

A preliminary plat allows the Mayor and the City Engineer to review the overall layout of the lots and street pattern for the subdivision to insure that the proposed layout complies with all applicable city requirements. In most cases, a preliminary plat is required for the subdivision of land for the purpose of single-family development.

### ➤ When does the preliminary plat process apply and who do I submit to?

Preliminary plat approval is required for all unplatted property that has not been approved by the Mayor and the City Engineer or before a building permit can be obtained. Preliminary plat approval is required before a final plat is submitted.

The preliminary plat request is submitted to the Lafayette Consolidated Government (LCG). LCG will review and submit the plat with comments to the City Engineer and Youngsville City Staff.

### ➤ Is there a time limit on how long a preliminary plat is effective?

Preliminary plat approval is effective for an initial period of 1 year. Final construction plans and drawings must be submitted to and approved by the City Engineer during this time period. Subsequent to approval of these final construction plans and drawings, preliminary plat approval is automatically extended for a period of 6 months. The City Engineer may extend these time periods if the applicant demonstrates that reasonable progress has been made. If the final plat is not submitted within this time limit, a preliminary plat must be resubmitted and processed as an original preliminary plat.

➤ **How long does the process take?**

The typical timeframe for completing a subdivision is approximately two to three months for preliminary plat review and decision.

➤ **How long do I have to file an approved plat before it becomes invalid?**

A plat must be filed with the City Clerk within twelve (12) months after approval by the Mayor and the City Engineer.

➤ **What are my next steps in the preliminary plat process?**

Tentative approval of the preliminary plat is not approval of the final plat. Rather, it is considered an expression of approval of the layout submitted on the preliminary plat. Receipt of a copy of the preliminary plat, indicating the City Engineer's approval conditions authorizes the subdivision to proceed with the preparation of construction plans and specifications in accordance with the improvements required. The subdivision shall submit the necessary construction plans, specifications and documents for the required public improvements to the City Engineer.

Following the approval of construction plans, the applicant may:

- 1) Begin construction of the improvements, or
- 2) Construct at least 80% of the improvements and furnish an improvement agreement guarantee for 125% of the estimated cost of the remainder of the improvements. The improvement agreement guarantee shall be submitted to the City Engineer. The improvement agreement guarantee, along with the completed construction plans, and/or bank letter of credits, will allow the developer to present his final plat to the City Engineer and the Mayor for approval.

Preliminary plat approval is effective for an initial period of 1 year. Final construction plans and drawings must be submitted to and approved by the City Engineer during this time period. Subsequent to approval of these final construction plans and drawings, preliminary plat approval is automatically extended for a period of 6 months. The City Engineer may extend these time periods if the applicant demonstrates that reasonable progress has been made. If the final plat is not submitted within this time limit, a preliminary plat must be resubmitted and processed as an original preliminary plat.

➤ **Can I obtain a building permit for a property that is not platted?**

No. A building permit cannot be issued for a property that has not been platted or is not a legal lot of record.

➤ **Can I sell off part of my lot without replatting if I own a property that is already platted into one lot?**

No. The Youngsville City Ordinance requires property to be subdivided through the platting process before it can be sold for the purpose of creating two or more parcels. A lot that is sold by a meets and bounds description only and has not been platted into a separate lot is not a legal lot of record.

- **Can I construct a building that crosses the lot line if I own two lots that are adjacent to each other?**

No. You are not allowed to construct a building that crosses over an existing lot line. A replat called a Property Boundary Line Adjustment, which combines the two lots into one lot, must be approved by the Mayor and the City Engineer and filed with the City Clerk before the building permit can be issued.

- **Do I need to hire a professional to prepare the plat or to replat my property, or can I do it myself?**

Yes. In most cases, the average citizen does not have the experience or professional certification to prepare a plat by themselves and would be required to hire a professional to do the plat for them. A plat must be signed and sealed by a registered surveyor in the State of Louisiana. In most cases, architecture or engineering firms have Registered Surveyors working for them who can prepare the plat.

- **May I request approval for early recordation of a plat?**

Yes. The developer may request approval from the Mayor of the City of Youngsville for early recordation of a plat upon showing that:

- a. The subdivision is eighty (80%) percent or more complete as determined in the sole discretion of the City Engineer with the concurrence of the Mayor, and that the estimated costs of completion of the residential development does not exceed **\$250,000.00**;
- b. The developer and the engineer for the residential development, along with the City Engineer and the Mayor, have executed the Residential Improvements Agreement in conformity with the form approved by the administration of the City of Youngsville. In addition to the Residential Subdivision Improvements Agreement, the developer must also:
  - Provide an Irrevocable Letter Of Credit from a "Local Bank" defined as a banking institution doing business in the Parish of Lafayette, State of Louisiana, and operating branch locations within the Parish of Lafayette, State of Louisiana, in conformity with the form approved by the administration of the City of Youngsville;
  - The Irrevocable Letter Of Credit must be valid for one year from its date of issuance, and must equal One Hundred Twenty-Five (125%) percent of the estimated construction costs for the completion of the residential development as outlined in the Residential Improvements Agreement.
- c. The Irrevocable Letter Of Credit shall be terminated upon receipt by the issuing bank of a letter from the City of Youngsville certifying that the construction outlined in the Residential Improvements Agreement has been satisfactorily completed.
- d. The developer will be responsible for paying all costs incurred by the City of Youngsville with the review of the plans and the oversight of the completion of the development performed by the City Engineer.

The City of Youngsville and the City Council are delegating its authority to the Mayor upon receiving the recommendation of the City Engineer, to allow for early recordation of a plat if all of the conditions outlined above have been met. *[Ord. 373-2014 (5)(F)(b)]*

- **My development is not in compliance, but was built prior to the effective date of the ordinance. How does this impact me? What if part of my development is already completed but I have more phases to complete?**

*Ordinance No. 373-2014 Section 6* states: “All existing non-conforming developments in operation as of the effective date of this Ordinance are exempt from this ordinance, provided that:

- a. The development was previously approved using the prior standards.
- b. The Burden of Proof that the development was pre-existing shall be on the developer.

In the event that any existing development is physically enlarged or expanded beyond its limits as they existed as of the date of the adoption of this Ordinance, then the new development must comply with all of the provisions of this Ordinance. A multi-phased development in which some phases have been completed but not all, must comply with this ordinance when the later phases are implemented.

A development that was approved prior to the date of adoption of this ordinance but not built one year after the date of adoption will have its prior approval canceled, and must comply with this ordinance.”

- **Who do I contact with construction issues?**

Submit all requests to **Simone Champagne** at **337-856-4181**.

- **Can I appeal the decision of the Planning Administrator (City Engineer) or request a waiver of any provision of the City of Youngsville Ordinance?**

Yes. The developer shall document the appeal or waiver request and submit the appeal or waiver request to the City Clerk a minimum of five (5) days before the regular Council meeting. The City Clerk shall enter the appeal or waiver request on the next City Council meeting agenda. The decision of the Council shall be final. Only the Council can grant a variance. [Ord. 373-2014 (5)(C)]