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# LAND DEVELOPMENT APPROVAL PROCESS

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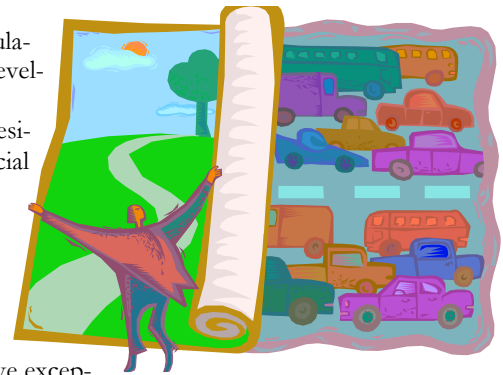
The Assumption Parish Police Jury adopted the new Land Development Regulations in October 2005. These regulations apply to all new developments in the Parish and those for which previous approvals have expired. Developments legally approved and begun within 30 days prior to the adoption date are exempt from the newer standards. If construction work does not begin within 30 days of the adoption date, the developer must submit for new approvals under the new guidance. Lands subdivided for agricultural, forest, trapping or marine culture purposes are also exempt from the regulations.

The purpose of the regulations is to guide development in a manner that provide for the health, safety and welfare of the current and future residents of Assumption Parish.

The Assumption Parish Land

Development Regulations apply to all developments, whether public or private, residential or commercial and whether lots will be sold or rented. However, the Regulations identify certain kinds of developments that may have exceptions or differing requirements to the rules. These include Private and Family Subdivisions, Mobile Home Parks or Communities and Recreational Vehicle Parks and Campgrounds. Because the streets and infrastructure in these kinds of developments usually remain private— the approval procedure may differ and different standards may apply.

One special category of development is the “**Minor Subdivision**”. This kind of proposal involves the creation of three



*Always check with the Parish first to see if you need a development approval or a building permit.*

or fewer lots and does not include any infrastructure development. Because of this, the approval process is much shorter as it involves only a Preplan Conference, Final Subdivision Plat and Permit Office Approval.

It is always best to check with the Parish to see what category your development falls within.

- Minor Subdivisions have an abbreviated review and approval procedure
- The development regulations apply to both public and private developments
- Some private developments may have different construction standards or approval procedures
- Building permits are needed for all structures

## CONTENT OF REGULATIONS

The regulations are divided into four main categories, general requirements, approval procedures, construction standards and building standards. The first part gives general requirements including definitions, the application fee structure and penalties for noncompliance. The second part provides the steps necessary for receiving

approval for a proposed development. The Approval Process has five steps for most developments, Preplan Conference, Preliminary Plat Approval, Construction Plan Approval, Final Plat Approval and Acceptance Phase.

The third part of the regulations concerns the standards to

which a project must be built. The last part has general set back requirements for buildings.

This brochure explains the approval process and building standards. For more information on construction standards see the brochure “*Land Development Standards for Assumption Parish*”.



**STEP 1** is a **Preplan Conference** with the authorized Police Jury Representatives. Contact the Assumption Parish Police Jury at 985-369-7435 to arrange the Preplan Conference and find out what information to bring to the Conference. After the Preplan Conference, the developer may proceed with **STEP 2—Preliminary Approval**.

**A MINOR SUBDIVISION has only three steps because there are no improvements being constructed:**

1. The Preplan Conference
2. Final Approval
3. Permit Issuance



**STEP 3:** After Preliminary Approval is granted the developer may proceed to develop **Construction Plans** and apply for approval on them.. Construction Plan Approval is required whether the proposed infrastructure will be public or private.

## FIVE PHASES TO APPROVAL PROCESS

There are **five phases** to the approval process for most developments. Each begins with a **PREPLAN CONFERENCE**. The Preplan Conference is an opportunity for the developer to review Parish regulations with the Police Jury staff, ask questions and learn of any concerns the Parish may have. The Parish will be able to assist the developer in finding out what other Parish ordinances may apply to the development plan. They will note any unusual circumstances involving the property to be

developed and let the developer know what must be done in such circumstances. The developer should bring a sketch of his proposal and general information on the property he/she wants to develop including a survey or legal description, size, access to existing streets, surrounding land uses. After reviewing the information, the Parish representatives will go over the information that must be submitted for the next step, **PRELIMINARY APPROVAL**. The developer submits a Pre-

liminary Approval application and a preliminary plat showing the proposed layout of the development. The Police Jury staff will review the information for completeness, schedule a public hearing and forward the information the Police Jury with recommendations. Preliminary and Construction Approvals are good for one year after which the applicant must show progress in moving on to the next step. Construction work should be complete within two years of the Parish's approval to start.

### Information to Be Submitted for Preliminary Approval

**Four copies of a plat** on a 24" x 36" sheet, stamped "Preliminary Plat", at a scale of 1"=100', and **showing the following:**

1. Name of proposed development and the name and address of developer/owner and the project engineer.
2. A vicinity map, plan date, and north arrow.
3. The legal description of the boundary including the section, township, range, municipal and/or parish limits that abut or cross the proposed development and the location of all proposed monuments.
4. Proposed street names, lot or rental space layout, dimensions and numbers and block numbers.
6. Proposed drainage plan showing flow direction, estimated run-off (in-cfs), proposed culverts, outfall ditches and canals.
7. Adjacent property owners, existing and proposed property lines, parks, railroads, water and sewer lines, bridges, roads, culverts, and all recorded or proposed servitudes adjacent to or crossing the property.
8. Flood zone boundaries, flood hazard rating and topography of land with 1 ft. contours.
9. Two places for signatures indicating Police Jury approval.

#### Other required documents:

10. A letter identifying the purpose of the development, unusual improvements to be installed, any irregularities,

defaults or problems with the property, and any requested **variance** and if so the reasons.

11. Agreements with utility services for gas, water, electricity, sewer and telephone indicating adequate capacity or facilities to serve the development in accordance with appropriate regulations.
12. Documentation from the La. Depart. of Health giving a permit to develop the land as proposed.
13. Soil test reports from a certified testing lab used as the basis for the road base and surface design.
14. If appropriate, wetlands determination from the U.S. Army Corps of Engineers.
15. The application fee.

### Construction Approval

**Step 3** is **Construction Approval**. This is the submission and approval of detailed construction drawings for the infrastructure that will serve the development including roads,

drainage, utilities, and land that will be dedicated to the public. Four (4) copies of construction plans and specifications on 24" X 36" sheets, stamped "Construction Plans", are re-

quired. Following is information to be included on the construction drawings and other information to be submitted with the plans.

## Construction Plan Requirements

1. A title sheet showing the name of the development, owner and/or developer, vicinity map, engineer's signature and seal, index of sheets, engineering notes, and (2) places for Police Jury signatures.
2. Overall plan showing platted lots, servitudes, easements, water lines, location of valves, hydrants, etc., typical street cross-section indicating base material and wearing surface specifications along with side ditches.
3. Plan & profile sheets showing existing ground elevation along the centerline and each right-of-way of streets in accordance with the platted servitudes and every 100 foot station; flow pattern of the drainage water, all drainage structures and outfall canals, north arrow and scale indicated by each street, detail sheet for each utility or any additional improvements showing approval writing by each utility. The developer must also submit:
4. Written documentation of

- approvals from Assumption Parish Water Works District #1, La. Depart. of Health, and, if appropriate the U. S. Army Corps of Engineers and the State Historic Preservation Officer.
5. Soil test, drainage and traffic studies, or other technical reports pertinent to specific property conditions.

**After approval of the construction plans, the developer is ready to start building his project.**

### APPLICATION FEES:

Minor Subdivision	\$300.00
Less than 20 lots	\$500.00
20 lots or more	\$500.00
plus \$50.00 per lot not to exceed \$1,000.00	

**Step 5 Acceptance Phase,** does not apply to projects that have totally private infrastructure, including Private Mobile/Manufactured Home Parks, Recreational Vehicle Parks and Campgrounds, and possibly other Private Subdivisions and Family Subdivisions. In such developments, the Police Jury does not accept streets or drainage for perpetual maintenance. This is handled by the owner/ developer or Home Owners Associations. Private waste disposal contracts will be required, too. The Police Jury does not accept any sewerage treatment facilities for maintenance. These will be handled through private agreements in public subdivisions, too..

## Final Plat Approval and Acceptance Phases

**Step 4 is the FINAL PLAT PHASE.** Throughout construction the developer will be in touch with the Police Jury inspectors. Once all work is complete and passes inspections, the developer submits an application for Final Plat Approval. A public hearing is scheduled and the developer submits **as-built drawings and four copies of the final plat** with one sepia or reproducible vellum on a 24" x 36" bordered sheet for recording, stamped "Final Plat", at a scale of 1" = 100' and showing the following:

1. Name of the development, owner/developer with their addresses, and signature and seal of the project engineer.

2. Boundary description, dimensions & bearings on all platted lines.
3. Location, dimensions and purposes of existing and new easements or servitudes.
4. Location and type of corner markers (4" X 4" concrete posts preferred).
5. Curve data for each curve.
6. Adjoining lands with owner's name, locations of all boundary lines intersecting the boundaries of the project land.
7. Three (3) places for Police Jury representatives and the Police Jury President to sign.
8. Soil and hot mix asphalt test reports from certified labs must also be provided.
9. A Certificate of Substantial

Completion and Certificate of Warranty must be provided. **After Police Jury approval, the final plat is recorded with the Parish Clerk of Court.** The developer can then begin to sell, rent or lease lots. The **last step** for most developments will be the **Acceptance Phase.** At this time the Police Jury accepts improvements that will be publicly maintained, e.g., roads and drainage features. The Assumption Parish Police Jury does not accept any sewage treatment or collection systems for perpetual maintenance. Water distribution systems must be accepted by the Parish Water Works District No. 1.

## PRIVATE DEVELOPMENTS

In private developments the Police Jury may not accept all infrastructure, in particular streets, for public maintenance. In such cases, formation of a homeowner's association and/or a bond sufficient to provide such maintenance may be required for Final Plat Approval. If there are no public facilities to be accepted for maintenance there is no Acceptance Phase

and the process ends after Final Plat Approval. This may apply to Manufactured/Mobile Home Parks or Communities, Recreational Vehicle Parks and Campgrounds, Family Subdivisions and Private Subdivisions. The developer should check with the Parish staff at the Preplan Conference for any special requirements for his proposal. In particular, each

private development will have to show documentation of waste collection agreements. Final Plats for all private developments must be labeled as such and those for Family Subdivisions must be labeled with a clause concerning sales being allowed only within the immediate family. The Parish staff will provide the developer with these details.



**PROPERTY MAY BE SOLD, LEASED OR RENTED ONLY AFTER ALL FIVE STEPS ARE COMPLETE**

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*The Assumption Parish Police Jury strives to work with land developers to achieve projects that have sustainable outcomes. The Police Jury is dedicated to maintaining the current quality of life enjoyed by Parish residents while providing for improved economic opportunities for current and future generations so our communities will continue to thrive.*



## BUILDING STANDARDS AND PROCEDURES

*The Parish of Assumption enforces Flood Damage Prevention Regulations which require a development permit prior to the start of any construction. A permit must be obtained from the Parish Permit Office.*

*In addition, manufacture or mobile homes must be anchored to resist flotation, collapse or lateral movement. The Parish will provide the minimum standards for anchoring such structures.*

The Assumption Parish Police Jury issues a development permit for all permanent structures. The permit must be obtained prior to moving a manufactured or home onto a site. For all other structures, a permit must be obtained prior to start of construction.

Structures may be required to be elevated in order to meet minimum base flood elevation requirements. Recreational Vehicles or other camping trailers or tents are considered temporary structures and may be located for a limited period of time within approved Parks or Campgrounds

if they are travel ready.

No exterior wall of any structure may be located closer than 8 ft. from a side lot line, 10 ft. from the rear lot line or 20 ft. from the street right of way line. No overhang of any type may extend closer than 5 ft. from a side lot line. These requirements must be included in all development covenants and the Parish will provide the exact language from the Parish Code which should be used.

No more than three single family dwellings are allowed on any one lot and one of these structures must be occupied by the property owner. Seasonal

dwellings for farm workers and guest houses are allowed with the proper Parish and Health Dept. approvals.

Every residence must have two offstreet parking places that are 10' x 20' in size in order to accommodate most vehicles.

Manufacture and mobile homes must have the towing apparatus removed and have skirting.

The Parish assigns addresses to all lots and the homeowner must display the address so that each home can be quickly and easily identified by mail carriers and emergency workers.