



DESIGN DEVELOPMENT AND RESOURCE GUIDE

Abstract

This document is designed to provide guidance to those who are doing construction development and/or dividing parcels of property within the City limits of Youngsville in an effort to help streamline the process.

TABLE OF CONTENTS

- I. General Information Letter to Developer/Contractor..... 2
- II. Process and Flow Chart..... 3
- III. Checklists..... 11
- IV. Fees Schedules..... 22
- V. Forms..... 23
- VI. Resources..... 33
- VII. Frequently Asked Questions..... 42



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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 subdivision of property, the preliminary plat approval process, construction design regulations and requirements, final inspection requests and process, final plat approval process as well as the building construction process. We have also provided answers to frequently asked questions and a list of resources and contact information.

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

Ken Ritter

Mayor, City of Youngsville

II. PROCESS AND FLOW CHART

SUBDIVISION OF PROPERTY

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. **The partition of the property for developments (residential or commercial) need to refer to the City's ordinances for regulations and requirements, in particular ordinances 373-2014 Design Requirements for Residential Developments and 357-2013 Performance Land Use Regulations.** A checklist of the items that should be included and/or considered when developing the preliminary plat is provided in Section III Checklists of this document. 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

For an individual property owner division of property, the preliminary plat review and approval process is all that is needed until the time of individual property home construction. For a residential or commercial development, the property owner/developer must proceed through Design Review, Construction and Final Inspection processes before receiving Final Plat Approval.

The description below identifies the Preliminary Plat Review and Approval Process

PRELIMINARY PLAT REVIEW

- 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.
- The LCG reviews plat and sends comments to the Youngsville City Clerk and Youngsville City Engineer (Pamela Gonzales-Granger, PE, CH2M). ***(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.)***
- 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 Engineer 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 and a \$50 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.
- If the preliminary plat is part of a residential or commercial development, the property owner may then proceed to the design phase. 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.
- Plat layout must account for the City of Youngsville Ordinance and the sections of the Lafayette Unified Development Code that apply.

DESIGN PHASE

For residential and commercial development, once a parcel of property has received Preliminary Plat Approval by the Youngsville City Council, the developer may proceed to the Design phase. The design plans must be signed and sealed by a registered professional engineer in Louisiana. The paragraphs below represent the process and provides references to the list of regulations, requirements and the documents that need to be submitted to the City for review and approval. A checklist of the items that must be considered in the development of the design and design plans is included in Section III Checklists for your use. ***(Please note that submittal of documents does not constitute for approval or serve as a permit for construction. Permits for site and/or building construction cannot commence without a permit which will not be issued until review is complete and all comments are addressed.)***

- In general, once the preliminary plat is approved, the Owner/Developer must provide the City with engineered construction plans with specifications if the plans don't include enough specification references and a complete signed and sealed drainage study for approval.
- Refer to the City Ordinances online as well as the Unified Development Code when applicable for the requirements and specifications for development in the City of Youngsville.
- All submittals to the City for review must include 3 hard copies and one electronic copy in pdf format. The drainage models used for the drainage study must also be included in electronic executable format for review.
- Once all of the documents are received by the City, The City Engineer (CH2M) reviews the documents and comments will be submitted to the Mayor and copied to the Owner/Developer. ***(Please allow up to 2 weeks calendar time for the review and receipt of comments regarding the documents.)***
- The Owner/Developer may request a review conference with the City Engineer to go over the comments for clarification.
- Once the Owner/Developer has addressed all of the comments, they need to resubmit the documents for review by the City Engineer.
- When all comments are addressed and the documents are in compliance with the City's requirements the City Engineer sends an approval letter to the Mayor.
- The Mayor/City Staff will send the approval letter to the Owner/Developer that they may proceed to the permit and construction phase.

PERMIT AND CONSTRUCTION PHASE

Once the Developer has received a preliminary plat approval letter from the Mayor, he/she can now proceed to the Permit and Construction Phase. The descriptions below identifies the process in the Permit and Construction Phase. A checklist is provided for your use in Section III Checklists.

PERMIT REVIEW

The description below identifies the Permit Review Process:

- The Builder requests a permit from the City and submits plans.
- The City submits building plans to the City inspection company and the site/civil plans and drainage study to the City Engineer. (3 hard copies and one electronic copy of all documents. Drainage model must be submitted in executable format for review).
- The Inspectors and the Engineers review the plans and study and submit comments to the City. **(Note: Please allow 7-10 days for review of permit drawings)**
- The City submits a letter to the Developer with the review comments.
- The Developer addresses any comments and resubmits.
- After the review of the construction documents and satisfactory addressing of the review comments, the City Engineer will send a letter to the Mayor and the Permit Coordinator that a permit may be issued for the construction.
- The permit is issued by the City to the builder and construction may begin.

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.

REQUIREMENTS DURING CONSTRUCTION

- Throughout building construction, scheduled inspections as instructed will be performed.
- Unscheduled inspection of the site will be performed for enforcement of legally mandated Stormwater Pollution and Prevention Plans that include erosion control measures, best practices as well as the cleanliness of site.
- Developers, builders and contractors should note that maintenance of the erosion and sediment control is required during the development construction as well as during on going home and commercial 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.
- **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.**

FINAL INSPECTION

Once a commercial or 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 in Section III Checklists:

- The developer contacts the City Engineer and requests to schedule a final inspection. ***(Please allow up to 5 working days for potential scheduling conflicts).***
- Prior to the scheduled final inspection walk through, the developer shall submit the following to the City Chief Administrative Officer (CAO):
 - Testing results for the asphalt pavement, soil compaction, water and sewer samples and pressure. (One hard copy and one electronic copy in pdf format)
 - Sewer and storm sewer infrastructure videos and reports. (One electronic copy)
 - 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. (Two hard copies and one electronic copy in pdf format)
 - Water and Sewer as built. (Three hard copies and one electronic copy in CADD format for addition to City GIS maps)
- 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, the Developer, and Contractor conduct a final walk through and document any items that need to be addressed.
- 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.

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
- \$50 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, CH2M HILL/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.

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

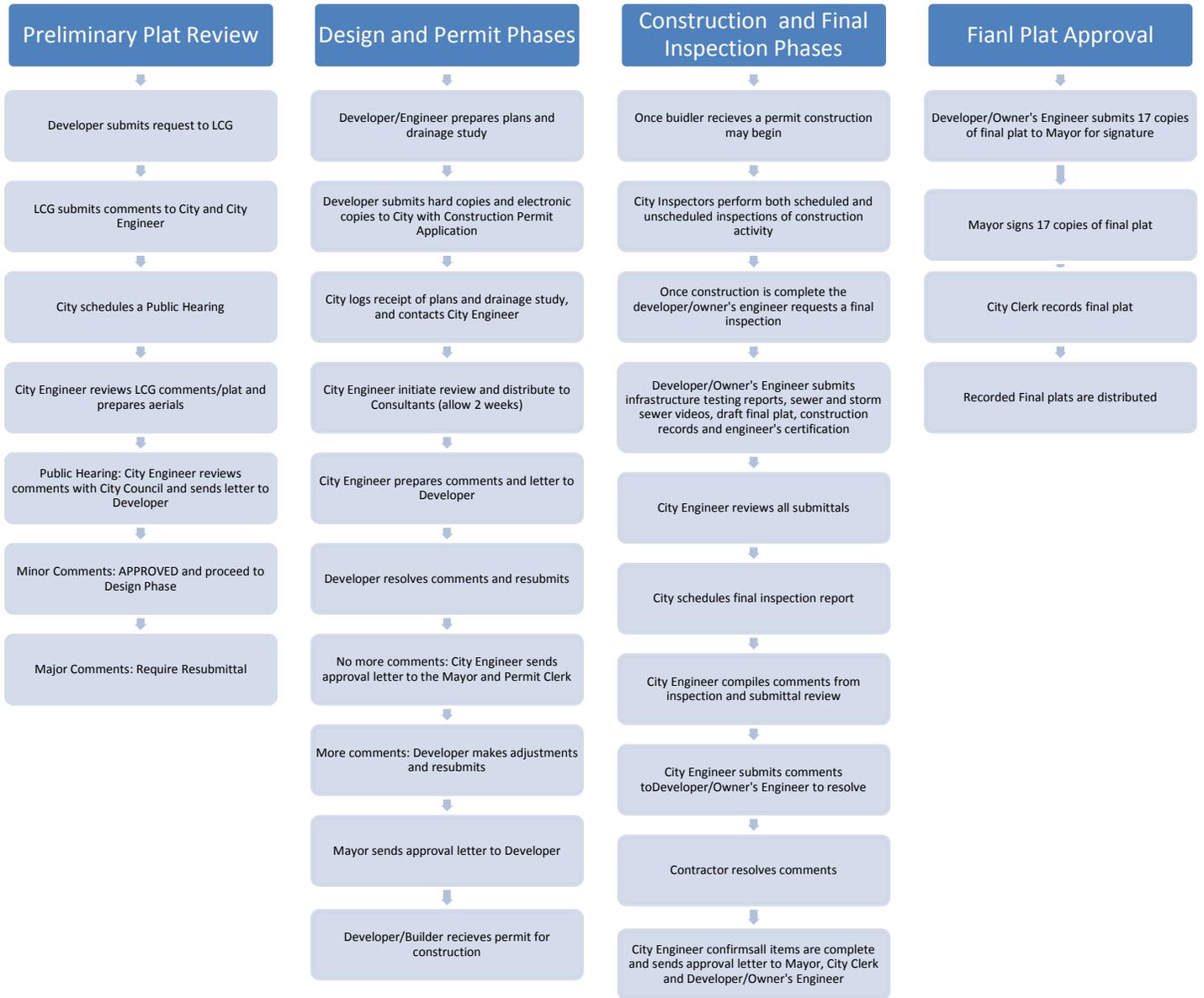
construction outlined in the Residential Improvements Agreement has been satisfactorily completed.

- 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.

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)]*

LEGEND
 LCG: Lafayette Consolidated Government
 City: City of Youngsville, Louisiana
 City Engineer: CH2M
 SWPPP: Stormwater Pollution Prevention Plan

PROCESS FLOW CHART



III. CHECKLISTS

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
- An analysis of whether the application is consistent with the City of Youngsville Ordinances, including any potential internal inconsistencies and methods of resolve them
- 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 and/or existing use(s)
- 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. Names and mailing addresses of all adjacent property owners must also be included

- Identify Setbacks [See *LPSR* § 512]. 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 design submittals, 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 common areas and detention ponds
- Proposed overall development including dimensions
- Location, number of stories, footprint, and gross square footage of buildings and structures
- Status of structures on the site (i.e., vacant, to be removed, good condition, interior remodel only, new, as is, etc.)
- 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

NOTICES:

- Review of the Preliminary Plat is for general conformance with overall development requirements. The developer must submit detailed engineering plans for review and approval by the appropriate authority prior to construction. It is the responsibility of the developer and/or the developer's engineer to notify, coordinate, and ultimately adjudicate any review comments to the satisfaction of the appropriate authority. This would include any individual permits that may be required for construction activities
- 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
- ❑ All Signs must confer with the City of Youngsville Ordinance. *[Ord. 280.5]*
- ❑ 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

Design Phase Checklist

- Identify existing sewer system that is present in the area
 - Provide information/drawings on the existing sewer lines
 - Diameter and capacity of the existing sewer line
 - Has sewer system been installed, tested and accepted?
- Stormwater management for proposed development
 - Design information on any existing Stormwater drainage system
 - Engineer to provide detailed analysis of existing Stormwater system to show that it has the capacity to serve the development
 - Label sizes of all existing Stormwater pipes
- Provide grading plan over proposed water line location. 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
- Confirm number of fire hydrants and location of fire hydrants with fire department
- Account for drainage easement
- Drainage: show existing and proposed drainage ditches/canals/streams and right-of-way
- Drainage/Water Quality
 - Stormwater Management Plan (SMP)
 - Drainage Impact Analysis: provide 1 hard copy and one electronic copy
 - Drainage area map for existing and proposed conditions, methodology, computations, lot grading plan, and summary
 - Capacity of road ditches and pipe sizing chart (if applicable)
 - Input and output summaries
 - Executable model files
- Utility niches
 - Show other proposed underground utilities on site plans to evaluate conflicts
- 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
- Identify Setbacks [See *LPSR* § 512]. 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)
- Erosion Control Plan
- Details of all tie-ins to public infrastructure
- Show proposed servitudes and dimensions
- Show proposed right-of-way, dimensions of streets and radii of turning circles
- Show sidewalk servitudes (where applicable)
- Show existing bridges and culverts within the proposed development area
- Provide any approved waivers
- 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
- Provide an electronic copy of drainage model
- 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 [*Ord. 373-2014 (4)(B)(d)*]
- Driveway is a minimum of 36' in width to account for 3-12' lanes
- Lot size average 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
- Floodplain Note: show FEMA Flood Zone and Flood Insurance Rate Map (FIRM) Base Elevation where the area subdivided lies at or below record inundation level. This area shall be shaded by an approved shading pattern
- Reminder: Identify the datum and geoid on all plats, and design submittals and FEMA Floodplain information
- General Notes Block: Include total acreage, type of development, total number of lots, minimum lot size and minimum lot frontage
- Revision Block: Show revision number and a note describing any proposed changes; and a copy of the previously approved plan in the Revision Block
- Submittal of a site grading plan for review and approval. Site grading plan shall include, but not limited to, a drainage area map for existing and proposed conditions, methodology, computations, summary, and the capacity of roadside ditches and pipe sizing chart (if applicable).
- Land use allocation map, including a general designation of all building types and mixed-use, residential, commercial, industrial, or other areas by general land use description
- Location and dimensions of all required landscaping noting common and botanical names and planting size
- Location, height, candle power and type of outside lighting fixtures for buildings and parking lots
- Location, size, and type of all proposed freestanding signs
- Traffic impact analysis addressing the level of service (LOS)
- Show any additional easements (if required)
-
- All amenities are to be maintained by the Home Owners Association [Ord. 373-2014 (2)(e)]
 - 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 [Ord. 373-2014 (2)(f)]
 - 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%. *[Ord. 373-2014 (B)(i)]*
- Sidewalks requirements *[Ord. 373-2014 (B)(j)]*
 - 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
- 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
- Complete plans and specifications of the Water Distribution and Sewage Collection Systems and submit to the Department of Health and Hospitals Office of Public Health (DHH-OHP) Engineering Section 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)
- Submit complete set of construction plans including an Overall Plan, Preliminary Plat, Grading Streets, Water/Sewer, a site drainage plan, Storm water, Erosion Control, and details of all tie-ins to public infrastructure to the City of Youngsville, 305 Iberia Street, Youngsville, LA 70592, Attn: City Engineer.
- Two (2) hard copies and one (1) electronic copy in pdf format of design plans shall be submitted for development reviews.
- One (1) electronic copy in pdf format of construction plans for City Public Works Projects (60, 90, 100)
- One (1) hard copy and one (1) pdf of drainage study and any other necessary calculations for review
- Drainage models used for drainage study must be included in electronic executable format

NOTICES:

- 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 residential developments are to be governed by a legally recorded Home Owners Association

- ❑ 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 [Ord. 373-2014 (4)(n)]
- ❑ 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. [Ord. 373-2014 (4)(c)]
- ❑ 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

* *Lafayette Parish Subdivision Regulations (LPSR)*

Final Inspection Checklist

- Construction testing/inspection results are to be submitted to the City of Youngsville at the time of final inspection.
 - Compaction Testing
 - Water Pressure Test
 - Asphalt Thickness
 - Density Testing
 - Water Quality/Samples
 - Sewer
- Developer to submit videos prior to final plat approval
 - Sewer
 - Storm Sewer
- If sewer is ovalized, is mandrel testing needed
- Copy of construction records (roadway, water, sewer, and storm sewer)
- Copy of final plat for review
- Engineer Certification (Certifying that everything was constructed according to plan and Youngsville's requirements)
- All street signs are installed
- Valve pads installed
- Fire hydrant pavements installed
- Erosion and settlement controls in areas where grass has not been established
- Erosion control measurements installed around outfall to detention pond
- Reminder: identify the datum and geoid on all plats and design submittals, and FEMA Floodplain information

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 development activities on property must be in compliance with Section 510.31 "Development with Designated 100-Year Flood Hazard Area" of the *Regulation governing the Subdivision of Land in Lafayette Parish*
- 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 should be provided along all public streets
- Any approved building setback waivers should 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
- Submit 17 hard copies and 1 electronic pdf to the City of Youngsville
- Mayor signs for final plat approval
- City Clerk records and files final plat
- Provide a \$50 check to the City of Youngsville for recordation fee

Notices:

- ❑ Identify and note within the reserve the intended use of all lots and reserves designated and established within the plat boundaries. In those instances where the intended use has not been determined, such lots and reserves should be identified as unrestricted and so noted within the lot tract or reserve.
- ❑ 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.

NOTICES:

- For early recordation, a final plat does not authorize construction of buildings or other items within lots of the plat. Construction is authorized only after receiving a construction permit. Please see the Permit Review and Approval process,
- The final plat approval shall include an Act of Dedication of any dedicated streets, alleys, utility improvements or other public lands
- No building permit shall be issued or granted for the development or use of any land until a plat of the lot, parcel, or site of the proposed development is approved. Once the final plat is recorded, the lots of the development are approved and a building permit can be requested and will be obtained after satisfactorily completing the Permit Review and Approval Process.
- If the applicant fails to present the final plat for recording within 6 months following the date of approval, the final plat is deemed void. *[LCG Code ⇔ Article 4, § 89-57 Final Plat]*

Permit Review Checklist

- Submit complete Building Plans, Drainage Plans, and Specifications
- Submit three (3) hard copies and one (1) electronic copy of plans
- Submit one (1) executable drainage model

NOTICES:

- 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]*
- 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]*

IV. FEES SCHEDULES

Plat Approval Fees for the City of Youngsville

Apartment/Commercial Developments	\$1,000 plus \$12 per lot/unit Full payment is required upon submittal of application
Residential Development	\$600 plus \$12 per lot/unit Full payment is required upon submittal of application

The following fees are required when changes are made to a plat that has been filed.

Revised Plats	\$350
Condo Conversions	\$500
One (1)-Year Extension of Preliminary Plat Approval	\$200
Vacation of Plat	\$250
Appeals	\$1,500 [LCG Code ↔ Article 10, § 89-303]
Reassembly of Land	\$150
Recording Fees	\$50 minimum Required at time of Final Plat application

Drainage System Alteration	\$400 Engineering Fee to verify that proper drainage is maintained – [Ord. 308]
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The following fees shall be charged for all culvert associated installations and inspections. [Ord. 328]

Standard Driveway 20 -25 feet	\$200
Sidewalk	\$200
Full Middle of the Block Lot	\$400
Full Corner Lot	\$600
Inspections:	First Inspection Free, Additional Inspections \$25 each

Fines

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

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

V. FORMS

- Application for Preliminary Plat Approval
- 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



APPLICATION FOR PRELIMINARY PLAT APPROVAL

1. NAME & ADDRESS OF OWNER/DEVELOPER:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EXT: _____ FAX NUMBER: _____

EMAIL: _____

2. CONTACT PERSON/MAILING ADDRESS (IF DIFFERENT):

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EXT: _____ FAX NUMBER: _____

EMAIL: _____

3. IF A CORPORATION, NAMES OF PRESIDENT AND SECRETARY:

PRESIDENT: _____ SECRETARY: _____

4. PROPERTY ID NUMBER: _____ NUMBER OF ACRES: _____

5. NUMBER OF PROPOSED LOTS: FIVE (5) OR LESS SIX (6) OR GREATER

6. AVERAGE SIZE OF PROPOSED LOTS: _____

7. IS A FULL LEGAL DESCRIPTION ATTACHED? YES NO

8. IS A TRAFFIC CONCURRENCY STUDY INCLUDED? (FOR RESIDENTIAL ONLY) YES NO

9. WHAT DEVELOPMENT IS BEING PROPOSED? RESIDENTIAL COMMERCIAL INDUSTRIAL

10. ARE YOU AWARE THAT ALL ELECTRICAL UTILITIES ARE REQUIRED TO BE UNDERGROUND?
 YES NO

11. WAIVER(S) REQUESTED? YES NO

IF YES, PLEASE SPECIFY THE ORDINANCE SECTION, PARAGRAPH AND GIVE JUSTIFICATION FOR THE REQUESTED WAIVER(S).

12. ACCESS: PRIVATE STREET PUBLIC STREET (CITY) PUBLIC STREET (STATE)

NOTE: IF STATE ROAD/HIGHWAY, APPROVAL IS CONTINGENT UPON LADOTD APPROVAL OF ACCESS.

13. STORMWATER MANAGEMENT PLAN (SMP) SUBMITTED: YES NO

IF NO, PLEASE EXPLAIN

14. DRAINAGE IMPACT STUDY (DIS) SUBMITTED: YES NO

IF NO, PLEASE EXPLAIN

15. WATER QUALITY IMPACT STUDY (WQIS) SUBMITTED: YES NO

IF NO, PLEASE EXPLAIN

16. ACKNOWLEDGEMENT

IN FILING THIS APPLICATION, I UNDERSTAND THAT IT BECOMES A PART OF THE PUBLIC RECORD OF THE CITY OF YOUNGSVILLE AND HEREBY CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT THIS APPLICATION COMPLIES WITH ALL SUBDIVISION "DEED RESTRICTIONS" PERTAINING TO THE SUBJECT PROPERTY WITHIN THE CITY OF YOUNGSVILLE.

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

DATE

SIGNATURE OF PROPERTY OWNER

PRINT NAME OF PROPERTY OWNER

DATE

DOCUMENT TRANSMITTAL

(Owner/Developer or Engineer) _____
 Address _____
 Address _____
 City, Louisiana Zip _____ Project No. _____
 Telephone Number: _____ 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"/> CIP Preliminary Design Plans | <input type="checkbox"/> CIP Final Design Plans |
| <input type="checkbox"/> Permits | <input type="checkbox"/> Asbuilts |
| <input type="checkbox"/> Bid Documents | <input type="checkbox"/> CIP Specifications |
| <input type="checkbox"/> CIP OPCC | <input type="checkbox"/> Construction Documents/Asbuilts |

Materials Transmitted

Note: Check **ALL** that apply

- | | | |
|---|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Development Design Plans | <input type="checkbox"/> Drainage Study |
| <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"/> Bid Documents |
| <input type="checkbox"/> Final Inspection Request | <input type="checkbox"/> Design Calculations | <input type="checkbox"/> Spec Outline |
| <input type="checkbox"/> Bid Recommendation | <input type="checkbox"/> Inspection Reports | <input type="checkbox"/> OPCC |
| <input type="checkbox"/> Reference Documents | <input type="checkbox"/> Completion Certificate | <input type="checkbox"/> Testing Results |
| <input type="checkbox"/> Warranty Letter | <input type="checkbox"/> Payment Requests | <input type="checkbox"/> CIP Plans |
| <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:



MAYOR
Ken Ritter

POLICE CHIEF
Rickey Boudreaux

City of Youngsville
P.O. Box 592
305 Iberia Street
Youngsville, LA 70592
(337) 856-4181 * Fax (337) 856-8863

CITY COUNCIL
Jamison "Jamey" Abshire
Lauren Michel
Dianne McClelland
Matt Romero
Kenneth "Ken" Stansbury

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 best available data in the City's possession at the date
above.

CITY OF YOUNGSSVILLE COMMUNITY NUMBER: _____

The property is located on 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: _____, NGVD. Accepted by City of Youngsville.

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

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 and/or 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 City Engineer (CH2M) 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-Parish, for the ultimate benefit of the public and any other persons, entities or estates who are given authority by the City-Parish 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-Parish 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-Parish and any such individuals, entities and estates as are authorized by the City-Parish 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 City Engineer, 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-Parish, 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-Parish, 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-Parish, 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: _____

**Fees Schedules for Plat Approval
Lafayette Consolidated Government (LCG)
Planning, Zoning & Development Department**

Apartment Development/ Commercial Development	1000 + \$12 per lot/unit * (1/2 of fee at Preliminary / 1/2 of lot unit fee at Final)
Residential Development	\$600 + \$12 per lot/unit * (1/2 of fee at Preliminary / 1/2 of lot unit fee at Final)

****NOTE** - FOR DEVELOPMENTS LOCATED IN THE CITY OF CARENCRO, CITY OF SCOTT, AND CITY OF YOUNGSVILLE, FULL PAYMENT IS REQUIRED UPON SUBMITTAL OF APPLICATION. NO RECORDING FEE IS REQUIRED UPON SUBMITTAL SINCE THIS OFFICE DOES NOT RECORD FINAL PLATS LOCATED IN THESE AREAS.**

The following fees required when changes are made to a plat that has been filed with the Commission.

Revised Plats \$350
(Not recorded with Clerk of Court)

One-Year Extension of Preliminary Plat Approval \$200

Recording fees, required at time of Final Plat application-\$55 minimum (or greater, if actual recording costs exceed \$55).

VI. RESOURCES

City of Youngsville Town Hall

Simone Champagne, Chief Administrative Officer (CAO)

SimoneChampagne@youngsville.us

Sally Angers, City Clerk

SallyAngers@youngsville.us

305 Iberia Street

Youngsville, LA 70592

337-856-4181

337-856-8863 Fax

<http://www.youngsville.us>

Pamela Gonzales-Granger

City Engineer – **CH2M**

307 Iberia Street

Youngsville, LA 70592

337-451-5823 Office

407-432-4820 Cell

Pamela.Gonzales-Granger@ch2m.com

YoungsvilleCityEngineers@ch2m.com

City of Youngsville Code of Ordinances

<http://www.youngsville.us/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

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

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

Youngsville Chamber of Commerce

Penny Frederick, Administrative Consultant

P.O. Box 219

Youngsville, LA 70592

337-453-5917 Office

337-288-6239 Cell

penny@youngsvillechamber.org

www.youngsvillechamber.org

REGULATION GOVERNING THE SUBDIVISION OF LAND IN LAFAYETTE PARISH
Section 510.31 - "Development with Designated 100-Year Flood Hazard Area"

510.31 Development within Designated 100 Year Flood Hazard Area

- A. The following shall apply in addition to any other stated provisions for all development proposals that contain land located in a designated flood hazard area, within the City and Parish of Lafayette.
1. 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. 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 or denial by the Lafayette Consolidated Government Floodplain Administrator and/or FEMA.
 2. Development proposals shall have public utilities and facilities such as water, sewer, gas, and electrical systems located and constructed to minimize flood damage.
 3. 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.
 4. 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. See Section 510.31 (A) (1) for information on proposed fill in floodways as defined by the latest FEMA F.I.R.M.
 5. All developments shall comply with the provisions of the Flood Damage Prevention Ordinance of the applicable governing authority.
 6. The Planning Commission 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.

Lots within subdivisions designed for residential developments that are located in the one hundred (100) year flood zone, according to the latest FEMA F.I.R.M., shall have the standard flood note information statements on the plat and the one hundred (100) year flood zone line shall be delineated or noted on the plat in accordance with the FEMA F.I.R.M.

B. DRAINAGE REQUIREMENTS:

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

1. MOBLIE HOME PARK FLOOR ELEVATIONS:

Mobile homes, when set in place, shall have their floor or longitudinal frame beam on a traditional mobile home at a minimum of one (1') foot above the base flood elevation height and in accordance with other applicable regulations. Evidence of this requirement shall be submitted to the Floodplain Administrator in the form of an Elevation Certificate certified by a registered Professional Engineer, Architect or Land Surveyor. The foregoing shall be required prior to provision of utilities or equipment integral to the occupancy of the mobile home, e.g. air conditioning equipment, water heater, electrical panels, etc.

2. RESIDENTIAL AND NON-RESIDENTIAL FLOOR ELEVATIONS. Lots within developments proposed for residential, 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.

The plat shall state the following:

- a. "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."
- b. 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.
- c. "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."

C. OPEN DITCH DRAINAGE:

Streets with open ditch drainage shall be subject to Planning & Zoning Commission approval. A minimum right-of-way of sixty (60') feet shall be required for development with open ditch drainage. Rights-of-way exceeding sixty (60') feet may be required depending on the depth and cross section of roadside ditches and an evaluation of the developer's drainage design. Right-of-way width shall be determined by Capital Improvements Division of the Public Works Department in accordance with generally accepted engineering practices. Maximum ditch side slopes shall be 3:1 (H:V) for foreslope and 2:1 (H:V) for backslope with a minimum shoulder width of five (5') feet unless otherwise approved by the Public Works Department. A maximum of twenty-eight (28') feet of culverts for a driveway crossing or up to fifty-six (56') feet for circle and horseshoe driveways, unless safety conditions warrant additional pipe installation. Under no circumstance shall the slope of the fill for each side of the driveway(s) be less than 3:1 (H:V), measured from the surface of the driveway to the top of the pipe at the end of the pipe. No objects or culverts (except those necessary for driveway installation) shall be placed within the drainage system without prior written approval from the Public Works Department, Capital Improvements Division. Open ditch drainage will not be allowed in the City of

Lafayette or Area of Influence except as provided in Section 15.3(g) of the City of Lafayette Subdivision Regulations.

Any development approved for open ditch drainage shall have the following notation on the Final Plat:

"This development has been approved with an open ditch drainage system providing the required storm water retention/detention capacity. The development shall remain open ditch and only subsurface culverts required for driveways shall be permitted, unless otherwise approved by the Lafayette Consolidated Government Public Works Department, Capital Improvements Division."

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 Public Works Department, Capital Improvements Division.

D. PLAT SUBMITTAL REQUIREMENTS FOR DESIGNATED FLOOD HAZARD AREA:

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 this ordinance.

1. Flood Plain Analysis shall be required for all developments of 5 acres or 50 lots located within a Designated Flood Hazard. The complete analysis must be conducted after Preliminary Plat approval by the Planning Commission.
2. 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."
3. The Preliminary or Final 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.
4. 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.
5. The Preliminary and Final Plats shall delineate all streams and channels and water courses in the designated flood hazard zone.
6. 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 Public Works Director (or his/her designee), local Flood Plain Administrator and other applicable regulatory agencies."

E. DRAINAGE DESIGN STANDARDS

1. DRAINAGE IMPACT ANALYSES. For all proposed development, Drainage Impact Analyses shall be required pursuant to the following requirements.
 - a. A comprehensive Drainage Impact Analysis of any proposed development and surrounding affected areas shall be submitted to the Public Works Department after Preliminary Plat approval. The development construction plans shall not be approved

- until a favorable written certification of the Drainage Impact Analysis has been made by the Public Works Director (or his/her designee).
- b. A developer may submit in writing a request to waive the Drainage Impact Analysis to the Public Works Department. In the event the Public Works Director (or his/her designee) grants the request, (only upon a favorable evaluation of the conditions), the Public Works Director (or his/her designee) shall issue a written approval of said request. The waiver authorization shall be forwarded to the Planning, Zoning & Codes Director and the Drainage Impact Analysis shall not be required in order to obtain Preliminary and/or Final Plat approval for the development.
 - c. Should the Drainage Impact Analysis indicate that improper drainage may occur as a result of development, then the plat shall be returned to the Planning Commission for determination as to whether the condition of Preliminary Plat approval has been satisfied. In the event the Planning Commission determines the condition is not satisfied, then the Planning Commission shall rescind Conditional Preliminary Plat approval.
 - d. No construction of any development components which are the subject of any Preliminary or Final Plat approval by the Planning Commission shall be commenced until a favorable written approval of the Drainage Impact Analysis has been made by the Public Works Director (or his/her designee). Violation of this provision can result in a cease and desist order being issued with respect to such development.

2. SPECIFICATIONS FOR DRAINAGE IMPACT ANALYSES AND DEVELOPMENT REGULATIONS. Every required Drainage Impact Analysis shall comply with the following specifications.

- a. An area drainage map shall be submitted which identifies:
 - i. The various drainage areas involved/affected.
 - ii. The acreage in each drainage area.
 - iii. The slope of each drainage area to the entry point and/or exit point of the development.
- b. The Drainage Impact Analysis shall indicate:
 - i. 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.
 - ii. The cubic feet per second 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.
 - iii. The maximum capacity, expressed in cubic feet per second, of existing and proposed drainage structures within the development based on the design storm event.
 - iv. The capacity of all ditches, culverts, sub-surface and surface drainage structures that will be utilized by new or relocated outfall points downstream of the 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.
- c. The Drainage Impact Analysis shall consist of three (3) distinct and designated parts as follows:

- i. Summary: The effect of the proposed construction on upstream and downstream areas.
 - ii. Design Criteria: Description of methodology, data and assumptions used.
 - iii. Calculations: Clear, concise, step-by-step calculations performed to support the drainage system design.
- d. The subdivision Drainage Impact Analysis and the Development Drainage Design shall be based on a five (5) year storm event (minimum) for residential developments and a ten (10) year storm event (minimum) for commercial developments.
- e. Subsurface drainage of drainage outfalls serving more than a single development shall be based on a ten (10) year storm event.
- f. 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.
- g. If the Drainage Impact Analysis and/or Development Drainage Design is based on rainfall intensity, the rainfall intensity data contained in the most recent edition of the Louisiana Department of Transportation and Development's *Hydraulics Manual* shall be used.
- h. Ponding, retention or detention of storm water shall be evaluated in the Drainage Impact Analysis in accordance with Section 510.33 of these regulations "Engineering Requirements."
- i. 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 Public Works Director (or his/her designee).
- j. The development drainage plans shall give the location, description and elevation of all permanent and temporary benchmarks used for the drainage study and to be used for the development construction.
- k. Hydraulic calculations, plan profile sheets and area drainage maps shall be submitted for review and shall be approved by the Public Works Director (or his/her designee) before any development improvement work begins.
- l. 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 Public Works Director (or his/her designee).
- m. Only drainage pipe constructed of materials approved by the Director of the Public Works Department (or his or her designee) may be used in storm sewer construction in the public rights-of-way or servitudes.

REGULATION GOVERNING THE SUBDIVISION OF LAND IN LAFAYETTE PARISH
Section 512 - "Building Setback and Corner Lot Restrictions"**512 Building Setback and Corner Lot Restrictions**

Building setback restrictions are required by the Planning Commission so as to prevent traffic hazards and to separate residential uses of property from other types of usage. Therefore, the following building setback restrictions are required:

512.1 Major Thoroughfares

Properties adjacent to designated major thoroughfares must have a front building setback from the adjacent major thoroughfare right-of-way of not less than twenty (20') feet. When such lots side on a major thoroughfare, a side building setback of at least twenty (20') feet must be provided. In those instances where such lots back on a major thoroughfare, a rear building setback of not less than ten (10') feet will be required.

512.2 Local Streets

Properties adjacent to local streets must have a front building setback from the adjacent street right-of-way of not less than twenty (20') feet. When such lots side on a local street, a side building setback of ten (10') feet must be provided. In those instances where such lots back on a local street, a rear building setback of not less than (10') feet will be required. Exceptions to this general policy are as follows:

- A. When the lots face local streets classified as Interior Streets, as that term is defined herein, the front building setback restriction may be waived subject to the conditions
 - 1. That the applicant submit in writing a request to have the building setback lines waived; and
 - 2. That there be provided on the face of the plat a typical lot layout and notes restricting the placement of the garage and dwelling unit as follows:
- B. When the garage or carport is perpendicular to the public street, it shall be set back a minimum of twenty (20') feet from the public street right-of-way line and the dwelling unit shall be setback a minimum of ten (10') feet from the public street right-of-way line.
- C. When the garage or carport is parallel to the public street, the garage or carport shall be set back a minimum of ten (10') feet from the public street right-of-way.
- D. Building setback restrictions of ten (10') feet are required, however, on the front and side of all corner lots.

512.3 Corner Lot Restrictions

On a corner lot, no automobile, trailer, sign, movable object, fence, wall, hedge, or other structure or planting other than mowed grass shall be erected, placed or maintained within the triangular area formed by the intersecting lines on a straight line joining said street line to a point which is thirty (30') feet distance from the point of intersection, measuring along said street right-of-way lines. Utilities structures, traffic and/or other signs, where necessary, are excluded from this restriction.

512.4 Building Setback Line Off-Sets and Transitions

In those instances where the required building setback restriction line changes from one tract to another, a transitional building setback line must be provided having a minimum angle of forty-five (45) degrees. Such transitions must take place on the lot or tract having the lesser building setback restriction requirement.

512.5 Pipelines, Railroad Right-of-Way

Where underground pipelines carrying flammable products under pressure through properties within a plat boundary or where properties within the plat back or side along a railroad right-of-way, a building setback restriction must be provided adjacent to such pipeline easement or fee strip (or the center line of the pipeline facility if no easement is defined) or railroad right-of-way line in accordance with the pipeline or railroad companies policy.

512.6 Substandard Public Right-of-Way

Where lots are created fronting on a substandard public right of way, a building setback line shall be placed at a distance from the public right-of-way equal to the sum of one-half (1/2) of the right-of-way deficit and the zoning setback for the applicable zoning district.

VII. 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 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.

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. However, this varies greatly with each individual subdivision. If preliminary plat approval is granted, the subdivision has a period of three calendar years to complete the final plat.

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, 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:
 - c. 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;
 - d. 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 Board of Aldermen 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. 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 Pamela Gonzales-Granger, City Engineer (CH2M) at 337-451-5823 or YoungsvilleCityEngineer@ch2m.com.

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 fifteen (15) 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)]*