

Exhibit H.

Jamestown Business Park Zoning Map & Documents

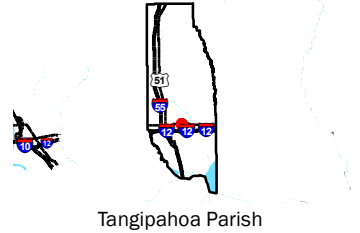
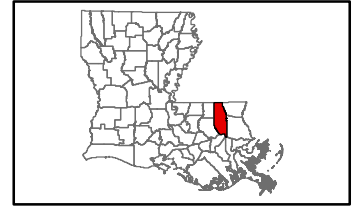


GREATER NEW ORLEANS
INC
REGIONAL ECONOMIC DEVELOPMENT

Jamestown Business Park Land Use Map & Documents

Jamestown Business Park
Tangipahoa Parish, LA

LED

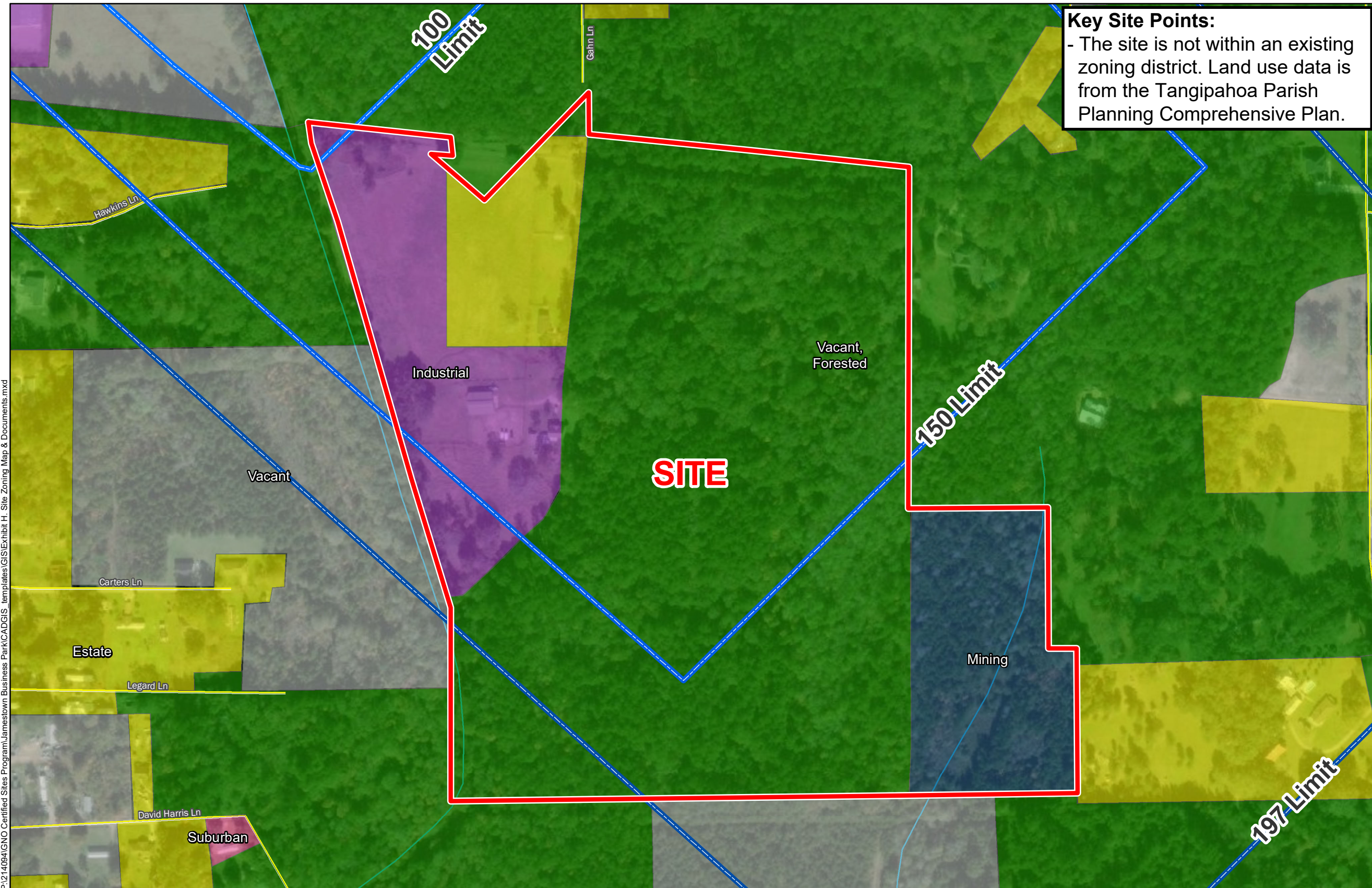


LEGEND

- Site Boundary (71.46 Ac.±)
- Airport Cone of Influence**
- 100 Foot Height
- 150 Foot Height
- 197 Foot Height
- Existing Land Use**
- Estate
- Industrial
- Mining
- Suburban
- Vacant
- Vacant, Forested
- Local Roads
- Stream

Key Site Points:

- The site is not within an existing zoning district. Land use data is from the Tangipahoa Parish Planning Comprehensive Plan.



P:\214094\IGNO Certified Sites Program\Jamestown Business Park\CAD\GIS templates\GIS\Exhibit H. Site Zoning Map & Documents.mxd



Date:	11/18/2021
Project Number:	213151
Drawn By:	SEW
Checked By:	EEB

General Notes:

1. The information presented herein is for planning purposes only. Further detailed due diligence MUST be completed prior to making decisions regarding the site.
2. No attempt has been made by CSRS, Inc. to verify site boundary, title, actual legal ownership, deed restrictions, servitudes, easements, or other burdens on the property, other than that furnished by the client or his representative.
3. Transportation data from 2013 TIGER datasets via U.S. Census Bureau at <ftp://ftp2.census.gov/geo/tiger/TIGER2013>.
4. 2015 aerial imagery from USDA-APFO National Agricultural Inventory Project (NAIP) and may not reflect current ground conditions.
5. Land use data from Tangipahoa Parish Planning Comprehensive Plan <https://tangipahoa.org/Portals/0/Planning/2008-Comprehensive-Plan-Final-Adopted-Copy.pdf>



Scale 1:3,470
0 180 360 Feet



Jamestown Business Park Zoning Documents

ARTICLE VII – APPROVAL PROCESS AND PROCEDURES

Sec. 17-7.1 - In General

Sec. 17- 7.2 - Procedural Process for Subdivision of Property

A. Subdivision of Land exempt from Review and Approval

(1.) Agricultural Land use without a Residence. A subdivision of agricultural land does not need approval from the Planning Commission or Office of Community Development.

(2.) Special Use Subdivisions prior to October 9, 2001 -To allow certain Special Use Subdivisions, as defined in the Article XI to include Apartments, Condo, Manufactured and Mobile Home Parks and Recreational Camping Grounds that have presented plans and have been granted a newer permit letter from the Department of Health and Hospitals before October 9, 2001, will not be required to have approval from the Planning Commission to increase the number of lots that were not developed at the initial time of approval from the DH. This approval does not include parks that are upgrading or installing a new sewage not previously approved. This also does not include any changes to the original plans. If the developer decides to make changes or upgrade / install sewage, he / she shall obtain approval from the Planning Commission and follow the Development Regulations in effect at the time.

B. Optional Administrative Review Procedure

(a) Conceptual Plan Review

(a) The Department of Community Development will provide an informal review of any proposed subdivision of property. The developer should call and make an appointment for a conceptual review. There is no required application for a conceptual review. There are no submittal requirements for a conceptual plan review. There is no written review summary provided by the Department of Community Development. The review will focus on the conceptual plan, requirements and procedures needed for formal submittal and approval.

C. Administrative Review Approvals

(1.) Minor Subdivisions

a. Minor Subdivisions that follow may be approved by the Community Development Office without submittal to the Planning Commission for review. The following are considered Minor Subdivisions.

i. Mini-Partitions

ii. Small Partitions

iii. Heir Partitions

iv. Minor Commercial Partitions

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b. New Minor Subdivisions shall meet the Minor Subdivision Standards in Article IV for Mini Partitions, Small Partitions, Heir Partitions, and Minor Commercial Partitions.

c. Minor Subdivision Applications

i. Submit the completed Minor Subdivision application with appropriate fees.

ii. Submit the listed documents on the instructions for type of the Minor Subdivision requesting review.

(2.) Amendments to Lots of Record

a. The realignment of shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior lot boundary lines, or the redesignation of lot numbers, provided the application meets the following requirements:

i. Does not involve the creation of any new public street or other public improvement except as otherwise provided in this Section:

ii. Does not involve more than two acres of land or three lots of record:

iii. Does not reduce a lot size below the minimum area or frontage requirements established by this code; and

iv. Otherwise meets all the requirements of this chapter.

b. Modifications of Approved Subdivision - The Planning Department is authorized to approve minor modifications to an approved subdivision. All modifications not listed as minor below shall be considered by the body that approved the original subdivision. The following modifications shall be considered minor:

i. Additional or change in the easements sizes that do not affect the general placement of buildings or general location of roadways;

ii. Reduction in the number of lots:

iii. Reduction of length of Streets: or

iv. Modification of public utility service.

c. Any resubdivision of land that consolidates a number of lots into a smaller number of lots and does not involve any new development only requires Administrative Approval only. Any Amendment to a Lot of Record that involves changes only to the metes and bounds, changes to easements or right-of-ways, either private or public, only requires Administrative Approval.

d. All Amendments to Lots of Records shall complete an application and submit the required documents as stated in Appendix A.

D. Planning Commission Approvals

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- (1.) General Design and Improvement Standards
 - (a) Minor modifications to the minimum subdivision lot standards so as to reduce lot dimensions and area of no more than two (2) lots per subdivision. Each lot so modified shall be within 10% of the standard minimum lot dimension and area. Small partition subdivision and mini partitions are excluded from these considerations.
- (2.) Planning Commission Approval is required for the following types of subdivisions of land and must follow the Procedures for Preliminary Approval, Final approval, and As-built of Infrastructure Approval.
 - (a) Major Subdivisions consist of creating nine (9) lots or more
 - (b) Major Commercial Subdivisions,
 - (c) Townhouses - recognizes as Major Subdivisions herein.
 - (d) Amendments to Existing Major Subdivisions. These are recognized as existing developments and shall follow all standards as such.
- (3.) Preliminary Approval Request
 - (a) The above listed Subdivisions shall meet the standards in Article V.
 - (b) Complete Application for Preliminary Approval and pay fees at time of notification to Planning Commission.
 - (c) Submit Preliminary Plans meeting the requirements listed in Appendix A for Technical Review Committee Preliminary Approval at time of notification to Planning Commission
- (4.) Special Written Notification Requirements for Development of Land-
 - (a) The developer/owner or his agent shall give 30 day advance written notice by certified mail to all adjacent property owners of any new proposed development requiring a public hearing as per these regulations. The letter must include the date, time and place of the Planning Commission public hearing and a narrative description of the proposed development with contact information for developer/owner and planning department.
 - (b) Proposed development containing more than fifty (50) multi-family dwellings units or mobile home parks containing more than fifty (50) living units or mobile homes, the following additional public notifications shall be required when the Parish Engineer or Community Development Director determines that cooperation between the Parish and any incorporated area within the Parish is necessary to address adequate infrastructure needs of the proposed development.
 - (c) The developer/owner or his agent shall be required to give 30 day advance written notice by certified mail of the proposed development, including the date, time and place

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of the Planning Commission public hearing and a narrative description of the proposed development and provide contact information to:

- i. The Mayor or Chief Executive Officer of any incorporated area of Tangipahoa Parish within one thousand foot (1,000') of the proposed subdivision providing that the incorporated area agrees to notify Parish Government of any such development that is within one thousand foot (1,000') inside the corporation limit;
- ii. The Parish Council Representative whose council district includes such proposed subdivision;
- iii. The Fire District Administrator, whose fire district or primary coverage area includes the proposed subdivisions;
- iv. The School Board Superintendent and District Representative whose school district includes the proposed subdivision;
- v. Tangipahoa Parish Water District or other Community water provider unless the developer plans to install a private community water system;
- vi. Tangipahoa Parish Sewer District;

(d) Any comments resulting from this notification must be presented to the Parish Engineer and Community Development Director within 10 days of the Notifications;

(e) Copies of Certified mail receipts shall be provided to the Planning Department for the record.

(5.) New Subdivision Notification Signage Requirements

(a) Developer shall place a four by eight foot (4' X 8') sign at site of proposed subdivision with the following information on sign:

(b) State Name and Type of Development

(c) Number of Lots

(d) Developer's Name & Phone Number

(e) Date of Drainage District Board Meeting, if applicable

(f) Date of Preliminary Hearing

(g) Sign must be posted sixty (60) days prior to preliminary hearing with date, & location.

(h) Sign information must be verified by the Planning Department prior to posting.

(i) Sign shall be posted behind public right-of-way at the site of proposed development at a visible location. Multiple signs may be required at corner sites.

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- (6.) Upon Technical Review Committee approval submit the complete Preliminary Plan with any revisions required for approval for Planning Commission Review the Planning Department. The Planning Department shall schedule a Public Hearing and put the development on the next available Planning Commission agenda.
- (7.) Digital Copies shall be provided to the planning department seven (7) days prior to the Planning Commission Meeting.
- (8.) Ten (10) complete sets of subdivision plans shall be provided at the Planning Commission at the regular scheduled commission meeting.
- (9.) Development plans are to be presented at the meeting by the developer or developer's respective engineer, owner/developer must be present at this time.
- (10.) A total overall conceptual design layout is to be submitted for the entire proposed development that includes all phases for development. If subdivision is to be divided into phases, all potential phases must be shown. No construction activities may begin until Final Approval is received.
- (11.) Discussion of plans by the Commission will be noted in the minutes.
- (12.) Approval of a preliminary plan will not constitute or imply final approval.
- (13.) Preliminary Approval shall expire if Final Approval is not given by the Planning Commission within twelve (12) months of receiving Preliminary Approval. The entire development or specific phases may be brought forward for Final Approval. If individual phase approval is requested and given, then any remaining phases are required to be approved by Planning Commission before construction may begin.
- (14.) All documents required in a Final Approval Application as per regulations at time of submission must be provided to the Planning Commission for the development or phase(s) being requested for Final Approval.
- (15.) Final Approval Request
 - (a) There shall be thirty (30) days between Preliminary Approval & Final Approval requests.
 - (b) Complete Final Approval Application and pay fees at time of submission
 - (c) Submit Final Plans meeting the requirements listed in Appendix A for Technical Review Committee Final Approval
 - (d) A Subdivision's Final Plans approved by the Technical Review Committee shall be placed on the Agenda for the next available Planning Commission Meeting.
 - (e) Digital Copies the approved plans by TRC shall be provided to the planning department seven (7) days prior to the Planning Commission Meeting.

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- (f) Ten (10) complete sets of subdivision plans shall be provided at the Planning Commission at the regular scheduled commission meeting.
- (g) Notify secretary at least 10 workings days prior to meeting. (Wetlands Jurisdictional Letter, Department of Health Letter.
- (h) Discussion of plans by the commission will be noted in the minutes.
- (i) Final Approval may be requested for the entire development or submitted by phases. Once Approval is granted, construction of infrastructure may begin for what was submitted and approved.
- (j) All phases are required to have been given Final Approval and have infrastructure completed within the 5 years of Final Approval of first phase.
- (k) Any phases proposed on Preliminary Plat or subdivision infrastructure improvements not completed within five (5) years of receiving Final Approval must be resubmitted for new approval and shall meet all current infrastructure standards at the time of new request.

(16.) Construction of Infrastructure

- (a) Complete construction of all improvements (all utilities, streets, drainage as per final approval plans. If construction differs from plans, as-built set of plans must be submitted.

(17.) As-Built Infrastructure Approval

- (a) Obtain inspection and approval letter from Parish Engineer or Department of Public Works and Drainage District requesting the two-year maintenance period to begin.
- (b) Provide laboratory testing results and cover letters (cover letter will summarize the testing results into a pass/fail/explanation format and be prepared and certified by the testing facility) to Parish Engineer and Department of Public Works.
- (c) Prepare "AS-BUILT DOCUMENTS" in accordance with requirements in Appendix A (entitled "AS-BUILT DOCUMENTS – FOLLOWING FINAL APPROVAL AND CONSTRUCTION OF INFRASTRUCTURE").
- (d) Secure Improvement (all utilities, streets, drainage) Maintenance Guarantee in the amount as determined by current fee schedule. *All documents listed in "AS-BUILT DOCUMENTS" in Appendix A shall be provided to the Planning Department for Parish Engineer to review.
- (e) After site inspections are made by Parish Engineer and all other required personnel then approval may be given. Once approval is given, the Developer will then have plans stamped and certified by an engineer and the Final Plat with all required signatures shall be recorded at the Parish Clerk of Court.

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(f) Developer is required to provide Planning Department a copy of recording page, then lots can then be sold.

(g) The developer shall submit a copy of the recorded plat to the Permit Office to obtain the necessary building permits.

E. As-built (07-73)

(1.) An as-built drainage plan must be presented and approved before the maintenance/construction guarantee is released.

(2.) Effective December 1, 2008 the Planning Department will require "As Built" plans BEFORE the Planning Department will do any of the following:

1. Inspect and recommend placement on the 2-year waiting list
2. Sign plats
3. Issue permits

(3.) The developer/engineer will bring the "As Built" plans to the Planning Department and schedule an inspection of infrastructure.

(4.) The Planning Department will send the Parish Engineer and Drainage District Administrator (if applicable) out for inspection.

(5.) If infrastructure is approved, the Public Works Department will notify developer of the security bond/Letter of Credit dollar amount required.

(6.) Developer/Engineer will provide bond/letter of credit and seven original plats to Planning Department. Development will then be placed on the Parish Council agenda requesting the 2-year waiting period to begin.

(7.) Once the Planning Department obtains signatures, we will be notified the developer/engineer.

(8.) Signed copies can then be filed.

(9.) Once filed copies are returned to the Planning Department, the Planning Department will release plats to begin permit process.

(10.) As-Built Infrastructure Approval

(a) Obtain inspection and approval letter from Parish Engineer or Department of Public Works and Drainage District requesting the two-year maintenance period to begin.

(b) Provide laboratory testing results and cover letters (cover letter will summarize the testing results into a pass/fail/explanation format and be prepared and certified by the testing facility) to Parish Engineer and Department of Public Works.

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(c) Prepare "AS-BUILT DOCUMENTS" in accordance with requirements in Appendix A (entitled "AS-BUILT DOCUMENTS – FOLLOWING FINAL APPROVAL AND CONSTRUCTION OF INFRASTRUCTURE").

(d) Secure Improvement (all utilities, streets, drainage) Maintenance Guarantee in the amount as determined by current fee schedule. *All documents listed in "AS-BUILT DOCUMENTS" in Appendix A shall be provided to the Planning Department for Parish Engineer to review.

(e) After site inspections are made by Parish Engineer and all other required personnel then approval may be given. Once approval is given, the Developer will then have plans stamped and certified by an engineer and the Final Plat with all required signatures shall be recorded at the Parish Clerk of Court.

(f) Developer is required to provide Planning Department a copy of recording page, then lots can then be sold.

(11.) The developer shall submit a copy of the recorded plat to the Permit Office to obtain the necessary building permits.

F. Amendments to Existing Subdivision.

(1.) Amendments to be made in a previously approved subdivision, the owner, homeowners association, or new buyer must present the existing plat along with the amendments with requested revisions to the Planning Commission for approval. The following are types of Amendments requiring approval.

a. Change in Name to existing subdivision.

b. Creating any new infrastructure, including but not limited to roads, ditches, drainage and/or sewerage and water services.

c. Increase in the number of lots.

d. Any change in Dwelling Units minimum sizes to an previously approved subdivision by the Planning Commission.

(2.) A public hearing will be held. A revised copy of the final plat and documents shall be submitted to the planning department prior to the public hearing. At the public hearing the Amendments shall be reviewed by the Planning Commission and voted on. Following Planning Commission approval the Amendment changes noted on the plat and other documents shall signed by the Planning Commission Chairman and Director of Community Development, then recorded with the Clerk of Court.

Sec. 17- 7.3 - Procedural Process for Development of Property

A. Developments exempt from Review and Approval.

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(1.) Community Group Homes - Private homes/residences that operate as a community home with up to no more than six residents are not considered commercial if there are no other structures on the property. A Community Group Home of seven (7) to fifteen (15) residences is considered a personal service commercial development and must follow the review process for Commercial Developments.

(2.) Hunting Club Camp sites - A site on leased, private property where sportsmen may park camper trailers to access a tract of land for the purpose of hunting or fishing on seasonal occasions.

a) Any sanitary or water facility must meet state requirements.

b) Parish Government approval will not be required.

(3.) New Single Family Residence on an unimproved parcel. Any existing unimproved parcel of land is allowed to have one new single-family dwelling and does not require Planning Commission or Office of Community Development approval but shall obtain all necessary permits.

(4.) Accessory Apartments to a single dwelling unit do not require Parish approval.

B. Optional Administrative Review Procedure

(1.) Conceptual Plan Review

(a) The Department of Community Development will provide an informal review of any proposed subdivision of property. The developer should call and make an appointment for a conceptual review. There is no required application for a conceptual review. There are no submittal requirements for a conceptual plan review. There is no written review summary provided by the Department of Community Development. The review will focus on the conceptual plan, requirements and procedures needed for formal submittal and approval.

C. Administrative Review and Approval

(1.) Only administrative approval by the Office of Community Development is required for the following types of projects.

(a) Minor Apartment approval from the Office of Community Development is required for the construction or expansion of no more than two residential dwelling unit, addition of an apartment or a duplex on one platted lot of record or on multiple adjacent lots of record under same ownership, including partnership in a LLC. Contact the appropriate Sewerage and Drainage District for any special requirements.

(b) Remodeling or renovation of existing commercial developments for the interior of a structure and does not expand the footprint of the structure, nor change any impact on the layout of the development may be reviewed administratively by the Office of Community Development.

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(c) Any new commercial developments that are relatively small in size may have an administrative review at the discretion of the Parish Engineer/drainage district director, Parish building official and the community development director. For developments to be considered for administrative approval, the Office of Community Development must receive a written request from the developer and the signature of the district councilman where the proposed development is to be located.

(d) Any change in usage of commercial property shall be submitted to show proposed usage to the Parish Engineer/drainage district director, the Parish building official and community development director for approval. Any of these Parish representatives may require and enforce eight-foot high solid fencing for commercial developments.

(e) Manufactured / Mobile Homes placed on a non-conforming lot of record may be approved by the Office of Community Development if said lot is within ten (10) percent of the standards stated herein.

D. General Commercial Property Development Improvements Approval -will be referred to herein as “Commercial Developments”.

(1.) Commercial Developments Applications

(a) All Commercial Developments shall meet the standards for setbacks and buffers found in Article V, as per type of development.

(b) All Commercial Improvements Developments shall meet the standards for its particular development type for Commercial Improvements found in Article V.

(c) Complete the Commercial Development Application, pay the fee stated in Article VIII, and submit the required documents as specified in the application instructions found in Appendix A for Technical Review Committee Approval.

(2.) Technical Review Committee Approval

(a) Commercial Developments to be heard by the Planning Commission must receive approval of proposed plans by staff through a Technical Review of plans before being placed on the Planning Commission agenda. All requested plans and/or impact studies or any revisions required by the Technical Review must be received by the Office of Community Development no less than fourteen (14) days, with the exception of special use developments, prior to the Planning Commission meeting in order for the development to be placed on the Planning Commission agenda for consideration.

(b) All developments are required to provide a proposed site plan to include a drainage plan and/or floodplain impact study, a traffic analysis (when applicable), and a site plan detailed for construction.

(c) Any commercial development of a parcel of land which fronts a public road shall be assessed through the public road frontage of the parent tract.

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(d) If a proposed development is to be located on a corner lot where one side fronts onto a Parish road and another side fronts onto a state highway, the entrance and exits must be located onto the state highway. A waiver for this requirement may be requested by the developer. To be considered for this waiver, the Office of Community Development must receive a written request from the developer. Once request is received, an approval signature of the district councilman where the proposed development is to be located must be obtained before a waiver may be granted.

(e) Once all requested impact studies, infrastructure construction plans along with a stormwater management plan and a final site plan are approved can the site construction begin. Approval for site construction shall expire after twelve (12) months unless extended by the Planning Commission.

(f) Once site plan approval has been obtained, a building plan review must be conducted and fire marshal life safety letter must be provided to the Parish building official. Certificate of occupancy may not be given unless all phases of on-site inspections of the structure has been made by representatives of the Parish and approved by the Parish building official.

(g) Additions or modifications to existing commercial developments may qualify for an exemption from the requirement for preparing a drainage and/or floodplain impact study, depending upon the projected flood hazards and approval by the Parish Engineer/drainage district director, the Parish floodplain administrator and community development director. Additions or modifications may also have the required traffic impact study waived administratively upon approval of the Parish Engineer, the Parish building official and community development. director. All waiver requests must have the signature approval of the district councilman where the development is located.

(h) Commercial development name and streets address must be verified with the 911 office (985-747-0911), before the posting of sign

(i) After Plans are approved by Technical Review Committee the developer shall give Public Notification of proposed development.

i. At least fourteen (14) days prior to the Planning Commission meeting at which approval is being sought, the developer shall erect a four-foot by eight-foot black and white sign with a minimum of four-inch high letters located with no obstructions within twenty-five (25) foot of each public right-of-way on which the tract of the proposed development fronts. The bottom of the sign shall be at least four (4) foot from the ground. Twenty-five (25) percent of the sign may be dedicated for advertising purposes and graphics, provided such area is contiguous. The sign shall be erected at least fourteen (14) days prior to the Planning Commission meeting at which the development is to be considered.

ii. The sign shall be titled "A Commercial Development Is Proposed for this Site" and shall contain the following information:

a. Name, address and phone number of developer.

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b.Name of development or complex.

c.Number of proposed commercial units.

d.Number of acres in the development.)

(j) All Sign information must be verified by a representative of the Community Development Office prior to posting. (985-340-9028)

(3.) Public Hearing and Planning Commission Meeting

(a) All applications placed on the agenda for consideration by the Parish Planning Commission, must have a representative(s) for the development in attendance at the public hearing Planning Commission meeting.

(b) Upon receipt of the proposed site plan, and any required studies, the development may be placed on the Planning Commission agenda for a public hearing. After the Planning Commission has held a public hearing they will approve, approve with stipulations, defer or deny the proposed plans. Once proposed plans are approved, the plans may be submitted to the Community Development office for review and approval signatures as required. No work is to be started on development site, including dirt or foundation work, until Planning Commission approval is obtained. (4.) As-Built documents shall be submitted to the Parish Engineer for all infrastructure requiring Parish Maintenance installed in a Right of Way and/or easement.

E. Special Use Residential Commercial Developments and Amendments to Existing Subdivisions or Developments

(1.) Planning Commission Approval is required for these types of Developments and must follow the Procedures for Preliminary Approval, Final Approval, and As-built of Infrastructure, unless otherwise specified in this Chapter.

(a) Residential Intermediate Care Placement Facilities.:

(b) Manufactured Home Parks

(c) Apartment Complexes / Condominiums

(d) Recreational Camping Grounds

(2.) Developer shall give Public Notification of new proposed development sixty (60) days prior to public hearing by Planning Commission.

(3.) Amendments to Existing Subdivisions and Developments:

(a) Developer shall give Public Notification of Amendment to Existing Developments thirty (30) days prior to public hearing by Planning Commission.

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- (b) Proposed amendment to be made in a previously Subdivision or Development, the owner, or new buyer must present the existing plat along with the name to the Planning Commission for approval.
- (c) A public hearing will be held and a revised copy of the final plat with proposed amendments are to be reviewed and approved by Planning Commission.
- (d) If approved, the following statement should be filed with the Clerk of Court: "This is an existing approved development that is filing for an amendment only". Approved by the Planning Commission on (DATE)." (Planning Commission Chairman Signature)
- (4.) Signage requirements must be posted with the following Notification Information:
 - (a) Must be four by eight foot (4' X 8') in size;
 - (b) Sign shall be placed at site of proposed development;
 - (c) State Name and Type of Development
 - (d) Number of Units or Amendment Information
 - (e) Developer's Name & Phone Number
 - (f) Date and time of Public Hearing by Planning Commission
 - (g) Meeting location of public hearing.
- (5.) Sign to be verified by designee of Tangipahoa Parish Planning Department prior to posting.
- (6.) Sign shall be posted behind public right-of-way at the site of proposed development at a visible location. Multiple signs may be required at corner sites.
- (7.) Special Written Notification Requirements for Development of Land-
 - (a) Proposed development containing more than fifty (50) multi-family dwellings units or mobile home parks containing more than fifty (50) living units or mobile homes, the following additional public notifications shall be required when the Parish Engineer or Community Development Director determines that cooperation between the Parish and any incorporated area within the Parish is necessary to address adequate infrastructure needs of the proposed development.
 - (b) The developer/owner or his agent shall be required to give 30 day advance written notice by certified mail of the proposed development, including the date, time and place of the Planning Commission public hearing and a narrative description of the proposed development and provide contact information to:
 - i. The Mayor or Chief Executive Officer of any incorporated area of Tangipahoa Parish within one thousand foot (1,000') of the proposed subdivision providing that the

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incorporated area agrees to notify Parish Government of any such development that is within one thousand foot (1,000') inside the corporation limit;

ii. The Parish Council Representative whose council district includes such proposed development;

iii. The Fire District Administrator, whose fire district or primary coverage area includes the proposed development;

iv. The School Board Superintendent and District Representative whose school district includes the proposed development;

v. Tangipahoa Parish Water District or other Community water provider unless the developer plans to install a private community water system;

vi. Tangipahoa Parish Sewer District;

(c) Any comments resulting from this notification must be presented to the Parish Engineer and Community Development Director within 10 days of the Notifications;

(d) Copies of Certified mail receipts shall be provided to the Planning Department for the record.

(8.) Upon submitting the completed application with all required documents for Preliminary Plan for Planning Commission Review, the Planning Department shall add the development on the Planning Commission agenda in accordance with the required 60 days public notice.

(9.) Developers must be present at Public Hearing if no attendance, no approval

(10.) Preliminary Approval

(a) Commercial Special Use Residential Developments shall follow the procedures in Sub-section 17-7.2 D (1) – (5).

(b) Complete Commercial Special Use Residential Development Application for Preliminary Approval and pay fees at time of submission

i. Submit Preliminary Plans meeting the requirements listed in Appendix A for Technical Review Committee Preliminary Approval.

ii. Commercial development name and streets must be verified with the parish 911 office before the posting of sign.

(d) After plans are approved by Technical Review Committee the developer shall give Special Public Notification of proposed development.

i. Development Notification Signage Requirements

a. Developer shall place a four by eight foot (4' X 8') sign at site of proposed subdivision with the following information on sign:

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incorporated area agrees to notify Parish Government of any such development that is within one thousand foot (1,000') inside the corporation limit;

ii. The Parish Council Representative whose council district includes such proposed development;

iii. The Fire District Administrator, whose fire district or primary coverage area includes the proposed development;

iv. The School Board Superintendent and District Representative whose school district includes the proposed development;

v. Tangipahoa Parish Water District or other Community water provider unless the developer plans to install a private community water system;

vi. Tangipahoa Parish Sewer District;

(c) Any comments resulting from this notification must be presented to the Parish Engineer and Community Development Director within 10 days of the Notifications;

(d) Copies of Certified mail receipts shall be provided to the Planning Department for the record.

(8.) Upon submitting the completed application with all required documents for Preliminary Plan for Planning Commission Review, the Planning Department shall add the development on the Planning Commission agenda in accordance with the required 60 days public notice.

(9.) Developers must be present at Public Hearing if no attendance, no approval

(10.) Preliminary Approval

(a) Commercial Special Use Residential Developments shall follow the procedures in Sub-section 17-7.2 D (1) – (5).

(b) Complete Commercial Special Use Residential Development Application for Preliminary Approval and pay fees at time of submission

i. Submit Preliminary Plans meeting the requirements listed in Appendix A for Technical Review Committee Preliminary Approval.

ii. Commercial development name and streets must be verified with the parish 911 office before the posting of sign.

(d) After plans are approved by Technical Review Committee the developer shall give Special Public Notification of proposed development.

i. Development Notification Signage Requirements

a. Developer shall place a four by eight foot (4' X 8') sign at site of proposed subdivision with the following information on sign:

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- b. State Name and Type of Development
 - c. Number of Units
 - d. Developer's Name & Phone Number
 - e. Date of Drainage Board Meeting
 - f. Date of Preliminary Hearing
 - g. Sign must be posted sixty (60) days prior to preliminary hearing with date, & location.
 - h. Sign to be verified by designee of Tangipahoa Parish Planning Commission prior to posting.
 - i. Sign shall be posted behind public right-of-way at the site of proposed development at a visible location. Multiple signs may be required at corner sites.
- (e) Upon submitting the complete Preliminary Plan for Planning Commission Review the Planning Department shall schedule a Public Hearing and put development on the Planning Commission agenda.
- (f) Public Hearing
- i. Developers must be present at Public Hearing if no attendance, no approval
- (11.) Final Approval
- (a) There shall be thirty (30) days between Preliminary Approval & application for Final Approval.
- (b) Complete Application and pay fees at time of submission.
- (c) Submit Final Plans meeting the requirements listed in Appendix A for Technical Review Committee Final Approval
- F. Commercial Developments**
- (1) Commercial Developments to be heard by the Planning Commission must receive approval of proposed plans by staff through a Technical Review of plans before being placed on the Planning Commission agenda.
- (2) All requested plans and/or impact studies or any revisions required by the Technical Review must be received by the Office of Community Development no less than fourteen (14) days prior to the Planning Commission meeting in order for the development to be placed on the Planning Commission agenda for consideration.
- G. Construction of Infrastructure - Complete construction of all improvements (all utilities, streets, drainage as per final approval plans. If construction differs from plans, as-built set of plans must be submitted.**

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H. As-Built Infrastructure Approval

- (1) All proposed new subdivisions must follow this procedure before any permit is issued or lots sold.
- (2) As-Built Infrastructure Application for Approval
- (3) Obtain inspection and approval letter from Parish Engineer or Department of public works and Drainage District requesting the two-year maintenance period to begin.
- (4) Provide laboratory testing results and cover letters (cover letter will summarize the testing results into a pass/fail/explanation format and be prepared and certified by the testing facility) to Planning Commission secretary.
- (5) Prepare "AS-BUILT DOCUMENTS" in accordance with requirements in Appendix A (entitled "AS-BUILT DOCUMENTS – FOLLOWING FINAL APPROVAL AND CONSTRUCTION OF INFRASTRUCTURE").
- (6) Secure Improvement (all utilities, streets, drainage) Maintenance Guarantee in the amount as determined by current fee schedule. *All documents listed in "AS-BUILT DOCUMENTS" in Appendix A shall be provided to the Planning Commission Secretary for Technical Review Committee approval
- (7) After Approval of As-Built Documents by required personnel then the Final Plats with signatures as approved by the Planning Commission can be recorded at the Parish Clerk of Court.

Sec. 17- 7.4 - Acceptance of Facilities (Infrastructure) by Governing Bodies

A. Acceptance of Improvements

- (1) The Tangipahoa Parish Council will not accept improvements until they have been completed in accordance with approved plans. An improvement maintenance guarantee based on current fee schedule for the total amount of road footage made payable to Tangipahoa Parish Government will be required at the time of completion of construction. At that time, the developer will request an inspection of the improvements by the Parish Engineer or Director of Public Works. If the roads meet the requirements of Chapter 20 of the Tangipahoa Parish Code of Ordinances, the road will place on a two (2) year maintenance period. The road must have been in use for at least 2 years. After 23 months the developer shall notify the Parish Engineer or Public Works Director and Drainage Administrator to make another-inspection and recommend in writing to the Parish Council to accept the improvements into the Parish Road Maintenance Program. If the improvements need repair, the developer shall make the necessary repair himself or if the developer fails to do so the Parish Council may use the guarantee money to bring the improvements to required standards. Any guarantee money that remains after the improvements are made will be returned to the developer. If no improvements are needed on the road the entire guarantee money will be returned to the developer.

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(2) The Tangipahoa Parish Council will not accept canals, rights-of-ways, ditches or other facilities until they have been completed according to the approved plans and specifications. Upon acceptance of any dedication, the Parish of Tangipahoa or its sub agencies will undertake the maintenance of such facilities so dedicated.

(3) In order for the developer and/or owners to sell lots prior to the subdivision completion, an improvement completion guarantee shall be post in the amount of the contracted cost to build the road. This guarantee must endure the full term of construction.

(4) After the improvements are complete or a completion bond is placed the developer may file a copy of the plans with the Clerk of Court.

B. Acceptance of New Streets/Roads into Parish Maintenance System

(1.) Acceptance of new streets into Parish road system must meet all the requirements and standards and have a waiting period in accordance is Chapter 20.

C. Acceptance of Existing Sewerage System

(1.) Acceptance of a Sewerage system into the Tangipahoa Parish Sewerage District No. 1 shall meet all the current requirement set forth by Sewerage District No. 1 including the warranty period.

Sec. 17- 7.5 (Reserved)