

Lionel Johnson, Jr.
Mayor



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CITY OF ST. GABRIEL

“A City of Pride, Progress & Possibilities”

IB 402: SUBDIVISION REVIEW – STEP BY STEP PROCESS

CITY ORDINANCE REFERENCE:

Please refer to Chapter 46, “Subdivision Regulations” of City of St. Gabriel Code of Ordinances for detailed requirements.

OVERVIEW OF PROCESS

- A. Review and Approval of Preliminary Plat
- B. Review and Approval of Construction Plans
- C. Review and Approval of Final Plat & Plat Recordation

A. PRELIMINARY PLAT - STEP BY STEP PROCESS

Step 1: Applicant schedules a Pre-Application meeting with city staff. The purpose of this meeting is to brief the applicant on subdivision review process.

Step 2: Once a Pre-Application meeting has been held, the applicant shall comply with the following:

- a) Submit Preliminary Plat – 4 sets of drawings and a check for appropriate review fees payable to the City of St. Gabriel.
- b) Ensure that the plat drawings meet requirements as shown on Section 46-91 “Preliminary Plat Approval.
- c) Ensure that in accordance with Section 46-91 (a) (1) the plat designer shall be a design professional licensed by the state of Louisiana.
- d) Ensure that the preliminary plat complies with the 21 items on the “preliminary Plat Checklist as required by 46-91 (b).

Step 3: City conducts review of Preliminary Plat and provides initial staff comments within 21 business days of receipt of application.

Step 4: Applicant submits revisions relating to initial staffing comments where applicable.

Step 5: Applicant contacted by staff about final staff comments within 5 business days of receipt of application.

Step 6: Revisions relating to the staffing comments are submitted to the city. All revisions must be submitted 15 days prior to Introduction of application to the Planning & Zoning Commission. City review revisions within 5 business days. Staff report is published based on information received by this date.

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Step 7: Application is scheduled for introduction of application to Planning & Zoning Commission.

Step 8: Application is scheduled for introduction of application to City Council.

Step 9: For subdivisions requiring rezoning, the applicant schedules and holds a public meeting with interested parties- provide a minimum 5 days and maximum 30 days' notice to all parties that live within 300 feet of the property being rezoned. Please refer to Section 3:03 for all requirements needed for the public meeting – this includes but not limited to sign-in sheet, list of concerns, issues and problems raised, petitions received etc. Please refer to Section 3:03 for all requirements of the NPP.

Step 10: For subdivisions requiring rezoning, applicant submits a Neighborhood Participation Program (NPP) package to the city after holding a public neighborhood meeting. Please refer to Section 3:03 for all requirements of the NPP.

Step 11: City prepares a final staff report based on review of NPP package (For subdivisions requiring rezoning)

Step 12: Application is scheduled for a Planning & Zoning Commission public hearing for Preliminary Plat– Upon conclusion of the meeting. Planning and Zoning Commission will make recommendation to city council. The city will be responsible for advertising public hearings through the official local journal.

Step 13: Application is scheduled for a City Council public hearing for Preliminary Plat – City Council makes decision. The city will be responsible for advertising public hearings through the official local journal.

Step 14: City sends appropriate correspondence to applicant regarding decision of the city council.

B. CONSTRUCTION PLAN - STEP BY STEP PROCESS

Step 1: Please schedule a meeting with the city. As per Section 46-94, after approval of preliminary plan, the applicant is required to schedule a meeting with city to discuss applicable standards and specifications. Complete construction drawings shall then be prepared and submitted to city and parish.

Step 2: Once a Pre-Application meeting has been held, the applicant submits the following:

- a) Please submit 3 sets of construction plans as per checklist shown on Section 46-92. Please note that there are 7 items on this checklist. Construction plans shall include complete design of the street system, the water system, drainage system, natural gas system and the sanitary system for the entire area to be subdivided.
- b) Provide evidence of approval of construction of construction plans by parish sanitarian. See Section 46-94.
- c) Please provide approval of DHH, Iberville Parish utilities, Louisiana DEQ and other applicable agencies.
- d) After approved construction plans have been filed with the city, the subdivider may proceed with the required improvements. The city or the mayor's representative shall be notified in advance of the date that construction will begin and all work shall be performed under their supervision.
- e) The city or the mayor representative shall be notified in advance of the date that construction will begin, and all work shall be performed under their supervision

Step 3: After approved construction plans have been filed with the city, the subdivider may proceed with the improvements.

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C. FINAL PLAT - STEP BY STEP PROCESS

Step 1: Once construction is complete, the applicant shall submit documents complying with the final plat checklist shown on Sec 46-94 (g) (16 items are on this checklist).

The final plat shall be filed as follows:

- a. Planning Commission – original and one copy of final plat
- b. City – two copies of final plat
- c. Parish sanitarian – one copy of final plat

Step 2: When the final plat is approved, the original drawings shall be returned to the subdivider and one copy retained in the files of the commission. The subdivider shall then furnish the planning commission with 8 copies of the signed final plat. After the planning commission has been furnished these copies, an additional copy shall be recorded by the subdivider with the parish clerk of court within 30 days. Copies shall be distributed into city and parish as follows:

- a. Planning Commission – 3 copies
- b. City Clerk – 1 copy
- c. Parish Assessor – 1 copy
- d. City – 1 copy
- e. Parish Sanitarian – 1 copy

In accordance with 46-93 (j), when construction is complete, the subdivider through his engineer, shall:

- a) Certify that the work has been complete
- b) Request final inspection by the city so that he/she may get written approval from the city.
- c) File with the city a maintenance agreement and surety bond securing to the city the satisfactory performance for a period of one year from the date of such bond. The amount of bond shall be 10% of the cost of the improvements as determined by the city, and the form of bond shall be subject to the approval by the city.

CONTACT INFORMATION

For general information call the Permit Office at (225) 642-9600

Mr. Lloyd Snowten
Director of Public Services
City of St. Gabriel