

## **Article 3. Permits and Final Plat Approval**

### **3.1 General**

#### **3.1.1 General Provisions**

#### **3.1.2 Permit Required**

### **3.2 Procedures**

#### **3.2.1 Subdivision Review and Procedures**

#### **3.2.2 Bond and Maintenance Requirements**

### **3.3 Fees**

#### **3.3.1 General Provisions**

### **3.4 Mobile Homes, Temporary Trailers & Buildings**

#### **3.4.1 Mobile Homes**

#### **3.4.2 Temporary Trailers & Buildings**

#### **3.4.3 Metal Building Façade-(see examples Appendix G)**

## **Article 3. Permits and Final Plat Approval**

### **3.1 General**

#### **3.1.1 General Provisions**

A. Each subdivider of land (hereinafter referred to as applicant), developer of apartment, commercial or industrial complexes (hereinafter referred to as applicant) or his representative should confer with the City Planner before preparing the tentative geometric layout, in order to become thoroughly familiar with subdivision requirements and with the proposals of the official Master Plan affecting the territory in which the proposed subdivision lies. The City Planner shall cause sufficient copies of these regulations to be prepared for distribution to interested parties.

#### **3.1.2 Permit Required**

A. In addition to the major development activities listed in [Article 2](#) of this Unified Development Code a permit is required for the following development/building activities in the city of Hammond.

- A. Building Permit
- B. Demolition Permit
- C. Drainage and Driveway Permit
- D. Electrical Permit
- E. Fence Permit
- F. Lot and Land Clearing Permit
- G. Grading Permit (May be obtained with Clearing Permit if presented on Clearing Plan)
- H. Mechanical Permit
- I. Mobile Home Permit
- J. Move A Building Permit
- K. Noise Variance (Long Term)
- L. Noise Variance (Temporary)
- M. Pave Public Right of Way Permit
- N. Plumbing Permit
- O. Portable Building Permit
- P. Use Of Public Sidewalk Permit
- Q. Sign Permit
- R. Swimming Pool Permit
- S. Temporary Trailer Permit
- T. Use of Public Right of Way Permit

B. A complete list of permits and fees is located in [Chapter 9 – Buildings and Building Regulations](#) of the City Code of Ordinances. (See Appendix H)

C. A permit for any development activities listed in [Sub-Section 3.1.2A](#) is contingent on verification that the Use, Structure, Site, and Lots of Record are in compliance with [Article 5 – Nonconformities](#).

D. Mobile Homes and Manufactured Housing

(1) Manufacturing requirements: No mobile/manufactured home may be transported into or relocated within the city, nor installed within the city unless an installation permit has been obtained, and permits will not be issued for any mobile/manufactured home which is greater than ten (10) years in age and does not possess the seal or label issued by the United States Department of Housing and Urban Development.

(2) Installation requirements: Any mobile/manufactured home which is moved into or relocates within the city shall be installed in compliance with the manufacturer's installation instructions if available. In the absence of the manufacturer's installation instructions the installation of mobile/manufactured homes shall comply with the provisions of [R.S. 51:912.22, 51:912.23, 51:912.24](#), as may be amended from time to time as well as any other applicable state law.

E. Addressing

(1) Purpose - In order to promote and maintain public safety and welfare it is necessary to take steps to reasonably assure efficient and prompt emergency response services to the citizens of Hammond.

(2) Address Numbering- Municipal property addresses for properties without existing addresses must be obtained from the City's Planning Department. Proper municipal street addresses, which the City coordinates with the Parish 911 Communication District, shall be obtained from the GIS (Geographical Information Systems) Section of the City Planning Department before a property owner, tenant, or business owner uses residential posts such address.

(3) Address Visibility-Municipal address numbers must be posted clearly and visibly on the building and on a street side mailbox when used. Address numbers must be visible from the nearest street to the building. Therefore, the minimum height for address numbers is 4 inches.

(4) No occupancy permit or public utilities will be provided until a legal address is obtained from the City.

## 3.2 Procedures

### 3.2.1 Subdivision Review and Procedures

A. Submittal of Plans

(1) SUBMITTAL OF SUBDIVISION PLANS. Whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof, and before any permit for the erection of a structure in such proposed subdivision shall be granted, the subdividing owner, or his authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the following procedure, which includes basically two (2) steps:

(a) Preliminary Plans and Specifications

(b) Final Subdivision Plans and Specifications

Unless the proposal is considered a minor subdivision, preliminary and final plans may not be approved at the same Planning Commission meeting.

(2) OFFICIAL SUBMISSION DATES. For the purposes of these regulations, the date of the regular meeting of the Planning Commission at which time approval of the final subdivision plat, including any adjourned date thereof, is considered, shall constitute the official submittal date of the plat and plans at which the statutory period required for formal approval or disapproval of the plan shall commence to run (see Final Plans and Specifications).

(3) COORDINATION OF ZONING APPLICATION WITH SUBDIVISION APPROVAL

(a) It is the intent of these regulations that subdivision review be carried out simultaneously with the review of zoning applications (where applicable). The data required for zoning applications shall be submitted in a form to satisfy the requirements of the subdivision regulations in the UDC and the proposed zoning classification.

(b) ZONING REGULATIONS. Every plan shall conform to existing zoning regulations and subdivision regulations applicable at the time of proposed final approval, except that any plan which has received preliminary approval shall be exempt from any subsequent amendments to the Zoning regulations rendering the plan nonconforming as to bulk or use, providing that final approval is obtained within the one-year period.

Act; the Truth in Lending Act; the Uniform Commercial Credit Code; state subdivision disclosure acts or conflicts of interest statute, law, or ordinance shall be deemed a violation of these regulations and subject to all of the penalties and proceedings as set forth in this development code.

#### H. RECORDING OF FINAL SUBDIVISION PLAN

(1) After final plans and specifications have been approved by the Planning Commission and the plat signed by the City Council President, the City shall record the plat and the plot plan (but not the construction plans and specifications) in the Clerk of Court's Office in Amite.

(2) SIGNATURES ON FINAL PLAT. The required signatures that must appear on the front page of the final plat for major or minor subdivisions after acceptance by all parties are as follows:

- (a) Developer
- (b) Project Engineer
- (c) Review Engineer
- (d) City Planner
- (d) Planning Commission Chairman
- (e) City Council President

(3) An administrative subdivision must be signed in accordance with Paragraph 2.3.4F (4).

### 3.3 FEES

#### 3.3.1 General Provisions

- A. GENERAL REQUIREMENTS. Fees shall be charged for review of applicant's subdivision so that the subdivision will meet the requirements of state and local regulations. Application fees will be the minimum required as per formal application requirements in Section 2.3.1 of this Code. The applicant has a temporary and one time cost related to the development of the subdivision and having it accepted by the City of Hammond. After acceptance and dedication of the public infrastructure (streets, sewer, water, drainage, etc.) in the subdivision, the City bears the perpetual burden of costs related to the maintenance and improvement of the subdivision, making it imperative upon the City to require a complete and thorough review of the subdivision before final acceptance.
- B. FORMAL APPLICATION. Formal application shall be considered to be when the applicant files an Application Form and submits either a sketch plat or preliminary plat for review by the local municipal review engineer and the Planning Commission. A minimum fee will be prescribed by the City Council. Appropriate fee will be paid to the City of Hammond and submitted with the Application Form to the Planning and Zoning Clerk.
- C. APPROVAL OF FINAL PLANS AND SPECIFICATIONS. Upon approval of final plans and specifications by the Planning Commission and the appropriate health agency, a minimum fee prescribe by the city council will be charged. This fee shall be in addition to the fee charged for formal application.
- D. Acceptance of final plat does not mean that the City has accepted dedication of streets, water, sewer and other services in the subdivision. This acceptance of dedication can only come after these services have been completely installed and accepted by the Planning Commission.
- E. Payment for the services of a local municipal review engineer shall be paid out of the fees charged above, unless such review engineer is a paid city employee. The review engineer may not be the project engineer.

### 3.4 MOBILE HOMES, TEMPORARY TRAILERS & BUILDINGS

#### 3.4.1 MOBILE HOMES

- A. GENERAL REQUIREMENTS. Mobile Homes legally located and existing in Hammond at the time this Unified Development Code is adopted may continue to be occupied. These Mobile Homes may be upgraded and replaced, regardless of the zoning district they occupy, if the upgrading and replacement meets current City requirements on anchoring, skirting, model, year, and condition. Mobile Homes/Manufactured housing are defined in the "Definitions" section of this Code. Development of Mobile Home parks in the City is not permitted. All new and allowable replacement Mobile Homes shall meet the following standards:
  - (1) Conform to the 1994 HUD minimum standards for Mobile Homes and be no older than 10 years.
  - (2) Conform to the FEMA standards adopted by the City of Hammond at the time of permitting.

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- (3) All Mobile Homes must have a manufacturer approved, vented skirting, completely enclosing the area between bottom of the Mobile Home and the natural ground.
  - (4) Other than porches and exit steps, no additional structures will be allowed to attach to the Mobile Home.
  - (5) The allowable area of porches shall not exceed 15% of the total area of the Mobile Home.
  - (6) All exit steps and porches must meet all City of Hammond building codes and ordinances.
  - (7) Mobile Home movers must contact the City Building Department at least 7 days before moving the Mobile Home for placement and occupancy in the City.
  - (8) All Mobile Homes will be properly secured and anchored with devices that are made specifically for this purpose in accordance with Federal Manufactured Home Construction and Safety Standards, Wind Zone II requirements.
- B. Should a Mobile Home meet the standards of Article 5 regarding Nonconformities, it may be replaced with another Mobile Home within 6 months of its removal, as stated in Paragraph 5.2.5A (3), provided the replacement Mobile Home meets all the standards outlined in Sub-Section 3.4.1A.
- (1) Newly placed Mobile Homes (not meeting the condition above) must be located in an RS-11.A residential district, and meet that District's requirements, if that Mobile Home is not replacing one that was previously at that location within the past 6 months.
  - (2) In existing Mobile Home parks that have platted lots or spaces for sale or rent, Mobile Homes may be placed regardless of the Zoning District. These Mobile Home parks must be recognized by the Building Department as legally existing on the date Aug 4, 1998.
  - (3) Mobile Home permits are not issued by the Building Department until an application has been completed by the applicant, proof of permission to place that Mobile Home has been legally given by the land owner, the Mobile Home has been inspected by the City, properly placed on the property, skirted, and anchored.
  - (4) Mobile Homes may not be moved into the City for occupancy unless an application for such as first been completed and City Building Department staff has been made aware of the date that the Mobile Home will be moved.
  - (5) Mobile Homes illegally placed in the City or moved without Building Department approval must be removed within 30 days from the date the owner or mover receives notice from the City.
  - (6) Mobile Homes are not permitted in the City for commercial purposes but may be allowed only as a temporary use for construction projects, special events, or as temporary offices for not more than one year. These temporary Mobile Homes or construction trailers that are permitted will not be used for residential occupancy. These temporary uses must be permitted by the City Building Department and a \$25.00 permit fee per temporary Mobile Home/construction trailer will be collected by the City. Temporary buildings in general are not permitted for occupancy and must be removed at the end of the one year period allowed.

### **3.4.2 TEMPORARY BUILDINGS**

- A. All commercial buildings being reviewed by the City Building Department for occupancy or for business use in the City will be reviewed, prior to construction, as if they are permanent structures if they are connected or will connect to City utilities, electric service, gas service, or telephone service. Such structures must obtain State Fire Marshall review and Health Department review and approval where required, along with hard-surfaced parking approved by the City Building Department. Mobile homes or mobile offices shall not be permitted as permanent business structures within the City limits. Complete plans and specifications for each building must be provided to the Building Dept. to be reviewed as a permanent structure.
- B. Buildings to be used for a seasonal business purpose (a declaration from the owner must be attached to the application indicating that the business will be seasonal only) and containing less than 200 square feet under one single roof may be exempt from the paved parking requirement and the requirement to submit full building plans (but not site plans) to the City. Such buildings and building sites shall only be in use for less than 6 months per calendar year. This may include snowball stands, sweet shops, fruit, vegetable, and fresh seafood sales, and Christmas tree sales. Such property (land and building) meeting this criteria must

**Lot, Interior** - A lot which is not a corner lot.

**Lowest Floor** - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

**Main Building** - A building in which is conducted the main or principal use of the lot on which said building is located.

**Main Street Building** - A building type that is mixed-use in nature and features shop fronts along the sidewalk at the ground level, with office or residential spaces in the upper floors.

**Main/Primary Building** - The building occupied by the primary use on the lot. The use of the lot which defines the most important use of the lot.

**Maintenance Bond** - A surety bond filed by the developer with the Commission securing to the City the satisfactory performance of the subdivision improvements for a period of one(1) year from the date of such bond.

**Major Utility** - Any utility on a property for the purpose of serving multiple properties.

**Maneuvering Space** - The unobstructed area needed for a truck to back, in a single movement, directly from the street into a loading space, the depth of which is measured perpendicular to and from the front of the loading space to the curb side of the most remote lane in the access street.

**Manufactured Home** - A factory-built structure constructed after June 15, 1976 and under the authority of 42 U.S.C. § 5403 on an integral chassis and designed for residential occupancy when connected to the required utilities. For the purposes of this zoning code, a manufactured home is a single-family home.

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**Manufactured Home Park or Subdivision** - A parcel (or contiguous parcels) of land divided into two (2) or more manufactured home lots for rent or sale.

**Manufactured Modular Building** - A structure transportable in one (1) or more sections, which is designed for use only with a permanent slab/foundation and which uses standard sheathing, roofing, siding, electrical, plumbing, and heating systems which comply with the City's adopted building codes, and which is approved by the State Fire Marshall.

**Marginal Access Road (Frontage Road)** - A minor street which is parallel to and adjacent to major streets and which serves to provide access from those abutting properties to major streets, serves as protection from through traffic, and serves to improve traffic control by limiting the number of access points to and from the major street.

**Marquee** - A permanently installed architectural projection whose sides are vertical. Marquees are intended for the display of signs and are supported entirely from an exterior wall of a building.

**Marquee Sign** - Any sign attached to and made part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

**Master Plan or Comprehensive Plan** - A comprehensive long-range plan or combination of plans intended to guide the growth and development of the City and that includes analysis, recommendations, and proposals for the community's population, economy, housing, transportation, community facilities, and land use.

**Maximum Contaminant Level (MCL)** - The highest level of a contaminant that is allowed in drinking water. MCL's are set as close to the MCLG's as feasible using the best available treatment technology.

**Maximum Contaminant Level Goal (MCLG)** - The level of contamination in drinking water below which there is no known or expected risk to human health. MCLG's allow for a margin of safety.

**Mean Sea Level** - For purposes of the National Flood Insurance Program, the North American Vertical Datum (NAVD) of 1988 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

**Microbial Contaminants** - Such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

**Milligrams per Liter (mg/l)** - The same as parts per million and is a weight-to-volume ratio; the milligram-per-liter value multiplied by the factor 8.34 shall be equivalent to pounds per million gallons of water.

**Minor Subdivision** - Any subdivision fronting onto an existing street, not involving any new street or road, or the extension or creation of municipal facilities, and not in conflict with any provisions or portions of the Comprehensive Plan, Official Map, or Zoning Ordinance.

**Minor Utility** – Any utility on a property for the purpose of serving a single property.

**Mitigation** - Process or projects replacing or reacting to adverse impacts, such as to resources, wetlands or habitat.

**Mixed-Use Development** - Mixed-use development refers to development that includes a mixture of complementary land uses. The most common mix of land uses include housing, retail, office, commercial services, and civic uses.

**Mobile Commercial Cosmetic Cleaning** - Any power washing, steam cleaning, and other mobile cosmetic cleaning operation, of vehicles and/or exterior surfaces, engaged in for commercial purposes.

**Mobile Home** - A factory-built home on an integral chassis that is:

1. Built before June 15, 1976, and
2. Not built to a uniform construction code. A mobile home is designed to be transported for installation or assembly at the building site.

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**Mobile Home Park** - Three or more residential Mobile Homes located on the same lot of record planned or improved for Mobile Home placement.

**Mobile Sign** - A sign, such as an A-frame which moveable by a person without aid of a motor vehicle or other mechanical equipment.

**Modular Structure-**

**(with chassis)-** A structure transportable in one (1) or more sections, which is designed for use only with a permanent slab/foundation and left **ON** an integral chassis/undercarriage. Which uses standard sheathing, roofing, siding, electrical, plumbing, and heating systems which comply with the City's adopted building codes, and which is approved by the State Fire Marshall.

**(without chassis)-**A structure which is transportable in one (1) or more sections, without an integral chassis, which can be lifted into place on a permanent concrete foundation slab, or chain wall and piers system. Must be joined together to make a single building. Structure must be under one common roof with a minimum of a 4 ½ pitch gable or hip. The structure must meet all City of Hammond, LA adopted building codes and have been approve by the state fire marshal.

**Month** – A calendar month.

**Monthly Compensation** - Annual compensation divided by twelve (12).

**Monument Sign** - A freestanding sign.

1. The sign area of which is constructed or connected directly on or to a sign support consisting of a concrete slab base or foundation of similar type of construction; or
2. Which is of monolithic construction in which the sign's base or support is of uniform composition with the material comprising the sign area of said sign and the base or support of said sign is directly affixed in or to the ground. Provided, however, that no sign the base, foundation or support of which consists in whole or in part of above ground poles, piers, piling or similar types of supports exceeding eighteen (18") inches in height measured above the ground shall constitute a monument sign.



reasonably may be, equipped with wheels or other devices for transporting the vehicles from place to place, whether by motive power or other means.

**Trailer Coach** - Any vehicle which is being used as sleeping or living quarters, which is or may be mounted on wheels, and which is or may be propelled either by its own power or by another power-driven vehicle to which it is or can be attached. The term "trailer coach" shall also cover and include a trailer car, automobile trailer and house trailer.

**Trailer Park, Trailer Camp, or Mobile Home Park** - A parcel of land under single ownership which has been planned or improved for the placement of more than two (2) Mobile Homes and not designed in accordance with the Zoning District regulations in which it is located. Such uses are non-conforming and not allowed in Hammond.

**Trailer Sign** - Any sign mounted on a vehicle normally used as a trailer and used as advertising or for promotional purposes. This sign is portable and may be approved for temporary use only.

**Transferable Development Rights (TDR)** - A system that assigns development rights to parcels of land and gives landowners the option of using those rights to develop or to sell their land. TDRs are used to promote conservation and protection of land by giving landowners the right to transfer the development rights of one parcel to another parcel. By selling development rights, a landowner gives up the right to develop his/her property, but the buyer could use the rights to develop another piece of land at a greater intensity than would otherwise be permitted.

**Transit-Oriented Development (TOD)** - The development of housing, commercial space, services, and job opportunities in close proximity to public transportation. Reduces dependency on cars and time spent in traffic, which protects the environment and can ease traffic congestion, as well as increasing opportunity by linking residents to jobs and services.

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**Trap** - A device designed to skim, settle or otherwise remove grease, oil, sand, flammable wastes or other harmful substances.

