



Engineering Department

# Application for a DEVELOPMENT PERMIT

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This application addresses flood hazards, stormwater, water and sewer connections, and fill. It is required for development of any site that: **a)** is in a special flood hazard area; **b)** is one or more acres in size; **c)** needs a water or sewer connection (commercial, multi-family, subdivision); **d)** requires a drainage plan; OR **e)** will bring fill to the site.

## Site

Street Address or general description of location, using nearest streets, streams, or other identifiable features:

Flood Zone: \_\_\_\_\_

Size of Site in Acres: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone # \_\_\_\_\_

## Applicant and Project Contact

Property Owner     Contractor  
 Other: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

I certify that I have read and fully understand the requirements of this permit application, including the Certifications and Notices on the back of this page.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner, if not applicant \_\_\_\_\_ Date \_\_\_\_\_

Received By:	Case #
Related Case(s):	
Approved By w/ Date:	

## Proposed Development

Proposed Use: \_\_\_\_\_

This project includes:  Fill added to site  
 Drainage plan     New water or sewer connection

## Required Attachments

- Survey** of the property, stamped and signed by a state licensed professional land surveyor, showing existing elevation above mean sea level and the datum and benchmarks used
- Erosion Control Plan**
- If **a)** above<sup>1</sup>, before construction begins<sup>2</sup>, original **FEMA Elevation Certificate** for proposed building, stamped and signed by a state licensed professional
- If **b)** above, **Storm Water Pollution Prevention Plan**
- If site is greater than five acres, **NOI sent to LaDEQ**
- If **c)** above, **Water and Sewer Plan**<sup>3</sup>
- If **d)** above, **Drainage Plan**, scaled and dimensioned:
  - Existing structures, roads, driveways, ditches, and subsurface drainage
  - Proposed structures and paving
  - Drainage flow patterns (arrows showing direction of flow) after development, including proposed culverts with top and invert elevations
- If **e)** above, **Fill Plan**:
  - Proposed elevations at property corners, if different from existing
  - Finished floor elevation
  - Elevation of paving, proposed or existing
  - Location of drainage servitudes or waterways adjacent to property
- If applicable, required permits issued by others (e.g. driveway permit, sewage permit)

1. In certain circumstances, the City may require an Elevation Certificate for sites not in a special flood hazard area.
2. A second original FEMA Elevation Certificate must be submitted after construction is complete.
3. If a water or sewer main must be extended to service the property, plans must be submitted to the State Dept. of Health.

## **Certifications**

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- C1. Except in Bayou Bonfouca Estates Subdivision, ALL developments must have roadside ditches enclosed with reinforced concrete pipe. Minimum pipe size is 15" diameter; however, larger pipe may be required as determined by the City Engineer. Catch basins shall be installed at each property corner, with additional as required for adequate drainage, unless otherwise approved by the City Engineer.
- C2. ALL commercial, multi-family, and subdivision developments must provide on-site storm water detention to reduce the post-developed runoff to no more than 90% of the pre-developed runoff, based on a 25-year storm. Requests for lower percentage reduction must be approved in writing.
- C2. Postconstruction runoff from any new development of 1 acre or more shall treat the first 1.25 inches of stormwater, through best management practices (BMPs), to reduce the total suspended solids load by 60% based on the average annual rainfall as compared to no treatment by BMPs.
- C3. Nothing will be allowed in the setback areas that will obstruct the flow of drainage (e.g. curbing, air conditioners). If obstructions are noted during the application process or final inspection, approval will be denied until the obstruction is removed or drainage is restored via subsurface piping.
- C4. Storm water cannot cross property lines to the side or rear unless adjacent to an established public drainage way. The developer is responsible for complying with this requirement.
- C5. The City approves Development Permits with drainage flow directly into canals or ponds with the understanding that the property owner is directly responsible and liable for any erosion or loss of land as a result of this drainage pattern. Therefore, the City hereby waives any responsibility regarding property damage resulting from erosion.
- C6. If required to service the property, extensions of the City's water or sewer system are the responsibility of the owner. Connections to the City's water or sewer systems are required if the property is within 300 feet of the City's system. Information on the availability of water or sewer can be obtained from the Engineering Department.
- C7. The Engineering Department must complete an inspection of the installed drainage improvements prior to the issuance of a Certificate of Occupancy. The required inspection must be scheduled at least two (2) working days prior to the desired inspection date.

- C8. The installed drainage must comply with the approved drainage plan. If the plan changes before or during construction, a revised drainage plan must be submitted prior to calling for an inspection.

## **Notices**

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- N1. A foundation inspection approval will not be given by the Building Safety Department until the Engineering Department approves the "Finished Grade Verification Form."
- N2. No building permits shall be issued until all plans and documentation have been reviewed and approved by the Engineering Department.
- N3. A seven (7) day period may be required for Engineering Department review, for the initial review and each revision, if applicable.