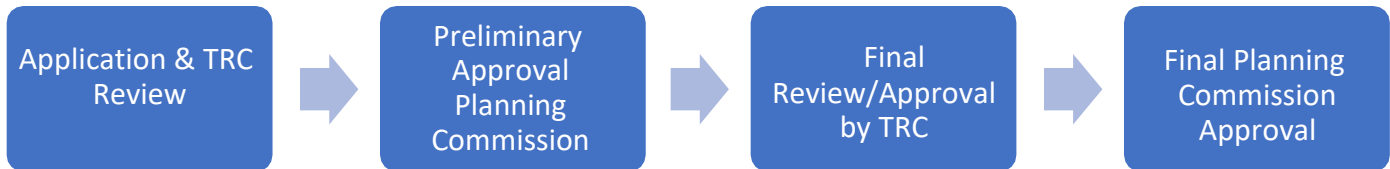


Special Use Residential Commercial Developments (Manufactured and Mobile Home Parks)



Section 36-113 – Section 36-115



TRC Application Requirements-

- _____ 1. Application
- _____ 2. Letter of Intent
- _____ 3. Deed/Proof of Ownership
- _____ 4. Deigned Site Plan and Proposed Infrastructure Designs
- _____ 5. Other Agency Approvals (if have at time of submission)

Design Requirements for Manufactured/Mobile Home Parks-

- **Development/Plat:**
 - Restrictions must be adopted and must require the manufactured homeowner to have approved manufactured skirting that will enclose the entire opening under the manufactured home.
 - Plat should state "Lots created on this plat are for design layout and are not intended to become a legally recorded lots of record"
 - BFE (base flood elevations) mark provide by a licensed surveyor/engineer if property is in flood zone "A" and "AE"
 - Electrical services will be provided to each site and all areas must be adequately lighted at night.
 - One-tenth of the area shall be green space and/or playground area
- **Acres:**
 - Minimum 3 acres
 - Must have minimum of 125-foot road frontage on an existing publicly maintained road
- **Space/Lot:** Maximum number of spaces/lots will be three (3) per acre, and 30 lots/units per parcel max
 - Minimum lot site will be 60' by 100' (sixty feet by 100 feet)
 - Spaces shall have compacted clay material shaped to drain
- **Setbacks:**
 - Front setback 50' (fifty feet). No structures shall be in the setback. Landscaping, park sign, mail receptacles all permitted to be in this setback area.
- **Buffers:**
 - Front, Side, and Rear must have a 25' perimeter buffer of undisturbed greenspace
 - Additional buffer areas required near laterals, wetlands
 - No fill to be placed in buffer area
 - Buffer may only be disturbed or modified for access, drainage, or infrastructure with approval by Parish Engineer or Drainage Administrator
- **Sign:** Name of park shall be constructed of block masonry or brick and be with 25' (twenty-five feet) of the entrance to the park.
- **Street/Internal Road:**
 - Hard surface roadway shall be 35' (35 foot) right of way with a min of 18' (18 feet) riding surface
 - Streets, drive aisles, or access servitudes exceeding 500 feet in length must end in cul-de-sac 60' radius within a 70' radius right of way or a or T-turn around 20' wide by 80' long within a 30' by 90' right of way
- **Lighting:**
 - Security lighting must be provided on every other utility pole or at equivalent spacing.
- **Dumpster:**
 - Adequate commercial dumpsters for solid waste disposal shall be provided by the park owner and located no closer than 50' to a public servitude and location shown on the plat.
- **Fences:**
 - A six (6) foot privacy fence of wood, metal and other compatible materials approved by the PC around all boundaries except the front. Must be maintained in a structurally save and attractive condition.
 - Fence shall be 6" (six inches) from the property lines for side and rear.
 - Fence shall be 50' (fifty feet) from the front property line.
- **Drainage:**
 - Flood Zone A, AE, X, and X-500 design standards shall apply per Section 36-113 and any Drainage District

Site Plan/Preliminary Plat Requirements-

- _____ 1. Name & Address of Owner/Developer
- _____ 2. Name & Address Engineer
- _____ 3. Name & Address of Surveyor
- _____ 4. Total Number of Acres
- _____ 5. Number, letter, or combination of such to identify each lot/site
- _____ 6. Layout of proposed sanitary sewer system showing:
 - _____ a. Community Sewer: location of sewers & pump stations, disposal, or treatment facilities and tentative size & type
 - _____ b. Individual sewerage systems: location of the discharge line, discharging into an approved public servitude.
- _____ 7. Community Water:
 - _____ a. Layout of proposed location of mains, wells, treatment facility, tanks, and tentative size & type.
- _____ 8. Vicinity Map
 - _____ a. Highways, railroads, major creeks/rivers, nearest incorporated areas.
 - _____ b. USGS Quad Map at scale of 1"-2000' within 3-mile radius minimum
- _____ 9. Lot Dimensions and Total Square Footage
- _____ 10. Legal Description
- _____ 11. Name and Address for adjacent property owners as per Parish Assessment Records
- _____ 12. Proposed location, names, widths of street rights-of-way, easements, and servitudes
- _____ 13. North arrow, scale, & date
- _____ 14. Subdivisions greater than 20 acres shall dedicated 20% for stormwater management
- _____ 15. Property Assessment number(s) as per Parish Assessment Records
- _____ 16. Flood Zones, as per Firm with Community, Panel and Date

TRC Approval forward for Preliminary Approval by Planning Commission



Planning Commission Public Hearing-

- _____ 1. Site sign requirements (60 days prior to public hearing)
- _____ 2. Public notice letters in accordance with Sec 36-172 (30 days prior to hearing)

Sign Requirements

The minimum sign dimensions and installation are as follows:

- a. White sign must be a minimum of four by eight feet (4' X 8').
- b. Minimum of four-inch (4) high letters.
- c. Located with no obstructions within twenty-five (25) feet of each public right-of-way on which the tract of the proposed development fronts.
- d. Multiple signs may be required at corner sites.

Sign information must be verified by Tangipahoa Parish Planning Department prior to printing and installing at site.

Once sign is in place a time stamped photo must be emailed to planning@tangipahoa.org for verification to be made.

- Amendments to Existing** – 30 days prior to meeting
- Major Subdivision** – 60 days prior to meeting
- Special Use Residential Commercial/Manufactured Home Parks** – 60 days prior to meeting
- General Commercial** – 14 days prior to meeting
- Drainage District** – 14 days prior to meeting

8'

4'

Commercial Business Name, Major Subdivision Name, Amendment to Existing, OR Special Use Residential Commercial Name Total Number of Lots/Units Developer Name and Phone Number
DRAINAGE DISTRICT HEARING DATE: _____ TIME: _____ Location Address: _____
PLANNING COMMISSION HEARING DATE: _____ TIME: _____ Location Address: _____

Mailing Requirements

Mailing requirements are as follows:

Public Notice letters are required to be sent by certified mail to all adjacent property owners in accordance with the type of development listed below:

- **Amendments to Existing** – 30 days prior to meeting
- **Major Subdivisions** – 30 days prior to meeting
- **Special Use Residential Commercial** – 30 days prior to meeting
- **General Commercial** – Not required
- **Drainage District** – Not required

TRC Final Review and Approval



Site Plan/Final Plat Requirements- (including preliminary requirements)

- _____ 1. Existing topographic survey of the property.
 - _____ a. Topo spot elevations on a max grid of 100 feet by 100 feet with minimum of 9pts per acre.
 - _____ b. Surveyor stamp, license number, name & address
 - _____ c. Legal Description, Section/Township/Range, Boundaries of property, Boundaries of Incorporated areas, or other districts
 - _____ d. Waterways, drainageways, ditches, and any other surface water & drainage features
 - _____ e. Physical features including structures, slabs, utilities, boundaries of wooded areas
 - _____ f. Names and addresses of adjacent property owners
 - _____ g. Location and description of all rights of ways, easements, and servitudes
 - _____ h. North arrow, graphic scale, and date of survey
 - _____ i. Property assessment numbers
 - _____ j. Flood Zones and boundaries as per FIRM, Panel, and Date

**TRC Approval forward for Final Approval by
Planning Commission**

Planning Commission Approval
Construction of Infrastructure can begin
As Builts provided/inspected/approved
Final Plat signed and building permits can be issued

