

GUIDE TO BUILDING OR REMODELING RESIDENTIAL PROPERTIES AND APPLICATION



Mayor Jan-Scott Richard
125 Lions Club Road Scott, LA 70583
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www.cityofscott.org

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APPLICATION FOR NEW OR REMODEL RESIDENTIAL PERMIT

Please deliver this application and site plan and full set of plans to City Hall 125 Lions Club Rd or email this application and site plan (in PDF format) to Tammy Vincent at tvincent@cityofscott.org. Upon approval, the contractor/applicant will be notified.

Property Owner's Name: _____

Property Address: _____

Property Owner's Address: _____

City: _____ State: _____ ZIP: _____

Property Owner's Phone # _____ E-mail _____

Cost of Construction: _____ Name of Contractor: _____

Address of Contractor: _____

Contractor Phone Number: _____ License # _____

Type of Sewage Disposal Mark one: Public _____ Individual System _____

Utility Service Provider Mark one: Entergy _____ SLEMCO _____

City of Scott Utilities: Water _____ Sewer _____ Gas _____ Garbage _____

Office Use Only

Tammy Vincent: _____ Flood Zone/BFE: _____

Bonnie Anderson: _____ Zoning: _____

Jan-Scott Richard, Mayor: _____

Guide and Required Permits when building New or Remodeling Residential

Applicant is responsible for maintaining existing conditions of the Public Right-of-way (i.e. ditch grade, roadway shoulder and roadway) during construction activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way.

The City of Scott reserves the right to inspect Permitted sites at any given time and upon written notification the Applicant will have 10 calendar days to correct noted deficiencies. **Failure to correct noted deficiencies will result in the suspension of all construction related inspections until noted deficiencies are corrected and approved by the Department of Public works.**

My signature below certifies that I am aware of my responsibility and liability as the permit purchaser to comply with: all applicable building codes for the City, State and Federal regulation and requirements; insurance coverage for workers, building and contents, general public and occupants of the building, etc.

I further understand that violation of any of the above may result in revocation of this and contingent permits and disconnection of electrical power and/or other utilities to the building. The undersigned applicant hereby represents that he has performed the necessary research to ascertain the existence and location of all servitudes, easements, setbacks, restrictive covenants, building restrictions, deed restrictions and other matters which may have an impact or effect upon the site which construction is to be made pursuant to this permit.

Required Permits (fees may vary)				
*Plan Review	*Building Permit	*Mechanical Permit	*Electrical Permit	*Plumbing Permit

STEP 1 - A set of construction plans and a site plan showing all setbacks which needs to be done by a registered engineer, architect, or land surveyor is required and turned into City Hall along with a list of contractors and license number(s). Refer to page 5 in the packet to view setback ordinance.

STEP 2 - If property does not have City sewer available, The Board of Health at 337-262-3900, see page needs to issue an approval letter that must submit to City Hall before permits can be issued.

STEP 3 - If in a flood zone, an elevation certificate by a registered engineer, architect, or land surveyor is required. The City has an ordinance requiring a 1' Freeboard. If building is in an "X" Zone the top floor has to be 1 ft. above the center of the roadway or 1 ft. above the nearest Base Flood Elevation. A Freeboard Elevation Form must be completed by a registered engineer, architect, or land surveyor. If any part of the property falls in the special flood hazard area, a Zero Net-Fill will need to be done.

STEP 3A- A land clearing permit, if applicable may be required (Sec 14-169, 14-170 of the Scott Municipal Code).

STEP 3B- Site plan approval, if applicable may be required (Sec 40-33 of the Scott Municipal Code).

STEP 4- A pre slab certificate (verifying setbacks and flood elevation) needs to be turned in BEFORE a slab inspection is completed by Building Inspection Services.

STEP 5 - If you are remodeling and the cost is more than 50% of the existing value, you will be required to elevate to the existing Base Flood Elevation and an elevation certificate will be required.

STEP 6 - Before a final inspection is given, a final certificate with pictures needs to be turned into City Hall Permit Department. ALL Inspections require a 24-48 hour notice and called into Building Code Inspection Services, LLC (337)-886-6069.

I have been given the information concerning Permits and Procedures.

Print

Signature

Date

Address

The Lafayette Parish Health Unit will need the following information before a permit for the installation of an individual sewage system is issued on an individual lot.

1. A copy of a certified plat of the property where the system is to be located.
2. A count recorded copy of the proof of ownership (i.e. cash sale, act of donation, etc.) of the lot on which the sewage system is to be installed.
3. "Acceptance of Plat" with municipal address of the lot where the sewage system is to be installed.
4. A site plan drawn at the bottom of the work authorization showing the following if applicable.
 - Distance of sewage system from: (property lines, water wells, house).
 - Location of sewage system discharge line termination.
 - Distance of water well from: (drainage ditches, sewage stub out from house, other water wells, or any other source of contamination).

Minimum Distance Requirements)

Sewage system from any water well.....	50 ft.
Sewage system from property line.....	10 ft.
Oxidation pond from any dwelling.....	50 ft.
Water well from plumbing stub out.....	30 ft.
Water well from any other well.....	25 ft.
Water well from drainage canal, ditch, or stream.....	50 ft.
Water well from any possible source of contamination.....	50 ft.

Minimum Lot Sizes

22,500 square feet
With 80 foot frontage

16,000 sq. ft. – 22,449 sq. ft.
With 80 foot frontage

12,000 sq. ft. – 15,999 sq. ft.
With 80 foot frontage

Applicable Sewage Systems

Septic tank & Field lines
(Pending percolation test approval)
Septic tank & oxidation pond Mechanical
treatment plant

Mechanical treatment plant

Mechanical treatment plant
with 50 ft. of modified absorption trench

NOTE: INADEQUATE DRAINAGE MAY REQUIRE EFFULENT REDUCTION AT THE DISCRETION OF THE STATE BOARD OF HEALTH.

If you have any questions contact the Lafayette Parish Health Unit 337-262-3900 ext. 166

City of Scott

Ordinance-Building Setbacks

ARTICLE IV. – BUILDING SETBACK

Sec. 8-82. - Minimum frontage.

Residential subdivision lots shall have a minimum frontage on a public road or street of 50 feet.
(Ord. No. 2005-6, § 1, 7-7-2006)

Sec. 8-83. - Restrictions.

The following building setback restrictions are required by the city among other things to prevent traffic and fire hazards:

(1) A front building setback from the road right-of-way of not less than 20 feet must be provided. If the location of the road right-of-way cannot be determined, then a front building setback from the edge of the roadway of not less than 30 feet must be provided.

(2) A side building setback from the road right-of-way of not less than ten feet must be provided. If the location of the road right-of-way cannot be determined, then a side building setback from the edge of the roadway of not less than 20 feet must be provided. When such property does not side on a street, a side building setback of not less than five feet from the property line must be provided.

(3) A rear building setback from the road right-of-way of not less than ten feet must be provided. If the location of the road right-of-way cannot be determined, then a rear building setback from the edge of the roadway of not less than 20 feet must be provided. When such property does not back on a street, a rear building setback of not less than five feet from the property line must be provided.

(Ord. No. 2005-6, § 2, 7-7-2006)

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Drainage Regulations

Permits

Before any pipe or other drainage structure is installed, a permit shall first be obtained from the City of Scott by the owner of the property or his representative.

Size, grade, and elevation of the pipe shall be determined by the City of Scott.

Acceptable Materials

- Reinforced Concrete Pipe
 - Must have flexible gasket.
 - Each joint must be wrapped with filter cloth.
- Coated Corrugated Metal Pipe
 - Single wall pipe must be the next size up.
 - Must be banded.
- Corrugated Aluminum Pipe
 - Single wall pipe must be the next size up.
 - Must be banded.
- Steel Casing (Minimum wall thickness one quarter inch)
 - Welded for leak proof joints.
- Dual Wall Polypropylene HDPE Pipe (Gray)
 - If fittings are used "Black Fittings" are acceptable
- Dual Wall Polyethylene Corrugated A-2000 (white)
 - No internal connectors

An "Opening" must be every 100 feet. "Opening" being a Drop Inlet, Tee, or 36" gap.

For Lots less than or equal to 75 feet in width, a minimum of one drop inlet shall be installed on each lot.

15" inches are the minimum diameter that can be laid, without a variance from the City Council.

All Pipe shall be new or acceptable by inspection.

Drainage Pipe 24" diameter or larger have to be approved by the City engineer.

Drop Inlets

All drop inlets shall be road worthy. (See attachment)

Drop inlets shall be prefabricated or poured in place. Smoothly shaped.

The top openings on concrete drop inlets for 15 and 18 inch pipe shall be a minimum of 24" x 24" inches. Larger than 18" inches shall be determined by the City.

Polyethylene "Tees may be used but may not be used at pipe intersections.

The tops of drop inlet structures shall be set at an elevation below the surface of the ground and roadway.

Drop inlets grates and frames shall be steel or cast iron designed for heavy loads and bicycle traffic.

Drop inlets are not required if a minimum of 36" inches is left open between pipe ends.

Inspection

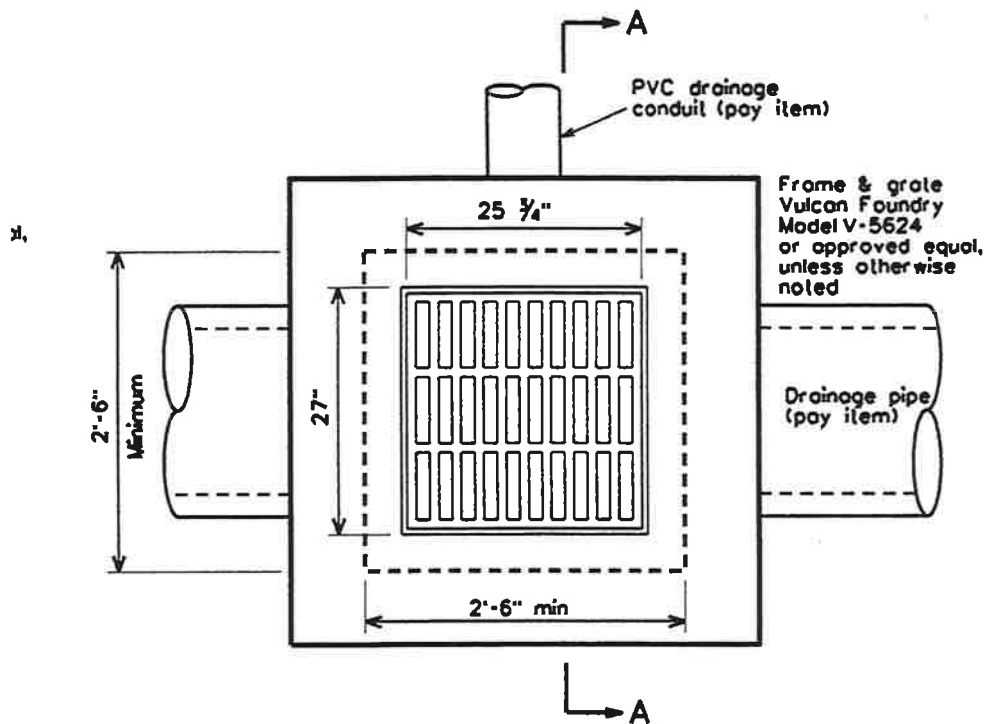
Inspection of Drainage work shall take place after placement and before any work is covered up.

If work fails inspection or is improperly installed, time will be given for corrections to be made, but must be reinspected.

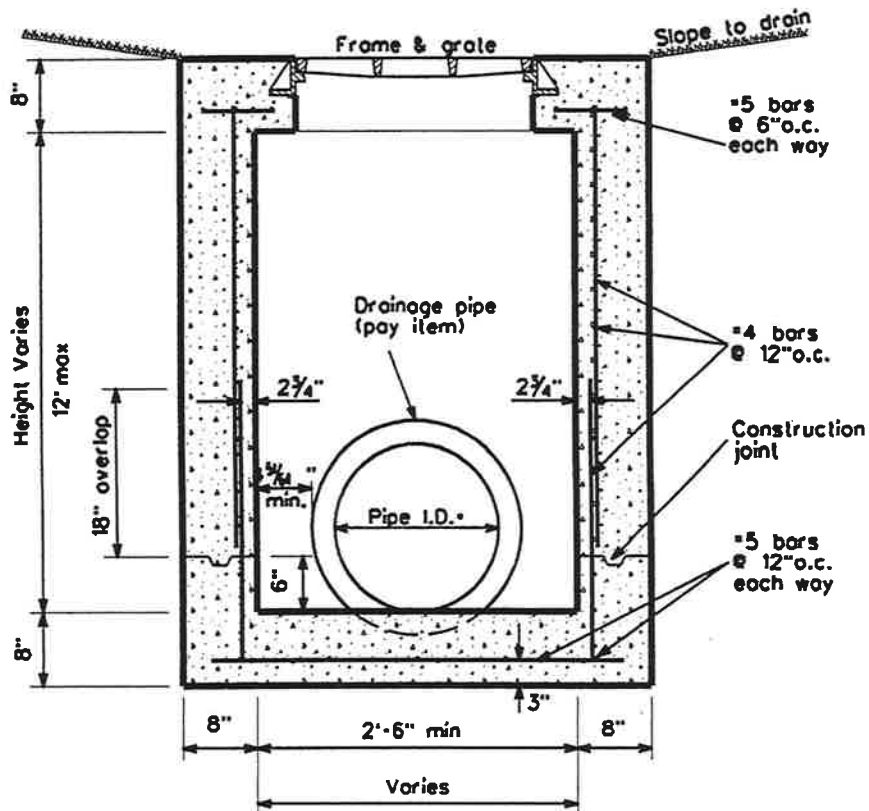
At anytime the City of Scott may deem it necessary to remove drainage structures that are not in compliance at the cost of the property owner.

Existing Drainage Structures

If the Streets and Drainage Supervisor or any other individual so designated by the City Of Scott, determines that there is an improper existing drainage structure which is restricting flow, is not otherwise in accordance with ordinances or does not conform to the drainage needs of the City of Scott, the City can correct, or remove and replace said drainage structure, at the cost of the property owner.



Drop Inlet Type A, B & C



SECTION A-A

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MINOR PLAT & SITE PLAN REVIEW APPLICATION

Subdivision Name: _____

Location: _____

Property Owner Name, Address, Phone #, & E-mail: _____

Developer Name, Address, Phone #, & E-mail: _____

Engineer of Record: _____

Surveyor of Record: _____

No. of Lots: ____ (Must be 4 Lots or Less) **Residential or Commercial** (Circle One)

Variance/Waiver Requested: _____

Land Use District: _____

Additional Comments: _____

Attachments to include:

- Minor Plat or Site Plan (5 Large Copies)
- PDF Copy of Minor Plat or Site Plan emailed to: banderson@cityofscott.org
- Review Fee \$250
- Please note *** Drainage Impact Analysis and/or No Net Fill Analysis may be required with additional review fees.

Owner Signature

Date

Developer Signature

Date

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LAND CLEARING PERMIT

PER SECTION 14-169 OF CITY OF SCOTT CODE OF ORDINANCES

Land Clearing/Excavation Permit Fees: \$200 for 1st Acre or portion thereof; \$200 for each additional acre or portion thereof

APPLICANT: _____

APPLICANT ADDRESS: _____

PHONE NO. (____) _____

E-MAIL: _____

PROPERTY LOCATION: _____

ACRES: _____

MAP ATTACHED (YES / NO)

PERMIT FEE: \$ _____

PAID: CASH _____

CHECK NO. _____

COMMENTS: _____

APPLICANT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

APPROVED: _____ DATE: _____

LAND USE DISTRICT _____



Utility Customer Setup Application

FOR OFFICE USE ONLY		
<u>Water Reading</u>	<u>Gas Reading</u>	<u>Garbage</u>
<u>Water Endpoint</u>	<u>Gas Serial</u>	<u>Date</u>
<u>Occupational</u>	<u>Checklist</u>	<u>Zone</u>
<u>Account Number</u>		

Name: _____

(List name as it would appear on bill)

Spouse/Roommate Name: _____

Do you give permission for your spouse/roommate to question your account? ____ Yes ____ No

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Driver's License No.: _____

Work Phone: _____ Place of Employment: _____

E-mail Address: _____ Check ____ Yes if you would like to receive email updates.

Renting: ☐ Yes ☐ No ____ Owner ____ Contractor

If renting list Landlord's name, _____ Contact number: _____

Structure Type: ____ House ____ Apartment ____ Trailer ____ Commercial ____ Mixed Use

Services: ____ Water ____ Sewer ____ Gas ____ Garbage

Deposit Amount: _____ Method of Payment: _____

I understand that if I do not pay my utility bill, I could be sent to collections and additional fees could apply that could affect my credit. The utility bill will be due on the 20th of each month. A late fee of \$5.00 will be applied to your bill after the 20th of each month. As a courtesy after the 20th a disconnect letter will be mailed and approximately one week after the letter is mailed you will be disconnected if the bill is not paid. In the event you are disconnected a \$75.00 fee will be charged along with what is owed on the bill to have your services reconnected.

Utility payments can be made by using cash, check, money order, or credit card. An automatic bank draft form can be filled out for payment to draft out of a checking account on the 8th of every month. Credit cards are accepted by visiting www.cityofscott.org. Monthly Payments can also be mailed, dropped off in the night deposit box located in the drive thru, by a bank's bill payer service, and accepted by a Clerk at City Hall. Utility services cannot be turned on unless someone is at the location. I, the undersigned have read this statement, understand the disconnection/reconnection process and received a summary letter.

Customer Signature / Date

City of Scott Signature / Date

Customer Summary Billing Information

Deposits must be paid by cash or check, and a lease must accompany the application. The utility bill will be due on the 20th of each month. A late fee of \$5.00 will be applied to your bill after the 20th of each month.

As a courtesy, after the 20th a disconnect letter will be mailed and approximately one week after the letter is mailed you will be disconnected for non-payment. Do not wait for a late letter to pay the bill. In the event you are disconnected for non-payment a \$75.00 fee will be charged along with what is owed on the bill to have your services reconnected. If disconnected for non-payment, online payments cannot be paid. The customer must come into City Hall to reconnect services by paying the past due bill along with fees. Services will be reconnected by close of the same day payment was paid and someone must be at residence.

Meters are read around the 10th of every month and monthly utility bills for the previous month will be mailed out on the last day of each month.

Utility payments can be made by using cash, check, money order, or credit card. An automatic bank draft form can be filled out for payment to draft out of a checking account on the 8th of every month. Credit cards are accepted by visiting www.cityofscott.org. Monthly Payments can also be mailed, dropped off in the night deposit box located in the drive thru, by a bank's bill payer service, and accepted by a Clerk at City Hall.

IMPORTANT: Utility services cannot be turned on unless someone is at the location. If a meter is turned back on or tampered with by anyone other than City of Scott Personnel, misdemeanor charges will be filed and prosecuted by the Scott Police Department. **NO EXCEPTIONS!** Also, if an automatic meter is damaged by the customer an invoice will be sent with 30 days to pay to avoid late fees and disconnection of services. If utility bills are not paid, please note that you will be sent to collections and additional fees could apply that could affect your credit.

NSF check, credit/debit card, closed account notice and/or an on-line returned payment charge is \$20.00. If a customer has two (2) returned payments, then "Cash or Money Orders" payments will be required from that point on.

If gas has been off a \$50 mercury test will need to be done for gas to be turned on and scheduled with City personnel. If the electricity service has been off for 6 months or longer at said residence an electrical permit is needed to reconnect.

It is the responsibility of the resident to inform this office or come in to disconnect utility service upon departure. Garbage can needs to stay at resident upon moving out. After departure, meter deposit refunds are done on a monthly basis. Outstanding balances & current balance incurred will be deducted from meter deposits before the refund is processed. Garbage is picked up on Tuesday for North of the railroad tracks and Thursday is for South.

Stay Connected

Sign up for Alerts! Don't miss out on important alerts such as road closures, sandbag information, and other public announcements.

If you would like to participate, ask the clerk for instructions on how to register.

Visit [**www.cityofscott.org**](http://www.cityofscott.org)

In the bottom banner enter email address then click submit.

Eye on Water App on your phone allows you to connect to your water utility account to view daily usage along with early leak detection. Download the FREE app then set up username and password. Please note that when prompted for your "Account ID" enter your customer number (5 digits) then location number (8 digits) just like example listed below.

01234&01234567&1

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Office Hours: Monday thru Thursday 7:00 AM to 5:30 PM, Friday 7:30 AM to 11:30 AM.

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Permit/Review	Fee-Effective 07/06/23	Comments
Preliminary Plat Review- Residential	\$1,000 + \$50 per lot	Due at time of preliminary plat submittal for review
Commercial Plat/Application Fee	\$1,500 + \$15 per lot	Due at time of submittal for review
Revised Preliminary Plat Fee- Residential & Commercial	\$500	Due at time of submittal for review
Preliminary Plat Approval- 1 year Extension	\$100	Due at time of request
Apartment Development	\$1,000 + \$15/unit	Due at time of submittal for review
Minor Plat Revision (4 or less lots)	\$250	Due at time of submittal
Final Plat Review/Approval- Residential	\$25 per lot	Due at time of final plat submittal for review
Construction Plan Review (Residential Development)	\$50 per lot	Due at the time of construction plan submittal for review
Construction Plan Review Resubmit (Residential Development)	\$10 per lot	Due at the time of construction plan submittal for review
Land Clearing Permit-up to 1 acre or a portion thereof	\$200	Due at time of request
Land Clearing Permit – Greater than 1 acre	\$200 + \$200/acre	Due at time of request
Final Construction Inspection (Residential Development)	\$25 per lot	Due at the time of request for final inspection
Final Construction Inspection – additional (Residential Development)	\$10 per lot	Due at the time of request for additional inspection
Drainage Impact Analysis Review -Less than ¾ acre	\$500	Due at the time of drainage impact analysis submittal for review
Drainage Impact Analysis Resubmit-Less than ¾ acre	\$100	Due at the time of resubmittal
Drainage Impact Analysis Review-Greater than ¾ acres	\$1,200	Due at the time of drainage impact analysis submittal for review
Drainage Impact Analysis Resubmit-Greater than ¾ acres	\$300	Due at the time of resubmittal
Drainage System Alteration- Noncompliance	\$300	Fee to verify that proper drainage is maintained.

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Permit/Review	Fee-Effective 07/06/23	Comments
Property Boundary Line Adjustments	\$350	Per Plat/per request; due at the time of submittal
Water Connection Fee- ¾" Meter	\$1,250	Due at the time of request
Water Connection Fee-1" Meter	\$1,500	Due at the time of request
Water Connection Fee-2" Meter	\$3,000	Due at the time of request
Water Meter Relocation/Raise/Lower/Repair	PW Gives Rate	Due at time of request, must be paid prior to work taking place.
Sewer Connection Fee	\$600	Due at the time of request
Gas Meter without Generator	\$800	Due at the time of request
Gas Meter with Generator	\$1,200	Due at the time of request
Culvert Permit	\$100	Due at the time of request
Application requesting abandonment of servitudes, easements, and ROW	\$500	Due at time of request
Recording Fees	Invoiced Amount	Due at time of recordation
Appeal Fee (Planning Commission or City Council)	\$500	Due at time of submittal
Development Variance Request (Planning Commission or City Council)	\$500	Due at time of submittal
Map Amendments	\$500	Due at time of submittal

****All fees shall be made payable to: The City of Scott and shall be paid before any work is commenced.**