

Sabine Parish Certified Copy

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First VENDOR

SABINE PARISH POLICE JURY

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Alexis McKee

Deputy Clerk

ORDINANCE 7 OF 2024

AN ORDINANCE AMENDMENT TO ORDINANCE 3 OF 1992 WHICH PROVIDES THE RULES AND REGULATIONS FOR THE SUBDIVISION ON LAND IN SABINE PARISH, LOUISIANA, OUTSIDE THAT PART OF SABINE PARISH WHICH LIES WITHIN INCORPORATED MUNICIPALITIES, PROVIDING FOR DEFINITIONS, GENERAL REQUIREMENTS, STREET STANDARDS, VIOLATIONS, AND EFFECTIVE DATE

BE IT ORDAINED, by the Police Jury of Sabine Parish, Louisiana, in regular and legal session convened, a quorum being present and voting, that the following regulations and addendum attached thereto shall apply to the subdivision of all lands within Sabine Parish, Louisiana, outside of incorporated municipalities.

BE IT FURTHER ORDAINED by the Police Jury of Sabine Parish, Louisiana, that this ordinance replaces and supersedes Ordinance 3 of 1992 - An Ordinance Which Provides the Rules and Regulations for the Subdivision of Land in Sabine Parish, Louisiana, Outside that Part of Sabine Parish which Lies Within Incorporated Municipalities, Providing for Definitions, General Requirements, Street Standards, Violations, and Effective Date adopted March 18, 1992 and all amendments thereto.

SECTION I – DEFINITION OF SUBDIVISIONS:

A. The term subdivision, as used herein, shall mean the division of any parcel of land shown as a unit or as contiguous units on the last preceding tax roll into two or more parcels, sites, or lots, and one of which is less than five (5) acres, for the purpose, whether immediate or future, of transfer of ownership. Such term also includes the re-subdivision or rearrangement of one or more lots, plots, parcels, or building sites.

(1) Exception: The division or participation of land into parcels of more than (5) acres, not involving any new streets or easements of access, and the sale or exchange of parcels between adjoining lot owners, where such sale or exchange of parcels does not create additional building sites.

(2) Exception: The Owner of a tract of land in single and separate ownership may sell or transfer tracts of 25,000 square feet or larger in size to immediate family members (one lot per family member) without the need of subdivision; provided, however, that all tracts so conveyed and the tract remaining in the original ownership shall front on a public maintained street having a minimum right of way of fifty feet for a distance of not less than twenty-five (25) feet measured along said right of way lines.

B. Before any subdivision map is filed for record in the Office of the Clerk of Court, Sabine Parish, Louisiana, the final plat thereof shall be submitted to the Sabine Parish Planning Commission for its approval and signature.

C. The arrangements of the new subdivisions shall provide for the continuation of existing streets in adjoining subdivisions (or other proper projections where adjoining property is not subdivided). The street and alley arrangement shall be such as to cause no undue hardship to the owners of adjoining property. Whenever there exists a dedicated or platted half street or alley adjoining the tract to be divided, the other half of the street or alley shall be dedicated on the plat of subdivision submitted to the Planning Commission for approval.

SECTION II – PREAPPLICATION PROCEDURE

A. INITIAL CONSIDERATION:

It is specifically required that each subdivider or his authorized agent obtain from the office of the Sabine Parish Police Jury the Comprehensive Plan for Sabine Parish Louisiana Subdivision Regulations prior to beginning each and every separate, individual development undertaken by that subdivider.

1. Procurement of the required "Plan and Regulations" shall be evidenced by the subdivider or his agent affixing his signature to a master list of persons obtaining said documents

and maintained by the Secretary of the Sabine Parish Police Jury, together with the person's mailing address, proposed name of the development, and the date.

2. A separate copy of the "Plan and Regulations" must be obtained prior to the beginning each development, or part thereof and prior to submission of any proposed plat for consideration by the commission.

3. The preliminary plat, when submitted to the Commission, shall be accompanied by an affidavit, title examination or similar instrument, executed by an attorney licensed for the practice of law in the State of Louisiana, indicating the true and actual owner of the property (both surface and sub-surface rights) to be subdivided. The instrument shall cover a period of more than 30 years and reflect any encumbrances, liens, leases, "clouds", or other alienation affecting said title.

Should the above required instrument reflect the subdivider does not have full and complete fee title ownership of the property to be subdivided, a second instrument must accompany the final plat indicating the subdivider has obtained good and merchantable title to the property, all encumbrances, liens, leases, or other such claims against the subject property, if present, shall be noted. Full and complete fee title ownership of the property to be subdivided subject to appropriate encumbrances is a prerequisite for approval of any plat.

4. Informal Consideration: While the subdivision is still in the preliminary planning stage, it is required that the subdivider consult with the Planning Commission to determine conformity with the master plan, including the major street plan and official map, the zoning ordinance, and compliance with other regulations, rules of procedure and requirements for the design and installation of public improvements as required by Sabine Parish.

5. Favorable Consideration: Upon receiving favorable consideration, the subdivider may then proceed with preparation of the preliminary plat for submission. Favorable consideration by the Planning Commission under no circumstances shall be construed as preliminary approval.

B. PROCEDURE FOR CONSITIONAL APPROVAL OF PRELIMINARY PLAT

1. On reaching conclusions informally as described in A above regarding the subdivider's general program and objectives, the subdivider shall cause to be prepared a preliminary plat, together with other supplementary material as deemed necessary by the Planning Commission or by the Police Jury or other authorities having jurisdiction over the installation of public improvements.

2. Six (6) copies of the Preliminary Plat and supplementary material specified shall be submitted to the Planning Commission at least seven (7) days prior to the meeting at which it is to be considered.

3. Within thirty (30) days after the submission of the preliminary plat and other materials submitted in conformity with these regulations, the Planning Commission shall express its approval and state the condition of such approval, if any, or if disapproved, shall express its disapproval and its reason therefore by letter, noting reasons therein, including citation of, or reference to the rules and regulations violated by the plat.

4. The action of the Planning Commission shall be noted on two (2) copies of the preliminary plat, referenced and attached to any conditions determined. One copy shall be returned to the subdivider and the other retained by the Planning Commission.

5. Conditional approval of preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of approval to the layout submitted on the preliminary plat as a guide to the preparation of the final plat, which will be submitted for approval to the Planning Commission and for acceptance of public rights of way by the Police Jury with fulfillment of the requirements of these regulations and the conditions of the approval, if any.

SECTION III – FINAL PLAT OF SUBDIVISION

BE IT FURTHER ORDAINED, by the Police Jury of Sabine Parish, in regular and legal session convened, a quorum being present and voting, that the following items are required to be shown on a final plat of subdivision:

A. Items pertaining to the title:

- (1) Name of subdivision and unit number;
- (2) Location by section, township, range, parish, state;
- (3) Name of owner, name and seal with registration number of a registered surveyor, as set out in C (3) of this section.
- (4) Scale: 1 inch = 100 feet, or as approved by Planning Commission; and,
- (5) Date.

B. Graphic items pertaining to the plat:

- (1) Boundary of the proposed subdivision with accurate distances and bearings, measurements to be in accordance with Title 46 of the Louisiana Revised Statutes: Professional and Occupational Standards, R.S. 2509 Accuracy Specifications and Positional Tolerances;
- (2) Exact location and width of all streets and cross walkways within and adjoining the plat;
- (3) Bearing and distances to the nearest section corner, quarter section corner or sub-section corner, with section, township and range numbers shown;
- (4) Name of street within and adjoining the plat. All streets must be named. The names of new streets shall not be duplicate or too closely approximate phonetically the name of any other street in Sabine Parish.
- (5) Lengths of all arcs, radii, internal angles, points of curvature and tangents;
- (6) All easements for rights of way provided for public services or utilities, including purposes and any limitations of such easements;
- (7) All lots shall be numbered consecutively in a new subdivision. On re-subdivision of an existing subdivision, all lots shall be numerically numbered starting with Lot 1.
- (8) All lot lines shall show accurate dimensions in feet and hundredths, with bearings to the nearest second.
- (9) Accurate description of location, material and size of all monuments at all lot corners and angle points: also, on all corner and angle points of subdivision boundary;

(9.1) Monuments

9.101 Permanent monuments consisting of a metal rod $\frac{1}{2}$ " in diameter and eighteen (18") long shall be set at all street corners at all points where the street lines intersect the exterior boundaries of the subdivision and at angle points and points of curve in each street. The top of the monument shall be set flush with the finished grade. All lot corners shall be of a like material.

9.102 For all subdivisions larger than five (5) lots or more, a permanent benchmark shall be accessibly placed, the elevation of which shall be based on gulf level datum as determined by the U.S. Geological Survey, and accurately noted on the subdivision plat. Such permanent benchmark shall be deemed to be concrete with a minimum dimension of four (4) inches in diameter of four (4) inches square, three (3) feet long, with a flat top. The top of the monument shall have an indented cross to identify properly the location and shall be set flush with the finished grade.

(9.2) Grading

9.201 All streets, roads and alleys shall be graded by the subdivider so that pavements and sidewalks can be constructed to the required cross-section. Due to special topographical conditions, deviations from the above will be allowed only with special approval of the Sabine Parish Planning Committee. Where streets are constructed under or adjacent to existing electric transmission lines or over gas transmission lines, the nearest edge of the road surface shall be a minimum of fifteen (15) feet from any transmission line structure and all grading for the street shall be done in a manner which will not disturb the structure or result in erosion endangering the structure. In the case of electric transmission lines, the clearance from the road surface to the nearest conductor shall meet the requirements of the National Electric Safety Code.

9.202 Preparation: The right-of-way area shall be first cleaned of all stumps, roots, brush, and other objectionable materials and all trees not intended for preservation.

(10) Accurate outlines of any areas to be dedicated for public use, with the purpose indicated thereon, and of any area to be reserved by deed covenant for common use of all property owners in the subdivision;

(11) Building setback lines shown graphically along all streets, with dimensions. Building set back lines shall be 20' on all streets and 5' on side lot lines.

(12) The developer shall provide a topo map of the area to be subdivided. All contour intervals shall be included. Elevations shall be based on sea level datum and may be an overlay of USC&G Quadrangle Sheet blown up to appropriate scale, including all access roads to be constructed by developer.

C. Other items to be shown on final plat:

(1) Any restrictive covenants to apply to lots in the subdivision shall be signed by the owner and shall be printed on the subdivision plat or recorded in the Office of the Clerk of Court of Sabine Parish with a notation on the plat and a copy shall be furnished to the Planning Commission. If restrictive covenants are filed or altered after the final plat has been recorded, a certified copy of same shall be furnished to the Planning Commission.

(2) Description of restrictions on sanitary sewer easements, if such easements are involved.

(3) The following certification, signed by a professional surveyor registered in the State of Louisiana: "I hereby certify that the plan shown and described herein is a true and correct survey to the accuracy required by the Sabine Parish Planning Commission and that the monuments have been placed as shown hereon, to specifications of Sabine Parish Police Jury."

(4) A space for the signature of the Chairman of the Planning Commission, with the following certification: "I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations for Sabine Parish, Louisiana, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission and that it has been approved for recording in the Office of the Clerk of Court of the Parish."

(5) A signed certification by the owner or owners of his/her or their approval of the plat and the dedication of streets, easements, and any other public areas.

(6) Outline any area inundated during the past twenty-five years; and, also, any area below established flood stages.

D. Documents required:

(1) The final plat shall be drawn on sheets suitable for recording in the Plat Book Records of Sabine Parish. All signatures will be on these plats. Two (2) positive reproducible copies to be made by photographing the signed final plat on a tear-resistant, minimum thickness 0.004" stable base film with a silver emulsion equal to "Dupont Cronaflex" or "Mylar" film or linen. One (1) original and one reproducible Mylar size 18" x 24" shall be furnished to the Clerk of Court of Sabine Parish; eight (8) reproductions shall be furnished to the Planning Commission; and one reproducible Mylar shall be furnished to the Tax Assessor.

SECTION IV – GENERAL REQUIREMENTS

A. Provisions for future subdivision:

(1) If a tract is subdivided into parcels larger than five (5) acres, such parcels shall be arranged to allow the opening of the future streets and logical further subdivision.

(2) Reserve strips are required.

B. Streets

(1) Circulation: The street pattern shall provide ease of circulation within the subdivision as well as convenient access to the adjoining streets and thoroughfares, or unsubdivided land, as may be required by the Planning Commission. Minor residential streets should be so planned as to discourage their use by non-local traffic. Where a street will eventually be extended beyond the plat, but is temporarily dead-ended, an interim turn-around shall be required.

(2) Existing streets: Existing streets (constructed or recorded) in adjoining territory shall be continued at equal or greater width and in similar alignment by streets proposed in the subdivision, unless variations are approved by the Planning Commission.

(3) Cul-de-sacs: Cul-de-sacs shall not be longer than 600 feet unless necessitated by topography or other circumstances beyond the developer's control. All cul-de-sacs terminate in a circular area with a minimum right of way radius of 50 feet, with paving having a minimum of 40 feet radius top outside back or curb, unless the Planning Commission approves a variation of turning facility.

(4) Intersections: Street intersections shall be at right angles except where, because of topographic or other reasons, an intersection cannot be at right angles, such intersection shall be designed to ensure safety, as approved by Planning Commission.

(5) Property Line Radii: At the intersection of two streets, property line corners shall be rounded by an arc of 20 feet (20') radius on all residential collector streets, or as approved by Planning Commission.

(6) Signs: The developer shall be responsible for the erection of all street name signs and traffic control signs within a subdivision and on all access roads constructed by subdivider. Placement of said signs must be shown on the preliminary plat to be approved by the Planning Commission and all signs must be in place on the date of acceptance. All street name signs and traffic control signs shall comply with Manual on Uniform Traffic Control Devices as furnished by the DOTD.

(7) Typical street cross-sections at a scale of one-inch equals ten feet (1" = 10'), showing widths of roadways and location and widths of sidewalks. Where considerable cut and fill are involved or wherever grading will affect adjacent properties, several actual cross-sections showing proposed grading may be required and their locations indicated on the plan prior to construction of the street.

(8) Three-line profile of each street, with final grades (including adequate extension where necessary beyond the subdivision boundaries, as determined by the Planning Commission, including any proposed storm lines and inlets may be required by Planning Commission. Scale: Horizontal – one-inch equals twenty feet (1" = 20'), Vertical – one-inch equals two feet (1" = 2'). Drainage area: Run-off coefficient used in computation shall be shown prior to construction of the street.

(9) Plans and profiles of proposed sanitary sewer with grades and pipe sizes shall be shown at the following scale: One-inch equals twenty feet (1" = 20') horizontal; one inch equals two feet (1" = 2') vertical. Sanitary facilities shall meet all State and Parish health requirements and a certified letter of approval from the Sabine Parish Health Department shall be submitted with final plans.

C. Blocks

(1) Length: Residential blocks shall not be more than 1000 feet long unless otherwise approved by the Planning Commission. Blocks longer than 800 feet in length shall have a cross walkway near the center of the block unless waived by the Planning Commission.

(2) Irregular shaped blocks (including superblocks) indented by cul-de-sacs containing interior parks or playgrounds and adequate parking space may be acceptable if approved by the Planning Commission.

D. Lots

(1) Every lot shall front on a public street having a minimum right of way of fifty feet (50') measured along said right of way line. The minimum width of residential lots for all subdivisions shall be fifty feet (50') at building line except for lots fronting on cul-de-sacs, which shall be a minimum of 25' at building setback line.

(2) No residential lot shall be smaller than 22,500 sq. ft. in area.

SECTION V – STREET AND DRAINAGE SPECIFICATIONS

BE IT FURTHER ORDAINED, by the Police Jury, that all streets must be constructed by the developer to meet Sabine Parish Police Jury specifications as set forth herein before any lots are sold.

A. Street Design Standards

(1) Plans and specifications for the proposed streets may be required by the Planning Commission for approval prior to construction. The plans shall be prepared and approved by a licensed civil engineer and/or licensed surveyor in the State of Louisiana. The plans shall show typical sections, grades, drainage areas for all drainage structures, and any other detail necessary for proper review by the Planning Commission, such as, soil classification, pavement design, anticipated traffic, erosion control, etc.

(2) The minimum right of way for all streets shall be as follows:

Express or Parkway	150'
Major Arterial	80'
Collector Street	70'
Commercial and Industrial	70'
Residential, Principal Street	60'
Residential, Minor Street and Cul-de-sacs	50'

The required right of way shall be determined by the design of the road. The minimum crown width shall be that required for two driving lanes and two four feet (4') shoulders. The maximum ditch slope shall be three to one. Residential principal streets and minor streets shall have ten-foot (10') driving lanes and all other streets shall have twelve foot (12') driving lanes.

(3) All streets shall be either paved or surfaced with a minimum of six (6) inches of compacted limestone, rhyolite or novaculite after the road has been proof rolled with a loaded tandem truck to locate base failures prior to laying material.

Ditches: If curbs and gutters are not provided, ditches shall be provided having at least three to one (3:1) side slopes on the property side, three feet (3') of horizontal distance for each one foot (1') of vertical drop, and two to one (2:1) back slopes on the street side having at least two feet (2') of horizontal distance for each one foot (1') of vertical drop.

Paved Streets: After preparation of the subgrade, the road-bed shall be surfaced with material required by local standards but no lower classification than six inch (6") compacted subgrade and six inch (6") soil cement base.

Wearing surface on paved streets: after a thoroughly compacted base has been established, a two-inch (2") asphalt concrete mix or better wearing surface shall be applied.

Concrete paving shall provide six-inch (6") compacted subgrade and minimum six-inch (6") concrete pavement.

(4) Following completion of the project by the design engineer, the Planning Commission will be requested to inspect the project for acceptance by Sabine Parish. If a design engineer is required, he shall furnish a statement that he inspected the project during construction, that it does meet the specifications, and recommends acceptance by Sabine Parish. He will also request an inspection approximately two months prior to the end of the warranty period and recommend any necessary repair work.

The developer shall also furnish a statement that he requests maintenance by Sabine Parish and that he understands that he will be responsible for proper maintenance of the road, shoulders and ditches for a period of two years under normal use. A bond equal to fifty percent (50%) of the paving and drainage cost shall be furnished to Sabine Parish, which will provide for necessary maintenance for the two-year period if the developer and contractor are unable to provide the maintenance.

Test reports and inspection reports of the subbase, base and surface will be provided with the request for maintenance.

(5) The Planning Commission may approve a width of less than minimum if a road is being constructed on right of way granted prior to the date of this ordinance and the right of way is outside of the property controlled by the developer. However, no surface width may be less than twenty feet (20')

(6) Any project under construction or having plans approved by the Planning Commission prior to the date of this ordinance may be constructed under the provisions of the ordinance in effect prior to the date of this ordinance.

(7) No roads will be accepted until there has been an eighty (80) percent buildout.

B. Drainage

(1) The Planning Commission shall not approve any plat of subdivision which does not make adequate provision for storm or floodwater runoff.

(2) A culvert or other drainage facility shall, in each case, be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. The Planning Commission shall also study the effect of each subdivision on existing downstream drainage facilities outside the area of the subdivision. Where it is anticipated that the additional runoff incident to the development of the subdivision will overload any existing downstream drainage facility, the Planning Commission may withhold approval of the subdivision until provision has been made for improvement of said potential condition.

(3) Whenever a plat is submitted for an area which is subject to flooding, the Planning Commission may approve such subdivision provided that the developer fills the affected area to an elevation sufficient to place the elevation of streets at or above the 25 year flood elevation as determined by the Corp of Engineers.

(4) Developer must take copy of plat to Soil & Conservation office for suggestions they can make.

C. The Planning Commission may prohibit the subdivision of any parcel of land for the following reasons;

(1) Subdividing the land would jeopardize the health, safety, or welfare of present or future residents.

(2) Subdivision of the land would interfere with the conversation of water.

(3) Subdivision of the land would interfere with present or future drainage or sanitary facilities.

D. Where a subdivision is traversed by a watercourse, drainageway, channel, or stream, the developer must show geographically on the topo (See Sec. III B (12) and final plat an easement dedicated to the Sabine Parish Police Jury conforming substantially to the course of said watercourse, drainageway, channel or stream. This easement width shall be determined as follows: One foot of width in the alluvial bank = five feet in easement or sufficient right of way width for at least one to one side slope, whichever is greater, to be divided equally on each side of the drainage.

E. Natural drainage channels or existing drainage channels may not be blocked or altered except upon the written consent of the Planning Commission and sufficient rights of way for the maintenance of such natural drainage channels shall be dedicated in perpetuity to the public. No buildings of any kind may be erected upon the drainage rights of way dedicated.

F. Site grading and fill operations must avoid interfering with natural drainage.

G. Parish drainage rights of way, boundaries, centerlines, widths, and proper engineering descriptions shall be shown on plats of proposed subdivision.

H. All easements for utilities or drainage shall be dedicated by the developer and indicated on the plat.

(1) Utility: Easements for utilities (public or private) shall be at least ten feet (10') wide, five feet (5') on each side of rear lot line. The width of easements shall be increased or extended where necessary, to provide space for utility pole bracing or other construction. Developer shall coordinate with applicable utility companies for establishment of easements in adjoining properties.

(2) Drainage: Perpetual, unobstructed drainage easements shall be provided for drainage facilities across property outside street rights of way. Drainage easements shall extend to a natural watercourse or to other drainage facilities. When a proposed drainage system will carry water across private land, outside the subdivision, appropriate drainage rights must be secured and indicated on the plat.

SECTION VI – PENALTY

BE IT FURTHER ORDAINED, by the Sabine Parish Police Jury that any person notified in writing of a violation of any provisions under Section I through section V of this ordinance shall have the violation corrected within sixty (60) days and each day that a violation is permitted to exist beyond the allowed sixty (60) days shall constitute a separate offense. Any person violating or neglecting or refusing to comply with any provision of this ordinance shall, upon conviction, be fined no more than One Hundred Dollars (\$100.00) for each separate offense payable to the Sabine Parish Police Jury.

SECTION VII – PRIOR ORDINANCES

BE IT FURTHER ORDAINED, by the Sabine Parish Police Jury that all prior ordinances or parts of ordinances herewith are hereby repealed.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect November 20, 2024, and it shall be published one time in the Official Journal of the Parish of Sabine, State of Louisiana, along with any other minutes of the meeting.

The above ordinance was offered by Stewart and seconded by Garcie and adopted by the following yeas and nay vote:

Yeas: 7 - Stewart, Taylor, Bison, Garcie, Sepulvado, Remedies, and Byrd

Nays: 0

Abstain: 0

Absent: 2 - Stevens and Ruffin

Thereupon, the President declared this ordinance adopted on this the 20th day of November 2024, at the regularly scheduled meeting of the Police Jury of the Parish of Sabine.


William E. Weatherford
Secretary Treasurer


Ricky L. Sepulvado
President

STATE OF LOUISIANA
PARISH OF SABINE

I, William E. Weatherford, Secretary Treasurer of the Police Jury of the Parish of Sabine, State of Louisiana do hereby certify that the above and foregoing is a true, correct, and complete copy of an original ordinance of the said Parish of Sabine, Louisiana, offered and adopted by said Police Jury in open session at Many, Louisiana, on the 20th day of November 2024.

IN TESTIMONT WHEREOF, witness my official signature and seal of said Police Jury on this 20th day of November 2024.


William E. Weatherford
Secretary-Treasurer