

Sec. 24-50. - Purpose.

The purpose of this section is to regular grading property within the incorporated areas of the City of Sulphur to safeguard life, limb, health, property and public welfare, to avoid pollution of watercourses with nutrients, sediments, or other earthen materials generated on or caused by surface runoff on or across the permit area; and to ensure that the intended user of a graded site is consistent with applicable city ordinances.

(Ord. No. 798, 8-13-07)

Sec. 24-51. - Exemptions.

The following described activities shall not require a grading permit in order to perform clearing, excavation, or related earth work.

- (1) If building permit is obtained, no grading permit is required.
- (2) Utility or public works improvements do not require a grading permit.
- (3) Excavation in connection with a building, swimming pool, retaining wall, or other structure authorized by a valid building permit.
- (4) Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
- (5) Septic repair and/or alteration.
- (6) Cemetery graves.
- (7) Temporary stockpiling or storing of materials provided that such operations do not affect adjacent properties and all drainage and erosion control requirements.
- (8) Accepted agricultural practices such as plowing, cultivation, construction of agricultural structures, nursery operations, tree cutting, logging operations leaving the stump and root mat intact, and cultivated sod operation.
- (9) Minor landscaping and sprinkler installation.

(Ord. No. 798, 8-13-07)

Sec. 24-52. - Permitting procedures.

Unless otherwise stated, no person(s) shall perform any clearing, excavation, or earthwork within the City of Sulphur without first having obtained a grading permit or building permit from the planning department.

The grading permit is applicable but is not limited to the following activities:

- (1) Excavating, cutting, filling, grading, draining, or paving of lots, parcels, or other areas.
- (2) Altering, rerouting, deepening, widening, obstructing, or changing in any way an existing drainage system or feature.
- (3) Development for residential, commercial, institutional, industrial, utility or other activities.
- (4) Commencing any other development or excavation which may: significantly increase or decrease the rate and/or quantity of surface water runoff, degrade the quality of water, adversely affect any sinkhole, water course, or water body.

(Ord. No. 798, 8-13-07)

Sec. 24-53. - Responsibility not waived.

The grading permit exceptions listed in section 24-51 do not relieve the owner, developer, contractor, or other legal representative of the responsibility of installing and properly maintaining the proper erosion/sedimentation control measures or other liability resulting from such activities.

(Ord. No. 798, 8-13-07)

Sec. 24-54. - Site plan and/or conceptual grading plan requirements.

- (a) *An approved site sketch is required to obtain a grading permit.* The site sketch shall contain in addition to such basic information as owner name and address, date, tax map and parcel number the following:
- (1) The actual shape, location and dimension of the lot to be built upon;
 - (2) The shape, size, and location of all existing and proposed buildings or other structures;
 - (3) The location and approximate dimension of all points of access to a public street or road;
 - (4) The location of all driveways and entrances;
 - (5) Locations of areas subject to flooding, if applicable.
- (b) *An approved site plan is required to obtain a grading permit.* The site plan shall contain, as a minimum, the following items or information, as applicable.
- (1) Total land area;
 - (2) Existing and proposed topography of existing land and impervious areas shown;
 - (3) Elevations of all existing and proposed streets, alleys, utilities, sanitary and storm water sewers, and existing buildings and structures;
 - (4) All existing and proposed impervious area;
 - (5) Natural or artificial watercourses;
 - (6) Limits of flood plains, if applicable;
 - (7) All existing and proposed slopes, terraces, or retaining walls;
 - (8) All existing and proposed storm water drainage structures or features;
 - (9) All storm water structures/features immediately upstream and downstream of the site;
 - (10) Erosion and siltation control plans;
 - (11) Drainage calculations when required;
 - (12) Drainage easement when required.

(Ord. No. 798, 8-13-07)

Sec. 24-55. - Plan submittal, review, and approval process for grading permits.

If site, drainage, grading and erosion plans for the purpose of obtaining a grading permit are required, they shall be submitted to the planning department. They are to be submitted no less than ten (10) days prior to the intended date to begin site alterations. The issuance of all other permits is based upon approval of submitted plans.

The grading permit is valid for a period of one (1) year from the date of issue. Extensions will be considered based on circumstances.

(Ord. No. 798, 8-13-07)

ORDINANCE NO. 1975, M-C SERIES

ORDINANCE AMENDING CHAPTER 24, SECTION 56 OF THE CODE OF
ORDINANCES OF THE CITY OF SULPHUR - GRADING PERMIT FEES.

BE IT ORDAINED by the City Council of the City of Sulphur, Louisiana, that they do hereby amend Chapter 24, Section 56 of the Code of Ordinances of the City of Sulphur to read as follows:

Sec. 24-56. Grading permit fees.

- (a) The fee for the grading permit is intended to assist the City of Sulphur in recovering some of the expenses associated with the permitting process. These costs consist primarily of administration, inspection, and enforcement activities and shall be approved and set by the city council.

- (b) The fee schedule for grading permits is as follows:

Grading/Excavation/Earthworks Projects

Areas \leq one (1) acre \$60.00

Areas \leq one (1) acre (per each additional acre) \$25.00

- (c) When sites without a required grading permit are found to be conducting activities requiring such permit, a stop work notice will be posted on the site until the proper permit is obtained. The fee schedules for grading permits in this situation are as follows:

Grading/Excavating/Earthwork Projects

Areas \leq one (1) acre \$100.00

Areas $>$ one (1) acre \$200.00

*** Grading permit fee will not be charged if part of a construction plan review for zoning.

BE IT ALSO FURTHER ORDAINED that this Ordinance shall become effective upon the Mayor's signature.

APPROVED

MIKE DANAHAY - MAYOR
DATE 6/10/25

APPROVED AND ADOPTED by
the City Council of the City of
Sulphur, Louisiana, on this 9th
day of June, 2025.


JOY ABSHIRE, Chairman

I HEREBY CERTIFY that the
foregoing Ordinance has been
presented to the Mayor on this
10th day of June,
2025, at 8:00 o'clock a.m.


ARLENE BLANCHARD, Clerk

I HEREBY CERTIFY that I have received
from the Mayor at 9:00 o'clock a.m.
on this 10th day of June,
2025, the foregoing ordinance which has
approved/vetoed by the Mayor.


ARLENE BLANCHARD, Clerk

Sec. 24-57. - Erosion and sedimentation control.

· Developers and/or property owners shall use appropriate erosion and sedimentation control measures to ensure that erosion, or adverse conditions caused by erosion or sedimentation is eliminated or held to an acceptable minimum and does not cross to an adjoining property, right-of-way or stream.

(Ord. No. 798, 8-13-07)

ARTICLE VI. - COMPLIANCE MONITORING**Sec. 24-70. - Right of entry: inspection and sampling.**

The city shall have the right to enter the premises of any person discharging storm water to the municipal separate storm sewer system (MS4) or to waters of the United States to determine if the discharger is complying with all requirements of this chapter and with state or federal discharge permit, limitation, or requirements. Dischargers shall allow the city ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and for the performance of any additional duties. Dischargers shall make available to the city, upon request, any SWPPPs, modifications thereto, self-inspection reports, monitoring records, compliance evaluations, notices of intent, and any other records, reports, and other documents related to compliance with this chapter and with any state or federal discharge permit.

- (1) Where a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, city personnel will be permitted to enter without delay for the purpose of performing his/her responsibilities.
- (2) The city shall have the right to set up on the discharger's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the discharger's operation.
- (3) The city may require any discharger to the MS4 or waters of the United States to conduct specified sampling, testing, analysis, and other monitoring of its storm water dischargers, and may specify the frequency and parameters of any such required monitoring.
- (4) The city may require the discharger to install monitoring equipment as necessary at the discharger's expense. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure storm water flow and quality shall be calibrated to ensure their accuracy.
- (5) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the discharger at the written or verbal request of the city and shall not be replaced. The costs of clearing such access shall be borne by the discharger.
- (6) Unreasonable delays in allowing the city access to the discharger's premises shall be a violation of this chapter.

(Ord. No. 798, 8-13-07)

Secs. 24-71—24-74. - Reserved.



STORM WATER EROSION & SEDIMENT CONTROL CHECKLIST

****Please fill in checklist & return to Permit Office along with site plan when applying for permits****

1. _____ **Show all proposed erosion and sediment protection measures (BMPs)** (*silt fencing/hay bales for protecting drainages and/or neighboring properties, large rock/gravel to minimize tracking of sediments, dust, debris onto roadway*).
2. _____ Show North arrow
3. _____ Label property/lot dimensions
4. _____ Show proposed structures/development with distances from lot lines (*including driveways*).
5. _____ Show all natural and manmade drainages (*gravity drain ditches, bodies of water, swale ditches, etc...*) with distances from building/grading pad sites.
6. _____ Indicate drainage flow across property
7. _____ Show all storm drains, yard drains, culverts, catch basins, etc...
8. _____ Show all dirt stockpiles and impervious (concrete/asphalt) areas
9. _____ Define limitation of grading area and/or grassy buffers (*see questions below*)
 - a. Is entire lot to be graded and/or filled? (YES or NO)
 - b. Will any grassy buffer remain around perimeter of graded/filled area? (YES or NO). If yes, please indicate location and size on plan.

****NOTE: IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUIRED****



Reference: CHAPTER 24 – ARTICLE IV. – STORMWATER DISCHARGES FROM CONSTRUCTION ACTIVITIES

To All Contractors, Homeowners, and Developers:

The City of Sulphur requires that erosion controls (Best Management Practices) be installed prior to Stormwater Grading Permit being issued. Any soil disturbance including, but not limited to, the following will require a Grading Permit: Sec. 24-52. – Permitting Procedures.

1. Excavating, cutting, filling, grading, draining, or paving of lots, parcels, or other areas,
2. Altering, rerouting, deepening, widening, obstructing, or changing in any way an existing drainage system or feature,
3. Development of residential lots or subdivisions, commercial, institutional, or industrial complexes, installation of utilities or other activities, or
4. Commencement of any other development or excavation which may: significantly increase or decrease the rate and/or quantity of surface water runoff; degrade the quality of water; adversely affect any sinkhole, water course, or water body.

The following described activities shall not require a grading permit in order to perform clearing, excavation, or related earthwork: Sec. 24-51. – Exemptions.

1. If Building permit is obtained,
2. Utility or public works improvements,
3. Excavation in connection with a building, swimming pool, retaining wall, or other structure authorized by a valid building permit,
4. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources,
5. Septic repair and/or alteration,
6. Cemetery graves,
7. Temporary stockpiling or storing of materials, provided that such operations do not affect adjacent properties and all drainage and erosion control requirements,
8. Accepted agricultural practices such as plowing, cultivation, construction of agricultural structures, nursery operations, tree cutting, logging operations leaving the stump and root mat intact, and cultivated sod operation,
9. Minor landscaping and sprinkler installation.

If your project requires a Grading Permit, complete the attached Grading Permit Application, and submit to the City of Sulphur Permit Department for review. Once approved, the applicant will receive a Grading Permit or Building Permit to start site preparation.

If you have any questions specific to the erosion controls, contact the Permitting Department at, 337-527-2050 or Public Works Department at, 337-527-4511.

Signature

Date