



New Non-Residential, Multi-Family Dwellings, Planned Unit Developments and Building Groups Development Checklist



Department of Planning and Zoning
City of Leesville, Louisiana
401 Nolan Trace, Leesville, LA 71446
(337) 404-4102

1 Report to the City Planner at 401 Nolan Trace, Leesville, LA (337) 404-4102: Site Plan Review process is required prior to permitting all new commercial development per city code Chapter 74-3. Any new construction of any condominiums, subdivisions, apartment complexes or commercial buildings in all compliant or non-compliant zoning districts. These must be presented to the planning commission for review for zoning compliance, ordinance requirements, and no significant impacts to the community prior to building permits. Needed: Proof of property ownership, legal description, site plan, FEMA elevation certificate if in flood zone, engineer or architect stamped building plans (2 sets) to Leesville Department of Planning for review; one copy will be submitted to Vernon Building Inspector for review.



2 Vernon Parish Building Inspector (MHI located at 300 S. 3rd St. Leesville, LA (337) 238-0324 or (337) 208-0195
Needed: Fire Marshal approval letter of planned development 1-318-767-6099; copy of contractor's license; and Health Unit approval letter (337) 238-6410 (Sewer-get this permit from the Vernon Parish Health Unit located next to Byrd Hospital in Leesville. The property owner must get the permit OR sign Designated Agent Form or approval from Leesville Sewer Public Works (337) 239-2995. Also you will need an original legal description of the property with a seal on it from the Vernon Parish Clerk of Court.



3 All Site Plan Reviews will be presented to the Planning and Zoning Commission at its next regular meeting. If your development has to be rezoned to be developed, this will be conducted during your Site Plan Review presentation to the Planning and Zoning Commission as a case file and will be created by the Director of Planning at a cost of \$150 to be presented to the Leesville Planning and Zoning Commission for approved recommendation to the Leesville City Council for final approval to rezone for development. This approval process could take up to two months prior to any permits being issued.

4 E911 PERMIT from the E911 Office: (337) 238-9911
Get this permit number from the E911 office. Call first for information. As of October 1, 2014, there will be a fee for this permit. Cash and personal checks are not accepted.

Money orders and debit/credit cards are accepted. An actual 911 address will not be assigned to you until your front door is in place.



5 Things to Remember: on your building plans have number of mechanical (HVAC) fixtures, gas piping fixtures, electrical circuits, will there be a temporary electric pole, square footage, estimated cost of development, and a FEMA elevation certificate if in a flood zone.

All building permitting and inspections will be conducted unless approval is required by the Leesville Planning Department or its Planning and Zoning Commission.