



CALCASIEU PARISH POLICE JURY

GOVERNING AUTHORITY OF CALCASIEU PARISH, LOUISIANA

DIVISION OF ENGINEERING AND PUBLIC WORKS

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MEMORANDUM

FROM: Engineering review team

DATE: 6/23/2022

SUBJECT: **Supplemental Information Required for All Engineering Reviews**

The following is a list of documents and supplemental information that is required for all future Engineering reviews, any missing information will result in an “Not approved” status for an incomplete submittal package.

*Calcasieu Parish Police Jury does not have any jurisdiction over the access or drainage on a state route. If the development has any frontage on or alongside a state route or is within one-quarter mile (1/4) it is recommended that you contact DOTD (District 07 @ 337-437-9130) first to satisfy their requirements before submitting to CPPJ. Please provide any review approval/permits from DOTD for review.

1. Preliminary Plats Minor/major
 - a. Preliminary Plat/Minor Plat Checklist
 - b. Preliminary Plat
 - c. All submittals after the first submittal should include a written response to each review comment stating how a previous review comment was addressed.
 - d. Traffic Study (if required)
2. Runoff Management Plan
 - a. RMP Checklist
 - b. RMP (pdf format)
 - c. Electronic files from drainage models
 - d. If HEC RAS RAS is performed, then we need HEC RAS model files. We recommend setting up a meeting with CSRS to confirm scope, limits, and scenarios for the model.
 - e. All submittals after the first submittal should include a written response to each review comment stating how a previous review comment was addressed.
 - f. If DOTD methodology is used for a state route RMP and the water is coming to the Parish drainage, you may be required to submit supplemental information.

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DEPARTMENT OF ENGINEERING

3. Engineering Plans
 - a. Filled out transmittal checklist
 - b. Construction plans in pdf format
 - c. Latest version of RMP and completed RMP Checklist
 - d. Copy of public meeting notes or conditional approval.
 - e. All submittals after the first submittal should include a written response to each review comment stating how a previous review comment was addressed.

4. Commercial/Industrial building permit Engineering plans
 - a. Site civil plans that depict grading, project dimensions, and detention features. These should be the same set of drawings submitted to the building permit office for approval
 - b. RMP Checklist
 - c. RMP (pdf format)
 - d. Electronic files from drainage models
 - e. If HEC RAS is performed, then we need HEC RAS model files. We recommend setting up a meeting with CSRS to confirm scope, limits, and scenarios for the model.
 - f. All submittals after the first submittal should include a written response to each review comment stating how a previous review comment was addressed.

5. Final Plats-
 - a. Filled out final plat submittal checklist
 - b. Pdf copy of final plat
 - c. All submittals after the first submittal should include a written response to each review comment stating how a previous review comment was addressed.

6. Traffic Impact Analysis (TIA)
 - a. Pdf of TIA
 - b. Any correspondence from DOTD regarding permit items or scope of TIA
 - c. All submittals after the first submittal should include a written response to each review comment stating how a previous review comment was addressed.