

## MINOR SUBDIVISION APPLICATION REQUIREMENTS ST. TAMMANY PARISH

*Pursuant to Section 40-045.0 Minor Subdivision Review, of Subdivision Regulatory Ordinance No. 499, a subdivision of up to five (5) lots, tracts or parcels can be created and reviewed administratively subject to the following application requirements.*

### **Eligibility Requirements:**

In order to be eligible for filing for an administrative minor subdivision review, the following requirements apply:

- a.) The minor subdivision will not result in the creation of more than five (5) lots, tracts or parcels, one of which must have direct frontage on a public road.
- b.) The minor subdivision will not result in the creation of any new public streets, unless said streets met the Parish minimum right-of-way and construction standards for a public street and dedicated to the Parish.
- c.) All lots, tracts or parcels created shall meet the minimum lot size standards for the zoning district in which they are located pursuant to Land Use Ordinance No. 523, **or a minimum of one (1) acre in size**, whichever constitutes the greater size. The calculation for the area of a lot or parcel shall be exclusive of any public street right-of-way or private drive servitude or easement.
- d.) The proposal is in compliance with Section 40.036 Sanitary Provisions, of Subdivision Regulatory Ordinance No. 499.
- e.) The proposal is in compliance with Section 40.037 Drainage, of Subdivision Regulatory Ordinance No. 499.
- f.) Any private drive that services more than one lot, tract or parcel for the purposes of this ordinance must be constructed to the minimum construction standards as set forth within Subsection 40-045.01 Minimum Construction Standards for a Private Drive, of Subdivision Regulatory Ordinance No. 499 (see attached).

### **Application Requirements:**

In order to make application, the following information, documentation and fees must be filed with the Department of Planning:

- Department of Environmental Services Check Sheet completed (attached).  
*Important Note: Unless each parcel you intend to create is at least two (2) acres in size, you may be required to provide community sewerage on your property. Therefore, before expending any funds for the Minor Subdivision process, it is highly recommended that you draw a sketch of the proposed resubdivision of your property and present it along with the attached check sheet to the Department of Environmental Services for their review.*
- Complete the Minor Subdivision Application Form and have notarized (see attached).
- Submit ten (10) blue or black line bona fide survey plats on either 8 ½" x 11", 8 ½"x 14" or 11"x17" sized paper.
- The following information must be provided on the survey plat:
  - a.) Title heading (top-center of survey) depicting that this is a minor subdivision; include the total number of lots, tracts or parcels, the total acreage of the minor subdivision, and the section, township and range.
  - b.) Number or letter all lots, tracts or parcels.

- c.) Provide a name for the private drive (*consult with the 991 addressing officer for the drive name: Alan Peligrin 985-898-2574*).
  - d.) Total square footage for each lot, tract or parcel including the dimensions.
  - e.) Surveyor's live stamp or seal with signature on all survey plats.
  - f.) Location of any improvements including any and all buildings and structures.
  - g.) Location of any servitudes or easements.
  - h.) Signature lines for the: Secretary of the Planning Commission, Parish Engineer, the Clerk of Court and a map file date
- Provide a copy of the deed, title or mortgage indicating the owner(s) of the property.
  - Provide a copy of the private minor subdivision covenants or restrictions, if any (covenants or restrictions must not be in conflict with parish law, and the parish **WILL NOT** enforce said covenants or restrictions).
  - Provide a copy of a signed maintenance agreement by the owner indicating who will be responsible for maintaining the private drive (a sample copy of a maintenance agreement is attached for consideration).
  - **Fees**: a check should be made out to St. Tammany Parish for \$90.00 per acre up to a maximum of \$800.00 (pro-rated after the first acre); and a check made out to the Clerk of Court for \$15.00 (if survey plats are on 8 ½" x 14" sized paper or smaller) or \$20.00 (if survey plats are on 11" x 17" sized paper).

**Administrative Review and Procedure:**

- a.) Upon the applicant submitting proper application, the Director of the Department of Planning shall review said application for administrative compliance and render a decision no later than fourteen (14) days from the date of submission.
- b.) A copy of the application will also be forwarded to the Departments of Engineering and Environmental Services for their review and comments, if applicable.
- c.) Upon granting approval of the application, the applicant must then coordinate the construction and drainage requirements for the private drive with the Department of Engineering.
- d.) Once the construction and drainage improvements for the private drive have been completed and approved by the Department of Engineering, the minor subdivision plat shall be recorded for public record within seven (7) days from the date of said approval. Copies of the recorded plat shall be forwarded to the applicant's surveyor, unless instructed otherwise in writing by the applicant.
- e.) In the event that the application is denied, due to the fact that an applicable regulation cannot be met, the applicant may appeal the decision by requesting a public hearing before the St. Tammany Parish Planning Commission pursuant to Section 40-100.0 Waiver of Regulations, of Subdivision Regulatory Ordinance No. 499.