

RESUBDIVISION APPLICATION PROCEDURES FOR ST. TAMMANY PARISH

Pursuant to Section 40-080.0 Resubdivision Review, of Subdivision Regulatory Ordinance No. 499, a resubdivision of a lot or lots in existing subdivisions that are recorded for public record and inspection must receive the approval in accordance with the following procedures before any parcel is sold. Resubdivisions of lots are not exempt for any reason from the following application and procurement requirements.

MINOR RESUBDIVISION (Application Requirements)

Minor Resubdivision - When five (5) or fewer lots will be created and all newly created lots meet all other applicable requirements as established by ordinance, an administrative review will be required in accordance with the following procedure:

1. Submit a signed letter from the owner or owners of property requesting the resubdivision, stating that they own the property and their reasons for the request.
2. Submit ten (10) blue or black line prints of a bona fide survey on either (8"x11"), (8 ½"x14") or (11"x17") paper, indicating the following:
 - a. the proposed division of the lots indicating the total square footage of all of the property involved within the resubdivision request and the individual square footage of each new lot created
 - b. surveyor's live stamp or seal on at least one (1) of the survey plats
 - c. the accurate location of all buildings and or structures on the lots
 - d. information on the survey indicating the name of the subdivision, phase, lot number, section, township and range, and any other data pertinent and germane to the resubdivision request
 - e. spaces for the signatures of the Secretary of the Planning Commission, Director of Parish Engineering Department, Clerk of Court, and date and map file number.
3. Submit a copy of the subdivision restrictions or covenants of the subdivision (if requested).
4. The fees for a resubdivision request are based on \$90.00 per acre (pro-rata after the first acre) up to a maximum of \$800.00. The fees are based on the total land area (all properties were lot lines will be adjusted) to be resubdivided. An additional and separate fee shall be required for the recordation of the survey plat to the "Clerk of Court" (\$57.00 if survey is on 8 1/2" x 14" or smaller, and \$67.00 if survey is on 11" x 17").
5. The Director of Planning shall approve or deny the application within fourteen (14) days of acceptance of the application. The Director may not grant waivers to any applicable regulations.
6. If the resubdivision request is approved, the survey plat will be recorded within seven (7) days after the approval and copies of the recorded plats shall be forwarded to the applicants engineer or surveyor, unless instructed by the petitioner/owner in written form to do otherwise.
7. If a request is denied by the Director of Planning or a waiver of an applicable regulation is requested, the applicant may appeal said request to the Planning Commission in accordance with Section 40.080.1 of these regulations.

MAJOR RESUBDIVISION (Application Requirements)

Major Resubdivision - When more than five (5) lots will be created or a waiver is requested of any applicable subdivision regulation, a public hearing review in accordance with the following procedures will be required:

1. Submit a signed letter from the owner or owners of property involved within the resubdivision request, stating their reasons for the proposal.
2. Submit ten (10) blue or black line prints of a bona fide survey on either (8"x11"), (8 ½"x14") or (11"x17") paper, indicating the following:
 - a. the proposed division of the lots indicating the total square footage of all of the property involved within the resubdivision request and the individual square footage of each new lot created
 - b. surveyor's live stamp or seal on all survey plats
 - c. the accurate location of all buildings and or structures on the lots
 - d. information on the survey indicating the name of the subdivision, phase, lot number, section, township and range, and any other data pertinent and germane to the resubdivision request . An additional and separate fee shall be required for the recordation of the survey plat as per the fee schedule of the Clerk of Court.
 - e. spaces for the signatures of the Chairman of the Planning Commission, Secretary of the Planning Commission, Parish Engineer, Clerk of Court and spaces for the date and map file number
3. Submit a copy of the subdivision restrictions or covenants of the subdivision.
4. The fees for a resubdivision request are based on \$90.00 per acre (pro-rata after the first acre) up to a maximum of \$800.00. The fees are based on the total land area (all properties were lot lines will be adjusted) to be resubdivided.
5. The Department of Planning staff will review the proposed resubdivision request and present said request before the regularly scheduled meeting of the Planning Commission, who in turn will consider said request based on the validity, merit and according to regulations contained within this ordinance.
6. If the resubdivision request is approved, the survey plat will be recorded within ten (10) to fourteen (14) days after the Planning Commission meeting and copies of the recorded plats shall be forwarded to the applicants engineer or surveyor, unless instructed by the petitioner/owner in written form to do otherwise.

NOTES:

SEE ATTACHMENT "A" DEPICTING HOW A RESUBDIVISION SURVEY PLAT SHOULD BE PREPARED BY THE SURVEYOR IN ORDER TO MEET PARISH SPECIFICATIONS.

PLEASE NOTE THAT AN "ADMINISTRATIVE" OR "MINOR" RESUBDIVISION DOES NOT INCLUDE THE PLANNING COMMISSION CHAIRMAN SIGNATURE LINE.

A SEPARATE CHECK FOR RECORDATION MADE OUT TO "CLERK OF COURT" MUST ACCOMPANY AN APPLICATION FOR RESUBDIVISION: \$57.00 IF ON (8"x11" or 8"x14") PAPER OR \$67.00 IF ON (11"x17") PAPER..