



ST. TAMMANY PARISH  
PATRICIA P. BRISTER  
PARISH PRESIDENT

(revised 5/29/2018)

**MINOR SUBDIVISION REVIEW APPLICATION**

**(FOR OFFICE USE ONLY)**

Case Number: \_\_\_\_\_ Submission Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
*(if applicable)*

Fees Due: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ \$ \_\_\_\_\_ Ck# \_\_\_\_\_  
(Subdivision) (Recordation)

**(OWNER TO FILL OUT)**

Present Zoning Classification: \_\_\_\_\_ No. of Lots or Parcels \_\_\_\_\_

General Location of Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**(OWNER CHECKLIST)**

check box

- Fees: check for \$90.00 per acre (prorated after 1<sup>st</sup> acre) to a maximum of \$800.00 to "St. Tammany Parish", (\$50.00 additional if case requires public hearing), and a check made out to the Clerk of Court for \$155 (if survey plats are on 8½" x 14" sized paper or smaller) or \$175 (if survey plats are on 11" x 17" sized paper).
- Copy of the deed, title or mortgage indicating the owner(s) of the property.
- Ten (10) blue or black line bona fide survey plats of the property to be resubdivided (survey plats must be on either 8 ½" x 11", 8 ½" x 14", or 11" x 17" sized paper).
- Copy of the private covenants or deed restrictions, if any.
- Copy of a maintenance agreement signed by the owner of the private drive. (A written statement from the Parish 911 Addressing Officer approving the name of the private drive should be attached).

**(OWNER(S) MUST SIGN BELOW IN THE PRESENCE OF A NOTARY PUBLIC)**

By my signature below, I hereby certify that all information and documentation submitted to the Department of Planning & Development is true and correct. I further attest to the fact that I am the legal owner of the property in question to be resubdivided as described above. Lastly, I understand that any fraudulent information or documentation submitted to the Department of Planning & Development or any other department relative to my application may result in the delay or denial of said application.

\_\_\_\_\_  
Property Owner's Name (Print & Signature)

\_\_\_\_\_  
2<sup>nd</sup> Property Owner's Name (Print & Signature)

\_\_\_\_\_  
Property Owner's Address (Print) Street, City, State and Zip Code

Home Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

\_\_\_\_\_  
Email Address

**BEFORE ME**, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declared unto me, Notary, that they are the owners or duly authorized representatives of the property described herein, and that their signatures were executed freely and voluntary and that they are duly qualified to sign.

**SWORN TO AND SUBSCRIBED**, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

## **MINOR SUBDIVISION APPLICATION REQUIREMENTS ST. TAMMANY PARISH**

Pursuant to Section 125-188 Minor Subdivision Review, of Subdivision Regulations Chapter 125, a minor subdivision of up to five (5) lots, tracts or parcels can be created and approved administratively, if all of the lots have public road frontage, or meet the eligibility requirements pursuant to property outside of the “Urban Growth Boundary”, and subject to the following requirements and or conditions:

### **Eligibility Requirements for an Administrative Minor Subdivision:**

- a.) The minor subdivision does not result in the creation of more than five (5) lots, tracts or parcels, all of which must have public road frontage.
- b.) The minor subdivision is located outside of the “Urban Growth Boundary” and does not result in the creation of more than two (2) lots, inclusive of the parent parcel.
- c.) Amending existing minor subdivisions that consist of the realignment or shifting of boundary lines, or the redesignation of lot, tract or parcel numbers that will result in no more than five (5) lots.
- d.) The minor subdivision will not result in the creation of any new public streets, unless said streets meet the Parish minimum right-of-way and construction standards for a public street and dedicated to the Parish.
- e.) All lots, tracts or parcels created shall meet the minimum lot size standards for the zoning district in which they are located pursuant to the St. Tammany Parish Unified Development Code (UDC), **or a minimum of one (1) acre in size**, whichever constitutes the greater size. The calculation for the area of a lots, tracts or parcels shall exclude any public road or private drive servitude or easement.
- f.) The proposal is in compliance with Section 125-85 Sanitary Provisions, of Subdivision Regulations Chapter 125.
- g.) The proposal is in compliance with Section 125-88 Drainage, of Subdivision Regulations Chapter 125.

### **Pursuant to Section 125-188 Minor Subdivision Review, of Subdivision Regulations Chapter 125, the following minor subdivision of property requires a public hearing:**

- a.) The minor subdivision does not result in the creation of more than five (5) lots, tracts or parcels, where one or more of the lots, tracts or parcels do not have public road frontage. However, as a condition of approval, at least one of the lots, tracts or parcels must have public road frontage.
- b.) When any lot, tract or parcel within the minor subdivision does not meet a minimum of one (1) acre in size, excluding any public road or private drive servitude or easement.
- c.) When the minor subdivision of an original parcel of ground creating lots, tracts or parcels has been approved by the parish, no further resubdivision of said original parcel, or any of the lots, tracts or parcels within same shall be permitted unless reviewed and approved by the Planning Commission.

### **Private Drive Road Construction Requirement:**

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 Section 125-189 Minimum Construction Standards for a Private Drive, of Subdivision Regulations Chapter 125 (see attached).

### **Application Requirements:**

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

- 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, if applicable (**consult with the 911 addressing officer for the name: 985-898-4911**).
  - d.) Total square footage for each lot, tract or parcel including the dimensions.
  - e.) Surveyor's live stamp or seal and live 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: Chairman of the Planning Commission (if a public hearing is required), Secretary of the Planning Commission, Director of the Department of Engineering, the Clerk of Court and 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, if applicable, 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 \$155 (if survey plats are on 8½" x 14" sized paper or smaller) or \$175 (if survey plats are on 11" x 17" sized paper). **For cases requiring a public hearing, an additional \$50.00 must be submitted to cover the costs for advertising.**

### **Administrative Review and Procedure:**

- a.) Upon the applicant submitting proper application, the Director of the Department of Planning & Development 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.) If the construction of a private drive is not required, meaning that all of the lots within the Minor Subdivision have public road frontage, and upon review and approval by the departments of Planning & Development, Engineering and Environmental Services of the application, the survey plats shall be recorded for public record. Copies of the recorded plat shall be forwarded to the applicant's surveyor, unless instructed otherwise in writing by the applicant.
- d.) If the construction of a private drive is required, upon the initial review and approval of the application by the Department of Planning & Development, pursuant to the next

step, the applicant will be advised to contact the Department of Engineering relative to the construction, drainage and fill requirements for the private drive.

- e.) Once the construction, drainage and fill requirements 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.
- f.) 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 125-224 Waiver of Regulations, of Subdivision Regulations Chapter 125.

### **SUBDIVISION REGULATIONS CHAPTER 125**

#### **Sec. 125-189 Minimum Construction Standards for a Private Drive**

- a.) If a private drive accesses more than one lot, tract or parcel, the following minimum construction standards shall apply:
  - (1.) An owner(s) who creates a private drive to access more than one (1) lot, tract or parcel, but not more than five (5), shall dedicate through title, deed and or covenant, a perpetual servitude of access (private drive) with a minimum width of thirty-five (35') feet.
  - (2.) The actual driving surface shall be a minimum of twenty (20') feet in width with two (2') foot shoulders on each side of the drive with five and a half (5 ½') feet on each side of the shoulders devoted to ditching/drainage and or utilities.
  - (3.) The drive shall be constructed with suitable compacted subbase materials and overlaid with an aggregate material (i.e. shell, gravel, limestone, three-course treatment, asphalt, concrete, etc...) that is acceptable to the Department of Engineering.
  - (4.) In order to provide adequate drainage, a ditch or ditches shall be constructed on either one or both sides of a private drive in accordance to the standard practices adopted and utilized by the Department of Engineering.
  - (5.) Any private drive created must be given a name and depicted on the survey plat, only after first obtaining approval for said name, in writing, from the Parish's 911 Addressing Officer.
- b.) Plans for the construction of the private drive and drainage must be submitted to the Department of Engineering for review and approval prior to the initiation of work.
- c.) After the private drive has been constructed and drainage improvements made, the responsible owner(s) shall contact the Department of Engineering for a final inspection of the work performed.
- d.) Once the private drive has been constructed and all drainage improvements completed and approved by the Department of Engineering, then, and only then can the minor subdivision be recorded for public record in the Clerk of Courts Office and the lots sold or donated.
- e.) The owner(s) selling or donating lots or parcels to others shall be solely responsible for establishing a maintenance agreement specifying the entity or entities whom shall provide maintenance and upkeep for the private drive. Copies of the agreement must be provided to the departments of Engineering and Planning & Development for their files.
- f.) A private drive cannot under any circumstances be dedicated as a public right-of-way unless said drive is upgraded to meet the definition and standards of a "private street" or "public street" pursuant to Subdivision Regulations Chapter 125.
- g.) Only one primary private drive shall be permitted per each minor subdivision.  
**(Section 125-189 Subsection (g))**