

RESUBDIVISION APPLICATION PROCEDURES FOR ST. TAMMANY PARISH

(revised 4/27/2018)

Pursuant to Section 125-215 Resubdivision Review, of Subdivision Regulations Chapter 125, a resubdivision of a lot or lots in existing subdivisions that are recorded for public record must receive approval in accordance with the following procedures before any parcel is sold or donated to another. Resubdivisions of lots are not exempt for any reason from the following requirements and stipulations:

RESUBDIVISION (Application Requirements)

Minor Resubdivision - When five (5) or fewer lots are created from a parent parcel or parcels, all applicable requirements as established by ordinance shall be met in accordance to the following stipulations:

1. The owner(s) of the property to be resubdivided shall provide a signed and dated cover letter stating that they own the property and their reasons for the request. The owner should also include their name, address and a telephone number (Printed) in the letter.
2. Submit ten (10) blue or black line prints of a bona fide survey on either (8½"x 11"), (8½"x 14") or (11"x 17") paper, depicting the following information:
 - a. the proposed resubdivision 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. a surveyor's live stamp and seal on all (10) of the survey plats (see attachment "A" depicting an example of how the survey should look);
 - 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 numbers, section, township and range, and any other data pertinent and germane to the resubdivision request; and
 - e. spaces for the signatures of the Secretary of the Planning Commission, Director of Department of Engineering, Clerk of Court, and date and map file number.
3. Submit a copy of the subdivision restrictions or covenants of the subdivision (if requested by the Department of Planning & Development).
4. The fees for a resubdivision request are based on \$90.00 per acre (pro-rated after the first acre) up to a maximum of an \$800.00 cap. The fees are based on the total land area (all property where lot lines are adjusted or added to) to be resubdivided. An additional separate fee shall be paid for the recordation of the survey plat 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).

5. The Director of the Department of Planning & Development shall approve or deny the application request within fourteen (14) days of acceptance of the application. The Director may not grant waivers for 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 applicant's surveyor, unless instructed otherwise by the owner in written form.
7. If a request is denied by the Director or a waiver of an applicable regulation(s) is requested, the owner may appeal said request to the Planning Commission in accordance with Section 125-215 Subsection (2) g. of Subdivision Regulations Chapter 125.

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 shall be required and the owner must provide the following to make application:

1. The owner(s) of the property to be resubdivided shall provide a signed and dated cover letter stating that they own the property and their reasons for the request. The owner should also include their name, address and a telephone number (Printed) in the letter.
2. If a waiver(s) of the regulations are required, the owner must provide a "waiver letter" addressed to the Chairman of the Planning Commission stating the waiver(s) requested.
3. Submit ten (10) blue or black line prints of a bona fide survey on either (8"x 11"), (8½"x14") or (11"x17") paper, depicting the following information:
 - a. the proposed resubdivision 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. a surveyors' live stamp and seal on all (10) of the survey plats (see attachment "A" depicting an example of how the survey should look);
 - 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 numbers, section, township and range, and any other data pertinent and germane to the resubdivision request; and
 - e. spaces for the signatures of the Chairman of the Planning Commission, Secretary of the Planning Commission, Director of Department of Engineering, Clerk of Court, and date and map file number.
4. Submit a copy of the subdivision restrictions or covenants of the subdivision (if requested by the Department of Planning & Development).
5. The fees for a resubdivision request are based on \$90.00 per acre (pro-rated after the first acre) up to a maximum of an \$800.00 cap. The fees are based on the total land area (all

property where lot lines are adjusted or added to) to be resubdivided. An additional separate fee shall be paid for the recordation of the survey plat 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)..

6. The Department of Planning & Development will review the proposed resubdivision request and present said request at the next regularly scheduled meeting of the Planning Commission; whom shall in return review and consider the proposed resubdivision request.
7. 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 applicant's surveyor, unless instructed otherwise by the owner in written form.
8. If a resubdivision request is denied by the Planning Commission, the owner may appeal the decision to the Parish council within ten (10) days from the meeting on a form, upon request, to be provided by the Department of Planning & Development.