

## **RESUBDIVISION APPLICATION PROCEDURES FOR ST. TAMMANY PARISH**

*(revised 10/5/2018)*

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**

**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:

#### **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 Department Planning & Development - Engineering and Department of Public Works for review and comments.
- c.) 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.
- d.) In the event that applicable regulations cannot be met, the applicant may request a waiver of the regulations by appealing to the Chairman of the Planning Commission pursuant to Section 125-224 Waiver of Regulations, of Subdivision Regulations Chapter 125.

**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:

#### **Planning Commission Review and Procedure:**

- a.) 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.
- b.) In the event that applicable regulations cannot be met, the applicant must submit a written request to the Chairman of the Planning Commission pursuant to Section 125-224 Waiver of Regulations, of Subdivision Regulations Chapter 125.
- c.) A copy of the application will also be forwarded to the Department Planning & Development - Engineering and Department of Public Works for review and comments.
- d.) 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.
- e.) 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.

**Survey Requirements for Minor and Major Resubdivisions:**

- a.) Submit ten (10) blue or black line bona fide survey plats on either 8½" x 11", 8½" x 14" or 11"x 17" sized paper.
- b.) The following information must be provided on the survey plat:
  - 1) 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;
  - 2) A surveyors' live stamp and seal on all (10) of the survey plats
  - 3) The accurate location of all buildings and or structures on the lots;
  - 4) 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;
  - 5) Signatures lines for the Chairman of the Planning Commission (if a public hearing is required), Secretary of the Planning Commission, Director of Department of Engineering, the Clerk of Court, Date, and Map File Number.