



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Revised April 5, 2021

TENTATIVE SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit a request for Tentative Plan Review to the Department of Planning & Development in the appropriate format. After the developer is given red line comments and those comments are addressed, the Developer shall submit a minimum of twelve (12) 24" x 36" folded copies of the proposed tentative subdivision plat. If the proposed subdivision is to be developed in phases, one (1) copy of the master plan must be furnished depicting all of the proposed phases in the subdivision. The subdivision plat must be drawn to scale and include all relevant information as described below.

Subdivision Name and Phase: _____

Section-Township-Range _____

Developer Name/Firm: _____

Developer Address: _____
Street City State Zip Code

Developer Phone No.: _____
(Business) (Cell) (Fax)

Developer E-mail: _____

Engineer Name/Firm: _____

Engineer Address: _____
Street City State Zip Code

Engineer Phone No.: _____
(Business) (Cell) (Fax)

Engineer' E-mail: _____

TENTATIVE SUBDIVISION SUBMITTAL CHECKLIST

Please check the appropriate boxes below to insure that the proper information and documentation for the tentative subdivision approval process, as well as items to be depicted on the tentative subdivision plat, have been included with your application:

- Tentative Subdivision Fees - **\$30.00 per lot, plus \$100.00 Filing Fee**
- 1 Full set of Plans - Digital
- 12 - 24" x 36" folded copies of the Tentative subdivision Plat - *after redline revisions are made*
- 1 - 24" x 36" folded Full Set of Plans - *after redline revisions are made*
- Traffic Impact Analysis Study (if applicable)
- Illustration showing the ultimate disposal of drainage
- Utility Disclosure Letter (notarized)
- Recreation Plan
- PUD zoning plan compliance letter (if applicable)



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PLAT REVIEW REQUIREMENTS:

- Legal description
- Subdivision name
- Section, Township and Range
- Wetland determination (depict lines of demarcation)
- Vicinity map inset detail
- Location of sewerage and water facilities
- Restrictive covenants
- Typical street cross-section detail
- North direction arrow
- Scale of drawings
- Phases within subdivision
- Building setback lines
- Typical lot sizes and dimensions
- Location of proposed or existing servitudes
- Proposed street names
- Adjoining land uses
- Existing structures
- Flood Zone (A, B, C or V to be depicted on plat)
- Information block (zoning, streets, number of lots, acreage, maximum block length, average lot size, water/sewer system etc...)
- Green Space requirements
- Proposed form of detention (note or illustrate on plat)
- Any landfills on property (notation on plat)
- subdivision entrance detail
- Dedication Statement including streets, signage, drainage features and greenspace (private or public)
- Right-of-way widths

Tentative Subdivision Fees to be Paid:

A 3% processing fee will be added to all credit card/e-check transactions as per STP Ordinance No. 18-3961, effective October 5, 2018.

_____ Lots @ \$30.00 per lot.....\$_____

_____ Filing fee @ \$100.00.....\$_____

Total Amount Paid.....\$_____

Please refer to Section 125-190 “Tentative Subdivision Review,” of Subdivision Regulatory Ordinance Chapter 125 Subdivision Regulations for additional criteria and requirements.

I hereby certify that all information provided relative to the tentative subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR DESIGNEE
(SIGNATURE)**

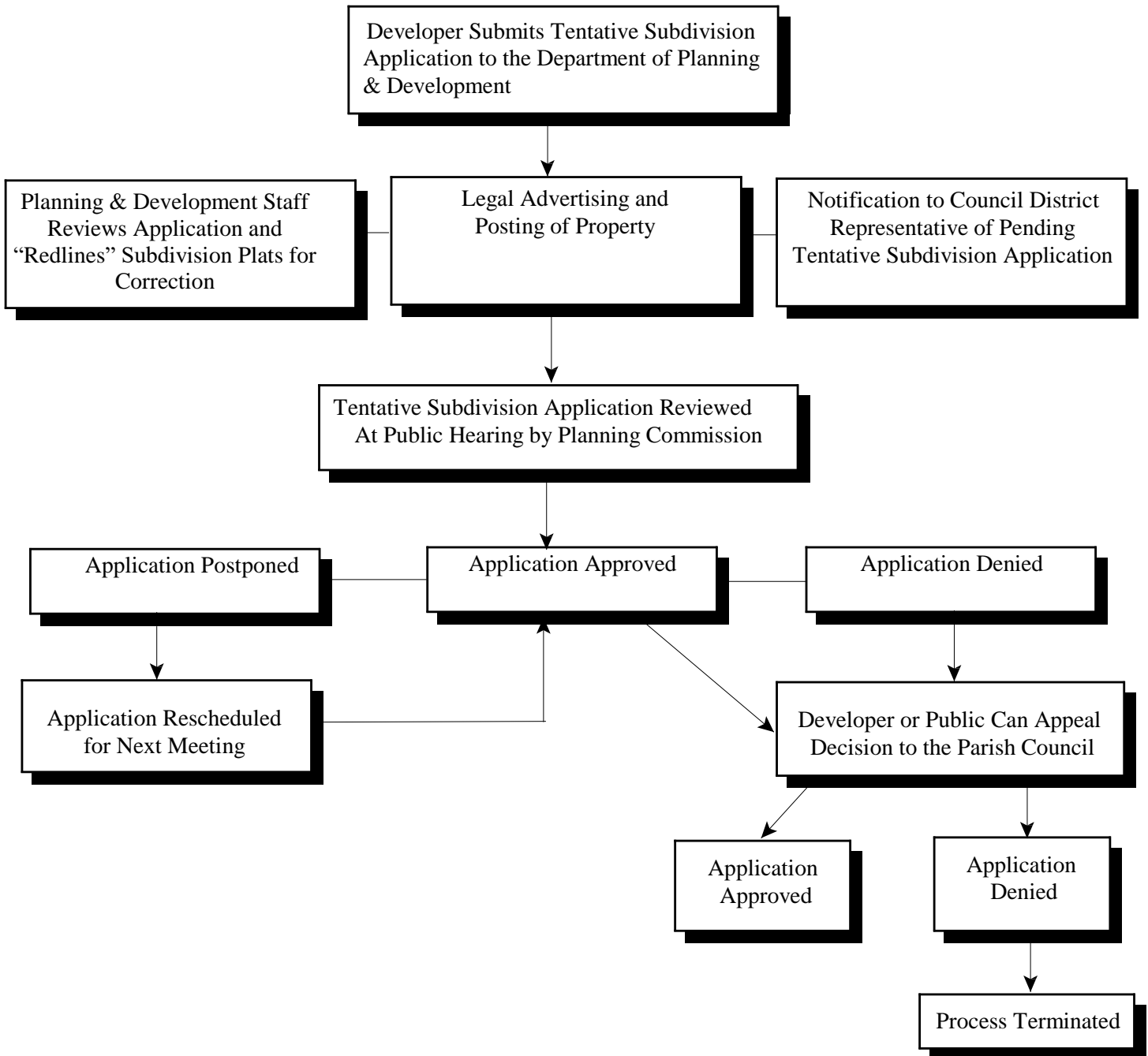
DATE



ST. TAMMANY PARISH

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PARISH PRESIDENT

**PROCEDURAL FLOW DIAGRAM FOR
THE TENTATIVE SUBDIVISION REVIEW PROCESS**





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Revised April 5, 2021

PRELIMINARY SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit a request for Preliminary Plan Review to the Department of Planning & Development in the appropriate format. After the developer is given red line comments and those comments are addressed, the Developer shall submit a minimum of twelve (12) 24" x 36" folded copies of the proposed preliminary subdivision plat, twelve (12) 24" x 36" folded copies of the proposed paving and drainage plan, one (1) 24" x 36" folded full set of plans, and an updated digital submittal. The subdivision plat shall depict the detailed plan of the subdivision by which the construction of the streets, drainage, structure and channels will be executed by the developer.

Subdivision Name and Phase: _____

Section-Township-Range _____

Developer Name/Firm: _____

Developer Address: _____
Street City State Zip Code

Developer Email: _____

Developer Phone No. _____
(Business) (Cell) (Fax)

Engineer Name/Firm: _____

Engineer Address: _____
Street City State Zip Code

Engineer Email: _____

Engineer Phone No.: _____
(Business) (Cell) (Fax)

PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST

Please check the appropriate boxes below to insure that the proper information and documentation for the preliminary subdivision approval process, as well as items to be depicted on the preliminary subdivision plat, have been included with your application:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Preliminary Subdivision Fees - \$70.00 per lot total
(Lot Fee -\$60.00 per lot, Sewer & Water Fees - \$10.00 per lot) | <input type="checkbox"/> 1 - 24" x 36" folded Full Set of Plans - <i>after redline revisions are made</i> |
| <input type="checkbox"/> 1 Full Set of Plans - Digital | <input type="checkbox"/> Coastal Use Permit (if applicable) |
| <input type="checkbox"/> 12 - 24" x 36" folded copies of the Preliminary Plat - <i>after redline revisions are made</i> | <input type="checkbox"/> Interstate land sales compliance letter |
| <input type="checkbox"/> 12 - 24" x 36" folded copies of the Preliminary Paving and Drainage Plan - <i>after redline revisions are made</i> | <input type="checkbox"/> Drainage Impact Study |
| | <input type="checkbox"/> Fill and Grading Statement |

PLAT REVIEW REQUIREMENTS:

- | | |
|--------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Legal description | <input type="checkbox"/> Vicinity map |
| <input type="checkbox"/> Subdivision name | <input type="checkbox"/> Section corner tie, Township, Range |
| <input type="checkbox"/> Total length of streets to be constructed | <input type="checkbox"/> Location of Sewer and Water Facilities |



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PLAT REVIEW REQUIREMENTS CONTINUED:

- Signature lines for parish officials and clerk of court
- Signature lines for developer/owner
- Restrictive covenants
- Typical Street Cross-section detail
- North direction arrow
- Scale of Plat
- Phases within Subdivision
- Existing and Proposed easements
- Information block (zoning, streets, number of lots acreage, maximum block length, average lot size, etc...)
- Minimum height of roadway (+6.0 MSL)
- Ditch/canal profile bottoms not in street ROW
- Flood Zone A,B,C, V to be depicted on Plat
- Building setback lines
- Right-of-way grants (if any)
- Areas subject to inundation (100 year flood)
- Detention pond maintenance: whom (note on plat)
- Dedication Statement including streets, signage, drainage features and greenspace (private or public)
- Right of Way width
- Wetland determination depict lines of demarcation

Preliminary Subdivision Fees to be Paid:

A 3% processing fee will be added to all credit card/e-check transactions as per STP Ordinance No. 18-3961, effective October 5, 2018.

Subdivision Fees

_____ Lots @ \$60.00 per lot.....\$_____

Sewerage & Water Fees

_____ Lots @ \$10.00 per lot.....\$_____

_____ Linear feet of sewerage collection pipe @ \$0.10 per foot.....\$_____

_____ Linear feet of water distribution pipe @ \$0.05 per foot\$_____

_____ Water supply facilities @ \$30.00 per facility\$_____

_____ Sewerage collection treatment facilities @ \$30.00 per facility.....\$_____

Total Amount Paid.....\$_____

Please refer to Section 125-195 “Preliminary Subdivision Review,” and Section 125-196 “Additional Requirements to Preliminary” of Subdivision Regulatory Ordinance Chapter 125 Subdivision Regulations for additional criteria and requirements.

I hereby certify that all information provided relative to the preliminary subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR DESIGNEE
(SIGNATURE)**

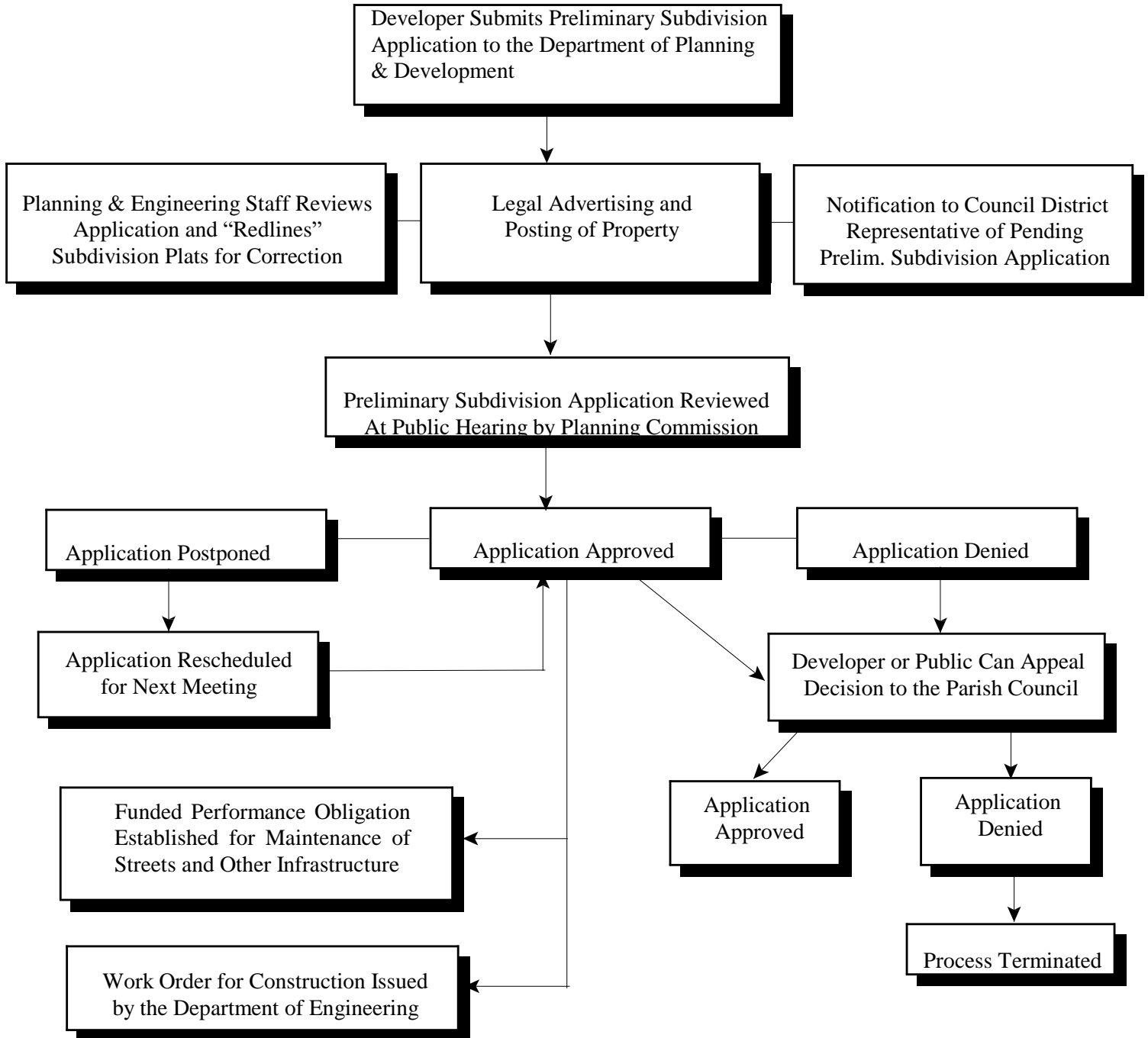
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PROCEDURAL FLOW DIAGRAM FOR THE PRELIMINARY SUBDIVISION REVIEW PROCESS





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Revised April 5, 2021

FINAL SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit a request for Final Plan Review to the Department of Planning & Development in the appropriate format, a minimum of twelve (12) 24" x 36" folded copies of the proposed final subdivision plat, twelve (12) 24" x 36" folded copies of the proposed paving and drainage plan, and one (1) 24" x 36" folded full set of plans. To obtain final subdivision approval, all work must be substantially completed. The subdivision plats must be drawn to scale inclusive of providing all relevant information as described below.

Subdivision Name: _____

Section-Township-Range _____

Developer Name/Firm: _____

Developer Address: _____
Street City State Zip Code

Developer Phone No.: _____
(Business) (Cell) (Fax)

Developer E-mail: _____

Engineer Name/Firm: _____

Engineer Address: _____
Street City State Zip Code

Engineer Email: _____

Engineer Phone No.: _____
(Business) (Cell) (Fax)

FINAL SUBDIVISION SUBMITTAL CHECKLIST

Please check the appropriate boxes below to insure that the proper information and documentation for the final subdivision approval process, as well as items to be depicted on the final subdivision plat, have been included with your application:

- Final Subdivision Fees - \$135.00 per lot total plus a one-time Inspection Fee of \$20.00
1 Full Set of Plans - Digital
12 - 24" x 36" folded copies of the Final Plat
12 - 24" x 36" folded copies of the Final Paving and Drainage Plan
1 - 24" x 36" folded Full Set of Plans
Recordation check for \$175.00 made out to "St. Tammany Parish Clerk of Court" for 12 Recorded Plats
Fill and Grading Statement (if not submitted with Preliminary)
Approved As-Built Plans and Plat in CAD Format



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PLAT REVIEW REQUIREMENTS:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Legal description | <input type="checkbox"/> Boundary Survey with Surveyor’s Signature and Stamp |
| <input type="checkbox"/> Subdivision name | <input type="checkbox"/> Existing and Proposed Easements and Right-of-way |
| <input type="checkbox"/> Section corner tie, Township, Range | <input type="checkbox"/> Existing Street Connections |
| <input type="checkbox"/> Wetland determination - depict lines of demarcation | <input type="checkbox"/> North direction arrow |
| <input type="checkbox"/> Location of permanent markers on each corner lot | <input type="checkbox"/> Phases within Subdivision |
| <input type="checkbox"/> Restrictive Covenants | <input type="checkbox"/> Municipal addresses for all lots |
| <input type="checkbox"/> Dedication Statement including streets, signage, drainage features and greenspace (private or public) | <input type="checkbox"/> Information block (zoning, streets, number of lots, acreage, maximum block length, average lot size, etc...) |
| <input type="checkbox"/> Approval and Recordation Signatures | <input type="checkbox"/> Building setback lines |
| <input type="checkbox"/> Signature lines for parish officials and clerk of court | <input type="checkbox"/> Right of Way width |
| <input type="checkbox"/> Signature lines for developer/owner | <input type="checkbox"/> Flood Zone A,B,C and V to be depicted on Plan |
| <input type="checkbox"/> Typical Street Cross-section detail | |
| <input type="checkbox"/> Location of Sewer and Water Facilities | |
| <input type="checkbox"/> Total length of streets constructed | |

Final Subdivision Fees to be Paid:

A 3% processing fee will be added to all credit card/e-check transactions as per STP Ordinance No. 18-3961, effective October 5, 2018.

Subdivision Fees

_____ Lots @ \$120.00 per lot.....\$_____

Sewerage & Water Fees

_____ Lots @ \$15.00 per lot, plus a \$20.00 one-time inspection fee.....\$_____

Total Amount Paid.....\$_____

Please refer to Section 125-202 “Final Subdivision Review,” of Subdivision Regulations Chapter 125 for additional criteria and requirements.

I hereby certify that all information provided relative to the final subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR DESIGNEE
(SIGNATURE)**

DATE



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PROCEDURAL FLOW DIAGRAM FOR THE FINAL SUBDIVISION REVIEW PROCESS

