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)
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
MICHAEL B. COOPER
PARISH PRESIDENT

DEPARTMENT OF DEVELOPMENT
ENGINEERING

P.O. BOX 628 | COVINGTON | LOUISIANA | 70434 | 985-809-7448
WWW.STPGOV.ORG
ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

Revised January 13, 2020

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: 

<table>
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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Developer Email: ________________________________________________________________

Developer Phone No. 

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Engineer Name/Firm: ________________________________________________________________

Engineer Address: 

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<tr>
<th>Street</th>
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<th>Zip Code</th>
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</table>

Engineer Email: ________________________________________________________________

Engineer Phone No.: 

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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:

- Preliminary Subdivision Fees - **$70.00 per lot total**
  (Lot Fee -$60.00 per lot, Sewer & Water Fees - $10.00 per lot)
- 1 Full Set of Plans - Digital
- 12 - 24” x 36” folded copies of the Preliminary Plat - after redline revisions are made
- 12 - 24” x 36” folded copies of the Preliminary Paving and Drainage Plan - after redline revisions are made
- 1 - 24” x 36” folded Full Set of Plans - after redline revisions are made
- Coastal Use Permit (if applicable)
- Interstate land sales compliance letter
- Drainage Impact Study
- Fill and Grading Statement
- Legal description
- Subdivision name
- Total length of streets to be constructed
- Vicinity map
- Section corner tie, Township, Range
- Location of Sewer and Water Facilities

DEPARTMENT OF DEVELOPMENT-ENGINEERING
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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) ____________________________

DATE ____________________________

DEPARTMENT OF DEVELOPMENT-ENGINEERING
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ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

DEPARTMENT OF DEVELOPMENT-ENGINEERING
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PROCEDURAL FLOW DIAGRAM FOR
THE PRELIMINARY SUBDIVISION REVIEW PROCESS

Developer Submits Preliminary Subdivision Application to the Department of Planning & Development

Planning & Engineering Staff Reviews Application and “Redlines” Subdivision Plats for Correction

Legal Advertising and Posting of Property

Notification to Council District Representative of Pending Prelim. Subdivision Application

Preliminary Subdivision Application Reviewed At Public Hearing by Planning Commission

Application Postponed

Application Rescheduled for Next Meeting

Application Approved

Funded Performance Obligation Established for Maintenance of Streets and Other Infrastructure

Work Order for Construction Issued by the Department of Engineering

Application Denied

Developer or Public Can Appeal Decision to the Parish Council

Application Approved

Process Terminated

Application Denied

Process Terminated
ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT
Revised January 13, 2020

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: __________________________________________

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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Developer Phone No.: _________________________________________

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<th>(Business)</th>
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<th>(Fax)</th>
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</table>

Developer E-mail: ___________________________________________

Engineer Name/Firm: _________________________________________

Engineer Address: __________________________________________

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</table>

Engineer Email: _____________________________________________

Engineer Phone No.: _________________________________________

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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
  (Lot Fee - $120.00 per lot, Sewer & Water Fees - $15.00 per lot)
☐ 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 $185.00 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
PLAT REVIEW REQUIREMENTS:

- Legal description
- Subdivision name
- Section corner tie, Township, Range
- Wetland determination - depict lines of demarcation
- Location of permanent markers on each corner lot
- Restrictive Covenants
- Dedication Statement including streets, signage, drainage features and greenspace (private or public)
- Approval and Recordation Signatures
- Signature lines for parish officials and clerk of court
- Signature lines for developer/owner
- Typical Street Cross-section detail
- Location of Sewer and Water Facilities
- Total length of streets constructed
- Building setback lines
- Right of Way width
- Flood Zone A, B, C and V to be depicted on Plan

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 DATE
(SIGNATURE)
ST. TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT
PROCEDURAL FLOW DIAGRAM FOR
THE FINAL SUBDIVISION REVIEW PROCESS

Developer Submits Final Subdivision Application to the Department of Planning & Development

Planning & Engineering Staff Reviews
Application and “Redlines” Subdivision Plats for Correction, Environmental Services Department Reviews Sewerage and Water Plans

Legal Advertising and Posting of Property

Notification to Council District Representative of Pending Final Subdivision Application

Final Subdivision Application Reviewed
At Public Hearing by Planning Commission

Application Postponed
Application Approved
Application Denied

Application Rescheduled for Next Meeting

Only Developer Can Appeal Decision to the Parish Council

Funded Warranty and/or Performance Obligation(s) Established for Street Maintenance and Other Infrastructure

Application Approved
Application Denied

Subdivision Plat is Recorded for Public Record in Clerk of Courts Office

Process Terminated