

ST. JOHN THE BAPTIST PARISH



102 E. Airline Hwy.
LaPlace, Louisiana 70068
(985) 651-5565

PROCEDURE FOR AN ADMINISTRATIVE RE-SUBDIVISION

1. Complete application, obtain list of abutting property owners, and have application signed and notarized.
2. Attach deed showing legal description of property being re-subdivided.
3. Provide 5 originals of the proposed plat, sealed by the surveyor or engineer. These copies will be used for recording at the Clerk of Court's Office. One original will be returned to you upon it being recorded at the Clerk of Court. (If plat is 11" x 17" or smaller, these 5 copies will be sufficient).
4. The Planning staff and Parish Administration will review application and plat. The applicant or agent may be required to your attend an Administration meeting to discuss the project and answer questions. Administration meetings are held every Wednesday at 10:00 a.m. at 102 East Airline Highway, LaPlace, La. Upon application being submitted someone from Planning & Zoning will inform you if you are required to attend an Administration Meeting.

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ADMINISTRATIVE RESUBDIVISION FEES

CONFIRMED

1. _____ Application complete
Date Received: _____
2. _____ Log Application Number: _____
3. _____ Fees Paid

ADMINISTRATION RESUBDIVISION

1st two lots	\$	50
Each additional lot \$10.00		_____
Recording Fee		75
Technology Fee		10
GIS Update		50
Total	\$	_____

10. Is a variances from the Subdivision Regulations being requested? (Y/N) _____

If so, please describe: _____

11. Are variances from the zoning regulations being requested at this time? Yes / No _____

12. Describe the purposed use: _____

13. List all owners of land immediately adjoining the requested subdivision as their name appears on the Parish assessment rolls and their addresses: (If additional space is required, please provide attached list.)

NAME

ADDRESS

I (We), do hereby understand that this plat and the development of this area shall comply with all the requirements of the State of Louisiana pertaining to the Zoning, Subdividing and Development within St. John the Baptist Parish, State of Louisiana, and that this plat shall not be accepted for review until all required items have been submitted in the proper manner, to the Parish Council, or its duly authorized representative, and all required fees have been paid and receipted by the Parish Council or its duly appointed representative.

(Signature of Owner (s) of property to be subdivided

PARISH OF _____

STATE OF _____

Subscribed and sworn to me this _____ day of _____, 20____

BY: _____

NOTARY PUBLIC