

ST. JOHN THE BAPTIST PARISH



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

PROCEDURE FOR NEW SUBDIVISION & RE-SUBDIVISION OVER 5 LOTS

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. Five lots or less will be approved administratively.
4. Provide 5 copies of the proposed plat, sealed by the surveyor or engineer. These copies will be used for recording at the Clerk of Court's Office. (If plat is 11" x 17" or smaller these 5 copies will be sufficient. If they are larger, 20 additional copies will be needed to submit to board members.)
5. The Planning staff and Parish Administration review application and plat. The applicant or agent may be required to 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.
6. The Parish Utility Board (if required to attend) will review the proposed plat at their regularly scheduled meeting (the third Monday of each month) and makes a recommendation to the Parish Council. Please verify meeting date as it will change if it falls on a holiday.
7. The Planning Commission (if required to attend) will review the proposed plat at their regularly scheduled meeting (the third Monday of each month), which they hold a public hearing, discuss the proposal, and make a recommendation to the Parish Council. Please verify meeting date as it will change if it falls on a holiday.
8. The Parish Council (if required to attend) then reviews the plat along with the recommendations from the various boards and agencies takes one of the following actions:
 - **Approval**
 - **Conditional Approval**
 - **Disapproval**
9. If the re-subdivision is approved, the plats, along with a copy of the ordinance passed by the Council, will be recorded and dispersed:
 - **Owner**
 - **Engineer**
 - **Clerk of Court**
 - **Assessor**
 - **Planning & Zoning Department**

ST. JOHN THE BAPTIST PARISH SUBDIVISION / RESUBDIVISION FEES

CONFIRMED

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



PRELIMINARY

| | | |
|-----------------------|----|-------|
| Advertisement | \$ | 50 |
| Preliminary Plat | | 200 |
| \$5 / lot _____ | | _____ |
| Technology Fee | | 10 |
| Total Preliminary Fee | \$ | _____ |



CONDITIONAL

| | | |
|-------------------------------|----|-------|
| Conditional Plat | | 200 |
| \$20 / lot _____ | | _____ |
| Inspection Fee | | _____ |
| (1.50 / linear ft. of street) | | |
| Technology Fee | | 10 |
| Total Conditional Fee | \$ | _____ |



RESUBDIVISION

| | | |
|--------------------------|----|-------|
| Advertisement | \$ | 50 |
| Prelim/Final | | |
| 1st 2 lots | | 50 |
| \$10 / lot after 2 _____ | | _____ |
| Recording Fee | | 75 |
| Technology Fee | | 10 |
| GIS Update | | 50 |
| Total | \$ | _____ |

FINAL

| | | |
|-----------------|----|-------|
| Advertisement | \$ | 50 |
| Final Plat | | 300 |
| Recording Fee | | 75 |
| GIS Update | | 50 |
| Technology Fee | | 10 |
| Total Final Fee | \$ | _____ |



ST. JOHN THE BAPTIST PARISH



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

SUBDIVISION APPLICATION FORM

DATE: _____ APPLICATION # _____
(In House)

1. SUBDIVISION NAME: _____

2. CLASSIFICATION: Subdivision with Improvements _____
Subdivision without Improvements _____
Redivision of Existing _____

3. TOTAL ACREAGE: _____ NUMBER OF LOTS: _____

4. PROPERTY LOCATION: _____ ZONING DISTRICT: _____

On the _____ side of _____
(N, S, E or W) (Street, Hwy.)

and _____ ft. _____ of _____
(Distance) (N, S, E or W) (Street, Landmark)

5. OWNERS'S NAME: _____ Phone # _____

ADDRESS: _____

6. AGENT'S NAME: _____ Phone # _____

ADDRESS: _____

7. ENGINEER / SURVEYOR'S

NAME: _____ Phone # _____

ADDRESS: _____

8. Was the subdivision ever before the Planning Commission? Yes _____ No _____

If so, when? _____ What approval (s) were given _____

9. Have any changes been made since this plat was last before the Commission ? (Y/N) _____

If so, please describe: _____

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 of land 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