



**ST. TAMMANY PARISH**  
 DEPARTMENT OF PLANNING  
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*Kevin Davis*  
*Parish President*

**MINOR SUBDIVISION REVIEW APPLICATION**

**(FOR OFFICE USE ONLY)**

Case Number: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Fees Due: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ \$ \_\_\_\_\_ Ck# \_\_\_\_\_  
 (Subdivision) (Recordation)

Planning Reviewed: \_\_\_\_\_ Planning Approved: \_\_\_\_\_

Engineering Approved: \_\_\_\_\_ Environmental Services Approved: \_\_\_\_\_

**(OWNER TO FILL OUT)**

Present Zoning Classification: \_\_\_\_\_ No. of Lots or Parcels \_\_\_\_\_

General Location of Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**(OWNER CHECKLIST)**

check box

- Fees: check for \$90.00 per acre (prorated) to a maximum of \$800.00, made out to (St. Tammany Parish) and recordation check for \$57.00 (8 1/2" x 11" or 8 1/2" x 14" sized paper) or \$67.00 (11' x 17" sized paper) made out to the "Clerk of Court".
- Copy of the deed, title or mortgage indicating the owner(s) of the property.
- Ten (10) blue or black line bona fide survey plats of the property to be resubdivided (survey plats must be on either 8 1/2" x 11", 8 1/2" x 14", or 11" x 17" sized paper).
- Copy of the private covenants or deed restrictions, if any.
- Copy of the maintenance agreement signed by the owner for the private drive (an agreement that asserts who will maintain the drive post construction).

**(OWNER(S) MUST SIGN BELOW IN THE PRESENCE OF A NOTARY PUBLIC)**

By my signature below, I hereby certify that all information and documentation submitted to the Department of Planning is true and correct. I further attest to the fact that I am the legal owner of the property in question to be resubdivided as described above. Lastly, I understand that any fraudulent information or documentation submitted to the Department of Planning or any other department relative to my application may result in the delay or denial of said application.

\_\_\_\_\_  
 Property Owner's Name (Signature)

\_\_\_\_\_  
 Property Owner's Address

\_\_\_\_\_  
 Property Owner's Name (Print)

\_\_\_\_\_  
 Property Owner's Address (Print)

Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Property Owner's Phone Numbers

\_\_\_\_\_  
 Date

**BEFORE ME**, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declared unto me, Notary, that they are the owners or duly authorized representatives of the property described herein, and that their signatures were executed freely and voluntary and that they are duly qualified to sign.

**SWORN TO AND SUBSCRIBED**, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

## MINOR SUBDIVISION APPLICATION REQUIREMENTS ST. TAMMANY PARISH

*Pursuant to Section 40-045.0 Minor Subdivision Review, of Subdivision Regulatory Ordinance No. 499, a subdivision of up to five (5) lots, tracts or parcels can be created and reviewed administratively subject to the following application requirements.*

### **Eligibility Requirements:**

In order to be eligible for filing for an administrative minor subdivision review, the following requirements apply:

- a.) The minor subdivision will not result in the creation of more than five (5) lots, tracts or parcels, one of which must have direct frontage on a public road.
- b.) The minor subdivision will not result in the creation of any new public streets, unless said streets met the Parish minimum right-of-way and construction standards for a public street and dedicated to the Parish.
- c.) All lots, tracts or parcels created shall meet the minimum lot size standards for the zoning district in which they are located pursuant to Land Use Ordinance No. 523, **or a minimum of one (1) acre in size**, whichever constitutes the greater size. The calculation for the area of a lot or parcel shall be exclusive of any public street right-of-way or private drive servitude or easement.
- d.) The proposal is in compliance with Section 40.036 Sanitary Provisions, of Subdivision Regulatory Ordinance No. 499.
- e.) The proposal is in compliance with Section 40.037 Drainage, of Subdivision Regulatory Ordinance No. 499.
- f.) Any private drive that services more than one lot, tract or parcel for the purposes of this ordinance must be constructed to the minimum construction standards as set forth within Subsection 40-045.01 Minimum Construction Standards for a Private Drive, of Subdivision Regulatory Ordinance No. 499 (see attached).

### **Application Requirements:**

In order to make application, the following information, documentation and fees must be filed with the Department of Planning:

- Department of Environmental Services Check Sheet completed (attached).  
*Important Note: Unless each parcel you intend to create is at least two (2) acres in size, you may be required to provide community sewerage on your property. Therefore, before expending any funds for the Minor Subdivision process, it is highly recommended that you draw a sketch of the proposed resubdivision of your property and present it along with the attached check sheet to the Department of Environmental Services for their review.*
- Complete the Minor Subdivision Application Form and have notarized (see attached).
- Submit ten (10) blue or black line bona fide survey plats on either 8 ½" x 11", 8 ½"x 14" or 11"x17" sized paper.
- The following information must be provided on the survey plat:
  - a.) Title heading (top-center of survey) depicting that this is a minor subdivision; include the total number of lots, tracts or parcels, the total acreage of the minor

- subdivision, and the section, township and range.
  - b.) Number or letter all lots, tracts or parcels.
  - c.) Provide a name for the private drive (*consult with the 991 addressing officer for the drive name: Alan Pellegrin 985-898-2574*).
  - d.) Total square footage for each lot, tract or parcel including the dimensions.
  - e.) Surveyor's live stamp or seal with signature on all survey plats.
  - f.) Location of any improvements including any and all buildings and structures.
  - g.) Location of any servitudes or easements.
  - h.) Signature lines for the: Secretary of the Planning Commission, Director of Parish Engineering, the Clerk of Court and a map file date
- Provide a copy of the deed, title or mortgage indicating the owner(s) of the property.
  - Provide a copy of the private minor subdivision covenants or restrictions, if any (covenants or restrictions must not be in conflict with parish law, and the parish **WILL NOT** enforce said covenants or restrictions).
  - Provide a copy of a signed maintenance agreement by the owner indicating who will be responsible for maintaining the private drive (a sample copy of a maintenance agreement is attached for consideration).
  - **Fees**: a check should be made out to St. Tammany Parish for \$90.00 per acre up to a maximum of \$800.00 (pro-rated after the first acre); and a check made out to the Clerk of Court for \$57.00 (if survey plats are on 8 ½" x 14" sized paper or smaller) or \$67.00 (if survey plats are on 11" x 17" sized paper).

**Administrative Review and Procedure:**

- a.) Upon the applicant submitting proper application, the Director of the Department of Planning 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 Departments of Engineering and Environmental Services for their review and comments, if applicable.
- c.) Upon granting approval of the application, the applicant must then coordinate the construction and drainage requirements for the private drive with the Department of Engineering.
- d.) Once the construction and drainage improvements for the private drive have been completed and approved by the Department of Engineering, the minor subdivision plat shall be recorded for public record within seven (7) days from the date of said approval. Copies of the recorded plat shall be forwarded to the applicant's surveyor, unless instructed otherwise in writing by the applicant.
- e.) In the event that the application is denied, due to the fact that an applicable regulation cannot be met, the applicant may appeal the decision by requesting a public hearing before the St. Tammany Parish Planning Commission pursuant to Section 40-100.0 **Waiver of Regulations**, of Subdivision Regulatory Ordinance No. 499.

**SUBDIVISION REGULATORY ORDINANCE NO. 499**

**Sec. 40-045.01 Minimum Construction Standards for a Private Drive**

1. If a private drive accesses more than one lot, tract or parcel, the following minimum construction standards shall apply:
  - a. An owner(s) who creates a private drive to access more than one (1) lot, tract or parcel, but not more than five (5), shall dedicate through title, deed and or covenant, a perpetual servitude of access (private drive) with a minimum width of thirty-five (35') feet.
  - b. The actual driving surface shall be a minimum of twenty (20') feet in width with two (2') foot shoulders on each side of the drive with five and a half (5 ½') feet on each side of the shoulders devoted to ditching/drainage and or utilities.
  - c. The drive shall be constructed with suitable compacted subbase materials and overlaid with an aggregate material (i.e. shell, gravel, limestone, three-course treatment, asphalt, concrete, etc...) that is acceptable to the Department of Engineering.
  - d. In order to provide adequate drainage, a ditch or ditches shall be constructed on either one or both sides of a private drive in accordance to the standard practices adopted and utilized by the Department of Engineering.
2. Plans for the construction of the private drive and drainage must be submitted to the Department of Engineering for review and approval prior to the initiation of work.
3. After the private drive has been constructed and drainage improvements made, the responsible owner(s) shall contact the Department of Engineering for a final inspection of the work performed.
4. Once the private drive has been constructed and all drainage improvements completed and approved by the Department of Engineering, then, and only then can the minor subdivision be recorded for public record in the Clerk of Courts Office and the lots sold or donated.
5. The owner(s) selling or donating lots or parcels to others shall be solely responsible for establishing a maintenance agreement specifying the entity or entities whom shall provide maintenance and upkeep for the private drive. Copies of the agreement must be provided to the departments of Engineering and Planning for their files.
6. A private drive cannot under any circumstances be dedicated as a public right-of-way unless said drive is upgraded to meet the definition and standards of a "private street" or "public street" pursuant to Subdivision Regulatory Ordinance No. 499.
7. Only one primary private drive shall be permitted per each minor subdivision.  
*(Section 40-045.0 & Subsection 40-045.01 created per Ordinance No. 05-1065, adopted March 3, 2005)*