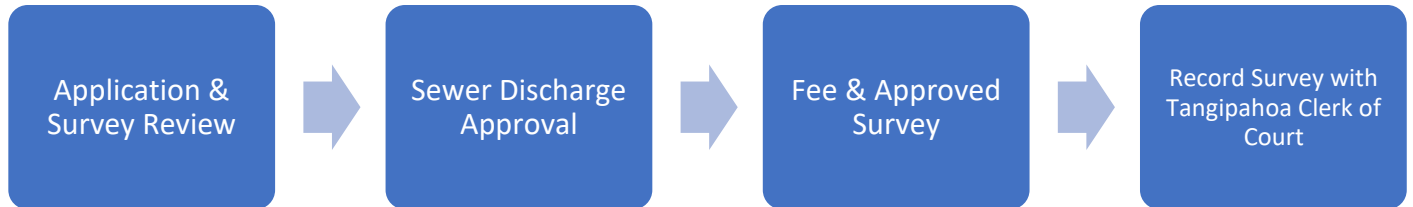


Mini Partition Procedures



Application Requirements-

- _____ 1. Application
- _____ 2. Deed/Proof of Ownership
***IF property is in heirship, succession will be required to determine legal ownership
- _____ 3. Survey checklist
- _____ 4. Approved Sewer Discharge Verification

***Planning Department has the right to ask for additional information

Approval-

- Sewer Discharge application can be emailed to: clerks@tangipahoa.org
 - Copy of proposed survey
 - Copy of ownership/deed
- Surveys are encouraged reviewed prior to approval and can be emailed to: planning@tangipahoa.org
 - Copy of proposed survey
 - Copy of ownership/deed
- Once all above items have been received and survey has been reviewed/approved, the Parish Planning Department keeps 1 copy of the survey and returns all other approved copies to applicant.
- Bring approved signed copy of survey to the Tangipahoa Clerk of Court for filing.

***Please note the Parish regulations could change so it's imperative the survey gets recorded as soon as possible to ensure your approval will remain valid.

Mini Partition Survey Checklist (2-4 lots max)



Partition Name: _____
Surveyor must initial each box/line of this survey checklist to confirm the required item is on the survey being submitted.

.....

1. _____ Name of current property owner as mini partition name (ie, John Smith Mini Partition)
2. _____ Legal description of entire tract or clerk of court book/page
3. _____ Vicinity Map
4. _____ Flood Zone Line, Flood Zones, Map Panel Information & Date
5. _____ Total Number of Lots
6. _____ Total Acreage
7. _____ Lot Name with dimensions and total acres/square footage per lot
8. _____ Road frontage with identified ROW boundaries or existing servitude as frontage
9. _____ Setbacks labeled or noted on plat
10. _____ Approval signature line for Planning Department Representative
11. _____ Required Statement(s) as applicable

a. _____ **Statement for lots created on New ROW's for Private Roads**, as per *Section 36-89 (d)(2)*: Each lot's plat must state any new private road will not be accepted into the parish maintenance system unless brought up to current parish construction specifications. It shall be noted on each lot's plat that it shall be the responsibility of the property owner/owners residing along the private roadway to maintain said road.

b. _____ Statement for New Private Roads, as per Section 36-90 (b)(4): Any newly created right-of-way or private Road dedicated for a mini partition that does not meet parish specification for road construction will not be accepted into the parish maintenance system.

Road Frontage Access Requirements-As per Section 36-90(a)(2) Frontage. Lots shall have a minimum road frontage of 125 feet on either a public road, existing private road as recorded with the parish's 911 office, existing permanent access right-of way, easement, or servitude recorded at the office of parish clerk of court, or new private road, or right-of-way as approved for certain uses in these standards.

Lot Size Requirements-As per Section 36-90 (a)(3) Total Square footage. Residential minor partitions. Lots shall have a minimum total square footage of 21,780 square feet or one 1/2 acre.

Setback Requirements-As per Section 36-89 (a)(c)-Setbacks. Side and rear setbacks shall be ten feet from all lots not otherwise specified in these standards or identified on original plats for existing lots of record.

I CONFIRM THE ABOVE REQUIRED ITEMS ARE LISTED ON THE SURVEY- In accordance with state law LA R.S. 33:5051 and Tangipahoa Parish Code of Ordinances Section 36.

Signature

Date

.....

OFFICE USE ONLY:

ACCEPTED BY: _____ **DATE:** _____



15485 CLUB DELUXE ROAD
HAMMOND, LA 70403
OFFICE: (985) 543-4175
CLERKS@TANGIPAHOA.ORG

SEWER DISCHARGE VERIFICATION

(As per Title 51, Chapter 13 of Louisiana State Sanitary Code)

Complete this form for **Administrative Approval of MINOR PARTITIONS**. *Email this form and a copy of the survey to clerks@tangipahoa.org* for a site inspection. This must be approved **BEFORE** they surveys can be signed by the Planning Department.

Partition name: _____ Date: _____

Circle type of partition: Mini; Small; Commercial; or Lot Line Amendment

Property address/road: _____ City: _____

Total acreage: _____ Total lots to be created/amended: _____

Directions to site:

Applicant's name: _____

Applicant's email: _____ Cell: _____

FOR OFFICE USE ONLY:

Sanitarian verified by: _____ Date inspected: _____

Approved or Denied – If denied, state reason below:

Complete this section if resubmitted because application was originally denied-

Sanitarian verified by: _____ Date inspected: _____

Approved or Denied – any additional comments:

Move here.

Mini & Small Partition & Lot Line Revision Application



Check type of development applying for below:

Mini (2-4 lots) Small Partition (5-8 lots) Lot Line Revision

.....
Please type or print all information below: An incomplete application will not be accepted:

OWNER(s)

APPLICANT (if different from Owner)

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ ST _____ ZIP _____

City: _____ ST _____ ZIP _____

Phone: C _____ Wk _____

Phone: C _____ Wk _____

Email: _____

Email: _____

.....
PROPERTY INFORMATION

Location (Hwy/Rd) _____

City: _____ ST _____ Zip _____

Assessment: # _____ Acreage (total) _____ Lots: _____

Section (s) _____; Township: _____; Range: _____

.....
SURVEYOR or ENGINEER INFORMATION

Company Name: _____

Engineer: _____ Surveyor: _____

Phone: Wk: _____ Cell: _____ Fax: _____

Email: _____

*I am requesting approval to development the above referenced parcel of property into **a development** as represented on the attached survey plat. I attest that all required minimum standards are met and information I have provided to be true and accurate. I certify that I am the legal owner of this property or have been designated by the owner, as per accompanying affidavit or contract, to make this request on owner's behalf.*

Signature

Date

Print name here if different than Owner: _____

Fee: \$200 + (\$50 x _____ lots/unit) = \$ _____ Paid by: Cash C/C Check (#) _____

Lot Line Revision – NO FEE

.....
OFFICE USE ONLY:

ACCEPTED BY: _____ DATE: _____

DATE 1st REVIEWED BY TRC: _____

APPROVED BY: _____ TRC _____ PC APPROVAL DATE: _____

COMMENTS: _____ FEE: N/C

RS 33:5051

CHAPTER 15. PROPERTY OWNERS

§5051. Platting land into squares or lots before sale; filing map of land; limitations on dedications

A. Whenever the owner of any real estate desires to lay off the same into squares or lots with streets or alleys between the squares or lots and with the intention of selling or offering for sale any of the squares or lots, he shall, before selling any square or lot or any portion of same:

(1) Cause the real estate to be surveyed and platted or subdivided by a licensed land surveyor into lots or blocks, or both, each designated by number.

(2) Set monuments at all of the corners of every lot and block thereof.

(3) Write the lot designation on the plat or map, and cause it to be made and filed in the office of the keeper of notarial records of the parish wherein the property is situated and copied into the conveyance record book of such parish, and a duplicate thereof filed with the assessor of the parish, a correct map of the real estate so divided.

B. The map referenced in Subsection A of this Section shall contain the following:

(1) The section, township, and range in which such real estate or subdivision thereof lies according to government survey.

(2) The dimensions of each square in feet, feet and inches, or meters.

(3) The designation of each lot or subdivision of a square and its dimensions in feet, feet and inches, or meters.

(4) The name of each street and alley and its length and width in feet, feet and inches, or meters.

(5) The name or number of each square or plat dedicated to public use.

(6) A certificate of the parish surveyor or any other licensed land surveyor of this state approving said map and stating that the same is in accordance with the provisions of this Section and with the laws and ordinances of the parish in which the property is situated.

(7) A formal dedication made by the owner or owners of the property or their duly authorized agent of all the streets, alleys, and public squares or plats shown on the map to public use.

C. Formal dedication of property as a road, street, alley, or cul-de-sac shall impose no responsibility on the political subdivision in which the property is located until:

(1) The dedication is formally and specifically accepted by the political subdivision through a written certification that the road, street, alley, or cul-de-sac is in compliance with all standards applicable to construction set forth in ordinances, regulations, and policies of the political subdivision, which certification may be made directly on the map which contains the dedication; or

(2) The road, street, alley, or cul-de-sac is maintained by the political subdivision.

Amended by Acts 1962, No. 34, §1. Acts 1988, No. 367, §1; Acts 1988, No. 510, §1; Acts 1995, No. 666, §2.