

Apartments-Rental Houses (4 OR LESS-In House)

DEFINITIONS: (for the purpose of this requirement)

Apartment/Rental House-This housing type is commonly duplex or a multi-family building (but can be single-family rent houses) in which multiple units are located on one common parcel and have one owner. Apartment units are typically rented. **Building**- The area under one roof that contains one or more single family units. (Separate units attached by breeze way or ways other than a common wall is not considered one building.)

Units-The area within the building designated for a single-family residence. **House**-One single-family building, **Duplex**-2 units within 1 building, **Tri-plex**-3 units within 1 building, **4-plex**-4 units within 1 building

REQUIREMENTS:

1. No more than 4 units on a recorded parcel or on multiple adjacent parcels under same ownership, including a LLC or partnership in a LLC. *More than 4 units shall obtain approval through the Planning Commission and follow the requirements for Apartments in the Subdivision Regulations.
2. **Survey**: Legal survey of property that the structures will be placed on. There can be no other livable structures on this parcel, including Manufactured Homes. (Any other structures will be included as one of the four)
3. **Proof of Ownership**: Legal recorded copy will be required. (Mortgage/Cash Deed, Donation, etc.)
4. **Lots Size**: Minimum lot size shall be as follows: **House-one half acre per unit. Duplex-one acre per building. Tri-plex-1½ acres per building. 4-plex-two acre per building.**
5. **Frontage**: Minimum frontage is 125' on an existing public maintained road.
6. This approval does not require filing of plats.

INSTRUCTIONS:

1. Sketch the proposed location of structures on a copy of the survey. (Include all existing structures)
2. Send a "Request for Preliminary Determination of LPDES" to LA-DEQ (form attached). A response letter from DEQ will be required before LDH-*Louisiana Department of Health* will give approval.
3. Although approval will not be given until a response letter from DEQ is obtained, you may want to bring 1 copy of the original survey and a sketched copy to LDH-*Louisiana Department of Health* at 15485 Club Deluxe Road-Hammond to verify that the sewer discharge will comply with State Sanitary Code. (3-5 day time frame) This may help expedite your wait time.
4. When the information is compiled from above, bring the following to the Planning Department for final approval:
 - a) Recorded survey-Copies are ok as long as recordation data is attached.
 - b) Sketched copy of survey showing structures (proposed and existing)
 - c) Completed application
 - d) Sewage Discharge Verification from LDH-*Louisiana Department of Health*
 - e) Proof of ownership or deed for entire parcel before being divided
 - f) Fee of \$10.00 per unit plus \$200.00 review fee
5. The Planning Department may be able to approve while you wait, if not, you will be notified when approved.
6. The Planning Department will forward a final approval to LDH-*Louisiana Department of Health* and Permit Offices so that permits can be issued.

***If you have intentions to do more than 4 units, you should follow the Apartment Complex Requirements in the Subdivision Regulation Book.**

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NAME OF DEVELOPMENT: _____

TYPE: (Single house/duplex/triplex/four-plex) _____

TOTAL ACREAGE OF PARCEL: _____ **NUMBER OF UNITS:** _____

LOCATION: _____

CITY: _____

OWNER OF PROPERTY: _____

OWNERS ADDRESS: _____

OWNERS PHONE NUMBER: _____ **CELL:** _____

Office Use:

SEC: _____ **T-**____ **-S** **R-**____ **-E**

DATE SUBMITTED: _____

FEE: \$200.00 + (\$10.00 x _____ units) = \$ _____

Paid by: Check _____ **Cash** _____ **C/C** _____