

MINI PARTITIONS (4 LOTS OR LESS)

Mini Partition-A division of property into 4 lots or less (including parent tract) and all lots will front on an existing publicly dedicated street or highway.

Existing Private Road is a private road that leads to a public road, that has been built and used for access for a minimum of 5 years and has a 30' min. recorded easement for access.

REQUIREMENTS:

1. Property may be divided into no more than 4 lots.
2. Only 1 mini partition can be created on a parent tract (up to 4 lots) No further mini partitions can occur by that developer or affiliates of the developer. (LLC., family, etc.)
3. Recorded proof of ownership (Mortgage/Cash Deed, Succession, Donation, etc.)
4. Minimum lot size shall be **21,780** square feet, with a minimum **125'** frontage. (For community sewage, such as City sewer or Sewer District- minimum **80'** frontage and minimum **80'** depth with the total square footage being no less than **9600** square feet.
5. If sewage is to drain to easement (existing private roads) the easement must be dedicated for sewage, and functional ditches must be in place draining to a parish-maintained ditch or lateral, or a statement on the plat: "*Sewer will not be permitted until functional ditches are in place and approved by LDH-Louisiana Department of Health.*" (35' may be required for sewer purposes.)
6. Divisions on private roads shall not be further divided until road is upgraded to parish standards.
7. Fee is \$200 review fee plus \$50 per lot

PLATS MUST INCLUDE:

- a) Plats must be 11 x 17 (4 original plats/surveys minimum)
- b) Name of Partition
- c) Name of Owner
- d) Vicinity map
- e) Total lots listed
- f) Total acres listed
- g) Lot dimension and total footage (bearings and distances)
- h) Proof of ownership or deed for entire parcel before being divided
- i) Signature line for Parish Planner

If private road: "*After this property division, no further division is allowed until the private road is upgraded to parish standards*"

If applicable: "*Sewer will not be permitted until functional ditches are in place and approved by LDH-Louisiana Department of Health.*"

INSTRUCTIONS:

1. Divide property as per requirements (Licensed Surveyor/Engineer)
2. Bring 1 copy of plat to LDH-Louisiana Dept. of Health at 15485 West Club Deluxe Road-Hammond to verify that the sewer discharge will comply with State Sanitary Code. (3-5day time frame)
3. When Sewer Discharge Verification is received, bring the following to planning for final approval:
 - a) 4 original plats/surveys
 - b) Completed application
 - c) Sewer Discharge Verification from LDH- Louisiana Department of Health."
 - d) Proof of ownership
 - e) Fees- \$50.00 per lot plus \$200.00 review fee
4. The Planning Department may be able to review and approve while you wait, if not, you will be notified once reviewed. Fees are due at this time.
5. Once approved a plat must be filed with the Clerk of Court Office at either location: **Hammond**-318A NW Railroad Avenue or **Amite**-206 North Myrtle Street.
6. Return the recording page to the Planning Department either in person, fax, by mail, or email. When received, we will forward final approval to LDH-Louisiana Department of Health, so permits can be issued.)

Tangipahoa Parish Planning Department
15485 West Club Deluxe Road Hammond, LA 70403



985-340-9028 phone
985-340-9029 fax

MINI PARTITION APPLICATION

NAME OF PARTITION: _____

LOCATION: _____

CITY: _____

OWNER OF PROPERTY (if different): _____

OWNERS ADDRESS: _____

OWNERS PHONE NUMBER: _____ CELL: _____

NAME OF SURVEYOR/ENGINEER: _____

TOTAL ACREAGE OF SITE: _____

NUMBER OF LOTS: _____

Office Use:

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

DATE SUBMITTED: _____

DATE FILED: _____

FEE: \$200.00 + (\$50.00 x _____ lots) = \$ _____

Paid by: Check _____ Cash _____ C/C _____

