

SMALL DEVELOPMENT (up to 8 LOTS)

DEFINITION: A division of property with more than 4 lots, but not exceeding 8 lots fronting on an existing publicly maintained street or state highway.

Private Road is an existing maintained private road leading to a public road with a recorded 30' easement for access.

REQUIREMENTS:

1. **LOTS-** 5 to 8 lots.
2. **WETLANDS-** Jurisdictional determination letter and map designating any wetlands and a disclaimer stating that the developer will take full responsibility for and COE issues related to wetland in the development and must be signed by a witness.
3. **SWPPP-** (Storm Water Pollution Prevention Plan) along with some form of DEQ submittal verification.
4. **LOT SIZES-** Lots having individual sewage shall have a minimum square footage of **(21,780)** with a minimum of **(125')** road frontage and community sewage shall have a minimum square footage of **(9600)** with a minimum of **(80')** road frontage. All lots of this type must be on an existing public maintained road.

If private road: Tracts can be divided as follows:

* 4 acres or less can be divided into parcels/lots of 21,780' with 125' frontage.

* 04-10 acres can be divided into parcels of 80,000 sq. ft. with 200' frontage.

* 10-20 acres can be divided into 4 acre parcels/lots with 200' frontage.

* 20-35 acres can be divided into 5 acre parcels/lots with 250' frontage.

* 35-60 acres can be divided into 6 acre parcels/lots with 300' frontage.

* 60+ acres can be divided into 10 acre parcels/lots with 400' frontage.

***These large parcel developments are not required to submit Wetlands, Drainage Plan and SWPPP (Ord. 07-66)**

Frontage must be on private road and if sewage is to drain to easement, 35' may be required and the easement must be dedicated for sewage and *functional ditches* must be in place draining to a parish-maintained ditch or lateral. Divisions on private roads shall not be further divided until road is upgraded to parish standards.

5. **Comprehensive Drainage Plan.**
6. **Proof of Ownership-** legal recorded is required. (Mortgage/Cash Deed, Donation, etc.)
7. **Specification for plat layout:** Plat size: 24 x 36 (6 original plats/surveys required)
 - a) Name of partition
 - b) Name of Owner/Developer
 - c) Vicinity map
 - d) Total lots
 - e) Total acres
 - f) Lot dimension and total footage
 - g) Legal description of entire tract
 - h) Lots bearing and distances
 - i) Signature line for Parish Planner
 - j) Flood Zones and Panel Information
 - k) If private road, statement on plat must read, "No further division is allowed until the private road is upgraded to parish standards."

INSTRUCTIONS:

1. Divide property as per requirements (Licensed Surveyor/Engineer)
Bring 1 copy of plat 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) (985-543-4175)
2. If you are located in the Drainage District, bring 1 plat with drainage plan to the Drainage District Administrator at 48571 Hwy 51-Tickfaw to obtain approval letter. (985-542-4292)
3. When these letters are received, bring the following to the Planning Department for final approval:
 - a) 4 original plats/surveys
 - b) Completed application
 - c) Sewer Discharge Verification letter from LDH-*Louisiana Department of Health*
 - d) Proof of ownership or deed for entire parcel before being divided
 - e) Drainage District (if applicable)
 - f) Wetland Jurisdictional Determination letter and map designating any wetlands and disclaimer
 - g) SWPPP-Storm Water Pollution Prevention Plan and proof of submittal
 - h) Pay fee: \$50.00 per lot plus \$200.00 review fee
4. The Planning Department may be able to review and approve while wait, if not, you will be notified once reviewed. Fees are paid 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 in person, fax, by mail, or email. When received, we will forward final approval to LDH-*Louisiana Department of Hospital*, so permits can be issued.

TANGIPAHOA PARISH PLANNING DEPARTMENT-15485 W. Club Deluxe Road, Hammond- 985-340-9028

SMALL DEVELOPMENT APPLICATION

NAME OF PARTITION: _____

LOCATION: _____

CITY: _____

OWNER OF PROPERTY: _____

OWNERS ADDRESS: _____

OWNERS PHONE NUMBER: _____ CELL: _____

NAME OF SURVEYOR/ENGINEER: _____

CONTACT FOR SURVEYOR/ENGINEER: PHONE: _____ FAX: _____

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 _____

