DIVISIONS FOR MORTGAGE PURPOSES ONLY

REQUIREMENTS:

1. LOTS- No more than 2 Lots can be created.
2. LOT SIZES-Minimum size requirements are as follows: (T.P. Ord. 16-18).
   A. Total square footage -
      i. Lots with individual sewer shall have a minimum total square feet of 21,780’ or ½ acre.
      ii. Lots with community sewer shall have a minimum total square feet of 9800’.
          Exception: Divisions for Utility placement do not have specific size requirements.
   B. Frontage -
      i. Lots shall have a minimum frontage of 80’ on either a public road, private road (as defined
         in these standards) or right of ways approved for certain uses in these standards. NOTES:
         Original parcels that are 3 acres or more may be divided into 4 lots or less on a 60’
         easement dedicated for access, utilities and sewage and leading to a Parish maintained
         road. (T.P. Ord No. 08-36).
          Exception: Lots that obtain access at the dead end of a road or right of way shall
          have no minimum frontage required.
   C. Width -
      i. The average lot width shall be 125’
          Exception: The average width shall be waived for lots that are; 1 acre or greater
          AND no more than 2 lots are created.
3. Proof of Ownership-legal recording required. (Mortgage/Cash Deed, Act of Donation, etc.)
4. Sewer Discharge Verification - 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)
5. If Access Easement is needed to be 35’ Right of Way labeled for: Access, Drainage,
   Utilities and Sewage and a statement stating: "This right-of-way does not meet parish
   specifications for road construction and will not be accepted into the Parish Maintenance
   System until it is brought to Parish standards."

The specification for plat layout is below.. Plat size must be printed on 11 x 17 paper or larger.
Four (4) original plats/surveys are required to be provided with Licensed Surveyor stamps.

<table>
<thead>
<tr>
<th>Plat Title must read “Mortgage Purposes Only”</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Name of Owner as Mini Partition</td>
</tr>
<tr>
<td>b) Legal description of entire tract</td>
</tr>
<tr>
<td>c) Vicinity map</td>
</tr>
<tr>
<td>d) Total number of lots</td>
</tr>
</tbody>
</table>

INSTRUCTIONS:
Once you have obtained all of the above documentation, bring the following to the Office of Community
Development - Planning Department to submit for approval:
   a) Completed application
   b) 4 original plats/surveys
   c) Sewer Discharge Verification letter from LDH-Louisiana Department of Health
   d) Proof of ownership or deed for entire parcel before being divided

FEES: No charge

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IN HOUSE APPLICATION

NAME OF PARTITION:

Circle type of division applying for below:

Family Partition  Mini Partition  Small Development  Mortgage  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 ____________

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 divide the above referenced parcel of property into ________ (#) newly created lots of record as represented on the attached survey plat. I attest that all required minimum standards 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: ____________________________

*****************************************************************************

OFFICE USE ONLY:

APPROVED BY: ____________________________ DATE: ____________________________

DATE FILED: ____________________________

FEE: N/C
FEE: $200 + ($50.00 x _____ lots) + $ ______

Paid By: ____CASH  ____C/C  ____CHECK (#____)

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