DEFINITIONS:

Family Partition- The division or subdivision of any lot, tract, or parcel of land by act(s) of partition among co-her or from a parent to a child or a child to a parent or a sibling to a sibling by donation, consideration and or other approved means. For purposes of this definition, a child includes grandchildren and stepchildren.

REQUIREMENTS:

1. Lots must have 21,780 square feet and a minimum 125' frontage for individual sewage and minimum 80' frontage and minimum 80' depth with the total square footage being no less than 9600 square feet for Community sewage. 
   (Exception: Lots that obtain access at the dead end of a road or right-of-way shall have no minimum frontage required.)

2. A minimum 35' right-of-way for (road, drainage, utilities and sewage) must be provided. Property can be divided to the center of the road, but the right-of-way must be kept free of construction or fence. If this right of way is to be used to drain sewage, functional ditches must be in place and must drain to a parish-maintained ditch or lateral at time of inspection. Any right-of-way dedicated for a Family Partition, that does not meet parish specifications for road construction, will not be accepted into the Parish Maintenance System. This statement shall be added to the property deed of the family partition and recorded.

3. Proof of Ownership: Legal document is required. (Mortgage/Cash Deed, Donation, Succession, etc.)

4. Notarized affidavit is required. This affidavit shall specify the relationship of recipient to donor and specify which tract each individual will receive and also if the owner of the property will retain ownership of the remaining parcel.

5. No parcel of family property may be sold for 2 years after the approval date of partition. Special hardship cases will be considered on a case-by-case basis.

6. Plats must include: (4 original plats minimum)
   a) Family Name on plat. (First and Last) Ex: Plat created by John Doe would be titled "Doe Family Partition"
   b) Location c) Total acres d) Total lots e) 35' Right of Way labeled for: Access, Drainage, Utilities and Sewage
   f) Signature lines Community Development Representative (Ord-18-61: Adopted-10-22-2018) g) The following statements on plat: "This plat represents a Family Partition and may not conform to parish subdivision regulations and no parcel of this division may be sold for 2 years from approval date." and if applicable, "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."

INSTRUCTIONS:

1. Divide property as per requirements (Licensed Surveyor/Engineer)

2. 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)
   *Also during this time, you may want to bring 1 copy of the survey to a Notary/Attorney to obtain an affidavit drawn as per requirements above.

3. When Sewer Discharge Verification is received, bring the following to the Planning Department for final approval:
   a) 4 original plats/surveys
   b) Completed application
   c) Notarized Affidavit
   d) Proof of ownership or deed for the entire parcel before being divided

4. The Planning Department may be able to approve while you wait, if not, you will be notified when approved.

5. Once plats are approved you shall take and file plat with Clerk of Court located in Hammond-318A NW Railroad Avenue or Amite-205 N. Myrtle Street.

6. Return the Recording page to the Planning Department in person, by mail, fax or email. When received, we will forward approval to LDH-Louisiana Department of Health so that permits can be issued.

7. FEE: N/C
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: __________________________

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OFFICE USE ONLY:

APPROVED BY: __________________________ DATE: __________________________

DATE FILED: __________________________

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

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

Rev 8.05.19 BB