MINI PARTITIONS APPLICATION (4 Lots or Less)

Mini Partition - A division of an original parcel of property into no more than 4 newly created lots or less. All lots will front on either an existing publicly dedicated street/highway, on a recorded private road or by creating a 60’ dedicated easement (stipulations apply to be able to create this 60’ easement). Only ONE (1) mini partition can be created by original owner/developer on any tract that’s created by mini partition. No further mini partitions of can occur on these tracts by that developer or affiliates of the developer. (LLC., family, etc.) (T.P. Ord. No 08-36).

1. LOTS - 2 to 4 lots.
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 footage of 21,780 feet or ½ acre.
      ii. Lots with community sewer shall have a minimum total square footage 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)

The specification for plat layout is below. Plat size must be printed on 11 x 17 paper or larger.

| a) Name of Owner as Mini Partition | e) Total acreage |
| b) Legal description of entire tract | f) Lot dimension and total footage per lot |
| c) Vicinity map | g) Flood Zones and Panel Information |
| d) Total number of lots | h) Signature line for Community Development Representative |

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: Must be paid at time of submittal,
   $200.00 review fee, plus
   $50.00 per lot created

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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: ___________________________

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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 (#___)

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