SMALL DEVELOPMENT APPLICATION

This type of development is a division of property with more than 4 lots, but not exceeding 8 lots fronting on an existing publicly maintained roadway (parish road or state highway). Such developments may be approved without having to be presented to the Planning Commission, but upon signature of Community Development Representative and Parish Engineer. Parcels in a Special Flood Hazard Area will also require Floodplain Administrator signature for approval.

1. **LOTS (T.P. Ord 08-01)** - 5 to 8 lots and **LOT SIZES (T.P. Ord 16-18)** - Minimum size requirements are as follows:
   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.
      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.

2. **Wetlands (T.P. Ord 16-18)** – One of the following is required to be submitted:
   A. Jurisdictional determination letter with map designating any wetlands, **OR:**
   B. Permit from United State Army Corps of Engineers stating parcel with map designating any wetlands has been mitigated.

3. **SWPPP (T.P. Ord 08-08)** - (Storm Water Pollution Prevention Plan) with proof of DEQ submittal verification.

4. **Comprehensive Drainage Plan (T.P. Ord 04-43)** – detailing where sewer effluent will be and how drainage will be received by a publicly maintained waterway. NOTE - 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)

5. **Sewer Discharge Verification (T.P. Ord 08-24)** - 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)

**Specification for plat layout:** Plat size: 24 x 36. Four (4) original plats/surveys are required to be provided with Licensed Surveyor/Engineer stamps.

| a) Name of Small Development partition | g) Legal description of entire tract |
| b) Name of Owner/Developer | h) Lots bearing and distances |
| c) Vicinity map | i) Signature line for Community Development Representative |
| d) Total number of lots | j) Flood Zones and Panel Information |
| e) Total acreage | k) Wetlands as designated by ACoE |
| f) Lot dimension and total footage per lot | l) Drainage and Sewer layouts |

**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 (Mortgage/Cash Deed, Donation, etc.) documents for entire parcel before being divided  
e) Drainage Plan for review by Parish Engineer or if applicable, Drainage District Approve Letter  
f) Wetland Jurisdictional Determination Letter or Permit if Wetlands are Mitigated  
g) SWPPP-Storm Water Pollution Prevention Plan and proof of submittal  

**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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