Procedures for Administrative Approval for Apartments/Rental Units

DEFINITIONS: (for the purpose of this requirement)

Apartment/Rental Units - This housing type is commonly duplex or a multi-family building (but can be single-family rent houses) in which multiple units are located on one common parcel and have one owner.

Building - The area under one roof that contains one or more single family units.

Units - The area within the building designated for a single-family to reside in.

House - One single-family building,

Duplex - Two (2) single-family units within one (1) building.

REQUIREMENTS:
1. Minimum lot size shall be one half (½) acre per unit or one (1) acre can have ONE Duplex building or two separate structures to be approved by planning department.
2. Amount Approvable will be no more than 2 units on one (1) recorded parcel (lot) of record or a total of 2 units on 2 separate adjacent lots of record under same ownership, including partnerships in a LLC.
3. Legal survey of property must be submitted showing where the structures will be placed. There can be no other Unit structures on this parcel, including Manufactured Homes. (Any other Unit structures will be included in the total allowable count)
4. Proof of Ownership Legal recorded proof will be required. (Mortgage/Cash Deed, Donation, etc.)
5. Minimum frontage is 125' on an existing public maintained road

INSTRUCTIONS:
1. Sketch the proposed location of structures on a copy of the survey. (Include all existing structures)
2. Send a "Request for Preliminary Determination of LPDES" to LA-DEQ (form attached). A response letter from DEQ will be required before Environmental Health will give approval.
3. Approval will not be given until a response letter from DEQ is obtained. To expedite your wait time (3-5 days), bring 1 copy of the original survey and a sketched copy to Environmental Health Office to verify sewer discharge will comply with State Sanitary Code.
4. Once Sewer Application approval is received from Environmental Health, submit the following documents the Planning Department for final approval:
   a) Recorded survey-Copies are ok as long as recordation data is attached.
   b) Sketched copy of survey showing structures (proposed and existing)
   c) Completed application
   d) Application from Environmental Health
   e) Proof of ownership or deed
   f) Fee of $10.00 per unit plus $200.00 review fee
5. The Planning Department will notify you when approved.
6. The Planning Department will forward a final approval to Environmental Health and Permit Offices so that permits can be issued.

*(More than 2 units on one lot or on two (2) adjacent lots shall obtain approval through the Planning Commission and follow the requirements for Apartments in the Subdivision Regulations.)

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Application for Administrative Approval for Apartments/Rental Units

NAME OF DEVELOPMENT: ____________________________________________

TOTAL ACREAGE OF PARCEL: ______________________________________

TYPE OF UNITS: (Single Units/duplex) ________________________________

TOTAL NUMBER UNITS: (One or Two) _________________________________

LOCATION ADDRESS: _____________________________________________ CITY: ______________________

OWNER OF PROPERTY: ____________________________________________

OWNERS ADDRESS: _______________________________________________

OWNERS PHONE NUMBER: ___________________ CELL: __________________

OWNERS EMAIL ADDRESS: _________________________________________

I am requesting approval to construct no more than two (2) rental units on the above referenced parcel of property(s) as submitted and represented on the attached survey plat. I certify that I am the legal owner of this property or have been designated by the owner, as per accompanying affidavit, to make this request on owner’s behalf.

_________________________________________________________ Date

Signature

(Print Name here if different than Owner: ____________________________ )

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Office Use Only:

SEC: _______ T-_____S R-_____-E

ASSESSMENT NO OF PARCEL: __________________________________

APPROVED BY: _______________________________ DATE: ______________

FEE: $200.00 + ($10.00 x ______ units) = $ __________

Paid by: Check ______  Cash ______

TANGIPAHOA PARISH PLANNING DEPARTMENT
15485 W. Club Deluxe Rd. Hammond, LA 70403
985-340-9028

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