

**LAFOURCHE PARISH PLANNING DEPARTMENT**  
**P.O. Box 425 - 4876 Hwy. 1 Mathews, LA 70375**  
985-537-7608/1-800-794-3160 Fax 985-493-6611

**PUBLIC SUBDIVISION APPLICATION FORM**

1. SUBDIVISION NAME: \_\_\_\_\_
2. Classification: \_\_\_\_\_ Public Subdivision (over 5 lots) – no improvements  
\_\_\_\_\_ Public Subdivision – New Developments with Engineering  
\_\_\_\_\_ Redivision of Existing Lots (over 5) \_\_\_\_\_ Lot Extensions \_\_\_\_\_ Other (Ex: Variance)
3. Approval Requested: \_\_\_\_\_ Sketch Plat \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Final Plat
4. No. of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_
5. Owner(s) Name & Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_
6. Agent's Name & Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_
7. Engineer/Surveyor Name & Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_
8. Property Location:  
On the \_\_\_\_\_ side of \_\_\_\_\_ approximately \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_  
(N,S,E,W) (Street Hwy.) (Distance) (N,S,E,W) (Street/Landmark)
9. Is a variance from the Subdivision Regulations being requested? (Y/N) \_\_\_\_\_  
If so, please describe: \_\_\_\_\_  
Enclose check or money order for (see fee schedule)made payable to Lafourche Parish Government if requesting variance.
10. Please provide the list of names and addresses or property owners within 100 feet of your property division. (A list can be obtained from the Clerk of Court's Office or the Tax Assessor's Office and attach to this form):
11. **Application Checklist: (Sketch/Final Plat- Public Subdivision or Redivisions (over 5 lots) - no improvements)**
  - \_\_\_\_ 1. Application fee (see fee schedule) plus **Current Certified Postage fee for each surrounding property owner** payable to Lafourche Parish Government.
  - \_\_\_\_ 2. Affidavit of ownership (signed by all owners) and notarized.
  - \_\_\_\_ 3. Ten (10) copies of Survey Plat with required information from subdivision regulations
    - a) Dimensions of lots being proposed
    - b) Flood Zone Designation
    - c) Average natural ground elevation of parcels (center lot elevation to be placed on all lots flood or non-flood area)
    - d) Any existing or proposed easements or servitudes
    - e) Vicinity Map
    - f) Fire hydrant(s) location and distances shown on survey plat
    - g) Street light location(s) and distances shown on survey plat
    - h) Individual drainage arrows and drainage destination
    - i) Minimum 12 ft. utility servitude along front property line of new lots being created
    - j) Structures to be shown on survey plat
    - k) Minimum yard setbacks on new lots being created (20' front, 10' side, 10' rear)
    - l) Formal dedication of streets rights of ways, easements, and/or servitudes to Lafourche Parish on final plats.
    - m) Signature Block: **Approved by Resolution of the Lafourche Parish Planning Commission**
    - n) Owner(s) signature block
  - \_\_\_\_ 4. Letters from agencies/utility companies confirming the availability of service in the area
    - \_\_\_\_ Gas Co. \_\_\_\_\_ Electric Co. \_\_\_\_\_ Cable Co. \_\_\_\_\_ 911 Addressing
    - \_\_\_\_ Water District \_\_\_\_\_ Telephone Co. \_\_\_\_\_ Letter of "No Objection" from the Board of Health

Date Sketch Application Received: \_\_\_\_\_ Date Final Plat Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

The Information below is required on all NEW DEVELOPMENTS WITH NEW STREETS AND INFRASTRUCTURE requiring Engineering.

Application Checklist: PRELIMINARY PLAT SUBMITTAL

- \_\_\_\_ 1. Preliminary Plat Fee (Refer to subdivision fee schedule)
- \_\_\_\_ 2. Ten (10) copies of the Preliminary Plat with required information from subdivision regulations (See requirements listed under Sketch/Final Plat Approval, #11 - Item #3)
- \_\_\_\_ 3. Review (if applicable) of Preliminary Plat by adjoining parishes, schools and special districts
- \_\_\_\_ 4. **One (1)** set of construction drawings of proposed improvements
- \_\_\_\_ 5. **MS4 Stormwater Plan on developments 5 acres and over.**
- \_\_\_\_ 6. Letters from agencies/utility companies confirming the availability of service in the area
  - \_\_\_\_ Gas Co.                      \_\_\_\_ Electric Co.                      \_\_\_\_ Cable Co.                      \_\_\_\_ 911 Addressing
  - \_\_\_\_ Water District                      \_\_\_\_ Telephone Co.                      \_\_\_\_ Letter of "No Objection" from the Board of Health

Application Checklist: FINAL PLAT SUBMITTAL

- \_\_\_\_ 1. Final Plat Fee (Refer to subdivision fee schedule)
- \_\_\_\_ 2. Eleven (11) copies of the final plat with required information from subdivision regulations (See requirements listed under Sketch/Final Plat Approval, #11 - Item #3)
- \_\_\_\_ 3. Inspection Fees: (Refer to subdivision fee schedule)
- \_\_\_\_ 4. Street Lighting Inspection (if installing street lights) (Refer to subdivision fee schedule)
- \_\_\_\_ 5. Written certification by engineer of "As Built's" public improvements with request for inspection by the Department of Public Works    Date: \_\_\_\_\_
- \_\_\_\_ 6. One (1) copy of "As Built's"
- \_\_\_\_ 7. Formal dedication of streets rights of ways, easements, and/or servitudes to Lafourche Parish on the final plats.
- \_\_\_\_ 8. Maintenance Bond posted in the amount of ten percent (10%) of total cost of construction for a period of 2 years or a three (3) year Letter of Credit.    Amount: \$ \_\_\_\_\_
- \_\_\_\_ 9. Written report from the Utility Companies confirming the installation of services:
  - \_\_\_\_ Water District (water line, fire hydrant)                      Date: \_\_\_\_\_
  - \_\_\_\_ Electric Co. (lighting facilities)                      Date: \_\_\_\_\_
  - \_\_\_\_ Other                      Date: \_\_\_\_\_
- \_\_\_\_ 10. Certification from engineer that sewer system has been installed according to plans submitted to Board of Health (Applicable only if Community System is installed)    Date: \_\_\_\_\_
- \_\_\_\_ 11. Written certification that all street signs shown in construction drawings have been installed and all required public facilities have been installed in accordance with approved plans and specifications.
- \_\_\_\_ 12. Lab Testing Reports for streets
- \_\_\_\_ 13. Subdivision Maintenance Agreement Form
- \_\_\_\_ 14. Copies of signed and recorded plats from Clerk of Court's Office once completed.

Date Preliminary Application Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Date Final Plat Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Filed and Recorded: \_\_\_\_\_ Entry # \_\_\_\_\_

The following will serve as an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Office of the Lafourche Parish Clerk of Court. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract sale was executed. IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

**AFFIDAVIT OF OWNERSHIP**

STATE OF LOUISIANA  
PARISH OF LAFOURCHE

BEFORE ME, the undersigned authority, Notary Public, personally came and appeared

\_\_\_\_\_, who after being duly sworn did depose and  
(Name of Owner(s))

declare, under oath, that he/she/they acquired ownership (use percentages of ownership of applicant(s))  
of land subdivided by virtue of the following act(s) of sale:

Dated and recorded \_\_\_\_\_, in COB \_\_\_\_\_, page \_\_\_\_\_,  
under entry number \_\_\_\_\_ in the office of the Clerk of Court for the Parish of Lafourche.

I, \_\_\_\_\_, hereby depose and say that after reading of the whole,  
all of the above statements and the statements contained in the papers submitted herewith are true

\_\_\_\_\_  
(Owner's Signatures)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC