



ST. TAMMANY PARISH  
MICHAEL B. COOPER  
PARISH PRESIDENT

(revised 7/9/2024)

**RESUBDIVISION & MINOR SUBDIVISION REVIEW APPLICATION**

**(FOR OFFICE USE ONLY)**

Case Number: \_\_\_\_\_ Submission Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
(if applicable)

Fees Due: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ \$ \_\_\_\_\_ Ck# \_\_\_\_\_  
(Subdivision) (Recordation)

\*A 3% processing fee will be added to all credit card/e-check Transactions as per STP Ord. No. 18-3961, effective October 5, 2018.

Resubdivision

Minor Subdivision

Present Zoning Classification: \_\_\_\_\_ No. of Lots or Parcels: \_\_\_\_\_

General Location of Property: \_\_\_\_\_

City: \_\_\_\_\_

**CHECKLIST**

- Fees: check for \$500 (flat fee) & \$75.00 (Advertising Fee if applicable) "St. Tammany Parish", and a check made out to the Clerk of Court for \$160.00 (if survey plats are on 8½" x 14" sized paper or smaller) or \$180.00 (if survey plats are on 11" x 17" sized paper).
- Copy of the deed indicating the owner(s) of the property.
- Ten (10) blue or black line bona fide survey plats of the property. The survey must include the true location of all the following: property lines; improvements on the land; geological features, such as ditches, ponds, and streams; servitudes (also known as rights-of-way or easements); and encroachments.
- Copy of the private covenants or deed restrictions, (if applicable)
- Copy of a maintenance agreement signed by the owner of the private drive. (A written statement from the Parish 911 Addressing Officer approving the name of the private drive should be attached).

**(OWNER(S) MUST SIGN BELOW IN THE PRESENCE OF A NOTARY PUBLIC)**

By my signature below, I hereby certify that all information and documentation submitted to the Department of Planning & Development is true and correct. I further attest to the fact that I am the legal owner of the property in question to be resubdivided as described above. I understand that any fraudulent information or documentation submitted to the Department of Planning and Development or any other department relative to my application will result in delay or denial of my application and possibly penalties and/or legal action against me. Fraudulent information/documentation includes the failure to submit a survey that conforms to the requirements set out above. I understand that per La. Rev. Stat. 9:2798.1; La. Rev. Stat. 40:1730.23; and La. Rev. Stat. 33:4771, et seq., the decisions made by the Department of Planning and Development or any other department relative to my application are discretionary.

\_\_\_\_\_  
Property Owner's Name (Print & Signature)

\_\_\_\_\_  
2<sup>nd</sup> Property Owner's Name (Print & Signature)

\_\_\_\_\_  
Property Owner's Address (Print) Street, City, State and Zip Code

\_\_\_\_\_  
Home Phone #:

\_\_\_\_\_  
Cell #:

\_\_\_\_\_  
Email Address:

**BEFORE ME**, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declared unto me, Notary, that they are the owners or duly authorized representatives of the property described herein, and that their signatures were executed freely and voluntary and that they are duly qualified to sign.

**SWORN TO AND SUBSCRIBED**, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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