



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Revised August 11, 2022

TENTATIVE SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit a request for Tentative Plan Review to the Department of Planning & Development in the appropriate format. After the developer is given red line comments and those comments are addressed, the Developer shall submit a minimum of twelve (12) 24" x 36" folded copies of the proposed tentative subdivision plat. If the proposed subdivision is to be developed in phases, one (1) copy of the master plan must be furnished depicting all of the proposed phases in the subdivision. The subdivision plat must be drawn to scale and include all relevant information as described below.

Subdivision Name and Phase: _____

Section-Township-Range _____

Developer Name/Firm: _____

Developer Address: _____
Street City State Zip Code

Developer Phone No.: _____
(Business) (Cell) (Fax)

Developer E-mail: _____

Engineer Name/Firm: _____

Engineer Address: _____
Street City State Zip Code

Engineer Phone No.: _____
(Business) (Cell) (Fax)

Engineer' E-mail: _____

TENTATIVE SUBDIVISION SUBMITTAL CHECKLIST

Please check the appropriate boxes below to ensure that the proper information and documentation for the tentative subdivision approval process, as well as items to be depicted on the tentative subdivision plat, have been included with your application:

- Checklist items including: Tentative Subdivision Fees - \$40.00 per lot, Filing Fee - \$500.00, Advertising Fee - \$75.00, Traffic Impact Fee Analysis - \$250.00, Drainage Impact Fee Analysis - \$250.00, 1 Full set of Plans - Digital, 12 - 24" x 36" folded copies of the Tentative subdivision Plat - after redline revisions are made, 1 - 24" x 36" folded Full Set of Plans - after redline revisions are made, Traffic Impact Analysis Study (if applicable), Illustration showing the ultimate disposal of drainage, Utility Disclosure Letter (notarized), Recreation Plan, PUD zoning plan compliance letter (if applicable).

PLAT REVIEW REQUIREMENTS:

- Plat review requirements including: The name of the subdivision (centered at the top of plat and highlighted) and location. Display the section, township and range locations below title. Vicinity map displaying the names of major streets and collector roads in the area of the development (upper left-hand corner of plat). Parish enforced subdivision restrictions/covenants as per Section 125-214 (upper right-hand corner of plat). Typical cross-street section details for streets, cul-de-sacs and entrances (middle to lower left side quadrant of plat). Information block indicating zoning, total acreage, number of lots, total length of streets, sewer and water facilities proposed, average lot size and maximum block length (middle to lower right side quadrant of plat). Developmental agreement application form (signed by the developer/owner). - If applicable. Environmental assessment data form (signed and dated). Wetland demarcation lines (as determined by the U.S. Army Corps of Engineers). Flood Zone A demarcation lines (indicate FIRM map and panel number). Legal description (prepared on eight-inch by 11-inch paper). North direction arrow. Scale of drawings. Phases within the development (proposed and future). Total number of blocks and lots and their dimensions.



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PLAT REVIEW REQUIREMENTS (continued):

- Location of all proposed or existing easements, rights-of-way, and/or servitudes including drainage, access, and utilities.
- Proposed front yard and corner side yard setbacks (delineate with dashed lines).
- Existing streets leading to the development.
- Documents indicating the ultimate disposal of surface drainage (USGS quadrangle map).
- Proposed street or road names.
- Adjoining land uses.
- Need for limited access streets and lots (delineate with dashed lines).
- Existing structures (delineate on plat).
- Coordination of land use and collector streets for development.
- Proposed park, playground or greenspace areas.
- Existing LIDAR contours (minimum two-foot contours) extended to a minimum of 100 feet beyond the proposed subdivision boundary.
- Location of any landfill or dump site on the property.
- Direction of flow of surface water in roadside ditches, canals, and drainage features. Shown at a minimum of one directional flow arrow per street, block, high/low point, and/or change in flow.
- Typical lot drainage detail showing low design surface flow direction(s). A note shall be included with the detail identifying the lot(s) the drainage detail is applicable for. A typical lot drainage detail shall be provided for each lot drainage situation (i.e. rear to front drainage, split lot drainage, etc.).
- Dedication Statement including streets, signage, drainage features and greenspace (private or public).

Tentative Subdivision Fees to be Paid:

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

_____ Lots @ \$40.00 per lot.....	\$ _____
_____ Filing fee @ \$500.00.....	\$ _____
_____ Advertising Fee @ \$75.00.....	\$ _____
_____ Traffic Impact Analysis @ \$250.00 (if applicable).....	\$ _____
_____ Drainage Impact Analysis \$250.00 (if applicable).....	\$ _____
Total Amount Paid.....	\$ _____

Please refer to Section 125-190 “**Tentative Subdivision Review,**” of Subdivision Regulatory Ordinance Chapter 125 Subdivision Regulations for additional criteria and requirements.

I hereby certify that all information provided relative to the tentative subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR DESIGNEE
(SIGNATURE)**

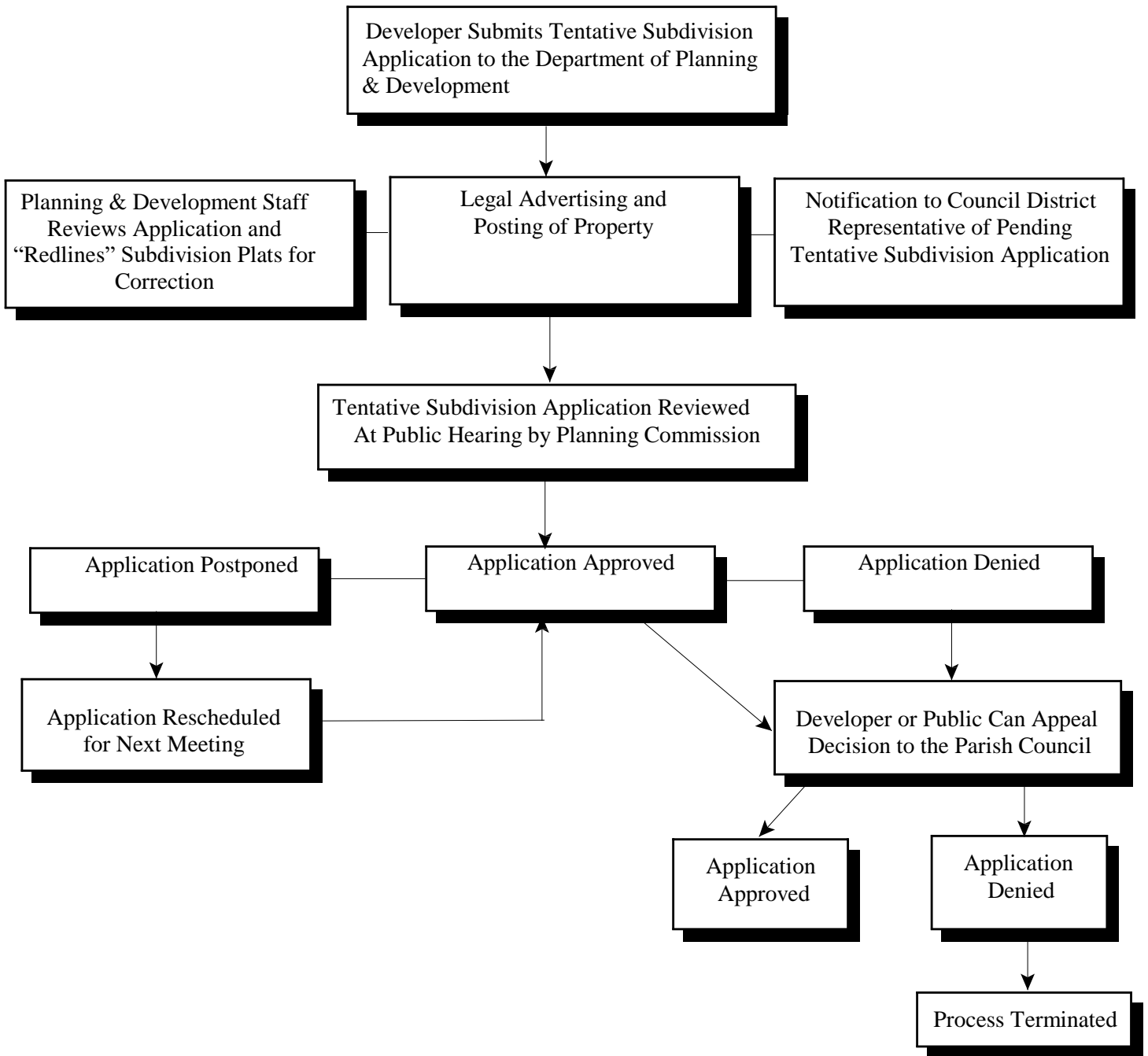
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ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

**PROCEDURAL FLOW DIAGRAM FOR
THE TENTATIVE SUBDIVISION REVIEW PROCESS**





ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Revised August 11, 2022

PRELIMINARY SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit a request for Preliminary Plan Review to the Department of Planning & Development in the appropriate format. After the developer is given red line comments and those comments are addressed, the Developer shall submit a minimum of twelve (12) 24" x 36" folded copies of the proposed preliminary subdivision plat, twelve (12) 24" x 36" folded copies of the proposed paving and drainage plan, one (1) 24" x 36" folded full set of plans, and an updated digital submittal. The subdivision plat shall depict the detailed plan of the subdivision by which the construction of the streets, drainage, structure and channels will be executed by the developer.

Subdivision Name and Phase: _____

Section-Township-Range _____

Developer Name/Firm: _____

Developer Address: _____
Street City State Zip Code

Developer Email: _____

Developer Phone No. _____
(Business) (Cell) (Fax)

Engineer Name/Firm: _____

Engineer Address: _____
Street City State Zip Code

Engineer Email: _____

Engineer Phone No.: _____
(Business) (Cell) (Fax)

PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST

Please check the appropriate boxes below to ensure that the proper information and documentation for the preliminary subdivision approval process, as well as items to be depicted on the preliminary subdivision plat, have been included with your application:

- Checklist items including Preliminary Subdivision Fees (\$90.00 per lot total), PUD Filing Fee (\$500.00), Advertising Fee (\$75.00), 1 Full Set of Plans - Digital, 12 - 24" x 36" folded copies of the Preliminary Plat - after redline revisions are made, 12 - 24" x 36" folded copies of the Preliminary Paving and Drainage Plan - after redline revisions are made, 1 - 24" x 36" folded Full Set of Plans - after redline revisions are made, Coastal Use Permit (if applicable), Interstate land sales compliance letter, Drainage Impact Study, and Fill and Grading Statement.

PLAT REVIEW REQUIREMENTS:

- Plat review requirements checklist including Total number of lots, Total length of streets to be constructed, Vicinity map, Subdivision boundary and legal description, Section corner 1/4 corner tie, Engineering certification, Signature lines for the chairman of the planning commission, secretary of the planning commission, director, department of engineering, clerk of court and map file number on plat, Name of president, treasurer, and secretary of corporation, if any, on plat, Culvert size for each lot, House or municipal number on each lot, Board of health approval letter, Subdivision restrictions or covenants, Appropriate zoning action taken, if applicable, Cross section of road base, Existing street conditions, Designated flood areas (show on plat with demarcation lines or shading), Right-of-way grants, Coastal zone approval, if applicable, Total acres in development, Profile drawings showing all center line street grades and ditch bottom grades, Profile of ditch/canal bottoms that are not in street rights-of-way, Location of permanent markers by surveyor or engineer, Total acres in easements to be dedicated to the parish, Existing and proposed easements.



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PLAT REVIEW REQUIREMENTS (continued):

- Building setback lines.
Interstate land sales compliance (letter from state).
Soil analysis report (not at this time).
Street lighting plan, if applicable.
True scale of the plat.
North direction arrow.
Street names on plat.
Three sets of detailed plans and specifications for central sewerage and/or water systems...
Name of subdivision...
Dedication Statement including streets, signage, drainage features and greenspace...

USPS Mailboxes

USPS Mailboxes for this subdivision/phase will be: _____ centralized _____ individual boxes on each lot.

Preliminary Subdivision Fees to be Paid:

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

Subdivision Fees

_____ Lots @ \$80.00 per lot.....\$_____
_____ Filing Fee @ \$500.00 (if not paid at Tentative submittal/PUD)\$_____
_____ Advertising Fee @ \$75.00.....\$_____

Sewerage & Water Fees

_____ Lots @ \$10.00 per lot.....\$_____
_____ Linear feet of sewerage collection pipe @ \$0.10 per foot.....\$_____
_____ Linear feet of water distribution pipe @ \$0.05 per foot\$_____
_____ Water supply facilities @ \$30.00 per facility\$_____
_____ Sewerage collection treatment facilities @ \$30.00 per facility..... \$_____
Total Amount Paid..... \$_____

Please refer to Section 125-195 "Preliminary Subdivision Review," and Section 125-196 "Additional Requirements to Preliminary" of Subdivision Regulatory Ordinance Chapter 125 Subdivision Regulations for additional criteria and requirements.

I hereby certify that all information provided relative to the preliminary subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

DEVELOPER/ENGINEER OR DESIGNEE
(SIGNATURE)

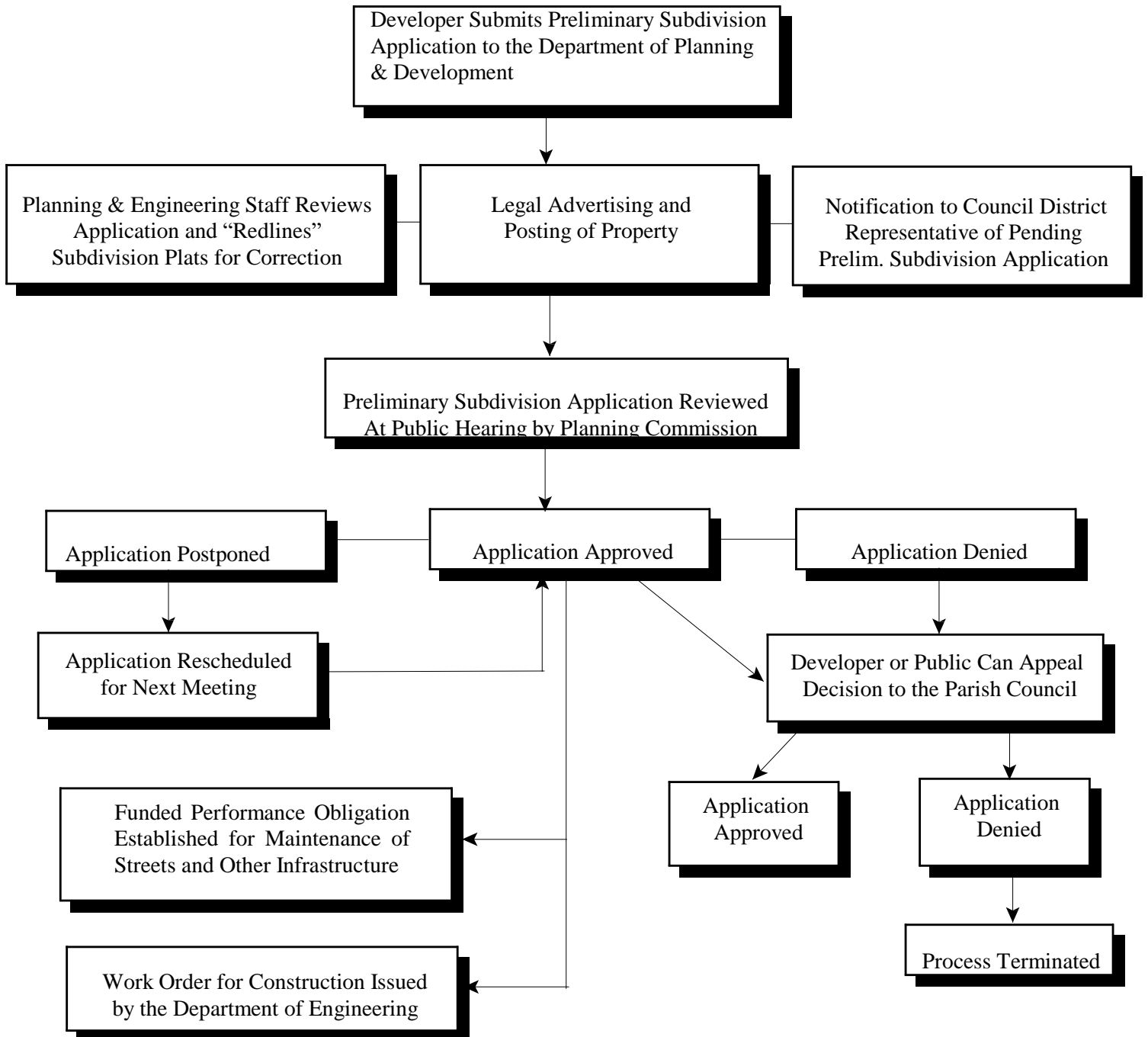
DATE



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PARISH PRESIDENT

**PROCEDURAL FLOW DIAGRAM FOR
THE PRELIMINARY SUBDIVISION REVIEW PROCESS**





ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Revised August 11, 2022

FINAL SUBDIVISION APPROVAL CHECK SHEET

The Developer shall submit a request for Final Plan Review to the Department of Planning & Development in the appropriate format, a minimum of twelve (12) 24" x 36" folded copies of the proposed final subdivision plat, twelve (12) 24" x 36" folded copies of the proposed paving and drainage plan, and one (1) 24" x 36" folded full set of plans. To obtain final subdivision approval, all work must be substantially completed. The subdivision plats must be drawn to scale inclusive of providing all relevant information as described below.

Subdivision Name: _____

Section-Township-Range _____

Developer Name/Firm: _____

Developer Address: _____

Street City State Zip Code

Developer Phone No.: _____

(Business) (Cell) (Fax)

Developer E-mail: _____

Engineer Name/Firm: _____

Engineer Address: _____

Street City State Zip Code

Engineer Email: _____

Engineer Phone No.: _____

(Business) (Cell) (Fax)

FINAL SUBDIVISION SUBMITTAL CHECKLIST

Please check the appropriate boxes below to ensure that the proper information and documentation for the final subdivision approval process, as well as items to be depicted on the final subdivision plat, have been included with your application:

- Final Subdivision Fees - \$165.00 (Lot Fee - \$150.00 per lot, Sewer & Water Fees - \$15.00 per lot)
Advertising Fee - \$75.00
Initial & Confirmation Inspection - \$500.00
1 Full Set of Plans - Digital
1 - 24" x 36" folded Full Set of Plans
12 - 24" x 36" folded copies of the Final Plat
12 - 24" x 36" folded copies of the Final Paving and Drainage Plan
Recordation check for \$190.00 made out to "St. Tammany Parish Clerk of Court" for 12 Recorded Plats
Fill and Grading Statement (if not submitted with Preliminary)
Approved As-Built Plans and Plat in CAD Format

PLAT REVIEW REQUIREMENTS:

- Name of subdivision.
Name and address of developer.
Location of development (section, township, range).
Name and address of surveyor and/or engineer.
Vicinity map inset.
Boundary survey.
Scale of plat.
North direction arrow.
Section corner tie.
Location of permanent markers at each lot corner in accordance with RS 33:5051.
Subdivision restrictions or covenants.
Statement concerning the admittance or omission of mobile homes.
Act of dedication of streets and drainage servitudes.
Engineer's certification and seal on plat.
Surveyor's certification and seal on plat.
Board of health letter of approval.
Sewerage and water plans.
Total acres in subdivision.
Total number of lots and dimensions.
Building setback lines.
Existing street conditions.
Total length of streets.
Names of all streets (on plat).
All intersections at 90 degrees.
Street elevations.
Bench marks (NGVD).



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PLAT REVIEW REQUIREMENTS (continued):

- Flood zone and wetland demarcation lines or shading.
- Existing and proposed easements and servitudes.
- Surrounding land uses (on plat).
- Municipal mailing address for each lot.
- As-built drawings for central sewage, water facilities, and street and drainage infrastructure.
- Legal instrument for recordation stating responsibility for maintenance and upkeep of the greenspace areas.
- Traffic control devices and street sign plan.
- Two copies of the final subdivision plat and drainage plan in either AutoCAD DXF file or any other version of AutoCAD DWG format as per Section 125-206.
- The applicant shall produce clear mortgage and conveyance certificates from the office of the clerk of court run in the names of all parties having ownership and/or controlling interest in access to the property, and on the "caption" of what the applicant proposes to dedicate to the parish council.

USPS Mailboxes

USPS Mailboxes for this subdivision/phase will be: _____ centralized _____ individual boxes on each lot.

Final Subdivision Fees to be Paid:

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

Subdivision Fees

_____ Lots @ \$150.00 per lot.....\$_____

_____ Advertising Fee @ \$75.00.....\$_____

Sewerage & Water Fees

_____ Lots @ \$15.00 per lot.....\$_____

Subdivision Inspection Fees

_____ Initial & Confirmation Inspection at \$500.00.....\$_____

**See below regarding Re-Inspection Fees associated with Final Approval*

Total Amount Paid.....\$_____

Re-Inspection Fees: For each subsequent reinspection, beyond the Initial and Confirmation Inspection, a fee of \$250.00 will be required before the Department of Engineering can perform the required re-inspection. This fee will be assessed upon received certification from the Engineer of Record that all required work has been completed.

Please refer to Section 125-202 "Final Subdivision Review," of Subdivision Regulations Chapter 125 for additional criteria and requirements.

I hereby certify that all information provided relative to the final subdivision review submission is true, accurate and correct and in accordance to St. Tammany Parish code requirements.

**DEVELOPER/ENGINEER OR DESIGNEE
(SIGNATURE)**

DATE



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PARISH PRESIDENT

PROCEDURAL FLOW DIAGRAM FOR THE FINAL SUBDIVISION REVIEW PROCESS

