

LAFOURCHE PARISH GOVERNMENT  
PLANNING DEPARTMENT  
1618 Hwy. 182 / P.O. Box 1661  
Raceland, LA 70394  
985-537-7603/1-800-794-3160/Fax 985-537-5173

PUBLIC SUBDIVISION APPLICATION FORM

1. SUBDIVISION NAME: \_\_\_\_\_
  2. Classification: \_\_\_\_\_ Public Subdivision  
\_\_\_\_\_ Redivision of Existing Lots (over 5)  
\_\_\_\_\_ Lot Extensions
  3. Approval Requested: \_\_\_\_\_ Sketch Plat \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Final Plat
  4. No. of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_
  5. Owner(s) Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_
  6. Agent's Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_
  7. Engineer/Surveyor Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_
  8. Property Location:  
On the \_\_\_\_\_ side of \_\_\_\_\_  
(N,S, E,W) (Street Hwy.)  
and \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_  
(Distance) (N,S, E or W) (Street, Landmark)
  9. Was this subdivision ever before the Planning Commission? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when? \_\_\_\_\_ What approval(s) were given: \_\_\_\_\_
  10. Have any changes been made since this plat was last before the Commission? (Y/N) \_\_\_\_\_  
If so, please describe: \_\_\_\_\_
  11. Is a variance from the Subdivision Regulations being requested? (Y/N) \_\_\_\_\_  
If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
  12. 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):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date of Sketch Plat Application: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Date of Preliminary Plat Application: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Date of Final Plat Application: \_\_\_\_\_ Date Completed: \_\_\_\_\_

TO BE COMPLETED BY THE PLANNING DEPARTMENT:

Date File Completed: \_\_\_\_\_ Plat Filed and Recorded: \_\_\_\_\_ Entry # \_\_\_\_\_

**PUBLIC SUBDIVISION CHECKLISTS**  
**( RESPONSIBILITY OF THE DEVELOPER/SURVEYOR )**

**NAME OF SUBDIVISION:** \_\_\_\_\_

**SKETCH PLAT REVIEW:**

- \_\_\_\_ 1. Application
- \_\_\_\_ 2. Affidavit of ownership (signed by owner(s) and notarized)
- \_\_\_\_ 3. \$175.00 Sketch Plat fee payable to Lafourche Parish Planning Commission
- \_\_\_\_ 4. Ten (10) copies of Sketch Plat with required information from subdivision regulations
- \_\_\_\_ 5. Street name request form (if applicable) from 911 Addressing Dept.
- \_\_\_\_ 6. Letters from agencies/utility companies confirming the availability of service in the area
  - \_\_\_\_ Gas Co. Date: \_\_\_\_\_
  - \_\_\_\_ Water District Date: \_\_\_\_\_
  - \_\_\_\_ Electric Co. Date: \_\_\_\_\_
  - \_\_\_\_ Telephone Co. Date: \_\_\_\_\_
  - \_\_\_\_ Cable Co. Date: \_\_\_\_\_
  - \_\_\_\_ Letter of No Objection from Board of Health Date: \_\_\_\_\_
  - \_\_\_\_ 911 Addressing Date: \_\_\_\_\_

**(ITEMS NUMBER 1 THROUGH 4 PLUS THE NAMES AND ADDRESSES OF THE SURROUNDING PROPERTY OWNER(S) (within 100 feet) MUST BE PRESENTED AT TIME OF APPLICATION) (Items 5 & 6 may follow)**

**PRELIMINARY PLAT REVIEW**

- \_\_\_\_ 1. \$200.00 Preliminary Plat Fee
- \_\_\_\_ 2. Ten (10) copies of the Preliminary Plat with required information from subdivision regulations
- \_\_\_\_ 3. Review (if applicable) of Preliminary Plat by adjoining parishes, schools and special districts
- \_\_\_\_ 4. Three (3) sets of construction drawings of proposed improvements

**FINAL PLAT REVIEW**

- \_\_\_\_ 1. Eleven (11) copies of the final plat
- \_\_\_\_ 2. \$15.00 per lot for final plat fee
- \_\_\_\_ 3. Inspection Fees: \$125.00 Initial \$75.00 each additional  
Street Lighting Inspection (if installing street lights) \$125.00 initial \$75.00 each additional
- \_\_\_\_ 4. Written certification by engineer of "As Built" public improvements with request for inspection by the Department of Public Works Date: \_\_\_\_\_
- \_\_\_\_ 5. Three (3) copies of "As Built"
- \_\_\_\_ 6. Formal dedication of streets rights of ways, easements, and/or servitudes to Lafourche Parish on the final plats.
- \_\_\_\_ 7. Maintenance Bond posted in the amount of ten percent (10%) of total cost of construction for a period of 2 years.  
Amount \$ \_\_\_\_\_
- \_\_\_\_ 8. 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: \_\_\_\_\_
- \_\_\_\_ 9. 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: \_\_\_\_\_
- \_\_\_\_ 10. 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.
- \_\_\_\_ 11. Lab Testing Reports for streets
- \_\_\_\_ 12. Subdivision Maintenance Agreement Form
- \_\_\_\_ 13. Copies of signed and recorded plats from Clerk of Court's Office once completed.

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