

LAFOURCHE PARISH
DEPARTMENT OF PLANNING
985-537-7603/ 1-800-794-3160
FAMILY SUBDIVISION
Checklist/Status Report

I. GENERAL INFORMATION

Property Name: _____
Applicant/Agent: _____ Owner: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____

II. APPLICATION CHECKLIST
*****(your responsibility)*****

- 1) _____ Application
- 2) _____ Affidavit of ownership
- 3) _____ Application Fee \$175.00 plus \$15.00 per lot payable to Lafourche Parish Government
- 4) _____ Letter of No Objection from the Board of Health Date: _____
- 5) _____ Letter from Water District on availability of service Date: _____
- 6) _____ 8 copies of Family Subdivision Survey Plat with the following information shown:

- a) Names of adjoining property owners or subdivisions
- b) Dimensions of lots being proposed with lot numbers shown
- c) Flood Zone designation and center elevation of each lot, if located within a flood hazard zone
- d) Any existing or proposed easements, servitudes, structures, watercourses, etc.
- e) Vicinity Map, date, approximate true north point, scale, and title of Family Subdivision
- f) The following notes: The person(s), acquiring the property more fully depicted hereon acknowledges that said property is not part of a subdivision that has been approved by the Lafourche Parish Planning Commission and the Lafourche Parish Council as a public subdivision, and accordingly, said property may not be adequately serviced by water lines, gas lines, sewerage lines, and/or other public utilities and/or facilities and/or streets, and the Lafourche Parish governing authorities shall have no obligation or responsibility to construct, repair, and/or maintain said utilities and/or streets unless and until the subdivision in which said property is located is upgraded to the standards of a public subdivision at the owner(s)' expense and the same shall be accepted by the Lafourche Parish Council as a public subdivision in accordance with the Lafourche Parish Subdivision Regulations.

Public Sale: There shall be NO sale or transfer of land in a family subdivision outside of the family herein defined, with the exception that it shall be legally permissible for land in a family subdivision to be sold or transferred to the public if one (1) of the following conditions are met: **(1)** Said subdivision shall be upgraded to the standards of a public subdivision at the owner(s) expense and the same is accepted by the Lafourche Parish Planning Commission and the Lafourche Parish Council as a public subdivision in accordance with these regulations; or **(2)** At Sheriff 's sale conducted as part of a foreclosure proceeding instituted by a lending institution (i.e., a bank, savings and loan association, mortgage company, loan company, or lending entity or institution) as a result of a delinquent loan or loans with the subject property having been used or pledged as collateral therefore, or **(3)** As a result of a transfer of land in a family subdivision from the owner thereof to a lending institution (i.e., a bank, savings and loan association, mortgage company, loan company, or lending entity or institution) in lieu of a foreclosure proceeding or sheriff's sale (i.e., a *dation en paiement*) of land in a family subdivision from the owner thereof to a lending institution.

III. STATUS REPORT
(Planning Department responsibility)

- 1) _____ Review plan for proposed division with Applicant Date: _____
- 2) _____ Floodplain management review of proposed plats Date: _____
- 3) _____ 911 Addressing review of proposed plats Date: _____

g) Explanation of any drainage easements, private street servitudes, or reservations with endorsement of owner as follows:

OWNER DATE

h) Signature Block for Planning Commission Chairman:
Approved for Family Subdivision of the Lafourche Parish Planning Commission

PLANNING COMMISSION CHAIRMAN DATE

- 6) _____ Street Name Request form (if applicable)
- 7) _____ Road and drainage maintenance agreement (if applicable)
- 8) _____ Request for inspection of street/road once completed (if applicable)
- 9) _____ Installation of fire hydrant (if applicable)

Date of Family Subdivision Plat Application _____

Date Completed _____

***** THE LACK OF INFORMATION UNDER THE FAMILY SUBDIVISION REGULATIONS OR IMPROPER INFORMATION SUPPLIED BY THE APPLICANT, SHALL BE CAUSE OF DISAPPROVAL**

SUBDIVISION APPLICATION FORM

OFFICIAL USE ONLY
Application # _____

DATE: _____

1. SUBDIVISION NAME: _____

2. CLASSIFICATION: Public Subdivision _____ Lot Extension/Redivision _____
Family Subdivision XX Raw Land Sale _____

3. TOTAL ACREAGE _____ NUMBER OF LOTS INVOLVED _____

4. PROPERTY LOCATION: On the _____ side of _____
(N, S, E, or W) (Street, Hwy.)

and _____ feet _____ from _____
(Distance) (N, S, E, or W) (Intersection, street, landmark)

5. OWNER'S NAME: _____ Phone _____

6. ADDRESS: _____
(Street No. and Name) (P.O. Box)

(City, State, Zip Code)

7. AGENT'S NAME: _____ Phone _____

ADDRESS: _____
(Street No. and Name) (P.O. Box)

(City, State, Zip Code)

8. ENGINEER/SURVEYOR'S NAME: _____ Phone _____

ADDRESS: _____
(Street No. and Name) (P.O. Box)

(City, State, Zip Code)

9. Was this subdivision ever before the 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? _____
If so, please describe: _____

11. Is any variance from the Subdivision Regulations being requested at this time? _____
If so, please describe: _____

Enclose check or money order for \$200.00 made payable to Lafourche Parish Planning Commission if a variance is being requested.

12. Please provide the list of names of property owners within 100 feet of your property division.
(A list can be obtained from the Clerk of Courts office and attached to this form.)

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

**ROAD AND DRAINAGE
MAINTENANCE AGREEMENT**

A FAMILY SUBDIVISION

_____, approved by the Lafourche

Parish Planning Commission on _____; 20_____.

The parties did further declare and acknowledge that there exists a servitude of passage and/or right of ingress and egress as well as drainage over said tract and/or the adjacent and contiguous tracts. The parties did further declare and acknowledge that for and in consideration of the mutual benefits and advantages to be derived thereby, the parties agree that any drainage as well as any and all right of ingress and egress is and shall remain private among the landowner(s) and that they will each permit and assist in the maintenance and costs of the servitude(s) of ingress and egress as well as any and all drainage thereon ***in perpetuity***. Appearers did further acknowledge and declare that they do, by this act, hold the Lafourche Parish Government harmless (including, but not limited to, attorney's fees and costs) from any and all liability and responsibility with regard to the right of ingress and egress as well as all drainage. In accordance herewith, the herein named owners agree to maintain any and all drainage and roadway/access and/or any other servitude, drainage and right of ingress and egress by making the necessary repairs and/or improvements, and that each will take the responsibility for same and will obligate themselves to maintain the road/servitude not only for the safety of their homes and property, but also for all who travel same, so that its condition will not prevent emergency vehicles such as ambulance, fire trucks and police vehicles from entering and existing safely. It shall be each of the owner(s) responsibility, jointly, severally and in solido, for upkeep, surfacing, and so forth of said road/servitude, and upkeep for any drainage upon the property, and the Lafourche Parish Government will not be liable for maintenance and/or improvements made to this road or for any drainage upon the property.

The foregoing agreement shall run with the land and shall be deemed to be for the benefit of the land of each of the Lot owner(s) and each and every person who shall at anytime own all or any portion of the property referred to herein.

No change of ownership or title shall be construed or interpreted to transfer liability to the Lafourche Parish Government for responsibility or maintenance of any road or drainage servitude.

The parties further authorize and direct the Clerk of Court of Lafourche Parish, Louisiana, to make an inscription on said plat with regard to this Agreement.

THUS DONE AND SIGNED in my office in the Parish of Lafourche, State of Louisiana on this _____ day of _____, 20 _____ and at the terms hereinafter indicated by each of the parties after a due reading of the whole.

WITNESSES:

OWNER(S)

NOTARY PUBLIC