

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

**APPLICATION FORM
ADMINISTRATIVE APPROVAL**

1. NAME OF SUBDIVISION OR REDIVISION: _____

2. Classification: _____ **Redivision creating 5 or less new lots** No. of Lots: _____
_____ **Redivision of Lot Lines – 5 lots or less**

3. Owner(s) Name & Address: _____
Phone No. _____ Email Address: _____

4. Agent's Name & Address: _____
Phone No. _____ Email Address: _____

5. Engineer/Surveyor Name & Address: _____
Phone No. _____ Email Address: _____

6. Property Location:
On the _____ side of _____ approximately _____ ft. _____ of _____
(N,S,E,W) (Street Hwy.) (Distance) (N,S,E,W) (Street/Landmark)

7. 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: (required only if creating new lots)

8. Application Checklist:

- ___ Affidavit of Ownership (on all owners)
- ___ Application Fee \$175.00 plus \$15.00 per lot (if creating more lots)
- ___ Six (8) copies of the survey plat with the following information:
 - 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) Signature Block: Approved Administratively by Lafourche Parish Planning Department
 - m) Owner(s) signature Block

*****If creating five (5) or less lots the following letters from agencies/utility companies confirming the availability of service in the area:**

___ Gas Co. ___ Electric Co. ___ Cable Co.
___ Water District ___ Telephone Co. ___ Letter of "No Objection" from the Board of Health

*****If only doing Redivision of lot lines and no new lots five (5) or less, only:**

___ Letter of "No Objection" from the Board of Health

Date of Application: _____ Date Approved: _____

1.) Planning Dept. Review _____ 2.) Floodplain Manager Review: _____ 3.) Review by 911 Addressing: _____

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