

**DEADLINE FOR ADDITIONAL INFORMATION REGARDING YOUR CASE IS THE FRIDAY FOLLOWING THE PLANNING & ZONING MEETING AT WHICH THE INFORMATION IS REQUESTED.**

**MINOR RESUBDIVISION - DEFINITION (Art. 3.3.214)**

Any subdivision or resubdivision which involves 4 or fewer lots and will not require either new public utilities, roadways or storm drainage improvements or changes in existing public utilities, roadways or storm drainage, will not adversely affect the remainder of the subdivision or adjoining property and which is not in conflict with any provision of the Comprehensive Land Use Plan, Official Zoning Map or the Comprehensive Land Use Regulations Ordinance (CLURO).

Procedure for Resubdivision - Prior Final Subdivision Approval or the establishment of a legally subdivided lot of record in accordance with a recorded plat of subdivision prior to the City's requirement for subdivision approval shall be a prerequisite to the acceptance of an application for resubdivision.

**FEES - Minor Subdivision / Resubdivision (No Utilities) (Art. 12.4.4)**

The owner/developer will pay a **onetime fee of \$300** at the time of the application. The owner/developer will be responsible for the cost of, if required by the Planning Commission or City Council, legal/engineer fees when and if it becomes necessary for the City Attorney/Engineer/Public Works Director to participate in this subdivision/resubdivision.

**RESUBDIVISION APPROVAL PROCEDURES (Art. 12.1.7.1.b)**

MINOR RESUBDIVISIONS shall be required to be approved in accordance with the procedures and requirements for Tentative and Final Approval of Major Subdivisions as outlined above. However, in the case of minor resubdivisions which do not require any changes in existing utilities (ie. installations of additional water meters for additional lots) or other public improvements, the Tentative and Final Approval may occur simultaneously and the Final Subdivision Plat, including all information required to be provided on the Conceptual Sketch Plat, may be submitted in conjunction with the Site Features Map in lieu of the Conceptual Sketch Plat. If a Site Features Map for the affected area has already been filed with the City and there have been no significant changes to the site or surrounding areas which affect the site, no Site Features Map will be required. However, any areas of periodic inundation or live oaks required to be preserved will be required to be shown on the submittal plat in this case.

**TO INITIATE A REQUEST FOR A MINOR RESUBDIVISION THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE PLANNING DEPARTMENT:**

1. Application form for Minor Subdivision or Resubdivision, completed and signed by the applicant or his authorized agent, and twelve (12) copies for review.

**(Art. 12.1.5.1.1.4)**

2. A notarized affidavit of ownership which shall disclose all contiguous holdings of the owner including land in common ownership as defined herein, with an indication of the portion which is proposed to be subdivided, as well as dates the respective holding of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Parish Clerk of Court's office. This affidavit shall advise the planning commission as to the legal owners of the property, the Persons proposed to acquire the property, the date contract of sale was executed and, if any corporations are involved, include a listing of all directors, offices, and stockholders of each corporation owning more than five (5) percent of any class of stock.
3. Resubdivision Plat drawn in accordance with the City of Mandeville Subdivision Regulations. If the Plat is larger than 11" x 17", then a reduced copy must also be submitted. Twelve (12) of the Subdivision Plat must be submitted with the application.
4. Copies of any required State or Federal approvals or permits for construction.
5. Conceptual Sketch Plat drawn in accordance with the provisions of these regulations and the required number of prints for review;
6. Site Features Map drawn in accordance with the provisions of these regulations and the required number of prints for review;
7. All fee required to be submitted for Minor Resubdivision.

**\* The Tentative and Final Approval may occur simultaneously and the Final Subdivision Plat, including all information required to be provided on the Conceptual Sketch Plat, may be submitted in conjunction with the Site Features Map, in lieu of the Conceptual Sketch Plat. If a Site Features Map for the affected area has already been filed with the City and there have been no significant changes to the site or surrounding areas which affect the site, no revised Site Features Map will be required.**

**GUIDELINES FOR APPROVING RESUBDIVISION:**

**(Art. 12.1.7.2)**

1. The size and dimensions of all newly created lots shall be in conformance with the requirements of the Subdivision Regulations.
2. Corner lots may use either street frontage to meet the front footage requirements of the Subdivision Regulations.

3. No lots may be resubdivided or created which front only on an existing dedicated but unimproved street unless the street is improved in accordance with the Subdivision Regulations.
4. Areas of periodic inundation as defined herein shall not be included in the calculation of required lot area for purposes of resubdivision.
5. In cases where two or more sub-standard lots of record are in single ownership and no additional adjacent land is in the same ownership as the substandard lots, the Planning Commission may approve a resubdivision of the smaller lots into a larger lot even if the resultant larger lot does not meet the minimum lot width or area requirements of the CLURO.

**(Art. 12.5.6)**

6. A plat title which states the existing name of the subdivision or tract and lot designation and the proposed new lot designations and subdivision name;
7. All dimensions and bearings of proposed lots and monuments at all proposed lot corners noted as placed or found;
8. Written legal description, using metes and bounds, of each proposed lot;
9. Existing lot lines and lot designations shown in dash lines;
10. Proposed lot lines in solid lines and new lot designations for proposed lots which do not duplicate any previously created lot designation on the same block or in the same subdivision but which are in keeping with the other existing lot designations in the areas and, when possible, utilizing the existing lot designation in an altered form (ie. lots 1 and 2 may be redesignated as lots 1-A and 2-A);
11. All adjoining street names and right-of-way widths;
12. Note as to type and size of existing sanitary sewer and water lines available to serve the proposed lots shall be shown and noted;
13. All existing structures, servitudes, drainage ways, ditches, canals, bayous and their floodplains, servitudes or easements and any areas of periodic inundation as well as any additional areas of wetland determined by the Corps of Engineers, or state or local coastal management authority shall be so designated on the plat by the surveyor;

14. Any servitudes, rights-of-way or parcels of land proposed to be dedicated to the City and a statement of dedication with a place for the owner's signature and date as well as any other legal requirements of the City Attorney.

**(Art. 12.5.5.4.g & h)**

15. Places for signatures of approval and date of signing by each of the following:

1. City Engineer or Public Works Director
2. Planning Director
3. Chairman of the Planning Commission; and
4. Mayor of the City of Mandeville
5. Clerk of Court
6. Map File number & date of recordation.

#### **Approval, Conditional Approval or Disapproval of Final Plat (Art. 12.1.5.3.4)**

Following the public hearing, the Planning Commission shall approve, conditionally approve, or disapprove the final subdivision plat application and shall set forth in detail any conditions to which the approval is subject, or reasons for disapproval.

#### **Rejection of Application for Final Approval (Art. 12.1.5.3.5)**

If any of the items required to be submitted have not been submitted or if the final subdivision plat submitted is incomplete or does not conform to the requirements of these regulations, the preliminary plat as approved, or the application and/or required supplemental information is not in accordance with the provisions of the CLURO, the Planning Commission may reject the application. In such cases, the City Planner or Designee shall provide notice to the applicant stating the reasons for the rejection of the application.

#### **Final Approval Accomplished (Art. 12.1.5.3.6)**

A final subdivision plat shall not be approved or signed by the Chairman of the Planning Commission until the conditions for approval of the plat and all other conditions of the action granting final subdivision plat approval have been met.

The Final Subdivision Plat shall not be signed by the Chairman of the Planning Commission until all fees due the City have been paid by the applicant or have been assured of payment by the methods provided herein.

When all conditions of approval have been met, all required actions, if any, of the City Council have occurred, the required signatures have been attached to the Final Subdivision Plat, and the Final Subdivision Plat duly recorded, the Final Subdivision Plat shall become a final recorded plat, the created lots shall become eligible for sale or use and the Official Base Map and plat maps of the City shall be amended in accordance with approved Final Subdivision Plat.

### **Procedure for Recordation of the Final Subdivision/Resubdivision Plat (Art. 12.1.5.3.9)**

1. Submission of Plat for Signatures - Following Final Subdivision Plat approval by the Planning Commission, the applicant shall submit three (3) reproducible copies 1 mylar and 2 vellums, five (5) prints of the Final Subdivision Plat with original signatures of the owners of the property, surveyor and surveyor seal, as appropriate, for the required signatures of approval. The City Engineer or Public Works Director, the Planning Director, the Chairman of the Planning Commission, the Mayor and the Clerk of Court will sign and date the three (3) reproducible originals and five (5) prints of the subdivision plat for purposes of recordation and reproduction for distribution.
  
4. Distribution of Copies of Recorded Final Subdivision Plat - It shall be the responsibility of the City Planner or Designee or their designee to cause to be made the required number of copies of the recorded Final Subdivision Plat for distribution to the Planning Commission files, the map files of the City, the City Engineer or Public Works Director's files, the applicant and others as specified in the current adopted Rules of Procedure of the Planning Commission or as otherwise appropriate based on the circumstance of the specific case.

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Date Received \_\_\_\_\_

APPLICATION FOR  
RESUBDIVISION PLAN APPROVAL  
Mandeville, Louisiana

To be submitted to the Mandeville Planning and Zoning Commission

RESUBDIVISION FOR:

- \_\_\_\_\_ Single Family Residential Use
- \_\_\_\_\_ Condominiums - Townhouse
- \_\_\_\_\_ Multi-family Residential
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Industrial
- \_\_\_\_\_ Other - specify

Location: Section \_\_\_\_\_, Township \_\_\_\_\_, Range  
Ward \_\_\_\_\_ Council District

Owner or Principle Owner \_\_\_\_\_  
(name) (phone)

Address \_\_\_\_\_  
(street number & name)(post office) (state)(zip)

Project Engineer \_\_\_\_\_  
(name) (phone)

Address \_\_\_\_\_  
(street number & name)(post office) (state)(zip)

Land Surveyor \_\_\_\_\_  
(name) (phone)

Address \_\_\_\_\_  
(street number & name)(post office) (state)(zip)

The following items, data, and certificates are enclosed with this request for resubdivision.

- \_\_\_\_\_ 1. One (1) complete and signed copy of the application for Resubdivision Plan Approval.
- \_\_\_\_\_ 2. Sixteen (16) prints of the resubdivision plat drawn in accordance with Sub-

Part 7.6.

- \_\_\_\_\_ 3. One (1) copy of any existing covenants on the property, if any.
- \_\_\_\_\_ 4. An affidavit of ownership (see Appendix A of the Subdivision Regulations for an example).

Information concerning the property:

- a. The property (is, is not) served by central sewer facilities.
- b. The property fronts on the following streets:
- c. Water supply at the property is by \_\_\_\_\_ (a) individual private well, (b) central private facilities, name \_\_\_\_\_.
- d. Solid waste collection at the property is by:
  - \_\_\_\_\_ 1. private collection by \_\_\_\_\_
  - \_\_\_\_\_ 2. public collection by \_\_\_\_\_
- e. The current zoning on the property is \_\_\_\_\_. I request, the property to be rezoned to \_\_\_\_\_.

The purpose of this resubdivision request is \_\_\_\_\_

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\_\_\_\_\_  
Signature of owner

Date: \_\_\_\_\_

I (we) the undersigned \_\_\_\_\_, do hereby certify that I (we) am (are) the owner(s) of and the only person(s) having any right, title or interest in the land shown on the plat of \_\_\_\_\_ and do hereby provide an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the Book and Page on each conveyance of such holdings as recorded in the \_\_\_\_\_ Office.

(Clerk or Recorder of Deeds)

Witness my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and notarial seal of office in \_\_\_\_\_ Parish, Louisiana on this \_\_\_m day of \_\_\_\_\_, 20\_\_ My commission expires \_\_\_\_\_, 20\_\_.

(date)

Notary Public

In applicable cases use the following:

Copartnership

State of \_\_\_\_\_  
Parish of \_\_\_\_\_ SS:

On this \_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally appeared to me known and known to me to be one of the firm of \_\_\_\_\_ described in an who executed the foregoing instrument, and he thereupon acknowledged to me that he executed the same as and for the act and deed of said firm.

Corporate

State of \_\_\_\_\_  
Parish of \_\_\_\_\_ SS:

On this \_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally appeared to me known, who, being by me first duly sworn, did depose and say that he resides in \_\_\_\_\_ that he is the \_\_\_\_\_ of \_\_\_\_\_ the corporation described in and which executed the foregoing instrument: that he knows the corporate seal of said corporation; that the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he signed his name thereto by like order and authority.