

Date Received _____

**APPLICATION FOR
FINAL SUBDIVISION PLAN APPROVAL**
Mandeville, Louisiana

To be submitted to the Mandeville Planning and Zoning Commission

SUBDIVISION

- _____ Single Family Residential
- _____ Condominiums - Townhouse
- _____ Multi-family Residential
- _____ Commercial
- _____ Industrial
- _____ Other (ex. PUD) specify _____

SUBDIVISION _____
(Name) (Phase)

Location: Section _____ Township _____ Range _____
Ward _____ Council District _____

OWNER OR PRINCIPLE OWNER(S) _____

Address _____

Phone _____

DEVELOPER _____

Address _____

Phone _____

PROJECT ENGINEER _____

Address _____

Phone _____

LAND SURVEYOR, LANDSCAPE ARCHITECT, URBAN PLANNER FOR THE

PROJECT _____

Address _____

Phone _____

The following items, data, and certificates are enclosed with this request for Final Subdivision Approval.

- _____ 1. Application form for Final Subdivision Approval of the subdivision or resubdivision, completed and signed by the applicant or his authorized agent, and the required number of copies for review.
- _____ 2. A notarized affidavit of ownership of changes that have occurred since that affidavit submitted with the request for tentative or preliminary approval.
- _____ 3. Copies of the Final Subdivision Plat drawn in accordance with these regulations and in compliance with the approved or conditionally approved Preliminary Plat, in the case of Major Subdivisions or Resubdivisions, or Tentative Plat, in the case of Minor Subdivisions or Resubdivisions, as required for purposes of review and approval.
- _____ 4. Certification by the Council Clerk of the approval of any ordinance for zoning or rezoning submitted in conjunction with the proposed Subdivision or Resubdivision to verify that the zoning is in order prior to the Final Approval, if conformance of the proposed subdivision or Resubdivision with all land use regulations is dependent upon the zoning or rezoning of the land comprising the proposed Subdivision or Resubdivision.
- _____ 5. Copies of any required state or federal approvals or permits for construction.
- _____ 6. Copies of all private restrictions, restrictive covenants, or trusteeships and their periods of existence as they apply to lots in the subdivision, signed by the owner or the owner's agent. (If such restrictions or covenants are not stated in full on the final plat, references to the recording of such in the Parish Clerk's Office will be stated.)
- _____ * 7. Copies and reproductions, as required, of the Record Improvement Plans, except when final approval is requested in conjunction with a performance bond or irrevocable standby letter of credit for the construction of public improvements, in which case these items shall be required to be submitted subsequent to completion of the improvements which they depict and prior to the acceptance of the constructed public improvements by ordinance of the Council.
- _____ * 8. One (1) copy of official correspondence indicating approval by the parish health office of the proposed sewer and water system.
- _____ * 9. One (1) copy of official correspondence indicating approval from all state and/or federal agencies with jurisdiction over sewer and/or water system approval, and dredging and drainage construction work.
- _____ * 10. All formal irrevocable offers of dedication to the public of all streets/roads, local governmental uses, utilities, parks, and easements

depicted on the plat, in a form approved by the City Attorney's office. IN fulfillment of this requirement, the applicant shall transfer with warranty full, unencumbered and merchantable title to all such property interests to be dedicated in proper form for recording, together with a title insurance policy for the City which shall be approved by the City Attorney before signing of the Final Subdivision Plat.

_____ * 11. Performance bond or irrevocable standby letter of credit, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer or Public Works Director and City Attorney and including a provisions that the principal of the bond shall comply with all terms of the resolution of final subdivision plat approval as determined by the Planning Commission, and including, but not limited to, the performance of all required subdivision and off-site improvements and stating that all improvements and property interests included in the irrevocable offer of dedication shall be dedicated to the City free and clear of all liens and encumbrances on the premises.

_____ * 12. One (1) copy of the traverse calculations for the subdivision. The minimum traverse calculations required shall include a closed traverse of the subdivision boundaries and a closed traverse along the centerline of each Street within the development, as well as closed traverse calculations of all lots in the subdivision and all publicly or privately reserved parcels.

_____ * 13. All fees required to be submitted in conjunction with a Final Approval procedure.

Parish and/or State Health Department Approval for the proposed water and sanitation systems (has, has not) been given. Copies of the approval are included with this application; _____ Yes _____ No

The proposed design and development of this subdivision is such that:

_____ A variance or waiver of certain requirements of the Subdivision Regulations is needed (include such requests with this application);

_____ No variance or waiver of any requirement of the Subdivision Regulations is needed.

Signature of Owner/Developer or Representative

Date

OWNER'S CERTIFICATE

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 _____, 19_____.

Witness my hand and notarial seal of office in _____ Parish, Louisiana on this _____ day of _____, 19_____ My commission expires _____, 19_____.

Notary Public

In applicable cases use the following:

Copartnership

State of _____
Parish of _____ SS:

On this _____ day of _____, 19_____ 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 _____, 19_____ 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.

FINAL APPROVAL PROCEDURES FOR SUBDIVISIONS AND RESUBDIVISIONS

Final Approval Application Submission Requirements

Following preliminary approval of the proposed subdivision application by the Planning Commission, and prior to the expiration of the effective period of the preliminary approval, the following items shall be submitted by the applicant to the City Planner or Designee to initiate the final subdivision approval procedure for both subdivisions and resubdivisions. In the case of Major Subdivisions/Resubdivisions, prior to submission of the final subdivision plat for approval, the applicant shall either complete the construction of required improvements or submit a performance bond or irrevocable standby letter of credit in a form approved by the City Attorney securing that necessary or required improvements will be constructed within one year of the date of the approval of the final plat by the Planning Commission. Applications received after the official deadline, as established by the current Rules of Procedure of the Planning Commission, will be held for hearing at the earliest possible meeting in accordance with the established deadlines. The following items shall be submitted and distributed in accordance with

the requirements of these regulations and the currently adopted Rules of Procedure of the Planning Commission on forms approved by the Planning Commission:

1. Application form for Final Approval of the subdivision or resubdivision, completed and signed by the applicant or his authorized agent, and the required number of copies for review.
2. A notarized affidavit of ownership if changes have occurred since that affidavit submitted with the request for tentative or preliminary approval.
3. Copies of the Final Subdivision Plat drawn in accordance with the provisions of these regulations and in compliance with the approved or conditionally approved Preliminary Plat, in the case of Major Subdivisions or Resubdivisions, or Tentative Plat, in the case of Minor Subdivisions or Resubdivisions, as required for purposes of review and approval.
4. Certification by the City Clerk of the approval of any ordinance for zoning or rezoning submitted in conjunction with the proposed subdivision or resubdivision to verify that the zoning is in order prior the Final Approval, if conformance of the proposed subdivision or resubdivision with all land use regulations is dependent upon the zoning or rezoning of the land comprising the proposed subdivision or resubdivision.
5. Copies of any required state or federal approvals or permits for construction.
6. Copies of all private restrictions, restrictive covenants or trusts and their periods of existence as they apply to lots in the subdivision, signed by the owner or the owner's agent. (If such restrictions or covenants are not stated in full on the final plat, references to the recording of such in the Parish Clerk's Office will be stated.)

- 7.* Copies and reproducibles, as required, of the Record Improvement Plans, except when final approval is requested in conjunction with a performance bond or irrevocable standby letter of credit for the construction of public improvements, in which case these items shall be required to be submitted subsequent to completion of the improvements which they depict and prior to the acceptance of the constructed public improvements by ordinance of the Council.
- 8.* One (1) copy of official correspondence indicating approval by the parish health office of the proposed sewer and water system.
- 9.* One (1) copy of official correspondence indicating approval from all state and/or federal agencies with jurisdiction over sewer and/or water system approval, and dredging and drainage construction work.
- 10.* All formal irrevocable offers of dedication to the public of all streets/roads, local governmental uses, utilities, parks, and easements depicted on the plat, in a form approved by the City Attorney's office. In fulfillment of this requirement, the applicant shall transfer with warranty full, unencumbered and merchantable title to all such property interests to be dedicated in proper form for recording, together with a title insurance policy for the City which shall be approved by the City attorney before signing of the final subdivision plat.
- 11.* Performance bond or irrevocable standby letter of credit, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer or Public Works Director and City Attorney and including a provision that the principal of the bond shall comply with all terms of the resolution of final subdivision plat approval as determined by the planning commission and including, but not limited to, the performance of all required subdivision and off-site improvements and stating that all improvements and property interests included in the irrevocable offer of dedication shall be dedicated to the City free and clear of all liens and encumbrances on the premises.
- 12.* One (1) copy of the traverse calculations for the subdivision. The minimum traverse calculations required shall include a closed traverse of the subdivision boundaries and a closed traverse along the centerline of each Street within the development, as well as closed traverse calculations of all lots in the subdivisions and all publicly or privately reserved parcels.
13. All fees required to be submitted in conjunction with a Final Approval procedure.
14. All major subdivision data must be submitted on a computer disk of the subdivision plat, including utilities, in an Autocad compatible electronic format.

Approval, Conditional Approval of Disapproval of Final Plat

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.

In the final approval the Planning Commission shall stipulate the period of time when the performance bond shall be filed or the required improvements installed, whichever is applicable. In no event shall a performance bond or irrevocable standby letter of credit be submitted later than six (6) months from the date of final approval by the Planning Commission, together with all required documents and completion of required procedures.

In no event shall the period of time stipulated by the Planning Commission for completion of required improvements exceed one (1) year from the date of final approval.

Where the Planning Commission has required the installation of improvements prior to final approval, the Planning Commission shall not unreasonably modify the conditions set forth in the preliminary approval.

Final Approval Accomplished

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.

Procedures for Recordation of the Final Subdivision/Resubdivision Plat

1. Submission of Plat for Signatures - Following Final Subdivision Plat approval by the Planning Commission, the applicant shall submit three (3) reproducible copies (one shall be of a substantial quality, such as mylar or vellum, if the Final Subdivision Plat is larger than a size which can be reproduced by standard copy machine) and two (2) prints of the Final Subdivision Plat with original signatures of the owners of the property and surveyor, as appropriate, for the required signatures of approval.
2. Required Signatures of Approval - It shall be the responsibility of the City Planner or Designee or their designee to see that all required signatures are affixed to the Final Subdivision Plat prior to recordation. The required signatures of approval shall be the signatures of the Mayor, the Public Works Director or the City Engineer, the City Planner or Designee and the Chairman of the Planning Commission.
 - a. When a bond or letter of credit is required in lieu of installation of all public improvements, the Chairman of the Planning Commission shall endorse approval on the plat only after the bond has been approved and

the dedication of public lands, rights-of-way and servitudes for the installation of such improvements has been accepted by ordinance if the City Council and all the conditions of the Planning Commission resolution pertaining to the plat have been satisfied.

b. When installation of improvements is required prior to final plat approval, the Chairman of the Planning Commission shall endorse approval on the plat after all conditions of the preliminary and final approvals have been satisfied and all improvements satisfactorily completed or assured in the manner provided herein. There shall be written evidence that the required public facilities have been installed in a manner satisfactory to the City Council as shown by a certificate signed by the City Engineer or Public Works Director and the City Attorney that the procedural requirements of this section have been met.

c. The Planning Commission Chairman, Mayor of the City, and the Public Works Director or the City Engineer will sign and date the three (3) reproducible originals and two (2) prints of the subdivision plat for purposes of recordation and reproduction for distribution.

Resubdivision Approval Procedures

1. 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.

a. Major resubdivisions shall be required to be approved in accordance with the procedures and requirements for Major subdivisions/resubdivisions as outlined above, including the Tentative, Preliminary and Final Approval procedures.

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.

2. Guidelines for Approving Resubdivisions

- a. The size and dimensions of all newly created lots shall be in conformance with the requirements of these land use regulations.
- b. Corner lots may use either Street frontage to meet the front footage requirements of these land use regulations.
- c. 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 these regulations.
- d. Areas of periodic inundation as defined herein shall not be included in the calculation of required lot area for purposes of resubdivision.
- e. 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 these land use regulations.

3. Procedure for Subdivisions Where Future Resubdivision is Indicated - Whenever a parcel of land is subdivided and the subdivision plat shows one or more lots containing more than one acre of land and there are indications that such lots will eventually be resubdivided into small building sites, the Planning Commission may require that such parcel of land allow for the future openings of streets and the ultimate extension of adjacent streets. Easements providing for the future opening and extension of such streets may be made a requirement for approval of a plat.

Information Required on Final Subdivision Plat for Major Subdivision/Resubdivisions

The final subdivision plat, entitled as such, shall be submitted in ink or by computer plotter at the same scale as, and shall contain the same information as the approved preliminary plat. All revision dates must be shown and noted for content. In addition to all of the information shown on the approved Preliminary Plat the following shall also be shown on the final subdivision plat:

1. Notation of any self-imposed restrictions and locations of any building lines to be established by such restrictions, if required or approved by the planning commission in accordance with these regulations.
2. Notation of all monuments, erected or found with a designation as such, as provided in Article 13 of these regulations.

3. Engineer's, landscape architect's and surveyor's certification and seal:

a. When the final subdivision plat shows engineering design data, the final plat shall bear the seal of the registered professional engineer, duly licensed to practice engineering in the state, who prepared the design data or under whose direct supervision the engineering design data was developed along with the registered professional engineer's signature and the date of execution.

b. The final subdivision plat shall also include the seal and certification of a professional land surveyor. This certification shall be a statement by a professional land surveyor duly licensed to practice land surveying in the state, which states that the plan is based upon an actual survey made by said individual and that the distances, courses, all angles and all other required survey information are shown correctly, that monuments have been set and the lot and block corners are staked correctly on the ground and that the professional land surveyor has fully complied with the provisions of Louisiana revised statutes 33:5051, et. seq and all City regulations governing platting.

c. When the final subdivision plat includes a landscape plan, it shall bear the seal and certification of a landscape architect who is licensed by the state to practice the profession of landscape architecture.

4. Certification, acknowledgments, and descriptions - The following certificates, acknowledgments and descriptions shall appear on the title sheet of the final plat. Such certificates may be combined when appropriate. Representative certificates, acknowledgments, approvals and descriptions that shall be used on the final plat shall be available in the office of the Department of Planning and Development and in accordance with those approved by the Planning Commission in the current adopted Rules of Procedure.

a. Certificate by Parties Holding Title - A notarized certificate shall be signed and acknowledged by all parties having a title interest in the land subdivided, consenting to the preparation and recording of said plat, providing, however, that the signature of parties owning the following types of interest may be omitted if their names and nature of their interest are set forth on the plat:

- I. Rights-of-way, easements or other interest that cannot ripen into a fee.
- ii. Rights-of-way, easements or revisions that appear to be no longer of potential use or value, due to changed conditions, long disuse of laches.
- iii. Any subdivision including land originally patented by the United States or Louisiana under patent, reserving interest to either or both of these entities, may be recorded under the provisions of this

regulation without the consent of the United States or Louisiana thereto, or to dedication made thereon.

b. Dedication Certificates - A notarized certificate shall be signed and acknowledged offering for dedication all servitude interests and parcels of land shown on the final plat and intended for public dedication, except those parcels other than streets which are intended for the exclusive use of the lot owners in the subdivision or development, their licensees, visitors, tenants and servants. This certification shall also show that there are no unpaid taxes or special assessments against the land contained in the plat.

c. Certificate and Guarantee of Clear Title - The final plat shall be accompanied by a statement prepared by a duly authorized title insurance company stating that when duly signed, the plat will contain the signatures of all persons whose consent is necessary to the preparation and recording of said plat and to the dedication of the streets and other public places that are clearly shown on the plat.

d. Certification of Planning Commission - Certification of the City Engineer or Public Works Director that required improvements have been satisfactorily installed or from the City Attorney that adequate financing guarantees have been provided.

e. Legal Description of Property - The legal description shall be an accurate reflection of the boundary survey. Each reference in such description to any tract, development, or subdivision shall show a complete reference to records of the Parish of St. Tammany. The description shall also include reference to any vacated area with the book and page number of the instrument of vacation.

f. Other affidavits, etc. - The title shall contain such other affidavits, certificates, acknowledgments, endorsements, and notarial seals as are required by law and by these regulations.

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

- (1) City Engineer or Public Works Director
- (2) City Planner or Designee
- (3) Chairman of the Planning Commission; and
- (3) Mayor of the City of Mandeville

h. Place for signature of acceptance for recordation by the Clerk of Court, for Map File number and for date of recordation.

5. All existing uses that are non-conforming uses according to the zoning district in which the development is located.

6. Protective covenants or deed restrictions, if any, shall be recorded and referenced by instrument number in their entirety on the subdivision plat.
7. Statement certifying that the applicable provisions of the City of Mandeville Outdoor Lighting Code will be adhered to.

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

MAJOR SUBDIVISION/RESUBDIVISION APPLICATION AND PROCEDURES

Major Subdivision/Resubdivision

1. Tentative approval of Conceptual Sketch Plat
2. Preliminary Approval of Preliminary Plat and Construction Plans
3. Final Approval of Final Subdivision Plat by Planning Commission in conjunction with:
 - a. Acceptance of dedication of public improvements with maintenance bond by City Council; or
 - b. Posting of performance bond or irrevocable letter of credit for the construction of required public improvements and subsequent acceptance of dedication of improvements with maintenance bond by City Council.

SUBDIVISION APPLICATION AND ASSOCIATED FEES

1. Low-Density Residential Subdivision (One and Two Family Homes)
 - a. Subdivision over 5 acres \$5,000
+ \$100 per lot
 - b. Subdivisions less than 5 acres \$250 per lot

If the construction period specified by the developer in the construction contract is exceeded, the applicant will be charged additional fees for the City's field representatives at a rate of \$20 per hour payable prior to acceptance by the City of streets or utilities for maintenance.

2. High-Density Residential and Non-Residential Subdivisions
Subdivisions/Resubdivisions \$.05 per square
foot of acreage
 - b. Non-Residential Subdivisions/Resubdivisions
\$5,000 plus \$1,000
per acres or fraction thereof
for every acre over 2.5 acres

3. Fees for Application of High-Density Residential and Non-Residential Subdivisions

The above fees will be collected in the following manner:

Payment with application for tentative approval	20%
Payment with application for preliminary approval	60%
Payment with application for final approval	20%

If the construction period specified by the developer in the construction contract is exceeded, the applicant will be charged additional fees for the City's field representatives at a rate of \$20 per hour payable prior to acceptance by the City of streets or utilities for maintenance.