

SUBDIVISION APPLICATION

CITY OF NEW ORLEANS
CITY PLANNING COMMISSION
1340 Poydras Street
Suite 900
New Orleans, Louisiana 70112

To begin processing a major or minor subdivision requests the following items must be submitted to the CPC staff. The staff **will not accept or process** incomplete applications. The applicant shall submit the following items as a formal request for subdivision approval:

1. **LETTER OF REQUEST**, (see attached) using forms prescribed for this purpose and furnished by the staff and signed by **all** property owner(s) of the existing lots of record. If the property is owned by a corporation, a resolution authorizing the subdivision or authorizing an individual to request such approval shall be submitted. If the property is owned by a partnership, a copy of the Article of Partnership shall be submitted, indicating who is authorized to make such a request on the behalf of the partnership. Proper ownership verification information is also required for partnerships and successions.

2. **TEN (10) COPIES OF THE FINAL SUBDIVISION PLAN FOR *MINOR SUBDIVISION PROPOSALS* (the creation of a maximum of five (5) lots)** This plan is an actual survey prepared specifically for the purpose of resubdivision by a land surveyor registered in the State of Louisiana bearing his official stamp. The Plan should show a current date (**within 60 days prior to the date of submission**), existing and proposed property lines, existing and proposed lot dimensions (including lot area), existing and proposed lot designations, square number or tract identification, the municipal district (and address if applicable), bounding streets, servitude, easements, existing improvements, existing sewer and water lines, house connections, and complete details of any encroachments onto the public right-of-way. This includes but not limited to trees, steps, porches, overhangs, roofs, buildings, fences etc.

OR

3. **TWENTY-SEVEN (27) REDUCED COPIES AND TEN (10) FULL SIZE COPIES OF THE TENTATIVE PLAN FOR *MAJOR SUBDIVISION PROPOSALS* (the creation of more than five (5) lots and/or the dedication or revocation of streets) AS WELL AS A LIST OF ALL ADJOINING PROPERTY OWNER(S).** This plan is an actual survey prepared specifically for the purpose of resubdivision by a land surveyor registered in the State of Louisiana bearing his official stamp. The Plan should show a current date (**within 60 days prior to the date of submission**), existing and proposed property lines, existing and

proposed lot dimensions (including lot area), existing and proposed lot designations, square number or tract identification, the municipal district (and address if applicable), bounding streets, servitude, easements, existing improvements, existing sewer and water lines, house connections, and complete details of any encroachments onto the public right-of-way. This includes but not limited to trees, steps, porches, overhangs, roofs, buildings, fences etc.

4. **FEES FOR PROCESSING SUBDIVISION APPLICATION**, all required fees are set by Chapter 118, Article II, Section 118-43 of Ordinance 828 M.C.S., known as the Code of the City of New Orleans and are available at the City Planning Commission's office. The cost of advertising for public hearings and the cost of the State required registered mail shall be borne by the property owner(s). Overpayments will be refunded and full refunds may be obtained if a written request for the withdrawal of an application for a subdivision is received before the staff has notified other agencies or sent public hearings (see attachment for required fees for all subdivisions).

PROCESSING THE SUBDIVISION REQUEST:

Upon determination that an application is complete, the Commission staff shall review the plan for compliance with the Subdivision Regulations and Comprehensive Zoning Ordinance. Copies of the plan will be mailed to various City/State/Federal agencies for review and written comments with respect to compliance with each department's regulations. Revisions to the submitted Plan may be required for further review and final approval. Reviewing agencies include: Sewerage and Water Board, Departments of Public Works, Entergy, Health, Safety and Permits, Real Estate and Records, Historic District Landmarks Commission, and Vieux Carre Commission, Corps of Engineers and Department of Natural Resources when wetlands may be involved.

PUBLIC HEARING REQUIREMENT:

Any subdivision creating more than five (5) lots or the dedication/revocation of a street requires a public hearing, according to State law. **Upon submission**, the applicant shall provide a list bearing the names, addresses, lot, and square number of all abutting or adjacent properties of the parcel being subdivided so that a public hearing can be scheduled. The abutting property owners are notified by certified mail of the time and place of the public hearing no less than five (5) days before the assigned hearing date. The request is advertised in the Official Journal three (3) times over a period of two weeks. As previously noted, the cost of advertising for public hearings and the cost of the State required registered mail shall be borne by the property owner(s). Please note that the Planning Commission may call for a public hearing on any subdivision if deemed necessary and in the best interest of the public. The same public hearing requirements shall be followed.

PLANNING ADVISORY COMMITTEE REVIEW:

g:\cpc\cpcforms\new subdivision request form
9.18.08 version

Major subdivisions must be reviewed by the Planning Advisory Committee (PAC) which is made up of representatives from various departments in City Hall. This committee will review the subdivision request and make suggestions/recommendations to the developer and to the City Planning Commission. The PAC usually meets at least twice a month, generally on the second and fourth Wednesday, in the Conference Room of the City Planning Commission. The deadline for submitting proposals is noon Wednesday, a week prior to the meeting.

PLANNING COMMISSION MEETINGS:

The Planning Commission meets on the second and fourth Tuesday of each month. The subdivision should be submitted in proper form at least three (3) weeks prior to an expected meeting day, if required. However, the Commission's staff has sixty (60) days to act upon a request. Please note that certain types of subdivisions require more staff preparation time before being presented to the Commission and additional time of two (2) weeks or more may be required. **Once the Commission has granted Tentative Approval to a resubdivision request, the applicant has the responsibility to complete all conditions and provisos as set forth by the Commission before the request can be considered for Final Approval.**

APPEALS:

The decision of the City Planning Commission to approve, approve with conditions, or deny the Tentative or Final Subdivision Plan may be appealed to the City Council within 30 days following the decision. Appeals shall be made by filing a Notice of Appeal with the Clerk of Council, with a copy to the Planning Commission and shall state specifically how the City Planning Commission failed to properly evaluate the proposed subdivision plan (see attached fee form for cost of appeal).

NOTE -PRIOR TO FINAL APPROVAL OR CERTIFIED APPROVAL the applicant **shall** obtain and submit the following items to the staff to complete the applicant's file:

1. **A reproducible copy** (on tracing, film, or sepia) and two (2) prints of the Final Plan to which approval may be signed. A digital copy of the survey (on disk) shall be provided by the applicant's surveyor and shall be submitted as part of the final approval process.
2. **Mortgage Certificate**, available from the Office of Mortgages, Civil District Court Building, bearing a date within sixty (60) days of the date of Tentative Approval or of the date of notification by the staff of Certified Approval. If the applicant does not meet all of the criteria, conditions, and provisos required for final approval within the sixty (60) days after notification of Tentative or Certified Approval and has already submitted a mortgage certificate, that certificate will be considered void, and an updated mortgage certificate shall be required before Final Approval. **Note** - Any mortgages on the existing lots shall require a consent letter from the mortgage holder, in addition, any liens will also require a consent letter from the lien holder. If

a judgment exists, the applicant shall provide City Planning with a consent letter from the judgment holder authorizing the proposed subdivision. If the judgment does not apply to applicant, the applicant shall provide a statement as such in an affidavit from an attorney. A signature of the City Attorney for the succession is acceptable.

3. **Paving Research Certificate and City Tax Research Certificate** (for each existing lot) can be obtained from the City Department of Finance, room 1W39, City Hall. All city taxes, as well as individual charges assessed under paving liens, **must be paid prior** to final approval.

Once all of these conditions and provisos have been met, Final Approval will be granted. The subdivider will be required to provide 20 copies of the approved subdivision plan for distribution to other City Departments. Approved plans must be recorded in the Conveyance office **within 30 days** from the date of the signed Final Approval, otherwise the Commission's approval shall be null and void, and the applicant will need to apply for a reconsideration or re-certification of the plan (see attached fee form for cost of reconsideration or re-certification).

For information concerning the above, please contact (504) 565-7000. Subdivision Regulation Booklets are available in the Planning Commission office for a fee of \$10.00 per copy. Please retain a copy of this form for your records for future reference.

Approved,

Yolanda Rodriguez
Executive Director

SUBDIVISION LETTER OF REQUEST

Date: _____

The property owners would like to request a resubdivision of:

Existing lots: _____

into

Proposed lots: _____

Tax Bill Number (for existing lot(s)) _____

Square: _____ Municipal District _____

As per survey by: _____ Date of
survey: _____

Reason for Request and proposed development (if applicable):

Current Land Use: Residential (number of dwelling units), Commercial or Industrial (type of Commercial or Industrial land use), briefly describe:

Print All Property Owner=s Names	Signature
_____	_____
_____	_____
_____	_____
_____	_____

Contact Person: _____

Address & Phone: _____

E-mail Address: _____

***Note:** A Resolution must be attached for any resubdivision which involves property that is owned by a corporation. Proper ownership verification information is also required for partnerships and successions.

ADJOINING PROPERTY OWNERS INFORMATION (For Major Subdivision Requests)

Names and addresses may be obtained from the **Assessor=s Office** on the **Fourth Floor** of City Hall. List the names and addresses of the owners of all abutting properties and all properties on both sides of the street of the block on which the petitioned site is located. For corner properties, provide the names and addresses for the property owners for both streets, and the property located cater-corner to the subject. Attach Assessors print-out or copy the names below. Attach additional sheets if necessary.

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
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Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

Lot _____ Square _____
Owner=s Name _____
Mailing Address _____

FEES FOR PROCESSING SUBDIVISION APPLICATIONS

Fees, as established by the City Council with the adoption of Ordinance 11,269 M.C.S., on July 10, 1986 amending section 47-7.1 of Chapter 47 of Ordinance Number 828 M.C.S. known as the Code of the City of New Orleans are as follows:

- For all subdivisions, there shall be a base filing fee of \$200.00 plus \$25.00 per lot for each lot proposed.
- Any subdivision proposing the dedication of a street or portion thereof shall pay the filing fee based upon the number of lots or a minimum fee of \$500.00, whichever is greater.
- Applicants submitting subdivision proposals under Policy E of the Subdivision Regulations shall pay a fee based upon the number of lots or a minimum fee of \$350.00, whichever is greater.
- A \$300.00 Site Plan Review fee shall be required for any subdivision wherein site plans are submitted or are a part of the application procedure. This fee is in addition to any other applicable processing fees mentioned above.
- A fee of \$100.00 shall be required for subdivisions which require reapproval or recertification by the City Planning Commission.
- Requests for reconsideration of subdivision proposals, previously acted upon by the City Planning Commission, shall require a fee of \$200.00.
- A processing fee of \$300.00 shall be required for appeals to the City Council of the City Planning Commission's actions on any subdivision.

PROCEDURE FOR RECORDING SUBDIVISION PLANS

Note: Subdivision must be recorded with the Office of Conveyances within 30 days from the date of approval by the City Planning Commission (CPC). There is a \$100.00 fee for Reapproval or Recertification by the CPC after 30 days period.

5. At the City Planning Commission, the applicant will pick up the signed subdivision plan(s) and a copy of the transmittal letter.
6. **THE APPLICANT WILL MAKE 13 COPIES (XEROX/BLEUPRINT) OF THE SIGNED PLAN, RETURN 5 COPIES** TO THE CITY PLANNING COMMISSION STAFF AND TAKE THE REMAINING 7COPIES PLUS THE TRANSMITTAL LETTER TO THE DIVISION PF PROPERTY MANAGEMENT, CITY HALL, ROOM 5W (FIFTH FLOOR) FOR FURTHER PROCESSING.

7. The staff of the Real Estate and Records division will:
 1. Stamp and sign the subdivision plans, return 1 copy to the applicant and keep 6 remaining copies.
 2. Prepare 6 copies of the form of Declaration of Title Change by Subdivision, return 5 copies to the applicant and keep one for its record.

Note: The owner(s) of the property must then either sign the Declaration forms in the presence of the Real Estate staff, or have then signed elsewhere and notarized.

8. The applicant will then take the subdivision plan and the Declaration forms to the Notarial Archives Office in the basement of the Civil District Court Building, 421 Loyola Avenue to have all of them stamped with the archives recordation number (fee involved).
9. The applicant will then take 6 documents across the hall to the Office of Conveyances, that will:
 1. Assign and stamp Instrument Numbers on each document (fee involved);
 2. Return 1 copy of the Declaration to the applicant, and forward remaining documents to the Notarial Archives and Real Estate and Records for further processing.
10. The City Planning Commission will mail the recorded subdivision plan to the applicant as soon as it receives the recorded plan and the Declaration from the Division of Real Estate and Records. The Real Estate and Records will forward the recorded documents to the appropriate Tax Assessor=s Office and the Department of Safety and Permits.

SUBDIVISION APPEAL APPLICATION AND ROUTING FORM

_(please type or print)

Date

Name of Property Owner(s):

Property Owner Address:

Telephone Number _____ Fax Number _____ Other Number

Name, Address, & Phone Number of Contact Person (if different than above):

SUBDIVISION DOCKET NUMBER

The Proposal: A resubdivision of existing lot(s)

—

into proposed lot(s)

Square _____

Municipal District

Municipal Address

-

Bounding Streets

Current Land Use(s)

Date of City Planning Commission Review

City Planning Commission=s Recommendation

Reason(s) For The Appeal:

