

**CRITERIA NEEDED ON PLATS FOR MINOR RE-SUB:**

**PLEASE TAKE NOTE THAT ZONING HAS BEEN PUT IN PLACE IN SEVERAL COUNCIL DISTRICTS. THIS WILL AFFECT THE DIVISION OF PROPERTIES.**

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(If you don't already have an account you will need to create one)

**Definitions:**

*Minor subdivision* means the division or re-subdivision of a lot, tract or parcel of land or a portion thereof into nine (9) lots or less shall be deemed and referred to as the term "minor subdivision."

*Lot* is a parcel of ground not to exceed a density two and a half (2.5) per acre (May differ in some areas due to zoning)

**ORDINANCE:**

**ARTICLE III. – MINOR SUBDIVISIONS**

**Section 125-36. – Application.**

- (a) Applications/submittals shall be signed by both the applicant and property owner, if different.
- (b) A letter of authorization shall be submitted when an authorized agent(s) sign in lieu of the property owner and applicant.
- (c) Deeds of all proposed property to be subdivided shall be included with applications/submittals.
- (d) The original of the final plat must be signed by the landowner or registered agent and submitted to the Planning Department for approval by the Parish President or Planning Director. After all fees are paid, the plat is approved and signed, the O/D/S shall record a copy of the plat in the official records of the clerk of court and provide one (1) certified copy to the planning department. The Planning Director shall check the site and refer any drainage concerns to the Parish Council who shall have the right of approval or rejection.

**Section 125-37. - Requirements for minor subdivisions.**

The division or re-subdivision of a lot, tract or parcel of land or a portion thereof into nine (9) lots or less shall be deemed and referred to as a minor subdivision. The landowner or registered agent and the Parish Planning Director shall review and sign the plat for the minor subdivision. The Planning Director may send the minor re-sub to the Planning and Zoning Commission and the Parish Council if needed. The Parish Planning Director shall notify the Councilmember in whose district the re-sub is located. Such minor subdivisions shall be submitted as per Section 125-36 and, upon approval, recorded as per this Article.

- (1) All division of property shall be cumulative and shall not be re-subdivided within a twenty-four (24) month period pursuant to this article; however, it may be re-subdivided as a subdivision with improvements within said twenty-four (24) month period, provided that it complies with the requirements of said article. As an exception, property of five (5) acres or more, where conveyance has occurred, shall begin the cumulative period upon the date of conveyance.
- (2) Minimum area of sixteen thousand (16,000) square feet and a minimum footage of eighty (80') feet where an approved individual mechanical plant is to be utilized, Minimum area of twelve thousand (12,000) square feet and a minimum footage of sixty (60') feet where an approved individual mechanical plant is utilized and is followed by fifty (50') feet of modified absorption field.  
Minimum area of ten thousand (10,000) square feet and a minimum footage of fifty (50) feet where there is a Louisiana Department of Health and Hospitals approved community sewer system available.
- (3) Any division of property where any lot within the division less than one (1) acre is, shall not be divided into more than seven (7) total lots.
- ((4) Any division of property where any lot within the division is less than one (1) acre, shall not have more than four (4) total lots on a private, non-public road or servitude. The servitude must be a minimum forty (40') feet in width.
- (5) Any division of property where all lots within the division is of one (1) acre or more, shall not be divided into more than nine (9) total lots.
- (6) Any division of property where all lots within the division is of one (1) acre or more shall not have more than five (5) total lots on a

- private, non-public road or servitude. The servitude must be a minimum sixty (60') feet in width.
- (7) Any division of property that utilizes the minimum sixty (60') foot servitude access with a mandatory buyer beware affidavit, must note on the plat that the Parish Council has no agreement or obligation to take in or maintain this access.
  - (8) Once the planning department has received a plat for a minor subdivision, the Parish Council clerk and any appropriate drainage district are to be notified in writing. The planning department will have twenty (20) working days to approve or produce a written letter of objection to the developer or the developer's authorized representative, and the Councilmember of the area. The twenty (20) working days will begin after the erection of the sign and plat has been submitted.
  - (9) The following signage will be required for minor subdivisions with four lots or more. The O/D/S shall erect two (2) signs that will be placed corner to corner in a V-shaped formation that shall each be measured four (4') foot by eight (8') foot. The sign shall be black and white sign with a minimum of four (4") inch-high letters located with no obstructions within five (5') feet of the nearest public right-of-way leading to the original filing, any new additional filing, and any other entrance or road tied to the development for connectivity purposes. The bottom of the sign shall be at least four (4') feet from the ground. Twenty-five (25%) percent of the sign may be dedicated for advertising purposes and graphics, provided such area is contiguous. The sign shall be erected at least ten (10) days prior to the submission of the application to the Planning Department. The sign must remain visible and upright until final approval. Failure to keep the sign visible and upright is cause for project work to be stopped by the Parish and review engineer until the sign is corrected. The developer is responsible for any and all associated costs including attorney fees. The sign shall be titled "A Subdivision Is Proposed For This Site" and shall contain the following information:
    - a. Name, address and working telephone number of the O/D/S.
    - b. Name of subdivision or development.
    - c. Number of lots.
    - d. Number of acres in the development.

- e. Email address.

**Section 125-38. – Requirements for exchange surveys**

- (a) Requirements set forth in section 125-37 (1) through (7). The Planning Director may send exchange surveys to the Planning and Zoning Commission and the Parish Council if needed. The Parish Planning Director shall notify the Councilmember in whose district the re-sub is located. Such minor subdivisions shall be submitted as per Section 125-36 and, upon approval, recorded as per this Article.
- (b) All fees shall be paid prior to release of approved documents and proof of payment shall be received before final approval of the Planning Department.

**Section 125-39. – Requirements for combination of lots**

- (a) Requirements set forth in section 125-37 (1) through (7). The Planning Director may send combination of lots to the Planning and Zoning Commission and the Parish Council if needed. The Parish Planning Director shall notify the Councilmember in whose district the re-sub is located. Such minor subdivisions shall be submitted as per Section 125-36 and, upon approval, recorded as per this Article.
- (b) All fees shall be paid prior to release of approved documents and proof of payment shall be received before final approval of the Planning Department.

**ARTICLE IX. – WETLANDS (For 5 lots or more)**

**Section 125-126. – Wetland regulations; prohibited and permitted uses.**

- (a) Total acreage of proposed development shall not include wetlands classified as marsh, swamp, or fens according to the EPA.
- (b) Wetlands classified as marsh, swamp, or fens defined by the EPA shall not be developed or mitigated.
- (c) Exclusions: Minor subdivisions as outlined in Section 125-37 with four (4) lots or less.

**(Any division of property that consists of 10 lots or more, cumulatively within the last 2 years will be treated as a Subdivision and will go by Subdivision requirements)**

**\* Property located inside of a Subdivision cannot  
be subdivided \***

IT IS THE OWNER'S RESPONSIBILITY TO MAKE SURE THERE ARE NO  
RESTRICTIONS ON THE PROPERTY.

RESTRICTIONS WOULD BE PUT ON THE PROPERTY BY DEVELOPERS  
OR PREVIOUS OWNERS AND THEY WOULD BE RECORDED IN THE  
COURT HOUSE RECORDS.

THE PARISH IS ONLY ABLE TO ENFORCE ORDINANCES PUT IN PLACE  
BY THE PARISH COUNCIL

**NEEDS TO BE SHOWN ON MAP**

1. List References and **turn in a copy** of any maps used for reference.
  - Recorded documentation proving ownership of property such as cash sale, deed, lease purchase, donation, etc. will be required in order for plat to be approved.
  - If our office is unable to obtain these documents from the Livingston Parish Clerk of Courts public records or are not turned in with the plat, it will become the responsibility of the property owner / engineer to provide these to us.
2. All existing structures need to be shown on the plat.
3. Maps need to have a signature block for the owner.
4. Must show a Vicinity Map and have the site marked.
5. Signature Block – Name & Date line for: Planning Director or Parish President
  - This can be just one block. Only one of their signatures is required.
6. Flood Certification – F.E.M.A. Flood Zone Panel, April 3, 2012 – Information
7. Street Names
8. General Notes
9. Plats must show surrounding property for reference only.

10. When combining lots please show previous lot lines.

11. Right of Way Information

12. If a Servitude is being dedicated see below:

- Wording regarding “streets, servitudes and rights-of-way”

**“Streets, servitudes and rights-of-way in the subdivision which do not join or connect with publicly maintained streets, roads, servitudes or rights-of-way, shall “NOT” be maintained by the Livingston Parish Council or any other public body”.**

**“BUYER BEWARE --- THE STREETS, ROADS, SERVITUDES AND RIGHT OF WAY IN THIS SUBDIVISION WILL NOT BE MAINTAINED BY THE LIVINGSTON PARISH COUNCIL OR ANY OTHER PUBLIC BODY”**

13. State what is being done on the map –

Ex. “Map Showing Re-subdivision of a Certain 2.00Acre Tract of Land into Tracts A, B & C for John Doe”; “Revision”, “Property Exchange”, etc.

14. Section, Township & Range

15. Scale

16. “North” Arrow

17. All lots must have dedicated access. Lots **cannot** be land locked.

**Lot size/Sewer requirements:**

(a) – Minimum area of sixteen thousand (16,000) square feet and a minimum footage of eighty (80) feet where an approved individual mechanical plant is to be utilized.

(b) – Minimum area of twelve thousand (12,000) square feet and a minimum footage of sixty (60) feet where an approved individual mechanical plant is utilized and is followed by fifty (50) feet of modified absorption field.

(c) – Minimum area of ten thousand (10,000) square feet and a minimum footage of fifty (50) feet where there is a Louisiana Department of Health and Hospitals approved community sewer system available.

**Types of maps that need to be submitted for Approval:**

- a. Exchange of property lines
- b. Creating additional lots
- c. Removing tracts/lots
- d. Any revisions
- e. Adding servitudes

## **FOLLOW THIS PROCESS TO SUBMIT FOR REVIEW**

### **Minor Re-sub approval Process:**

1. Once the map is drawn up, submit a copy of the map along with the owner's deed and reference maps by email to the following for review (Just send one email including everyone):
  - a. Planning & Development Department:
    - i. Dee Dee Delatte – [dddelatte@lpgov.com](mailto:dddelatte@lpgov.com)
    - ii. Alyssa Spellman – [acrowder@lpgov.com](mailto:acrowder@lpgov.com)
    - iii. Natalie Allen – [nallen@lpgov.com](mailto:nallen@lpgov.com)
    - iv. Annie Ficklin – [aficklin@lpgov.com](mailto:aficklin@lpgov.com)
  - b. Louisiana Department of Health & Hospitals (LDH)
    - i. John Cowart – [John.cowart@la.gov](mailto:John.cowart@la.gov)
      1. John will forward the information to the sanitarian that will review.
  - c. MS4 Compliance Department
    - i. Brian Myers – [bmyers@lpgov.com](mailto:bmyers@lpgov.com)
    - ii. Steve Kistler – [skistler@lpgov.com](mailto:skistler@lpgov.com)
      1. Steve or Brian will ask for information as needed regarding his department.
2. Any comments made from either office will be made on this email submittal.
3. Once the map is ready for approval, we will ask you to send hard copies for signature to the Planning Office.

### **PROCEDURES WHEN RE-SUB PLAT IS APPROVED:**

1. The Planning Director will sign and date plat.
2. The Planning Secretary will complete an "Invoice for Property Change" and the individual will be contacted to pick up the plat.
3. The signed plat will be issued to individual once the invoice is paid at Cashier's office or online.
4. The signed plat needs to be recorded at the Clerk of Court's office at the Livingston Parish Courthouse.
5. The Planning Department must receive one (1) certified copies of the recorded plat.



**Planning Department Contact Information:**

**Phone:** (225) 686-3062

**Fax:** (225) 686-3061