

Pointe Coupee Parish Government
Subdivision Ordinance
Chapter 22

Minor

Minor Subdivisions involve the realignment or shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior lot boundary lines, or the re-designation of lot numbers, provided the application meets the following requirements:

Standard

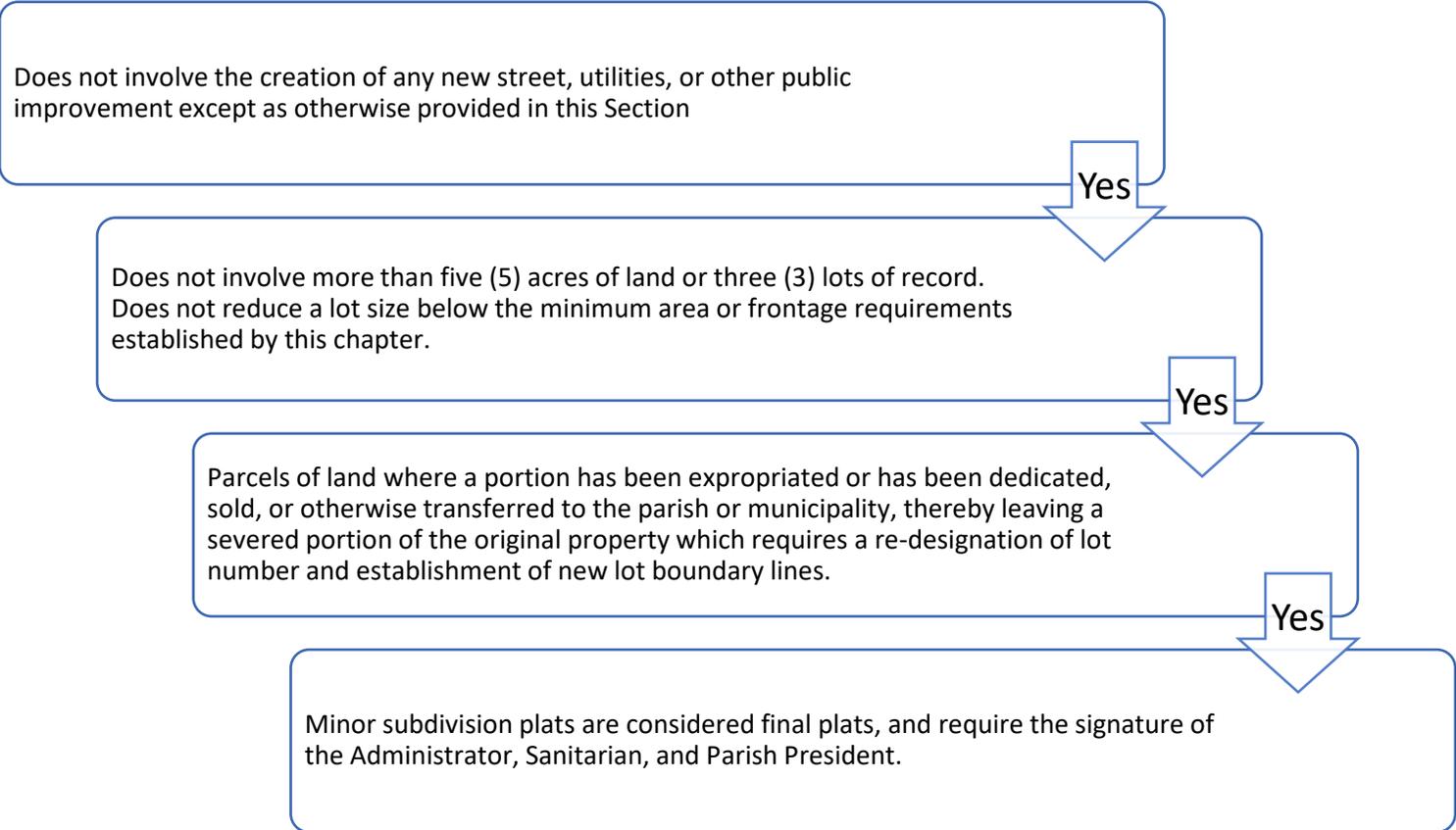
Standard Subdivisions involves the realignment or shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior boundary lines, or the re-designation of lot numbers, provided the application meets the following requirements:

Major

Major subdivisions are all other subdivisions of land within the Parish that are not considered minor subdivisions or standard subdivisions or otherwise exempted by this chapter. Major subdivisions include the creation of more than 8 lots or any number of lots where

Minor Subdivision

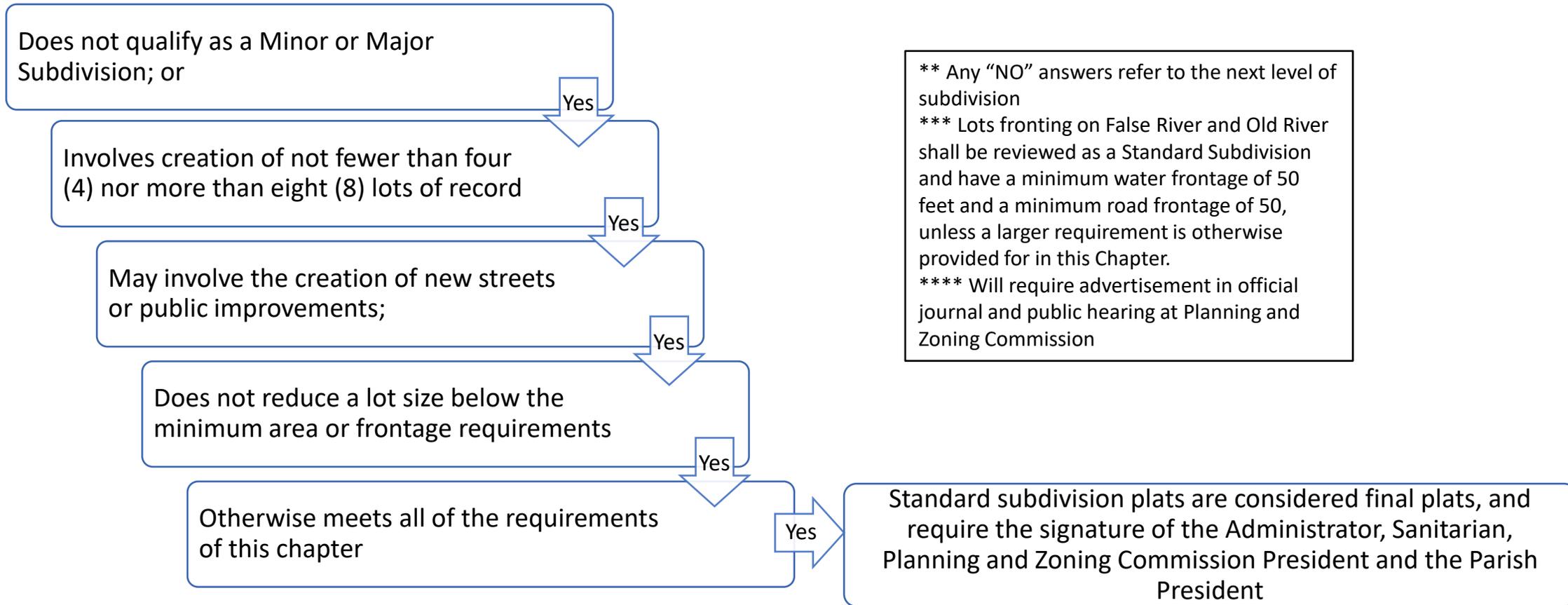
Minor Subdivisions involve the realignment or shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior lot boundary lines, or the re designation of lot numbers, provided the application meets the following requirements:



** Any “NO” answers refer to the next level of subdivision

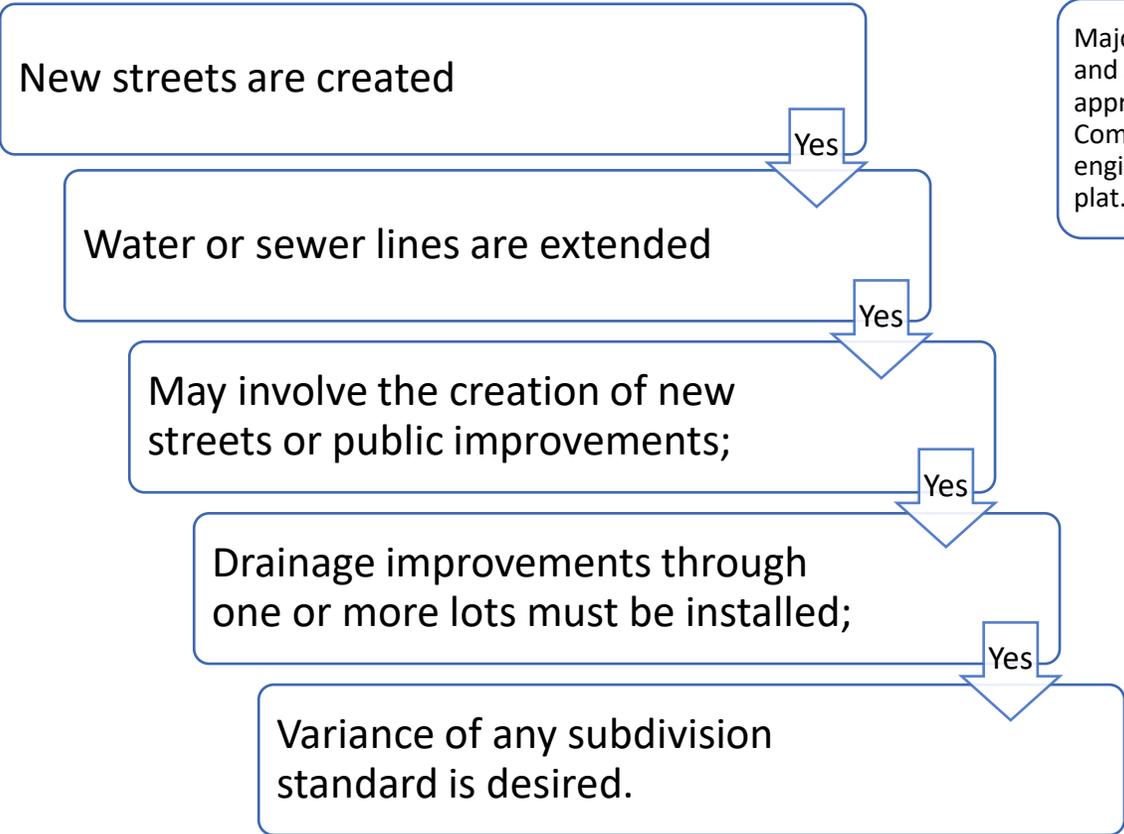
Standard Subdivision

Standard Subdivisions involves the realignment or shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior boundary lines, or the re-designation of lot numbers, provided the application meets the following requirements:



Major Subdivision

Major subdivisions are all other subdivisions of land within the Parish that are not considered minor subdivisions or standard subdivisions or otherwise exempted by this chapter. Major subdivisions include the creation of more than 8 lots or any number of lots where:



Major subdivisions require a preliminary plat be submitted and approved by the Planning and Zoning Commission. With approval of the preliminary plat by the Planning and Zoning Commission the applicant can prepare the final plat and any engineering plans for public improvements required by the plat.

The Administrator shall review and recommend approval of the final plat and engineering plans if they are in conformance with the approved preliminary plat and approved engineering standards and practices required by this chapter



Minor/Standard Subdivision Checklist

	Yes	No		Yes	No
Fees collected?	<input type="checkbox"/>	<input type="checkbox"/>	Reference to the base bearing and point of beginning bearing. Some point on the ground (section corner/road intersection)?	<input type="checkbox"/>	<input type="checkbox"/>
Name of subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	Are utility servitudes, easements, and rights of ways shown?	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow?	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing structures?	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity Map?	<input type="checkbox"/>	<input type="checkbox"/>	Road or street name, highway number?	<input type="checkbox"/>	<input type="checkbox"/>
Scale (1:100 or 1:200)?	<input type="checkbox"/>	<input type="checkbox"/>	Is property within an existing planned development?	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation?	<input type="checkbox"/>	<input type="checkbox"/>	Is this a re-subdivision?	<input type="checkbox"/>	<input type="checkbox"/>
Legal description (Section, Township, Range)?	<input type="checkbox"/>	<input type="checkbox"/>	Pre and Post Division drainage features depicted on separate plan sheet signed and sealed by Professional Engineer? (Standard Only)	<input type="checkbox"/>	<input type="checkbox"/>
Are new streets, utilities, or other public improvements in plat?	<input type="checkbox"/>	<input type="checkbox"/>	Are contours shown on map?	<input type="checkbox"/>	<input type="checkbox"/>
Number of acres of land:			New utility infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>
5 or less (Minor)?	<input type="checkbox"/>	<input type="checkbox"/>	Have electronic shapefiles been received?	<input type="checkbox"/>	<input type="checkbox"/>
6 or more (Standard)?	<input type="checkbox"/>	<input type="checkbox"/>	Original number to reference map. Book and page if available?	<input type="checkbox"/>	<input type="checkbox"/>
Number of lots of record:			Seal and signature of land surveyor or engineer?	<input type="checkbox"/>	<input type="checkbox"/>
3 or less (Minor)?	<input type="checkbox"/>	<input type="checkbox"/>	Signatures:		
4 – 8 (Standard)?	<input type="checkbox"/>	<input type="checkbox"/>	Administrator?	<input type="checkbox"/>	<input type="checkbox"/>
Lots and blocks numbered consecutively, if created?	<input type="checkbox"/>	<input type="checkbox"/>	Sanitarian?	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions of all lots (nearest foot)?	<input type="checkbox"/>	<input type="checkbox"/>	Planning and Zoning President? (Standard Only)	<input type="checkbox"/>	<input type="checkbox"/>
Is any lot reduced in size below minimum area (5000 sq/ft) or frontage?	<input type="checkbox"/>	<input type="checkbox"/>	Parish President?	<input type="checkbox"/>	<input type="checkbox"/>
Size of remainder lot (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	Minimum of 10 copies provided?	<input type="checkbox"/>	<input type="checkbox"/>
False River frontage?	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of mailed correspondence (Standard Subdivision only)?	<input type="checkbox"/>	<input type="checkbox"/>
Old River frontage?	<input type="checkbox"/>	<input type="checkbox"/>			
Names of adjoining property owners?	<input type="checkbox"/>	<input type="checkbox"/>			
Accurate location, material type, and description of all permanent markers and monuments on perimeter or boundary survey?	<input type="checkbox"/>	<input type="checkbox"/>			
Location of all National and State registered trees indicated on plat?	<input type="checkbox"/>	<input type="checkbox"/>			

Plat: _____

For Official Use Only:



Date Received _____

POINTE COUPEE PARISH
SUBDIVISION /VARIANCE REQUEST APPLICATION (check all that apply)

Minor Standard Major Variance

Applicant: _____

Applicant's mailing address: _____

Phone#: _____ Cell#: _____ Fax#: _____

Email: _____

Applicant's Signature: _____

SUBMIT ONE APPLICATION PER OWNER IF MULTIPLE OWNERS

Owner's Name: _____

Address: _____

Phone# : _____

Signature (if different of applicant) _____

Application Fees: Minor - \$50
Standard- \$150
Major -\$300
plus \$5 per lot upon preliminary submittal
plus \$200 upon Final preliminary submittal
plus Engineering fees for review by Parish or Consulting Engineer
Variance - \$50 (in addition to subdivision fees)

The fee shall be non-refundable after presented to the Parish, even if applicant withdraws request.

1. Is applicant the owner of the property? Yes No

If "No" the applicant must attach a signed & notarized statement from all owners, including their addresses of the property granting him the legal right to represent them in this request.

2. A written legal description of the subject property must be submitted with this form. The subject property shall be described by Lot/Parcel and include a vicinity drawing prepared at a scale of no less than one (1) inch equals one thousand (1,000) feet showing: the general location of the proposed subdivision within the Parish or by reference to permanent survey monuments; the location of existing streets, alleys and highways; the location of natural and man-made features including watercourses; and the location of other important features, all within an area encompassing the proposed subdivision and extending outward from the proposed subdivision which may impact the lot size and shape. **The applicant must provide 10 copies of an approved plat.**

3. Does property include frontage on False River or Old River? Yes No

4. Does site contain any National or State registered trees? Yes No

4. The city where subject property is located: _____

5. Number of Lots? _____

6. Total number of acres? _____

7. Current use of subject property? _____

8. Proposed use of subject property? _____

9. If applying for a variance, what is the requested variance and hardship for the property?

10. State the property size and any type of structures on lot requesting a variance:

OFFICIAL USE ONLY:

Fees paid: Administrative _____ Preliminary _____ Final _____

10 preliminary/final plats submitted with subdivision/variance requests

All owners' signatures (one application per owner)

Certified Mail Receipts

Contour Map submitted

Electronic Shapefiles submitted

Date ad ran in Banner (14 days): _____

Date presented to Planning Commission: _____

Date presented to PC Parish Government: _____

Date map recorded by Surveyor: (attached receipt as proof) _____

Map received by: _____ Date _____

Revised 4/2022