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|----------------------------------------------------------------------|
| FOR OFFICE USE ONLY                                                  |
| DATE RECEIVED:                                                       |
| CASE. NO.                                                            |
| <input type="checkbox"/> Resub . <input type="checkbox"/> Minor Sub. |
| P&Z Meeting Date:                                                    |

RESUBDIVISION & MINOR SUBDIVISION REVIEW APPLICATION

| PROPERTY INFORMATION                                                                 |                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROPERTY ADDRESS:                                                                    | No. of Lots:                                                                                                                                                                                                    |
| Subdivision/Sq./Lot No.                                                              | ZONING DISTRICT:                                                                                                                                                                                                |
| Is central sewer available? <input type="checkbox"/> YES <input type="checkbox"/> NO | Is central water available: <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If no, is water available via <input type="checkbox"/> private well or <input type="checkbox"/> private provider: _____ |
| PURPOSE FOR THE REQUEST:                                                             |                                                                                                                                                                                                                 |

**(OWNER(S) MUST SIGN BELOW IN THE PRESENCE OF A NOTARY PUBLIC)**  
By my signature below, I hereby certify that all information and documentation submitted to the Department of Planning & Development is true and correct. I further attest to the fact that I am the legal owner of the property in question to be RE/subdivided as described above. Lastly, I understand that any fraudulent information or documentation submitted to the Department of Planning & Development or any other department relative to my application may result in the delay or denial of said application.

\_\_\_\_\_  
Property Owner’s Name (Signature)

\_\_\_\_\_  
Second Property Owner's Name (Signature)

\_\_\_\_\_  
Property Owner’s Name (Print)

\_\_\_\_\_  
Second Property Owner's Name (Print)

Property Owner’s Address: Street, City, State and Zip Code:  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Contact Email Address.: \_\_\_\_\_

**BEFORE ME**, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declared unto me, Notary, that they are the owners or duly authorized representatives of the property described herein, and that their signatures were executed freely and voluntary and that they are duly qualified to sign.

**SWORN TO AND SUBSCRIBED**, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**



#### CHECKLIST

- ☐ Completed Application, including notarized affidavit
- ☐ Fees: check for \$500 (flat fee) City of Mandeville
- ☐ Copy of the deed indicating the owner(s) of the property.
- ☐ Ten (10) blue or black line bona fide survey plats of the property
- ☐ Copy of the private covenants or deed restrictions, (if applicable)

**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 \$500** 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: (Art. 12.1.5.1.1.4)**

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