



Date _____	Received by _____
Tracking Number _____	

SUBDIVISION REQUEST APPLICATION

THE SUBDIVISION PROCESS

Covid-19 Submittal Protocol: Please submit complete applications via email to CPCinfo@nola.gov. Applicants without the ability to submit via email should contact (504) 658-7100 to make alternative arrangements. Incomplete applications will not be accepted and will be returned to the applicant.

Complete applications include the following.

1. THE COMPLETED ATTACHED APPLICATION FORM:

Application form requires original signatures from all property owners (as they appear on the title to the properties) 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 Articles 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. REQUIRED ATTACHMENTS (listed on page 4 of this package)

3. REQUIRED FEES (listed on page 4 of this package)

ADMINISTRATIVE REVIEW PROCESS

Upon determination that an application is complete, the CPC staff will review the plan for compliance with Subdivision Regulations and the Comprehensive Zoning Ordinance.

The plan will be distributed to governmental agencies for review and comment regarding compliance with departmental regulations. Reviewing agencies include Sewerage and Water Board, Departments of Public Works, Entergy, Health, Safety and Permits, Real Estate and Records. Other reviewing agencies may be required based on a property location in a local historic district or in proximity to rivers, wetlands, and other natural resources. It may be necessary for the applicant to make revisions to the resubdivision plan in response to comments made by the above agencies prior to final approval.

PUBLIC HEARING REQUIREMENTS

Any subdivision creating 6 or more lots or the creating/revoking a street is considered to be a "major subdivision." Major subdivisions require a public hearing before the City Planning Commission.

Subdivisions which created 5 or fewer lots and which do not involve the dedication or revocation of a street are considered to be "minor subdivisions." Minor subdivisions which are fully compliant with the Subdivision Regulations and Comprehensive Zoning Ordinance may be eligible for approval without a public hearing. Subdivisions which are not clearly compliant with the Subdivision Regulations or Comprehensive Zoning Ordinance may require a public hearing.

PLANNING ADVISORY COMMITTEE REVIEW

Major subdivisions must be reviewed by the Planning Advisory Committee (PAC) which is made up of representatives from various City departments. This committee will review the subdivision request and make suggestions/recommendations to the developer and to the CPC. Minor subdivisions are not reviewed by the Planning Advisory Committee.

CITY PLANNING COMMISSION MEETINGS

The City Planning Commission meets on the 2nd and 4th Tuesday of each month (except November and December, where the Commission meets only on the 2nd Tuesday). When a public hearing before the City Planning Commission is required, the public hearing will occur within 60 days of the date the application is submitted in complete form.

Once the Commission has granted Tentative Approval to a resubdivision request, the applicant is responsible for completion of all conditions and provisos as set forth by the Commission and the Subdivision Regulations before the request can be granted Final Approval. (Please refer to page 4&5 of this packet for Final Approval Requirements)

Once the Commission has granted Tentative Approval to a resubdivision request, the applicant is responsible for completion of all conditions and provisos as set forth by the Commission before the request can be considered for Final Approval. (Please refer to page 4&5 of this packet for Final Approval Requirements.)



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Type of Subdivision: Minor Subdivision creation of 5 lots max.) Major Subdivision (creation of more than 5 lots or dedication/revocation of streets)

The property owners would like to request a re-subdivision of:

Existing Lots _____

Municipal Address _____

Tax Bill Numbers (s) _____

Into Proposed Lots _____

Square Number _____ Municipal District _____

As per survey by _____ Date of Survey _____

APPLICANT INFORMATION

Applicant Identity: Property Owner Agent

Applicant Name _____

Applicant Address _____

City _____ State _____ Zip _____

Applicant Contact Number _____ Email _____

REQUEST (REASON FOR REQUEST AND PROPOSED DEVELOPMENT, IF APPLICABLE)

LAND USE: Residential (number of dwelling units), Commercial or Industrial (type of Commercial or Industrial land use), briefly describe:

Current Land Use: _____

Proposed Land Use: _____

PROPERTY OWNERS NAMES (Please print names as they appear on the title. Electronic Signatures will not be accepted.)

Property Owner Name _____

Property Owner Address _____

City _____ State _____ Zip _____

Property Owner Contact Number _____ Email _____

Note: If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on behalf or if ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.



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ACKNOWLEDGMENTS

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of Article 4 of the Comprehensive Zoning Ordinance to submit this application. I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner and authorized agent of the area of land described above, hereby submit for your approval the above stated request.

Owner Signature _____ Date _____

Agent Signature _____ Date _____

If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation (full document filed with the Secretary of State) and a Board Resoltion authorizing an individual or agent to sign on its behalf must be included. If ownership is a LLC, Articles of Organization (full document filed with the Secretary of State) and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.



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REQUIRED ATTACHMENTS FOR APPLICATION SUBMITTAL

MINOR SUBDIVISIONS

- **Covid-19 Submittal Protocol: One electronic copy of the subdivision plan for the creation of a maximum of 5 lots to CPCinfo@nola.gov.**
- MINOR SUBDIVISIONS in rural areas (e.g Lake Catherine, Lower Coast Algiers, some remote heavy industrial areas and parcels greater than 2 acres), final plats should include at least four control points evenly distributed across the property or located at survey property corners. Control points are defined as a known geographic location (X,Y coordinates) obtained in the field using a GPS or other location-determining equipment with sub-meter precision. The State Plane Louisiana South North Datum 1983 (NAD83) coordinate system should be used with U.S. survey feet as the unit of measure.

MAJOR SUBDIVISIONS

- **Covid-19 Submittal Protocol: One electronic copy of the tentative plan for the creation of more than 5 lots and/or the dedication or revocation of streets to CPCinfo@nola.gov.**
- Any existing servitudes must also be shown on the plan. An instrument number must be noted for all recorded servitudes.

ALL SUBDIVISION PLANS MUST 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, servitudes, easements, existing improvements, existing sewer and water lines, house connections, and complete details of any encroachments onto the public right-of-way. - including but not limited to trees, steps, porches, overhangs, roofs, buildings, fences, etc.

FEES

- Filing Fee (All Subdivisions): \$200 + \$25 per lot for each proposed lot.
- Subdivisions involving dedication of a street or portion thereof will be charged the greater of the Filing Fee or a minimum fee of \$500.
- Policy E Subdivision proposals will be charged the greater of the Filing Fee or a minimum fee of \$350.
- Subdivisions for which site plans are submitted or are part of the application procedure will be charged an additional \$300 Site Plan Review Fee.
- Subdivisions not recorded with 30 days require recertification by CPC will be charged an additional \$100 Recertification Fee.
- Requests for reconsideration of subdivision proposals, previously acted upon by the CPC, will be charged a \$200 Reconsideration Fee.
- Appeals to the City Council of CPC actions on any subdivision will be charged a \$300 Appeal Fee.

Fees are set by Chapter 118, Article II, Section 118-43 or Ordinance 828 M.C.S. known as the Code of the City of New Orleans. Costs of advertising for public hearings and State required registered mail are borne by the property owner(s). Overpayments will be refunded. Full refunds may be obtained if a written request for the withdrawal is received before the staff notifies other agencies or the public.

REQUIREMENTS FOR FINAL APPROVAL

The applicant must obtain and submit the following items to CPC staff to complete the file:

1. A reproducible copy and 2 prints of the Final Plan and a digital copy of the survey must be submitted.
2. A Mortgage Certificate must be submitted (available from the Recorder of Mortgages at 1340 Poydras Street, 4th Floor). The submitted certificate must be dated within 60 days of the date of applicant's notification of Tentative Approval. (The applicant will need to provide the Recorder of Mortgages with a copy of the survey and the legal description of the property to be subdivided to obtain a Certificate. If a legal description is not available one can be obtained at the Office of Conveyances also located in the Amoco Building, 1340 Poydras Street, 4th Floor.)
 - If the applicant does not meet all of the criteria, conditions, and provisos required for Final Approval within the 60 days of notification of Tentative Approval and has already submitted a Mortgage Certificate, that Certificate will be considered void. An updated Mortgage Certificate will be required before Final Approval.
 - **NOTE:** Any mortgages or liens on the existing property require a consent letter from the mortgage or lien holder. If a judgment exists, the applicant shall provide CPC with a consent letter from the judgment holder authorizing the proposed subdivision. If the judgment does not apply to applicant, the applicant must provide a statement as such in an affidavit from an attorney.
3. A City of New Orleans Tax Clearance Certificate (for each existing lot) must be obtained from the City Department of Finance, Room 1W39, City Hall. All city taxes, charges assessed must be paid prior to final approval.
4. Once all of these conditions and provisos have been met, Final Approval will be granted. The applicant will be notified that the subdivision has been approved and is ready for Recordation. See Process for Recording a subdivision.



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RECORDATION PROCEDURE FOR SUBDIVISIONS

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 page 4 of this packet for cost of appeal).

SUBDIVISIONS ARE NOT CONSIDERED OFFICIAL UNTIL ALL STEPS ARE COMPLETE

Step 1	Upon notification by City Planning Commission staff, the applicant will pick-up the signed subdivision plan, one print with original signature and a transmittal letter.
Step 2	The applicant will make 7 copies of the survey.
Step 3	<p>The applicant will take 7 copies of the survey and the transmittal letter to Real Estate and Records (City Hall, Room 5W).</p> <p><u>Real Estate and Records will:</u></p> <ul style="list-style-type: none"> • Stamp and sign the subdivisions, (Real Estate and Records will keep 6 and return 1 to the applicant) • Prepare 6 copies of the Declaration of Title Change form (return 5 copies to the applicant and keep one for Real Estate and Records) <p><u>NOTE: All owners of the property must sign the Declaration of Title Change in the office of Real Estate and Records. If the Declaration is signed outside of the office of Real Estate and Records, it must be notarized. If you use a Power of Attorney for another owner, it must also be notarized.</u></p>
Step 4	<p>The applicant will then take one print of the survey, the print with the original signature and the Declaration forms to the Land Records Division office (Orleans Tower, 1340 Poydras Street, Suite 400).</p> <p><u>The Land Records Division will:</u></p> <ul style="list-style-type: none"> • Stamp the Declaration of Title Change forms and subdivision plan with the archives recordation number and Conveyance Instrument Number • A fee will be assessed. • Return copies of the Declaration form to the applicant. • The applicant will return to the office of Real Estate and Records with two (2) copies of the recordation information.
Step 5	<p>The applicant will return to City Planning Commission (City Hall, Room 7E03).</p> <p><u>The City Planning Commission will:</u></p> <ul style="list-style-type: none"> • Make a copy of the receipt(s) from the Land Records Division. • Make a copy of the stamped survey with the recordation information along with a copy of the recorded Declaration of Title Change. (A copy of recorded plans in excess of 11x17 inches must be provided by the applicant.) <p style="text-align: center;">The process is now complete.</p>