

# **SUBDIVISION APPLICATION**

CITY OF NEW ORLEANS  
CITY PLANNING COMMISSION  
1300 Perdido Street, Room 7W03  
New Orleans, Louisiana 70112

To begin processing **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) The application must be signed by **all** property owner(s) listed on the title 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. Appropriate documentation is also required for 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 scale shall not be more than 1 inch equals 100 feet and a sheet size no larger than 24 inches by 30 inches. The Plan should show :
  - a) a current date (**within 60 days prior to the date of submission**)
  - b) existing and proposed property lines,
  - c) existing and proposed lot dimensions (including lot area),
  - d) existing and proposed lot designations,
  - e) square number or tract identification,
  - f) the municipal district (and **address** if applicable),
  - g) 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.
  - h) in rural areas such as Lake Catherine, Lower Coast Algiers, some of the remote heavy industrial areas, and other large parcels (greater than 2 acres), final plats

should include at least four (4) control points evenly distributed across the property or located at survey property corners. Control points shall be defined as a known geographic location (X,Y, coordinates) obtained in the field using either GPS or other location-determining equipment with sub-meter precision. The coordinate system utilized should be State Plane Louisiana South North Datum 1983 (NAD83) with U.S. survey feet as the unit of measure.

3. **FEES FOR PROCESSING SUBDIVISION APPLICATION**

See fee schedule attached.

4. The planner receiving the application shall review the application and survey and determine the zoning, indicating same on application as well as the Zoning Base Map and initial the application.

**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. The application shall be entered into Accela and assigned a docket number.

Copies of the plan will be mailed to various City/State/Federal agencies for review for 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, State Office of Hospitals, Safety and Permits, Real Estate and Records, Historic District Landmarks Commission, Vieux Carre Commission, Corps of Engineers and Department of Natural Resources when wetlands may be involved.

**PLANNING COMMISSION MEETINGS:**

Most minor subdivisions can be approved administratively by the City Planning Commission staff. Occasionally, a minor subdivision request will require review and approval of the City Planning Commission. The City Planning Commission meets every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.

**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 (CD) 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, Amoco Building 1340 Poydras Street, 4<sup>th</sup> Floor, 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. In order to apply for a mortgage certificate it will be necessary to provide that office with a copy of the survey as well as a legal description of the property to be subdivided. If a legal description is not immediately available one can be obtained at the Office of Conveyances, 1340 Poydras St. Amoco Building, Ste. 410.

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. Liens and judgments should be cleared or written consent from the holder obtained and provided to City Planning.

3. **A City Tax Statement** (for each existing lot) can be downloaded from the Internet: [nola.gov/pay](http://nola.gov/pay) real estate tax. All city taxes, charges assessed **must be paid up to date prior to final approval**.

**Once all of these conditions and provisos have been met, Final or Administrative Approval may be granted.** The applicant will be notified that the subdivision has been approved and is ready for Recordation. See process for recording a subdivision attached.

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For information concerning the above, please contact (504) 658-7033. Subdivision Regulation Booklets are available in the Planning Commission office for a fee of \$20.00 per copy or downloaded free from CPC's website at [www.cityofno.com](http://www.cityofno.com). Please retain a copy of this form for your records for future reference.

**SUBDIVISION LETTER OF REQUEST**

Date: \_\_\_\_\_

The property owners would like to request a resubdivision of:

Existing lots \_\_\_\_\_

Municipal Addresses: \_\_\_\_\_

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

As they appear on the Title

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ **Phone:** \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Use Only

Date of Receipt \_\_\_\_\_ Receiving Planner \_\_\_\_\_ Zoning District \_\_\_\_\_ **ZBM** \_\_\_\_\_

## **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.



# CITY OF NEW ORLEANS

## CITY PLANNING COMMISSION

### Recordation Procedure for Subdivisions

**Note: Subdivisions must be recorded within 30 days from the date of approval by the City Planning Commission. If you fail to record your plans within the 30 day there will be a \$100.00 fee for recertification of subdivisions by the City Planning Commission.**

<b>Step 1</b>	Upon notification by City Planning Commission staff, the applicant will pick-up the signed subdivision plan and a transmittal letter.
<b>Step 2</b>	The applicant will make 7 copies of the survey
<b>Step 3</b>	<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> <ol style="list-style-type: none"><li>1. Stamp and sign the subdivisions, (RE &amp; R will keep six and return one to the applicant)</li><li>2. Prepare 6 copies of the Declaration of Title Change form (return 5 copies to the applicant and keep one for RE &amp; R)</li></ol> <p><b><u>Note: The owner of the property must sign the Declaration of Title Change which must be Notarized.</u></b></p>
<b>Step 4</b>	<p>The applicant will then take the survey and the Declaration form to Notarial Archives office (Amoco Bldg, 1340 Poydras Street, Suite 500)</p> <p><u>Notarial Archives will:</u></p> <ol style="list-style-type: none"><li>1. Stamp the Declaration of Title Change form and subdivision plan with the archives recordation number.</li><li>2. A fee will be assessed</li></ol>
<b>Step 5</b>	<p>The applicant will then take the survey (1 copy) and the Declaration (5 copies) forms to the Office of Conveyances (Amoco Bldg, 1340 Poydras Street, Suite 400)</p> <p><u>Office of Conveyances will:</u></p> <ol style="list-style-type: none"><li>1. Assign and stamp instrument number on each document</li><li>2. Return 1 copy of the Declaration form to the applicant (and forward the remaining copies to Notarial Archives and RE &amp; E).</li><li>3. A fee will be assessed</li></ol>
<b>Step 6</b>	<p>The applicant will return to City Planning Commission (Amoco Bldg, 1340 Poydras, Suite 900).</p> <p><u>City Planning Commission will:</u></p> <ol style="list-style-type: none"><li>1. Take a copy of the receipts from Notarial Archives and the Office of Conveyances</li></ol>