



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.

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 (RE & R) (City Hall Room 5W).</p> <p><u>Real Estate and Records will:</u></p> <ol style="list-style-type: none"> 1. Stamp and sign the subdivisions, (RE & R will keep six and return one to the applicant). 2. Prepare 6 copies of the Declaration of Title Change form (return 5 copies to the applicant and keep one for RE & R). <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> <ol style="list-style-type: none"> 1. Stamp the Declaration of Title Change forms and subdivision plan with the archives recordation number and Conveyance Instrument Number 2. A fee will be assessed. 3. Return copies of the Declaration form to the applicant. 4. 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 1300 Perdido St. Suite 7W03).</p> <p><u>City Planning Commission will:</u></p> <ol style="list-style-type: none"> 1. Make a copy of the receipt(s) from the Land Records Division. 2. 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.)
	The process is now complete.