



Planning – Subdivision Application Checklists

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This document provides links to "Subdivision Application Checklists" as described below. The checklists provide the specific application requirements for each application within the applicable group. Before you apply please call (504) 736-6320 to schedule a pre-application conference with a Planner.

Subdivision

- [Subdivision – Legislative](#). This checklist is used for subdivisions that require legislative approval, which includes public hearings by the Planning Advisory Board and the Parish Council. Any subdivision that is not a minor subdivision is considered a “major” subdivision.
- [Subdivision – Ministerial](#). This checklist is used for subdivision that can be approved by the Planning Director. A subdivision is a “minor” subdivision if it meets all requirements of the subdivision and zoning ordinances and does not meet any of the applicability criteria in [Sec. 33-2.31.2. - Applicability](#).
- [Subdivision - Metairie Ridge Tree Preservation District](#). If your property is located in the Metairie Ridge Tree Preservation District (MRTPD), you must submit a MRTPD affidavit. Your survey must indicate the location of the base of all trees that are at least eight inches in diameter, located on your property or on public right-of-way within ten feet of your property, including the species name and an outline of the drip lines. Your survey must also include the following statement: “All trees on the site shall be protected at this time and no construction activity shall occur on site without compliance with Article X.5 of the Jefferson Parish Code of Ordinances.” You can check whether your property is located in the MRTPD District by visiting the [Planning & Zoning Map](#).
- [Subdivision - Change in Lot Orientation](#). For a subdivision that results in a change in lot orientation (or street frontage), we must notify the adjacent property owners and give them an opportunity to object to your proposed subdivision if it would have a possible negative impact on their property. You are responsible for providing to us a notarized affidavit listing the names and mailing addresses of the owners of the adjacent properties.