



Planning Department

# INSTRUCTIONS Subdivision

Before you apply, please schedule a pre-application conference with a Planner and review the regulations at [www.jeffparish.net/planning](http://www.jeffparish.net/planning) under "Code of Ordinances."

504-736-6320 | Yenni Building, 1221 Elmwood Park Blvd, Ste 601, Jefferson, LA 70123 | [jjplanning@jeffparish.net](mailto:jjplanning@jeffparish.net)

The following must be submitted, printed single-sided:

- \*Subdivision Application Summary Sheet (signed original)**
- \*Ownership and Authorization Affidavit (signed original)**
- \*Certified survey of property (showing current conditions and dated within the past 1 year) One (1) original**

- \*Fees**
- Property title of ownership (or a recorded act of sale)
- Processing of Applications Policy

to be completed by Planner

Amount Paid	Check # or Payment Method

If your application is for a *Minor Subdivision* that involves a change in lot orientation within or abutting a residential zoning district, the following is also required:

- \*Properties Abutting and Within 300 Feet Affidavit** (only for abutting properties)

If the site is in or subject to the *Metairie Ridge Tree Preservation District*, the following are also required:

- \*MRTPD/OMNCD Affidavit**
- \*Properties Abutting and Within 300 Feet Affidavit** (only for abutting properties)

If your application involves an alleyway, the following is also required:

- Alleyway Affidavit

If your application must be heard by the *Parish Council*, the following are also required:

- \*Campaign Contribution Disclosure Affidavit**
- \*Properties Abutting and Within 300 Feet Affidavit**
- Traffic Impact Analysis, may be required for Concept Plans and Preliminary Plats

The items above in **\*bold** are the minimum needed to submit an application and begin the review process.

**To be completed by Planner, copied and distributed to applicant**

Docket Number: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Receipt of this signed form signifies that you have met the minimum requirements for beginning the process.

**Required items, in addition to unchecked items above:**

Any item listed above that is not checked as complete (if required), along with any additional items listed at right, must be submitted to complete the application.

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Applications must be complete by ten (10) working days from the date a docket number is assigned. Failure to submit a complete application within this 10 day period shall result in termination of the application.

**Remaining items must be submitted by 4:00pm on**

\_\_\_\_\_  
**or your application will be terminated.**

**If your application is terminated for non-receipt of the above items, all application fees are nonrefundable. You must pay additional application fees when you reapply with a new application.**

\_\_\_\_\_  
Planner's Printed Name

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Planner's Signature

\_\_\_\_\_  
Applicant's Signature

**Size standards for a Survey:**

- Minimum size is 8 ½”x14” (8 ½”x11” may be accepted if sufficiently legible)
- 24”x36” is required for property over two acres and concept plans

**The following information must be shown on a Survey:**

- Title of survey or subdivision, including type of subdivision
- Name of all owners
- Name, signature, and certification seal of registered land surveyor
- North arrow, pointing up
- Boundaries of property (in heavy, solid lines) and their bearings
- Existing or proposed servitudes and rights-of-way, indicating whom dedication favors
- Right-of-way lines of streets with their names and widths
- Any property to be designated for public use (see Additional Information below)
- Existing and proposed lot lines, lot designations, and dimensions
- Square footage or acreage of each lot
- Existing improvements, address, and use of each lot, including all setback dimensions
- Locations and names of watercourses abutting the property showing water’s edge, top of bank, toe of bank, and their dimensions relative to the property lines
- Identification (by lot designation) and labeling of adjoining properties as “not-a-part” of the subdivision request
- Fire hydrant(s) on the property, or the distance and location of the nearest fire hydrant(s)
- Base flood elevation and flood zone data, for subdivisions involving 50 lots or 5 acres or more
- Vicinity map, for subdivisions involving the dedication of streets and in excess of 5 lots, or for Concept Plans
- Statistical block, for subdivisions creating 10 or more lots (e.g. lot sizes, number of lots, average dimensions)
- Waivers being requested, if applicable
- Development phases, if applicable, for Concept Plans
- Appropriate Signature Block
- The following: “Jefferson Parish has not examined or reviewed the title of any portion of land shown, or any restrictive covenants or restrictions placed on said property, and that the action of the Parish in this matter does not imply (1) that the applicant’s or owner’s title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.”
- The following: “The Parish of Jefferson assumes no responsibility for the relocation of sewer connections, fire hydrants, utility poles, or catch basins as a result of this subdivision.”

**For property located in or subject to the Metairie Ridge Tree Preservation District, the following additional items must be shown on the Survey:**

- The location of base of tree, name, size, and drip line of all trees at least 8 inches dbh
- All trees within 10 feet of the subject property on abutting public property
- The following: “All trees on the site shall be protected at this time and no construction activity shall occur on site without compliance with Sec. 33-3.66 and Sec. 33-6.27 of the Jefferson Parish Code of Ordinances.”

**Additional Information:**

- Where a right-of-way or servitude for a public use is being dedicated, a mortgage certificate, copy of the act by which the property was acquired, affidavit that the property is not encumbered by mortgage, or partial release or consent executed by the mortgagee must be submitted

- If the subdivision has access onto or within a quarter-mile of a State highway, please contact LADOTD District 2 Headquarters at 504-437-3100. A Letter of Compliance, if required by LADOTD, must be submitted with an application for a Preliminary Plat.



Planning Department

APPLICATION SUMMARY SHEET

Subdivision

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SITE

Street Address: \_\_\_\_\_

Lot(s): \_\_\_\_\_

Square: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Bounding Streets: \_\_\_\_\_

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

Current Zoning and FLU:

\_\_\_\_\_

Current Use: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Property Owner(s):  
(should match Ownership and Authorization Affidavit and Act of Sale)

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

APPLICANT & PROJECT CONTACT

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Property Owner  Design Professional

Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

*I have completed this application truthfully and to the best of my knowledge. I have prepared the site plan in accordance with all applicable standards and regulations. I have reviewed the instruction sheet and have submitted, or will by the appropriate date, all required information.*

Signature of Applicant

Date

FOR OFFICE USE ONLY – related cases or permits

PROPOSED SUBDIVISION

Project Name: \_\_\_\_\_

Type of Subdivision

- Minor\*  Major, Preliminary/Final Plat
 Major, Concept Plan  Major, Final Plat
 Major, Preliminary Plat  Correction

\*A minor subdivision may be converted to a major if necessitated by unique issues of the subject property.

Are there any known or anticipated variances or waivers?  YES, describe below  No

Does the subdivision involve private streets?  YES, describe below  No

Is there a pending sale associated with this subdivision?  YES, describe below  No

Description of Proposed Subdivision

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

CERTIFICATIONS

The property to be subdivided  WILL /  WILL NOT conflict with any title restrictions or covenants presently recorded in the Office of Clerk of Courts of the Parish of Jefferson. \_\_\_\_\_ (initial)

I have consulted with the Parish Department of Public Works and the Engineering Department and hereby certify that these departments have confirmed that all public infrastructures, including street, water, sewerage and drainage,  ARE /  ARE NOT present, available and accessible to the subject property. I further certify that all such infrastructures fulfill all Parish requirements. \_\_\_\_\_ (initial)

MRTPD/OMNCD

Total number of trees within the site area: \_\_\_\_\_

Number of trees within 10 feet of the subject property line on abutting public property: \_\_\_\_\_



Planning Department

AFFIDAVIT

Ownership and Authorization

504-736-6320 | Yenni Building, 1221 Elmwood Park Blvd, Ste 601, Jefferson, LA 70123 | jplanning@jeffparish.net

We, the undersigned owners of the property described below and shown on the attached survey, hereby:

- 1. Request the following type of review and approval on our below-described property as described in the subject application: (check all that apply)
[ ] Subdivision [ ] Special Permitted Use (type of use)
[ ] Site Plan Review [ ] Map Amendment (requested zoning and/or FLU)
[ ] Old Metairie (OMNCD) [ ] Nonconforming Use or Structure
2. Agree to indemnify and hold harmless Jefferson Parish, its officials, directors, employees and agents, from any claim whatsoever resulting from title or ownership deficiencies in any part of said property.
3. Grant permission, if our application should so require, to the Parish of Jefferson to erect a sign on said property stating that an application has been filed with the Planning Department. We understand that the sign will be placed on our property at least ten (10) business days before the Public Hearing and remain until after the Public Hearing on the request. THE PARISH WILL BE HELD HARMLESS FROM ANY DAMAGES THAT MAY OCCUR IN CONNECTION WITH THIS SIGN.
4. Authorize the applicant listed below to act on our behalf in the subject application with the Jefferson Parish Planning Department, and acknowledge that we have read and understood the requirements and procedures for such application.

PETITIONED PROPERTY

Address:
Lot(s): Square:
Name of Subdivision:
Bounding Streets:

OWNER(S) OF PETITIONED PROPERTY\* (must be same individuals or entities named in act of sale; all parties must sign, including both spouses if property is jointly owned)

Name: Mailing Address: City, State & Zip: Email: Phone: Signature: Printed Name:

AUTHORIZED APPLICANT(S) if different from owner(s)

Name: Mailing Address: City, State & Zip: Email: Phone: Signature: Printed Name:

STATE OF LOUISIANA, JEFFERSON PARISH

BEFORE ME, the undersigned authority, Notary Public, personally appeared the persons whose signatures are affixed above, all of the full age of majority, who declared under oath to me, Notary, that they are the owners of all that certain lot, piece or parcel of land located as described herein, and that they authorize the applicant(s) listed above to act on their behalf in regards to the herein described application, and that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

Sworn to and Subscribed Before Me, this day of, 20.

Witness

Witness

NOTARY PUBLIC

\*If the property has multiple owners, a notarized affidavit(s) signed by all of the owners authorizing one owner to sign on their behalf may be submitted. If such an affidavit is not submitted, all owners must sign this Affidavit.



Planning Department

# Fees

Before you apply, please schedule a pre-application conference with a Planner who can advise as to what fees will apply to your application.

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## APPLICATION

Other not listed below as per ordinance \_\_\_\_\_

### Map or Text Amendment

Zoning Map (max. \$5000) \_\_\_\_\_ acres of land x \$200.00 \_\_\_\_\_

Future Land Use Map \$500.00 \_\_\_\_\_

Zoning Text \$200.00 \_\_\_\_\_

Comprehensive Plan Text \$500.00 \_\_\_\_\_

### Special Permitted Use

Special Permitted Use (max. \$5000) \_\_\_\_\_ acres of land x \$200.00 \_\_\_\_\_

The following in a residential area: Beauty shop as home occupation; Daycare center; or Club \$200.00 \_\_\_\_\_

Addition of a second culinary facility to a single-family residence \$200.00 \_\_\_\_\_

Cell tower in residential district \$250.00 \_\_\_\_\_

### Site Plan Review

CPZ \$150.00 \_\_\_\_\_

Fat City \$200.00 \_\_\_\_\_

MUCD, Existing Development or Amendment \$250.00 \_\_\_\_\_

MUCD, New Development, Ministerial \$150.00 \_\_\_\_\_

MUCD, New Development (max. \$5000) \_\_\_\_\_ acres of land x \$250.00 \_\_\_\_\_

Old Bucktown (max. \$5000) \_\_\_\_\_ acres of land x \$200.00 \_\_\_\_\_

Old Metairie Neighborhood Conservation District \$100.00 \_\_\_\_\_

### Subdivision

Minor \$100.00 \_\_\_\_\_

Concept Plan \$300.00 \_\_\_\_\_

Preliminary Plat (max. \$5000) \_\_\_\_\_ acres of land x \$200.00 \_\_\_\_\_

Preliminary/Final Plat (max. \$5000) \$100 + \_\_\_\_\_ acres of land x \$200.00 \_\_\_\_\_

Final Plat or Plat Correction \$300.00 \_\_\_\_\_

## ADVERTISING

Advertising Cost of Ordinance \$48.00 per page of ordinance \_\_\_\_\_

Notification, Abutting Property Owners \_\_\_\_\_ owners x \$7.00 \_\_\_\_\_

Notification, Property Owners Within 300 Feet \_\_\_\_\_ owners x \$0.75 \_\_\_\_\_

## RECORDATION

Document recording\* 1 to 5 pages \$105.00

6 to 25 pages \$205.00

26 to 50 pages \$305.00

51 or more pages \$305.00 + \_\_\_\_\_ pages above 50 x \$5 \_\_\_\_\_

Larger than letter or legal sized paper \_\_\_\_\_ pages x \$20.00 \_\_\_\_\_

More than 10 names \_\_\_\_\_ names above 10 x \$5.00 \_\_\_\_\_

\*Includes: paper sizes up to letter and legal; indexing of up to 10 names; and one certified true copy or e-certification.

**TOTAL** \_\_\_\_\_

Check payable to: Jefferson Parish Pooled Cash



Planning  
Department

POLICY

# Processing of Applications

Supplement to *Chapter 33 Unified Development Code* and *Chapter 40 Zoning* of the  
*Jefferson Parish Code of Ordinances*

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The following is an outline of the steps the Planning Department follows for all applications it reviews, including zoning or land use text or map amendment, site plan review, special permitted use, or subdivision:

- **Application Submittal.** When an application is submitted, a Planner reviews the application to preliminarily determine that it contains the minimum required items for beginning the review process.
  - If it does, the Planner will accept the application and assign it a docket number. Then, within three business days, the Planning Director will make a final determination of completeness. Upon a determination that the application is complete, the Director will forward the application to the Land Use Review Technical Committee (LURTC) for review.
  - If it does not contain the minimum required items, the Planner will advise the applicant of what items are required and return the application to the applicant.
- **LURTC Review.** The LURTC will have 5-10 business days, based on the type of application, to review and provide comments, but more time may be granted at a committee member's request. Once the review period is complete, the Planning Department shall transmit the LURTC comments to the applicant.
- **Advertising for PAB or OMC Public Hearing.** For applications that require a public hearing, the applicant shall have 10 business days from the date that the Planning Department transmits the LURTC comments to respond to the Planning Department in writing about addressing the LURTC comments. The Planning Director shall then, based on the applicant's response, determine whether the application can be advertised for a public hearing. Any delay in addressing comments may delay the processing of the request.
  - For Planning Advisory Board (PAB), the notice must be advertised three times (once per week) prior to the PAB public hearing.
  - For Old Metairie Commission (OMC), the notice must be advertised one time at least five business days before the OMC public hearing.
- **Cancellation of Applications.** From the date that the Planning Department transmits the LURTC comments, the applicant shall have 30 business days to address the findings with revised plans if plans are required or a written response that states how the applicant will address the findings. If the applicant does not respond within 30 business days, then the Planning Department shall issue the applicant a letter of notification that the Planning Department shall cancel the application 30 business days from the date of the letter if the applicant fails to address the LURTC's findings or to withdraw the application by letter submitted to the Planning Director. Reactivation of an application that the Planning Department has cancelled or that the applicant has withdrawn shall occur through submittal of a new application including repayment of all fees.
- **Action by Parish Council.** The PAB and OMC are recommending bodies; final action rests with the Parish Council.
  - For items requiring a recommendation from the PAB, following the PAB public hearing and recommendation, an ordinance stating the request will be placed in summary for action by the Parish Council. Once the ordinance has been placed in summary, it can be heard by the Council at a following hearing (to be determined by required layover time and Council hearing schedule). Please note that an ordinance cannot be placed in summary and acted upon within the same meeting.
  - For items requiring a recommendation from the OMC, following the OMC public hearing and recommendation, and the Board of Zoning Adjustments public hearing if applicable, a resolution stating the request will be placed on the next available Council agenda.  
The Council may approve, deny, or defer the ordinance or resolution. If approved, the appropriate documents (survey, site plan, etc.) will be forwarded to the Council Clerk's office for recordation. If denied, the Planning Department will not take further action on the application.
- **Extensions.** In meeting the timeframes specified above, the applicant may submit a written request to the Planning Director for additional time, and the Planning Director may grant additional time for good cause shown.

*I, the undersigned, have read and understand, and have asked questions if I didn't understand, and hereby acknowledge the policy as stated above.*

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Applicant

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Date



Planning Department

AFFIDAVIT

Campaign Contribution Disclosure

As required by Chapter 2, Section 42 of the Jefferson Parish Code of Ordinances. If contributions have been made, a complete list of contributions must be attached.

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Before me, the undersigned authority, personally came and appeared:

(print name of individual(s) or entity(ies))

who declare(s) to be the owner(s) of said property, the authorized applicant(s), and/or the owner's agent, and who also declare(s) that,

I/WE HAVE NOT made any monetary or in-kind campaign contributions, personally or through another person or firm, to any member of the Jefferson Parish Council or the Parish President in the immediate twenty-four (24) months prior to the filing of my application for land-use action that requires Council approval.

I/WE HAVE made monetary or in-kind contributions, personally or through another person or firm, to a member of the Jefferson Parish Council or the Parish President in the immediate twenty-four (24) months prior to the filing of my application for land-use action. The name and position of the official to whom each and every contribution was made, and the date and amount of each and every contribution, including description if contribution is in-kind, is listed below or attached hereto and made part of this Affidavit.

I understand that in accordance with Chapter 2 of the Jefferson Parish Code of Ordinances, I am required to disclose any monetary or in-kind campaign contributions made personally, or through another person or firm, between the Application Completeness Date and the final disposition of my application by withdrawal, cancellation, denial or effective date of adopted ordinance within three (3) business days of making such contribution.

Signature of Above-Named Individual or Entity

Signature of Above-Named Individual or Entity

Sworn to and Subscribed Before Me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signature of Notary)

(Name of Notary)

You may use this table or attach your own table. Shown in italics below are examples only.

Table with 5 columns: Name & Position of Elected Official, Date Contribution Made, \$ Amount, Contribution Made By, Explanation if In-kind. Includes example rows for Councilperson and Parish President.





Planning Department

AFFIDAVIT

Properties Abutting and Within 300 feet

To help you complete this affidavit, you may request a map and list of parcels that are abutting and within 300 feet of the petitioned property.

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Before me came and personally appeared \_\_\_\_\_ (Name of Applicant), who attests that in accordance with the records of the Assessor for the Parish of Jefferson, the names and addresses listed below and/or on the \_\_\_\_ sheets attached are the owners of properties abutting and within 300 feet, measured radially from the lot lines, of the subject property described as:

Address of Petitioned Property: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Square: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Sworn to and Subscribed Before Me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signature of Notary)

(Signature of Applicant)

(Name of Notary)

(Name of Applicant)

Instructions:

- Type or Print Only
• Mailing addresses NOT improvement addresses are needed to complete this form.
• If multiple properties have the same owner, list only one entry for the owner.
• Addresses may be requested from the Jefferson Parish Assessor located in the Yenni Building Suite 901.
• If multiple sheets are attached, label each sheet as page \_\_ of \_\_.

Form with 7 numbered sections for property details, including checkboxes for 'Abutting' and 'Within 300 feet', and fields for Name, Mailing Address, City, State, Zip, Lot, Square, and Subdivision.

COUNCIL APPROVAL  
PRELIMINARY PLAT APPROVAL

Docket No. \_\_\_\_\_ Ordinance No. \_\_\_\_\_ has  
been approved by the Jefferson Parish Council on

\_\_\_\_\_ Date

\_\_\_\_\_ Planning Director \_\_\_\_\_ Date

Owner(s):

COUNCIL APPROVAL  
PRELIMINARY/FINAL PLAT APPROVAL

Docket No. \_\_\_\_\_ Ordinance No. \_\_\_\_\_ has  
been approved by the Jefferson Parish Council on

\_\_\_\_\_ Date

\_\_\_\_\_ Planning Director \_\_\_\_\_ Date

Owner(s):

COUNCIL APPROVAL  
FINAL PLAT APPROVAL

Docket No. \_\_\_\_\_ Resolution No. \_\_\_\_\_ has  
been approved by the Jefferson Parish Council on

\_\_\_\_\_ Date

\_\_\_\_\_ Planning Director \_\_\_\_\_ Date

Owner(s):