

PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT

PLANNING DEPARTMENT



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Parish President

CAMPSITE SUBDIVISION PROCEDURE

This document is intended as a reference for those already familiar with the subdivision requirements and is not a comprehensive summary of the Subdivision Regulations. The Subdivision Regulations document shall prevail in all inquiries regarding these procedures.

A campsite subdivision that is inaccessible by public or private roads for at least three (3) months out of the year. This type of division can be performed at the Planning Commissions discretion.

It is a good idea to review the guiding principles in the Master Plan and the regulations in the Land Development Code before proceeding. However, this packet includes a summarized list of things to consider concerning both the Master Plan and the Land Development Code.

Pre Application

The specific requirements for each type of subdivision are detailed in the Ascension Parish Subdivision Regulations, which should be consulted in their entirety prior to any subdivision of land. Applicants are need to meet with the Office of Planning and Development staff to discuss the proposed project, to gain a better of understanding of the Parish subdivision requirements and to discuss any unique challenges associated with their site. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.

Final Plat Submittal

The *Subdivision Application* packet shall be submitted to the secretary for the Planning Commission thirty-five (35) days prior to the Planning Commission meeting. Planning staff will review the submission and give comments to the Planning Commission at the hearing. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.

Final Plat Approval

After Planning Commission approval, the Planning Commission chair (or designee) will sign the plat. It is the responsibility of the Planning Commission secretary to file the signed plat with the Parish Clerk of Court. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.