

# PARISH OF ASCENSION

## OFFICE OF PLANNING AND DEVELOPMENT

### PLANNING DEPARTMENT



Tommy Martinez  
Parish President

## FAMILY PARTITION 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 Family Partition is a division or subdivision of any lot, tract, or parcel from parents to their children, grandchildren, children of deceased children, or children to their parents in a hardship situation. A Family Partition must follow the provisions of the Subdivision Ordinance, except for public road frontage. Lots in a family partition may have access along a private road, built to standards listed in LDC Section 17-4026.

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.