

# PARISH OF ASCENSION

## OFFICE OF PLANNING AND DEVELOPMENT

### PLANNING DEPARTMENT



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Parish President

## PRIVATE SUBDIVISION PROCEDURE

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*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.*

The Planning Commission may approve a Private Subdivision with a gated guard house, or entrance signs notifying the public of its private nature. The requirements of the Major and Minor Subdivision application process shall be used. While private, all streets shall be constructed to Parish standards outline in the Land Development Code. The process of approval can be found below.

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**

Prior to filing an application, the sub-divider needs to submit plans and data to the Planning Commission staff for informal discussion to ensure that the proposed subdivision meets the objectives and regulations of the Ascension Parish Land Development Code. Staff will give guidance on the division, however, the final approval will come from the Ascension Parish Planning Commission. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.

### **Preliminary Plat Submittal**

After the pre application meeting, the applicant shall submit the *Preliminary Plat Application* (found in this packet or the website) for review by the Planning Commission thirty-five (35) days prior to the Planning Commission meeting. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.

Any revisions to the Preliminary Plat after approval must follow all guidelines in Section 17-405(4) of the Land Development Code. If a construction permit is not pulled within six (6) months of the Preliminary Plat approval, the Planning Commission has the right to rescind their approval. The preliminary plat is automatically rescinded if construction has not started after twenty-four (24) months, unless the project has multiple phases.

### **Construction Plans**

Improvements in the subdivision must be constructed after construction plans are approved by the Parish. A written notice needs to be given to the Planning Commission prior to construction, along with notification of a final inspection. The Department of Public works will conduct the final inspection once they receive a set of as-built construction drawings and posting of a one year maintenance bond.

### **Final Plat Approval**

When all onsite improvements are complete, the applicant shall submit the *Final Plat Application* (found in this packet) for review by the Planning Commission thirty-five (35) days prior to the Planning Commission meeting. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.