

PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT

PLANNING DEPARTMENT



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Parish President

MINOR AND MAJOR 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 major subdivision is any division of land which creates twenty (20) or more lots. A minor subdivision is an division of land which creates less than twenty (20) lots, excluding simple divisions (17-40100). These proposed new lots cannot be sold, nor can a building permit be issued, prior to completing the subdivision process. 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 online) 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 The preliminary plat is automatically rescinded if construction has not started after twenty-four (24) months, unless the project has multiple phases.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.