

PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT

PLANNING DEPARTMENT



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Parish President

SIMPLE DIVISION 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 Simple Division is any proposed subdivision of land fronting on an existing publicly dedicated street that does not involve construction of a new roadway, the extension of any public facility or the creation of any public improvements. A Simple Division may not adversely affect the remainder of the parcel or adjoining property and must not be in conflict with the Parish Master Plan or the Parish Subdivision Regulations (found on the Parish's website). Additionally, simple divisions of property cannot result in the creation of more than eight lots.

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 need to meet with the Office of Planning and Development staff to discuss the proposed project, to gain a better 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 form, required fees, full-scale prints, 11"x17" reduced print, and an electronic submission of the plat (pdf file or other format as approved by the Ascension Parish Technology Department) shall be submitted to the secretary for the Planning Commission. No prior notice or application is required, but is recommended for expedited approval. Materials needed for this process can be found in the *Subdivision Application Requirements* sheet.

Final Plat Approval

The Commission Chairman (or his designee) will sign the final plat after approval. 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.