



**ST. JOHN**  
PLANNING & ZONING  
**SUBDIVISION APPLICATION**

Docket No: _____	Date Requested: _____
Planning Commission Meeting Date: _____	Receipt No: _____
Council District/At Large: _____	Zoning District: _____
Parcel No: _____	Flood Zone: _____
Historic District: _____	Design Review Corridor: _____
Lot, Sq., Subdivision: _____	

**OFFICE USE ONLY**

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:** *(All owners must be listed and must sign application or affidavit)*

Same as above? *(circle one)*: **YES / NO**

If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized affidavit (see page 5 of this app. for this form)? *(circle one)* **YES / NO**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBDIVISION INFORMATION:**

Subdivision Name: \_\_\_\_\_

<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Resubdivision of Existing
<input type="checkbox"/> Conditional Plat	<input type="checkbox"/> Administrative Resubdivision
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Family Resubdivision

Total Acreage: \_\_\_\_\_

Current number of lots: \_\_\_\_\_ Proposed number of lots: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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**SUBDIVISION INFORMATION:**

List bounding streets, railroads, canals, or landmarks immediately abutting the property:

\_\_\_\_\_

\_\_\_\_\_

Was the subdivision ever before the Planning Commission? (*circle one*) **YES / NO**

If **YES**, when? \_\_\_\_\_ Describe application/approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe changes made to the plat/property since this approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a modification from the Subdivision Regulations being requested? (*circle one*) **YES / NO**

If **YES**, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER SUBMITTAL REQUIREMENTS:**

Fees (pg 4): Credit card, check or money order OK to: "St. John Parish Council"

Recorded copy of Act of Sale, judgment of possession, or deed to the property

Five (5) stamped copies of the proposed subdivision/resubdivision plat

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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**OWNER'S AFFIDAVIT OF UNDERSTANDING**

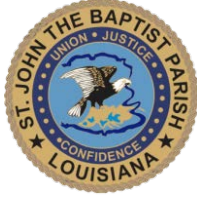
I (We), do hereby understand that this plat and the development of this area shall comply with all the requirements of the State of Louisiana pertaining to the Zoning, Subdivision and Development of land within St. John the Baptist Parish, State of Louisiana, and that this plat shall not be accepted for review until all required items have been submitted in the proper manner, to the Parish Council, or its duly authorized representative, and all required fees have been paid and received by the Parish Council or its duly appointed representative. I (We) further understand that St. John the Baptist Parish has not examined nor reviewed the title of any portion of land shown, nor any restrictive covenants or restrictions placed thereon. I (We) understand that any action to affirm this subdivision request does not imply: (1) that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants on the property, or (3) that any restrictive covenants or restrictions that may be on the property are enforceable or are not enforceable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Signature of owner(s) of property to be subdivided or authorized agent**

SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Print name of Notary: \_\_\_\_\_  
Bar roll # \_\_\_\_\_



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**PROCESSING FEES** *(to be completed by office staff)*

**PRELIMINARY**

Advertisement	\$ 50.00
Preliminary Plat	\$ 200.00
\$5 / lot _____	_____
Technology fee	\$ 10.00
<b>TOTAL</b>	\$ _____

**FINAL**

Advertisement	\$ 50.00
Final Plat	\$ 225.00
Recording Fee	<b>TBD</b>
GIS Update	\$ 50.00
Technology Fee	\$ 10.00
<b>TOTAL</b>	\$ _____

**CONDITIONAL**

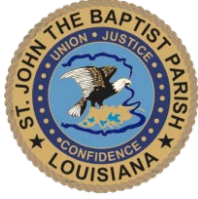
Conditional Plat	\$ 200.00
\$20 / lot _____	\$ _____
Inspection Fee	\$ _____
(\$1.50 / linear feet. of street)	
Technology Fee	\$ 10.00
<b>TOTAL</b>	\$ _____

**RESUBDIVISION**

Advertisement	\$ 50.00
<i>(NA for administrative cases)</i>	
1 <sup>ST</sup> 2 lots	\$ 50.00
\$10 / lot after 2 _____ lots	\$ _____
Recording Fee	<b>TBD</b>
Technology Fee	\$ 10.00
GIS Update	\$ 50.00
<b>TOTAL</b>	\$ _____

Natalie Robottom  
Parish President

Alexandra Gelpi Carter, AICP  
Director of Planning and Zoning



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**OWNER'S ENDORSEMENT**

I (We) \_\_\_\_\_ being duly sworn, depose that I (we)  
Owner(s) / Corporation  
reside at \_\_\_\_\_,  
Street City  
in the Parish of \_\_\_\_\_ and State of \_\_\_\_\_  
and that I (we) am/are the owner of the property described as \_\_\_\_\_  
and that I (we) have authorized \_\_\_\_\_ to  
make the foregoing **subdivision/resubdivision application**.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Signature of owner(s) of property or authorized agent**

SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Print name of Notary: \_\_\_\_\_

Bar roll # \_\_\_\_\_