



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
TOTAL \$ _____

☐ **FINAL**

Advertisement \$ 50.00
Final Plat \$ 225.00
Recording Fee **TBD**
GIS Update \$ 50.00
Technology Fee \$ 10.00
TOTAL \$ _____

☐ **CONDITIONAL**

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

☐ **RESUBDIVISION**

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



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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 _____
Parish State

and that I (we) am/are the owner of the property described as _____
Address

and that I (we) have authorized _____ to
Applicant/Agent

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 # _____