

Houma-Terrebonne Regional Planning Commission

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Application Checklist

Process A – Raw Land Division / Re-Subdivision

Process B – Mobile Home Park

Process D – Minor Subdivision

- Subdivision Application (with appropriate signatures) *(Revised 3/25/2010)*
- Certified Plat (16 copies)
- Appropriate Fees
 - Process A & B:
 - Filing Fee - \$125.00
 - OR**
 - Filing Fee (if engineering review required) - \$296.00
 - Certified mail notification - \$6.74/each adjacent property owner *(abutting the development)*

 - Process D:
 - Filing Fee - \$125.00
 - OR**
 - Filing Fee (if engineering review required) - \$296.00
 - Certified mail notification - \$6.74/each adjacent property owner *(abutting the development)*
- Property Owners (within 250' radius of development)
 - Names & addresses in required electronic format (Microsoft Excel) depicting:
 - Certified mail notification to adjacent property owners *(abutting the development)*
 - 1st class mail notification to remaining property owners
- Service Availability Letters
 - Board of Health / Pollution Control
 - Consolidated Waterworks District No. 1
 - Electric Company
 - Gas company
 - Cable company
- Fire Hydrant Distance & Accessibility
- Drainage Calculations (if property is in a force drainage area)
- Minimum Lot Size Requirement
 - 6,000 sq. ft. – public or private sewerage disposal system
 - 12,000 sq. ft. – individual treatment plant
- 50' x 50' Box Requirement
- Land Use (depicted on plat)
- 25' Access to Dedicated Roadway
- Structures & Servitudes (depicted on plat)