

# 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

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- Subdivision Application (with appropriate signatures) *(Revised 3/25/2010)*
- Certified Plat (4 copies)
- Appropriate Fees
  - Process A & B:
  - Filing Fee - \$125.00
  - OR**
  - Filing Fee (if engineering review required) - \$296.00
  - Certified mail notification (effective 1/24/2021) - \$6.96/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 (effective 1/24/2021) - \$6.96/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)*
    - 1<sup>st</sup> 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)