

Houma-Terrebonne Regional Planning Commission

P.O. Box 1446
Houma, Louisiana 70361
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Application Checklist

Process B – Residential Building Parks (Conceptual & Preliminary, Engineering, & Final)

Conceptual & Preliminary Approval

- Application (with appropriate signatures) *(Revised 3/25/2010)*
- Certified Plats (16 copies)
- Appropriate Fees
 - Filing Fee - \$75.00
 - 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
- Land Use (depicted on plat)
- Structures & Servitudes (depicted on plat)

Engineering Approval

- Application (with property owner/agent signature)
- Layout Plans (16 copies)
- Construction & Specification Plans
 - (1) copy to Planning & Zoning Department
 - (1) copy to Engineering Department
- Appropriate Fees – Filing Fee - \$860.00
 - rechecks to be billed at \$100.00/hour
- Drainage Calculations (if property is in a force drainage area)

Final Approval

- Application (with property owner/agent signature)
- Final Survey Plats (16 copies)
- Appropriate Fees
 - Filing Fees
 - 1st (5) spaces or less – \$50.00
 - (6) spaces or more – \$15.00/each additional space
 - \$50.00 minimum fee / \$1,000.00 maximum fee
- Engineer's Certification
 - The development was constructed in substantial conformance with the approved plans and specifications
- Land Use (depicted on plat)