

Houma-Terrebonne Regional Planning Commission

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Application Checklist

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

Conceptual & Preliminary Approval

- Application (with appropriate signatures) (*Application Revised 11/3/2021*)
- Certified Plats - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- Appropriate Fees
 - Filing Fee - \$75.00
 - Certified mail notification (effective 7/14/2024) - \$9.64/each adjacent property owner (*abutting the development/sharing property lines*)
- 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/sharing property lines*)
 - 1st class mail notification to remaining property owners
- Service Availability Letters
 - Department of Health / TPCG 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) (*Application Revised 11/3/2021*)
- Layout Plans - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- Construction & Specification Plans
 - (1) copy to Engineering Department
- Appropriate Fees – Filing Fee - \$860.00
 - rechecks to be billed at \$100.00/hour
- Drainage Calculations [in accordance with the Storm Drainage Design Manual (SDDM)]

Final Approval

- Application (with property owner/agent signature) (*Application Revised 11/3/2021*)
- Final Survey Plats - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- 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*)