

Houma-Terrebonne Regional Planning Commission

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

Process C – Major Subdivision (Conceptual & Preliminary, Engineering, & Final)

Conceptual & Preliminary Approval

- Subdivision 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 or Pollution Control
 - Consolidated Waterworks District No. 1
 - Entergy, SLECA, or City of Houma (electricity)
 - Gas company
 - Cable company
- Fire Hydrant Distance & Accessibility
- 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)
- Structures & Servitudes (depicted on plat)

Engineering Approval

- Subdivision 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 [in accordance with the Storm Drainage Design Manual SDDM]
- Storm Water Pollution Plan [in accordance with TPCG Code of Ordinances, Section 22-351 Storm Water Pollution Prevention Plan (SWPPP)]

Final Approval

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