

Houma-Terrebonne Regional Planning Commission

P.O. Box 1446, Houma, Louisiana 70361
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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) (*Application 11/3/2021*)
- ☐ Certified Plat - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- ☐ Appropriate Fees
 - Process A & B:
Filing Fee - \$125.00
OR
Filing Fee (if engineering review required) - \$296.00
Certified mail notification (effective 7/12/2026) - \$10.98/each adjacent property owner
(*abutting the development/sharing property lines*)
 - Process D:
Filing Fee - \$125.00
OR
Filing Fee (if engineering review required) - \$296.00
Certified mail notification (effective 7/12/2026) - \$10.98/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
- ☐ Drainage Calculations (*call Engineering Division @ 985-873-6720 to confirm if needed*)
- ☐ 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*)