

# 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) (*Application Revised 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 7/14/2024) - \$9.64/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 7/14/2024) - \$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*)
    - 1<sup>st</sup> 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*)