



St. Charles Parish
 Department of Planning & Zoning
ADMINISTRATIVE RESUBDIVISION

OFFICE USE	
Submittal Date	_____
Received By	_____
Receipt #	_____
Case #	_____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

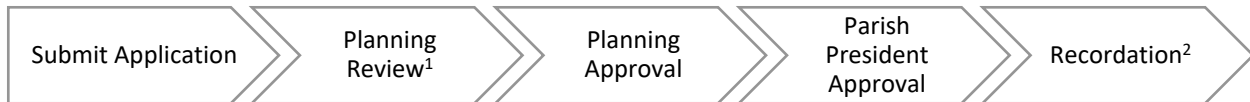
Municipal Address (if assigned): _____

Lot, Block, Subdivision: _____

APPLICATION CHECKLIST (review process does not begin until all items below are submitted):

- ____ 1. Application with notarized endorsement of all property owners (see page bottom)
 *If the owner is a corporation, a corporate resolution authorizing the representative must be provided
 - ____ 2. Resubdivision Plat (6 originals) by a licensed professional surveyor
 - ____ 3. Act of Sale or Deed to the property (copies available at Clerk of Courts Office)
 - ____ 4. Application Fee:
 - Residential/Commercial.....\$50 + \$10 per resulting lot¹
 - Industrial Area Status/Planned Industrial Park.....\$100 + \$20 per resulting lot
- ¹Any lot on the subdivision plat with a new lot name/number, including the remainder of the existing lot.

ADMINISTRATIVE SUBDIVISION PROCESS



¹ The Planning Department will work directly with the surveyor for any minor revisions required for the plat.
² The approved and recorded plat will be sent to the mailing address provided.

I/we swear to be the sole owner(s) of the property in this request and endorse this application.

_____	_____
(Signature)	(Print)
_____	_____
(Signature)	(Print)
_____	_____
(Signature)	(Print)
_____	_____
(Notary signature & seal)	(Date)