



St. Charles Parish  
 Department of Planning & Zoning  
**MAJOR SUBDIVISION**

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. Pre-Application Meeting completed (meeting date: \_\_\_\_\_)  
 \*Must occur prior to formal application submittal
- \_\_\_\_ 2. 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
- \_\_\_\_ 3. Submission Requirements
  - Subdivision Plat (6 originals) by a licensed professional surveyor
  - Drainage Impact Analysis
  - Traffic Impact Analysis
  - Storm Water Pollution Prevention Plan
  - Drainage and Sewer Impact Reports
  - Phasing Document (if applicable)
- \_\_\_\_ 4. Act of Sale or Deed for all property (copies available at Clerk of Courts Office)
- \_\_\_\_ 5. Application Fee:
  - Residential/Commercial.....\$100 + \$20 per resulting lot<sup>1</sup>
  - Industrial Area Status/Planned Industrial Park.....\$100 + \$100 per acre (max. \$5000)

<sup>1</sup>Any lot on the subdivision plat with a new lot name/number, including the remainder of the existing lot.

<b>I/we swear to be the sole owner(s) of the property in this request and endorse this application.</b>	
_____ (Signature)	_____ (Print)
_____ (Signature)	_____ (Print)
_____ (Signature)	_____ (Print)
_____ (Notary signature & seal)	_____ (Date)